

Kentucky Equal Justice Center Board

July 16, 2020

Via Zoom

Agenda

12:00 Welcome, Introductions

- New Communications Coordinator
- Approval of Minutes

12:10 Highlights of Recent Activity

- Status of Remote Work

12:20 Administration and Development

- Financial Report Q2 2020
- Paycheck Protection Program
- Resource Coordinator

12:40 Governance and Strategic Planning

- Nominations
- Call for Nominations
- Strategic Plan Update
- Personnel Policies Update
- Meeting Dates 2020

1:00 Big Picture: Legal Aid Funding

1:10 Staff Reports

- Health Law Fellow (Medical Bill Collection)
- Litigation and Advocacy (Elections)
- Maxwell Street Legal Clinic (DACA post-SCOTUS)

1:30 Adjourn

- Announcements
- Adjournment

Kentucky Equal Justice Center

Board Minutes

April 21, 2020

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

KEJC Staff: Miranda Brown, McKenzie Cantrell, Ben Carter, Nathalie Dietrich, Leah Engle, Allison Hight, Tyler Offerman, Betsy Stone, Rich Seckel.

Welcome and Introductions

As the group signed on to Zoom, Director Rich Seckel invited those present to introduce themselves. In the absence of chair Bob Brown, Josh Crabtree moved that past chair Chris Frost convene the meeting and preside until Bob arrived.

Motion: Joshua Crabtree moved that Chris Frost convene the meeting and act as chair until Bob Brown arrived.
Second: John Rosenberg
Action: Approved unanimously

Chris welcomed the group and invited Rich to resume introductions. Just as he did so, Chair Bob Brown signed into the Zoom meeting. Bob reported trouble using the Zoom link he had received. He inquired whether a quorum was present. Rich said there was a quorum and more.

Bob convened the meeting and turned to Rich to officially welcome newly elected Staff Representatives from the Legal Services Corporation-funded programs in the state.

Welcome and Introductions: New Staff Reps

Rich thanked Kristin Brooks from AppalRed (Paralegal Staff Rep), Colt Sells from Legal Aid Society (Attorney Staff Rep) and Jacob Taulbee (Support Staff Rep) for their willingness to serve. He said it was good to have three of the four LSC-funded programs formally represented on KEJC’s board by Staff Reps.

Rich said he hoped to circle back and do a formal board orientation with the new members, perhaps including next most recent member Lisa Gabbard as a resource. Rich said he and Lisa had gone through the basics of KEJC mission, history, and governance when she came on the board.

Welcome and Introductions: New Executive Committee

Chair Bob Brown noted that the board had authorized him through a motion at the previous meeting to form a new Executive Committee of up to five members. He said he had reached out to form a committee consisting of the officers and three additional members.

Bob said the invitation process resulted in an Executive Committee consisting of Chair Bob Brown, Treasurer Hailey O’Hair, plus past Chair Chris Frost, Community Members Rick Clewett and John Rosenberg and Program Director Neva Scott.

Bob said that, as it turned out, the Executive Committee had one more member than authorized by the original motion, but that there were several ways to resolve the discrepancy as the group went forward.

Welcome and Introductions: Approval of Minutes

Bob invited a motion on the minutes of the previous board meeting.

Motion:	John Rosenberg moved to approve the minutes of the December 12, 2019, board meeting.
Second:	Chris Frost
Action:	Approved unanimously

Highlights of Recent Activity: Remote Work

Rich said it was hard to believe that the General Assembly had adjourned just six days before the board meeting. He said KEJC had kept up vigorous advocacy and intensive monitoring, with the published version of its bill tracking chart being distributed by Kentucky Voices for Health and Kentucky Forward.

In the last days of the General Assembly, Rich said, it was a relief that neither HB 1 nor SB 1 passed. HB 1 would have imposed barriers to public assistance reminiscent of Governor Bevin’s Medicaid plan. SB 1 was the immigrant “anti-sanctuary” bill. Both bills passed their chamber of origin only to stall in the opposite chamber.

Rich said that KEJC had gone to remote work by close of business on March 16. He said he had worked with Leah to ensure that Legal Assistants stayed on board with a mix of activities, including training.

Rich said that Tyler had taken the training to be a Certified Application Counselor with access to benefind—a ‘superpower,’ as Rich put it, that he shared with Miranda and Betsy.

Rich said that although the courts were closed to most new filings, deadlines for immigration cases like DACA renewals had not changed. He said he was impressed at the body of work reflected in the staff reports for the meeting.

Highlights of Recent Activity: Paycheck Protection Program

Rich described key features of the Paycheck Protection Program created by Congress. He said it allowed a business to apply for a forgivable loan equal to two and a half times its average payroll for the previous year. He said forgivable expenditures were limited to what the business spent on payroll, rent and utilities in an eight-week period. Non-payroll items were limited to 25 percent of forgivable expense.

Rich said that the Executive Committee had authorized him to apply for a loan representing the non-grant funded portion of KEJC's eligible expenses. He said he applied through Chase Bank, KEJC's bank, using an online process. Rich said the online process was clunky and seemed to permit only an application for a full loan. He said he had uploaded a memo explaining that the pro-rated loan for non-grant funded expenses would be welcome, too.

Bob Brown asked Rich the amounts of the full loan and pro-rated loan. Rich said the full loan was a little under \$150,000 ("which would be nice") and the pro-rated amount to avoid double-dipping was a little under \$50,000 ("which would be nice, too"). (**Note:** KEJC later was approved for the full loan amount, \$142, 452. Program rules were changed by Congress to allow expenditures over a twenty-four-week period.)

Highlights of Recent Activity: Networking in Kentucky and Nationally

Rich said Ben had implemented a creative and well-attended "Lunch and Learn" discussion via Zoom for legal services staff statewide. He said he found it a relief to go a meeting structured as a conversation after a series of webinars that imparted a flood of one-way information.

Rich said the discussion surfaced two areas of potential high demand for legal help: Unemployment Insurance appeals and evictions. Ben said that he wanted to do more events with a similar format. He noted that legal aid advocates in some states had recast statewide task forces into crisis teams to deal with legal needs during the coronavirus pandemic.

Rich said he had joined a national discussion hosted by the Legal Impact Network (LIN) based at the Shriver Center in Chicago. He said LIN was the association of programs like KEJC: statewide, non-LSC funded, impact oriented. Rich said he found the discussion sobering. Even programs with admirable fundraising track records, like Mississippi Justice Center, had expressed concern about their budgets during the pandemic.

Rich said that John Nethercut from Maryland had described an interesting strategy to work around the double dipping dilemma in PPP: convince grantors to relabel their grants as open-ended general support, allowing incoming funds to be considered “all one pot.”

In discussion, members revisited the PPP program, including reports that loans were going mostly to bigger business and were about to run out. Amanda Kool said “banks were the big variable,” with some banks better oriented to the needs of small business than others. Josh Crabtree of Legal Aid of the Bluegrass said his program had applied through Huntington Bank, which had a good reputation for handling small business loans.

Administration and Development: Financial Report FY 2019

Bob next recognized Rich to give the financial report. Rich said that he would report first on how FY 2019 ended up and then on the first quarter of 2020. He began with a walk-through of the cover sheet on the report for 2019 in the board package, as follows:

Profit and Loss Budget Overview FY 2019: anticipated a loss of -\$59,389 offset by \$80,000 in advance Public Welfare grant funds.

Profit and Loss through December 31: showed a loss of -\$1,845 compared to the expected loss of -\$59,389—a positive variance of \$57,544.

Balance Sheet as of December 31: showed Total Current Assets of \$358,237, up from \$338,245 on November 30 but down 0.66% percent from \$360,671 on December 31, 2018.

Income and Expense Charts: 81.84% of spending was payroll. 60.55% of income was from grants.

Reflecting on the dynamics of the year, Rich said that the relatively stable balance sheet compared to the previous year showed stability rather than “endless growth.” He said that the significant negative budget figure was partly an artifact of cash flow: KEJC had received \$80,000 from Public Welfare Foundation for the workers’ rights project in 2018 for a grant year starting in mid-2019.

Rich said the small negative of -\$1,845 income over expense for the year was especially good given the non-renewal (or delayed renewal) of a \$40,000 grant through National Health Law Program for Medicaid defense. He said that stellar results in the online Good Giving Challenge and new funding to launch the Food Justice Fellowship helped bring up the bottom line.

Rich said that he had not calculated months of reserves or unrestricted funds. He said the Executive Committee had suggested he keep it simple and stick with reports that could be elicited from QuickBooks without further calculations and processing. Overall, he said, FY 2019 has seen income come in at 101% of budget and expenses at 97%, a favorable ratio.

Note: End of year figures for 2019 could change slightly when capital additions are reclassified from expense to asset and depreciation for 2019 is entered.

Administration and Development: Financial Report and Outlook Q1 2020

Rich next recapped the cover sheet for the first quarter report, as follows:

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

Profit and Loss through March 31: showed a loss of -\$128,603 compared to the expected loss of -\$94,718—a negative variance of \$33,885 including Vanguard brokerage losses.

Balance Sheet as of March 31: showed Total Current Assets of \$230,929, down from \$358,237, on December 31, 2019, and down 31.63% percent from \$337,743 on March 31, 2019.

Income and Expense Charts: 81.43% of spending was payroll. 45.71% of income was from grants.

Rich said the negative P&L and declining balance were “sobering.” He said the National Health Law program grant was still MIA and might reflect a dynamic under which grants for defensive advocacy go elsewhere when battles are won. Rich said that KEJC and co-counsel had won decisively in Medicaid defense, both in federal court and by executive action when Governor Beshear withdrew his predecessor’s plan for Medicaid.

Meanwhile, Rich said, the coronavirus crisis had increased uncertainty for foundations and other funders. He said the most concrete manifestation for KEJC came when United Way of the Bluegrass suspended its application process for a new three-year funding cycle.

On the positive side, Rich said, the budget for the year included only a continuation amount of \$80,000 from Public Welfare Foundation for the workers’ rights project, rather than the full \$250,000 of a potential transition grant. Rich said he expected the transition grant to come through.

Rich noted that a good portion of the loss during the first quarter came not from revenue or expense but from assets: a big decline in the Mason Fund investment at Vanguard. All told, he suggested that the Executive Committee begin to consider an “uncertainty factor” in the budget and begin discussion of scenarios like a 5% or 10% loss of projected revenue.

Chair Bob Brown asked whether Rich was suggesting a revised budget for the second half of 2020. Rich said, yes, it would be good to begin a discussion. Bob said contingency plans were a good idea.

Administration and Development: Public Welfare Foundation Transition Grant

Rich said that from the very first discussion about the workers' rights transition grant—with grant officer Bob Shull and the new PWF president—he had floated the idea of using transition funds to fortify development efforts by using part of the funds to create a new position. He said the response was good.

Rich said that the Public Welfare transition package included consultation with highly regarded fundraising group Beth Grupp Associates. He described a training that he and Miranda had attended in DC led by Beth Grupp herself. Rich said the training was unusual in that it went beyond “first level” information: rather than focusing on the “ask,” it focused on building relationships first.

Governance: Tasks for 2020

Rich said that two-year terms of several Community and Client Members of the board were coming to an end with the next meeting. He said he would reach out to members with expiring terms to see whether they wished to continue serving and would let the Nominating Committee know their wishes.

Rich said that the Nominating Committee in turn would decide whether to issue a call for nominations. Chair Bob Brown noted that the one-year terms of officers also were coming to an end, so that the Nominating Committee should nominate a slate for the coming year.

Governance: Strategic Planning RFP and Next Steps

Rich said the plan remained the same as it had been before the General Assembly. He said he would reach out to two recommended planners with a simple Request for Proposals before the next meeting. The two were Marian Guinn, a well-known Lexington nonprofit leader, and Gordon Garner, who came recommended by Tom FitzGerald and Joe Childers for his work with Kentucky Resources Council. Rich said the Executive Committee could review the proposals and make a recommendation at the next Board meeting.

Governance: Personnel Committee

Rich said that consultant Kathleen Carnes had begun preparing a draft update to the personnel policies. He said that he had expected her to start with a markup of the current policies. Instead, Kathleen had started from scratch. He said the work product so far was a preliminary rough draft.

Rich said that he and Neva had held a call with Kathleen during which they reaffirmed the goals of the process: to modernize the policies and ensure compliance with current requirements rather than to change (or diminish) employee benefits.

Rich said that the discussion with Kathleen on “termination at will” was fun because KEJC simply didn't fit the mold of most employers. (McKenzie in her legislative role had proposed

doing away with the doctrine.) Rich said that he envisioned a follow-up conversation with Kathleen to get the document in shape as a first draft to share with the full Personnel Committee and the Executive Committee.

Neva said affirmed the goals of the process. She said it had been slowed down by the General Assembly and COVID-19, but now could ramp up again. She noted that some elements of the current policies were obsolete, including references to Legal Services Corporation rules that no longer applied to KEJC.

Rich said that one potential enhanced benefit would be an “up front” allocation of sick or personal leave, so that new employees were not at a disadvantage. He said that former board member Brenda Combs made the suggestion. He gave the example of a new Legal Assistant at Maxwell Street who might incur a negative leave balance that should be forgiven.

Josh Crabtree pointed out that for now negative leave shouldn’t occur because Congress had mandated up to 12 weeks additional FMLA leave during the pandemic. Neva said she would share her program’s policy, which was updated to reflect the new provisions. She said the legislation had provided a tiered approach with two thirds pay available for people who took leave to care for children.

Governance: Meeting Dates 2020

Remaining dates for the year, as listed in the board package, were:

- July 16 Thursday Board Meeting
- September 25 Friday Board Meeting
- December 10 Thursday Annual Meeting

Big Picture: Legal Aid Funding

Josh Crabtree said that funding for legal aid had stayed in the state budget but at a reduced level of \$500,000 instead of the previous \$750,000. He said that the Legal Services Corporation had received a \$50 million supplemental appropriation, to be distributed under a new formula that was favorable to Kentucky. He said the funds were about to arrive.

Josh reminded the group that the big cut in funding for Kentucky programs had come not as a result of budget cuts but in 2011 in response to the new Census poverty figures that drove LSC allocations. Looking ahead, Josh said that Victim of Crime Act funds would likely diminish over the next couple of year as the trust fund for the program was drawn down.

John Rosenberg reported on a panel discussion of state chief justices hosted by the Legal Services Corporation board. He said that the panel showed interest in increased use of hotline services. John added that ABA Days would be conducted digitally over the next few days, including visits with Congressional representatives and their staff. He encouraged participation by legal services program directors.

Staff Reports

Rich provided highlights for each project and invited staff to add detail and “color commentary.” No board action was required in response to the reports. For more detail on recent work, see written staff reports on the KEJC Board we page under the April 21, 2020, heading at:

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

Adjournment

Motion: Rick Clewett moved to adjourn the meeting.
Second: John Rosenberg
Action: Approved unanimously

Reported by:

Richard J. Seckel, Director
July 12, 2020

Kentucky Equal Justice Center

Executive Committee Meeting

May 12, 2020

Minutes

Members Present: Bob Brown (Chair), Rick Clewett, Chris Frost, Hailey O’Hair (Treasurer), Neva Polley Scott, John Rosenberg (ex officio).

A quorum being present, Chair Bob Brown called the meeting to order at 3:00 p.m.

Paycheck Protection Program

Bob explained that the Executive Committee at its last meeting had authorized KEJC Director Rich Seckel to apply for a federal Paycheck Protection Program loan in an amount representing the non-grant funded portion of KEJC payroll expenses, rent and utilities—no more than 40 percent.

Upon applying, Rich had found that the formula-driven application process generated only an application for the full amount an organization could claim. After consulting with Bob, he had completed an application that included a memo explaining KEJC’s preference for a lower, pro-rated amount. The memo set out specific figures.

KEJC received the full loan amount of \$142,452 in its Chase checking account on May 1.

Bob said that the loan process had required the borrower to certify that the “current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.” He commented that “uncertainty” and necessity were contradictory concepts.

Bob said that SBA had identified a safe harbor period ending May 14, during which entities that might not meet the certification standard for the loans could return them. The question before the Executive Committee was whether to take advantage of the safe harbor and return KEJC’s loan.

Prior to the meeting, in response to an email from Rick Clewett, Rich had sent members a recap of reasons to apply. Rich said they included unusually low cash flow in the first quarter; uncertainty about several pending grants; diminished unrestricted reserves; the level of risk already build into the 2020 budget; and longer term uncertainty about where donor dollars would flow during the COVID-19 crisis.

Rich said it was his inclination to accept the loan, spend it on forgivable expenses without double-dipping against grants, and repay the balance quickly. He said he felt even more strongly than he had when he had signed the certification that KEJC met the standard.

During discussion, Neva said that her board at Legal Aid society had directed her to apply for a Paycheck Protection loan with the goal of protecting jobs. Chris Frost noted that the Executive Committee need not decide now what to do at the end of the eight-week period for forgivable expenditures. Neva commented that Rich’s approach to financial matters typically was thorough and cautious.

Bob invited a motion *nunc pro tunc*, amending the previous motion on the subject to authorize the application for the full amount.

- Motion** Neva Polley Scott moved to amend the previous Executive Committee action to authorize application for the full amount of a Paycheck Protection Program loan KEJC could claim.
- Second** Hailey O’Hair
- Approval** Unanimous

Audit Bid for FY 2019

Rich reported that KEJC Auditor Vickie Richardson had provided him a bid to prepare the KEJC audit and 990 for FY 2019 for \$4,835, just \$20 more than her charge for the FY 2018 documents.

Rich said that the FY 2018 reports had been the third reports under a three-year bid from Vickie. He said that good practice might call for a new pair of eyes on KEJC’s financials from time to time, though the current pandemic might not be a good time for a bid process or a new auditor.

Rich said Vickie had performed the audit for about ten years, though in the past two years an associate did most of the work. Bob commented that he did not see a need for a new auditor.

- Motion** Hailey O’Hair moved to accept the auditor Vickie Richardson’s bid to prepare the 990 and audit report for FY 2019.
- Second** Rick Clewett
- Approval** Unanimous

Rich said that he would reach out to Vickie to initiate the audit process.

Adjournment

The business of the Executive Committee having been completed, the meeting was adjourned.

Reported by

Richard J. Seckel

June 18, 2020



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

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

Memorandum

DATE: July 9, 2020
TO: Kentucky Equal Justice Center Board
FROM: Rich Seckel, Director
RE: Financial Report for 2nd Quarter 2020

The following financial reports are attached:

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

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

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

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

Revised Carryover Prediction

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

Unrestricted Funds

Audited	12/31/12	\$24,254
Audited	12/31/13	\$66,405
Audited	12/31/14	\$87,994
Audited	12/31/15	\$93,513
Audited	12/31/16	\$103,392
Audited	12/31/17	\$101,516
Audited	12/31/18	\$131,221
Estimated	11/30/19	\$51,960
Estimated	6/30/20	\$60,600

KEJC Unrestricted Funds Balance

June 30, 2020

	Balance
Total Current Assets	675,947.74

Restricted Funds

AILA Midsouth	188.31
BGCF Citizenship	6,621.82
BGCF On the Table	0.00
Catholic Diocese of Lexington	0.00
Center for Responsible Lending	0.00
CLASP Immigrant Families	14,960.52
CLASP ASAP	0.00
Fayette County Bar Foundation	0.00
Foundation for a Healthy KY Boots	40,072.90
Health Law Fellowship	23,510.56
Health Law Match Challenge	0.00
Health Gains Communications	3,140.94
Kentucky Bar Foundation	0.00
KCEP Solidarity Giving	108.80
KCET Civic Engagement	0.00
Louisville Bar Foundation	3,411.98
LIN CCC	1,625.60
MAZON Food Justice	68,274.49
Mason Fund	98,381.93
NHeLP Health Defense	0.00
Paycheck Protection Program	97,769.64
Public Welfare Foundation	254,388.04
United Way of the Bluegrass	6,883.03

Total Restricted	619,338.56
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Subtotal Unrestricted	56,609.18
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Obligated Funds

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

Total Unrestricted	60,600.18
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Kentucky Equal Justice Center Profit & Loss Budget Overview January through December 2020

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

Kentucky Equal Justice Center
Profit & Loss
January through June 2020

	<u>Jan - Jun 20</u>
Ordinary Income/Expense	
Income	
Grants	645,708.38
In-kind Contributions	7,346.43
Other Donations	21,089.84
Program Income	90,000.00
Program Services	8,420.00
Total Income	<u>772,564.65</u>
Expense	
Case Management	7,613.00
Consultants	3,515.00
Contract Labor	1,724.38
Dues	2,825.00
Equipment Rental	2,821.86
Insurance	7,510.75
Library	3,392.02
Litigation expense	2,317.53
Miscellaneous	189.98
Office Supplies	4,279.01
Payroll Expenses	396,408.69
Postage and Delivery	2,256.02
Printing and Reproduction	1,789.24
Rent	20,616.00
Repairs	300.00
Task Forces and Meetings	50.00
Telephone	8,744.25
Travel	8,428.86
Total Expense	<u>474,781.59</u>
Net Ordinary Income	297,783.06
Other Income/Expense	
Other Income	
Interest Income	32.65
Other Income	19,008.00
Total Other Income	<u>19,040.65</u>
Net Other Income	19,040.65
Net Income	<u><u>316,823.71</u></u>

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

	<u>Jan - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Grants				
Blue Grass Community Foundation	0.00	0.00	0.00	0.0%
Catholic Diocese of Lexington	3,750.00	3,750.00	0.00	100.0%
Fayette County Bar Foundation	0.00	0.00	0.00	0.0%
FHKY RHP Boots	0.00	0.00	0.00	0.0%
Health Gains Communications	0.00	20,000.00	-20,000.00	0.0%
HFGC Health Law Fellowship	45,000.00	45,000.00	0.00	100.0%
Kentucky Bar Foundation	0.00	11,000.00	-11,000.00	0.0%
Louisville Bar Foundation	0.00	0.00	0.00	0.0%
MAZON Food Justice	69,712.00	0.00	69,712.00	100.0%
MAZON Rapid Response	7,100.00			
Paycheck Protection Program	142,452.00			
Public Welfare Foundation	250,000.00	0.00	250,000.00	100.0%
Restricted	0.00	30,500.00	-30,500.00	0.0%
United Way of the Bluegrass	0.00	0.00	0.00	0.0%
Unrestricted	0.00	900.00	-900.00	0.0%
VOCA Justice Cabinet	109,694.38	107,713.00	1,981.38	101.84%
Grants - Other	<u>18,000.00</u>			
Total Grants	<u>645,708.38</u>	<u>218,863.00</u>	<u>426,845.38</u>	<u>295.03%</u>
In-kind Contributions	7,346.43	10,200.00	-2,853.57	72.02%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Other Donations	21,089.84	22,500.00	-1,410.16	93.73%
Program Income	90,000.00	90,000.00	0.00	100.0%
Program Services	<u>8,420.00</u>	<u>16,920.00</u>	<u>-8,500.00</u>	<u>49.76%</u>
Total Income	<u>772,564.65</u>	<u>358,483.00</u>	<u>414,081.65</u>	<u>215.51%</u>
Expense				
Audit	0.00	0.00	0.00	0.0%
Capital Additions	0.00	2,000.00	-2,000.00	0.0%
Case Management	7,613.00	8,222.75	-609.75	92.59%
Consultants	3,515.00	8,560.00	-5,045.00	41.06%
Contract Labor	1,724.38	4,500.00	-2,775.62	38.32%
Dues	2,825.00	2,950.00	-125.00	95.76%
Equipment Rental	2,821.86	2,390.42	431.44	118.05%
Insurance	7,510.75	6,900.00	610.75	108.85%
Library	3,392.02	1,080.00	2,312.02	314.08%
Litigation expense	2,317.53	1,830.00	487.53	126.64%
Miscellaneous	189.98	990.00	-800.02	19.19%
Office Supplies	4,279.01	5,310.00	-1,030.99	80.58%
Payroll Expenses	396,408.69	399,948.24	-3,539.55	99.12%
Postage and Delivery	2,256.02	2,376.00	-119.98	94.95%
Printing and Reproduction	1,789.24	3,168.00	-1,378.76	56.48%
Professional Fees	0.00	150.00	-150.00	0.0%
Rent	20,616.00	21,000.00	-384.00	98.17%
Repairs	300.00	360.00	-60.00	83.33%
Task Forces and Meetings	50.00	2,040.00	-1,990.00	2.45%
Telephone	8,744.25	7,979.76	764.49	109.58%
Travel	8,428.86	19,196.50	-10,767.64	43.91%
Total Expense	<u>474,781.59</u>	<u>500,951.67</u>	<u>-26,170.08</u>	<u>94.78%</u>
Net Ordinary Income	297,783.06	-142,468.67	440,251.73	-209.02%
Other Income/Expense				
Other Income				
Interest Income	32.65	90.00	-57.35	36.28%
Other Income	19,008.00	0.00	19,008.00	100.0%
Total Other Income	<u>19,040.65</u>	<u>90.00</u>	<u>18,950.65</u>	<u>21,156.28%</u>
Net Other Income	<u>19,040.65</u>	<u>90.00</u>	<u>18,950.65</u>	<u>21,156.28%</u>
Net Income	<u>316,823.71</u>	<u>-142,378.67</u>	<u>459,202.38</u>	<u>-222.52%</u>

Kentucky Equal Justice Center
Balance Sheet
As of June 30, 2020

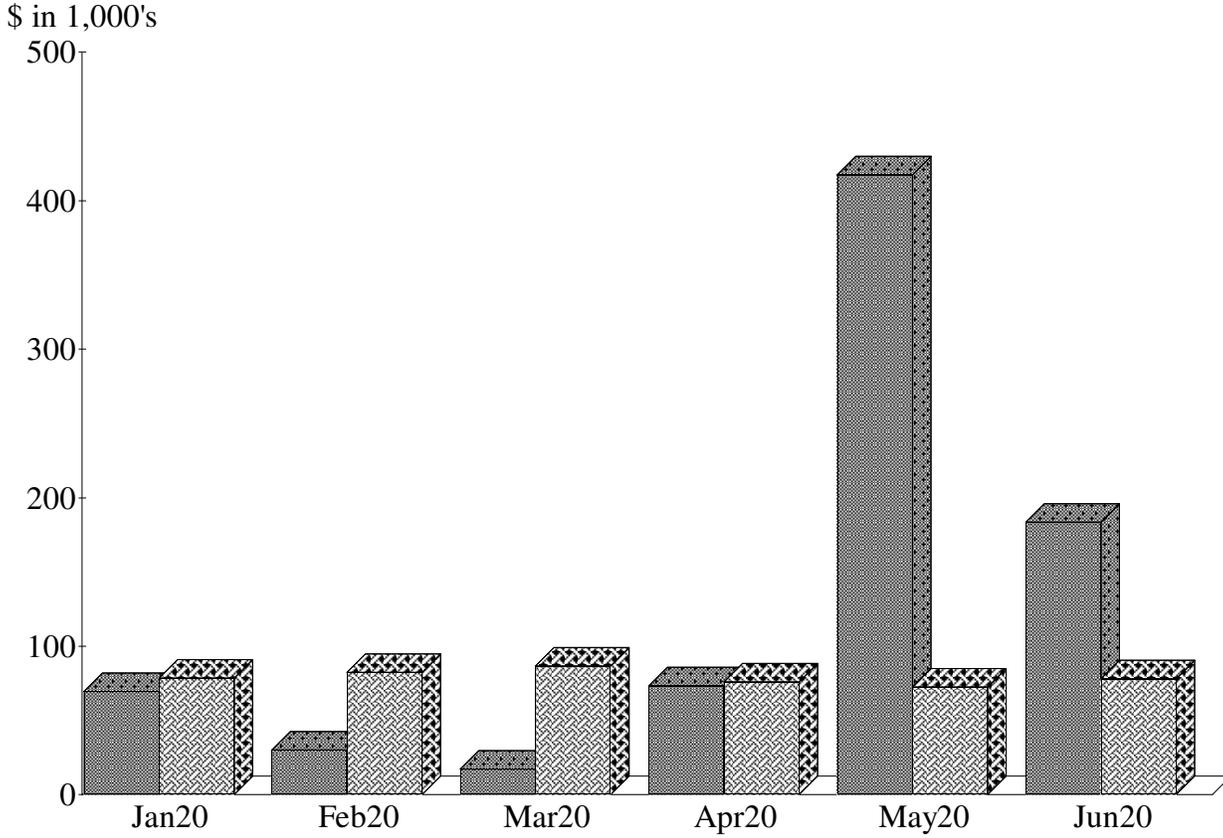
	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	407,460.18
Chase IOLTA	3,620.00
Chase Savings	100,228.19
Vanguard Brokerage	<u>98,381.93</u>
Total Checking/Savings	609,690.30
Accounts Receivable	
Accounts Receivable	<u>66,257.44</u>
Total Accounts Receivable	<u>66,257.44</u>
Total Current Assets	675,947.74
Other Assets	
Accumulated Depreciation - Comp	-50,781.40
Computer and Phone Equipment	57,623.63
Rental Deposit	<u>715.00</u>
Total Other Assets	<u>7,557.23</u>
TOTAL ASSETS	<u><u>683,504.97</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Client Trust Funds	5,911.00
Direct Deposit Liabilities	172.97
Payroll Liabilities	<u>327.32</u>
Total Other Current Liabilities	<u>6,411.29</u>
Total Current Liabilities	6,411.29
Long Term Liabilities	
Accrued leave	<u>33,152.40</u>
Total Long Term Liabilities	<u>33,152.40</u>
Total Liabilities	39,563.69
Equity	
Opening Bal Equity	52,900.79
Retained Earnings	76,579.42
Temporarily Restricted Net Asse	197,637.36
Net Income	<u>316,823.71</u>
Total Equity	<u>643,941.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>683,504.97</u></u>

Kentucky Equal Justice Center
Balance Sheet Prev Year Comparison
As of June 30, 2020

	<u>Jun 30, 20</u>	<u>Jun 30, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Chase Checking	407,460.18	223,105.99	184,354.19	82.63%
Chase IOLTA	3,620.00	3,620.00	0.00	0.0%
Chase Savings	100,228.19	115,127.95	-14,899.76	-12.94%
Vanguard Brokerage	98,381.93	63,274.09	35,107.84	55.49%
Total Checking/Savings	<u>609,690.30</u>	<u>405,128.03</u>	<u>204,562.27</u>	<u>50.49%</u>
Accounts Receivable				
Accounts Receivable	66,257.44	24,273.74	41,983.70	172.96%
Total Accounts Receivable	<u>66,257.44</u>	<u>24,273.74</u>	<u>41,983.70</u>	<u>172.96%</u>
Total Current Assets	<u>675,947.74</u>	<u>429,401.77</u>	<u>246,545.97</u>	<u>57.42%</u>
Other Assets				
Accumulated Depreciation - Comp	-50,781.40	-47,358.70	-3,422.70	-7.23%
Computer and Phone Equipment	57,623.63	56,749.49	874.14	1.54%
Rental Deposit	715.00	715.00	0.00	0.0%
Total Other Assets	<u>7,557.23</u>	<u>10,105.79</u>	<u>-2,548.56</u>	<u>-25.22%</u>
TOTAL ASSETS	<u>683,504.97</u>	<u>439,507.56</u>	<u>243,997.41</u>	<u>55.52%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	366.13	-366.13	-100.0%
Total Accounts Payable	<u>0.00</u>	<u>366.13</u>	<u>-366.13</u>	<u>-100.0%</u>
Other Current Liabilities				
Client Trust Funds	5,911.00	5,911.00	0.00	0.0%
Direct Deposit Liabilities	172.97	172.97	0.00	0.0%
Payroll Liabilities	327.32	29.02	298.30	1,027.91%
Total Other Current Liabilities	<u>6,411.29</u>	<u>6,112.99</u>	<u>298.30</u>	<u>4.88%</u>
Total Current Liabilities	<u>6,411.29</u>	<u>6,479.12</u>	<u>-67.83</u>	<u>-1.05%</u>
Long Term Liabilities				
Accrued leave	33,152.40	33,152.40	0.00	0.0%
Total Long Term Liabilities	<u>33,152.40</u>	<u>33,152.40</u>	<u>0.00</u>	<u>0.0%</u>
Total Liabilities	<u>39,563.69</u>	<u>39,631.52</u>	<u>-67.83</u>	<u>-0.17%</u>
Equity				
Opening Bal Equity	52,900.79	52,900.79	0.00	0.0%
Retained Earnings	76,579.42	78,320.35	-1,740.93	-2.22%
Temporarily Restricted Net Asse	197,637.36	197,637.36	0.00	0.0%
Net Income	316,823.71	71,017.54	245,806.17	346.12%
Total Equity	<u>643,941.28</u>	<u>399,876.04</u>	<u>244,065.24</u>	<u>61.04%</u>
TOTAL LIABILITIES & EQUITY	<u>683,504.97</u>	<u>439,507.56</u>	<u>243,997.41</u>	<u>55.52%</u>

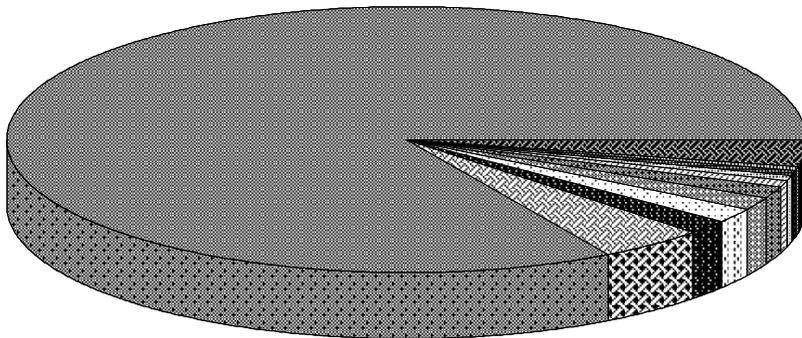
Income and Expense by Month
January through June 2020

Income
Expense



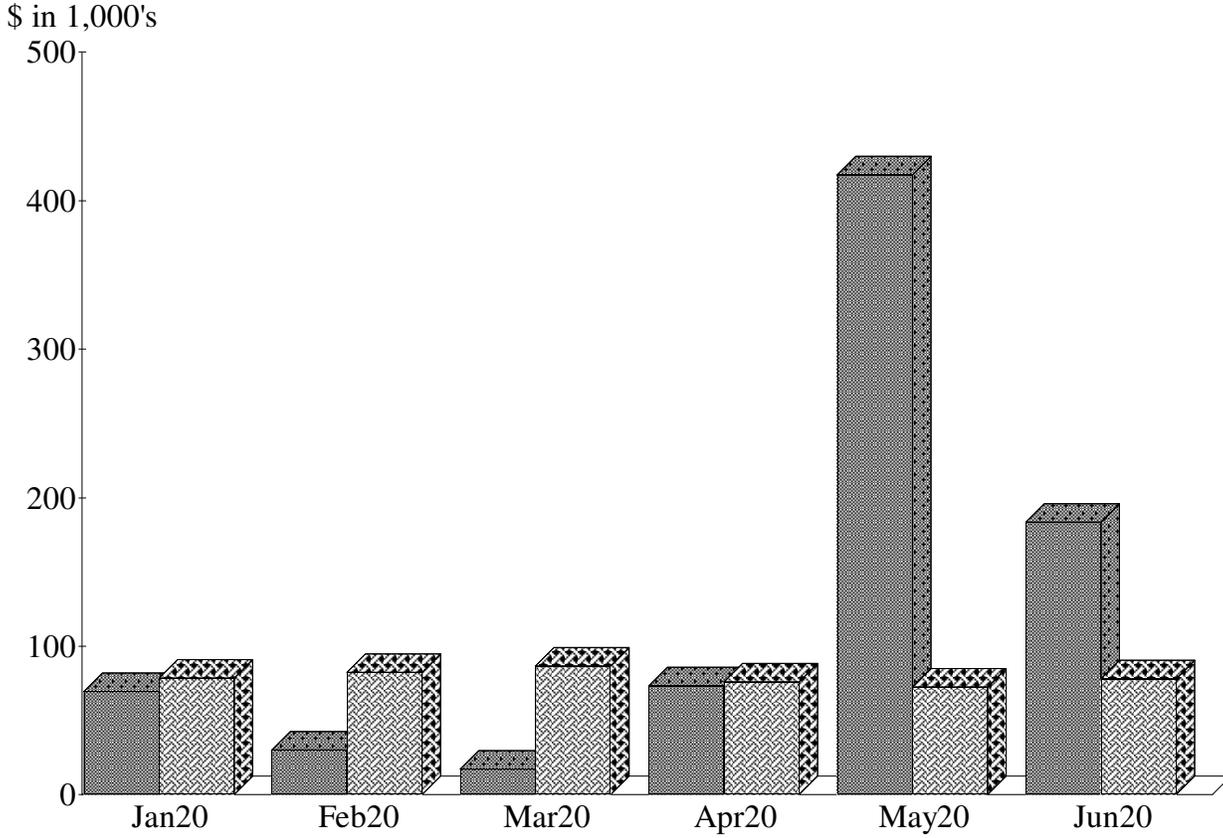
Expense Summary
January through June 2020

Payroll Expenses	83.49%
Rent	4.34
Telephone	1.84
Travel	1.78
Case Management	1.60
Insurance	1.58
Office Supplies	0.90
Consultants	0.74
Library	0.71
Dues	0.60
Other	2.41
Total	\$474,781.59



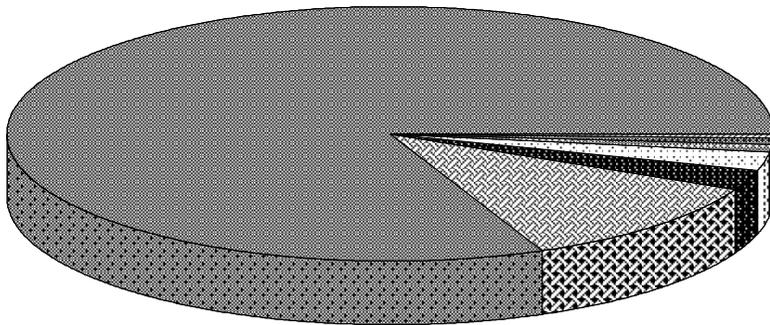
By Account

Income and Expense by Month
January through June 2020



Income Summary
January through June 2020

Grants	81.57%
Program Income	11.37
Other Donations	2.66
Other Income	2.40
Program Services	1.06
In-kind Contributions	0.93
Interest Income	0.01
Total	\$791,605.30

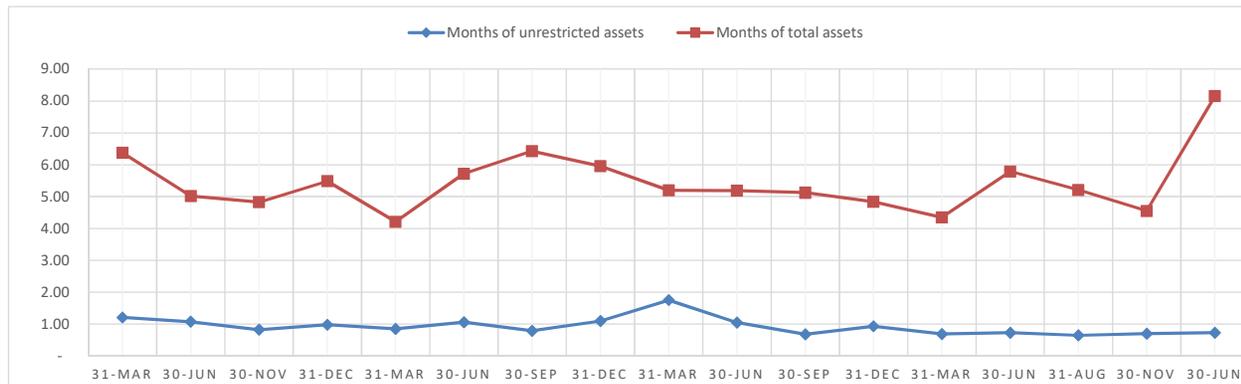


By Account

Months of Reserves 2015-2019

Restricted and Unrestricted

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



KEJC Recent Fundraising Effort

2019

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

KEJC Recent Fundraising Effort

2020

2019 Source	For	Status	Requested	Awarded	% Awarded
Catholic Diocese of Lexington	Immigration	Awarded	8,630	8,630	100%
Foundation for a Healthy Kentucky Boots	Health Outreach	Pending	50,000	-	0%
Health Law Fellowship Healthy Kentucky	Health Advocacy	Awarded	45,000	45,000	100%
Health Law Fellowship Interact	Health Fellowship	Pending	45,000	-	0%
Louisville Bar Foundaton	Wage Claim Clinic	Awarded	8,257	5,000	61%
Kentucky Bar Foundation	Immigration	Denied	12,110	-	0%
Kentucky Gives Day	General Support	Completed	3,000	4,221	141%
Mazon Emerging Advocacy	Hunger Advocacy	Awarded	64,712	69,712	108%
Mazon Rapid Response	Public Benefits	Awarded	7,100	7,100	100%
Paycheck Protection Program	Payroll and Rent	Awarded	142,452	142,452	100%
Protecting Immigration Families	Public Charge	Awarded	15,000	15,000	100%
Public Welfare Foundation	Worker's Rights	Awarded	250,000	250,000	100%
United Way of the Bluegrass	Immigration	Awarded	12,960	12,960	100%
VOCA 2020-2021	Immigration	Pending	213,095	213,095	100%
Total 2020			\$877,316	\$773,170	88%
2011-2020			\$5,108,849	\$4,660,665	91%

Coming Up

Bluegrass Community Foundation	Immigration	Planning	15,000		0%
Fayette County Bar Foundation	Immigration	Planning	5,000		0%
Subtotal			\$15,000	\$0	0%



**Proposal for
Kentucky Equal Justice Center
Strategic Planning Services
June 16, 2020**

Introduction

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

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

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

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

About MG Coaching & Consulting

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

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

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

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

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

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

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

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

Commitment

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

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

Planning Objectives & Process

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

Phase One: August 2020– January 2021

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

Phase One Facilitation Fee: \$4,500

Phase Two: April – June 2021

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

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

Phase Two Facilitation Fee: \$5,600

Confidentiality

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

Cost

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

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

Closing Summary

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

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

References

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

Cancellation Policy:

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

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

Client	Date
<i>Marian F. Guinn</i>	<i>6/16/20</i>
Marian Fish Guinn, Facilitator, MG Coaching & Consulting	Date

Kentucky Equal Justice Center

Board Meeting Dates

Proposed Schedule 2020

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

COMMUNICATIONS REPORT

by Marcie Timmerman

I stepped in to help with social media VERY part-time to help fill a void that we thought would be a few weeks, then COVID-19 hit the state and all plans had to be changed. Here I am, submitting a hopefully brief and insightful board report.

I'm happy to welcome Alexandria Werner-Winslow as the newest employee at KEJC. Her expertise and skill are going to be a breath of fresh air to this organization's many communications platforms. I look forward to returning to my role as a supporter and fan!

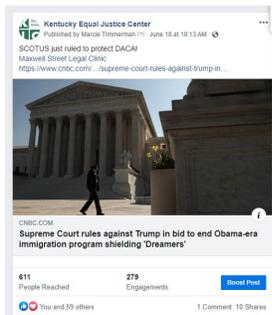
Despite a pandemic and significantly reduced attention, audience growth has happened across all platforms, including the blog (kyequaljustice.org/news). Our audience continues to be somewhat diverse but not that different from the general population using each platform, with the exception that our audience is largely progressive and Kentucky-based. It's no surprise that our Black Lives Matter post, post about the Supreme Court DACA decision and the post congratulating reinstated voter rights were our highest activity across platforms. Instagram continues to be less of a priority and is a place we may decide to grow under the new Communications leadership.

Staff members have been engaged in critical outreach regarding public programs, evictions, and housing concerns. That cooperative work with others has been helpful in introducing our accounts and our brand to new audiences. That's been a primary factor in our recent growth and reach.

It's summer, it's a pandemic, and we're still gaining followers on all platforms. We're well-poised for more growth with better quality and more consistent content, which I'm sure you will see next quarter.

The legislative session is still our biggest driver of audience growth and interest, as well as interaction. I doubt that will ever change, but we're having a booming summer in growth compared to previous years, and that's something we can contribute to the staff wide engagement in building and promoting us. Thanks all!

FACEBOOK



TWITTER



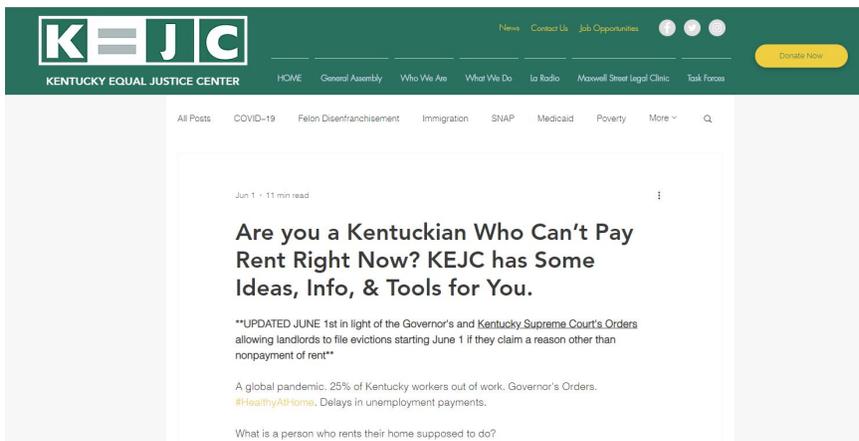
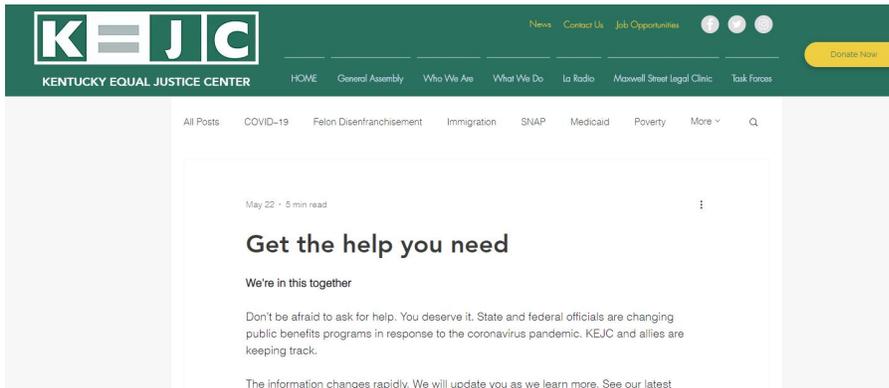
INSTAGRAM



Top Post:



BLOG POSTS



Food Justice Fellow

Tyler Offerman

July 13, 2019

- **COVID-19:** Much of the second quarter of 2020 was spent responding to and advocating for policy changes because of the COVID-19 global health pandemic. A big part of this has been just trying to keep up with all the changes and waivers by regularly attending webinars and calls with national, state, and local allies and officials. Much of my area of focus has been on federal nutrition programs (SNAP, P-EBT, WIC) and unemployment insurance (PUC, PUA, PEUC).
- **Partnerships:** We continue to work with the KY Center for Economic Policy, Community Farm Alliance, and Feeding KY to do the long haul work of building strong and sturdy coalitioning spaces among farmer advocates, feeding organizations, policy advocates, and legal-aid programs.
 - This includes beginning discussions with DCBS staff, allied advocacy organizations, and legal aid programs around securing SNAP Outreach contracts.
- **Overpayments:** We've begun advocating for state policy changes around SNAP overpayments and Intentional Program Violations (IPVs). Due to the discovery of agency practices that are inconsistent with SNAP law, we are also planning for possible legal actions.

Betsy Davis Stone
July 2020

Health Law Fellow Board Report

Networking. While coronavirus has reduced (or basically eliminated) our travel for meetings, it certainly hasn't reduced the number of meetings we're attending. This year, ThriveKY, our coalition of advocates, has established **monthly meetings with leadership at the Cabinet for Health and Family Services (CHFS)** and an open line of communication for questions and policy suggestions. This week, we'll be having a special meeting with CHFS about health equity policy. I've also fostered **connections with the public health community** on a project to revise a proposed health equity bill for next session **and with Protection and Advocacy (P&A)** on a project to suggest changes for the state's Crisis Standards of Care. Finally, we forged a **co-counsel partnership with the National Center for Law and Economic Justice (NCLEJ)** that made it possible for us to confidently file suit against UK Healthcare and the Department of Revenue.

Policy Advocacy. One outcome of our monthly meetings with CHFS is the **Notice Improvement Project**, an initiative to revise and redesign the most frequently sent consumer notices in our public benefit programs. Right now, we're working on putting the finishing touches on proposed changes to Requests for Information. (CHFS sends out nearly a million Requests for Information per year in just the SNAP program alone.) Tyler and I are also focused in on issues with **overpayment claims in the SNAP and K-TAP programs**. We managed to secure [guidance](#) from CHFS' Office of Inspector General **preventing nursing home evictions** for non-payment during the state public health emergency, and we **submitted public comments** to CMS opposing Tennessee's Medicaid block grant proposal and [Oklahoma's waiver proposal](#) to add work requirements and premium payments to their Medicaid program.

Litigation. Most of our litigation energy in the Health Law Fellowship has been focused for the last several months on [filing a class action lawsuit](#) with NCLEJ against UK Healthcare and the DOR in federal court for violating the due process clause of the Fourteenth Amendment. We're currently working on class certification in that case. We're also exploring potential litigation options for **due process issues with intentional program violation (IPV) claims** in our SNAP program.

Community Education. We might not be facilitating in-person trainings, but we're still regularly hosting **Health and Public Welfare Taskforce meetings** (now virtually), and we're releasing community education materials online via our **blog**, including these blogs on [nursing home evictions](#) during the pandemic and [protecting your stimulus check](#).

Enrollment. Since Medicaid terminations are currently on hold and more people can easily enroll for Medicaid coverage with the state's recent expansion of Presumptive Eligibility (PE), we've been doing a little less enrollment assistance than usual. We've been using that extra

time to advocate for **continuing broad access to Medicaid**. We're also **encouraging every legal aid program to onboard some Application Assisters** during the pandemic.

Q2 2020 Board Report

Ben Carter, Senior Litigation and Advocacy Counsel

Welcome to your 4L year! Time to study up! Everything you (barely) know has changed, the stakes have never been higher, and your clients have never been more imperiled. Simultaneously and incredibly, the Overton window for lasting positive changes has never been more wide open!

That's pretty much what this global pandemic/economic crisis/work from home/racial justice movement has felt like. At the exact moment that conditions in the world would suggest working overtime, even just working regular hours has been...challenging.

Impact Litigation

- See attached

Advocacy

- Eviction Processes: Commitments & Recommendations
 - * This was the set of proposals we provided to the Kentucky Supreme Court as part of our participation in the eviction subcommittee. The recommendations have been ignored.
- Eviction Cover Sheet
 - * The one concession we got from the Kentucky Supreme Court as part of its rushed about-face on allowing evictions in late May was an agreement to put a cover sheet on forcible detainer actions containing the contact information for the local LSC-funded organization and the county clerk. After providing those to the Court, it declined to use them and I have not heard an update on the progress they are making on creating a cover sheet internally.

- Eviction Moratorium Demand Letter
 - * We wrote a letter to Governor Beshear requesting that he promise not to lift his moratorium on evictions based on nonpayment of rent until at least August 24th. He wrote back (thorough counsel) to say the moratorium is in effect, but did not promise it would remain in effect until August 24th. In other words, he wrote back to say nothing.

Training and Education

- Legal Community
 - * Q2 Task Forces
 - * Tyler facilitating Public Benefits work across Kentucky and throughout the Southeast
 - * Monthly ThriveKY updates (Rich, Betsy, Tyler, Miranda)
 - * Upcoming
 - * Facilitating a training on contesting nursing home evictions with Justice in Aging and LABG's Stephanie Langguth. (July 31, 1:30 ET)
 - * Statewide?
- Public Facing
 - * I have been providing informal legal context for housing justice advocates in Lexington and Louisville.
 - * Miranda and McKenzie continue to create timely content for RadioLex. (I did a roundup of renters' rights that was quickly out-of-date.)
 - * I was a panelist for Metropolitan Housing Coalition's renter's rights (Louisville) forum at the end of June.
 - * Blog posts
 - * Renter Rights FAQ
 - * <https://www.kyequaljustice.org/post/are-you-a-kentuckian-who-can-t-pay-rent-right-now-kejc-has-some-ideas-info-tools-for-you>
 - * Debt Collection and CARES Act Protections

- * <https://www.kyequaljustice.org/post/landlords-late-fees-cares-act-fair-debt-collection>
- * Community.Lawyer
- * Application to generate a letter to landlord re: inability to pay rent.
- * <https://community.lawyer/cl/kyequaljustice/letter-for-kentucky-renters-to-their-landlords>
- * Application to find your local legal aid organization:
kyrenterhelp.org
- * Application to make a claim for destruction of property by LMPD at Injustice Square Park
- * <https://community.lawyer/cl/kyequaljustice/injustice-square-park-claim>

Maxwell Street Legal Clinic Board Report 07/16/2020

Highlights since 04/21/2020

- Supreme Court found that DACA was improperly cancelled and ordered the termination memo rescinded, keeping the program alive for now.
- We started using our new software, elmmigration, at the beginning of April! It's been great with the remote work we've been doing.
- MSLC has been working remotely since 03/16. We're slowly re-opening and seeing urgent cases in person.
- Paola Schwartz started with us on February 24! She's been working on trainings and translations while we've been working remotely.

Caseload Summary

- Cases handled from 12/10/2019 to 07/14/2020: 274
- Cases handled in the last year: 446
- Averaging 575 calls a month in 2020
- We've opened 28 new DACA initial cases since the Supreme Court decision in June!

Funding

- Client fees from 12/01/2019 until 06/30/2020 were \$7,405.
- Catholic Diocese of Lexington granted awarded for \$8,630.
- United Way renewed for another year at \$12,960.

Outreach, Media, and Community Involvement

- In 2020, we have participated in the following outreach, media, training, and community events:
 - Nathalie was on the planning committee for this year's Kentucky Refugee and Immigrant Inclusion Summit. This year's conference was conducted virtually. Nathalie also moderated a panel on immigration legal services, on which Leah participated as a panelist talking about MSLC. Allison and Michelle recorded a presentation on immigration remedies for crime victims.
 - Allison and Michelle presented on immigration remedies for crime victims for DCBS social workers via Zoom.
 - Leah presented as part of a Zoom Town Hall about the Supreme Court DACA decision with Sarah Adkins of Neighbors Immigration Clinic, Emily Jones of Kentucky Refugee Ministries, and DACA recipient Omar Salinas Chacon.
 - We had 2 family petition information session, providing information on the family reunification process. We are currently working on recording this presentation to have it available digitally, as we cannot currently conduct in person outreach.
 - We've continued our radio show with Victor Palomino at Lexington Community Radio, a monthly bilingual conversation about immigration issues, including a special recording after the Supreme Court decision on DACA.

Outreach Staff Report

April 18 - July 13, 2020

Outreach Update

- **Online Presentations:** Our workers' rights team presented to students in the Human Rights Advocacy Project at the University of Louisville Brandeis School of Law. Our public benefits experts recorded a webinar for Step By Step young mothers and KCADV clients, and have shared it widely. Miranda and MSLC staff participated in recorded sessions on immigration, public benefits, and workers' rights for the Kentucky Refugee and Immigrant Inclusion Summit.
- **Community Meetings:** Miranda participates in Latinx Community Meetings online. The group went biweekly in June in response to rising COVID cases in the Hispanic community. Leah will be joining future meetings. We are quelling public charge myths and concerns and planning a public charge webinar with the local housing assistance community for late July.
- **Radio:** We've produced 3 new RADIOLEX episodes in English and in Spanish with "know your rights" information and resources on public charge and housing. Expert speakers were Leah, Nathalie, and Ben. An additional episode will air next week covering worker cooperatives with a guest from Patchwork Cooperative Loan Fund!
- **Social media:** Miranda worked with Marcie to produce timely social media content for the KEJC and radio pages in English and Spanish covering workers' rights, public benefits, and COVID-19. Lizz, U of L intern Theresa, and Miranda have almost completed a Workers' Rights social media toolkit to share with fellow advocates and service providers.

Health Insurance Enrollment

- Assisted 6 new individuals and families since April 18, 2020, as well as previously established cases. Calls and emails for new case assistance are steady.
 - Mostly Medicaid and Presumptive Eligibility enrollments, 1 complete healthcare.gov application
 - 2 immigrants referred from Centro Latino in Danville
 - 1 VOCA client from MSLC
 - 1 trafficking survivor from La Casita Center

Healthcare Advocacy: Miranda

- Participating in Lexington-area pilot program for the Kentucky Resources engine, resources.ky.gov, providing feedback on the resident “self-sufficiency” assessment tool
- Participating in Notice Improvement Project with the CHFS, providing consumer perspective for improving public benefits notices
- Participating in monthly update meetings with the Kentucky Health Benefit Exchange
 - Alerted the KHBE to questions and potential issues with immigrant eligibility and enrollment in Presumptive Eligibility Medicaid during the pandemic state of emergency
- Completed Kentucky Online Gateway Organization Administrator Training to maintain KEJC’s access to KOG for benefit application assistance

Workers’ Rights Team

- 5 claimants called for self-help with a wage claim from late March to early July
- Completed assistance with 3 demand letters. Others decided not to act or to consult their union.

Development Work

- **Foundation for a Healthy Kentucky:** Rich and Miranda submitted an annual report and workplan for another year of “Boots on the Ground” work under the *Promoting Responsive Health Policy* grant.
- **Protecting Immigrant Families:** Miranda worked with MSLC, Tyler, and Betsy to submit a report and new proposal to the PIF campaign. We’ve been awarded \$15,000!
- **Public Welfare Foundation:** McKenzie and Miranda helped Rich write a report and proposal to the Public Welfare Foundation on our workers’ rights work. We’ve been awarded \$250,000 to help us sustain the program! We’ll be using some of those funds to hire a new Resource Organizer to help us manage foundation and donor relationships.
- **Fundraising Learning and Support Hub:** Rich and Miranda went to a training at the PWF headquarters in DC in February. Rich, McKenzie, and Miranda have been participating in regular calls with fundraising consultants from Beth Grupp Associates via this generous 18 month program through the PWF.

Kentucky Equal Justice Center

Director's Activity Highlights

April 21 to July 13, 2020

Governance

- Hosted KEJC Board Meeting (April 21)
- Convened Executive Committee (May 12, July 13)
- Initiated nomination process for new and continuing board members
- Sought bids for strategic planning

Management and Administration

- Reconciled bank transactions with Treasurer (May 27)
- Entered into agreement for FY 2019 audit and IRS 990
- Submitted VOCA grant adjustment on cash and in-kind match (July 14)
- Recruited new Communications Coordinator Alexandra Werner Winslow
- Initiated search for new Resource Coordinator
- Hosted weekly Happy ½ Hour check-in with staff

Grants and Fundraising

- Held staff fundraising training with Beth Grupp Associates (June 23) and participated in calls every week to ten days with BGA coaches (with Miranda and McKenzie)
 - Applied for Paycheck Protection Program forgivable loan \$142,452 approved
 - Conducted Kentucky Gives Day campaign (May 12) \$4,221 donated
 - Filed grant reports, proposals, and agreements for:
 - MAZON Rapid Response Fund (Tyler wrote narrative) \$7,100 awarded
 - United Way of the Bluegrass renewal \$12,960 awarded
 - Protecting Immigrant Families (Miranda wrote narrative) \$15,000 awarded
 - Health Law Fellowship I (Betsy wrote workplan) \$45,000 awarded
 - Health Law Fellowship II (Betsy wrote workplan) \$45,000 pending
 - Boots on the Ground (Miranda wrote workplan) \$50,000 pending
 - MAZON Food Justice Fellowship (with Tyler) \$69,712 awarded
 - Public Welfare Foundation (with McKenzie and Miranda) \$250,000 awarded
 - Victim of Crime Act (with VOCA staff) \$213,095 pending
- \$854,540 total

Task Forces

- Participated in planning calls (with McKenzie and Miranda), and attended Workers' Rights Task Force Meeting via Zoom with over 70 participants (May 21)
- Participated in planning call (with Ben, Betsy and Tyler) (June 2) for Health Task and Public Benefits Task Force (June 16)

Workers' Rights Advocacy

- Participated in conference calls about potential workers' center in Louisville with UK Prof. Ariana Levinson (June 9, 18, 29, July 13, 20) (with Lizz, McKenzie, and Miranda)
- Wrote to Marjorie Arnold at Labor Cabinet to request more prominent posting of link to file health and safety complaint online
- Convened state and national partners to plan Town Hall on unemployment insurance (scheduled for July 15)

Health and Public Benefits Advocacy

- Participated in CHFS Notice Improvement Project (with Betsy and Miranda) (June 18, 25, July 9)
 - earlier wrote first drafts of revised Request for Information notices
 - provided graphic design guidebook from Civilla
- Participated in Kentucky Voices for Health:
 - ThriveKY coordination calls (almost weekly)
 - Board and Finance Committee Meetings (June 25, 26)

Food Justice Advocacy

- Met with Community Farm Alliance re potential advocacy project subgrant and provided text about KEJC (with Tyler)

Communications

- Emailed with Marcie several times a week about messaging, tweet storms, and social media support for multiple issues

Attended or participated in . . .

- Conference call with Civilla re best practices in notice design (April 22)
- Biweekly Southeast Public Benefits TAG calls (organized by Tyler)
- Training webinar on new Maxwell Street case management system (April 29)
- Kentucky Nonprofit Network Town Hall on Paycheck Protection Program (April 7)
- Monthly advocates' meeting with CHFS Secretary and leadership (May 7, June 4, July 2)
- Long Term Care advocacy discussions with Eric Carlson (Justice in Aging) (May 12, June 25)
- Kentucky Legal Services "Lunch and Learn" (organized by Ben) (May 13)
- Planning session for Legal Impact Network conference (June 9)
- Kentucky Chamber of Commerce "Racial Inequalities in Kentucky" webinar (June 18)
- Kentucky Together coalition meeting (June 24)