

**Kentucky Equal Justice Center**

**Board Meeting “Mini Minutes”**

**December 11, 2014**

**Board Members Present:** Chris Frost, John Rosenberg, Dianet Valencia (Community Members); Jeff Been, Josh Crabtree, Dick Cullison (Program Directors); Jennifer Guzman, Loree Stark (Staff Representatives).

**KEJC Staff:** Miranda Brown, McKenzie Cantrell, Guion Johnstone, Spencer Lee, Anne Marie Regan, Rich Seckel, Cara Stewart (by phone), Daniel Welsh.

**Guests:** Jonathan Langston (student).

**Minutes of the Last Meeting**

Chair Chris Frost invited a motion on the minutes of the last meeting.

**Motion:** Jeff Been moved to approve the minutes of the October 2, 2014, board meeting.  
**Second:** Loree Stark  
**Action:** Approved unanimously

**Financial Report**

Director Rich Seckel gave a financial report for the year through November 30, as follows:

**Profit and Loss Budget Overview:** budget for the year anticipated a gain of \$9,059.

**Profit and Loss Budget vs. Actual through November 30:** showed a gain of \$68,501 compared to the expected loss of \$11,856—a positive variance of \$80,357.

**Balance Sheet as of November 30:** showed Total Current Assets of \$278,423, down from \$299,122 on August 31 but up by 100 percent from \$139,214 on November 30, 2014.

**Income and Expense Charts:** 76% of spending was payroll. 52% of income was grants.

Rich predicted carryover of \$287,423 into the coming year. He estimated unrestricted reserves of \$51,012 as of November 30, 2014.

## Audit Committee Report

Treasurer Mary O’Doherty said that the Audit Committee members Bob Brown and herself had met by phone with auditor Vickie Richardson to review and discuss the KEJC audit report for FY 2013. Chair Chris Front participated ex officio.

Mary said the program received a “strong audit” with no problems. She said that Vickie had answered questions to the committee’s satisfaction regarding (a) figures for in-kind software donations via Tech Soup and (b) accounts receivable.

**Motion:** Jeff Been moved to accept the KEJC Audit Report for FY 2013.  
**Second:** John Rosenberg  
**Action:** Approved unanimously

## Proposed Budget for 2015

Director Rich Seckel gave a detailed presentation of a proposed budget for FY 2015 with expenses trended, 50 cent per hour raises for hourly employees, \$900 increments for full-time employees and additional \$300 increments for the Director and Senior Staff Attorney, whose salaries had been found farthest from comparability.

The budget called for \$30,000 in new grants from as yet unknown sources with a resulting net positive \$5,536 income over expense if the new grants were awarded. Jeff Been suggested slight additional increments for the Director, Senior Staff Attorney and Health Law Fellow to assure that all employees received at least a two percent raise.

Rich asked that the additions be to a closest round number divisible by twelve for administrative simplicity.

**Motion:** Jeff Been moved to approve the budget with the additional increments, rounded as Rich suggested, to achieve at least 2% increases for all employees.  
**Second:** Mary O’Doherty  
**Action:** Approved unanimously

## Whistleblower Policy

Rich thanked Employment Law Attorney McKenzie Cantrell for her work on the proposed whistleblower policy. He said the policy had been circulated after the last meeting for review. Chris Frost offered addition language to explain the purpose of the policy. He proposed that the second sentence be expanded as follows (additions in bold and italics).

We take seriously our obligation to prevent the kinds of legal and ethical violations that could cause adverse publicity or public distrust of KEJC, ***injure our ability to fulfill our mission or result in a failure to meet our obligations to the public.***

- Motion:** Jeff Been moved to adopt the whistleblower policy with the change proposed by Chris.
- Second:** Josh Crabtree
- Action:** Approved unanimously

### **Conflict of Interest Statement**

Rich called the board's attention to the Conflict of Interest policy form in the board package. A number of members and staff filled out and returned the form during the meeting.

### **Additional topics**

Members also received reports or discussed:

- highlights of recent activity
- legal services and CHIPRA funding
- the Community and Client Member Nomination process
- "takeaways" from earlier strategic planning discussions
- meeting dates for 2015
- staff projects and activities

No formal action was taken on the reports and discussion items.

### **Reported by:**

Rich Seckel, Director  
April 17, 2014