

Kentucky Equal Justice Center Board

September 21, 2023

Via Zoom

Agenda

11:00 Welcome and Introductions

- New Staff
- Recent Highlights
- Approval of Minutes

11:10 Staff Reports Highlights

- Project Reports (Food, Health, Housing, Immigration, Substance Use)
- Cross Project Reports (Comms, Development, Outreach, Senior Counsel)

12:10 Lunch Break

12:30 Special Guests

- Mizari Suarez, RJDEI Consultant
- Glenda Harrison and Nan Hanley (Access to Justice Commission)

1:00 Administration and Development

- Financial Report and Development Update through August
- Audit and 990 Update
- Budget Assumptions for 2024
- Policy Issues
 - Procurement Policy
 - Capitalization Threshold

1:20 Governance and Strategic Planning

- Report of the Nominating Committee
- Next Meeting Date

1:35 Announcements

1:40 Adjournment

Kentucky Equal Justice Center

Board Minutes

July 26, 2023

Board Members Present: Tiffany Pyette (Client Members); Bob Brown, Lisa Gabbard, Dawn Howard, John Rosenberg (Community Members); Amanda Young, Jefferson Coulter, Robert Johns, Evan Smith (Program Directors); Brandie Ingalls (Staff Rep).

KEJC Staff: Chloe Atwater, Miranda Brown, Ben Carter, Natalie Chambers, Gabriela Dawson, Stefanie Ebbens Kingsley, Laura Harper Knight, Allison Hight, Ebony Lee, Tyler Offerman, Paola Schwartz, Rich Seckel.

Guests: Pat Fisher, Reid Lehew (The Charity CFO).

Welcome and Introductions

As the group gathered on Zoom, members greeted each other. Chair Bob Brown invited Director Rich Seckel to conduct a roll call. A quorum being present, Bob called the meeting to order. He then congratulated staff members Ben Carter, Allison Hight, and Tyler Offerman on the birth of new children.

Highlights of Recent Activity

Turning to the agenda, Bob invited Rich to present highlights of recent activity. Rich offered highlights as follows:

- **Health foundation investments:** Rich said that long time health advocacy funders Interact for Health and the Foundation for a Healthy Kentucky had increased their investment by focusing what had been 12-month grants on a nine-month period through the end of the year. He said IFH also had contributed extra funds for the Food Justice “food as medicine” initiative.
- **Hiring:** Rich said that hiring was underway for three projects: the Lexington Housing Stabilization grant, a coordinator based at KEJC for the Kentucky Food Action Network, and an attorney and paralegal to focus on discrimination against people struggling with substance use, with new hires scheduled to start beginning as early as the following week.
- **Budget:** Rich said that the revised budget prepared for consideration by the board was closer to balance than the original budget for the year. He said he would provide details on the budget dynamics later in the meeting.
- **MSLC Client Story:** Rich said he had been moved by the client story shared with Maxwell Street Legal Clinic’s report. Through diligent work over a long period of time, MSLC had helped a client win approval of a T visa and avoid deportation. The client was one of the “basketball” youths recruited to come to the U.S. on false pretenses.

- **Health and Housing Intake:** Rich said that Maxwell Street Legal Assistant Paola Schwartz had enhanced intake for health and housing projects by going full-time, with half her time spent as part of the intake team for KEJC.

Approval of Minutes

Bob Brown invited a motion to approve the minutes of the last board meeting.

Motion: John Rosenberg moved to approve the minutes of the December April 28, 2023, board meeting.

Second: Brandie Ingalls

Action: Approved unanimously

Administration: Financial Report through Q2

The Charity CFO team working with KEJC introduced themselves and their organization, which focuses on accounting for nonprofits. Pat Fisher said that he was the senior accountant guiding the account, while accountant Reid Lehew provided day-to-day services, including entries for payables, receivables, and payroll allocation, plus a monthly YTD report and account reconciliation.

Pat provided a walk through of the TCFO Management Report for June, starting with key elements of the Executive Summary. With respect to the Statement of Financial Position (balance sheet), Pat said that KEJC had large payables (\$449,818) and receivables (\$657,347), driven primarily by its role as a funding hub for the Kentucky Housing Corporation grant.

Pat said that cash on hand (\$227,534) had gone up due to recent collections of receivables from Kentucky Housing Corporation. All told, he said, KEJC had enough reserves sufficient to cover two to three months of expenditures. He said three to six months was considered good for nonprofit viability.

On the Statement of Activity (Profit and Loss), Pat said that YTD net income of positive \$205,024 also was a good sign, with the program having received 45% of projected income during the first half of the year. In other comments, Pat noted that:

- The Vanguard investment account was up 33 percent for the year
- Due to the large KHC grant, the 2023 audit might see a footnote on concentration of revenue

Board member Dawn Howard asked whether KEJC's budget varied by season. Pat said that TCFO had spread budget figures evenly across the year. Dawn added that she would find it useful to see the income and spending through June compared with the budget through June, rather than with the full year budget.

Director Rich Seckel asked whether he should be concerned about the negative figure for unrestricted funds in the balance sheet. Pat said no, the figure tended to fluctuate as grants were released from temporary restrictions. He said it made more sense to track temporarily restricted

funds. Pat added that TCFO would help compile the documents needed for KEJC's annual audit.

Administration: Recent Fundraising

Rich said that, to go along with the TCFO report, he had prepared a summary of recent fundraising efforts in the usual format. The table showed that in 2022 KEJC had sought \$1,361,812 through grant writing and donations and received 87 percent of what it sought (\$1,181,305).

Rich said the table for 2023 showed higher dollar levels and a similar rate of return: \$1,913,929 sought and \$1,636,103, or 85 percent, with one key grant still pending: the VOCA grant proposal (\$179,628 requested).

Rich said there were several good news items in the table for 2023, highlighted in green, including the large new grant for housing stability services from Lexington-Fayette Urban County Government (\$980,380), a grant from Kentucky Civic Engagement Table to promote language access (\$17,927), and a duo of grants for food justice advocacy, as follows:

- A subgrant through Kentucky Youth Advocates of a grant of federal funds through the Food Research and Action Council (FRAC) to advocate for improved access to the WIC program (\$70,677 for 2023).
- Renewal of the MAZON grant for a fifth year at a new, higher amount (\$110,000), with a goal of helping staff the Kentucky Food Action Network, which had grown from previous project work.

Rich thanked Raaziq for helping manage the high volume of grant writing and reporting. Bob commented that the 85% success rate was to be commended.

Administration: Audit Prep FY 2022

Rich said that he would soon begin to compile materials and respond to questions from auditor Vickie Richardson, with help from the Charity CFO. Rich noted that federal funds in FY 2022 appeared to be close to the \$750,000 threshold that would require a federally defined "Single Audit" with more questions on internal controls, policies, and procedures.

Administration: Budget Revision

Bob next recognized Rich to present the mid-year budget revision. Rich began by describing three factors that put pressure on the 2023 budget: the end in mid-2022 of the long-running Public Welfare Foundation grant for workers' rights advocacy; the ongoing cutbacks in VOCA funding; and the scheduled end of the MAZON food justice grant in mid-year 2023.

Rich said that the original budget had a significant negative bottom line (\$176,041) but had been adopted provisionally because there was a good chance that KEJC would receive grants from Vital Strategies and Lexington-Fayette Urban County Government. Not only had those grants come about, he said, but good news on other grants described earlier helped with the bottom line.

Rich said that the staff discussion and workplace survey had put a high priority on a full-time Operations Manager position and salary improvements. He said that he had constructed and reviewed with staff management team and the executive committee a revised budget that incorporated the new grants, a full-time Operations Manager position and a “first step” toward salary improvements that included two elements:

- a \$40 salary add-on for all staff to support remote work
- a tied cost-of living increase of
 - \$120 a month for salaries below \$40,000
 - \$90 a month for salaries between \$40,000 and \$60,000
 - \$60 a month for salaries \$60,000 and above

Rich emphasized that the mid-year COLA was not intended to supplant a potential larger update to KEJC salary scales through Personnel Committee study and recommendations. He said its annual cost with fringes was just under \$60,000 (\$58,774). He said that the COLA, combined with already scheduled step increases, equaled average salary increases of 7.18 percent. Combined with the other budget changes, it led to a smaller negative bottom line (-\$2,312) than the original budget, essentially equal to a balanced budget.

In discussion, Bob noted that both salaries and Operations Manager had emerged as high priorities in the recent KEJC Workplace Survey. Housing Justice Attorney Stefanie Ebbens Kingsley said that the proposed COLA “does not reflect current frustration of staff.” John Rosenberg observed that fundraising is a challenge but that KEJC had managed to win approval of a long list of grants. He also took note of the high percentage of salary paid in benefits including retirement

John said that legal aid program contributions to KEJC had not increased in many years. Legal Aid Society director Jefferson Coulter said the programs were expecting a decrease in restricted funding from the Legal Services Corporation based on likely Congressional cuts. He said unrestricted funding sources had remained “relatively flat.”

Dawn Howard suggested formation of a development committee to set goals and help raise funds. (The idea is included in KEJC’s Strategic Plan.)

- Motion:** Dawn Howard moved to approve the budget revision as recommended by the Executive Committee and presented by Rich, including the remote work subsidy and tiered COLA.
- Second:** John Rosenberg
- Action:** Approved unanimously

Governance: Workplace Survey

Results of the KEJC Workplace Culture Survey had been included in the board package. The survey was based on a survey sent by Kentucky Legal Aid to its staff. In this case, KEJC had invited responses from both staff and board members.

Bob noted that several high priorities emerging from the survey had begun to be addressed, through the creation of the Operations Manager position and the willingness of the Personnel

Committee to study and update KEJC salary scales. He said he looked forward to also to getting recommendations from the RJDEI discussions to inform next steps (see below).

Governance and Strategic Plan: Language Access

Bob recognized Outreach Coordinator Miranda Brown to brief the board on revisions to KEJC's Language Access Plan. A draft of the plan had been included in the board package. Miranda said that she had worked with VOCA Legal Assistant Gaby Dawson and former Outreach Worker Lizz Perkins on the plan and had surveyed staff about needs and priorities. She said the revised plan drew on a theme not just of language access but language justice, a theme suggested by Raaziq and reflected in the use of "first language not English" to replace proficiency-based descriptions.

Among other things, Miranda said, the plan incorporated more detail and envisioned more resources to serve deaf and hard of hearing Kentuckians. Bob Brown said that he liked the universality envisioned by the plan. Interim AppelRed Director Evan Smith said the plan was a valuable example for all the legal aid programs. He thanked Miranda for her work on it.

Legal Aid Society Director Jefferson Coulter asked whether the plan envisioned advocacy to address access to other programs and services. Miranda said that long term, it did, but that the first step was to take KEJC's in-house practices to the next level. Jefferson said that he saw particular pain points for clients in family court and the eviction process.

Governance and Strategic Plan: RJDEI

Bob next invited board member Tiffany Pyette to describe work on the Racial Justice, Diversity, Equity, and Inclusion element of the strategic plan. Tiffany and co-facilitator Mizari Suarez had hosted a board and staff retreat in April.

Tiffany said that, as a next step, she would offer a workshop on disability justice on August 11, at Lexington's Northside Library, from 1:30 to 4:30 with breaks and snacks. She said the session would give staff a chance to sign up for BIPOC and white affinity groups for ongoing guided discussion.

Tiffany said she would round out her activity as a consultant by offering a second three hour workshop, this time on the intersectionality of race, class and gender and on racial justice in the workplace. She said the Mizari Suarez, her co-facilitator would develop recommendations based on challenging conversations held at the retreat in April.

John asked whether there was a final report with recommendations. Tyler said there was a writeup of discussions at the retreat but not yet a final project report. Later during the meeting, he emailed the write-up on the retreat to Rich for circulation to the board.

Governance and Strategic Plan: Personnel Committee

Bob said the Personnel Committee had been constituted, with board members Amanda Young and Lisa Gabbard to co-chair and with board members Dawn Howard and Robert Johns and staff members Chloe Atwater, Natalie Chambers and Raaziq El-Amin as additional members. Lisa said the first meeting of the committee was scheduled for August 22 at 10:00am ET.

Governance and Strategic Plan: Succession

Bob reported on discussions of the Executive Committee. He said the members recommended engaging a consultant to guide the search for a successor to Rich. Evan Smith said that AppalRed had engaged former Legal Aid Society director Neva Polley Scott for their search. Brandie Ingalls said that Legal Aid of the Bluegrass had done the same. Dawn Howard said she would check with her organization, St. John's Center, to see who they had used for a recent search for a new director.

Governance Tasks 2023

Rich recapped the status of expiring and vacant board terms. He said that there was only one board vacancy, the Community Member slot previously held by Rick Clewett, who stepped back further into retirement earlier in the year. Otherwise, he said, the Community Member terms of Bob Brown and Dawn Howard were set to expire in 2023. (Dawn earlier had been elected to fill out the unexpired term of Chris Frost, who had passed away in early 2022.)

Bob said that there were several worthy nominations on file from past board recruitment. Rich said he also could send out a call for nominations prior to the next board meeting. Bob said he would convene the Nominating Committee to consider nominations.

Governance: Meeting Dates 2023

Bob briefly recapped the remaining board meeting dates for 2023.

- September 21
- December 14

Big Picture: Legal Services Funding

Rob Johns reported on legal aid funding. He said that the Senate had adopted a proposed funding level of \$560M for the Legal Services Corporation, level funding in line with the debt ceiling agreement. Rob said the House had adopted a figure of \$489M, a 13 percent cut. He said it appeared that “the days of LSC increases are over for now.”

Announcements

John Rosenberg asked that the minutes reflect the sense of the Executive Committee that the legal aid programs should increase their contribution to KEJC from the current level \$180,000—where it had stood for many years—to \$300,000. He said the Executive Committee had asked committee member Amanda Young to convey the request to her fellow directors. He noted that Rich had developed figures to share with the directors on funding trends for the programs since the last increase for KEJC.

Staff Reports: Highlights and Discussion

The board next heard staff reports on multiple issues and projects. No board action was required in response to the reports. For details, see the Staff Reports on the KEJC Board web page under the July 26, 2023, heading at <https://www.kyequaljustice.org/board-meetings>.

Adjournment

Motion: John Rosenberg moved to adjourn the meeting.
Second: Lisa Gabbard
Action: Approved unanimously

Reported by:

Richard J. Seckel, Director
September 18, 2023

Kentucky Equal Justice Center

September 21, 2023

Staff Report Highlights

Food Justice — Tyler Offerman

Kentucky Food Action Network: We continue to work with the Kentucky Center for Economic Policy, Community Farm Alliance, and Feeding KY to support the Kentucky Food Action Network (KFAN). Just last week we hosted the KFAN Steering Committee Retreat and the KFAN Member Summit in Louisville. We welcomed two new SC members and had 34 members attend the Summit. As a part of the Summit, we looked back at what we had accomplished over the last year:

- Hired a full-time coordinator: Welcome Robin!
- Our listserv has nearly doubled since last year, now reaching over 250.
- KFAN hosted 15 different advocacy trainings, with hundreds of members and allies trained around critical advocacy skills and our policy priorities.
- Staff and KFAN members had over 30 meetings with state legislators during the 2023 General Assembly, and we were instrumental in removing the worst parts of House Bill 7 (a bill that could have taken Medicaid away from at least 200,000 Kentuckians and would kicked over 100,000 SNAP/food stamps).
- We had almost 100 (91) meetings with state agency administrators from the Cabinet for Health and Family Services, the Department of Agriculture, and the Department of Education to name a few
- Had 8 meetings with our Members of Congress around KFAN Farm Bill priorities

Legislative Advocacy: working on an infant and maternal health bill that would strengthen the safety net across Kentucky

Legal Impact Network (LIN) Partnership: Katina Miner (KLA) and I were invited to be panelists on a webinar hosted by LIN titled *Collaborating for Systems Change: LSC & Unrestricted Legal Advocates Working Together*. We were able to lift up our SNAP Intentional Program Violation (IPV) work to end discrimination and rights violations in the ways the state accuses people of fraudulent activity in the program. We presented to 242 participants, with representation from at least one legal aid program in every single state in the nation. [Here's](#) the recording.

WIC CIAO: KEJC recently secured funding to work on WIC outreach and program improvements. This 18-month grant will focus on identifying and removing program, policy, and language access barriers that might be preventing Latinx, mixed-language, and kinship care families from applying and receiving WIC benefits. We also secured funding for each of the LSC-funded programs to receive \$30,000 to assist in creating a pipeline of WIC referrals and clients.

Health Justice — Chloe Atwater

Medical Debt: Chloe and Ben (alongside Ed Krugman at the National Center for Law and Economic Justice) continue to represent UK HealthCare patients in *Alexander v. Miller* and are preparing for an October 24 trial date. In anticipation of the end of the UK HealthCare case, Chloe and Raaziq recently [revised the KEJC team project](#) for the Shriver Center on Poverty Law Racial Justice Institute to focus on medical debt.

Public Health Emergency (PHE) Unwinding: Tyler brought national partners from Justice in Aging (JIA) and the National Health Law Program (NHeLP) to meet with KEJC staff, state partners at legal aid organizations, and Kentucky Voices for Health to discuss systemic issues leading to procedural disenrollments in Medicaid broadly and barriers to coverage and care for the dual eligible population. This resulted in:

- ongoing communication with JIA
- both JIA and NHeLP submitting issues to the federal government on our behalf
- several meetings with NHeLP, both with and without state-based partners.

KEJC recently submitted a [letter to the Kentucky Cabinet for Health and Family Services](#) (CHFS) seeking a pause in Medicaid terminations and termination notices as well as reinstatement of coverage for certain groups. While the situation is always evolving, Chloe and Ben are in close collaboration with NHeLP and are carefully considering next steps.

Advocacy: In addition to advocacy around the PHE unwinding, Chloe has submitted organizational comments to CHFS ([Medicaid dental/vision/hearing regulations](#)) and, with help from Miranda, the U.S. Dept. for Health and Human Services ([health coverage for people with Delayed Action for Childhood Arrivals](#)). Chloe also serves on the [All Payer Claims Database](#) working group in advance of the legislative session.

Maxwell Street Legal Clinic — Allison Hight

Staff Updates: Last month was a significant moment for our organization, as two of our staff members, Abigail and Gaby, successfully obtained accreditation from the Department of Justice (DOJ). This accreditation represents a major step forward, enabling Abigail and Gaby to meet with clients autonomously, further streamlining our processes and allowing us to serve our community more effectively. Benji also has scheduled his oath ceremony and will be sworn into the bar and fully licensed in November. This will further augment our team's capabilities, allowing us to reach and assist a larger number of individuals.

However, we continue to face challenges in filling the vacancy left by Michelle. Despite our best efforts to find a suitable replacement, we have encountered difficulties in identifying a candidate who aligns with our organizational values and possesses the necessary skills and dedication. We have only received two full applications since posting the position in June, and neither has ultimately been a viable candidate. I have recommended that we close the posting until we update our salary scale next calendar year.

Case Progress: In the previous quarter, Maxwell Street opened 81 cases, largely due to Benji and Abigail joining the team. We have also had 25 previously submitted cases successfully approved. Notably, among the approved cases are several T visas, underlining our focus on assisting victims of trafficking, one of the most vulnerable groups in need of our support.

Benji worked incredibly hard this quarter to help a family from Haiti. Last month, a client who Marilyn Daniel had originally assisted in 2003 came to our door to ask for our help. She had recently entered the United States through a new Haitian parole program but unfortunately had to leave her children behind as she waited for their applications to be approved. After she left, violence in the country escalated, and she learned that her children were in imminent danger of harm. Even though parole is not typically a case that we take at Maxwell Street, Benji took the initiative to research and learn this area of the law. He submitted a thorough and persuasive expedite request to get the children into the United States sooner and protect them from harm. We are currently waiting on an answer to his application.

Upcoming Initiatives: We are planning a Naturalization Clinic in collaboration with UK Law for next month. Two of Maxwell Street's former summer interns are coordinating the clinic and have recruited a number of students from UK Law's newly formed Immigration Law Society. We anticipate providing assistance to approximately 20 clients during this event. This will be an excellent opportunity to help a number of clients reach the finish line in potentially decades-long immigration journeys and provide valuable experience to law students as they explore different career paths.

Substance Use Discrimination — Jane Connell Young

Hiring: On August 1, 2023, two employees were hired. Jane Connell Young was hired as Attorney. Jane previously worked with Legal Aid Society, Louisville. She has many years of experience as an attorney. Carmen Solis was hired as Outreach and Investigations Paralegal. Carmen works in Lexington with the Nest Center for Women, Children and Families and also as a Youth Advocate with the YAP Program. She is a fluent Spanish speaker.

Activities: Ben Carter and others have introduced Jane and Carmen to numerous community partners. Our group has met with Thrive, Vital Strategies, Dream.org, and Legal Action Center. Our group has also participated in Overdose Awareness Day in Louisville, Kentucky Disability Justice in Lexington, syringe sites in Louisville, Health First in Lexington, People Advocating Recovery in Louisville and Kentucky Movement Assembly in Northern KY.

Continuing Outreach: Our group has developed PowerPoint slides regarding Substance Use Disorder. The initial presentation was September 16, 2023, at the Kentucky Movement Assembly in Northern KY. Approximately twenty-five persons eagerly participated in a discussion accompanying the slides led by Ben Carter. Persons will be contacting us soon for input and consultation.

Outreach and Language Access — Miranda Brown

Networking/Outreach/Communications

- **Outreach:** KEJC staff spoke directly with about 90 people since the last board meeting, not counting the housing outreach. One unique occasion this quarter was tabling at a YMCA Back-to-School Rally for Lexington's Winburn neighborhood.

Direct Service

- **Health Coverage Enrollment Assistance:** Miranda helped three new families with health coverage in addition to previous clients. She is completing annual kynect training and has assisted many previous clients with Medicaid renewal and Qualified Health Plan application and enrollment, identifying and escalating systemic issues along the way, including the fact that some Medicaid members' coverage has terminated automatically at the end of their renewal period even though they submitted requested documents on time that remain pending in the system, yet to be reviewed by an eligibility worker. We just received word from the Foundation for a Healthy Kentucky that they will be providing us with additional grant funding sufficient to hire a new full time kynector!

Advocacy Feedback Loop:

- **Medicaid Technical Advisory Committees (TACs):** Miranda serves on the Consumer Rights & Client Needs TAC. In response to reports from the field that Medicaid renewals are impacting individuals receiving Social Security Income (SSI), the committee recently recommended that anyone with SSI not receive a Medicaid renewal packet or RFI (Request for Information) in order to maintain their eligibility and for all who lose SSI to receive two months of ex parte Medicaid coverage when SSI ends to allow time for them to prepare and apply for Medicaid. We discussed logistics and concerns around how individuals locate application assistance, so as follow up, I requested data on the number for kynect Qualified Health Plan enrollments that result from consumers clicking the "Get Contacted" function on the website to get connected directly with an insurance agent.

Language Access

- We have standardized protocols across the organization for interpretation for deaf and hard of hearing clients, written language translations, and a reference list of all KEJC staff and volunteers who can interpret and/or translate for each KEJC program. We set up a new account with our primary interpretation provider, Access Language Solutions, so that we now have eight accounts to facilitate billing and grant allocation for our various programs.
- Miranda is coordinating with the Foundation for a Healthy Kentucky to host a webinar on language access for healthcare providers with guest speakers from the city of Lexington's Global Lex office and Access Language Solutions.



Management Report

Kentucky Equal Justice Center
August 2023

Basis of Preparation

This report is prepared solely for the confidential use of Kentucky Equal Justice Center. In the preparation of this report, The Charity CFO, LLC has relied upon the unaudited financial and non-financial information provided to them. The Charity CFO, LLC neither owes nor accepts any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by their reliance on the report or the analysis contained herein.

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Executive Summary

Statement of Financial Position

This statement is often referred to as the *Balance Sheet*, and it is designed to represent an organization's total assets available to meet its obligations (liabilities) as of a specific point in time. The difference between total assets and total liabilities is referred to as *Net Assets*, or *Equity*.

- During the month of August 2023, cash decreased by (\$163,089), leaving an ending cash balance of \$241,513.
- Accounts receivable is \$231,028 as of August 2023.
- The fixed assets balance of \$5,063 is current as of August 2023. Depreciation is recorded on a monthly basis over the course of the assets' useful life.
- Accounts payable is \$96,761 as of August 2023. This amount decreased significantly from July due to several payments to the legal aid partners.

Statement of Activities

This statement is often referred to as the *Income Statement* or *Profit and Loss*, and it is designed to represent an organization's accrual-basis revenue and expenses over the course of a specified period. The difference between total revenue and total expenses is referred to as *Net Income*, or *Earnings*.

- Total operating revenue for the month of August 2023 was \$100,392, compared with \$61,241 in July 2023. This increase is due to a grant from Interact For Health received this month.
- Year-to-date operating revenue is \$1,420,947, representing 57% of the annual budget of \$2,508,934. During the same period in the prior year, year-to-date operating revenue was \$984,583.
- Total operating expenses for the month of August 2023 were \$163,172, compared with \$121,803 in July 2023. This flux is mostly due to an increase in Salaries Expense and Litigation Expense and a subgrant paid to Canopy Young Adult Community during August.
- Year-to-date operating expenses are \$1,521,262, representing 61% of the annual budget of \$2,490,073. During the same period in the prior year, year-to-date operating expenses were \$794,116.
- After accounting for non-operating activity, the organization has recognized net loss of (\$62,746) for the month of August 2023, and year-to-date net loss of (\$58,509).

Statement of Financial Position

BALANCE SHEET (\$)	Aug 2023	Jul 2023
ASSETS		
Cash & Equivalents		
Chase Checking	172,331	335,421
Chase IOLTA	3,903	3,903
Chase Savings	65,279	65,278
Total Cash & Equivalents	241,513	404,602
Accounts Receivable		
Accounts Receivable	231,028	225,672
Other Current Assets		
Prepaid Expenses	8,715	8,998
Vanguard Brokerage	164,611	164,578
Total Other Current Assets	173,326	173,577
Total Current Assets	645,868	803,850
Fixed Assets		
Accumulated Depreciation - Comp	(59,602)	(59,425)
Computer and Phone Equipment	64,664	64,664
Total Fixed Assets	5,063	5,239
Total Non-Current Assets	5,063	5,239
Total Assets	650,930	809,089
LIABILITIES		
Accounts Payable		
Accounts Payable	96,761	196,793
Other Current Liabilities		
CERS Employer Contribution	19,757	15,286
Client Trust Funds	5,911	5,911
Payroll Liabilities	5,223	5,074
Total Other Current Liabilities	30,891	26,272
Total Current Liabilities	127,652	223,065
Other Non-Current Liabilities		
Accrued leave	35,467	35,467
Total Non-Current Liabilities	35,467	35,467
Total Liabilities	163,120	258,532
EQUITY		
Retained Earnings		
Unrestricted Net Assets	166,313	115,508
Temporarily Restricted Net Asse	380,006	430,812
Total Retained Earnings	546,320	546,320
Current Earnings		
Net Revenue	(58,509)	4,237
Total Equity	487,811	550,557
Total Liabilities & Equity	650,930	809,089

Statement of Activities

PROFIT & LOSS (\$)	Aug 2023	2023 (YTD)	YTD last year
Revenue			
Contributions Revenue			
Contributions - Unrestricted			
Contributions - Unrestricted	453	25,486	76,556
Grants			
Blue Grass Community Foundation	0	1,250	0
Catholic Diocese of Lexington	0	6,250	7,625
CBPP Food Justice 2022-2023	0	0	30,000
Community Farm Alliance EFA	0	0	15,000
Families and Workers Fund UI	0	0	100,000
Fayette County Bar Foundation	0	0	5,000
FHKY RHP Boots	0	100,000	50,000
HFGC Health Law Fellowship	0	0	45,000
KCET	0	22,972	5,000
Kentucky Bar Foundation	0	10,000	11,000
KHC Housing Stability	0	636,419	205,000
LABG Housing	0	9,901	38,426
MAZON Food Justice	0	125,000	70,000
MAZON Rapid Response	0	0	10,000
NLIHC OSAH	0	(7,500)	50,000
Other Grants - Restricted	0	1,000	0
Other Grants - Unrestricted	0	3,000	1,457
United Way of the Bluegrass	0	16,442	15,000
VOCA Justice Cabinet	14,939	91,055	109,806
Total Grants	14,939	1,015,788	768,314
In-kind Contributions	0	500	0
Miscellaneous Revenue			
Miscellaneous Revenue	0	239	0
Total Contributions Revenue	15,392	1,042,014	844,871
Program Revenue			
Attorneys Fees	0	0	1,000
Client Fees	0	2,925	3,712
Other Program Revenue			
Other Program Revenue	0	1,009	0
Services	0	100,000	0
State Support Services			
State Support Services	0	180,000	135,000
Total Program Revenue	0	283,934	139,712
Humana	0	10,000	0
Health Care Advocacy	85,000	85,000	0
Total Revenue	100,392	1,420,947	984,583
Expenses			
Facilities & Equipment			
Depreciation Expense	176	1,639	0
Equipment Rental	467	4,216	2,250
Rent	2,700	15,300	20,000
Repairs	120	120	0
Total Facilities & Equipment	3,463	21,276	22,250
General Expenses			
Bank Service Charges	87	87	225
Dues	895	3,827	4,924
Insurance - Liability and Property	149	929	1,969
Insurance - Malpractice	486	2,916	5,388
Merchant Processing Fees	3	3	0
Miscellaneous			
Miscellaneous	1,723	5,545	(2,181)

	Aug 2023	2023 (YTD)	YTD last year
Office Supplies	0	234	0
Office Supplies - Computer	1,432	4,894	2,804
Office Supplies - General Supplies	1,018	6,900	4,588
Postage and Delivery - General	27	2,974	2,156
Postage and Delivery - Other Delivery	0	38	292
Printing and Reproduction - General			
Printing and Reproduction - General	149	951	2,192
Printing and Reproduction - Outside Copyi...	0	21	65
Telecommunications			
Conference Calls	991	2,373	0
CRM Data Management	0	195	0
Internet / Email	2,399	4,528	2,451
Telecommunications	39	9,567	8,584
Total Telecommunications	3,429	16,662	11,035
Travel - Conference	725	17,790	6,818
Travel - Local	274	9,480	1,785
Total General Expenses	10,396	73,253	42,059
Personnel & Payroll			
CERS Employer	20,232	133,811	102,277
Dental Insurance	1,262	8,442	5,925
Health Insurance	10,208	77,334	51,748
KY Unemployment Company	0	0	3,752
Life and Disability	1,051	7,028	5,355
Medicare Company	0	0	6,260
Payroll Service Fees	341	965	0
Salaries	90,108	504,093	435,368
Social Security Company	0	0	26,769
Workers Comp	86	431	1,134
Total Personnel & Payroll	123,288	732,105	638,588
Professional & Contract Services			
Accounting Services	3,775	30,200	0
Consulting Services	0	22,317	0
Total Professional & Contract Services	3,775	52,517	0
Program Expenses			
Case Management	280	1,400	5,420
Consultants	0	573,531	73,000
Contract Labor			
Contract Labor	350	3,013	2,800
Library - Publications	23	70	1,287
Library - Subscriptions	0	499	675
Litigation expense	7,208	10,112	7,439
Task Forces and Meetings			
Task Forces and Meetings	135	3,154	598
Total Program Expenses	7,996	591,778	91,219
Uncategorized Expenditure	0	1,208	0
ER Taxes	6,753	41,615	0
Subgrants	7,500	7,500	0
QuickBooks Payments Fees	0	10	0
Total Expenses	163,172	1,521,262	794,116
Operating Profit	(62,780)	(100,315)	190,466
Other Income			
Dividend Revenue	99	1,513	772
Interest Income	1	10	18
Realized Gain/Loss on Investments	0	127	167
Unrealized Gain/Loss on Investments	(66)	40,156	(28,735)
Other Expenses			
Interest Expense	0	0	4
Earnings Before Interest & Tax	(62,746)	(58,509)	162,684
Net Income	(62,746)	(58,509)	162,684

Budget Summary - Year to Date

PROFIT & LOSS (\$)	2023 (YTD)	Budget (full FY)	This year vs budget (\$)	This year vs budget (%)
Revenue				
Contributions Revenue				
Contributions - Restricted	0	57,000	(57,000)	-100.00%
Contributions - Unrestricted	25,486	108,000	(82,514)	-76.40%
Grants	1,015,788	1,924,534	(908,745)	-47.22%
In-kind Contributions	500	20,400	(19,900)	-97.55%
Miscellaneous Revenue	239	12,000	(11,761)	-98.01%
Total Contributions Revenue	1,042,014	2,121,934	(1,079,920)	-50.89%
Program Revenue				
Attorneys Fees	0	41,000	(41,000)	-100.00%
Client Fees	2,925	12,000	(9,075)	-75.63%
Other Program Revenue	1,009	0	1,009	-
Services	100,000	0	100,000	-
State Support Services	180,000	0	180,000	-
Total Program Revenue	283,934	53,000	230,934	435.72%
Vital Strategies	0	119,000	(119,000)	-100.00%
Louisville Community Ministries	0	25,000	(25,000)	-100.00%
Contributions Revenue	0	180,000	(180,000)	-100.00%
Humana	10,000	10,000	0	0.00%
Health Care Advocacy	85,000	0	85,000	-
Total Revenue	1,420,947	2,508,934	(1,087,986)	-43.36%
Expenses				
Facilities & Equipment				
Depreciation Expense	1,639	0	1,639	-
Equipment Rental	4,216	5,568	(1,352)	-24.27%
Rent	15,300	52,910	(37,610)	-71.08%
Repairs	120	5,220	(5,100)	-97.70%
Total Facilities & Equipment	21,276	63,698	(42,422)	-66.60%
General Expenses				
Bank Service Charges	87	0	87	-
Dues	3,827	5,220	(1,393)	-26.68%
Insurance - Liability and Property	929	7,260	(6,331)	-87.20%
Insurance - Malpractice	2,916	0	2,916	-
Merchant Processing Fees	3	0	3	-
Miscellaneous	5,545	1,680	3,865	230.05%
Office Supplies	234	10,860	(10,626)	-97.85%
Office Supplies - Computer	4,894	0	4,894	-
Office Supplies - General Supplies	6,900	0	6,900	-
Postage and Delivery - General	2,974	4,560	(1,586)	-34.78%
Postage and Delivery - Other Delivery	38	0	38	-
Printing and Reproduction - General	951	10,320	(9,369)	-90.78%
Printing and Reproduction - Outside Copyi...	21	0	21	-
Telecommunications	16,662	39,005	(22,343)	-57.28%
Travel - Conference	17,790	40,004	(22,214)	-55.53%
Travel - Local	9,480	0	9,480	-
Total General Expenses	73,253	118,909	(45,656)	-38.40%
Personnel & Payroll				
CERS Employer	133,811	232,047	(98,236)	-42.33%
Dental Insurance	8,442	12,352	(3,910)	-31.65%
Health Insurance	77,334	169,636	(92,302)	-54.41%
KY Unemployment Company	0	957	(957)	-100.00%
Life and Disability	7,028	13,151	(6,123)	-46.56%
Medicare Company	0	74,262	(74,262)	-100.00%
Payroll Service Fees	965	0	965	-
Salaries	504,093	963,188	(459,094)	-47.66%
Workers Comp	431	1,843	(1,412)	-76.63%

	2023 (YTD)	Budget (full FY)	This year vs budget (\$)	This year vs budget (%)
Total Personnel & Payroll	732,105	1,467,435	(735,330)	-50.11%
Professional & Contract Services				
Accounting Services	30,200	52,050	(21,850)	-41.98%
Audit Services	0	4,920	(4,920)	-100.00%
Consulting Services	22,317	0	22,317	-
Total Professional & Contract Services	52,517	56,970	(4,453)	-7.82%
Program Expenses				
Case Management	1,400	9,748	(8,348)	-85.64%
Consultants	573,531	32,416	541,115	1,669.28%
Contract Labor	3,013	5,700	(2,688)	-47.15%
Library - Publications	70	0	70	-
Library - Subscriptions	499	2,600	(2,101)	-80.81%
Litigation expense	10,112	7,200	2,912	40.44%
Task Forces and Meetings	3,154	5,820	(2,666)	-45.81%
Total Program Expenses	591,778	63,484	528,294	832.17%
Purchases	0	18,600	(18,600)	-100.00%
Uncategorized Expenditure	1,208	3,136	(1,928)	-61.49%
ER Taxes	41,615	0	41,615	-
Subgrants	7,500	697,841	(690,341)	-98.93%
QuickBooks Payments Fees	10	0	10	-
Total Expenses	1,521,262	2,490,073	(968,810)	-38.91%
Operating Profit	(100,315)	18,861	(119,176)	-631.87%
Other Income				
Dividend Revenue	1,513	0	1,513	-
Interest Income	10	180	(170)	-94.32%
Realized Gain/Loss on Investments	127	0	127	-
Unrealized Gain/Loss on Investments	40,156	0	40,156	-
Earnings Before Interest & Tax	(58,509)	19,041	(77,550)	-407.28%
Net Income	(58,509)	19,041	(77,550)	-407.28%

Budget Summary - Current Month

PROFIT & LOSS (\$)	Aug 2023	Budget (Aug 2023)	This month vs budget (\$)	This month vs budget (%)
Revenue				
Contributions Revenue				
Contributions - Restricted	0	4,750	(4,750)	-100.00%
Contributions - Unrestricted	453	9,000	(8,547)	-94.97%
Grants	14,939	160,378	(145,439)	-90.69%
In-kind Contributions	0	1,700	(1,700)	-100.00%
Miscellaneous Revenue	0	1,000	(1,000)	-100.00%
Total Contributions Revenue	15,392	176,828	(161,436)	-91.30%
Program Revenue				
Attorneys Fees	0	3,417	(3,417)	-100.00%
Client Fees	0	1,000	(1,000)	-100.00%
Total Program Revenue	0	4,417	(4,417)	-100.00%
Vital Strategies	0	9,917	(9,917)	-100.00%
Louisville Community Ministries	0	2,083	(2,083)	-100.00%
Contributions Revenue	0	15,000	(15,000)	-100.00%
Humana	0	833	(833)	-100.00%
Health Care Advocacy	85,000	0	85,000	-
Total Revenue	100,392	209,078	(108,686)	-51.98%
Expenses				
Facilities & Equipment				
Depreciation Expense	176	0	176	-
Equipment Rental	467	464	3	0.67%
Rent	2,700	4,409	(1,709)	-38.76%
Repairs	120	435	(315)	-72.41%
Total Facilities & Equipment	3,463	5,308	(1,845)	-34.76%
General Expenses				
Bank Service Charges	87	0	87	-
Dues	895	435	460	105.68%
Insurance - Liability and Property	149	605	(456)	-75.40%
Insurance - Malpractice	486	0	486	-
Merchant Processing Fees	3	0	3	-
Miscellaneous	1,723	140	1,583	1,130.64%
Office Supplies	0	905	(905)	-100.00%
Office Supplies - Computer	1,432	0	1,432	-
Office Supplies - General Supplies	1,018	0	1,018	-
Postage and Delivery - General	27	380	(353)	-92.98%
Printing and Reproduction - General	149	860	(711)	-82.65%
Telecommunications	3,429	3,250	179	5.50%
Travel - Conference	725	3,334	(2,609)	-78.26%
Travel - Local	274	0	274	-
Total General Expenses	10,396	9,909	487	4.92%
Personnel & Payroll				
CERS Employer	20,232	19,337	895	4.63%
Dental Insurance	1,262	1,029	232	22.58%
Health Insurance	10,208	14,136	(3,928)	-27.79%
KY Unemployment Company	0	80	(80)	-100.00%
Life and Disability	1,051	1,096	(45)	-4.14%

	Aug 2023	Budget (Aug 2023)	This month vs budget (\$)	This month vs budget (%)
Medicare Company	0	6,189	(6,189)	-100.00%
Payroll Service Fees	341	0	341	-
Salaries	90,108	80,266	9,843	12.26%
Workers Comp	86	154	(67)	-43.91%
Total Personnel & Payroll	123,288	122,286	1,001	0.82%
Professional & Contract Services				
Accounting Services	3,775	4,338	(563)	-12.97%
Audit Services	0	410	(410)	-100.00%
Total Professional & Contract Services	3,775	4,748	(973)	-20.48%
Program Expenses				
Case Management	280	812	(532)	-65.53%
Consultants	0	2,701	(2,701)	-100.00%
Contract Labor	350	475	(125)	-26.32%
Library - Publications	23	0	23	-
Library - Subscriptions	0	217	(217)	-100.00%
Litigation expense	7,208	600	6,608	1,101.37%
Task Forces and Meetings	135	485	(350)	-72.26%
Total Program Expenses	7,996	5,290	2,706	51.15%
Purchases	0	1,550	(1,550)	-100.00%
Uncategorized Expenditure	0	261	(261)	-100.00%
ER Taxes	6,753	0	6,753	-
Subgrants	7,500	58,153	(50,653)	-87.10%
Total Expenses	163,172	207,506	(44,334)	-21.37%
Operating Profit	(62,780)	1,572	(64,352)	-4,094.34%
Other Income				
Dividend Revenue	99	0	99	-
Interest Income	1	15	(14)	-92.73%
Unrealized Gain/Loss on Investments	(66)	0	(66)	-
Earnings Before Interest & Tax	(62,746)	1,587	(64,333)	-4,054.45%
Net Income	(62,746)	1,587	(64,333)	-4,054.45%

Kentucky Equal Justice Center

Budget vs. Actuals: FY_23 - FY23 P&L

January - August, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Contributions Revenue		120,000.00	-120,000.00	
Contributions - Restricted		38,000.00	-38,000.00	
Contributions - Unrestricted	25,486.32	72,000.00	-46,513.68	35.40 %
Grants		8,000.00	-8,000.00	
Blue Grass Community Foundation	1,250.00	13,333.36	-12,083.36	9.37 %
Catholic Diocese of Lexington	6,250.00	5,000.00	1,250.00	125.00 %
CLASP PIF		0.00	0.00	
Fayette County Bar Foundation		3,333.36	-3,333.36	
FHKY RHP Boots	100,000.00	66,666.64	33,333.36	150.00 %
Health Care Advocacy	85,000.00		85,000.00	
Health Gains Communications		53,333.36	-53,333.36	
Humana	10,000.00	6,666.64	3,333.36	150.00 %
KCET	22,972.00	21,314.64	1,657.36	107.78 %
Kentucky Bar Foundation	10,000.00	6,666.64	3,333.36	150.00 %
KHC Housing Stability	636,418.93	640,733.36	-4,314.43	99.33 %
LABG Housing	9,900.56	213,455.04	-203,554.48	4.64 %
Louisville Bar Foundation		6,400.00	-6,400.00	
Louisville Community Ministries		16,666.64	-16,666.64	
MAZON Food Justice	125,000.00	73,333.36	51,666.64	170.45 %
NLIHC OSAH	-7,500.00		-7,500.00	
Other Grants - Restricted	1,000.00	47,111.36	-46,111.36	2.12 %
Other Grants - Unrestricted	3,000.00	11,600.00	-8,600.00	25.86 %
United Way of the Bluegrass	16,441.80	10,000.00	6,441.80	164.42 %
Vital Strategies		79,333.36	-79,333.36	
VOCA Justice Cabinet	91,054.90	102,741.36	-11,686.46	88.63 %
Total Grants	1,110,788.19	1,385,689.12	-274,900.93	80.16 %
In-kind Contributions	500.00	13,600.00	-13,100.00	3.68 %
Miscellaneous Revenue	239.08		239.08	
Fundraising Events		8,000.00	-8,000.00	
Total Miscellaneous Revenue	239.08	8,000.00	-7,760.92	2.99 %
Total Contributions Revenue	1,137,013.59	1,637,289.12	-500,275.53	69.44 %
Program Revenue				
Attorneys Fees		27,333.36	-27,333.36	
Client Fees	2,925.00	8,000.00	-5,075.00	36.56 %
Other Program Revenue	1,008.80		1,008.80	
Services	100,000.00		100,000.00	
State Support Services	180,000.00		180,000.00	
Total Program Revenue	283,933.80	35,333.36	248,600.44	803.59 %
Total Revenue	\$1,420,947.39	\$1,672,622.48	\$ -251,675.09	84.95 %
GROSS PROFIT	\$1,420,947.39	\$1,672,622.48	\$ -251,675.09	84.95 %
Expenditures				

Kentucky Equal Justice Center

Budget vs. Actuals: FY_23 - FY23 P&L

January - August, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Facilities & Equipment				
Depreciation Expense	1,639.49		1,639.49	
Equipment Rental	4,216.47	3,712.00	504.47	113.59 %
Rent	15,300.00	35,273.36	-19,973.36	43.38 %
Repairs	120.00	3,480.00	-3,360.00	3.45 %
Total Facilities & Equipment	21,275.96	42,465.36	-21,189.40	50.10 %
General Expenses				
Bank Service Charges	87.42		87.42	
Dues	3,827.29	3,480.00	347.29	109.98 %
Insurance - Liability and Property	929.27	4,840.00	-3,910.73	19.20 %
Insurance - Malpractice	2,916.48		2,916.48	
Merchant Processing Fees	3.20		3.20	
Miscellaneous	5,544.81	1,120.00	4,424.81	495.07 %
Office Supplies	234.00	7,240.00	-7,006.00	3.23 %
Office Supplies - Computer	4,893.75		4,893.75	
Office Supplies - General Supplies	6,899.72		6,899.72	
Postage and Delivery - General	2,974.02	3,040.00	-65.98	97.83 %
Postage and Delivery - Other Delivery	38.48		38.48	
Printing and Reproduction - General	951.06	6,880.00	-5,928.94	13.82 %
Printing and Reproduction - Outside Copying	21.04		21.04	
Telecommunications	9,566.59	26,003.36	-16,436.77	36.79 %
Conference Calls	2,372.73		2,372.73	
CRM Data Management	194.99		194.99	
Internet / Email	4,527.96		4,527.96	
Total Telecommunications	16,662.27	26,003.36	-9,341.09	64.08 %
Travel - Conference	17,790.28	26,669.36	-8,879.08	66.71 %
Travel - Local	9,479.96		9,479.96	
Total General Expenses	73,253.05	79,272.72	-6,019.67	92.41 %
Personnel & Payroll				
CERS Employer	133,810.97	154,697.68	-20,886.71	86.50 %
Dental Insurance	8,442.21	8,234.72	207.49	102.52 %
ER Taxes	41,615.42		41,615.42	
Health Insurance	77,334.15	113,090.72	-35,756.57	68.38 %
KY Unemployment Company		637.84	-637.84	
Life and Disability	7,028.12	8,767.12	-1,739.00	80.16 %
Medicare Company		49,508.16	-49,508.16	
Payroll Service Fees	965.32		965.32	
Salaries	504,093.42	642,125.12	-138,031.70	78.50 %
Workers Comp	430.84	1,228.88	-798.04	35.06 %
Total Personnel & Payroll	773,720.45	978,290.24	-204,569.79	79.09 %
Professional & Contract Services				
Accounting Services	30,200.00	34,700.00	-4,500.00	87.03 %
Audit Services		3,280.00	-3,280.00	

Kentucky Equal Justice Center

Budget vs. Actuals: FY_23 - FY23 P&L

January - August, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Consulting Services	22,317.00		22,317.00	
Total Professional & Contract Services	52,517.00	37,980.00	14,537.00	138.28 %
Program Expenses				
Case Management	1,400.00	6,498.64	-5,098.64	21.54 %
Consultants	573,531.12	21,610.64	551,920.48	2,653.93 %
Contract Labor	3,012.50	3,800.00	-787.50	79.28 %
Library - Publications	70.02		70.02	
Library - Subscriptions	499.00	1,733.36	-1,234.36	28.79 %
Litigation expense	10,111.66	4,800.00	5,311.66	210.66 %
Subgrants	7,500.00	465,227.04	-457,727.04	1.61 %
Task Forces and Meetings	3,153.96	3,880.00	-726.04	81.29 %
Total Program Expenses	599,278.26	507,549.68	91,728.58	118.07 %
Purchases		12,400.00	-12,400.00	
QuickBooks Payments Fees	10.00		10.00	
Uncategorized Expenditure	1,207.56	2,090.64	-883.08	57.76 %
Total Expenditures	\$1,521,262.28	\$1,660,048.64	\$ -138,786.36	91.64 %
NET OPERATING REVENUE	\$ -100,314.89	\$12,573.84	\$ -112,888.73	-797.81 %
Other Revenue				
Dividend Revenue	1,512.92		1,512.92	
Interest Income	10.22	120.00	-109.78	8.52 %
Realized Gain/Loss on Investments	126.61		126.61	
Unrealized Gain/Loss on Investments	40,156.15		40,156.15	
Total Other Revenue	\$41,805.90	\$120.00	\$41,685.90	34,838.25 %
NET OTHER REVENUE	\$41,805.90	\$120.00	\$41,685.90	34,838.25 %
NET REVENUE	\$ -58,508.99	\$12,693.84	\$ -71,202.83	-460.92 %

KEJC Recent Fundraising Effort

2022

Source	For	Status	Requested	Awarded	% Awarded
Blue Grass Community Foundation	Immigration Law	Awarded	18,000	18,000	100%
Catholic Diocese of Lexington	Immigration	Awarded	12,500	12,500	100%
Center on Budget and Policy Priorities	Food Justice	Awarded	30,000	35,000	117%
Community Farm Alliance EFA	Food Justice	Awarded	15,000	15,000	100%
Families and Workers Fund (KEJC)	Unemployment	Awarded	100,000	100,000	100%
Fayette County Bar Foundation	Immigration	Pending	8,570	8,000	93%
Foundation for a Healthy Kentucky I	Health Law Fellow	Awarded	45,000	45,000	100%
Foundation for a Healthy Kentucky II	Boots on the Ground	Awarded	50,000	50,000	100%
Give for Good Louisville	General Support	Completed	3,000	1,453	48%
Good Giving Challenge	General Support	Completed	48,000	23,797	50%
Holiday Letter	General Support	Preparing	12,000	19,446	162%
Interact for Health	Health Law Fellow	Awarded	45,000	45,000	100%
Interact for Health Communications	Communications	Awarded	20,000	20,000	0%
Kentucky Bar Foundation	Immigration	Awarded	11,860	11,000	93%
Kentucky Civic Engagement Table	Civic Engagement	Awarded	9,860	5,000	51%
Kentucky Housing Corporation KEJC	Housing Stability	Awarded	422,000	422,000	100%
Kentucky Gives Day	General Support	Completed	3,600	3,403	95%
Kentucky Voices for Health	Public Benefits	Awarded	10,000	10,000	100%
Kentucky Nonprofit Relief Fund	General Support	Awarded	37,595	37,595	0%
MAZON	Food Justice	Awarded	65,000	70,000	108%
MAZON Rapid Response	Food Justice	Awarded	10,000	10,000	100%
National Low Income Housing	Housing	Awarded	50,000	50,000	100%
Protecting Immigrant Families	Public Benefits	Denied	100,000	-	0%
United Way of the Bluegrass	Immigration	Awarded	23,184	15,000	65%
VOCA	Immigration	Awarded	211,643	154,112	73%
Total 2022			\$1,361,812	\$1,181,305	87%

KEJC Recent Fundraising Effort

2023

Source	For	Status	Requested	Awarded	% Awarded
Blue Grass Community Foundation	Immigration Law	Pledged	18,000	20,000	111%
Catholic Diocese of Lexington	Immigration	Awarded	14,420	7,500	52%
FRAC WIC CIAO Subgrant	Food Justice	Awarded	70,667	70,667	100%
Feeding Kentucky	Food Justice	Donated	15,000	15,000	100%
Fayette County Bar Foundation	Immigration	Pending	7,932	-	0%
Foundation for a Healthy Kentucky I	Health Law Fellow	Awarded	50,000	50,000	100%
Foundation for a Healthy Kentucky II	Boots on the Ground	Awarded	50,000	50,000	100%
Foundation for a Healthy Kentucky III	kynector	Awarded	85,000	85,000	100%
Give For Good Louisville	General Support	Completed	6,000	2,169	36%
Humana Foundation Subgrant	Food Justice	Awarded	10,000	10,000	100%
Interact for Health	Health Law Fellow	Awarded	65,000	65,000	100%
Interact for Health Communications	Communications	Awarded	20,000	20,000	100%
Lexington Housing Stability	Housing	Awarded	980,380	980,380	100%
Kentucky Bar Foundation	Immigration	Awarded	13,890	10,000	72%
Kentucky Civic Engagement Table	Racial Justice DEI	Awarded	5,000	5,000	100%
Kentucky Civic Engagement Table	Language Access	Awarded	17,972	17,927	100%
Kentucky Gives Day	General Support	Completed	3,600	2,507	70%
Kentucky Housing Corporation	Operating Funds	Pending	25,000	-	0%
MAZON	Food Justice	Awarded	70,000	110,000	157%
United Way of the Bluegrass	Immigration	Awarded	27,324	15,000	55%
United Way of the Bluegrass	Workers Rights	Denied	74,299	-	0%
Vital Strategies	Substance Use	Awarded	246,749	207,122	84%
VOCA	Immigration	Awarded	179,628	118,666	66%
		Total 2023	\$2,037,861	\$1,841,938	90%

Coming Up

Good Giving Challenge	General Support	Planning	36,000		0%
Holiday Letter	General Support	Planning	20,000	-	0%
		Total	\$56,000	\$0	0%

Kentucky Equal Justice Center

Provisional Procurement Policy

August 31, 2023

Kentucky Equal Justice Center (KEJC) adopts the following standards to comply with Federal Regulations CFR 200, Procurement Standards paragraphs 200.318 to 200.325 under the Uniform Guidance.

The Uniform Guidance procurement standards apply for goods and services that are directly charged to a Federal Award, including direct federal grants or state grants funded by federal pass-through funds.

Per Federal regulations, KEJC purchases will comply with these standards:

1. The purchase will comply with KEJC's written documented procedures for purchases, see Attachment A.
2. The purchase must be necessary.
3. There will be open competition to the extent required.
4. The KEJC conflict of interest policy re: purchases will be followed, see Attachment B.
5. There will be proper documentation for purchases.
6. When appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
7. The "Excluded Parties List" system for suspended or debarred sub-grantees and contractors must be checked prior to an award; the site of the list is: <https://www.sam.gov/>

The procurement types are defined as follows:

1. Purchases of services or supplies under \$3,000 will be treated as "micro-purchases" and no competitive quotations are required. However, to the extent practicable, such purchases should be distributed equitably among suppliers.
2. Purchases of services between \$3,000 and \$150,000 will follow the "small purchase procedure" which states that price or rate quotations must be obtained from an adequate number of qualified sources. KEJC has determined that the adequate number of sources is any number greater than one and that the methods of obtaining price or rate quotations can be in writing, received orally, from vendor price list on website, or generated via on-line search engine.
3. Purchases more than \$150,000 that require sealed bids, such as construction projects, must be accepted at the lowest bid if services are comparable.
4. Purchases more than \$150,000 that require competitive proposals should be awarded to the firm whose proposal is most advantageous to the program with price being one of the various factors.
5. Noncompetitive purchases are allowed under special circumstances which apply to all purchase levels. These circumstances may include situations in which (a) the item is only available from one source, (b) there is an emergency which requires an immediate purchase, (c) the Federal awarding agency has authorized the purchase or (4) after numerous attempts, the competition is deemed inadequate.

ATTACHMENT A: PURCHASE PROCEDURE

The only staff authorized to purchase goods and services for a Federal Award are the executive director and Operations Manager, in consultation with project directors as applicable.

All purchases must comply with the KEJC Procurement Policy.

For goods or services for Federal Awards exceeding \$3,000:

1. Complete a price analysis using a format to be developed by KEJC's Operations Manager in consultation with KEJC accountants.
2. It is not necessary to accept the lowest price, but please indicate in narrative section why a specific vendor was used.
3. Noncompetitive/sole source purchases are acceptable but an explanation must be provided.

All invoices must be approved by the person initiating the purchase.

All invoices/purchases must include the grant funding source.

ATTACHMENT B: CONFLICT OF INTEREST POLICY

Purchases must be at arms-length, avoiding the appearance of family, financial or other interest in the vendor.

Kick-back arrangement are prohibited.

Gratuities to federal officials are prohibited.

All staff and board members shall fill out annually KEJC's Conflict of Interest Policy form, disclosing any potential conflicts.

KEJC Proposed Budget Assumptions for 2024

1. Goal is to make a budget that can be paid for with known or predictable income, while maintaining unrestricted reserves of at least 10 percent of budget (\$200,000+).
2. Core staff of Director, Senior Counsel and Maxwell Street program director attorney may be paid for by grants, unrestricted income, or reserves above target.
3. Health Law, Food Justice, Housing, Outreach, and VOCA positions will be considered grant-funded, with attendant sustainability challenges.
4. Maxwell Street non-VOCA Legal Assistants will be paid from Maxwell Street grants or unrestricted Maxwell Street income.
5. The proposed budget will include goals for fundraising and reserves.
6. To the extent possible, grant proposals will include direct or indirect funding for communications, development, and administration, with a goal of funding back-office operations.
7. 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
8. Staff salary increments will take into account the salary scales recommended by the Personnel Committee. The Director's salary will be set by the Board.
9. The budget will keep employer health premium shares at amounts sufficient to provide individual coverage without employee contributions and to ensure that employee shares for family coverage do not exceed shares for state employees.
10. The director may offer a budget contingency plan to include potential mid-year adjustments.

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

RACIAL JUSTICE RETREAT

April 14-15, 2023



Facilitation and Consulting Services Provided by:

Mizari Suárez | Co-Facilitator | She/Her/Ella

Tiffany Pyette | Co-Facilitator | She/Her/They/Them

On April 14-15, 2023, Kentucky Equal Justice Center (KEJC) staff and board gathered for a two-day retreat to collaboratively work on a racial justice action plan. The staff and board came together to discuss racial justice principles that would serve as the basis for creating an action plan to align the organization toward racial justice and equity. The following report captures the conversations of the group. The comments are slightly edited for spelling or grammatical issues or to expand the idea or intent.

Participants

Ben Carter	Lisa Gabbard
Bonifacio Aleman	Michelle Haubner
Bruce Simpson	Miranda Brown
Chloe Atwater	Natalie Chambers
Ebony Lee	Paola Schwartz
Gaby Dawson	Raaziq El-Amin
Jefferson Coulter	Rich Seckel
John Rosenberg	Yoko Dionisio

Facilitators

Mizari Suárez Co-facilitator	Tiffany Pyette Co-facilitator
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Facilitator Observations

Tiffany

There was good engagement from all participants. There was an emphasis on the transitional place that KEJC is in and its growth. One group began to create a conflict resolution framework within their agreements as they wrote them down, imagining how they would hold these agreements going forward. Suggestions around trusting the staff team to make hires were made to the Executive Director to empower staff and increase capacity for someone in the role. The group mentioned a desire for a

structure that will carry our values and work forward and to put aside structures that no longer serve KEJC at its current size and scope several times in the discussion. Ethical space was held in real-time during the discussion and in the discussion about future pay scales for different types of experience. The group moved with care for their communities and the work.

Team building work during the retreat was very needed and began, though more is needed. A board member asked for what they needed during physical activity (a stop), and we were able to honor that. This illustrated the group following through with asking for what we needed, which was part of group agreement topics.

Class is a topic the group discussed, and I may want to dig more into it. We challenged the fear of open conflict, a way we know white supremacy culture shows up in nonprofit work. We are working on a sense of urgency and making progress. We have a long way to go on paternalism. I observed some potentially harmful discussions around gender and sexuality.

Mizari

During the retreat, my fellow facilitator and I decided to pivot the agenda to help the group better understand each other. While this was a difficult decision, as our contract was focused on racial justice work, we both agreed that it was essential for the organization to have a strong foundation to address racial justice and equity effectively. Without this foundation, any work that follows would be performative. The pivot involved introducing racial justice concepts, team building, and courageous conversations to create a plan for racial justice. As a result, the group was able to have conversations about specific equity and racial issues that needed to be addressed. Additionally, the group benefited from being in a safe place where they could share their ideas and feelings in community with one another. The courageous conversations presented in this report are examples of situations that must be dealt with before moving forward. It is my recommendation that these conversations happen in conjunction with educational learning sessions. These conversations and the knowledge provided in the sessions will be a catapult for the organization to develop a racial justice action plan. It is then the obligation of KEJC to support the racial justice committee to help them carry out this work internally. This relies on more than just the individuals on the committee but everyone in the organization, including board members.

Regarding group dynamics within the organization, there needs to be more cohesion among board members and staff. As the facilitator, I noticed individuals hesitant to address certain topics or comments, leading to a lack of openness and honesty. During the retreat, board members were not fully engaged in the conversations and activities, often withdrawing from participation. Additionally, apparent power dynamics between board members and staff created an unwelcoming environment for staff members to engage in conversation or interaction. I recommend implementing team-building activities between the board and staff to address these issues, such as annual retreats or having more staff attend board meetings.

The organization should consider incorporating team-building activities into the existing racial justice plan contract to enhance staff unity. A targeted workshop or half-day communication and team-building training could also be valuable. This could involve a behavioral assessment like DISC to identify the most effective communication methods for staff and leadership and develop an interpersonal communication plan for the organization.

Overall, I hope the group does not see this pivot as a step back but rather as a necessary step toward achieving their goals.

Group Agreements

Participants were divided into small groups to discuss and choose which group agreement would help us answer the two questions in bold. The results of those questions expressed by the participants can be seen below under each group. Additionally, the participants decided on five crucial agreements through a dotting process to help the group move forward in our time together and for future conversations.

What would help us both create an environment of inclusion, innovation, creativity, and honest conversation today?

- Remedy Impact (Trust Intent)
 - There was a discussion from the group surrounding the meaning and impact of “trust intent,” and adding to this agreement one of these four words: focus, remedy, examine, or acknowledge. The group selected “remedy impact.”
- Ethical space
- Reframe the conversation

Which of these are crucial to helping us move forward?

During the conversation about identifying crucial agreements, a point was brought up about the chain of command—the questions of where is leadership and who is over what was brought up. The group added “identifying the chain of command” as a crucial agreement to help the group move forward.

1. Clarify our base
 - How do we care for our base, build capacity, and hold ourselves accountable? (e.g., board structure.)
2. Ethical space
3. Common goals
4. Be willing to sit with conflict
5. Identifying the chain of command

Group 1

- Common goals (e.g., ask clarifying questions, clearly state decisions being made, acknowledge and address bias)
- Operate in an ethical space (e.g., together we know a lot, Inclusion requires power-shifting agreements, relationships first, notice power dynamics and honest and transparent terminology)
- Trust intent (e.g., speak our truths, it's okay when you have a hard time finding the right words, mutual accountability, ask for what you need.)

Group 2

- Clarify our base (e.g., who do we serve?)
- Ethical storytelling
- Power shifting (e.g., discussion about short deadlines, being more of a listener than a talker)
- What do we have in common vs. how we are different? (e.g., topics of discussion were recruiting out of state, attorneys always speaking first, funding, grants, what are we doing for the mighty dollar?)
- What is the unifying principle? (e.g., clarify race and class)

Group 3

- Acknowledging what we need to take with us on this new shore
- Ask powerful questions
- Process (e.g., how are we going to do it?)
- Reframe the conversation (e.g., transition: bless & honor what will no longer serve us. What needs to be in our boat?)
- Trust intent & acknowledge impact

Group 4

- After listening to someone's thoughts, it's good to acknowledge and thank them for sharing
- Ask how to turn the conversation into one that is productive
- Be willing to sit with conflict, with opportunity for growth group

- Create a safe space without judgment
- Name conflict and remind ourselves that conflict is ok
- Plan on a follow-up meeting to check on the progress
- Speak your truth and let others speak theirs

Courageous Conversations

The participants were asked what courageous conversation must happen before the group can move forward in implementing and centering racial justice and equity principles in the organization.

What courageous conversation must happen...

- Are legal services contributing money to the work of KEJC?
 - How to organize LDC efforts around Maxwell, KRM, etc.
- Board member commitment?
 - How are board members showing up for the organization?
- How are we being responsive to community needs? (e.g., what type of capacity do we need to build?)
- How do we apply racial justice and equity across the organization so it's not performative?
- How do we better service the community?
- How do we educate the community that we serve?
- How do we express racial justice goals to legal aid partners?
- How to have conversations with funders and supporters about the great work of KEJC
- How to incorporate committees into decision-making?
- What are the conversations around class? (e.g., housing stabilization program)
- What is our base? Who do we care for?
- What is the board composition for the future? (e.g., incorporate our base into decision-making)
- What is the future of KEJC?
- What is the succession plan? (e.g., what leadership models are available?)
- Who are the critical partners moving forward?
- Why are the people we serve low-income?
- Worker-led nonprofit?

Conflict

During the discussion of identifying courageous conversations, the facilitator asked the group which courageous conversation surprised the group and which conversation could be tackled during our time together. The group went silent. The facilitator shared with the group that they sensed unsaid tensions. The facilitator asked the group to share what is holding them back or what conflict/tension is holding them back from taking initiative in the courageous conversations. Participants identified the following challenges.

- Taking the lead and being told its not within our role (e.g., strategic plan)
- Taking ownership of projects and, in general, being met with opposition

The New Shore

*Participants were asked to see themselves in a raft in the middle of the ocean. They are tasked to get to the new shore, but to get there, they need to think about how the organization has grown and what has propelled it to where it is now. As they thought about how to get to the new shore, participants were asked to answer the following questions **1. What do we need to bless and honor now because it has allowed the organization to grow? 2. What needs to be left behind because it no longer serves the organization? 3. What needs to be taken to the new shore?** The number in parentheses represents the number of individuals who openly agreed with the statement. The comments were slightly edited to expand on the idea or intent of the comment.*

What do we need to bless and honor now?

- Accountability among worker directive
- Legal aid pay scale (e.g., reproduces inequities)
 - This prevents a diverse group of individuals from being able to take jobs within the legal clinic world.
- Maxwell Street volunteers and funders
 - There needs to be an acknowledgment that MSLC has been separated from KEJC, and the awkward divide needs to end.
- The numerous supporters who have supported the organization (e.g., donors, foundations, etc.)
- The projects that have existed and continue to exist
- Rich, the time and sacrifice he has put into the organization, and the multiple hats he wears (2)
- Small but scrappy mentality (e.g., reframe what can be done)
- Staff and board
- Staff who have left due to the workload, difficulty of the work, assumption of abilities, or reimbursement pay policies

- The clients who have been served
- The process/procedures that have gotten KEJC this far
 - The policies and procedures have served KEJC well in the past, but not now. For example, the reimbursement policy. Staff may have to pay for work-related expenses out of pocket, causing a personal financial burden. These policies need to be more equitable and fairer for staff.
- The serve mentality
- The way we interpersonally communicate (e.g., the old way of communication is not serving the staff or the organization)
- Time (2)

What needs to be left behind because it no longer serves us?

- Leave behind the idea that attorneys hold all the knowledge and prioritize all kinds of experience (e.g., paralegals, etc.)
- Leave behind the serve mentality
- Legal aid pay scale
- Process and procedures
- The awkward divide between KEJC and MSL
- The small but scrappy mentality
- The way we communicate internally

What do we need to take with us to this new shore?

- A clear understanding of board membership and the change that can be made within that role
- A dynamic and flow structure to guide us to new things
- Celebrating our success!
- Holding each other accountable for the work that we are doing with each other and those we are working with
- Joy
- Staff engagement in crafting the budget (e.g., establishing metrics that are both qualitative and quantitative)

Next Steps

Based on the facilitator's observations, we recommend the group move forward with the following steps. These are just recommendations for the organization, the KEJC racial justice committee, and facilitators can collaborate on the next steps.

- Educational sessions (e.g., disability justice, racial justice)
- Team building between KEJC, MSLC staff, and board
 - Based on each member's behavioral observations, this can look like a DISC assessment for all staff on the best communication methods.
- Courageous conversations
 - Identify which conversations from the list above will help the group move forward in the structural process and racial justice and equity work.
- Racial Justice Action Plan



**Kentucky Access to Justice Commission
Program Initiatives Update
September 2023**

Legal Assistance in Treatment (LAT) Project

The Legal Assistance in Treatment (LAT) Project is a collaborative partnership between the Kentucky Access to Justice Commission (KAJC) and Addiction Recovery Care, LLC, (ARC). KAJC is the lead organization for the project and is responsible for grant implementation, evaluation and reporting.

The LAT Project is currently staffed by 3 full-time community legal resource coordinators (CLRCs)/paralegals. The CLRCs conduct legal screenings and provide information, direct services and referrals in 10 residential drug treatment centers in northeast Kentucky. To date, more than 450 individuals have been assisted.

KAJC entered into a contract with Eastern Kentucky University faculty to evaluate the LAT project. Analysis of the quantitative and qualitative supports the underlying premise of the project - that addressing clients' unresolved legal issues while they are in treatment will positively impact their treatment and long-term recovery. The full report is available upon request.

Legal Help Centers

The Fayette County Legal Help Center opened in March 2022. The Center is a collaborative project between KAJC and Fayette Circuit Clerks office, Fayette County Family Court Judges, the Fayette County Law Library Trustees, AOC and Legal Aid of the Bluegrass.

AOC has created 15 guided interviews that allow patrons to create legal pleadings by answering a series of questions. After completing the interview, the A2J platform creates the pleadings in ready-to-file form. These current guided interviews are: dissolution of marriage (no minor children), small claims court complaint/counterclaim, petition for order of protection, petition for probate, petition to dispense with administration, petition for name change, motion to modify child support, petition for expungement (for misdemeanor, violation, or traffic infraction conviction), petition for involuntary hospitalization or involuntary admission, petition/application for appointment of a guardian/conservator for a minor; motion to modify

parenting time; and motion to waive court costs and fees [civil and criminal]. Additional court forms are available in Word format.

The Center is currently open 1 day per week (Thursdays) from 11:00 a.m. until 2 p.m. and is staffed by volunteer attorneys and KAJC staff. To date, the Center has assisted more than 1,500 patrons.

The Commission is collaborating with organizations in Jefferson, Warren and Kenton Counties to open legal help centers in those areas.

kyjustice.org

kyjustice.org is the statewide legal information website created in partnership with the four Kentucky civil legal aid programs. The updated website officially launched in March 2022. Legal Aid contracted with KAJC to develop and write content for the site. As of the end of July, more than 172,000 have visited the website and more than 300,000 pages of content have been viewed.

KY Free Legal Answers

KY Free Legal Answers (FLA) is a virtual legal advice clinic in which qualified users post civil legal questions to be answered by pro bono attorneys licensed in Kentucky. KY FLA is a collaboration between KAJC and the American Bar Association. The Kentucky Bar Association provided funding for start-up costs for this project. The site will launch in October 2023.

Legal Aid Staff CLE Training

KAJC has worked with legal aid staff to plan several training events over the last year: Trial Skills Training, co-sponsored with the American College of Trial Lawyers; Statewide Conference; and the upcoming Substantive Law Overview Training. KAJC plans to host both a Statewide Conference and an Advanced Trial Skills Training in 2024.

Court Navigator Planning Grant

The Court Navigator Project was an initiative identified in our Justice for All Strategic Plan. This planning grant from Serve Kentucky was funded by AmeriCorps. The purpose of the grant was to determine where court navigator projects would best be located, what are the appropriate roles for navigators and how AmeriCorps volunteers could be utilized. The grant was completed in December 2022 and a final report submitted to Serve KY.

Kentucky Judicial Commission on Mental Health

The Judicial Commission on Mental Health is charged with improving the practice, quality and timeliness of judicial response to cases where the litigants are dealing with mental health issues, substance use or intellectual disabilities. The Commission is a participant in the Guardianship and Commitment Workgroup and is especially interested in how guardianship proceedings can be made uniform across the state, understandable to those serving as guardians and often not represented by counsel while developing best practices that protect the Constitutional rights and autonomy of persons with disabilities.

KBA Rural Practice Task Force

The Commission is a member of this task force which focuses on the unmet legal needs of rural Kentucky residents and the need for recruitment and retention of attorneys in those areas.

For additional information, please contact, Glenda Harrison.
glenda.harrison@kyaccesstojusticecommission.org

Kentucky Equal Justice Center

Nominating Committee Minutes

September 20, 2023

Members Present: Bob Brown (Community Member, Chair); Bonifacio Aleman (Client Member); Brandie Ingalls (Attorney Staff Rep); Evan Smith (Interim Program Director emeritus); John Rosenberg (Community Member).

Staff Present: Rich Seckel (Director).

The Kentucky Equal Justice Center Nominating Committee met by Google Meet at 10 a.m. ET on September 20, 2023. The charge of the committee was to nominate officers for one-year terms, current board members for new two-year terms, and a new member fill a vacancy in an expiring term.

Bob Brown asked John Rosenberg to chair the committee. A quorum being present, John called the meeting to order. Following a discussion of board composition and diversity in membership, the committee proceeded through an order of business suggested by Rich, acting on the following motions:

1. Nominations of current Community Members willing to continue

Motion: Brandie Ingalls moved to nominate current members Bob Brown and Dawn Howard to new two-year terms on the board.

Second: Evan Smith

Recusal: Bob Brown

Action: Approved unanimously

2. Nomination of new Community Member to fill expired vacant term

Motion: Bonifacio Aleman moved to nominate Michelle “Shelly” Henry to fill the Community Member slot left vacant with the resignation of Rick Clewett.

Second: Brandie Ingalls

Action: Approved unanimously

3. Nominations of officers

Motion: Brandie Ingalls moved to nominate Bob Brown as Chair and Lisa Gabbard as Treasurer, each for a new one-year term.

Second: Bonifacio Aleman

Action: Approved unanimously

John Rosenberg suggested that the Board consider a resolution honoring Rick Clewett for his years of service on the board. Bob Brown agreed it was a good idea.

Michele Henry

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Georgetown, Indiana 47122

502.558.6538
shelly.d.henry@gmail.com

Education

Juris Doctor, University of Richmond, T.C. Williams School of Law, 2001,
magna cum laude.

Awards: John Marshall Scholar, Law Review, Labor and Employment
Award, Women's Award, Book Award in Contracts.

Master of Arts, Western Michigan University, Industrial/Organizational
Psychology, 1992, *cum laude*.

Awards: Merit Scholarship

Bachelor of Science, Western Michigan University, Major: Psychology, Minors:
General Business & Sociology, 1990.

Awards: Outstanding Stud

Legal Experience

Interim Lead Counsel, Americans United for the Separation of Church and State,
March 2023 – present.

Represent Americans United in *Blackmon v. State of Missouri*, Case No.
2322-CC00120, challenging Missouri's abortion ban as violating the Missouri
Constitution's Establishment Clause. Identify additional potential challenges
to state abortion bans. Represent AU in discussions, meetings, and panels
related to abortion ban challenges. Manage AU attorneys assigned to AU's
abortion litigation. Develop partnerships with other organizations engaged in
similar work.

Partner, Craig Henry PLC, Louisville, Kentucky, July 2014 – present.

Represent plaintiffs in employment litigation in state and federal courts.
Represent unions before the National Labor Relations Board and courts.
Provide advice to unions regarding day-to-day issues. Responsible for all
aspects of the litigation process including interviewing potential clients and
witnesses, conducting written discovery, taking, and defending depositions,
drafting motions, negotiating settlements and making court appearances.
Firm management including human resource and facilities management.

Partner, Priddy Cutler Miller & Meade, PLLC, Louisville, Kentucky, March 2008 – June 2014.

Represented plaintiffs and defendants in employment litigation in state and federal courts. Represented unions before the National Labor Relations Board and courts. Provided human resources counseling to corporate clients including those with international business locations.

Attorney, Adams, Hayward & Welsh, Louisville, Kentucky, April 2007 – March 2008.

Represented plaintiffs and defendants in employment litigation in state and federal courts.

Senior Associate, Frost Brown Todd LLC, August 2002 – March 2007.

Represented corporate clients in employment and litigation matters in state and federal courts. Assisted corporate defendants on a day-to-day basis by answering questions regarding the Family and Medical Leave Act, wage and hour issues, and harassment and discrimination claims. Conducted training sessions at client companies regarding local, state and federal employment laws and in-house policies. Drafted employment policies and employee handbooks.

Member of the FBT Women's Initiative Steering Committee. Organized various marketing activities for clients and attorneys. Organized Firm meetings with judges and other prominent members of the legal community. Organized in-house CLE programs. Acted as Employment Group's summer associate work coordinator.

Clerk to the Honorable Judge Robert C. Chambers, United States District Court for the Southern District of West Virginia, Huntington, West Virginia, July 2001 – August 2002.

Drafted opinions in a variety of cases including employment, product liability, and criminal matters; made sentencing recommendations in criminal cases.

Significant Cases

Cameron v. EMW Women's Surgical Center, P.S.C. v. Cameron, 2023 Ky. LEXIS 4 (Feb. 16, 2023). I represented EMW Women's Surgical Center and the Kentucky Planned Parenthood affiliate in this action challenging Kentucky's ban on abortion care.

Queen v. City of Bowling Green, 956 F.3d 893 (6th Cir. 2020). I represented the Plaintiff who sued his employer and former supervisor alleging religious discrimination and retaliation. This appeal resulted in the Court denying the supervisor qualified immunity and denying summary judgment to all Defendants.

York v. Velox Express, 524 F. Supp. 3d 679 (W.D. Ky. 2021). The Court granted conditional certification to the Plaintiffs in this wage-based collective action.

Drummond v. Murray-Calloway Cty Pub. Hosp. Corp., Case No. 5:19-cv-42-TBR, 2021 U.S. Dist. LEXIS 217646 (W.D. Ky. Nov. 10, 2021). I represented the Plaintiff in this denial of summary judgment on a variety of employment claims.

Hunziker v. AAPPTec, LLC, 603 S.W.3d 277 (Ky. App. 2020). In this case of first impression, the Court agreed with our argument that KRS 337, *et seq.*, Kentucky's wage and hour statute, permits individual liability.

Doe v. Supreme Court of Kentucky, 482 F. Supp. 3d 571 (W.D. Ky. 2020). I represented the Plaintiff in this case challenging various actions against the Kentucky Bar Association. The Court dismissed the case, but noted the extensive trauma caused by the KBA's approach to attorney admissions.

Odom v. Thompson, Case No. 5:13-cv-211-TBR, 2017 U.S. Dist. LEXIS 207947 (W.D. Ky. Dec. 19, 2017). I represented an inmate-plaintiff in an excessive force case. The Court granted all of Plaintiff's motions in limine and denied all of Defendant's such motions.

Whitlock v. FSL Mgmt., LLC, 843 F.3d 1084 (6th Cir. 2016). I represented a class of plaintiffs seeking compensation for off-the-clock work. The Defendant appealed asking the Court to reverse the grant of class certification after the parties entered a settlement agreement. The Court ruled in Plaintiffs' favor.

Kost v. PNC Bank, N.A., Case No. 4:15-cv-00056, 2015 U.S. Dist. LEXIS 124157 (S.D. Ind. Sept. 17, 2015). I represented the Plaintiff in this case alleging defamation after his former employer made inaccurate statement to FINRA that affected his ability to obtain employment as a financial advisor. The case was referred to arbitration. A three-person arbitral panel found in Plaintiff's favor and awarded damages for the defamatory statement.

Presentations

Under G-d, panelist, Athena Film Festival, March 5, 2023.

Book Banning in our Community, Floyd County Democratic Women's Caucus, January 2023.

Career Paths in Law, Spring 2023, Indiana University Southeast.

At-Will Employment vs. Right to Work, Spring 2022, Essentials of Human Resource Management (undergraduate), University of Central Florida.

Mock Arbitration, Dispute Resolution, University of Louisville Brandeis School of Law, Spring 2022, Fall 2022, Spring 2017, Fall 2017.

Religious Discrimination in Employment, Blasphemy in the Bluegrass podcast, July 2020.

The Dangers of Saying In God We Trust, interviewee, State of Grace video series, <https://www.youtube.com/watch?v=f6BCsjmaBQc&t=1s>

The Perils of Relying on Kentucky's Open Records Act, Blasphemy in the Bluegrass podcast, December 2019.

Religion in Employment, panelist, Kentucky Freethought Convention, July 2019.

Retaliation Protections under EEO Laws, Fall 2019, Essentials of Human Resource Management (undergraduate), University of Central Florida.

The Use of Weighted Scores in Promotional Decisions, Spring 2017, Personnel Selection and Placement (graduate), Western Michigan University.

A Busy Year in Employment Law: What Attorneys Representing Workers and Management Need to Know, December 2015, Louisville Bar Association.

The NLRA for Non-Union Employers, December 2014, Louisville Bar Association.

Publications

But Wait, There's More: Don't Miss the Employment Claims in your Personal Injury Litigation, The Advocate, July/August 2020, Vol. 48, #4.

Analyzing Potential Sexual Harassment Cases, The Advocate, May/June 2018, Vol. 46, #3.

A Step Backward for Working Kentuckians, The Advocate, July/August 2015, Vol. 43, #4.

Service

Americans United for the Separation of Church and State, Board of Trustees, 2018-present, Vice-Chair, 2022-present.

Americans United for the Separation of Church and State, Louisville Chapter president, 2018-present

Camp Quest, Board of Directors, 2015-2018.

Camp Quest Ohio, Board of Directors, 2015-2018.

Licensure

Licensed to practice in Kentucky, May 2002

Admitted to practice in all Kentucky courts, the United States District Courts for the Southern District of Indiana, the Eastern and Western Districts of Kentucky, and the United States Court of Appeals for the Sixth and Seventh Circuits

Other Experience

Human Resources Representative, National City Steel, Granite City, Illinois.

Recruited candidates, reviewed resumes, interviewed applicants and made hiring decisions. Applied collective bargaining agreements as they related to various workplace issues. Responded to union grievances.

Training Coordinator, Southern Illinois University at Edwardsville, Edwardsville, Illinois.

Determined the University's training needs. Developed and presented training programs to faculty and staff on a wide variety of topics. Created certification programs for clerical staff. Supervised two training specialists and managed the training budget.

Training Specialist, Panduit Corporation, Cumming, Georgia.

Assessed production facility's training needs. Developed and presented training programs including new hire orientation, forklift safety, lockout/tagout and other industrial programs. Maintained employee training records.

Management Training Specialist, PetStuff, Inc., Alpharetta, Georgia.

Developed and presented training programs related to store management, organization and product lines for retail store managers and new store employees.

Consultant, Performance Management, Inc., Kalamazoo, Michigan.

Developed and presented computer and sales training programs for clients located throughout the United States.

Kentucky Equal Justice Center

Board Meeting Dates

Proposed Schedule 2023

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| • April 20 | Thursday | Board Meeting |
| • July 21 | Friday | Board Meeting |
| • September 21 | Thursday | Board Meeting |
| • December 14 | Thursday | Annual Meeting |