



The State Bar of California

Legal Services Trust Fund Commission (LSTFC) Executive Committee Teleconference

Open Session Minutes
Tuesday, July 23, 2024
1:00 p.m.–3:00 p.m.

Time Meeting Commenced: The Legal Services Trust Fund Commission (LSTFC) Executive Committee meeting commenced in open session at 1:00 p.m.

Time Meeting Adjourned: 2:05 p.m.

Chair: Erica Connolly

Committee Coordinator: Doan Nguyen

Members Present: Amin Al-Sarraf, Erica Connolly

Members Absent: None

Liaisons Present: Salena Copeland, Melanie Snider

Liaisons Absent: None

Staff Present: Chris McConkey, Danielle McRae, Kimberly Warmesley

OPEN SESSION

1. Call to Order

The LSTFC Executive Committee was called to order by Chair Connolly.

2. Roll Call

Roll call was taken and a quorum was established. Chair Connolly called for public comment, inquiring as to there were person(s) who wished to comment on any agenda item. No public comment was provided to the committee.

5. Approval of Minutes

5.1 Approval of May 23, 2024, Open Session Minutes

RESOLVED, that the LSTFC Executive Committee approves the Open Session Minutes from the May 23, 2024, meeting as posted on the agenda.

Moved by Al-Sarraf, seconded by Connolly.

Ayes – (2) Amin Al-Sarraf, Erica Connolly

Noes – (0)
Abstain – (0)
Absent – (0)

Motion carries.

7. Discussion and Action Items

7.1 Update on Legal Services Trust Fund Commission Strategic Plan

Presenter: Doan Nguyen, Program Director, Office of Access & Inclusion

State Bar staff (staff) is working with the State Bar’s Office of Communications on the design and communications strategy for the LSTFC’s strategic plan. The strategic plan will be shared with programs, the Legal Aid Association of California, and Judicial Council of California via social media and on the State Bar’s website. Staff also reported on Interest on Lawyers’ Trust Accounts (IOLTA) revenue.

7.2 Approve Reallocation of Remaining Funds for California Housing Finance Agency Foreclosure Prevention (CalHFA) Grants

Presenter: Christopher McConkey, Program Supervisor, Office of Access & Inclusion

On March 29, 2024, the LSTFC delegated authority to the committee to reallocate any available CalHFA grant funds. On May 23, 2024, the committee reallocated \$335,810 of \$416,594 in CalHFA grant funds available from one grantee (\$216,594) and the State Bar (\$200,000 in administrative funds). Following this competitive process, \$80,784 remains available to reallocate at today’s meeting.

Staff invited all CalHFA grantees to receive a share proportional to their awards. Eight of the eleven grantees opted in to receive a 0.89 percent increase to their award. If the committee approves staff’s recommendation, grantees will complete a reallocation budget detailing how they would spend additional funds. Staff seeks authority to approve these budgets after reviewing for reasonableness and governing authority compliance.

RESOLVED, that the Legal Services Trust Fund Commission Executive Committee (Committee), acting on its delegated authority, approves the reallocation of remaining CalHFA funds as described in State Bar staff’s memo dated July 23, 2024; and it is

FURTHER RESOLVED, that the Committee delegates authority to State Bar staff to approve the updated budgets for these reallocation amounts.

Moved by Al-Sarraf, seconded by Connolly.

Ayes – (2) Amin Al-Sarraf, Erica Connolly
Noes – (0)
Abstain – (0)
Absent – (0)

Motion carries.

7.3 Approve Audit Extension Request for Asian Pacific Islander Legal Outreach

Presenter: Danielle MacRae, Lead Program Analyst, Office of Access & Inclusion

The Eligibility and Budget Review Committee (EBR) recommended an audit extension date of June 30, 2024, for Asian Pacific Islander Legal Outreach (APILO). Two days before the June 22, 2024, LSTFC meeting, APILO requested an extension to July 15 without providing a clear reason. The LSTFC approved the extension to June 30, 2024, as recommended by EBR and delegated to this committee reviewing and approving a further extension if needed. APILO submitted its audit on July 1, 2024, after the June 30 extension date. APILO then met with staff and Commissioner Al-Sarraf on July 3. APILO communicated the delay was due to fiscal staff turnover and new staff at their auditor's organization.

RESOLVED, that the Executive Committee, with delegation of authority from the Legal Services Trust Fund Commission approves an audit extension request for Asian Pacific Islander Legal Outreach (APILO) to July 1, 2024; and it is

FURTHER RESOLVED, that the Executive Committee does so conditioned upon APILO's Executive Director and Board President attending a meeting with State Bar staff and a commissioner to discuss the importance of complying with State Bar deadlines.

Moved by Connolly, seconded by Al-Sarraf.

Ayes – (2) Amin Al-Sarraf, Erica Connolly
Noes – (0)
Abstain – (0)
Absent – (0)

Motion carries.

7.4 Review Agenda for Legal Services Trust Fund Commission's August 9, 2024, Meeting

Presenter: Doan Nguyen, Program Director, Office of Access & Inclusion

Staff reviewed the planned agenda items and highlighted that the LSTFC will decide on 2025 IOLTA and EAF grant eligibility at the August meeting. Staff reminded the commission that there are ten new applicants this year, and there will be a recommendation regarding two organizations with compliance issues. Staff also reported that it is in conversation with the California Department of Social Services about the potential to administer funds to do dependency work.

ADJOURN