

Kentucky Equal Justice Center Board

September 25, 2020

Via Zoom

Agenda

11:00 Welcome and Introductions

- Welcome New Board and Staff Members
- Moment of Silence for Justice Ruth Bader Ginsburg and Breonna Taylor
- Approval of Minutes
- Recent Highlights

11:15 Administration and Development

- Financial Report and Development Update through August
- Audit and 990 Update
- Budget Assumptions for 2021

11:30 Governance and Strategic Planning

- Attorney Staff Rep Election
- Strategic Planning Next Steps
- Report of the Personnel Policy Committee
- Next Meeting Date

11:45 Big Picture: Access to Justice

- Legal Services Funding

12:00 Staff Reports: Discussion of Highlights

12:25 Announcements

12:30 Adjournment

On Justice Ruth Bader Ginsburg

The Board and Staff of the Kentucky Equal Justice Center mourn the passing of Justice Ruth Bader Ginsburg. Her life and her judicial opinions embody the very words in the Mission of KEJC, Equal Justice for All. Let us continue to be inspired by the memories and legacy she has left us.

On Breonna Taylor

For 196 days, Kentuckians from Hazard to Paducah have demanded #JusticeforBreonna and accountability for her death at the hands of police. The Board and Staff of Kentucky Equal Justice Center express our deep disappointment in the failure of our institutions so far to deliver. Equal Justice demands much more.

Kentucky Equal Justice Center

Board Minutes

July 16, 2020

Board Members Present: Hailey O’Hair (Client Member); Bob Brown, Rick Clewett, Chris Frost, Lisa Gabbard, John Rosenberg (Community Members); Robert Johns, Neva Scott, Amanda Young (Program Directors); Kristin Brooks, Jacob Taulbee (Staff Reps).

KEJC Staff: McKenzie Cantrell, Ben Carter, Maddy Clark, Nathalie Dietrich, Leah Engle, Allison Hight, Tyler Offerman, Betsy Stone, Rich Seckel, Alexandra Werner Winslow.

Welcome and Introductions

As the group gathered on Zoom, members greeted each other and introduced themselves. Treasurer Hailey O’Hair said she was joining from Boston, where she was about to begin law school at New England Law with a full scholarship.

New Communications Coordinator Alexandra Werner Winslow introduced herself. Alexandra said she also worked at Appalshop but was happy to add KEJC’s frontline set of issues to her ongoing work. Alexandra previously had worked at Southern Poverty Law Center.

Welcome and Introductions: Approval of Minutes

A quorum being present, Chair Bob Brown invited a motion on the minutes of the previous board meeting.

Motion: John Rosenberg moved to approve the minutes of the April 21, 2020, board meeting.
Second: Hailey O’Hair
Action: Approved unanimously

Highlights of Recent Activity: Status of Remote Work

Rich said he was impressed that KEJC staff had kept up a vigorous level of work despite the complications presented by the pandemic. He said that, for him, highlights included:

Notice Improvement Project: The Cabinet for Health and Family Services had convened a group of policy staff, tech consultants and advocates for comprehensive review of public benefits notices for clarity, readability, policy accuracy and user friendliness. He said that he, Betsy, and Miranda were members of the working group, which had resumed weekly meetings after a pause for the pandemic.

Town Halls: Rich said that the pandemic had fostered new forms of community participation and that KEJC had been part of the creative new wave, helping offer town halls on both DACA and the soon-to-disappear \$600 weekly UI supplement. Rich said McKenzie had emceed the UI event, which featured compelling personnel testimony from workers.

Timely Litigation: Rich said Betsy and Ben would provide details during staff reports, but gave each a shout for litigation respectively (a) challenging UK Hospital's procedures for collecting medical debt, including use of the Kentucky Department of Revenue and (b) calling on the Governor and Secretary of State to provide for fall elections at least equally as safe as the spring primaries.

Workers' Rights Transition Grant: Rich said that KEJC dotted the i's and crossed the t's of grant deliverables to good effect. Public Welfare Foundation had deposited a \$250,000 two-year "transition" grant in KEJC's accounts, a last but worthy installment of its investment in KEJC's workers' rights project.

Super high level consultation: As advocates nationwide grappled with pandemic-related relief programs, Rich said, he was impressed with the accessibility of national expert advocates like longtime friend (and now law professor) David Super, who had worked with both Tyler and Betsy over the last several weeks.

Administration and Development: Financial Report through 2nd Quarter 2020

Bob next recognized Rich to give the financial report. Rich began with a walk-through of the cover sheet of the financial report in the board package, as follows:

Profit and Loss Budget Overview FY 2020: anticipated a gain of \$44 counting only \$80,000 of the \$250,000 in Public Welfare Foundation funds.

Profit and Loss through June 30: showed a gain of \$316,824 compared to the expected loss of -\$142,379—a positive variance of \$459,202 including Vanguard brokerage account gains.

Balance Sheet as of June 30: showed Total Current Assets of \$675,948 up from \$230,929, on March 30 and up 57.42% percent from \$429,402 on June 30, 2019.

Income and Expense Charts: 81.57% of spending was payroll. 45.71% of income was from grants.

Rich said he had revised his end of year carryover prediction to take into account (a) the extra \$170,000 from Public Welfare that he had not included in the budget and (b) a negative

uncertainty factor of 5% of budget. The resulting carryover prediction for December 31, 2020, was \$478,535.

Commenting on the dynamics of the budget, Rich said that while the total balance had risen, unrestricted funds remained flat at an estimated \$60,600. He said the amount was reassuring but not actionable for new spending. He noted that the match requirement for KEJC's Victim of Crime Act (VOCA) grant created demand for unrestricted funds.

Rich said that he had hoped to meet a big portion of VOCA cash match through in-kind volunteer time, but that it had proven hard to recruit, train and deploy attorney volunteers during the pandemic. He said he had submitted a VOCA budget adjustment lowering the in-kind volunteer match and raising the personnel cash match amount.

Walking through the supporting documents in the financial report, Rich noted that:

- **Balance Sheet:** The seemingly high balance of \$675,948 was buoyed up by three large restricted funds: about \$125,000 in Public Welfare funds to be saved for a grant year beginning July 1, 2021; about \$100,000 in the Mason Fund "quasi endowment" for Maxell Street; and most of KEJC's Paycheck Protection Program loan.
- **Budget vs. Actual:** Income YTD was running at 216% of budget, while expenditures were at 95%, a favorable combination. On the Income Graph in the package, Rich said the big spike in May represented arrival of both Public Welfare funds and the Paycheck Protection Program loan.
- **Months of reserves:** Rich said that unrestricted funds would last less than a month in the unlikely event that KEJC would have to live on them alone. He said total funds would last just over 8 months if KEJC received no new income.

Commenting on his Recent Fundraising handout, Rich said that items in green text represented good news not anticipated when the budget was made, including:

- The MAZON grant for the second year of the Food Justice Fellowship, which included an extra \$5,000 in funds designated as unrestricted operational support.
- A new grant of \$15,000 through the Protecting Immigrant Families campaign for advocacy and outreach on the Trump administration's chilling "public charge" rule.

Rich thanked Tyler for his work reporting to MAZON and Miranda for writing most of the proposal on public charge.

Administration and Development: Paycheck Protection Program

Rich said the Paycheck Protection Program had brought in a forgivable loan of \$142,452. Rich said Congress had extended the period for forgivable PPP expenditures from eight weeks to twenty-four weeks. Bob asked how much of the loan KEJC had spent and how much it would be able to use before the time limit.

Rich said that, so far, KEJC had used about \$45,000. Given the new spending period, he said, KEJC would be able to use about three times that amount—almost all the loan—on forgivable payroll, rent and utility expenses without supplanting grants. Rich said that he hoped the loan would forestall the use of unrestricted funds and perhaps even allow the program to build them up.

Administration and Development: Resource Organizer

Rich said that KEJC had begun the search for a Resource Organizer to help with grants and fundraising. He said the design of the position was influenced by advice from Beth Grupp to attendees at the Public Welfare fundraising training. Beth had said, “you have the writers,” but need someone to keep the fundraising, grant seeking, and grant reporting process organized.

Rich said he hoped the new person would increase KEJC’s “bandwidth,” including outreach to new potential funders. He noted that Beth had emphasized building relationships with potential funders, so that the “ask” would make sense when the time came.

Governance and Strategic Planning: Nominations

Neva Polley Scott said that members of the KEJC Executive Committee and Nominating Committee had met jointly recently. She said that during the meeting and by email exchange, Nominating Committee members had considered renomination of members willing to serve a new term and nomination of officers.

Neva said that committee members had charged her with making relevant nominations from the floor during the board meeting.

Motion: Neva Polley Scott moved to approve John Rosenberg and Lisa Gabbard for new two-year terms as Community Members of the board.

Second: Rick Clewett

Action: Approved unanimously

Motion: Neva Polley Scott moved to approve Bob Brown for a new one-year term as Chair of the Board and Hailey O’Hair for a new one-year term as Treasurer.

Second: John Rosenberg

Action: Approved unanimously

Governance and Strategic Planning: Call for Nominations

Given composition of the board set out in the KEJC Bylaws, Rich said, the actions just taken left one Community Member slot and up to two Client Member slots available. (The Bylaws provide for up to six Community Members and three Client Members. One of the Client Member slots had never been filled.)

Ben asked how the remaining positions would be announced and filled. Rich said he would update the KEJC Nomination Form and send out a call for Nominations to the board and staff, plus a core email list of about 150 people who knew KEJC’s mission and advocacy well. (He later also posted a blog on the KEJC website.)

Governance and Strategic Planning: Strategic Planning Update

Chair Bob Brown said the Executive Committee also discussed the strategic planning proposal submitted by Marian Guinn of MG Coaching and Consulting. The proposal envisioned a two-phase process, starting with assessment and moving on to planning. The total cost: \$10,100.

Activities under the plan included discussions with board, staff and stakeholders about progress, results and roadblocks under the last plan; a survey of board and staff to identify priorities for the new plan; a strategic retreat to reach consensus on elements of the new plan; and drafting of the plan itself.

Bob said Executive Committee members recommended approving the proposal. He invited members to share their perspective. Past chair Chris Frost said that he had participated in the last planning process in 2008 and 2009. He said the last plan was a complete success that kicked off a period of program expansion that was “quite remarkable.” He said it was time to plan again, given the new and unique challenges of the current era.

Rick Clewett added thoughts on the challenges of the times, including succession, diversity, and racial justice. He said the price of the proposal was reasonable and in line with the market price. Rob Johns agreed that it was the right time for planning and that he was “totally supportive” of going forward. Amanda Young said she seconded Rob’s statement.

Senior Counsel Ben Carter said he was excited about the conversations that would unfold under the proposal, including the prospect of envisioning new partnerships and of getting the new Resource Organizer engaged. John Rosenberg said he agreed it was a good time for planning. “It’s my two cents to go forward,” he said.

- Motion:** John Rosenberg moved to approve the proposal submitted by Marian Guinn and to direct Rich to complete the contract.
- Second:** Rick Clewett
- Action:** Approved unanimously

Rich said he would reach out to Marian, complete the contract, and begin discussions about the work plan. He said the next step would be a call to introduce Marian to Bob, with work under the plan to begin as soon as August.

Governance and Strategic Planning: Personnel Committee

Personnel Committee Chair Neva Polley Scott said the project of updating personnel policies remained where it had been at the time of the last board meeting: consultant Kathleen Carnes of Dinsmore had produced a rough draft of updated policies with a focus on modernization and compliance rather than alteration of employee benefits.

Neva said she and Rich planned to review the draft and make comments intended to turn it from “rough draft” to a complete first draft for consideration by the Committee. Rich apologized for the delay. He said that a large proportion of KEJC’s funding had been in play in the few weeks since the last board meeting, in the form of grant proposals, reports and agreements adding up to over \$800,000.

Chair Bob Brown asked whether the new personnel policy draft addressed salary comparability. Rich said that salary scales had not initially been identified as part of the scope of the personnel policy update. Personnel Committee Chair Neva Polley Scott agreed that salary comparability had not been part of the scope but expressed willingness to take it on.

Rich said that time, money, and process were key ingredients in the salary comparability update. After a discussion, it was left to the Executive Committee to consider the right home and process for the work.

(After the meeting, Rich suggested to Bob that he confer with Neva as chair of the Personnel Committee and with Chris, who had participated in the last comparability discussions in 2013, with a goal of setting out touchstones for the analysis and a work plan to prepare proposed new scales.)

Governance and Strategic Planning: Meeting Dates

Rich said the remaining meeting dates of the year were:

- September 25 Friday Board Meeting
- December 10 Thursday Annual Meeting

Big Picture: Legal Aid Funding

John Rosenberg said that a virtual version of ABA Days was coming up at the end of July, featuring online visits with Kentucky’s Congressional delegation. AppalRed Legal Aid director Rob Johns said that the relevant House subcommittee had included \$465 million for the Legal Services Corporation (LSC) in its budget for the coming federal fiscal year, a \$25 million increase over the current amount. “We’ll see what happens in the Senate,” he said.

Rob noted that the House-passed Heroes Act had a \$50 million supplement for LSC, as had the earlier CARES act that passed into law.

Neva Polley Scott said that between the Paycheck Protection Program and the extra LSC funds, a year that could have been difficult for civil legal aid programs had turned out reasonably well. Looking ahead, however, she said that 2021 could be challenging. Neva said that Bank of America settlement funds for the programs were scheduled to taper off. As well, the outlook on donations from law firms was uncertain.

Staff Reports

The board heard staff reports on recent litigation, including the challenge to UK Hospital's debt collection procedures; the action calling on the Governor and Secretary of State to ensure safe elections in the fall; and the status of DACA following the recent Supreme Court decision.

Betsy Davis Stone reported on the UK suit, Ben Carter on the elections litigation and Leah Engle on DACA. No board action was required in response to the reports. For more detail on recent work, see written staff reports on the KEJC Board web page under the July 16, 2020, heading at:

<https://www.kyequaljustice.org/board-meetings>

Adjournment

Motion: Chris Frost moved to adjourn the meeting.
Second: Rob Johns
Action: Approved unanimously

Reported by:

Richard J. Seckel, Director
September 21, 2020



Kentucky Equal Justice Center
201 W. Short Street, Suite 310
Lexington, KY 40507

T: 859-233-3057
F: 859-233-0007

Memorandum

DATE: September 19, 2020
TO: Kentucky Equal Justice Center Board
FROM: Rich Seckel, Director
RE: Financial Report through August 2020

The following financial reports are attached:

Profit and Loss Budget Overview FY 2020: anticipates a gain of \$44 counting only \$80,000 of potential \$250,000 Public Welfare Foundation funds.

Profit and Loss through August 31: shows a gain of \$329,022 compared to the expected gain of \$65,812—a positive variance of \$263,211 including Vanguard brokerage gains.

Balance Sheet as of August 31: shows Total Current Assets of \$688,806 up from \$675,948, on June 30 and up 77.69% from \$387,636 on August 31, 2019.

Income and Expense Charts: 84.60% of spending was payroll. 74.29% of income was from grants.

Revised Carryover Prediction

Total Current Assets December 31, 2019	\$358,237
Plus budgeted gain for the year	\$ 44
Plus Public Welfare above \$80,000	\$170,000
Minus 5% income uncertainty factor	\$ 49.746
Projected Current Assets December 31, 2020	\$478,535

Unrestricted Funds

Audited	12/31/12	\$24,254
Audited	12/31/13	\$66,405
Audited	12/31/14	\$87,994
Audited	12/31/15	\$93,513
Audited	12/31/16	\$103,392
Audited	12/31/17	\$101,516
Audited	12/31/18	\$131,221
Estimated	11/30/19	\$51,960
Estimated	8/31/20	\$161,532

KEJC Unrestricted Funds Balance

August 30, 2020

	Balance
Total Current Assets	688,806.27

Restricted Funds

AILA Midsouth	188.31
BGCF Citizenship	6,621.82
Catholic Diocese of Lexington	0.00
Center for Responsible Lending	2,833.03
CLASP Immigrant Families	11,242.34
CLASP ASAP	0.00
Fayette County Bar Foundation	0.00
Foundation for a Healthy KY Boots	33,377.98
Health Law Fellowship	8,305.46
Health Law Match Challenge	0.00
Health Gains Communications	0.00
Kentucky Bar Foundation	0.00
KCEP Solidarity Giving	108.80
KCET Civic Engagement	0.00
Louisville Bar Foundation	2,164.95
LIN CCC	1,625.60
MAZON Food Justice	56,649.71
MAZON Rapid Response	4,318.38
Mason Fund	104,765.11
NHeLP Health Defense	0.00
Paycheck Protection Program	51,125.56
Public Welfare Foundation	237,128.41
United Way of the Bluegrass	10,810.31

Total Restricted	531,265.77
-------------------------	-------------------

Subtotal Unrestricted	157,540.50
------------------------------	-------------------

Obligated Funds

Client Trust	5,911.00
Client Funds	1,920.00
Undistributed Attorneys Fees	3,991.00

Total Unrestricted	161,531.50
---------------------------	-------------------

Kentucky Equal Justice Center Profit & Loss Budget Overview January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
Grants	650,673.60
In-kind Contributions	20,400.00
Miscellaneous Income	25,000.00
Other Donations	85,000.00
Program Income	180,000.00
Program Services	33,840.00
Total Income	994,913.60
Expense	
Audit	4,650.00
Capital Additions	3,000.00
Case Management	8,222.75
Consultants	21,400.00
Contract Labor	9,000.00
Dues	4,400.00
Equipment Rental	4,780.84
Insurance	6,900.00
Library	2,160.00
Litigation expense	3,660.00
Miscellaneous	1,980.00
Office Supplies	10,620.00
Payroll Expenses	801,735.19
Postage and Delivery	4,752.00
Printing and Reproduction	6,336.00
Professional Fees	300.00
Rent	42,000.00
Repairs	720.00
Task Forces and Meetings	4,080.00
Telephone	15,959.52
Travel	38,393.00
Total Expense	995,049.30
Net Ordinary Income	-135.70
Other Income/Expense	
Other Income	
Interest Income	180.00
Other Income	0.00
Total Other Income	180.00
Net Other Income	180.00
Net Income	44.30

Kentucky Equal Justice Center
Profit & Loss
January through August 2020

	<u>Jan - Aug 20</u>
Ordinary Income/Expense	
Income	
Grants	698,033.27
In-kind Contributions	9,827.64
Other Donations	21,541.62
Program Income	135,000.00
Program Services	67,883.10
Total Income	<u>932,285.63</u>
Expense	
Case Management	7,613.00
Consultants	5,515.00
Contract Labor	2,624.38
Dues	3,142.75
Equipment Rental	3,383.44
Insurance	7,510.75
Library	3,392.02
Litigation expense	4,114.32
Miscellaneous	299.98
Office Supplies	5,392.64
Payroll Expenses	530,624.33
Postage and Delivery	2,810.39
Printing and Reproduction	2,064.62
Rent	27,588.00
Repairs	400.00
Task Forces and Meetings	50.00
Telephone	13,354.36
Travel	8,810.37
Total Expense	<u>628,690.35</u>
Net Ordinary Income	303,595.28
Other Income/Expense	
Other Income	
Interest Income	36.01
Other Income	25,391.18
Total Other Income	<u>25,427.19</u>
Net Other Income	25,427.19
Net Income	<u><u>329,022.47</u></u>

Kentucky Equal Justice Center
Profit & Loss Budget vs. Actual
January through August 2020

	<u>Jan - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Grants				
Catholic Diocese of Lexington	3,750.00	3,750.00	0.00	100.0%
Center for Responsible Lending	7,500.00			
FHKY RHP Boots	0.00	50,000.00	-50,000.00	0.0%
Health Gains Communications	0.00	20,000.00	-20,000.00	0.0%
HFGC Health Law Fellowship	45,000.00	90,000.00	-45,000.00	50.0%
Kentucky Bar Foundation	0.00	11,000.00	-11,000.00	0.0%
MAZON Food Justice	69,712.00	67,947.60	1,764.40	102.6%
MAZON Rapid Response	7,100.00			
Paycheck Protection Program	142,452.00			
Public Welfare Foundation	250,000.00	80,000.00	170,000.00	312.5%
Restricted	0.00	40,666.66	-40,666.66	0.0%
United Way of the Bluegrass	12,960.00	16,000.00	-3,040.00	81.0%
Unrestricted	0.00	1,200.00	-1,200.00	0.0%
VOCA Justice Cabinet	141,559.27	143,617.34	-2,058.07	98.57%
Grants - Other	18,000.00			
Total Grants	698,033.27	524,181.60	173,851.67	133.17%
In-kind Contributions	9,827.64	13,600.00	-3,772.36	72.26%
Miscellaneous Income	0.00	10,000.00	-10,000.00	0.0%
Other Donations	21,541.62	23,500.00	-1,958.38	91.67%
Program Income	135,000.00	135,000.00	0.00	100.0%
Program Services	67,883.10	22,560.00	45,323.10	300.9%
Total Income	932,285.63	728,841.60	203,444.03	127.91%
Expense				
Capital Additions	0.00	2,000.00	-2,000.00	0.0%
Case Management	7,613.00	8,222.75	-609.75	92.59%
Consultants	5,515.00	12,840.00	-7,325.00	42.95%
Contract Labor	2,624.38	6,000.00	-3,375.62	43.74%
Dues	3,142.75	3,433.34	-290.59	91.54%
Equipment Rental	3,383.44	3,187.22	196.22	106.16%
Insurance	7,510.75	6,900.00	610.75	108.85%
Library	3,392.02	1,440.00	1,952.02	235.56%
Litigation expense	4,114.32	2,440.00	1,674.32	168.62%
Miscellaneous	299.98	1,320.00	-1,020.02	22.73%
Office Supplies	5,392.64	7,080.00	-1,687.36	76.17%
Payroll Expenses	530,624.33	533,309.66	-2,685.33	99.5%
Postage and Delivery	2,810.39	3,168.00	-357.61	88.71%
Printing and Reproduction	2,064.62	4,224.00	-2,159.38	48.88%
Professional Fees	0.00	150.00	-150.00	0.0%
Rent	27,588.00	28,000.00	-412.00	98.53%
Repairs	400.00	480.00	-80.00	83.33%
Task Forces and Meetings	50.00	2,720.00	-2,670.00	1.84%
Telephone	13,354.36	10,639.68	2,714.68	125.52%
Travel	8,810.37	25,595.34	-16,784.97	34.42%
Total Expense	628,690.35	663,149.99	-34,459.64	94.8%
Net Ordinary Income	303,595.28	65,691.61	237,903.67	462.15%
Other Income/Expense				
Other Income				
Interest Income	36.01	120.00	-83.99	30.01%
Other Income	25,391.18	0.00	25,391.18	100.0%
Total Other Income	25,427.19	120.00	25,307.19	21,189.33%
Net Other Income	25,427.19	120.00	25,307.19	21,189.33%
Net Income	329,022.47	65,811.61	263,210.86	499.95%

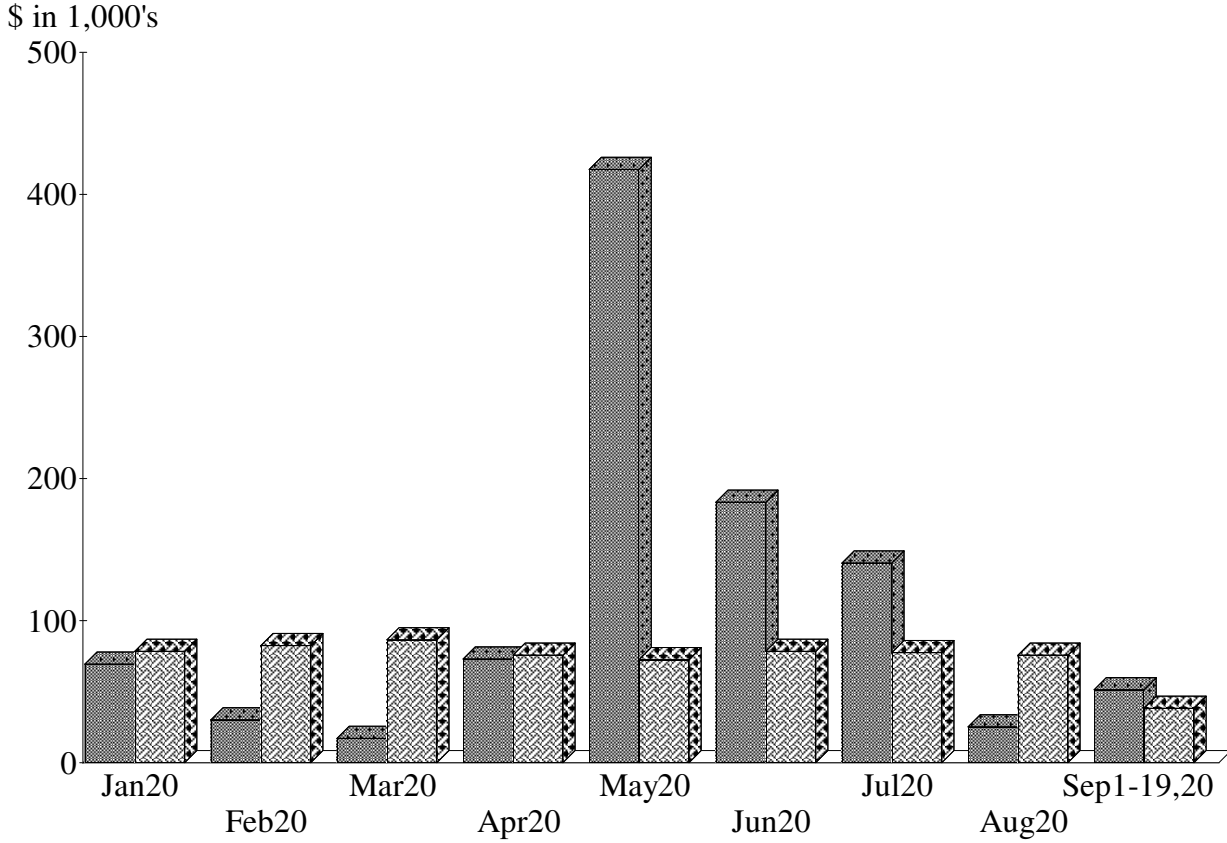
Kentucky Equal Justice Center
Balance Sheet
As of August 31, 2020

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	449,024.04
Chase IOLTA	3,620.00
Chase Savings	100,231.55
Vanguard Brokerage	104,765.11
Total Checking/Savings	<u>657,640.70</u>
Accounts Receivable	
Accounts Receivable	31,165.57
Total Accounts Receivable	<u>31,165.57</u>
Total Current Assets	688,806.27
Other Assets	
Accumulated Depreciation - Comp	-50,781.40
Computer and Phone Equipment	57,623.63
Rental Deposit	715.00
Total Other Assets	<u>7,557.23</u>
TOTAL ASSETS	<u><u>696,363.50</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Client Trust Funds	5,911.00
Direct Deposit Liabilities	172.97
Payroll Liabilities	987.09
Total Other Current Liabilities	<u>7,071.06</u>
Total Current Liabilities	7,071.06
Long Term Liabilities	
Accrued leave	38,591.90
Total Long Term Liabilities	<u>38,591.90</u>
Total Liabilities	45,662.96
Equity	
Opening Bal Equity	52,900.79
Retained Earnings	71,139.92
Temporarily Restricted Net Asse	197,637.36
Net Income	329,022.47
Total Equity	<u>650,700.54</u>
TOTAL LIABILITIES & EQUITY	<u><u>696,363.50</u></u>

Kentucky Equal Justice Center
Balance Sheet Prev Year Comparison
As of August 31, 2020

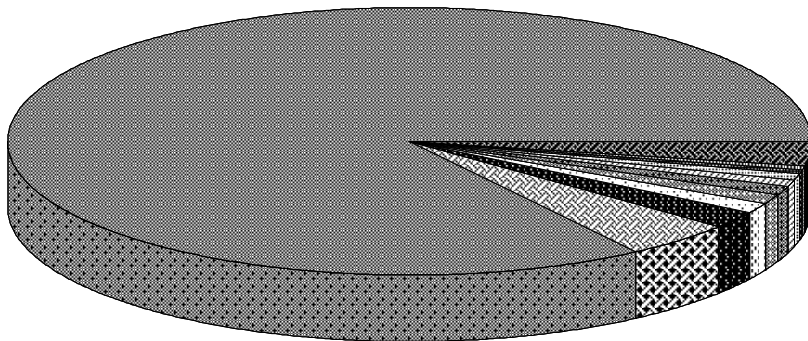
	<u>Aug 31, 20</u>	<u>Aug 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Chase Checking	449,024.04	151,454.29	297,569.75	196.48%
Chase IOLTA	3,620.00	3,620.00	0.00	0.0%
Chase Savings	100,231.55	115,147.75	-14,916.20	-12.95%
Vanguard Brokerage	104,765.11	63,515.79	41,249.32	64.94%
Total Checking/Savings	<u>657,640.70</u>	<u>333,737.83</u>	<u>323,902.87</u>	<u>97.05%</u>
Accounts Receivable				
Accounts Receivable	31,165.57	53,897.74	-22,732.17	-42.18%
Total Accounts Receivable	<u>31,165.57</u>	<u>53,897.74</u>	<u>-22,732.17</u>	<u>-42.18%</u>
Total Current Assets	<u>688,806.27</u>	<u>387,635.57</u>	<u>301,170.70</u>	<u>77.69%</u>
Other Assets				
Accumulated Depreciation - Comp	-50,781.40	-47,358.70	-3,422.70	-7.23%
Computer and Phone Equipment	57,623.63	56,749.49	874.14	1.54%
Rental Deposit	715.00	715.00	0.00	0.0%
Total Other Assets	<u>7,557.23</u>	<u>10,105.79</u>	<u>-2,548.56</u>	<u>-25.22%</u>
TOTAL ASSETS	<u>696,363.50</u>	<u>397,741.36</u>	<u>298,622.14</u>	<u>75.08%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Client Trust Funds	5,911.00	5,911.00	0.00	0.0%
Direct Deposit Liabilities	172.97	-235.16	408.13	173.55%
Payroll Liabilities	987.09	804.07	183.02	22.76%
Total Other Current Liabilities	<u>7,071.06</u>	<u>6,479.91</u>	<u>591.15</u>	<u>9.12%</u>
Total Current Liabilities	<u>7,071.06</u>	<u>6,479.91</u>	<u>591.15</u>	<u>9.12%</u>
Long Term Liabilities				
Accrued leave	38,591.90	33,152.40	5,439.50	16.41%
Total Long Term Liabilities	<u>38,591.90</u>	<u>33,152.40</u>	<u>5,439.50</u>	<u>16.41%</u>
Total Liabilities	<u>45,662.96</u>	<u>39,632.31</u>	<u>6,030.65</u>	<u>15.22%</u>
Equity				
Opening Bal Equity	52,900.79	52,900.79	0.00	0.0%
Retained Earnings	71,139.92	78,320.35	-7,180.43	-9.17%
Temporarily Restricted Net Asse	197,637.36	197,637.36	0.00	0.0%
Net Income	329,022.47	29,250.55	299,771.92	1,024.84%
Total Equity	<u>650,700.54</u>	<u>358,109.05</u>	<u>292,591.49</u>	<u>81.71%</u>
TOTAL LIABILITIES & EQUITY	<u>696,363.50</u>	<u>397,741.36</u>	<u>298,622.14</u>	<u>75.08%</u>

Income and Expense by Month
January 1 through September 19, 2020



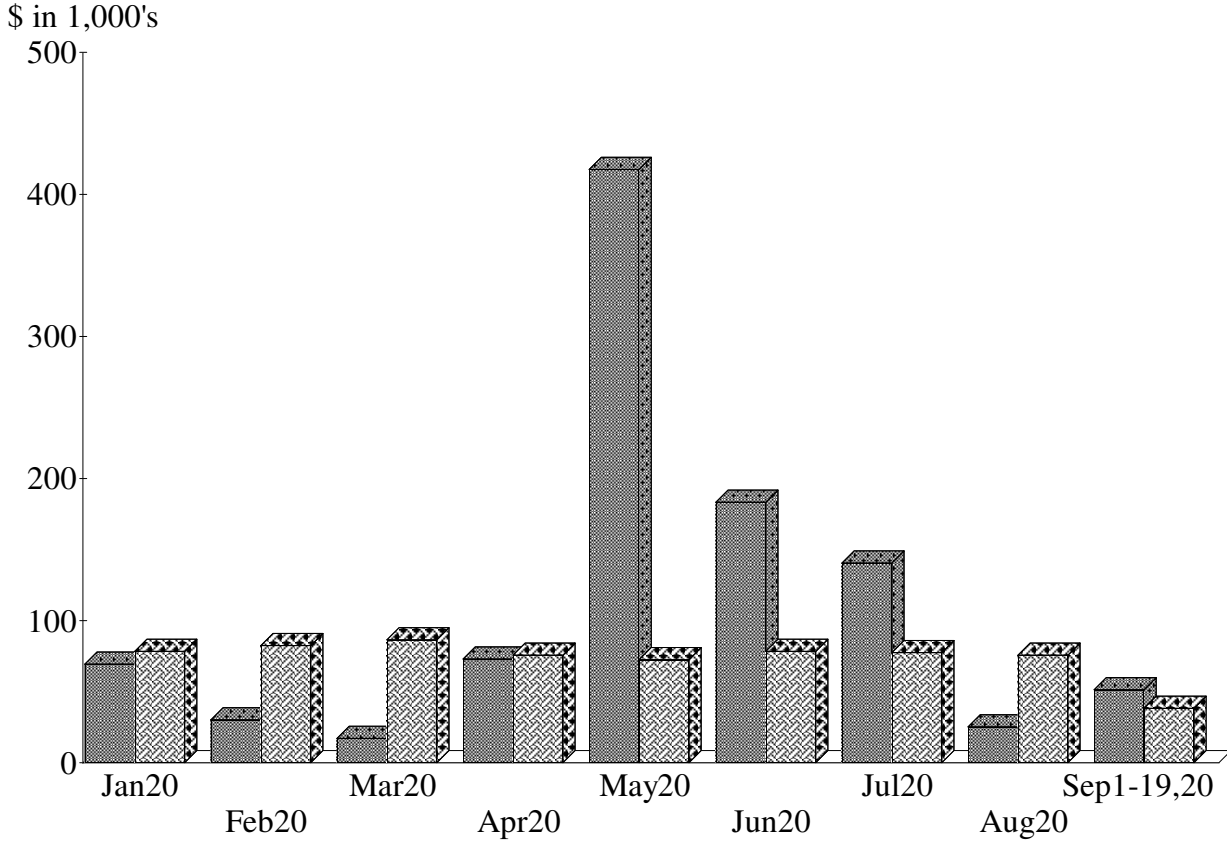
Expense Summary
January 1 through September 19, 2020

Payroll Expenses	84.60%
Rent	4.51
Telephone	2.11
Travel	1.32
Case Management	1.14
Insurance	1.13
Office Supplies	0.86
Consultants	0.83
Litigation expense	0.62
Equipment Rental	0.56
Other	2.33
Total	\$667,305.64



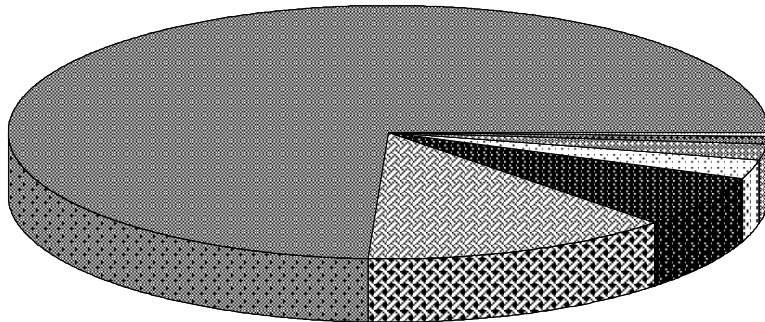
By Account

Income and Expense by Month
January 1 through September 19, 2020



Income Summary
January 1 through September 19, 2020

Grants	74.29%
Program Income	13.37
Program Services	6.72
Other Income	2.51
Other Donations	2.13
In-kind Contributions	0.97
Miscellaneous Income	\$-500.00
Interest Income	0.01
Sub-Total	\$1,009,370.82

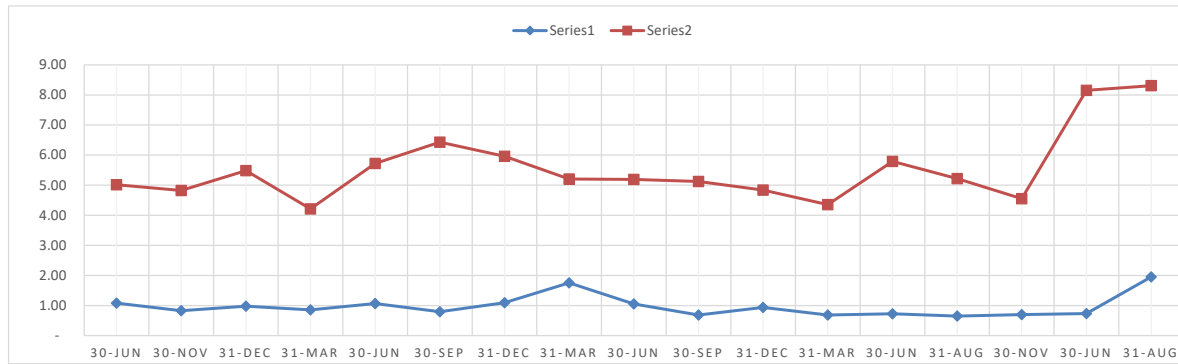


By Account

Months of Reserves 2015-2019

Restricted and Unrestricted

	2016				2017				2018				2019				2020	
	31-Mar	30-Jun	30-Nov	31-Dec	31-Mar	30-Jun	30-Sep	31-Dec	31-Mar	30-Jun	30-Sep	31-Dec	31-Mar	30-Jun	31-Aug	30-Nov	30-Jun	31-Aug
Monthly Total Budget	56,807	56,807	56,807	56,807	53,141	53,141	53,141	56,012	60,198	60,198	74,973	74,973	74,323	74,323	74,323	82,920	82,920	
Unrestricted Assets	68,665	61,201	46,944	55,565	45,384	56,524	42,052	61,278	105,546	63,228	51,291	69,964	51,003	54,011	48,144	51,960	60,600	161,532
Total Current Assets	361,976	284,755	274,084	311,418	223,867	304,026	341,756	333,733	313,143	312,638	384,280	362,671	323,395	430,146	387,636	338,245	675,948	688,806
Percent Unrestricted	18.97%	21.49%	17.13%	17.84%	20.27%	18.59%	12.30%	18.36%	33.71%	20.22%	13.35%	19.29%	15.77%	12.56%	12.42%	15.36%	8.97%	23.45%
Months of Unrestricted	1.21	1.08	0.83	0.98	0.85	1.06	0.79	1.09	1.75	1.05	0.68	0.93	0.69	0.73	0.65	0.70	0.73	1.95
Months of Total	6.37	5.01	4.82	5.48	4.21	5.72	6.43	5.96	5.20	5.19	5.13	4.84	4.35	5.79	5.22	4.55	8.15	8.31



KEJC Recent Fundraising Effort

2019

2019 Source	For	Status	Requested	Awarded	% Awarded
BGCF On the Table	Immigration	Awarded	2,000	2,000	100%
Bluegrass Community Foundation	Immigration	Awarded	14,520	15,000	103%
Catholic Diocese of Lexington	Immigration	Awarded	8,630	7,500	87%
CLASP ASAP	Public Benefits	Subgranted	4,000	4,000	100%
Fayette County Bar Foundation	Immigration	Awarded	7,633	5,000	66%
Foundation for a Healthy Kentucky Boots	Health Outreach	Awarded	50,000	50,000	100%
Good Giving Challenge 2019	General Support	In progress	30,000	58,291	194%
Health Law Fellowship Healthy Kentucky	Health Advocacy	Awarded	45,000	45,000	100%
Health Law Fellowship Interact	Health Fellowship	Awarded	45,000	45,000	100%
Interact for Health	Health Communications	Awarded	-	20,000	100%
Kentucky Bar Foundation	Immigration	Awarded	11,820	11,000	93%
KCEP Solidarity Giving	Public Benefits	Subgranted	-	25,000	100%
Kentucky Civic Engagement Table	Worker's Rights	Awarded	2,670	2,670	100%
Kentucky Gives Day	General Support	Completed	3,000	3,827	128%
Mazon Emerging Advocacy	Hunger Advocacy	Awarded	90,000	64,712	72%
Protecting Immigration Families	Public Charge	Awarded	20,000	20,000	100%
Public Welfare Foundation	Worker's Rights	Awarded	80,000	80,000	100%
United Way of the Bluegrass	Immigration	Awarded	16,000	12,960	81%
VOCA 2019-2020	Immigration	Pending	215,426	215,426	100%
Total 2019			\$645,699	\$687,386	106%
2011-2019			\$4,231,533	\$3,887,495	92%

KEJC Recent Fundraising Effort

2020

2019 Source	For	Status	Requested	Awarded	% Awarded
Catholic Diocese of Lexington	Immigration	Awarded	8,630	8,630	100%
Center for Responsible Lending	Consumer	Awarded	7,500	7,500	100%
Fayette County Bar Foundation	Immigration	Pending	7,695	-	
Foundation for a Healthy Kentucky Boots	Health Outreach	Pending	50,000	50,000	100%
Health Law Fellowship Healthy Kentucky	Health Advocacy	Awarded	45,000	45,000	100%
Health Law Fellowship Interact	Health Fellowship	Pending	45,000	45,000	100%
Kentucky Bar Foundation	Immigration	Denied	12,110	-	0%
Kentucky Civic Engagement Table	Communications	Awarded	8,120	8,120	100%
Kentucky Gives Day	General Support	Completed	3,000	4,221	141%
Mazon Emerging Advocacy	Hunger Advocacy	Awarded	64,712	69,712	108%
Mazon Rapid Response	Public Benefits	Awarded	7,100	7,100	100%
Paycheck Protection Program	Payroll and Rent	Awarded	142,452	142,452	100%
Protecting Immigration Families	Public Charge	Awarded	15,000	15,000	100%
Public Welfare Foundation	Worker's Rights	Awarded	250,000	250,000	100%
United Way of the Bluegrass	Immigration	Awarded	12,960	12,960	100%
VOCA 2020-2021	Immigration	Pending	213,095	213,095	100%
Total 2020			\$892,374	\$878,790	98%
2011-2020			\$5,123,907	\$4,766,285	93%

Coming Up

Bluegrass Community Foundation	Immigration	Pending	15,000		0%
Good Giving Challenge	General Support	Planning	35,000		0%
Holiday Letter	General Support	Planning	15,000		0%
Subtotal			\$15,000	\$0	0%

KEJC Proposed Budget Assumptions for 2021

1. Goal is to make a budget that can be paid for with known or predictable income, while maintaining unrestricted reserves of at least 8 percent of budget (\$80,000).
2. Core staff of Director, Senior Staff Attorney and Maxwell Street program director attorney may be paid for by grants, unrestricted income, or reserves above target.
3. Employment Law, Health Law Fellowship, Food Justice Fellowship, Outreach and VOCA positions will be considered grant-funded.
4. For the DOJ Accredited Rep position, KEJC will pursue the sustainability plan created to meet CLINIC requirements, including sponsorships, grants, donations, events, etc.
5. Maxwell Street non-VOCA Legal Assistants will be paid from Maxwell Street grants or unrestricted Maxwell Street income.
6. AmeriCorps VISTA position will be considered optional.
7. The proposed budget will include goals for fundraising and reserves.
8. To the extent possible, grant proposals will include funding for communications, development, and administration.
9. The budget may require austerity measures in operational expenses, like:
 - a. Holding off on equipment purchases unless grant funded
 - b. Limiting conference travel to essentials, grant-funded or subsidized events
10. Staff salary increments will take into account findings of the Executive Committee on salary comparability, with a target increase of at least 2%. The Director's salary will be set by the Board.
11. The budget will keep employer health premium shares at up to \$755 for individuals and an amount sufficient to ensure that employee shares for family coverage do not exceed shares for state employees.
12. The director may offer alternative budgets for consideration or a budget contingency plan to include potential mid-year adjustments.
13. The Consumer Reports Award will be used sparingly for long term benefit and the Mason Fund will be invested and managed in accord with instructions of donors.

Question: What is the Board's tolerance for risk in income projections or new spending?



**Proposal for
Kentucky Equal Justice Center
Strategic Planning Services**

June 16, 2020

Introduction

MG Coaching & Consulting (MGC&C) is pleased to submit this proposal in response to the request shared by Rich Seckel. Strong, successful organizations set aside time to strategically plan.

A review of the organization's most recent strategic plan will lay the groundwork for a robust process of developing the next five-year plan. This is a serious endeavor that will benefit from the assistance of a professional facilitator. The facilitator should bring external perspective, knowledge of the nonprofit sector, tools, and techniques to foster innovative thinking, and the ability to engage stakeholders throughout the process. The objective of this work will be to develop a five-year strategic plan that solidly positions the organization for success and continued progress in achieving the mission of ensuring equal justice for all Kentuckians.

MGC&C can bring a unique combination of facilitation, and nonprofit leadership experience to this important project. Marian Guinn, president MGC&C, has 29 years of experience as a nonprofit leader committed to improving the lives of low-income Kentuckians. With this base of sector specific knowledge, she has the advantage of understanding the challenges and opportunities available to nonprofits in today's environment. Guinn has gained additional perspective from working with a variety of nonprofits since leaving God's Pantry Food Bank to form MGC&C in 2016. Through her post graduate classwork, she has added valuable tools and techniques to encourage innovative thinking and safe examination of sacred cows and other sensitive topics.

Marian Guinn, MG Coaching & Consulting, is well positioned to successfully support the needs of the Kentucky Equal Justice Center Executive Director and Board and is eager to get started on this important project. Low income Kentuckians deserve nothing less than for Kentucky Equal Justice Center to function at its highest possible level.

About MG Coaching & Consulting

MG Coaching & Consulting was created in 2016 to support leaders and nonprofit organizations with executive coaching, consulting, and facilitation services. Marian Guinn, president, brings to

the company 29 years of nonprofit leadership experience, including 19 years as CEO of God's Pantry Food Bank (a member of Feeding America serving 50 counties of central and eastern Kentucky) and 10 years as Director of Fund Development for the University of Kentucky Hospital.

MGC&C works with clients across Kentucky and the nation. Services include executive coaching, strategic plan facilitation, board engagement consultancy, customized leadership professional development services, and the High Impact Leadership Project. Marian is passionate about leadership and believes that concentrated effort to improve the capacity of leaders is critical to future success.

Guinn earned both a Bachelor of Business Administration and a Master of Business Administration from the Gatton College of Business at the University of Kentucky. She has been inducted into the Gatton College of Business Hall of Fame for her leadership and business success and served two terms on the Gatton College MBA Advisory Council. In 2017 Guinn received post graduate certification in executive coaching from the College of Executive Coaching in Arroyo Grande, California.

As God's Pantry Food Bank CEO, she led the organization through dramatic growth in food distribution, program development, fundraising and capital expansion across 50 counties of Kentucky. During this time, she took on leadership roles with a variety of Feeding America national projects, as well as serving on the Feeding America Board. Guinn was a founder of the Kentucky Association of Food Banks, and a member of the National Commodity Supplemental Food Program Association's Board of Directors.

Before coming to God's Pantry Food Bank in 1997, Guinn was the director of fund development for the University of Kentucky Hospital in Lexington. There she planned, developed, and executed fundraising efforts for the development of the UK Children's Hospital.

Guinn is a founding board member and past President of the Kentucky Nonprofit Network, the state association for nonprofit organizations in Kentucky, and currently serves as Secretary, Ohio Valley Chapter, International Coach Federation. She is past president of the Junior League of Lexington and the Bluegrass Chapter of the Association of Fundraising Professionals.

A life-long Kentuckian, Guinn has worked most of her adult life to ensure that all Kentuckians had access to quality health care and enough nutritious food to live a healthy life. It would truly be an honor to work with this organization now, when the needs of marginalized Kentuckians are literally screaming for recognition, equity, justice, and support.

Commitment

Successful development of a strategic plan requires interaction, coordination and planning between the Facilitator and Client. Clarity of objectives, outcomes and provision of adequate context and background will enhance the likelihood of success as progress is made through each stage of the strategic planning process.

The role of the Facilitator is to guide the discussion, creating an opportunity for views and ideas to be heard. The Facilitator listens, assesses and offers observations and questions to move discussions forward toward the objectives. The Facilitator is not acting as a consultant and therefore does not provide solutions. The Facilitator and Client will work hand in hand to co-create the timeline and agenda for each meeting. Ultimately it is the Client's choice and responsibility to select how to use information that arises from the meetings and make any resulting decisions.

Planning Objectives & Process

Over the course of a 10-month period, beginning August 2020, MGC&C will facilitate the board of directors and staff through a two-phase planning process.

Phase One: August 2020– January 2021

1. **Review the organization's current plan** with board, staff, and key stakeholders to identify through facilitated 90-minute discussion sessions with each group (total of 3 sessions held in person or via Zoom) individual perspectives on:
 - what's been accomplished
 - strengths employed to attain success
 - hurdles navigated
 - roadblocks, if any, prohibiting successIn addition, Marian will thoroughly review the current and previous Strategic Plans and other pertinent information.
2. **Develop, implement, and review a survey.** Marian will develop and send a survey to Board and staff to seek input on the priorities for the organization over the next 5 years. The survey would offer a glimpse into individual perspectives about what matters most and shine a light on the areas where the majority are in alignment.
3. **Prepare for Strategic Planning discussion.** Marian will utilize information gained through the discussions and survey outlined above to inform the recommendations for details of the strategic planning discussion. This process would include up to three 60-minute planning and alignment meetings with the Executive Director, Board Chair, and members of the Executive Committee to discuss planning, findings, and recommendations.

Phase One Facilitation Fee: \$4,500

Phase Two: April – June 2021

Allows for 2-month break during the 2021 Legislative Session.

1. Marian will hold a **2.5-hour Pre-Retreat meeting** with the **Executive Director and up to 4 key members of the staff and Executive Committee** to define the Current Business Model, Competitive Analysis, and list relevant Trends. This meeting should occur at least two weeks in advance of the Strategic Planning Retreat.
2. Marian will facilitate a **6.5-hour Strategy Retreat** with the **Executive Director, key Staff and Full Board** to identify the strategic priorities of the organization for the next five years including specific success indicators for each goal and resources and assets to drive achievement of the goals. We will also develop a strategy test (short list of strategic questions the organization can use to frame discussions when presented with unexpected opportunities or challenges over the period of the plan). My approach to strategic planning is loosely based upon the work of David La Piana, in his book: “The Nonprofit Strategy Revolution, Real-Time Strategic Planning in a Rapid-Response World”. Should we be unable to meet in person this retreat would be broken up into three to four 1.5-2-hour sessions via Zoom.
3. **Following the retreat**, Marian will author the 2021-2026 KEJC Strategic Plan with contributions as needed from the Executive Director. Together they will identify high level actions to reach the goals in a timeline. Client is responsible for building out the associated work plan. Client will present completed plan to Board for approval.

Phase Two Facilitation Fee: \$5,600

Confidentiality

The Facilitator agrees to keep all conversations and information arising from this engagement with the Client private and confidential, unless otherwise required by law. No personal ideas or information will be shared with anyone except with the permission of the Client.

Cost

\$10,100 for the two phases of this strategic planning process. A deposit of \$2,000 is due with the signed agreement by August 1, 2020. A payment of \$2,500 is due at the completion of Phase 1. A payment of \$3,000 is due April 1, 2021. With the remaining \$2,600 due at the completion of Phase 2 or no later than June 30, 2021. Payments will be made by check to: MG Coaching & Consulting, 4581 Saron Drive, Lexington, KY 40515. Should the client prefer to pay by credit card a service fee of 3.7% will be added to the required payment.

All fees above are valid through 6/30/2021. If additional services are desired not included in this proposal, an additional fee will be negotiated.

Closing Summary

MG Coaching & Consulting is pleased to submit this proposal. Setting aside time to evaluate and plan is a best practice of strong, successful organizations.

Marian is available to discuss this proposal and can be reached at (859)230-4664 or marian@MGCoachingandConsulting.com.

References

- Marcey Ansley, ED, Lexington Hearing & Speech Center, (859)268-4545
- Jon Parker, ED, AVOL, Lexington, KY (859)225-3000
- Tamara Sandberg, ED, Feeding Kentucky, Frankfort, KY (502) 699-2656
- Ked Stanfield, ED, Louisville Grows, (502)791-0966

Cancellation Policy:

In the event forces beyond the control of Facilitator (e.g. illness, acts of God) preclude her from delivering the above services, Client has the option of rescheduling to a later date to be mutually agreed. In such event if Client chooses to move forward without Facilitator, Client will pay for services rendered.

If this proposal meets with your approval, please date, sign and return with deposit by August 1, 2020

Richard J. Seibel 7/17/20

 Client Date

Marian F. Guinn 6/16/20

 Marian Fish Guinn, Facilitator, MG Coaching & Consulting Date

Kentucky Equal Justice Center

Board Meeting Dates

Proposed Schedule 2020

- | | | |
|----------------|----------|----------------|
| • April 21 | Tuesday | Board Meeting |
| • July 16 | Thursday | Board Meeting |
| • September 25 | Friday | Board Meeting |
| • December 10 | Thursday | Annual Meeting |

Kentucky Equal Justice Center

September 25, 2020

Staff Report Highlights

Communications — Alexandra Werner Winslow

- We implemented a 4x-daily [Twitter](#) and [Facebook](#) post schedule (and 1x daily post **schedule** on [Instagram](#)) that has resulted in approximately 300% growth in engagement across all three platforms since Alexandra came on board in July 2020. The frequency and consistency have also gained us about 30% more followers across Facebook and Instagram.

Some notable content from this time:

- **"Live tweeting"** several in-person events — anti-eviction rallies in Covington and Lexington, and "March on Mitch" focused on pandemic relief— scored approximately triple our average social media engagement. The [most recent](#) live coverage post (March on Mitch) had the highest engagement of any social media post since at least April 2019.
- **Cutting [individual speaker videos](#)** from our UI and Labor Day Town Halls has stretched the events' longevity and massively increased their impact, plus been a content boost for our partners (KCEP, HHCK, KVH, etc.).
- **KYRenterHelp.org** and HomerenterDeclaration.org have both been incredible [housing tools](#), not only getting all the good reach Ben mentioned, but having the additional perk of really boosting our social media.
- **Broadcast email:** We've sent out several emails since Alexandra came on board in July 2020, including two on evictions and one on our Labor Day Town Hall. All of them have exceeded what's deemed a healthy open rate (15-25%), with two of them scoring in the 30% range. Now that Raaziq is on board, we'll look into implementing a consistent strategy around when and how we send emails for both donor engagement and issue area campaigns.

Food Justice Fellow — Tyler Offerman

- **Administrative Advocacy:** Tyler continues to work with KEJC staff and allies in the ThriveKY Coalition to seek administrative support for improvements to SNAP, P-EBT, Unemployment Insurance, and other public benefit programs by:
 - **UI and safe work:** Working with labor union allies to urge the Governor and the Secretary of Labor to publish clear guidance on suitability of work and good cause in pandemic-related unemployment insurance programs. See [joint letter](#).

- **Intentional Program Violations:** Working with Betsy to urge the new DCBS Commissioner to adopt less punitive rules and standards on intentional program violations (IPVs) and overpayments in SNAP.
- **SNAP Outreach:** Working with DCBS to better advertise the SNAP Outreach program.
- **Hunger, Food, and Farm Networks:** Tyler's work with the Kentucky Center for Economic Policy to provide support for SNAP and WIC Technical Assistance Group is evolving:
 - **Food Policy Network:** KEJC, KCEP, Community Farm Alliance, and Feeding Kentucky are working to support a larger and broader Kentucky Food Policy Network.
 - **The SNAP & WIC TAG** will continue to meet and support legal aid staff and other allies with clients participating in federal nutrition programs, now in coordination with the broader food policy networking effort.
- **COVID response:** Tyler continues to work with state and national partners to push Congress and the White House for comprehensive COVID-19 relief legislation now that key provisions of the Families First Coronavirus Response Act and the CARES Act have expired.

Health Law Fellow — Betsy Davis Stone

- **Notice Improvement:** As part of the Cabinet's **Notice Improvement Project**, Betsy, Miranda, and Rich have helped to revamp the template for all Requests for Information (RFIs). ([See latest version.](#)) Details:
 - **High volume:** DCBS sends out more than a million RFIs to public benefit recipients each year. RFIs tell benefit recipients what information and documentation they need to provide to verify eligibility.
 - **High consequence:** The stakes are high because failure to understand or comply with an RFI can result in loss of benefits.
 - **Variables:** We're currently in the process of reviewing nearly a thousand variables that DCBS caseworkers can select when preparing an RFI.
- **Claims:** DCBS also invited us to provide feedback from the four legal aid programs about recent **changes to their Claims Notices used to collect SNAP overpayments**. We convened a group of legal aid attorneys who regularly represent SNAP beneficiaries in overpayment cases, reviewed the notices and the federal and state regulations, and submitted suggested changes to DCBS. DCBS is currently reviewing our suggested changes.
- **UK discovery:** We're busy responding to class discovery requests and reviewing the defendants' discovery responses in our **class action lawsuit against UK Healthcare and the Department of Revenue** (*Alexander v. Miller*). Betsy is tying up some loose ends, communicating with plaintiffs and other UK debtors, and doing some advance drafting

before she takes maternity leave in November. See the most recent news story to feature KEJC's medical debt advocacy and one of our plaintiffs in the case: [Medical Debt Tsunami](#).

Impact Litigation and Advocacy — Ben Carter

- **Amicus on evictions:** KEJC filed an amicus brief for the Homeless and Housing Coalition of Kentucky, Metropolitan Housing Coalition, and KEJC in a federal lawsuit challenging the Commonwealth's eviction protections. Link to [Motion](#) and [Brief](#).
- **Declaration:** Ben created [HomerenterDeclaration.org](#) to help homerenters review, sign, and email the Declaration people are required to send to their landlords to get protection from eviction. As of September 22, the tool has been:
 - viewed 3,400 times
 - used about 900 times to email the landlord or generate the Declaration for later delivery (not accounting for duplicates or people testing the tool)
 - about 300 of the users were Kentuckians
 - duplicated by Indiana Bar Foundation, Legal Aid Society of Cleveland, and the Debt Collective in California (and is being used unaltered by other direct service providers)
 - mentioned in the New York Times
 - [video screencast](#) by AppalReD explaining the tool and how to use it
- [KyRenterHelp.org](#): Ben created an online Kentucky legal aid locator, Answer and Jury Demand generator, issue-spotter.
- **Op-ed:** Ben placed an op-ed in the Herald-Leader about the need for action on every level to protect Kentuckians from eviction: [Some 500,000 Ky renters are at cliff's edge. Don't shove them off in eviction crisis.](#)
- **Speaking up:** Ben spoke at anti-eviction rallies in Covington (July 30) and Lexington (August 24); testified at the legislature's IJC on Judiciary on August 10 ([slides](#)).
- **Upcoming:** another eviction op-ed in Sept. 30 LEO Weekly.

Maxwell Street Legal Clinic — Leah Engle

- **Case counts:** Maxwell Street has **opened** 64 new cases since the board meeting in July, and continued work on our open cases. This summer, we've averaged 666 phone calls a month. After the Supreme Court DACA decision, we had consultations with 36 prospective DACA initial clients. Unfortunately, USCIS is refusing to accept initial DACA applications.
- **Fee hikes:** In September, we have been focused on submitting naturalization and other cases that will be impacted by the new USCIS fee schedule, going into effect October 2. Naturalization fees will go from \$725 to \$1,170, and we will no longer be able to apply for a

fee waiver for most cases. This will make it difficult for many of our clients to pay their immigration fees and become citizens.

- **On the radio:** We've continued our monthly bilingual immigration law update with RadioLex. This month, we spoke about DACA, the new fee schedule, and public charge. In October, we will talk about TPS and other **immigration** updates. Michelle and Allison presented on immigration remedies for crime victims for Fayette County DCBS, and we have been approached by Woodford County for a similar training.
- **Thanks, Nathalie:** Nathalie Dietrich will be leaving Maxwell Street on November 15. Nathalie has been a full-time DOJ accredited representative for the past five years. Before that she served as a volunteer and a **part-time** legal assistant. We are grateful for all the work and support Nathalie has given Maxwell Street through the years and are sad to see her go! She promises to stay on as a volunteer DOJ rep. We wish Nathalie all the best!

Outreach Coordinator — Miranda Brown

- **KEJC on RADIOLEX:** Miranda produced three new radio episodes in English and Spanish, covering:
 - [immigrant worker rights](#) related to COVID-19 in the workplace
 - [food benefits](#) including SNAP, WIC, and Pandemic EBT
 - voting rights and safe elections (airing Monday, 9/28/20)

The programs feature McKenzie, Tyler, and voting rights activist Debbie Garner, a former felon herself.

- **Fighting public charge misinformation:** Miranda and Leah hosted a [webinar](#) for 11 local housing assistance provider staff covering Public Charge in Relation to Housing Services. Miranda also spoke about KEJC's work on a national cohort call with the Protecting Immigrant Families Campaign.
- **Advocacy feedback loop:** Miranda helped 10 new families with health coverage and received several new referrals from the Community Response Coalition of Kentucky to help mixed status and undocumented families access Medicaid and Presumptive Eligibility Medicaid.
- Miranda participates in biweekly meetings of the Benefind Communications Committee, providing feedback on the communications plan and materials created for the redesigned [benefind.ky.gov](#).

Workers' Rights — McKenzie Cantrell

- **Good (great!) news:** On [July 15th](#) and [Labor Day](#), KEJC partnered with the Kentucky AFL-CIO, KCEP, Kentucky State Building and Construction Trades Council, and Center for Popular Democracy to produce two virtual town hall style meetings advocating for the continuation of expanded unemployment benefits for workers.

The Labor Day program was a combined celebration of essential workers, commentary on the changing nature of work and call to worker advocacy on safety and unemployment. We heard testimony from elected officials, affected workers, union leaders and economic experts.

- **Bad (definitely could be better) news:** We received an adverse ruling in our human trafficking case against a Lexington restaurant. The Defendants were awarded summary judgment after a hearing on the human trafficking and intentional infliction of emotional distress claims. Our wage and hour claims are still alive, and we've been ordered to mediate the case by November.