

Kentucky Equal Justice Center Board

December 15, 2022

Via Zoom

Agenda

11:00 Welcome and Introductions

- Highlights of Recent Activity
- Approval of Minutes

11:20 Administration and Development

- Financial Report and Development Update
- [IRS 990 for 2021](#)
- Audit Committee Report
- Proposed Budget for FY 2023
- Housing Stability Project Funding

11:50 Governance and Strategic Plan

- Strategic Plan Implementation
- Community Member Board Vacancy
- Conflict of Interest Forms
- Proposed Meeting Dates 2023

12:00 Big Picture

- Legal Services Funding

12:10 Staff Reports: Discussion of Highlights

12:23 Announcements

12:30 Adjournment

Kentucky Equal Justice Center

Board Minutes

September 23, 2022

Board Members Present: Aka Kpla (Client Member); Bob Brown, Rick Clewett, Lisa Gabbard, John Rosenberg, Dan Wu (Community Members); Jefferson Coulter, Robert Johns (Program Directors); Kristin Alexander (Staff Reps).

KEJC Staff: Emma Anderson, Miranda Brown, McKenzie Cantrell, Ben Carter, Gaby Dawson, Raaziq El-Amin, Angela Evans, Michelle Haubner, Allison Hight, Tyler Offerman, Paola Schwartz, Rich Seckel.

Welcome and Introductions

As the group gathered on Zoom, members greeted each other. Chair Bob Brown called the meeting to order and invited KEJC Director Rich Seckel to conduct a roll call.

Highlights of Recent Activity

Bob next recognized Rich to present highlights of recent activity. Rich offered highlights as follows:

- **KHC Housing Stability:** The long-awaited grant from Kentucky Housing Corporation was now money in the bank, with an advance of \$205,000 for work by KEJC and legal aid partners around the state.
- **Housing Justice Attorney:** Experienced attorney Stefanie Ebbens Kingsley had accepted the position of Housing Justice Attorney, with a charge to implement, guide, and manage the new KHC project, as well as to provide legal representation.
- **Health Justice Attorney:** Interviews with capable candidates would take place the week following the board meeting to fill the vacancy created when Health Law Fellow Shannon Rempe left to join national organization Change Lab Solutions.
- **KFAN Summit:** Food Justice Fellow Tyler Offerman had helped organize and host the first ever Kentucky Food Action Network Summit. Rich had stopped by and was impressed with the large, energetic and diverse group that had come together from across the state.
- **Charity CFO:** Rich said that onboarding had begun with The Charity CFO to provide accounting and bookkeeping services, helping build KEJC's "back office" for the future.

- **KTAP:** Regulations with multiple improvements in the KTAP program (cash benefits for low-income families with children) seemed to be moving forward in Frankfort without resistance.

Rich noted that Maxwell Street Legal Clinic Program Director Angela Evans would move on earlier than expected. Her predecessor as Fayette County Attorney had stepped down early and she had been appointed to take his place starting October 1.

Approval of Minutes

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

- Motion:** John Rosenberg moved to approve the minutes of the July 14 board meeting with the correction that the reference to ABA Days should instead be to the ABA mid-year meeting.
- Second:** Lisa Gabbard
- Action:** Approved unanimously

Governance and Strategic Planning: Reproductive Health Strategy Test Report

Noting that board member Lisa Gabbard had to leave early, Bob invited her to report on the KEJC's study group on reproductive health. Lisa had served as chair of the group as it applied the Strategy Test set out in KEJC's strategic plan.

Lisa said the members of the group had included herself, Health Law Fellow Shannon Rempe (prior to her departure), director Rich Seckel, and board member Rick Clewett. She recapped the Strategy Test questions set out in the Strategic Plan, which addressed topics including mission, racial justice, resources, and partnerships.

Lisa said the group had agreed that advocacy on the full range of reproductive health services was consistent with KEJC's mission. Given disparities in health outcomes, it also addressed racial justice. On the theme of partnerships, Lisa said that advocacy by KEJC would complement partners and fill gaps in what LSC-funded legal aid programs could do.

Lisa said the group had invited three guests to join and inform the discussion. The guests were:

- Health Gatnarek of ACLU of Kentucky
- Sheila Schuster of Advocacy Action Network
- Madeline Morcelle of the National Health Law Program

Lisa said that Ms. Gatnarek and Ms. Schuster had stressed the need for collaboration amount allies. Ms. Morcelle had walked the group through permitted and restricted legal advocacy for LSC-funded programs and non-LSC funded programs like KEJC.

Lisa said that Shannon had drafted two documents to forward to the board. One was a broad policy resolution affirming that KEJC advocacy on health care should include advocacy on the full range of reproductive health services, as follows:

RESOLUTION: Reproductive and sexual health services are healthcare. Abortion care is both healthcare and an economic security issue. KEJC has always been suited to helping the poorest Kentuckians access healthcare and will continue to do so. This resolution will simply allow the use of a reproductive justice lens on our healthcare policy and advocacy work.

Lisa said she had reported to the Executive Committee, which had approved bringing the Resolution to the board. The other document forwarded to the board was an illustrative list of advocacy activities. In discussion, committee member Rick Clewett clarified that the list was not prescriptive. He said that the board role should be broad policy guidance, with advocacy strategy and activities left up to staff.

Motion: Rick Clewett moved to adopt the policy resolution affirming the use of a reproductive justice lens on KEJC's health care advocacy.
Second: Kristin Alexander
Action: Approved unanimously

Governance and Strategic Planning

Bob suggested that, with a quorum present, the board next take up nominations for board membership. He said the Nominating Committee had met a few days earlier. Committee members included himself, John Rosenberg, Jefferson Coulter, and Jacob Taulbee. The group considered nominations for:

- an additional Client Member as permitted by the bylaws
- a Community Member to fill the unexpired term created by the passing of Chris Frost

Bob said the Nominating Committee had approved motions nominating Bonifacio Aleman for Client Member and Dawn Howard for Community Member, plus a motion to bring them both before the board as a single slate.

Bob said Senior Counsel Ben Carter had made both nominations. He invited Ben to discuss their qualifications. Ben said both nominees were devoted to the mission of equal access to justice.

Ben said he had met Bonifacio in several settings over the years, including the nominee's prior work with Kentucky Jobs with Justice, activism in the "ban the box" campaign in Louisville, and participation as a plaintiff in litigation to restore voting rights for people with past felonies.

Ben said Dawn was the director of finance for the St. John's Center in Louisville, with prior experience in both corporate and small business accounting that would be valuable to KEJC.

Motion: Robert Johns moved to approve the nominations of Bonifacio Aleman as Client Member and Dawn Howard as Community Member.
Second: Jefferson Coulter
Action: Approved unanimously

Administration: Financial Report through August 31

Bob next recognized Rich to provide the financial report. Rich began by recapping the cover sheet of the report in the board package, as follows:

Profit and Loss Budget Overview FY 2022: anticipated a loss of \$144,463 to be offset primarily by one-time carryover funds.

Profit and Loss through August 31: showed a gain of \$151,953 compared to the expected loss of \$75,361—a positive variance of \$227,314 despite \$27,796 in Vanguard brokerage losses.

Balance Sheet as of August 31: showed Total Current Assets of \$862,519, up from \$746,420 on June 30, 2022, and up 20.05% from \$718,488 on August 31, 2021.

Income and Expense Charts: 80.88% of spending year-to-date was payroll. 77.72% of income was from grants.

Rich predicted carryover at the end of 2022 at \$833,614, considering both the budgeted loss for the year and the projected remainder of new grants. He said that unrestricted funds had held up well so far, at an estimated \$244,310, down slightly from \$259,842 on June 30.

Rich said that income through the second Quarter was running at 126% of budget, with expenses at 93%—a favorable ratio driven by the arrival of the KHC funds. He estimated that unrestricted funds would last 2.0 months and total reserves about 7.0 months if KEJC had to operate on them alone, a slight decline but still a good indicator of financial health.

Turning to recent fundraising, Rich said that KEJC had been awarded several grants that had not been predicted in the budget, including:

- \$422,000 as KEJC's first-year share of the new \$2,050,000 Kentucky Housing Corporation grant for eviction prevention and housing stability services
- \$100,000 from the Families and Workers Fund, to be shared with legal aid partners, to seek equity-oriented improvements in Kentucky's unemployment insurance program
- \$70,000 from MAZON: A Jewish Response to Hunger to extend the Food Justice project for a fourth year

Rich said that KEJC's proposed Victim of Crime Act grant had been approved for \$154,112, less than the \$211,643 requested. He said VOCA cuts appeared to have been made across a wide variety of grantees, reflecting a continued decline in the national trust fund that paid for the program. Rich thanked Raaziq for tackling the one-day online Give for Good Louisville event.

Administration: Audit and 990 Update

Bob next invited an update on preparations for KEJC's annual financial audit. Rich said that he had nearly completed the compilation of materials for Auditor Vickie Richardson, this year making most of them available online in addition to the usual file boxes with documentation supporting expenditures. Rich said that Ms. Richardson would prepare both the IRS 990 for circulation and filing by November 15 and the audit report itself for review by the Audit Committee before the next board meeting.

Administration: Budget Assumptions for 2023

Bob asked Rich to address the framework he had set out for development of the budget, "KEJC Proposed Budget Assumptions for 2023." Rich said that most of the ideas were common sense, including the first one, which read: "to make a budget that could be paid for with known or predictable income, which maintaining unrestricted reserves of at least 8 percent of the operating budget (about \$100,000)."

Rich said he planned to base salaries on the new salary scales adopted by the board and Executive Committee in 2020 and 2021 and to cover the full cost of premiums for individual employee health coverage, while keeping employee shares for family coverage at a level no higher than what state employees pay.

Rich noted that KEJC positions varied in how they were funded, with some supported by a "mono-culture" of one or two grants and others by multiple grants. He said new projects generally began with few sources, but that sustainability typically involved diversifying the funding sources.

Ben noted that most new projects had a substantive focus, like health or housing. He said another way to fund and organize KEJC's advocacy work would be to focus on functions. He gave the example of generalist litigators with a strong skill set that could be applied across poverty law topics.

Administration: KHC Housing Stability Project Update

Rich said that KEJC had received an advance of funds for the KHC project. He said he had worked diligently to bring funds in the door in case the legal aid partners needed an advance. Instead, he found, the programs were comfortable beginning work and billing as they went along.

Rich said one frustrating element of the KHC agreement was the cap on administrative funds. He said KEJC had hoped to hire a grants manager for the project, but the \$44,000 first year cap on administration would not cover a full-time salary with benefits.

Rich said that The Charity CFO should be able to help with KHC grant billing, given that they had helped other nonprofits with complex billing like VOCA grants. He said he had reviewed

the grant budget and hiring sequence regularly with Ben, with agreement to hire the project attorney first and engage the attorney in the hiring of additional staff for outreach. Ben noted that successful outreach generates intake calls, so building capacity to handle the calls was part of the challenge of the grant. Members discussed several dimensions of the outreach roles of KEJC and legal aid and community partners.

Governance: Strategic Planning Update and Next Steps

Rich began a walk-through of activities conducted or planned to carry out elements of the strategic plan, as follows:

Advocacy Model: Rich said that the plan contemplated an annual review of KEJC’s “multi-function advocacy model” and services and that he had begun discussions with Tyler and others about convening a half-day staff retreat to explore emerging needs and lessons learned through the work.

RJDEI: Rich said that the board and staff committee focused on racial justice had met several times, compiled a survey and its results, and used the survey findings to inform creation of a Request for Proposals for a consultant to work with KEJC to bring the themes of racial justice, diversity, equity, and inclusion to bear on the full range of the KEJC’s activity.

Language Access: Rich said that Miranda and Gaby had sent out a staff survey on language access and use of phone interpretation. Rich said that Maxwell Street had a good written policy, staffing, and practices, but the idea was to extend training, understanding, and a “toolkit” program wide.

Back Office: Rich said that the hiring committee for an Administrative Support Professional had considered several candidates and a proposal from a firm called The Charity CFO to provide accounting guidance and bookkeeping support. Rich said the group had agreed that entering into an agreement with The Charity CFO would be a solid first step in building the “back office.”

Development: Rich said that Resource Organizer Raaziq El-Amin had been working on a fundraising plan and would welcome a dialog with a newly formed board fundraising committee. He said Raaziq had been thinking a lot about donor engagement.

John Rosenberg said that Senior Counsel Ben Carter had sent the board an email just before the meeting. Rich and Bob said they had not seen it. In the email, Ben had set out various ideas for KEJC’s growth. He argued that the plan to hire a part-time administrator was insufficient, contrasting it with job posting from another group calling for a full-time administrator.

Ben later gave the example of the need for a new phone system at Maxwell Street as an illustration of how a full-time operating officer could be helpful. John Rosenberg said that having good equipment was helpful to staff. Ben’s email also stated that the board had been on “auto pilot.”

Jefferson Coulter suggested that the minutes note that Ben had sent the memo.

Update: KEJC has entered into an agreement with Nextiva for a program wide VOIP phone system, including new desk phones, user accounts that can be linked with cell phones for remote work, an “800” number for KEJC, and multiple other features. Onboarding began in December with implementation by January 2023.

Governance: Next Meeting Date

Bob said that the next board meeting date was December 15, 2022.

Big Picture: Legal Services Funding

AppalRed Director Robert Johns said that the House in DC had adopted a funding figure for the Legal Services Corporation (LSC) of \$675 million, a 38% increase over the current amount. He said the Senate had not yet set its figure. Short term, Rob said, Congress would have to enact a Continuing Resolution to keep the government going. Beyond that, he said it was unclear what LSC funding would be in 2023.

Staff Reports

The board 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 September 23, 2022, heading at <https://www.kyequaljustice.org/board-meetings>.

Adjournment

Motion:	John Rosenberg moved to adjourn the meeting.
Second:	Kristin Alexander
Action:	Approved unanimously

Reported by:

Richard J. Seckel, Director
December 12, 2022

Memorandum

DATE: December 10, 2022

TO: Kentucky Equal Justice Center Board

FROM: Rich Seckel, Director

RE: Financial Report through 3rd Quarter 2022

The following financial reports are attached:

Profit and Loss Budget Overview FY 2022 anticipates a loss of \$144,463 offset primarily by one-time carryover funds.

Budget vs. Actual through September 30 shows a gain of \$57,728 compared to the expected loss of \$89,453—a positive variance of \$147,182 despite \$37,971 in Vanguard brokerage losses.

Balance Sheet as of September 30 shows Total Current Assets of 779,921, down from \$862,519 on August 31, 2022, and up 19.76% from \$651,240 on September 30, 2021.

Income and Expense Charts: 80.88% of spending was payroll. 77.72% of income came from grants.

Carryover Prediction

Total Current Assets December 31, 2021	\$712,327
Budgeted loss for the year	-\$144,463
Projected remainder of new grants	\$265,750
Projected Current Assets December 31, 2022	\$833,614

Unrestricted Funds

Audited	12/31/12	\$24,254
Audited	12/31/15	\$93,513
Audited	12/31/18	\$131,221
Audited	12/31/20	\$278,862
Estimated	11/30/21	\$258,654
Estimated	3/31/22	\$283,248
Estimated	6/30/2022	\$259,842
Estimated	9/30/2022	\$219,440

KEJC Unrestricted Fund Balance

September 30, 2022

	Balance
Total Current Assets	779,920.86
Restricted Funds	
BGCF Citizenship	7,704.57
Catholic Diocese of Lexington	2,433.30
Center on Budget and Policy Priorities	10,000.00
Community Farm Alliance VH KY	0.00
Community Farm Alliance EFA	15,000.00
Elhapa Foundation	
Families and Workers Fund (UI)	37,820.42
Fayette County Bar Foundation	0.00
Foundation for a Healthy KY Boots	23,232.75
Haggin Trust	
Health Gains Communications	6,770.42
Health Law Fellowship	0.00
Homeless and Housing ERASE	6,261.45
Kentucky Bar Foundation	8,519.31
KCEP Solidarity Giving	31.73
KCEP Safety Net Initiative	3,743.66
KCET Civic Engagement	6,295.24
Kentucky Housing Corporation	202,918.57
Louisville Bar Foundation	0.00
Mason Fund at Vanguard	116,475.22
MAZON Food Justice	50,608.17
MAZON Rapid Response	318.38
NLIHC OSAH	48,190.85
Paycheck Protection Program	0.00
Public Welfare Foundation	0.00
United Way of the Bluegrass	16,136.80
Total Restricted	562,460.84
Subtotal Unrestricted	217,460.02
Obligated Funds	
Client Trust	3,900.00
Client Funds	1,920.00
Undistributed Attorneys Fees	1,980.00
Total Unrestricted	219,440.02

Kentucky Equal Justice Center

Profit & Loss Budget Overview

January through December 2022

	<u>Jan - Dec 22</u>
Ordinary Income/Expense	
Income	
Grants	719,240.00
In-kind Contributions	20,400.00
Miscellaneous Income	12,000.00
Other Donations	166,800.00
Program Income	180,000.00
Program Services	30,600.00
Total Income	<u>1,129,040.00</u>
Expense	
Audit	4,875.00
Capital Additions	4,500.00
Case Management	6,603.90
Consultants	21,180.00
Contract Labor	16,000.00
Dues	4,570.00
Equipment Rental	3,812.68
Insurance	7,140.00
Library	2,380.00
Litigation expense	4,920.00
Miscellaneous	1,680.00
Office Supplies	9,810.00
Payroll Expenses	1,076,108.28
Postage and Delivery	4,260.00
Printing and Reproduction	6,216.00
Professional Fees	300.00
Rent	50,400.00
Repairs	780.00
Task Forces and Meetings	4,860.00
Telecomm	20,184.00
Travel	23,103.00
Total Expense	<u>1,273,682.86</u>
Net Ordinary Income	-144,642.86
Other Income/Expense	
Other Income	
Interest Income	180.00
Total Other Income	<u>180.00</u>
Net Other Income	180.00
Net Income	<u><u>-144,462.86</u></u>

Kentucky Equal Justice Center
Profit & Loss
January through September 2022

	<u>Jan - Sep 22</u>
Ordinary Income/Expense	
Income	
Grants	799,697.22
Other Donations	78,351.59
Program Income	135,000.00
Program Services	7,242.00
Total Income	<u>1,020,290.81</u>
Expense	
Case Management	5,420.00
Consultants	83,000.00
Contract Labor	3,150.00
Dues	4,924.00
Equipment Rental	2,727.70
Insurance	7,357.22
Library	2,035.22
Litigation expense	7,679.51
Miscellaneous	754.00
Office Supplies	7,196.14
Payroll Expenses	721,245.40
Postage and Delivery	2,447.98
Printing and Reproduction	2,329.39
Professional Fees	5,775.00
Rent	22,500.00
Repairs	80.00
Task Forces and Meetings	817.75
Telecomm	29,306.16
Travel	15,860.51
Total Expense	<u>924,605.98</u>
Net Ordinary Income	<u>95,684.83</u>
Other Income/Expense	
Other Income	
Interest Income	14.78
Other Income	-37,971.30
Total Other Income	<u>-37,956.52</u>
Net Other Income	<u>-37,956.52</u>
Net Income	<u><u>57,728.31</u></u>

Kentucky Equal Justice Center
Profit & Loss Budget vs. Actual
January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Grants				
Blue Grass Community Foundation	0.00	16,000.00	-16,000.00	0.0%
Catholic Diocese of Lexington	7,625.00	6,750.00	875.00	112.96%
CLASP PIF	0.00	15,000.00	-15,000.00	0.0%
Community Farm Alliance EFA	15,000.00			
Families and Workers Fund UI	100,000.00			
Fayette County Bar Foundation	5,000.00	0.00	5,000.00	100.0%
FHKY RHP Boots	50,000.00	50,000.00	0.00	100.0%
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%
KCET	5,000.00	7,000.00	-2,000.00	71.43%
Kentucky Bar Foundation	11,000.00	10,000.00	1,000.00	110.0%
KHC Housing Stability	205,000.00	51,800.00	153,200.00	395.75%
LABG Housing	51,510.61	60,000.00	-8,489.39	85.85%
MAZON Food Justice	70,000.00			
MAZON Rapid Response	10,000.00			
NLIHC OSAH	50,000.00			
Restricted	1,457.00	47,250.00	-45,793.00	3.08%
United Way of the Bluegrass	15,000.00	24,000.00	-9,000.00	62.5%
Unrestricted	10,000.00	13,050.00	-3,050.00	76.63%
VOCA Justice Cabinet	133,104.61	144,480.00	-11,375.39	92.13%
Grants - Other	15,000.00			
Total Grants	799,697.22	555,330.00	244,367.22	144.0%
In-kind Contributions	0.00	15,300.00	-15,300.00	0.0%
Miscellaneous Income	0.00	6,000.00	-6,000.00	0.0%
Other Donations	78,351.59	125,100.00	-46,748.41	62.63%
Program Income	135,000.00	135,000.00	0.00	100.0%
Program Services	7,242.00	22,950.00	-15,708.00	31.56%
Total Income	1,020,290.81	859,680.00	160,610.81	118.68%
Expense				
Capital Additions	0.00	3,375.00	-3,375.00	0.0%
Case Management	5,420.00	6,603.90	-1,183.90	82.07%
Consultants	83,000.00	15,885.00	67,115.00	522.51%
Contract Labor	3,150.00	11,500.00	-8,350.00	27.39%
Dues	4,924.00	3,427.50	1,496.50	143.66%
Equipment Rental	2,727.70	2,859.51	-131.81	95.39%
Insurance	7,357.22	7,140.00	217.22	103.04%
Library	2,035.22	1,785.00	250.22	114.02%
Litigation expense	7,679.51	3,690.00	3,989.51	208.12%
Miscellaneous	754.00	1,260.00	-506.00	59.84%
Office Supplies	7,196.14	7,357.50	-161.36	97.81%
Payroll Expenses	721,245.40	801,882.72	-80,637.32	89.94%
Postage and Delivery	2,447.98	3,195.00	-747.02	76.62%
Printing and Reproduction	2,329.39	4,662.00	-2,332.61	49.97%
Professional Fees	5,775.00	150.00	5,625.00	3,850.0%
Rent	22,500.00	37,800.00	-15,300.00	59.52%
Repairs	80.00	585.00	-505.00	13.68%
Task Forces and Meetings	817.75	3,645.00	-2,827.25	22.44%
Telecomm	29,306.16	15,138.00	14,168.16	193.59%
Travel	15,860.51	17,327.25	-1,466.74	91.54%
Total Expense	924,605.98	949,268.38	-24,662.40	97.4%
Net Ordinary Income	95,684.83	-89,588.38	185,273.21	-106.81%
Other Income/Expense				
Other Income				
Interest Income	14.78	135.00	-120.22	10.95%
Other Income	-37,971.30			
Total Other Income	-37,956.52	135.00	-38,091.52	-28,115.94%
Net Other Income	-37,956.52	135.00	-38,091.52	-28,115.94%
Net Income	57,728.31	-89,453.38	147,181.69	-64.54%

Kentucky Equal Justice Center

Balance Sheet

As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	449,096.74
Chase IOLTA	3,900.00
Chase Savings	100,282.64
Vanguard Brokerage	<u>116,475.22</u>
Total Checking/Savings	669,754.60
Accounts Receivable	
Accounts Receivable	<u>110,166.26</u>
Total Accounts Receivable	<u>110,166.26</u>
Total Current Assets	779,920.86
Other Assets	
Accumulated Depreciation - Comp	-55,860.10
Computer and Phone Equipment	62,096.34
Rental Deposit	<u>715.00</u>
Total Other Assets	<u>6,951.24</u>
TOTAL ASSETS	<u><u>786,872.10</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>12,857.46</u>
Total Accounts Payable	12,857.46
Other Current Liabilities	
Client Trust Funds	6,011.00
Direct Deposit Liabilities	172.97
Payroll Liabilities	<u>555.96</u>
Total Other Current Liabilities	<u>6,739.93</u>
Total Current Liabilities	19,597.39
Long Term Liabilities	
Accrued leave	<u>35,467.19</u>
Total Long Term Liabilities	<u>35,467.19</u>
Total Liabilities	55,064.58
Equity	
Opening Bal Equity	52,900.79
Retained Earnings	383,390.48
Temporarily Restricted Net Asse	237,787.94
Net Income	<u>57,728.31</u>
Total Equity	<u>731,807.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>786,872.10</u></u>

Kentucky Equal Justice Center

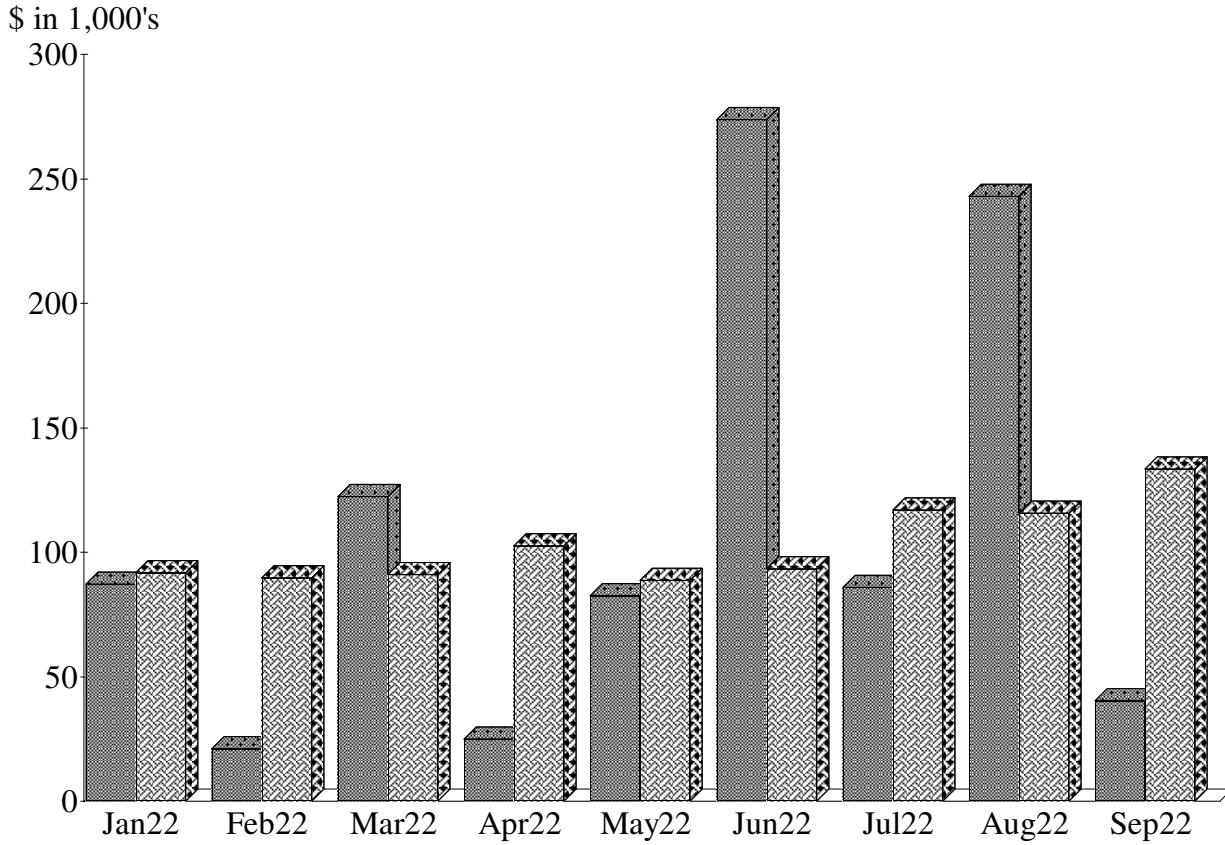
Balance Sheet Prev Year Comparison

As of September 30, 2022

	Sep 30, 22	Sep 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Chase Checking	449,096.74	318,518.38	130,578.36	41.0%
Chase IOLTA	3,900.00	3,900.00	0.00	0.0%
Chase Savings	100,282.64	100,257.90	24.74	0.03%
Vanguard Brokerage	116,475.22	144,331.68	-27,856.46	-19.3%
Total Checking/Savings	669,754.60	567,007.96	102,746.64	18.12%
Accounts Receivable				
Accounts Receivable	110,166.26	84,231.64	25,934.62	30.79%
Total Accounts Receivable	110,166.26	84,231.64	25,934.62	30.79%
Total Current Assets	779,920.86	651,239.60	128,681.26	19.76%
Other Assets				
Accumulated Depreciation - Comp	-55,860.10	-53,307.98	-2,552.12	-4.79%
Computer and Phone Equipment	62,096.34	62,096.34	0.00	0.0%
Rental Deposit	715.00	715.00	0.00	0.0%
Total Other Assets	6,951.24	9,503.36	-2,552.12	-26.86%
TOTAL ASSETS	786,872.10	660,742.96	126,129.14	19.09%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	12,857.46	-668.04	13,525.50	2,024.65%
Total Accounts Payable	12,857.46	-668.04	13,525.50	2,024.65%
Other Current Liabilities				
Client Trust Funds	6,011.00	5,911.00	100.00	1.69%
Direct Deposit Liabilities	172.97	-408.45	581.42	142.35%
Payroll Liabilities	555.96	602.91	-46.95	-7.79%
Total Other Current Liabilities	6,739.93	6,105.46	634.47	10.39%
Total Current Liabilities	19,597.39	5,437.42	14,159.97	260.42%
Long Term Liabilities				
Accrued leave	35,467.19	41,681.31	-6,214.12	-14.91%
Total Long Term Liabilities	35,467.19	41,681.31	-6,214.12	-14.91%
Total Liabilities	55,064.58	47,118.73	7,945.85	16.86%
Equity				
Opening Bal Equity	52,900.79	52,900.79	0.00	0.0%
Retained Earnings	383,390.48	225,955.96	157,434.52	69.68%
Temporarily Restricted Net Asse	237,787.94	237,787.94	0.00	0.0%
Net Income	57,728.31	96,979.54	-39,251.23	-40.47%
Total Equity	731,807.52	613,624.23	118,183.29	19.26%
TOTAL LIABILITIES & EQUITY	786,872.10	660,742.96	126,129.14	19.09%

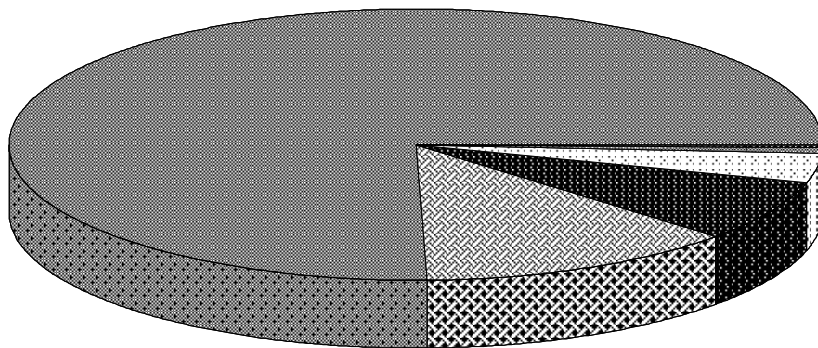
Income and Expense by Month January through September 2022

Income
Expense



Income Summary January through September 2022

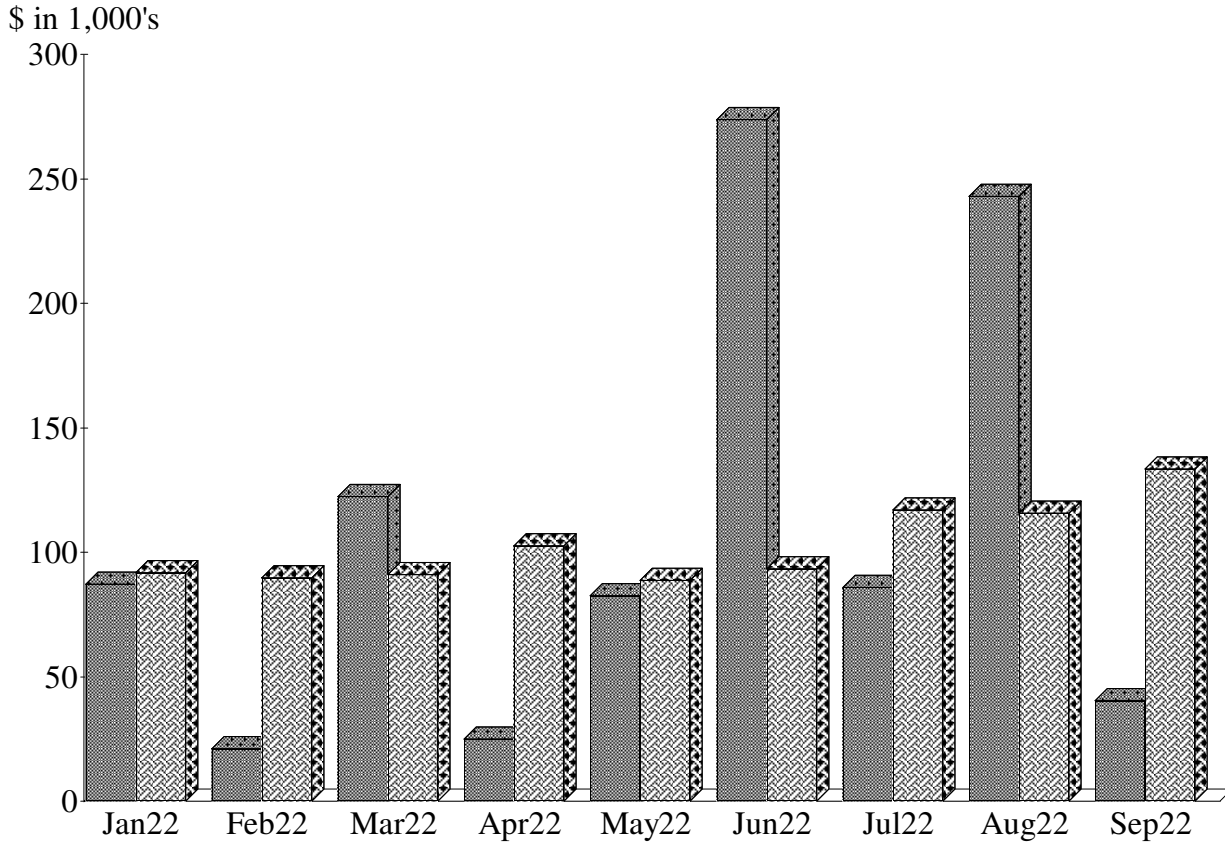
Grants	78.38%
Program Income	13.23
Other Donations	7.68
Other Income	\$-37,971.30
Program Services	0.71
Interest Income	0.01
Sub-Total	\$982,334.29



By Account

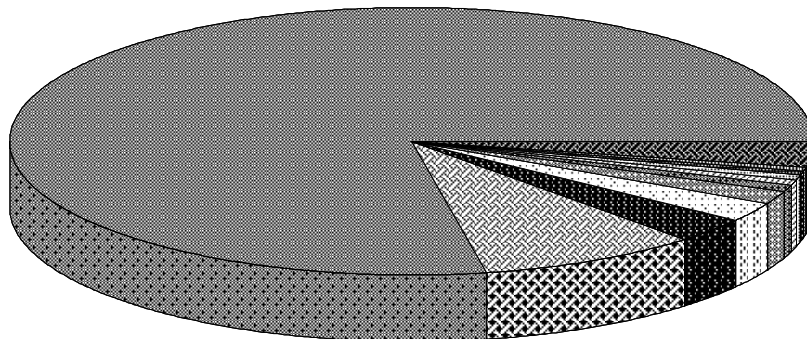
Income and Expense by Month January through September 2022

Income
Expense



Expense Summary January through September 2022

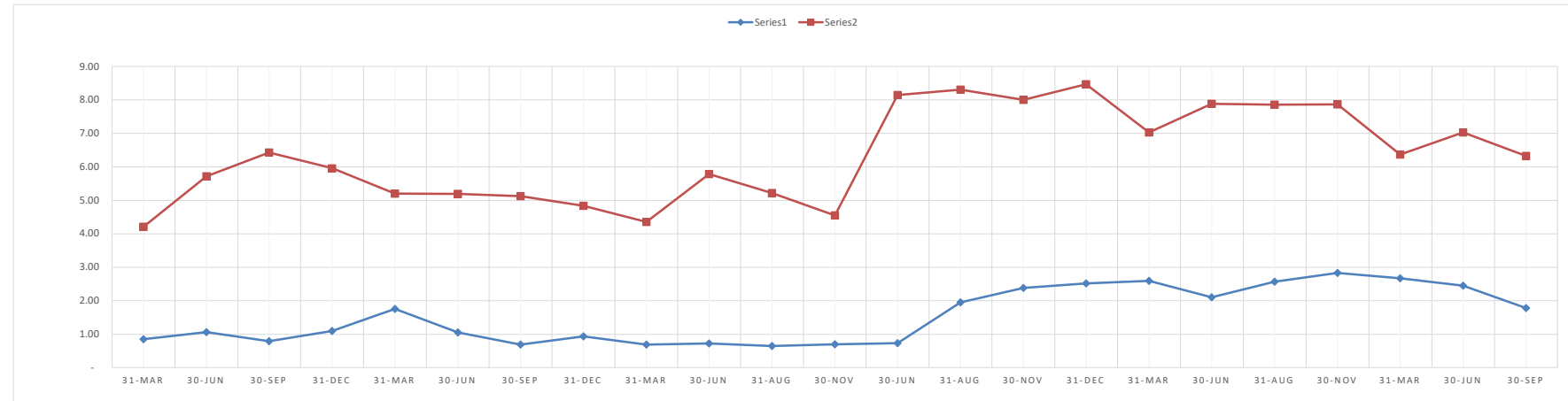
Payroll Expenses	78.01%
Consultants	8.98
Telecomm	3.17
Rent	2.43
Travel	1.72
Litigation expense	0.83
Insurance	0.80
Office Supplies	0.78
Professional Fees	0.62
Case Management	0.59
Other	2.08
Total	\$924,605.98



By Account

Months of Reserves 2017-2022
Restricted and Unrestricted

	2017				2018				2019				2020				2021				2022			
	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	30-Nov	31-Dec	31-Mar	30-Jun	31-Aug	30-Nov	31-Mar	30-Jun	30-Sep	
Monthly Total Budget	53,141	53,141	53,141	56,012	60,198	60,198	74,973	74,973	74,323	74,323	74,323	74,323	82,920	82,920	82,920	82,920	91,469	91,469	91,469	91,469	106,140	106,140	123,224	
Unrestricted Assets	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	197,607	208,885	237,354	192,221	235,197	258,654	283,248	259,842	219,440	
Total Current Assets	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	663,816	702,171	643,245	720,827	719,007	719,652	676,433	746,420	779,921	
Percent Unrestricted	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%	29.77%	29.75%	36.90%	26.67%	32.71%	35.94%	41.87%	34.81%	28.14%	
Months of Unrestricted	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	2.38	2.52	2.59	2.10	2.57	2.83	2.67	2.45	1.78	
Months of Total	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	8.01	8.47	7.03	7.88	7.86	7.87	6.37	7.03	6.33	



KEJC Recent Fundraising Effort

2021

Source	For	Status	Requested	Awarded	% Awarded
Blue Grass Community Foundation DAF	Immigration	Awarded	16,000	16,000	100%
Catholic Diocese of Lexington	Immigration	Awarded	9,120	9,000	99%
Community Farm Alliance VHK	Food Justice	Sub-granted	30,000	30,000	100%
Families and Workers Fund (KEJC)	Unemployment	Pending	25,000	-	0%
Fayette County Bar Foundation	Immigration	Awarded	7,933	5,000	63%
Foundation for a Healthy Kentucky Boots	Health Outreach	Awarded	50,000	50,000	100%
Francis Hollis Brain Foundation	Immigration Fees	Awarded	5,940	5,000	84%
Good Giving Challenge	General Support	Completed	40,000	38,890	97%
Health Law Fellowship Healthy Kentucky	Health Advocacy	Awarded	45,000	45,000	100%
Health Law Fellowship Interact for Health	Health Fellowship	Awarded	45,000	65,000	144%
Homeless and Housing ERASE	Housing Outreach	Sub-granted	20,000	20,000	100%
Holiday Season Donations	General Support	Completed	20,000	15,351	77%
KCEP Safety Net Initiative	Public Benefits	Sub-granted	25,000	25,000	100%
Kentucky Bar Foundation	Immigration	Awarded	11,730	11,000	94%
Kentucky Civic Engagement Table	Communications	Awarded	13,550	8,000	59%
Kentucky Gives Day	General Support	Completed	3,600	2,466	68%
LABG Housing Outreach Subgrant	Housing	Implementing	80,000	80,000	100%
Louisville Bar Foundation	Housing	Awarded	11,890	10,000	84%
Louisville Give for Good	General Support	Completed	3,000	3,674	122%
MAZON	Food Justice	Awarded	69,712	65,000	93%
Protecting Immigrant Families	Public Benefits	Awarded	15,000	15,000	100%
The Workers Lab	Workers' Rights	Not awarded	150,000	-	0%
United Way of the Bluegrass I	Immigration	Awarded	24,892	18,000	72%
United Way of the Bluegrass II	Outreach	Not awarded	12,118	-	0%
VOCA	Immigration	Awarded	281,178	192,640	69%
Total 2021			\$1,015,663	\$730,020	72%
Total 2011-21			\$6,279,570	\$5,739,457	91%

KEJC Recent Fundraising Effort

2022

Source	For	Status	Requested	Awarded	% Awarded
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		
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%
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	-	
United Way of the Bluegrass	Immigration	Awarded	23,184	15,000	65%
Vital Strategies	Substance Use	Preparing	246,749		
VOCA	Immigration	Awarded	211,643	154,112	73%
Total 2022			\$1,578,561	\$1,135,859	72%

Coming Up

Blue Grass Community Foundation	Immigration Law	Pledged	16,000		0%
Fayette County Housing Stability	Housing	Discussion	500,000		0%
Holiday Letter	General Support	Preparing	12,000		0%

**KENTUCKY EQUAL
JUSTICE CENTER**

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT**

DECEMBER 31, 2021

**PREPARED BY
VICKIE C. RICHARDSON, CPA, PSC
114 EAST HIGH STREET
MT. STERLING, KY 40353**

Kentucky Equal Justice Center

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditor's Report	1-2
Financial Statements:	
Statement of Financial Position	3
Statement of Activities	4-5
Statement of Cash Flows	6
Notes to the Financial Statements	7-17

Vickie C. Richardson, CPA, PSC

*114 East High Street
Mount Sterling, KY 40353*

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Kentucky Equal Justice Center
Lexington, Kentucky

Opinion

We have audited the accompanying financial statements of Kentucky Equal Justice Center (a nonprofit organization), which comprise the statement of financial position as of December 31, 2021, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Kentucky Equal Justice Center as of December 31, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Kentucky Equal Justice Center and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Kentucky Equal Justice Center's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that

includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Kentucky Equal Justice Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Kentucky Equal Justice Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Vicki C. Richardson, CPA, PSC

Mt. Sterling, KY 40353
December 9, 2022

This report contains 17 pages.

Kentucky Equal Justice Center
STATEMENT OF FINANCIAL POSITION
December 31, 2021

ASSETS

Current assets	
Cash	\$ 445,582
Investments	154,447
Accounts receivable	<u>111,839</u>
Total current assets	<u>711,868</u>
Property and Equipment	
Computer equipment	62,096
Less accumulated depreciation	<u>(55,860)</u>
Net Property and equipment	<u>6,236</u>
Rental Deposit	<u>715</u>
Total assets	<u><u>\$ 718,819</u></u>

LIABILITIES AND NET ASSETS

Current Liabilities	
Accounts Payable	\$ 3,353
Client trust funds	<u>5,911</u>
Total current liabilities	<u>9,264</u>
Long Term Liabilities	
Accrued leave	<u>35,467</u>
Total long term liabilities	<u>35,467</u>
Total liabilities	<u>44,731</u>
Net assets	
Without donor imposed restrictions	504,988
With donor imposed restrictions	<u>169,100</u>
Total net assets	<u>674,088</u>
Total liabilities and net assets	<u><u>\$ 718,819</u></u>

See accompanying notes.

Page 3

Kentucky Equal Justice Center
STATEMENT OF ACTIVITIES
For the year ended December 31, 2021

	Unrestricted Immigrant Rights Proj.	General Poverty Law and Administrative	Total Without Donor Imposed Restrictions
Revenues:			
Grants	\$ 0	\$ 91,401	\$ 91,401
Program income	36,000	144,000	180,000
Donations	45,605	71,000	116,605
Client fees	11,888	0	11,888
Attorney fees	1,000	0	1,000
Other	0	130,304	130,304
Investment income	0	30,067	30,067
In-Kind donations	<u>11,832</u>	<u>0</u>	<u>11,832</u>
 Total revenue, gains and other support	 <u>106,325</u>	 <u>466,772</u>	 <u>573,097</u>
 Expenses:			
Case management	1,994	749	2,743
Consultants	160	8,100	8,260
Contract labor	5,238	0	5,238
Depreciation	0	2,552	2,552
Dues & subscriptions	2,520	967	3,487
Equipment rental	2,590	674	3,264
Insurance	848	2,392	3,240
Interest expense	0	154	154
Library	0	1,234	1,234
Litigation expense	664	1,982	2,646
Miscellaneous	525	355	880
Office	1,966	4,798	6,764
Payroll and benefits	107,947	144,023	251,970
Postage	1,706	228	1,934
Printing	552	1,289	1,841
Professional	0	4,860	4,860
Rent	11,832	15,085	26,917
Repairs	213	0	213
Task forces	0	1,758	1,758
Telephone	1,953	12,510	14,463
Travel	<u>583</u>	<u>1,719</u>	<u>2,302</u>
 Total expenses	 <u>\$ 141,291</u>	 <u>\$ 205,429</u>	 <u>\$ 346,720</u>
 Change in net assets			 226,377
 Net assets, beginning of year			 <u>278,611</u>
 Net assets, end of year			 <u><u>\$ 504,988</u></u>

See accompanying notes.

Page 4

Kentucky Equal Justice Center
STATEMENT OF ACTIVITIES
For the year ended December 31, 2021

Poverty Law Advocacy	Health Care Advocacy	Restricted Immigrant Rights Proj.	Food Justice Fellowship	Total with Donor Imposed Restrictions	Total
\$ 18,000	\$ 205,000	\$ 273,528	\$ 95,000	\$ 591,528	\$ 682,929
0	0	0	0	0	180,000
0	0	3,500	0	3,500	120,105
0	0	550	0	550	12,438
0	0	0	0	0	1,000
0	0	0	0	0	130,304
0	0	0	0	0	30,067
0	0	0	0	0	11,832
<u>18,000</u>	<u>205,000</u>	<u>277,578</u>	<u>95,000</u>	<u>595,578</u>	<u>1,168,675</u>
412	471	1,954	0	2,837	5,580
0	4,563	1,616	0	6,179	14,439
0	0	0	0	0	5,238
0	0	0	0	0	2,552
250	1,100	694	100	2,144	5,631
40	90	979	40	1,149	4,413
790	867	2,177	0	3,834	7,074
0	0	0	0	0	154
0	711	0	0	711	1,945
120	120	1,886	0	2,126	4,772
0	327	0	0	327	1,207
640	183	1,451	0	2,274	9,038
149,743	147,723	230,330	80,114	607,910	859,880
32	20	1,889	10	1,951	3,885
43	403	1,025	0	1,471	3,312
0	0	0	0	0	4,860
5,400	6,825	560	2,130	14,915	41,832
0	0	84	0	84	297
0	50	0	0	50	1,808
1,915	2,257	4,695	792	9,659	24,122
654	2,569	3,400	273	6,896	9,198
<u>\$ 160,039</u>	<u>\$ 168,279</u>	<u>\$ 252,740</u>	<u>\$ 83,459</u>	<u>\$ 664,517</u>	<u>\$ 1,011,237</u>
				(68,939)	157,438
				<u>238,039</u>	<u>516,650</u>
				<u>\$ 169,100</u>	<u>\$ 674,088</u>

Kentucky Equal Justice Center
STATEMENT OF CASH FLOWS
For the year ended December 31, 2020

Cash flows from operating activities:

Change in net assets	\$ 157,438
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	2,552
Unrealized gain on investments	(27,814)
Forgiveness of PPP Loan	(130,754)
(Increase)/ Decrease in current assets:	
Accounts receivable	(34,264)
Increase/(Decrease) in current liabilities:	
Accrued leave	(6,214)
Accounts payable	<u>3,243</u>
Net cash provied by operating activities	<u>(35,813)</u>
Cash flows from investing activities:	
Purchase of investments	(2,218)
Purchase of capital assets	<u>(4,472)</u>
Net cash used by investing activities	<u>(6,690)</u>
Cash flows from financing activities:	
PPP loan payments	<u>(11,698)</u>
Net cash provided by financing activities	<u>(11,698)</u>
Decrease in cash	(54,201)
Cash, beginning of year	<u>499,783</u>
Cash, end of year	<u><u>\$ 445,582</u></u>

See accompanying notes.

Page 6

Kentucky Equal Justice Center
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Office of Kentucky Legal Services Programs, Inc. (OKLSP) is a non-stock, non-profit organization formed in 1976. On June 11, 2007, and September 23, 2017, OKLSP filed for an assumed name, Kentucky Equal Justice Center (KEJC). KEJC serves as a coordinating agency for programs that provide free or nominally priced civil legal services to individuals and groups in the Commonwealth of Kentucky who are otherwise unable to afford legal assistance.

KEJC is funded by contracts with the four Legal Services Corporation-funded legal services programs in Kentucky whereby it receives a portion of civil filing fees earmarked through the state courts for civil legal services programs. The funding source allows KEJC to function under regular advocacy and lobbying rules for non-profit organizations. Approximately 16% of KEJC's total revenue is from the four legal services programs. KEJC also receives grants from various organizations. Approximately 59% of KEJC's total revenue is from grants.

As of January 2, 2008, KEJC entered into a Program Transfer Agreement with Repairers of the Breach, Inc. (the Repairers). Under the terms of the agreement, the Repairers transferred the management, operations, capital assets and cash balance of Maxwell Street Legal Clinic to KEJC.

Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded as earned and expenses are recorded at the time liabilities are incurred.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks.

Financial Instruments

KEJC's financial instruments consist of cash and cash equivalents, and accounts receivable. Cash and cash equivalents, and accounts receivable are stated at cost, which approximates fair value.

Kentucky Equal Justice Center
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Income Taxes

KEJC qualifies as a tax-exempt organization under Section 501 (c) (3) of the Internal Revenue Code and is classified by the Internal Revenue Service as other than a private foundation.

KEJC's *Form 990, Return of Organization Exempt from Income Tax*, for the years ending 2019, 2020, and 2021 are subject to examination by the IRS, generally for three years after they are filed.

Accounts Receivable

Accounts receivable at December 31, 2021, consists of grants receivables.

Uncollectible accounts are charged to bad debt expense when they are declared uncollectible. Management believes the results of this method approximate the allowance for doubtful accounts.

Revenue Recognition

Grants and donations are recognized in the period the pledges are made. Program income, attorney's fees and client fees are recognized in the period the services are performed.

Fair Value of Financial Instruments

KEJC follows the provisions of FASB ASC 820, *Fair Value Measurements and Disclosures*, (ASC 820) for fair value measurements of financial assets and financial liabilities, and for fair value measurements of nonfinancial items that are recognized or disclosed at fair value in the financial statements on a recurring basis. ASC 820 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. ASC 820 also establishes a three-tier hierarchy to classify fair market measurements for disclosure purposes. Inputs refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk.

Investments

KEJC's investments are stated at fair value. Purchases and sales of investments are recorded on a trade-date basis. Realized and unrealized gains and losses on investments are determined by comparison of the actual cost to the proceeds at the time of disposition or fair value as of the end of the financial statement period. Dividend and interest income are recorded as earned. Investment income or loss (including realized and unrealized gains and losses on investments, interest, and dividends) is included in the statement of activities and changes in net assets.

Kentucky Equal Justice Center
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Investment securities are exposed to various risks, such as interest rate, overall market volatility and credit risks.

Fair Value of Financial Instruments

The three-tier hierarchy of inputs is summarized in the three broad levels listed as follows.

- Level 1 – quoted prices in active markets for identical assets.
- Level 2 – other significant observable inputs (including quoted prices for similar assets, interest rates, prepayment speeds, and credit risk)
- Level 3 – significant unobservable inputs (including KEJC's assumptions in determining the fair value of assets)

NOTE 2 – INVESTMENTS

Investments (all Level 1 measurements) consist of the following at December 31, 2021:

	<u>Cost</u>	<u>Fair Value</u>	<u>Unrealized Appreciation (Depreciation)</u>
Money market funds	\$ 21,227	\$ 21,229	\$ 2
Stocks and options	20,958	34,890	13,932
Mutual Funds	<u>54,682</u>	<u>98,328</u>	<u>43,646</u>
 Total Investments	 <u>\$ 96,867</u>	 <u>\$ 154,447</u>	 <u>\$ 57,580</u>

Kentucky Equal Justice Center
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

NOTE 2 – INVESTMENTS - CONTINUED

Investment return for the year ended December 31, 2021, is summarized below:

Net unrealized gain	\$ 27,814
Realized gains	1,479
Dividends	739
Interest Income	<u>35</u>
Total investment return	<u>\$ 30,067</u>

NOTE 3 – PROPERTY AND EQUIPMENT

Beginning balance office equipment and computers:	\$ 57,624
Purchase of computers	4,472
Less accumulated depreciation	<u>(55,860)</u>
Ending balance:	<u>\$ 6,236</u>

KEJC capitalizes property and equipment over \$500. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as contributions without donor imposed restrictions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as contributions with donor imposed restrictions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service. The Organization reclassifies net assets with donor imposed restrictions to net assets without donor imposed restrictions at that time. Property and equipment are depreciated using the straight-line method over estimated useful lives of five years. Software is amortized over three years.

NOTE 4 - PENSION PLAN

KEJC's employees are covered by the County Employees Retirement System (CERS), which is part of the Kentucky Retirement System. Full time employees participate in CERS and contribute 5% of their

Kentucky Equal Justice Center
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

NOTE 4 - PENSION PLAN – CONTINUED

gross wages and new employees hired after September 1, 2008, contribute 1% additional. Total pension plan expense to KEJC was \$132,252. A Comprehensive Annual Financial Report on the Kentucky Retirement System may be requested from the following address:

Kentucky Public Pensions Authority
Perimeter Park West
1260 Louisville Road
Frankfort, KY 40601-6124

NOTE 5 – NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are available for the following periods:

Periods after December 31, 2021	\$169,100
---------------------------------	-----------

Net assets were released from the grant restrictions by incurring expenses satisfying the purpose specified by the grant as follows:

KY Bar Foundation	\$ 5,493
NHeLP Health Law Defense	250
HFGC - Health Law Fellowship	86,008
Foundation for a Healthy Kentucky	49,633
Victims of Crime Act	195,877
Legal Aid of the Bluegrass	12,370
Bluegrass Community Foundation	13,850
Catholic Diocese	6,987
Fayette County Bar Foundation	6,375
United Way	14,752
DACA Client Assistance	495
Kentucky Center for Economic Policy	25,694
Homeless & Housing Coalition of Kentucky	4,205
Center for Law and Social Policy	8,910
Kentucky Civic Engagement Table	4,309
MAZON	70,328
Community Farm Alliance	13,132
Health Gains Communication	2,737
Louisville Bar Foundation	4,296
	<u>\$ 525,701</u>

Kentucky Equal Justice Center
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

NOTE 6– LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

KEJC has \$711,868 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditure, consisting of cash of \$445,582, investment funds of \$154,447 that make up the Mason Fund in the Vanguard account, and funds and accounts receivable of \$111,839. KEJC structures its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

NOTE 7 – IN-KIND CONTRIBUTIONS

The value of donated property and services included as contributions in the accompanying statement of activities and the corresponding expenses for the year ended December 31, 2021, are as follows:

Rent and Utilities	\$ 11,832
--------------------	-----------

NOTE 8 – METHODS USED FOR ALLOCATION OF EXPENSES

The cost of providing program and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and general and administrative expenses.

KEJC prepares an annual budget by program. Programs include Immigrant Rights, Poverty Law, Healthcare Advocacy, Food Justice, Workers' Rights and general and administrative. Every grant application requires a proposed budget. The budget is followed for allocations of expenses. Payroll and benefits expenses are allocated based on time and effort.

NOTE 9 – CONCENTRATION OF CREDIT RISK

KEJC maintains an account at a bank in Lexington, Kentucky. Accounts at the institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Cash on December 31, 2021, exceeded federally insured limits by \$192,028.

NOTE 10 – CONTRACTS

Kentucky Legal Services

KEJC entered into an agreement for 2021 with Kentucky Legal Services Funded Basic Field Programs.

KEJC received \$180,000 for the following tasks:

- Providing support for the continued operation and development of inter-Program substantive law Task Forces of attorneys and paralegals.

Kentucky Equal Justice Center
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

NOTE 10 – CONTRACTS - CONTINUED

- Monitoring significant developments in poverty law at the state and national level, including legislative, executive, and judicial forums.
- Providing information to staff and clients of the Programs on significant current developments in poverty law through task force mailings, email, listserv postings, presentations, and other appropriate means.
- Coordinating responses of Program staff to requests from legislative and administrative officials for comments on bills, regulations and other proposals affecting low-income Program clients.
- Providing access to information about immigration issues and immigrant eligibility for legal services through KEJC's Immigrant Rights Project.
- Conducting and coordinating litigation on high impact and emerging poverty law issues.

KEJC signed an agreement for 2022 with identical provisions, including the \$180,000 annual fee.

University of Kentucky

KEJC entered into a contract with the University of Kentucky under a Federal Work study Program to provide the following, for the period of July 1, 2020, through June 30, 2021:

- The University will provide KEJC with two students who will be paid between \$9.25 and \$11.85 per hour. These hours are set forth in the students' federal financial aid package.
- KEJC is responsible for the payroll cost associated with the two students, an estimated \$4,000.

Brooklyn Law School

KEJC entered into a contract with the Brooklyn Law School under a Federal Work study Program to provide one student for the period of May 17, 2021, through August 13, 2021, at a rate of \$17 per hour.

MG Coaching and Consulting

In July 2020, the KEJC board approved the proposal of MG Coaching and Consulting to guide a planning process to update KEJC's 2009 strategic plan. The planning process including meetings of board members, staff, and stakeholders in 2020, followed in 2021 by a survey and a retreat.

On July 8, 2021, KEJC board and staff held a facilitated in-person retreat as the capstone of the organization's strategic planning process. Facilitators Marian and Gene Guinn of MG Coaching and

Kentucky Equal Justice Center
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

NOTE 10 – CONTRACTS - CONTINUED

Consulting analyzed the resulting input and compiled a “fillable draft” plan, to which KEJC’s executive director added detail about implementation.

Following discussion and recommendations by the KEJC Executive Committee and KEJC staff, the KEJC board adopted a revised draft of the 5-year plan at its September 24, 2021, board meeting. Key elements of the plan called on KEJC to:

- Bolster advocacy by regularly assessing services, deepening relationships with communities and partner organizations, and forging a new program-wide language access plan.
- Develop a racial justice framework to ensure that a commitment to diversity, equity, and inclusion informs every aspect of KEJC’s governance, services, advocacy, and operations.
- Grow revenue with a formal fundraising plan and increased support from board members.
- Fortify the organization for the future through added back-office support for advocacy, a plan for succession, and updated personnel policies.

NOTE 11 – GRANTS

KEJC received a \$45,000 matching grant from Foundation for a Healthy KY. Because of the matching relationship between two foundations, KEJC tracks \$90,000 in combined funds under a unified annual budget for the Health Law Fellowship. The unified budget period for the Fellowship began April 1, 2020.

KEJC received a \$50,000 grant from the Foundation of a Healthy KY, to renew support for KEJC’s “Boots on the Ground” initiative of health outreach, enrollment, consumer assistance and policy advocacy in partnership with the four federally funded civil legal aid programs in Kentucky. The grant year began April 1, 2021.

On May 14, 2021, KEJC received a \$65,000 grant from MAZON to support KEJC’s Food Justice Fellowship. The grant period was 2020 – 2021.

In June of 2021, KEJC received a \$18,000 grant from the United Way of the Bluegrass.

On November 12, 2021, KEJC received a \$16,000 grant from Bluegrass Community Foundation. Funds were to be used for general support, with a request that a significant portion be used for immigration law and citizenship application services and to match Victim of Crime Act funds at Maxwell Street Legal Clinic.

Kentucky Equal Justice Center
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

NOTE 11 – GRANTS - CONTINUED

On October 1, 2021, the Kentucky Justice Cabinet notified KEJC of approval of a grant of \$192,640 in Victim of Crime Act funds to continue services for immigrant victims of crime through Maxwell Street Legal Clinic.

KEJC received a \$10,000 grant from the Louisville Bar Foundation for its Outreach for Renter Empowerment Program.

KEJC received a \$20,000 subgrant for the period of August 2, 2021 through July 31, 2022, under an \$80,000 grant to the Homeless & Housing Coalition of Kentucky through the National Low Income Housing Coalition. Grant is to be used for support of participation in activities related to the Ending Rental Arrears to Stop Evictions (ERASE) project.

The National Immigration Law Center gave KEJC a grant of \$15,000 to be used from April 1, 2021 through March 31, 2022. The purpose of the grant is to support KEJC's Protecting Immigrant Families project.

Community Farm Alliance granted KEJC \$30,000 to be used between December 1, 2020, through June 30, 2022 and another \$15,000 to be used between July 2021 and July 2022.

KEJC received \$30,000 from Elhapa Foundation, Inc.

KEJC was a sub-grantee from the Kentucky Center for Economic Policy of a \$50,000 grant. The grant period is November 1, 2020, through August 31, 2022.

KEJC received a grant for \$8,000 from Kentucky Civic Engagement Table for the year 2021-2022. The purpose of the grant was to help develop shared messaging around food justice and public benefits, including affirmative policies to strengthen safety net programs.

KEJC received a grant for \$9,000 from Catholic Diocese of Lexington, to be paid in quarterly installments, to support Maxwell Street Legal Clinic in its efforts to assist vulnerable individuals to navigate the complexities of the immigration system.

The Fayette County Bar Foundation gave KEJC \$6,000 for 2020-2021 and \$5,000 for 2021-2022 to support immigration law services through Maxwell Street Legal Clinic.

The Community Foundation for Greater Atlanta gave KEJC \$5,000 to be used between July 30, 2021 and August 1, 2022. The grant's purpose is to financially support the fees of clients for DACA and citizenship applications, family petitions, and "U" and "T" visas.

KEJC received \$46,872 from the Haggin Trust.

Kentucky Equal Justice Center
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

NOTE 11 – GRANTS – CONTINUED

The Kentucky Bar Foundation gave KEJC a grant in the amount of \$11,000 to support immigration law services at Maxwell Street Legal Clinic.

KEJC received a grant from Interact for Health for \$65,000

Legal Aid of the Bluegrass gave KEJC a subgrant of up to \$80,000, to be billed monthly, to help connect vulnerable tenants in Fayette County, KY to rental assistance and legal help in eviction.

NOTE 12 – LEASING ARRANGEMENTS

KEJC leases office space in Lexington, KY and Louisville, KY. The space in Lexington was originally sublet from former legal aid attorneys. Those attorneys subsequently bought the space and became KEJC's landlords. The original, and only written contract with the landlords is dated December 1, 1999. The lease was for one year. The subsequent renewals and rate increases have been verbally agreed upon. The rent expense for this office space in 2021 was \$21,600.

The office space in Louisville, KY is based on a verbal agreement also. KEJC sublets space from private attorneys. The rent expense for this office space in 2021 was \$8,400.

Office space for the Maxwell Street Legal Clinic, as mentioned in Note 1, is donated to KEJC. The fair market value of that space and the in-kind donation is \$986 per month.

NOTE 13 – PAYCHECK PROTECTION LOAN

With guidance from its newly formed Executive Committee, KEJC applied for and on May 1, 2020, received a Paycheck Protection Program loan through Chase Bank in the amount of \$142,452. KEJC used loan proceeds only for forgivable expenses of payroll, rent and utilities.

In August 2021, KEJC applied for forgiveness of \$130,754 in qualifying expenditures made under its Paycheck Protection Loan of \$142,452. The Small Business Administration approved the application for forgiveness on August 12, 2021. KEJC paid off the remaining balance of the loan on August 27, 2021.

NOTE 14 – SUBSEQUENT EVENTS

KEJC has evaluated subsequent events through December 9, 2022, the date on which the financial statements were issued.

KEJC received a grant from Kentucky Housing Corporation in the amount of \$2,050,000 for the period of July 1, 2022 through June 30, 2023. The grant is to be used for housing stability services including

NOTE 14 – SUBSEQUENT EVENTS-CONTINUED

subgrants to the four Legal Services Corporation-funded civil legal aid programs in Kentucky (AppalRed Legal Aid, Kentucky Legal Aid, Legal Aid of the Bluegrass, and Legal Aid Society in Louisville.)

KEJC with Maxwell Street Legal Clinic 2023
Draft

Expense	2022 KEJC Total	2023 VOCA	2023 Immigrant Rights	2023 MSLC Total	2023 KEJC General	2023 KEJC Total	2023 -2022 Difference	2022 Assumptions	Salary Increase Percent	Salary on Anniv	Salary before Anniv	Salary 2023
Salaries												
Director	93,021.00				93,951.21	93,951.21	930.21	1.0 % increase	1.0%	93,951.21	93,021.00	93,951.21
Senior Counsel	68,889.79				72,362.00	72,362.00	3,472.21	Scale plus supervision	1.9%	73,331.00	71,963.00	72,362.00
Economic Justice Attorney	26,580.69				58,071.38	58,071.38	31,490.69	Scale plus supervision	2.7%	59,446.00	57,875.00	58,071.38
Food Justice Fellow	46,280.00				50,637.33	50,637.33	4,357.33	Scale	2.9%	51,620.00	50,146.00	50,637.33
Health Law Fellow	46,215.00				48,796.00	48,796.00	2,581.00	Scale plus supervision	3.6%	50,256.00	48,504.00	48,796.00
Outreach Coordinator	36,751.37				40,460.73	40,460.73	3,709.36	Scale @ 32 hour week	2.9%	51,620.00	50,146.00	40,460.73
Resource Organizer	38,202.67				39,854.67	39,854.67	1,652.00	Scale	4.2%	40,956.00	39,304.00	39,854.67
Comms Coordinator	42,567.54				42,608.00	42,608.00	40.46	Scale starting January at 4 years	0.0%		42,608.00	42,608.00
KHC Housing Attorney I	0.00				71,879.50	71,879.50	71,879.50	Scale plus supervision	1.9%	72,925.00	71,531.00	71,879.50
KHC Housing Outreach Lead I	0.00				42,500.17	42,500.17	42,500.17	Scale plus supervision	3.9%	43,808.00	42,156.00	42,500.17
KHC Housing Outreach Lead II	0.00				45,582.67	45,582.67	45,582.67	Scale plus supervision	3.2%	46,932.00	45,460.00	45,582.67
KHC Housing Outreach Intake	37,390.33				37,858.50	37,858.50	468.17	Scale	4.4%	39,304.00	37,652.00	37,858.50
Immigration Attorney PD	52,008.00	6,224.85	35,274.15	41,499.00	0.00	41,499.00	-10,509.00	Scale @ 5 years for 9 months	0.0%		55,332.00	41,499.00
Immigration Attorney	45,719.63	3,780.00	21,420.00	25,200.00	0.00	25,200.00	-20,519.63	Scale @ starting rate for 7 months	0.0%		43,200.00	25,200.00
VOCA Fellow I Attorney Interim	48,556.00	27,142.00	27,142.00	54,284.00	0.00	54,284.00	5,728.00	Scale plus supervision	2.9%	55,332.00	53,760.00	54,284.00
VOCA Fellow II DOJ	44,086.00	23,282.00	23,282.00	46,564.00	0.00	46,564.00	2,478.00	Scale plus supervision	3.2%	46,932.00	45,460.00	46,564.00
VOCA Legal Assistant	37,912.00	19,897.13	19,897.13	39,794.25	0.00	39,794.25	1,882.25	Scale	3.9%	40,941.00	39,412.00	39,794.25
Legal Assistant I	17,460.00		19,080.00	19,080.00	0.00	19,080.00	1,620.00	\$1 per hour on anniversary	6.1%			
Legal Assistant II	17,320.00		17,800.00	17,800.00	0.00	17,800.00	480.00	\$1 per hour on anniversary	6.3%			
Comms Associate	6,656.00				0.00	0.00	-6,656.00					
Louisville Outreach Coordinator	11,830.00				0.00	0.00	-11,830.00					
Subtotal salaries	717,446.01	80,325.98	163,895.28	244,221.25	644,562.15	888,783.40	171,337.39	23.88%				
Benefits												
Health	106928.96	41,475.84	41,475.84	82,951.68	127,062.24	210,013.92	103,084.96	DEI 2023 rates based on plan choices				
Dental	7,465.68	2,084.76	2,084.76	4,169.52	6,939.36	11,108.88	3,643.20	Metlife 2023 rate				
Life	2,995.20	576.00	576.00	1,152.00	2,764.80	3,916.80	921.60	Metlife 2023 rate				
Disability	6,315.66	824.36	1,271.46	2,095.82	5,915.28	8,011.10	1,695.44	Metlife 2023 rate				
Workers Comp	1,379.56	163.56	311.40	474.96	1,230.14	1,705.10	325.54	Clearpath rate 0.19 per hundred				
CERS retirement	175,574.64	23,062.43	34,027.39	57,089.82	173,449.75	230,539.58	54,964.94	CERS 2023 rate 26.79%				
FICA 7.65%	55,545.58	6,585.58	12,537.99	19,123.57	49,529.32	68,652.89	13,107.31	FICA rate				
Unemployment	2,457.00	702.00	280.80	982.80	1,684.80	2,667.60	210.60	UI 2022 and KEJC base rate				
Subtotal benefits	358,662.28	75,474.53	92,565.64	168,040.17	368,575.70	536,615.87	177,953.59	49.62%				
Total Payroll	1,076,108.29	155,800.51	256,460.91	412,261.42	1,013,137.85	1,425,399.27	349,290.98	32.46%				
Operating expense												
Total	VOCA	IMM	MSLC	KEJC	Total	Difference						
Capital Additions	4,500.00		2,400.00	2,400.00	2,200.00	4,600.00	100.00	Workstations, printers, scanners, phones				
Consultants	21,180.00	640.00	10000	10,640.00	15,256.00	25,896.00	4,716.00	RJDEI consultant, graphic design, MSLC scan				
Contract Labor / AmeriCorps	6,000.00		4,800.00	4,800.00	1,200.00	6,000.00	0.00	No AmeriCorps, work study, cleaning				
Contract Accounting	10,000.00				45,300.00	45,300.00	35,300.00	The Charity CFO				
Dues	4,570.00	1,110.00	1,740.00	2,850.00	2,730.00	5,580.00	1,010.00	Actuals itemized and per grants				
Equipment Rental	3,812.68	1,440.00	2,160.00	3,600.00	1,728.00	5,328.00	1,515.32	Printers, postage meter as per vendor rates				
Insurance	7,140.00	1,404.00	936.00	2,340.00	4,920.00	7,260.00	120.00	Actuals trended				
Library	2,380.00		600.00	600.00	2,000.00	2,600.00	220.00	Actuals trended and per grants				
Litigation Support	4,920.00		1,200.00	1,200.00	3,720.00	4,920.00	0.00	Shred-it, Courtnet, general				
Miscellaneous	1,680.00		480.00	480.00	1,200.00	1,680.00	0.00	Trended including board meeting cost				
Case Management	6,603.90	1,537.60	2,306.40	3,844.00	4,408.00	8,252.00	1,648.10	Annual fees, training				
Office Supplies	9,810.00	1,920.00	2,880.00	4,800.00	5,280.00	10,080.00	270.00	Two year average trended & per grants				

Postage and Delivery	4,260.00	1,560.00	2,340.00	3,900.00	540.00	4,440.00	180.00	Two year average trended & per grants
Printing and Copying	6,216.00	2,006.40	3,009.60	5,016.00	2,640.00	7,656.00	1,440.00	Two year average trended & per grants
Prof Tax Audit	4,875.00				4,920.00	4,920.00	45.00	As per last three year audit bid
Prof Accounting	300.00				0.00	0.00	-300.00	Minor advice, no change
Rent	50,400.00		20,400.00	20,400.00	21,600.00	42,000.00	-8,400.00	Current rent December 2019
Repairs	780.00		360.00	360.00	360.00	720.00	-60.00	Two year average trended
Subgrants					1,638,000.00	1,638,000.00	1,638,000.00	New category
Telecomm and CRM	20,184.00	2,735.81	4,344.19	7,080.00	28,200.00	35,280.00	15,096.00	Actuals as per grants, current bills rounded
Travel and Training	23,103.00	8,444.00	2,400.00	10,844.00	16,800.00	27,644.00	4,541.00	New phone system, language access
Task Forces & Meetings	4,860.00		300.00	300.00	5,520.00	5,820.00	960.00	Per task forces and grants
Subtotal operating	197,574.58	22,797.81	62,656.19	85,454.00	1,808,522.00	1,893,976.00	1,696,401.42	858.61%
Total expense	1,273,682.87	178,598.32	319,117.10	497,715.42	2,821,659.85	3,319,375.27	2,045,692.40	160.6%

Projected income	Total	VOCA	IMM	MSLC	KEJC	Total	Difference	
Program Contributions	180,000.00		34,000.00	34,000.00	146,000.00	180,000.00	0.00	As per MOA with programs
Client Fees	14,400.00		12,000.00	12,000.00	0.00	12,000.00	-2,400.00	Actuals trended over 2 years
Attorney Fees	16,200.00		2,000.00	2,000.00	43,000.00	45,000.00	28,800.00	Medicaid case fees likely in 2023
Individual Donations	88,800.00		48,000.00	48,000.00	60,000.00	108,000.00	19,200.00	Actuals trended including giving days
Fundraising Events	12,000.00		6,000.00	6,000.00	6,000.00	12,000.00	0.00	Donor engagement events
Foundation Healthy KY	45,000.00			0.00	60,000.00	60,000.00	15,000.00	Renewal
Interact for Health	65,000.00			0.00	85,000.00	85,000.00	20,000.00	Renewal
Foundation Boots	50,000.00			0.00	60,000.00	60,000.00	10,000.00	Renewal
PIF	15,000.00			0.00	0.00	0.00	-15,000.00	No PIF renewal
VOCA	192,640.00	154,112.00		154,112.00	0.00	154,112.00	-38,528.00	As per grant budget, annualized
FCBF	5,000.00		5,000.00	5,000.00	0.00	5,000.00	0.00	Renewal
BGCF	16,000.00		18,000.00	18,000.00	0.00	18,000.00	2,000.00	As per recent gifts
Bar Grants KBF LBF	19,200.00		9,600.00	9,600.00	9,600.00	19,200.00	0.00	As per 2019 levels
KCET	14,000.00				14,000.00	14,000.00	0.00	
MAZON	0.00			0.00	0.00	0.00	0.00	2020 grant amount
Community Farm Alliance	30,000.00				15,000.00	15,000.00	-15,000.00	
Fayette County Housing	80,000.00				80,000.00	80,000.00	0.00	
Kentucky Housing	74,000.00				2,076,000.00	2,076,000.00	2,002,000.00	
United Way of Bluegrass	24,000.00		18,000.00	18,000.00	0.00	18,000.00	-6,000.00	Potential increase under new regional plan
Catholic Diocese	9,000.00		12,000.00	12,000.00	0.00	12,000.00	3,000.00	Two years trended
Small Grants	17,400.00		2,400.00	2,400.00	15,000.00	17,400.00	0.00	AILA and congregations
Task Force Sponsors	0.00			0.00	0.00	0.00	0.00	Eliminating low yield strategy
New Grants General	27,000.00		9,000.00	9,000.00	18,000.00	27,000.00	0.00	Lowered risk
New Grants Safety Net	36,000.00			0.00	30,000.00	30,000.00	-6,000.00	Renewal of CBPP food justice support
Major Gift Exploration	78,000.00		12,000.00	12,000.00	0.00	12,000.00	-66,000.00	New initiative
Mason Fund	0.00			0.00	0.00	0.00	0.00	As per investment policy
In-Kind Rent	20,400.00		20,400.00	20,400.00	0.00	20,400.00		
Interest Income	180.00			0.00	180.00	180.00	0.00	
Total income	1,129,220.00	154,112.00	208,400.00	362,512.00	2,717,780.00	3,080,292.00	1,951,072.00	173%
Income over expense	-144,462.86	-24,486.32	-110,717.10	-135,203.42	-103,879.85	-239,083.27		

Available carryover		23,500.00	23,500.00	206,350.00	229,850.00	
Net		-87,217.10	-111,703.42		-9,233.27	
					0.00	
Available 1-time unrestricted					0.00	
Vanguard		33,615.30	33,615.30	25,216.82	58,832.12	
Cy Pres				42,841.00	42,841.00	
Nonprofit relief				37,595.00	37,595.00	
Subtotal					139,268.12	
Net		-53,601.80	-78,088.12		130,034.85	

KEJC with Maxwell Street Legal Clinic 2023
Updated Draft

Expense	2022 KEJC Total	2023 VOCA	2023 Immigrant Rights	2023 MSLC Total	2023 KEJC General	2023 KEJC Total	2023 -2022 Difference	2022 Assumptions	Salary Increase Percent	Salary on Anniv	Salary before Anniv	Salary 2023
Salaries												
Director	93,021.00				93,951.21	93,951.21	930.21	1.0 % increase	1.0%	93,951.21	93,021.00	93,951.21
Senior Counsel	68,889.79				72,362.00	72,362.00	3,472.21	Scale plus supervision	1.9%	73,331.00	71,963.00	72,362.00
Economic Justice Attorney	26,580.69				58,071.38	58,071.38	31,490.69	Scale plus supervision	2.7%	59,446.00	57,875.00	58,071.38
Food Justice Fellow	46,280.00				50,637.33	50,637.33	4,357.33	Scale	2.9%	51,620.00	50,146.00	50,637.33
Health Law Fellow	46,215.00				48,796.00	48,796.00	2,581.00	Scale plus supervision	3.6%	50,256.00	48,504.00	48,796.00
Outreach Coordinator	36,751.37				40,460.73	40,460.73	3,709.36	Scale @ 32 hour week	2.9%	51,620.00	50,146.00	40,460.73
Resource Organizer	38,202.67				39,854.67	39,854.67	1,652.00	Scale	4.2%	40,956.00	39,304.00	39,854.67
Comms Coordinator	42,567.54				42,608.00	42,608.00	40.46	Scale starting January at 4 years	0.0%		42,608.00	42,608.00
KHC Housing Attorney I	0.00				71,879.50	71,879.50	71,879.50	Scale plus supervision	1.9%	72,925.00	71,531.00	71,879.50
KHC Housing Outreach Lead I	0.00				42,500.17	42,500.17	42,500.17	Scale plus supervision	3.9%	43,808.00	42,156.00	42,500.17
KHC Housing Outreach Lead II	0.00				45,582.67	45,582.67	45,582.67	Scale plus supervision	3.2%	46,932.00	45,460.00	45,582.67
KHC Housing Outreach Intake	37,390.33				37,858.50	37,858.50	468.17	Scale	4.4%	39,304.00	37,652.00	37,858.50
Immigration Attorney PD	52,008.00	6,224.85	35,274.15	41,499.00	0.00	41,499.00	-10,509.00	Scale @ 5 years for 9 months	0.0%		55,332.00	41,499.00
Immigration Attorney	45,719.63	3,780.00	21,420.00	25,200.00	0.00	25,200.00	-20,519.63	Scale @ starting rate for 7 months	0.0%		43,200.00	25,200.00
VOCA Fellow I Attorney Interim	48,556.00	27,142.00	27,142.00	54,284.00	0.00	54,284.00	5,728.00	Scale plus supervision	2.9%	55,332.00	53,760.00	54,284.00
VOCA Fellow II DOJ	44,086.00	23,282.00	23,282.00	46,564.00	0.00	46,564.00	2,478.00	Scale plus supervision	3.2%	46,932.00	45,460.00	46,564.00
VOCA Legal Assistant	37,912.00	19,897.13	19,897.13	39,794.25	0.00	39,794.25	1,882.25	Scale	3.9%	40,941.00	39,412.00	39,794.25
Legal Assistant I	17,460.00		19,080.00	19,080.00	0.00	19,080.00	1,620.00	\$1 per hour on anniversary	6.1%			
Legal Assistant II	17,320.00		17,800.00	17,800.00	0.00	17,800.00	480.00	\$1 per hour on anniversary	6.3%			
Comms Associate	6,656.00				0.00	0.00	-6,656.00					
Louisville Outreach Coordinator	11,830.00				0.00	0.00	-11,830.00					
Subtotal salaries	717,446.01	80,325.98	163,895.28	244,221.25	644,562.15	888,783.40	171,337.39	23.88%				
Benefits												
Health	106928.96	13,353.20	22,779.56	36,132.76	125,542.08	161,674.84	54,745.88	DEI 2023 rates based on plan choices				
Dental	7,465.68	2,133.28	2,624.52	4,757.80	6,939.36	11,697.16	4,231.48	Metlife 2023 rate				
Life	2,995.20	391.68	606.72	998.40	2,764.80	3,763.20	768.00	Metlife 2023 rate				
Disability	6,315.66	824.36	1,271.46	2,095.82	5,915.28	8,011.10	1,695.44	Metlife 2023 rate				
Workers Comp	1,379.56	163.56	311.40	474.96	1,230.14	1,705.10	325.54	Clearpath rate 0.19 per hundred				
CERS retirement	175,574.64	20,855.58	32,558.25	53,413.83	162,268.18	215,682.01	40,107.37	CERS 2022 & 2023 rates averaged 25.065%				
FICA 7.65%	55,545.58	6,365.26	12,758.31	19,123.57	49,529.32	68,652.89	13,107.31	FICA rate				
Unemployment	2,457.00	252.72	449.28	702.00	1,684.80	2,386.80	-70.20	UI 2022 and KEJC base rate				
Subtotal benefits	358,662.28	44,339.64	73,359.50	117,699.13	355,873.97	473,573.10	114,910.82	32.04%				
Total Payroll	1,076,108.29	124,665.61	237,254.77	361,920.38	1,000,436.12	1,362,356.50	286,248.21	26.60%				
Operating expense	Total	VOCA	IMM	MSLC	KEJC	Total	Difference					
Capital Additions	4,500.00		2,400.00	2,400.00	2,200.00	4,600.00	100.00	Workstations, printers, scanners, phones				
Consultants	21,180.00	640.00	10000	10,640.00	15,256.00	25,896.00	4,716.00	RJDEI consultant, graphic design, MSLC scan				
Contract Labor / AmeriCorps	6,000.00		4,800.00	4,800.00	1,200.00	6,000.00	0.00	No AmeriCorps, work study, cleaning				
Contract Accounting	10,000.00				45,300.00	45,300.00	35,300.00	The Charity CFO				
Dues	4,570.00	1,110.00	1,740.00	2,850.00	2,730.00	5,580.00	1,010.00	Actuals itemized and per grants				
Equipment Rental	3,812.68	1,440.00	2,160.00	3,600.00	1,728.00	5,328.00	1,515.32	Printers, postage meter as per vendor rates				
Insurance	7,140.00	1,404.00	936.00	2,340.00	4,920.00	7,260.00	120.00	Actuals trended				
Library	2,380.00		600.00	600.00	2,000.00	2,600.00	220.00	Actuals trended and per grants				
Litigation Support	4,920.00		1,200.00	1,200.00	3,720.00	4,920.00	0.00	Shred-it, Courtnet, general				
Miscellaneous	1,680.00		480.00	480.00	1,200.00	1,680.00	0.00	Trended including board meeting cost				
Case Management	6,603.90	1,537.60	2,306.40	3,844.00	4,408.00	8,252.00	1,648.10	Annual fees, training				
Office Supplies	9,810.00	1,920.00	2,880.00	4,800.00	5,280.00	10,080.00	270.00	Two year average trended & per grants				

Postage and Delivery	4,260.00	1,560.00	2,340.00	3,900.00	540.00	4,440.00	180.00	Two year average trended & per grants
Printing and Copying	6,216.00	2,006.40	3,009.60	5,016.00	2,640.00	7,656.00	1,440.00	Two year average trended & per grants
Prof Tax Audit	4,875.00				4,920.00	4,920.00	45.00	As per last three year audit bid
Prof Accounting	300.00				0.00	0.00	-300.00	Minor advice, no change
Rent	50,400.00		20,400.00	20,400.00	21,600.00	42,000.00	-8,400.00	Current rent December 2019
Repairs	780.00		360.00	360.00	360.00	720.00	-60.00	Two year average trended
Subgrants					1,638,000.00	1,638,000.00	1,638,000.00	New category
Telecomm and CRM	20,184.00	2,735.81	4,344.19	7,080.00	28,200.00	35,280.00	15,096.00	Actuals as per grants, current bills rounded
Travel and Training	23,103.00	8,444.00	2,400.00	10,844.00	16,800.00	27,644.00	4,541.00	New phone system, language access
Task Forces & Meetings	4,860.00		300.00	300.00	5,520.00	5,820.00	960.00	Per task forces and grants
Subtotal operating	197,574.58	22,797.81	62,656.19	85,454.00	1,808,522.00	1,893,976.00	1,696,401.42	858.61%
Total expense	1,273,682.87	147,463.42	299,910.96	447,374.38	2,808,958.12	3,256,332.50	1,982,649.63	155.7%

Projected income	Total	VOCA	IMM	MSLC	KEJC	Total	Difference	
Program Contributions	180,000.00		34,000.00	34,000.00	146,000.00	180,000.00	0.00	As per MOA with programs
Client Fees	14,400.00		12,000.00	12,000.00	0.00	12,000.00	-2,400.00	Actuals trended over 2 years
Attorney Fees	16,200.00		2,000.00	2,000.00	43,000.00	45,000.00	28,800.00	Medicaid case fees likely in 2023
Individual Donations	88,800.00		48,000.00	48,000.00	60,000.00	108,000.00	19,200.00	Actuals trended including giving days
Fundraising Events	12,000.00		6,000.00	6,000.00	6,000.00	12,000.00	0.00	Donor engagement events
Foundation Healthy KY	45,000.00			0.00	60,000.00	60,000.00	15,000.00	Renewal
Interact for Health	65,000.00			0.00	85,000.00	85,000.00	20,000.00	Renewal
Foundation Boots	50,000.00			0.00	60,000.00	60,000.00	10,000.00	Renewal
PIF	15,000.00			0.00	0.00	0.00	-15,000.00	No PIF renewal
VOCA	192,640.00	154,112.00		154,112.00	0.00	154,112.00	-38,528.00	As per grant budget, annualized
FCBF	5,000.00		5,000.00	5,000.00	0.00	5,000.00	0.00	Renewal
BGCF	16,000.00		18,000.00	18,000.00	0.00	18,000.00	2,000.00	As per recent gifts
Bar Grants KBF LBF	19,200.00		9,600.00	9,600.00	9,600.00	19,200.00	0.00	As per 2019 levels
KCET	14,000.00				14,000.00	14,000.00	0.00	
MAZON	0.00			0.00	0.00	0.00	0.00	2020 grant amount
Community Farm Alliance	30,000.00				15,000.00	15,000.00	-15,000.00	
Fayette County Housing	80,000.00				80,000.00	80,000.00	0.00	
Kentucky Housing	74,000.00				2,076,000.00	2,076,000.00	2,002,000.00	
United Way of Bluegrass	24,000.00		18,000.00	18,000.00	0.00	18,000.00	-6,000.00	Potential increase under new regional plan
Catholic Diocese	9,000.00		12,000.00	12,000.00	0.00	12,000.00	3,000.00	Two years trended
Small Grants	17,400.00		2,400.00	2,400.00	15,000.00	17,400.00	0.00	AILA and congregations
Task Force Sponsors	0.00			0.00	0.00	0.00	0.00	Eliminating low yield strategy
New Grants General	27,000.00		9,000.00	9,000.00	18,000.00	27,000.00	0.00	Lowered risk
New Grants Safety Net	36,000.00			0.00	30,000.00	30,000.00	-6,000.00	Renewal of CBPP food justice support
Major Gift Exploration	78,000.00		12,000.00	12,000.00	0.00	12,000.00	-66,000.00	New initiative
Mason Fund	0.00			0.00	0.00	0.00	0.00	As per investment policy
In-Kind Rent	20,400.00		20,400.00	20,400.00	0.00	20,400.00		
Interest Income	180.00			0.00	180.00	180.00	0.00	
Total income	1,129,220.00	154,112.00	208,400.00	362,512.00	2,717,780.00	3,080,292.00	1,951,072.00	173%
Income over expense	-144,462.86	6,648.58	-91,510.96	-84,862.38	-91,178.12	-176,040.50		-5.72%

Available carryover							
Net			23,500.00	23,500.00	206,350.00	229,850.00	
			-68,010.96	-61,362.38		53,809.50	
						0.00	
Available 1-time unrestricted						0.00	
Vanguard			33,615.30	33,615.30	25,216.82	58,832.12	
Cy Pres					42,841.00	42,841.00	
Nonprofit relief					37,595.00	37,595.00	
Subtotal						139,268.12	
Net			-34,395.66	-27,747.08		193,077.62	

Kentucky Equal Justice Center

2022 Nomination Form

Community and Client Board Members

Kentucky Equal Justice Center seeks one new Community Board Member and one new Client Board Member to help oversee our operation as a civil legal advocacy center for low-income Kentuckians. For more information see Bylaw II [here](#).

Community Board Members must be individuals with a demonstrated interest in advocacy for low-income Kentuckians. Client Board Members must have received services from Kentucky Equal Justice Center or a Kentucky legal services program or be eligible for services at the time of their nomination.

Important: Under our bylaws, no Board member may serve at the same time on a local legal services program board.

***Mission:** Board members must share a commitment to our mission: to promote equal justice for all residents of the Commonwealth.*

Name of Nominee: T. Bruce Simpson

Address: 326 South Broadway

City: Lexington State: KY Zip: 40508

Phone: (859) 721-2100 Fax: (859) 523-3857 Email: bruce.simpson@rgcmlaw.com

Job Title (if any): Attorney

Employer (if any): Rose, Grash, Camamisch, Mains PLLC

Recommendation: Please tell us why you think the nominee would make a good Board member. Feel free to describe the nominee's personal commitment and experience relevant to the mission (you may attach a statement):

Bruce's compassion to help the helpless has been expressed throughout his legal career, including his work as head of the bar's Pro Bono Program. Bruce is a lawyer trained in Social Work who has held leadership roles in many professional and charitable organizations. His personal and civic commitments, professional experience and reputation uniquely qualify him for the KEJC Board. He would be especially valuable as we broaden our financial appeal to the community.

Background: After serving in the military Bruce got his BS in Sociology and Cultural Anthropology, then his MSW and law degree from UK. After a stint at the Legislative Research Commission he went into private practice in Lexington, working largely on housing and zoning matters.

Group affiliations: Feel free to list the nominee's group memberships relevant to the mission:

Lexington Child Abuse Council (Chairperson)
Prevent Child Abuse Kentucky (Chairperson)
Nursing Home Ombudsman of the Bluegrass (Chairperson)
Children's Advocacy of the Bluegrass (Chairperson)
Fayette County Bar Association (President)

Is the nominee eligible to receive services from a legal services program in Kentucky?

No

Note: Self-nominations are welcome!

Name of nominator (if not oneself):

Bob Brown

Does nominee know of the nomination? Yes

Diversity and nondiscrimination policy: *Kentucky Equal Justice Center affirmatively seeks and welcomes diversity in its Board membership. Board members shall be selected entirely on a nondiscriminatory basis with respect to age, ancestry, disability, ethnicity, familial status, gender, gender identity, limited English proficiency, national origin, political affiliation, race, religion, sexual orientation, veteran status and all other categories provided nondiscriminatory treatment by law, statute, or ordinance.*

Email no later than 6:00 p.m. ET on September 19 to:

Richard J. Seckel, Director
Kentucky Equal Justice Center
201 West Short Street
Lexington, KY 40507

859-312-8491 cell
richseckel@kyequaljustice.org

Kentucky Equal Justice Center

Conflict of Interest Policy

Policy

No member of the Kentucky Equal Justice Center Board of Directors or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in the Kentucky Equal Justice Center. Each individual shall disclose to the Kentucky Equal Justice Center any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter. Any member of the Kentucky Equal Justice Center's Board of Directors or Staff shall refrain from obtaining any list of Kentucky Equal Justice Center clients for personal or private solicitation purposes at any time during the term of their affiliation.

Implementation

Each Member of the Kentucky Equal Justice Center Board of Directors or Staff shall complete annually a Conflict of Interest Form, as approved by the Board, disclosing other affiliations and acknowledging the above policy.

Kentucky Equal Justice Center
Conflict of Interest Form for
Officers, Directors and Staff Members

Conflict of Interest Policy

No member of the Kentucky Equal Justice Center Board of Directors or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in the Kentucky Equal Justice Center. Each individual shall disclose to the Kentucky Equal Justice Center any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter. Any member of the Kentucky Equal Justice Center's Board of Directors or Staff shall refrain from obtaining any list of Kentucky Equal Justice Center clients for personal or private solicitation purposes at any time during the term of their affiliation.

Conflict of Interest Disclosure

In addition to my service for Kentucky Equal Justice Center, at this time I am a Board member or an employee of the following organizations:

1. _____
2. _____
3. _____
4. _____

This is to certify that, except with regard to carrying out my duties as an officer, director or staff member of the Kentucky Equal Justice Center or as described below, I am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Kentucky Equal Justice Center which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Kentucky Equal Justice Center.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Kentucky Equal Justice Center:

Signature: _____ Date _____

Printed name: _____

Please return to:

Richard J. Seckel, Director
Kentucky Equal Justice Center
201 W. Short Street, Suite 310
Lexington, KY 40507

Kentucky Equal Justice Center

Board Meeting Dates

Proposed Schedule 2023

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

Kentucky Equal Justice Center

September 23, 2022

Staff Report Highlights

Maxwell Street Legal Clinic — Allison Hight

Staffing updates

MSLC has had some positive developments in working toward filling our open attorney positions. After advertising the position far and wide, we have narrowed down the field to four strong candidates. We have conducted in-person interviews with two and have the other two scheduled for late December and early January. They are all May 2023 law grads and won't be able to start until May at the earliest, but we're optimistic about their credentials and passion for immigration and nonprofit work. Apart from a delayed start date, the only bad news is that they're all so good that we want to hire all of them! We're looking forward to having more practitioners at MSLC to help meet the never-ending need for immigration services.

Volunteers

To help fill a small part of the gap while we wait for new practitioners, Maxwell Street has partnered with a nonprofit called We the Action to launch "Project Citizenship." We the Action connects nonprofits with attorneys interested in pro bono work. Over the last several months, we have received applications from, approved, and trained 16 attorney volunteers from across the country to assist clients with citizenship applications. Using some new tools in our arsenal, these attorneys are able to complete the citizenship application packet with the client entirely remotely. We have already matched three of these attorneys with clients and are just waiting on more clients to call us with naturalization requests to be able to connect the rest with clients.

Notable cases

- Michelle has received a couple of notable case approvals since the last board meeting. First, she won a difficult T visa case for a victim of human trafficking. MSLC first met with the client and her family in 2016 and identified her as a human trafficking survivor. We did not have the capacity at that time to take her case; however, after we received the VOCA grant, we did, and Michelle took on her case in 2020. In addition to the initial application, Michelle tackled a tough request for additional evidence from the government and connected the client to a local therapist for a free psychological evaluation that proved crucial in getting the case approved. Now both the client and her son have T visas and are on their way to receiving permanent residency.
- Michelle also had a long-fought green card application approved under the Violence Against Women Act. Michelle first met with this client in 2018 and has been working to move her case forward ever since. Most recently, she attended the final green card interview with the

client to make sure everything went smoothly, and the client was recently approved. At Michelle's request, the client also received her green card in her preferred name instead of her abuser's name, which was a huge relief to the client.

- Despite being short-staffed, our practitioners have continued to help as many clients as possible. Since the last board meeting, we have opened 38 new cases, including 10 DACA renewals, 9 work permit applications for crime victims, and 4 citizenship cases. We have also had 39 cases approved during this time, including 17 DACA renewals and 8 applications from crime survivors.

Impact Litigation and Advocacy — Ben Carter

Fair Elections


KEJC and Fair Elections Center filed their [appeal brief](#) with the 6th Circuit Court of Appeals in *Lostutter v. Beshear*. This is our primary challenge to Kentucky's worst-in-the-nation "system" for deciding whether to restore voting rights to Kentuckians who lost them as a result of a felony conviction. This lawsuit challenges the arbitrariness (thus the scare quotes around "system") of the process Gov. Beshear (and all other Kentucky Governors before him) use when deciding to restore (or not) Kentuckians' voting rights. Our suit claims that this arbitrary treatment of people by their government violates people's First Amendment rights.

The brief is a long one, so let me pull out a really resonant moment near the end (p. 45) that demonstrates how truly arbitrary our system currently is.

In her concurrence in *Woodard*, Justice O'Connor wrote that: "Judicial intervention might . . . be warranted in the face of a scheme whereby a state official flipped a coin to determine whether to grant clemency, or in a case where the State arbitrarily denied a prisoner any access to its clemency process." 523 U.S. at 289. The current absence of any codified, specific, and objective rules or criteria governing the Governor's discretion is, from a First Amendment perspective, arguably worse than a coin flip, which at least relies upon pure chance rather than unspoken, potentially discriminatory considerations.

Worse than a coin flip. Pretty bad.

Case Management

The non-MSLC case handlers at KEJC have a new, modern case management system, Clio.  Our expanding provision of direct services, our funders, and our theory of change focused on power-building with directly impacted Kentuckians all demand data, data, data; Clio is an essential part of successfully delivering in each of these areas and supporting our growing staff of case handlers.

Vital Strategies

With new support (starting January 1, 2023), KEJC will begin a years-long partnership with Vital Strategies and Legal Action Center to combat discrimination against Kentuckians with

substance use disorder (SUD). This partnership will support a FT litigator and a FT Outreach and Investigations paralegal at KEJC. The work will look a lot like the multifunction advocacy model we use in other areas: health, food, housing, etc.

Health Justice — Chloe Atwater

Impact Litigation: UK HealthCare Case Update

Settlement negotiations fell apart after the last board meeting. We received a motion to dismiss on November 1, which argued that the case was moot, that any relief that could still be sought violated the Eleventh Amendment, and that because the case was moot, the class as certified no longer existed. In our [response brief](#) filed last week, we explained why they were incorrect on all three issues. We also filed a Renewed [Renewed Motion for Summary Judgment](#), in which we argued that, based on defendants' own admissions, there is no remaining issue of material fact, and we are entitled to the relief sought: (1) a declaration that UKH must account for the amount class members paid the Department of Revenue (DoR) and the 25% “fee” that the unconstitutional referral to DoR tacked on in any future action to collect from them; (2) a declaration that UKH may not argue that class members confirmed the validity of the alleged debt by entering into coerced payment plans; and (3) a declaration that, in defending against future lawsuits to collect from them, class members may argue that they were wrongfully denied financial assistance. We are awaiting action from the court on both of our motions.

Coalitions and Partnerships

- Legal Aid
 - Presented on the General Assembly's Benefits Cliff Task Force at a recent statewide legal services Welfare and Health Task Force meeting
- Non-legal
 - Assumed the role of "lawyer in the room" in various groups, including ThriveKY, an informal Kentucky Immunization Registry workgroup, and the Coalition for a Smoke-Free Tomorrow
 - Made contact and started forming relationships with folks at the National Health Law Program, the National Center for Law and Economic Justice, and others
 - Drafted an op-ed in opposition to Amendment 2 that was published by the Herald-Leader first [online](#) and then in [print](#) in slightly different forms

Healthcare Billing

- Assisted community member in navigating hospital billing issue without escalation
- Provided the consumer perspective on panel for Kentuckiana Health Collaborative community health forum entitled "Transparency in Hospital-based Healthcare"; drafted a report on the forum and hospital transparency tools for allies

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). KFAN members have selected 4 policy priorities to focus on in 2023:

- Advancing good food and ag policies in the 2023 Farm Bill
- Support Food is Medicine policies and programs in Kentucky
- Ensuring the successful implementation of CHFS's SNAP Kynector program
- Ensuring the successful implementation of KDA's Local Food Assistance Cooperative Agreement grant to get food to insecure Kentuckians and ensure that food is purchased from historically marginalized producers

(Embargoed) Food is Medicine Consortium

KFAN is dangerously close to finalizing a 3-year \$400,000 grant from the Humana Foundation to work with hospitals, MCOs, and doctors to utilize food and food prescriptions to address chronic illness or as a treatment plan post-op.

Collaborating with the Programs and SNAP Advocates

KEJC has secured funding from the Center on Budget and Policy Priorities to allow us to work with legal aid staff in the Welfare and Health Task Force to create a training curriculum and facilitate trainings for the Programs on SNAP IPV hearings and appeals. This work will be done alongside and in conjunction with the launch of a Local SNAP Advocates program to work with Step-By-Step and Kentucky Food Action Network members to ensure that local community members, including SNAP beneficiaries:

- know about new options for SNAP enrollment
- have their voices heard in implementation of the state SNAP Kynector program
- know the process and their rights to appeal inaccurate SNAP determinations, and
- with the assistance of the legal aid programs, build a network of support for community members who have had SNAP claims collections unjustly brought against them

Housing Justice — Stefanie Ebbens Kingsley

This project has been ramping up for the last quarter, and truly exciting developments are building on the work of the Organizers in Lexington. The team has been busy building out the statewide support for the Housing Justice Project, while finishing out the Fayette County Rent Assist with the subgrant through Legal Aid of the Blue grass, to door knock and conduct outreach for rent assistance and legal assistance.

- We have met with the legal aid directors, advocacy directors and finance teams to ensure all grantees understand the parameters of the grant and billing, and two of the four programs

have outlined an outreach strategy, priority case referrals that our two organizers—Laura Harper Knight and Emma Anderson—will be working with community partner organizations to continue building new and stronger referral networks for renal assistance as well as legal aid representation for tenants facing eviction.

- We are working with Lexington and Louisville to see if there is a continued role for KEJC in the outreach landscape, as the reallocation and final tranches of ERA2 funds are dispersed, as the two city projects seem more viable than relying on continued support from KHC.
- We have six months of Consumer and Housing Task Forces on the calendar, with a summer event at the Norton Sports & Learning Center for a Racial Justice-focused task force hosted by the Louisville Urban League, practice group meetings, and events to discuss Right to Counsel with our partners and community organizers. The support role of KEJC will be strengthened with these efforts and there is an opportunity to continue to build strengthened referral systems no matter the resources available for tenants facing eviction.

Outreach — Miranda Brown

Networking/Outreach/Communications:

- **Outreach:** KEJC staff spoke directly with about 140 people, either by meeting them at the New Life Day Center, Festival Latino Health Fair, or in-person or virtual presentations and partner meetings. Some unique occasions this quarter were in-person presentations with Concerned Citizens for Migrants in Morehead and multiple meetings with union organizers from the Louisville Metro Public Defenders union to Restaurant Workers United.

Direct Service

- **Lexington Wage Claim Clinic:** After 10+ years, we suspended the Wage Claim Clinic after September due to lack of funding for the project. We continue to wrap up existing wage claim cases, seek co-counsel and referral options for cases, and seek funding to resume strategic Worker Rights work.
- **Health Coverage Enrollment Assistance:** Miranda helped 4 new individuals and families with health coverage in addition to previous clients.

Advocacy Feedback Loop

- **Kentucky Health Benefit Exchange (KHBE):** Miranda serves on KHBE's recently revived Education and Outreach Subcommittee. During this quarter, she contributed feedback, reading level-sensitive edits, and immigrant-sensitive language on new health insurance literacy materials, "kynect to Care" booklets and accompanying community-directed presentations modeled after the federal CMS "Coverage to Care" materials.
- **Consumer Rights and Client Needs Technical Advisory Committee:** Miranda serves on this committee, which made recommendations to the Department for Medicaid Services this quarter to finalize and post a network adequacy one-pager and to create a process for

Kentuckians to apply for Emergency Time-Limited Medicaid in advance of an emergency and to be pre-approved to receive ETLM in the event of an emergency occurring within a 12-month period from the date of their application.

Fundraising

- **Our Workers' Rights team** of McKenzie and Miranda with support from Raaziq have been networking with worker rights and labor advocates to discuss strategy, highlight Kentucky's momentum, and drum up support. Recent efforts culminated in a Kentucky Workers Briefing with representatives from the National Employment Law Project, national Jobs With Justice, AFL-CIO, Kentucky State AFL-CIO, UFCW Local 227, Louisville Metro Public Defenders Union IBEW 369, and Ky Policy.

Language Access

- Miranda and Gaby have been updating KEJC's Language Access Plan, surveying staff about their experience providing language access to clients, and evaluating quality alternatives to our current interpreting service provider.