

Kentucky Equal Justice Center Board

April 20, 2021

Via Zoom

Agenda

11:00 Welcome and Introductions

- New Staff, New Attorney Staff Rep
- Approval of Minutes

11:10 Strategic Plan Survey Report (Marian Guinn)

- Survey Results
- Next Steps

11:35 Administration and Development

- Financial Report FY 2019
- Financial Report and Outlook Q1 2020
- Audit Bid for FY 2020
- ARPA and KHC Housing Funds

12:00 Governance

- Governance Tasks for 2020
- Meeting Dates 2021

12:00 Big Picture: Legal Services Funding

12:10 Staff Reports: Highlights and Discussion

12:30 Adjourn

Kentucky Equal Justice Center

Board Minutes

December 10, 2020

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

KEJC Staff: Miranda Brown, McKenzie Cantrell, Ben Carter, Nathalie Dietrich, Leah Engle, Michelle Haubner, Rich Seckel, Alexandra Werner Winslow.

Welcome and Introductions

As the group gathered on Zoom, members greeted each other. Chair Bob Brown convened an executive session to consider director Rich Seckel's salary. Rich left the meeting room during the executive session.

Bob called the full meeting to order at 11:12 a.m. and invited Rich to do a roll call. Bob noted that staff members Tyler Offerman and Betsy Stone were absent for a happy reason: they were on parental leave following the birth of their first children. He said, "It's a good thing we have our parental leave in good shape."

Approval of Minutes

Bob Brown invited a motion on the minutes of the previous board meeting. Jacob Taulbee asked that he be included with other LSC-funded board members in the list of recusals for the resolution on Breonna Taylor. Rich observed that the list of recusals probably should include Kristin Alexander from Appalred, too.

Motion: Neva Polley Scott moved to approve the minutes of the September 25, 2020, board meeting with the changes in the list of recusals.

Second: John Rosenberg

Action: Approved unanimously

Highlights of Recent Activity

Bob invited Rich to give highlights of recent activity. Rich said that, for him, highlights included:

- A strong showing in the Good Giving Challenge, with close to \$50,000 in donations
- Widespread use of the eviction declaration app that Ben had created
- Ongoing work by KEJC staff on the CHFS Notice Improvement Project

- Creative work at Maxwell Street Legal Clinic to keep cases going during the pandemic

Administration and Development: Financial Report through November 30

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

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

Profit and Loss through November 30: showed a gain of \$303,966 compared to the expected loss of \$5,757—a positive variance of \$309,723 including Vanguard brokerage account gains.

Balance Sheet as of November 30: showed Total Current Assets of \$663,816, down from \$688,806 on August 31 but up 93.35% percent from \$343,321 on November 30, 2019.

Income and Expense Charts: 84.68% of spending was payroll. 73.02% of income was from grants.

Rich said he had revised his end of year carryover prediction to focus on expected gains and losses in December, including projected Good Giving proceeds and average monthly expense. The resulting figure was \$621,126.

Rich said that since he had prepared the report, he would add several adjustments to the carryover prediction, including:

- a potential payment of attorneys' fees to Southern Poverty Law Center for their work on KEJC's open records case
- payments to the legal aid programs for participation in "Boots on the Ground" health outreach grant activity

Rich said those payments were counterbalanced by good news on income: KEJC was included by Kentucky Center for Economic Policy as a subgrantee for \$25,000 in each of two years as part of a "Safety Net Initiative" grant through the Center on Budget and Policy priorities.

Rich said that he estimated unrestricted funds on November 30 at \$197,607. He said he took the favorable figure into account in constructing the budget to be considered later in the meeting. Walking through the supporting documents in the financial report, Rich noted that:

Budget vs. Actual: Income YTD was running at 127% of budget, while expenditures were at 96.5%, a favorable ratio.

Balance Sheet: The high level of Total Current Assets (\$663,816) was buoyed up by two large, restricted funds:

- \$125,000 in Public Welfare Foundation funds to be saved for a grant year beginning July 1, 2021;
- \$111,469 in the Mason Fund “quasi endowment” for Maxell Street Legal Clinic

Months of reserves: Rich said that unrestricted funds would last just over 2 months in the unlikely event that KEJC would have to live on them alone. He said Total Current Assets would last about 8 months under the same scenario.

Recent fundraising: Rich said he had just learned that KEJC would receive \$25,000 as a subgrantee of Community Farm Alliance for a project funded by Volunteers for Healthy Kids to increase funding for SNAP “double dollars” at farmers’ markets.

Among a variety of unexpected and pleasant surprises in development, Rich said that the Paycheck Protection loan of \$142,562 was the largest.

Bob asked for further explanation of the Community Farm Alliance connection. Rich noted that CFA had been an ally since the 1990s, when farmers were hit by big increases in health insurance rates.

John asked for an explanation of the disparate figures for Good Giving results. Rich said that he made different report pages at different times, capturing both a projection and a point in time result while Good Giving was still underway.

Rich said that the final Good Giving figure with prizes and match would likely approach \$50,000. He said KEJC had exceeded 230 donors. He thanked Alexandra and Raaziq for their work to coordinate the campaign, as well as staff who wrote personal appeals for different days.

Administration and Development: Audit and 990

Rich said that he had distributed KEJC’s 990 report for 2019 to board members before the November 15 filing deadline. For the benefit of new members, he explained that the 990 is the nonprofit equivalent of a tax return. Since nonprofits don’t owe tax, he said, the purpose is to demonstrate that funds are being used properly to carry out the nonprofit’s charitable mission.

Bob said that he and past chair Chris Frost had met with auditor Vickie Richardson by Zoom to review the draft audit. He said the committee suggested a couple of minor corrections. He said that Vickie found no areas for concern and made no suggestions for improvements in internal control.

Chris commented that Vickie felt board oversight was a strength, including reconciliation of accounts conducted by the Treasurer and the detailed financial reports reviewed at board meetings.

- Motion:** John Rosenberg moved to accept the report of the Audit Committee.
- Second:** Joshua Crabtree
- Action:** Approved unanimously

Bob pointed out that the audit was for the period ending December 31, 2019, and so didn't capture the tumultuous year of the pandemic.

Administration and Development: Budget for 2021

Bob said the board had met in executive session just before the full meeting and had approved a 2 percent salary increase for Rich as director. Bob then invited Rich to present the remainder of the FY 2021 budget for consideration. Rich said he had prepared two budgets:

- one with standard salary increments for full-time staff of \$900 or 2%, whichever was higher, and
- a second which implemented a first step toward new salary scales

Rich said that the fringe benefits in each case in the budget were based on known rates. For operational costs, he said, he had looked back over two years and made projections to reflect spending trends. Turning to income, Rich said that a degree of uncertainty was built into each budget in the form of:

- \$61,000 in new grants from sources not yet known
- \$12,000 from exploration of major gifts

Rich said the bottom line in the original budget was a negative \$161,000 offset by \$125,000 in advance funds already received in 2020 from Public Welfare Foundation. He said the remaining \$36,000 to balance the budget would come from unrestricted reserves.

For salaries, Rich said, the Personnel Subcommittee and Executive Committee had approved taking a step toward new salary scales. He thanked Chris and Neva for acting as sounding boards for the process.

Rich said the new Attorney scale was benchmarked for purposes of comparability at 105 percent of the average of Kentucky's LSC-funded programs. He said the scale reflected many civil legal aid program scales in that increments were larger in the early years and topped out in the later years. Rich said the second scale, for non-attorney Professionals, reflected a similar progression and the market reality that attorney salaries tended to be higher than many other professionals.

Rich said that the Personnel Subcommittee approved the idea of having add-ons for special expertise and supervision but wanted to keep them the number of add-ons small, so as not to render the scales themselves meaningless. Overall, Rich said, the scheme was relatively "flat," with a modest gap between attorneys and non-attorney professionals.

Rich said he had projected the cost of moving to the new scale all at once compared to doing it in two or three steps. He said the Personnel Subcommittee and Executive Committee had recommended the two-step approach. Rich said that the cost was affordable the first year, in part because increments would phase in on anniversaries rather than simultaneously for all staff on January 1. Rich said the cost would rise considerably in the second year, but KEJC's reserves could help cover it.

Personnel Committee Chair Neva Polley Scott commented that KEJC was in a good position for resource development to support the new scales. Bob said that the Executive Committee had discussed the new scales at some length with a focus on affordability but ultimately concluded that KEJC was “pretty secure” and could take implementation step by step.

Rich said he had incorporated the two-step approach for full-time staff other than himself into the alternative budget before the board. Rich said that increments for part-time hourly staff would be \$1 an hour on anniversaries, instead of the usual 50 cents.

DOJ Accredited Rep Michelle Haubner expressed concern that legal assistants and DOJ accredited reps appeared to be placed on the same scale. She said the work of a DOJ rep more nearly resembled the work of attorneys than legal assistants. Rich said it was possible that he missed something and that perhaps a third scale for legal assistants was needed.

Joshua Crabtree asked how Rich had projected VOCA funding, given rumors that the VOCA grants might decline as the trust fund behind them was drained. Rich said that he had projected VOCA funding at a continuation level. He said the grant for VOCA immigration law services was relatively small. He said he hoped it would go “under the radar” in future cuts.

- Motion:** Joshua Crabtree moved to accept the proposed alternative budget including the recommended first step in salary comparability.
- Second:** Amanda Young
- Action:** Approved unanimously

Governance: Staff Reps Special Election

Rich said that he had gone ahead as described at the previous meeting to issue a call for nominations to fill the Attorney Staff Representative vacancy on the Board. He said that three nominees had stepped forward, representing three out of the four LSC-funded programs. He said that he would announce the ballot and open an online Survey Monkey poll as early as the week after the board meeting.

Governance: Strategic Planning Next Steps

Bob invited Rich to describe next steps in strategic planning. Rich said that facilitator Marian Guinn had held listening sessions with staff, board and stakeholders and had prepared a draft survey based on the ideas and themes that emerged. Rich displayed the draft survey and did a walk through.

Rich said that during Executive Committee discussion, John had suggested adding a question focused on long standing state support functions for legal aid programs such as task force meetings and legislative and administrative advocacy.

Rich said he could send out a Word version of the document. He invited board and staff to send any suggested changes to him to share with Marian. He said the intention was to get the survey out before the end of the year.

Governance: Personnel Committee Update

Rich said that topics considered by the Personnel Committee had been addressed in the budget discussion on salary scales.

Governance: Conflict of Interest Forms

Rich said it seemed like the board had just done its annual updates of Conflict of Interest forms, but in fact it had been a year. He said the forms were included in the board package. He invited members to fill them out and return them soon. Rich said the purpose was to disclose any other interests that might conflict with KEJC's best interests.

Governance: Meeting Dates 2021

Rich drew the board's attention to his proposed meeting dates for 2021, as follows:

April 9	Friday	Board Meeting
July 15	Thursday	Board Meeting
September 24	Friday	Board Meeting
December 16	Thursday	Annual Meeting

Big Picture: Legal Services Funding

Legal Aid of the Bluegrass Director Joshua Crabtree reported on Congressional and state funding for Legal Services Corporation-funded legal aid programs. He said the CARES act had provided \$50 million in extra funds nationally, with a focus on pandemic-related legal needs. Josh said the potential for more funding in new relief packages was unknown. He said the passage of a budget bill was uncertain as well, but current versions contained increases for civil legal services.

Turning to state funding, Josh said that the appropriation for civil legal aid through June 30, 2021 already was in place, but funding for the next state budget year would have to be addressed by the 2021 General Assembly.

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 December 10, 2020, heading at: <https://www.kyequaljustice.org/board-meetings>.

Adjournment

Motion:	John Rosenberg moved to adjourn the meeting.
Second:	Robert Johns
Action:	Approved unanimously

Reported by Richard J. Seckel, Director, April 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: April 15, 2021
TO: Kentucky Equal Justice Center Board
FROM: Rich Seckel, Director
RE: Financial Report for FY 2020

The following financial reports are attached:

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

Profit and Loss through December 31: shows a gain of \$341,649 compared to the expected gain of \$44—a positive variance of \$341,604.

Balance Sheet as of December 31: shows Total Current Assets of \$702,171, up from \$663,816 on November 30 and up 96.01% percent from \$358,237 on December 31, 2019.

Income and Expense Charts: 84.17% of spending was payroll. 71.31% of income was from grants.

Revised Carryover Prediction: Projected vs. Actual Year End Balance

Total Current Assets November 30	\$663,816
Projected Current Assets December 31, 2020	\$621,126
Actual Current Assets December 31, 2020	\$702,171

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
Audited	12/31/19	\$204,465
Estimated	12/31/20	\$208,885

KEJC Unrestricted Fund Balance

12/31/20

	Balance
Total Current Assets	702,170.52
Restricted Funds	
BGCF Citizenship	17,335.57
CLASP Protecting Immigrant Families	0
Elhapa Foundation	30,000.00
Fayette County Bar Foundation	0
Foundation for a Healthy KY Boots	15,272.82
Health Law Fellowship	26,023.25
Health Gains Communications	0
Kentucky Bar Foundation	0
KCEP Solidarity Giving	108.80
KCEP Safety Net Initiative	24,843.97
KCET Civic Engagement	6,520.26
Louisville Bar Foundation	0
Mason Fund for Maxwell Street	124,414.99
MAZON Food Justice	40,675.00
MAZON Rapid Response	4,318.38
NHeLP Health Law Defense	0
Paycheck Protection Program	8,000.85
Public Welfare Foundation	193,669.40
United Way of the Bluegrass	6,093.30
Total Restricted	497,276.59
Subtotal Unrestricted	204,893.93
Obligated Funds	
Client Trust	5,911.00
Client Funds	1,920.00
Undistributed Attorneys' Fees	3,991.00
Total Unrestricted	208,884.93

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 December 2020

	<u>Jan - Dec 20</u>
Ordinary Income/Expense	
Income	
Grants	936,327.47
In-kind Contributions	13,771.64
Other Donations	105,445.25
Program Income	180,000.00
Program Services	52,402.60
Total Income	<u>1,287,946.96</u>
Expense	
Audit	4,835.00
Case Management	7,613.00
Consultants	9,515.00
Contract Labor	4,224.38
Depreciation Expense	2,526.58
Dues	4,202.00
Equipment Rental	5,353.13
Insurance	7,510.75
Library	3,902.16
Litigation expense	6,602.93
Miscellaneous	489.97
Office Supplies	8,117.70
Payroll Expenses	817,647.66
Postage and Delivery	4,142.19
Printing and Reproduction	3,190.57
Rent	41,532.00
Repairs	612.00
Task Forces and Meetings	50.00
Telephone	22,204.10
Travel	17,110.84
Total Expense	<u>971,381.96</u>
Net Ordinary Income	316,565.00
Other Income/Expense	
Other Income	
Interest Income	42.61
Other Income	25,041.06
Total Other Income	<u>25,083.67</u>
Net Other Income	25,083.67
Net Income	<u><u>341,648.67</u></u>

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

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Grants				
Blue Grass Community Foundation	15,000.00	20,000.00	-5,000.00	75.0%
Catholic Diocese of Lexington	8,066.00	7,500.00	566.00	107.55%
Center for Responsible Lending	7,500.00			
Elhapa Foundation	30,000.00			
Fayette County Bar Foundation	0.00	5,000.00	-5,000.00	0.0%
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	90,000.00	90,000.00	0.00	100.0%
KCEP SNI	25,000.00			
KCET	8,100.00			
Kentucky Bar Foundation	0.00	11,000.00	-11,000.00	0.0%
Louisville Bar Foundation	0.00	5,000.00	-5,000.00	0.0%
MAZON Food Justice	69,712.00	67,947.60	1,764.40	102.6%
MAZON Rapid Response	7,100.00			
Paycheck Protection Program	142,452.00			
Public Welfare Foundation	250,000.00	80,000.00	170,000.00	312.5%
Restricted	0.00	61,000.00	-61,000.00	0.0%
United Way of the Bluegrass	12,960.00	16,000.00	-3,040.00	81.0%
Unrestricted	0.00	1,800.00	-1,800.00	0.0%
VOCA Justice Cabinet	202,437.47	215,426.00	-12,988.53	93.97%
Grants - Other	18,000.00			
Total Grants	<u>936,327.47</u>	<u>650,673.60</u>	<u>285,653.87</u>	<u>143.9%</u>
In-kind Contributions	13,771.64	20,400.00	-6,628.36	67.51%
Miscellaneous Income	0.00	25,000.00	-25,000.00	0.0%
Other Donations	105,445.25	85,000.00	20,445.25	124.05%
Program Income	180,000.00	180,000.00	0.00	100.0%
Program Services				
Attorneys Fees	35,172.60	15,840.00	19,332.60	222.05%
Client Fees	11,730.00	18,000.00	-6,270.00	65.17%
Program Services - Other	5,500.00	0.00	5,500.00	100.0%
Total Program Services	<u>52,402.60</u>	<u>33,840.00</u>	<u>18,562.60</u>	<u>154.85%</u>
Total Income	<u>1,287,946.96</u>	<u>994,913.60</u>	<u>293,033.36</u>	<u>129.45%</u>
Expense				
Audit	4,835.00	4,650.00	185.00	103.98%
Capital Additions	0.00	3,000.00	-3,000.00	0.0%
Case Management	7,613.00	8,222.75	-609.75	92.59%
Consultants	9,515.00	21,400.00	-11,885.00	44.46%
Contract Labor	4,224.38	9,000.00	-4,775.62	46.94%
Depreciation Expense	2,526.58			
Dues	4,202.00	4,400.00	-198.00	95.5%
Equipment Rental	5,353.13	4,780.84	572.29	111.97%
Insurance	7,510.75	6,900.00	610.75	108.85%
Library	3,902.16	2,160.00	1,742.16	180.66%
Litigation expense	6,602.93	3,660.00	2,942.93	180.41%
Miscellaneous	489.97	1,980.00	-1,490.03	24.75%
Office Supplies	8,117.70	10,620.00	-2,502.30	76.44%
Payroll Expenses	817,647.66	801,735.19	15,912.47	101.99%
Postage and Delivery	4,142.19	4,752.00	-609.81	87.17%
Printing and Reproduction	3,190.57	6,336.00	-3,145.43	50.36%
Professional Fees	0.00	300.00	-300.00	0.0%
Rent	41,532.00	42,000.00	-468.00	98.89%
Repairs	612.00	720.00	-108.00	85.0%
Task Forces and Meetings	50.00	4,080.00	-4,030.00	1.23%
Telephone	22,204.10	15,959.52	6,244.58	139.13%
Travel	17,110.84	38,393.00	-21,282.16	44.57%
Total Expense	<u>971,381.96</u>	<u>995,049.30</u>	<u>-23,667.34</u>	<u>97.62%</u>
Net Ordinary Income	<u>316,565.00</u>	<u>-135.70</u>	<u>316,700.70</u>	<u>-233,282.98%</u>
Other Income/Expense				
Other Income				
Interest Income	42.61	180.00	-137.39	23.67%
Other Income	25,041.06	0.00	25,041.06	100.0%
Total Other Income	<u>25,083.67</u>	<u>180.00</u>	<u>24,903.67</u>	<u>13,935.37%</u>
Net Other Income	<u>25,083.67</u>	<u>180.00</u>	<u>24,903.67</u>	<u>13,935.37%</u>
Net Income	<u>341,648.67</u>	<u>44.30</u>	<u>341,604.37</u>	<u>771,215.96%</u>

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

Dec 31, 20

ASSETS

Current Assets

Checking/Savings

Chase Checking	344,995.77
Chase IOLTA	3,620.00
Chase Savings	100,238.15
Vanguard Brokerage	124,414.99

Total Checking/Savings 573,268.91

Accounts Receivable

Accounts Receivable 77,574.75

Total Accounts Receivable 77,574.75

Other Current Assets

Undeposited Funds 51,326.86

Total Other Current Assets 51,326.86

Total Current Assets 702,170.52

Other Assets

Accumulated Depreciation - Comp -53,307.98

Computer and Phone Equipment 57,623.63

Rental Deposit 715.00

Total Other Assets 5,030.65

TOTAL ASSETS 707,201.17

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 49.04

Total Accounts Payable 49.04

Other Current Liabilities

Client Trust Funds 5,911.00

Direct Deposit Liabilities -106.50

Payroll Liabilities -571.01

Total Other Current Liabilities 5,233.49

Total Current Liabilities 5,282.53

Long Term Liabilities

Accrued leave 38,591.90

Total Long Term Liabilities 38,591.90

Total Liabilities 43,874.43

Equity

Opening Bal Equity 52,900.79

Retained Earnings 71,139.92

Temporarily Restricted Net Asse 197,637.36

Net Income 341,648.67

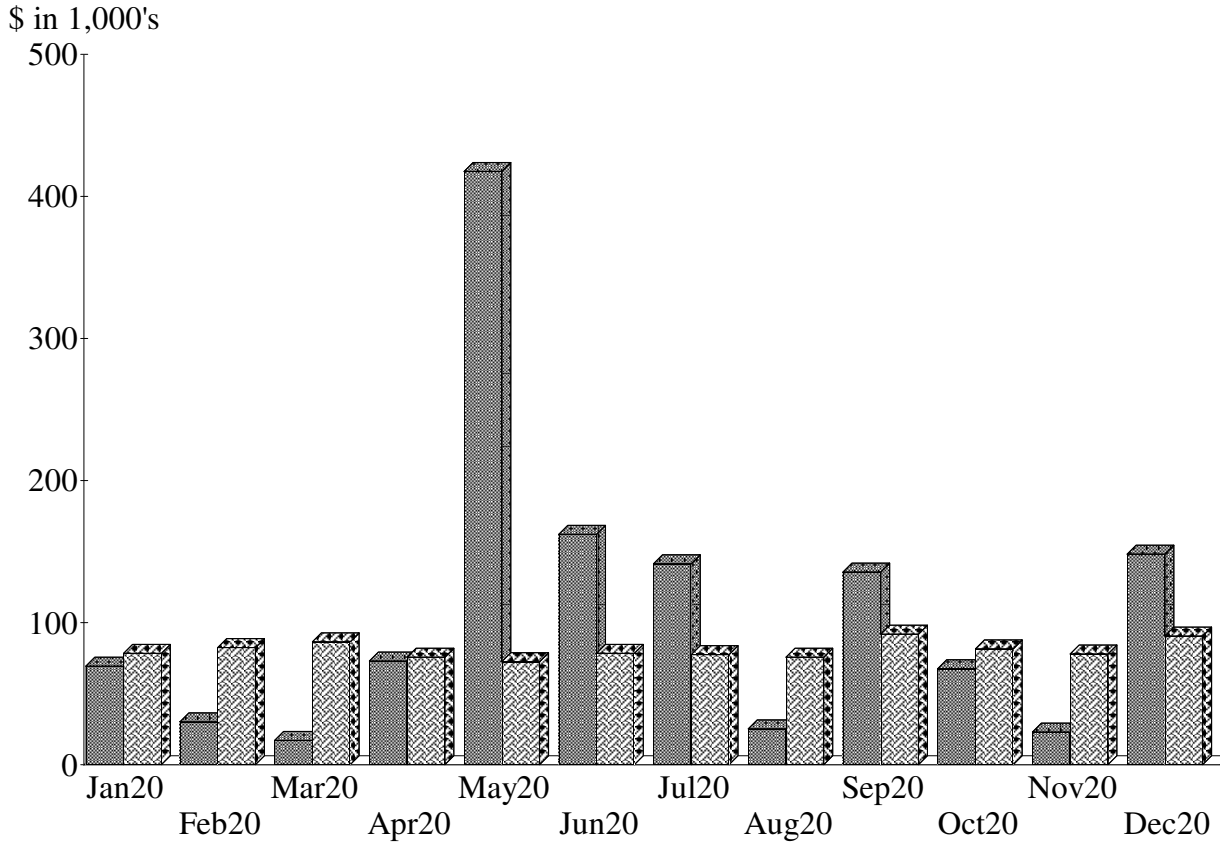
Total Equity 663,326.74

TOTAL LIABILITIES & EQUITY 707,201.17

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

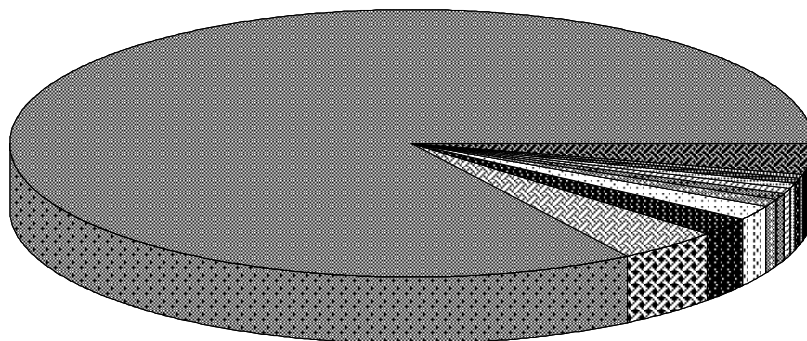
	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Chase Checking	344,995.77	52,566.95	292,428.82	556.3%
Chase IOLTA	3,620.00	3,620.00	0.00	0.0%
Chase Savings	100,238.15	115,195.54	-14,957.39	-12.98%
Vanguard Brokerage	124,414.99	79,373.93	45,041.06	56.75%
Total Checking/Savings	<u>573,268.91</u>	<u>250,756.42</u>	<u>322,512.49</u>	<u>128.62%</u>
Accounts Receivable				
Accounts Receivable	77,574.75	107,480.08	-29,905.33	-27.82%
Total Accounts Receivable	<u>77,574.75</u>	<u>107,480.08</u>	<u>-29,905.33</u>	<u>-27.82%</u>
Other Current Assets				
Undeposited Funds	51,326.86	0.00	51,326.86	100.0%
Total Other Current Assets	<u>51,326.86</u>	<u>0.00</u>	<u>51,326.86</u>	<u>100.0%</u>
Total Current Assets	<u>702,170.52</u>	<u>358,236.50</u>	<u>343,934.02</u>	<u>96.01%</u>
Other Assets				
Accumulated Depreciation - Comp	-53,307.98	-50,781.40	-2,526.58	-4.98%
Computer and Phone Equipment	57,623.63	57,623.63	0.00	0.0%
Rental Deposit	715.00	715.00	0.00	0.0%
Total Other Assets	<u>5,030.65</u>	<u>7,557.23</u>	<u>-2,526.58</u>	<u>-33.43%</u>
TOTAL ASSETS	<u>707,201.17</u>	<u>365,793.73</u>	<u>341,407.44</u>	<u>93.33%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	49.04	0.00	49.04	100.0%
Total Accounts Payable	<u>49.04</u>	<u>0.00</u>	<u>49.04</u>	<u>100.0%</u>
Other Current Liabilities				
Client Trust Funds	5,911.00	5,911.00	0.00	0.0%
Direct Deposit Liabilities	-106.50	-568.57	462.07	81.27%
Payroll Liabilities	-571.01	181.33	-752.34	-414.9%
Total Other Current Liabilities	<u>5,233.49</u>	<u>5,523.76</u>	<u>-290.27</u>	<u>-5.26%</u>
Total Current Liabilities	<u>5,282.53</u>	<u>5,523.76</u>	<u>-241.23</u>	<u>-4.37%</u>
Long Term Liabilities				
Accrued leave	38,591.90	38,591.90	0.00	0.0%
Total Long Term Liabilities	<u>38,591.90</u>	<u>38,591.90</u>	<u>0.00</u>	<u>0.0%</u>
Total Liabilities	<u>43,874.43</u>	<u>44,115.66</u>	<u>-241.23</u>	<u>-0.55%</u>
Equity				
Opening Bal Equity	52,900.79	52,900.79	0.00	0.0%
Retained Earnings	71,139.92	78,320.35	-7,180.43	-9.17%
Temporarily Restricted Net Asse	197,637.36	197,637.36	0.00	0.0%
Net Income	341,648.67	-7,180.43	348,829.10	4,858.05%
Total Equity	<u>663,326.74</u>	<u>321,678.07</u>	<u>341,648.67</u>	<u>106.21%</u>
TOTAL LIABILITIES & EQUITY	<u>707,201.17</u>	<u>365,793.73</u>	<u>341,407.44</u>	<u>93.33%</u>

Income and Expense by Month January through December 2020



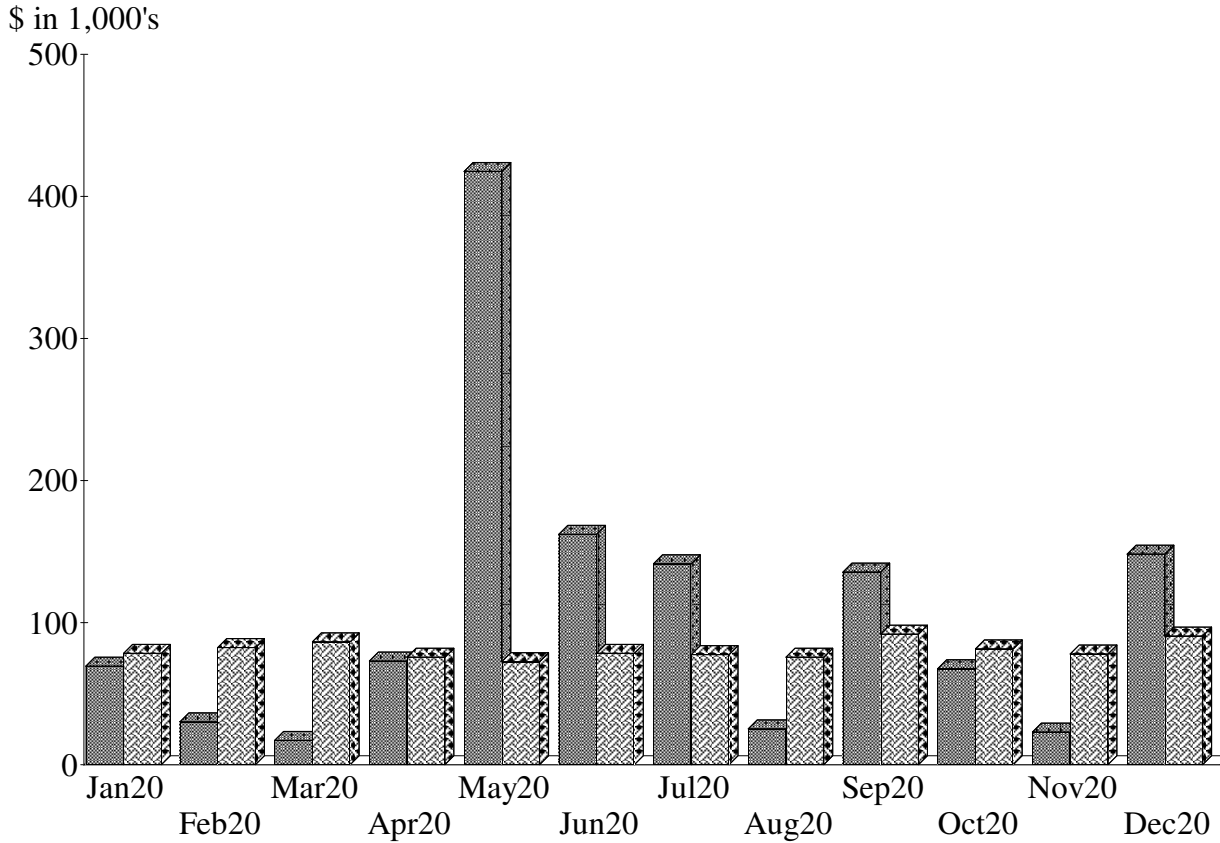
Expense Summary January through December 2020

Payroll Expenses	84.17%
Rent	4.28
Telephone	2.29
Travel	1.76
Consultants	0.98
Office Supplies	0.84
Case Management	0.78
Insurance	0.77
Litigation expense	0.68
Equipment Rental	0.55
Other	2.90
Total	\$971,381.96



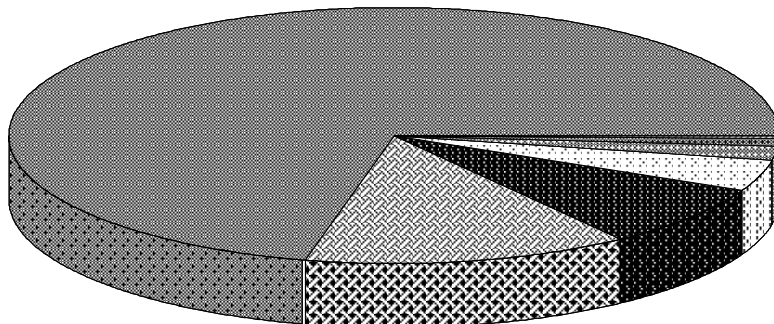
By Account

Income and Expense by Month
January through December 2020



Income Summary
January through December 2020

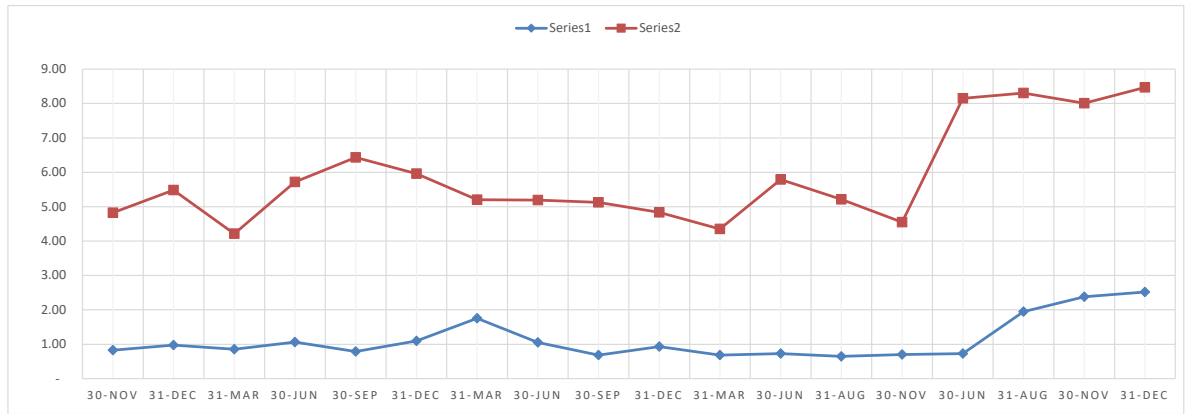
Grants	71.31%
Program Income	13.71
Other Donations	8.03
Program Services	3.99
Other Income	1.91
In-kind Contributions	1.05
Interest Income	0.01
Total	\$1,313,030.63



By Account

Months of Reserves 2016-2020
 Restricted and Unrestricted

	2016				2017				2018				2019			2020				
	31-Mar	30-Jun	30-Nov	31-Dec	31-Mar	30-Jun	30-Sep	31-Dec	31-Mar	30-Jun	30-Sep	31-Dec	31-Mar	30-Jun	31-Aug	30-Nov	30-Jun	31-Aug	30-Nov	31-Dec
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	82,920	82,920	82,920
Unrestricted Assets	68,665	61,201	46,944	55,565	45,384	56,524	42,052	61,278	105,546	63,228	51,291	69,964	51,003	54,011	48,144	51,960	60,600	161,532	197,607	208,885
Total Current Assets	361,976	284,755	274,084	311,418	223,867	304,026	341,756	333,733	313,143	312,638	384,280	362,671	323,395	430,146	387,636	338,245	675,948	688,806	663,816	702,171
Percent Unrestricted	18.97%	21.49%	17.13%	17.84%	20.27%	18.59%	12.30%	18.36%	33.71%	20.22%	13.35%	19.29%	15.77%	12.56%	12.42%	15.36%	8.97%	23.45%	29.77%	29.75%
Months of Unrestricted	1.21	1.08	0.83	0.98	0.85	1.06	0.79	1.09	1.75	1.05	0.68	0.93	0.69	0.73	0.65	0.70	0.73	1.95	2.38	2.52
Months of Total	6.37	5.01	4.82	5.48	4.21	5.72	6.43	5.96	5.20	5.19	5.13	4.84	4.35	5.79	5.22	4.55	8.15	8.31	8.01	8.47



KEJC Recent Fundraising Effort

2020

2019 Source	For	Status	Requested	Awarded	% Awarded
Bluegrass Community Foundation	Immigration	Awarded	15,000	15,000	100%
Catholic Diocese of Lexington	Immigration	Awarded	8,630	8,630	100%
Center for Responsible Lending	Consumer	Awarded	-	7,500	100%
Community Farm Alliance Double Dollars	Public Benefits	Awarded	25,000	25,000	100%
Elhapa Foundation	General Support	Awarded	-	30,000	100%
Fayette County Bar Foundation	Immigration	Awarded	7,695	5,000	65%
Foundation for a Healthy Kentucky Boots	Health Outreach	Awarded	50,000	50,000	100%
Good Giving Challenge	General Support	Completed	35,000	50,827	145%
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%
HHCK Housing Response	Housing	Awarded	7,500	3,000	40%
Holiday Donations 12/1 to 1/31	General Support	Completed	15,000	64,325	429%
Kentucky Bar Foundation	Immigration	Denied	12,110	-	0%
KCEP Safety Net Initiative	Public Benefits	Awarded	50,000	50,000	100%
Kentucky Civic Engagement Table	Communications	Awarded	8,120	8,120	100%
Kentucky Gives Day	General Support	Completed	3,000	4,221	141%
MAZON Emerging Advocacy	Hunger Advocacy	Awarded	64,712	69,712	108%
MAZON Rapid Response	Public Benefits	Awarded	7,100	7,100	100%
Paycheck Protection Program	Payroll and Rent	Loaned	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	Awarded	213,095	213,095	100%
Total 2020			\$1,032,374	\$1,121,942	109%
2011-2020			\$5,263,907	\$5,009,437	95%

Coming Up

VOCA	Immigration	Planning	215,000		0%
Subtotal			\$215,000	\$0	\$0



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

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

Memorandum

DATE: April 15, 2021
TO: Kentucky Equal Justice Center Board
FROM: Rich Seckel, Director
RE: Financial Report through March 2021

The following financial reports are attached:

Profit and Loss Budget Overview FY 2021: anticipates a loss of \$175,438 offset primarily by \$170,000 in advance Public Welfare Foundation funds.

Profit and Loss through March 31: shows a loss of -\$59,159 compared to the expected loss of -\$119,582—a positive variance of \$60,423 including Vanguard brokerage gains.

Balance Sheet as of March 31: shows Total Current Assets of \$643,245, down from \$702,171, on December 31 but up 178.55% from \$230,929 on March 31, 2020.

Income and Expense Charts: 85.01% of spending was payroll. 53.58% of income was from grants.

Carryover Prediction

Total Current Assets December 31, 2020	\$702,171
Plus budgeted gain for the year	-\$175,438
Projected Current Assets December 31, 2021	\$526,733

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
Audited	12/31/19	\$204,465
Estimated	12/31/20	\$208,885
Estimated	3/31/21	\$241,345

KEJC Unrestricted Fund Balance

3/31/21

	Balance
Total Current Assets	643,245.24
Restricted Funds	
BGCF Citizenship	14,230.52
CLASP Protecting Immigrant Families	14,695.08
Community Farm Alliance	-2,677.55
Elhapa Foundation	23,157.46
Fayette County Bar Foundation	4319.65
Foundation for a Healthy KY Boots	298.01
Health Law Fellowship	6,192.94
Health Gains Communications	0
Kentucky Bar Foundation	0
KCEP Solidarity Giving	31.37
KCEP Safety Net Initiative	18,420.96
KCET Civic Engagement	5,900.77
Louisville Bar Foundation	0
Mason Fund for Maxwell Street	126,335.02
MAZON Food Justice	22,737.46
MAZON Rapid Response	4,318.38
NHeLP Health Law Defense	0.00
Paycheck Protection Program	7,892.29
Public Welfare Foundation	157,572.00
United Way of the Bluegrass	2,467.06
Total Restricted	405,891.42
Subtotal Unrestricted	237,353.82
Obligated Funds	
Client Trust	5,911.00
Client Funds	1,920.00
Undistributed Attorneys Fees	3,991.00
Total Unrestricted	241,344.82

Kentucky Equal Justice Center Profit & Loss Budget Overview January through December 2021

	<u>Jan - Dec 21</u>
Ordinary Income/Expense	
Income	
Grants	577,805.00
In-kind Contributions	20,400.00
Miscellaneous Income	18,000.00
Other Donations	93,600.00
Program Income	180,000.00
Program Services	32,200.00
Total Income	<u>922,005.00</u>
Expense	
Audit	4,815.00
Capital Additions	4,500.00
Case Management	5,815.68
Consultants	18,100.00
Contract Labor	6,880.00
Dues	4,617.50
Equipment Rental	4,782.16
Insurance	7,640.00
Library	2,380.00
Litigation expense	3,840.00
Miscellaneous	1,680.00
Office Supplies	9,960.00
Payroll Expenses	903,064.78
Postage and Delivery	4,860.00
Printing and Reproduction	6,156.00
Professional Fees	300.00
Rent	50,400.00
Repairs	720.00
Task Forces and Meetings	5,040.00
Telephone	15,647.52
Travel	36,424.00
Total Expense	<u>1,097,622.64</u>
Net Ordinary Income	-175,617.64
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>-175,437.64</u></u>

Kentucky Equal Justice Center
Profit & Loss
January through March 2021

	<u>Jan - Mar 21</u>
Ordinary Income/Expense	
Income	
Grants	105,901.99
In-kind Contributions	986.00
Other Donations	43,799.07
Program Income	45,000.00
Program Services	50.00
Total Income	<u>195,737.06</u>
Expense	
Case Management	3,519.98
Consultants	7,062.50
Contract Labor	1,000.00
Dues	1,708.35
Equipment Rental	771.47
Insurance	5,394.31
Library	437.00
Litigation expense	703.25
Office Supplies	2,195.03
Payroll Expenses	218,313.65
Postage and Delivery	924.04
Printing and Reproduction	1,889.25
Rent	8,486.00
Telephone	3,137.08
Travel	1,278.87
Total Expense	<u>256,820.78</u>
Net Ordinary Income	-61,083.72
Other Income/Expense	
Other Income	
Interest Income	4.88
Other Income	1,920.03
Total Other Income	<u>1,924.91</u>
Net Other Income	<u>1,924.91</u>
Net Income	<u><u>-59,158.81</u></u>

Kentucky Equal Justice Center
Profit & Loss Budget vs. Actual
January through March 2021

	<u>Jan - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Grants				
Catholic Diocese of Lexington	2,158.00	2,000.00	158.00	107.9%
CLASP PIF	15,000.00	3,750.00	11,250.00	400.0%
Community Farm Alliance VHK	30,000.00			
Fayette County Bar Foundation	6,000.00	0.00	6,000.00	100.0%
Restricted	0.00	15,250.00	-15,250.00	0.0%
United Way of the Bluegrass	0.00	3,000.00	-3,000.00	0.0%
Unrestricted	0.00	4,200.00	-4,200.00	0.0%
VOCA Justice Cabinet	52,743.99	53,273.25	-529.26	99.01%
Total Grants	<u>105,901.99</u>	<u>81,473.25</u>	<u>24,428.74</u>	<u>129.98%</u>
In-kind Contributions	986.00	5,100.00	-4,114.00	19.33%
Other Donations	43,799.07	13,650.00	30,149.07	320.87%
Program Income	45,000.00	45,000.00	0.00	100.0%
Program Services	50.00	8,050.00	-8,000.00	0.62%
Total Income	<u>195,737.06</u>	<u>153,273.25</u>	<u>42,463.81</u>	<u>127.71%</u>
Expense				
Capital Additions	0.00	1,125.00	-1,125.00	0.0%
Case Management	3,519.98	0.00	3,519.98	100.0%
Consultants	7,062.50	4,525.00	2,537.50	156.08%
Contract Labor	1,000.00	1,720.00	-720.00	58.14%
Dues	1,708.35	1,154.37	553.98	147.99%
Equipment Rental	771.47	1,195.54	-424.07	64.53%
Insurance	5,394.31	6,020.00	-625.69	89.61%
Library	437.00	595.00	-158.00	73.45%
Litigation expense	703.25	960.00	-256.75	73.26%
Miscellaneous	0.00	420.00	-420.00	0.0%
Office Supplies	2,195.03	2,490.00	-294.97	88.15%
Payroll Expenses	218,313.65	222,883.46	-4,569.81	97.95%
Postage and Delivery	924.04	1,215.00	-290.96	76.05%
Printing and Reproduction	1,889.25	1,539.00	350.25	122.76%
Rent	8,486.00	12,600.00	-4,114.00	67.35%
Repairs	0.00	180.00	-180.00	0.0%
Task Forces and Meetings	0.00	1,260.00	-1,260.00	0.0%
Telephone	3,137.08	3,911.88	-774.80	80.19%
Travel	1,278.87	9,106.00	-7,827.13	14.04%
Total Expense	<u>256,820.78</u>	<u>272,900.25</u>	<u>-16,079.47</u>	<u>94.11%</u>
Net Ordinary Income	-61,083.72	-119,627.00	58,543.28	51.06%
Other Income/Expense				
Other Income				
Interest Income	4.88	45.00	-40.12	10.84%
Other Income	1,920.03			
Total Other Income	<u>1,924.91</u>	<u>45.00</u>	<u>1,879.91</u>	<u>4,277.58%</u>
Net Other Income	<u>1,924.91</u>	<u>45.00</u>	<u>1,879.91</u>	<u>4,277.58%</u>
Net Income	<u><u>-59,158.81</u></u>	<u><u>-119,582.00</u></u>	<u><u>60,423.19</u></u>	<u><u>49.47%</u></u>

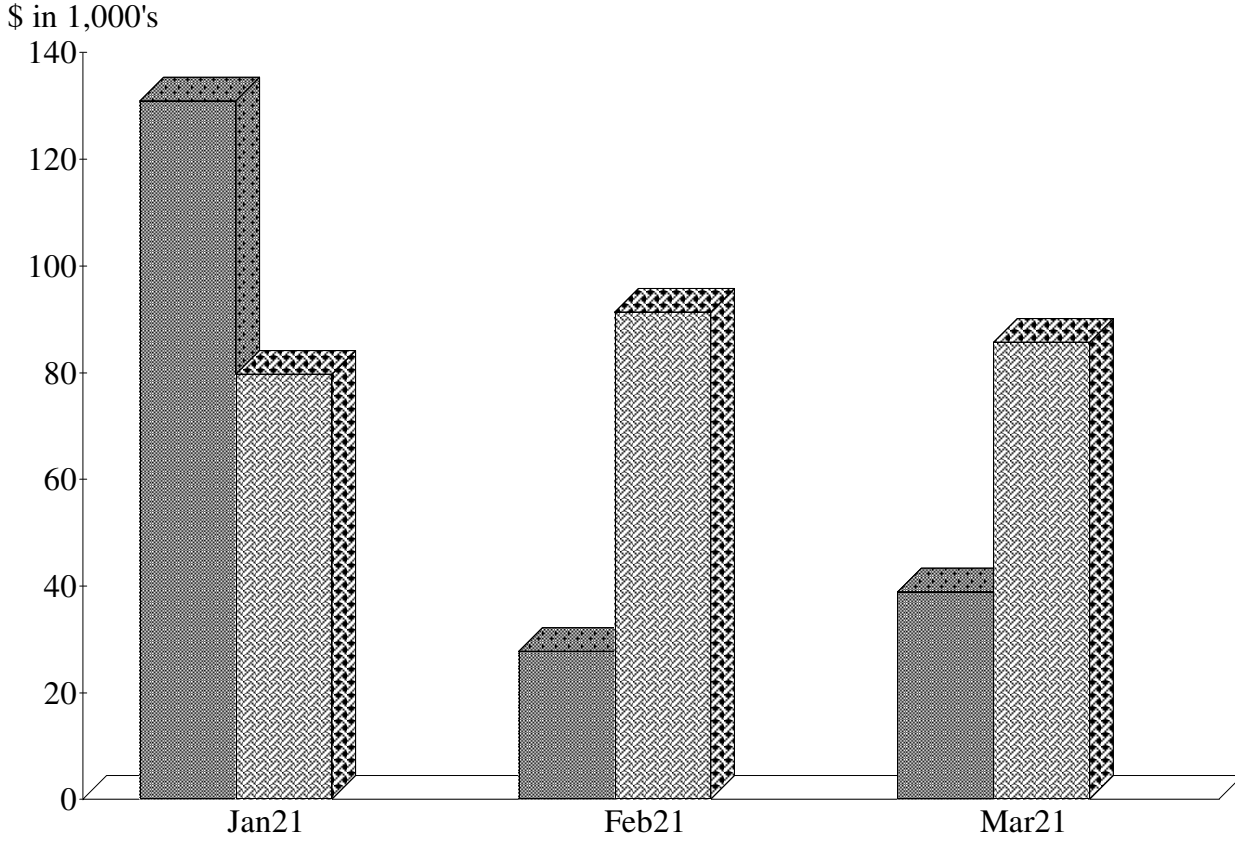
Kentucky Equal Justice Center
Balance Sheet
As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	360,347.35
Chase IOLTA	3,620.00
Chase Savings	100,243.03
Vanguard Brokerage	<u>126,335.02</u>
Total Checking/Savings	590,545.40
Accounts Receivable	
Accounts Receivable	<u>52,699.84</u>
Total Accounts Receivable	<u>52,699.84</u>
Total Current Assets	643,245.24
Other Assets	
Accumulated Depreciation - Comp	-53,307.98
Computer and Phone Equipment	60,356.60
Rental Deposit	<u>715.00</u>
Total Other Assets	<u>7,763.62</u>
TOTAL ASSETS	<u><u>651,008.86</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>-245.00</u>
Total Accounts Payable	-245.00
Other Current Liabilities	
Client Trust Funds	5,911.00
Direct Deposit Liabilities	172.97
Payroll Liabilities	<u>2,410.06</u>
Total Other Current Liabilities	<u>8,494.03</u>
Total Current Liabilities	8,249.03
Long Term Liabilities	
Accrued leave	<u>38,591.90</u>
Total Long Term Liabilities	<u>38,591.90</u>
Total Liabilities	46,840.93
Equity	
Opening Bal Equity	52,900.79
Retained Earnings	412,788.59
Temporarily Restricted Net Asse	197,637.36
Net Income	<u>-59,158.81</u>
Total Equity	<u>604,167.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>651,008.86</u></u>

Kentucky Equal Justice Center
Balance Sheet Prev Year Comparison
As of March 31, 2021

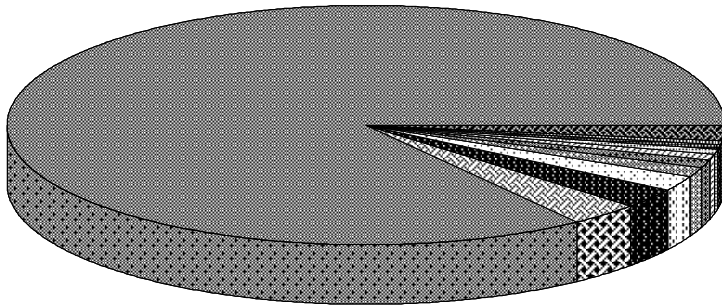
	<u>Mar 31, 21</u>	<u>Mar 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Chase Checking	360,347.35	13,602.73	346,744.62	2,549.08%
Chase IOLTA	3,620.00	3,620.00	0.00	0.0%
Chase Savings	100,243.03	100,220.85	22.18	0.02%
Vanguard Brokerage	126,335.02	66,700.81	59,634.21	89.41%
Total Checking/Savings	<u>590,545.40</u>	<u>184,144.39</u>	<u>406,401.01</u>	<u>220.7%</u>
Accounts Receivable				
Accounts Receivable	52,699.84	46,784.87	5,914.97	12.64%
Total Accounts Receivable	<u>52,699.84</u>	<u>46,784.87</u>	<u>5,914.97</u>	<u>12.64%</u>
Total Current Assets	<u>643,245.24</u>	<u>230,929.26</u>	<u>412,315.98</u>	<u>178.55%</u>
Other Assets				
Accumulated Depreciation - Comp	-53,307.98	-50,781.40	-2,526.58	-4.98%
Computer and Phone Equipment	60,356.60	57,623.63	2,732.97	4.74%
Rental Deposit	715.00	715.00	0.00	0.0%
Total Other Assets	<u>7,763.62</u>	<u>7,557.23</u>	<u>206.39</u>	<u>2.73%</u>
TOTAL ASSETS	<u>651,008.86</u>	<u>238,486.49</u>	<u>412,522.37</u>	<u>172.98%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	-245.00	2,000.00	-2,245.00	-112.25%
Total Accounts Payable	<u>-245.00</u>	<u>2,000.00</u>	<u>-2,245.00</u>	<u>-112.25%</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	2,410.06	735.76	1,674.30	227.56%
Total Other Current Liabilities	<u>8,494.03</u>	<u>6,819.73</u>	<u>1,674.30</u>	<u>24.55%</u>
Total Current Liabilities	<u>8,249.03</u>	<u>8,819.73</u>	<u>-570.70</u>	<u>-6.47%</u>
Long Term Liabilities				
Accrued leave	38,591.90	38,591.90	0.00	0.0%
Total Long Term Liabilities	<u>38,591.90</u>	<u>38,591.90</u>	<u>0.00</u>	<u>0.0%</u>
Total Liabilities	<u>46,840.93</u>	<u>47,411.63</u>	<u>-570.70</u>	<u>-1.2%</u>
Equity				
Opening Bal Equity	52,900.79	52,900.79	0.00	0.0%
Retained Earnings	412,788.59	71,139.92	341,648.67	480.25%
Temporarily Restricted Net Asse	197,637.36	197,637.36	0.00	0.0%
Net Income	-59,158.81	-130,603.21	71,444.40	54.7%
Total Equity	<u>604,167.93</u>	<u>191,074.86</u>	<u>413,093.07</u>	<u>216.19%</u>
TOTAL LIABILITIES & EQUITY	<u>651,008.86</u>	<u>238,486.49</u>	<u>412,522.37</u>	<u>172.98%</u>

Income and Expense by Month
January through March 2021



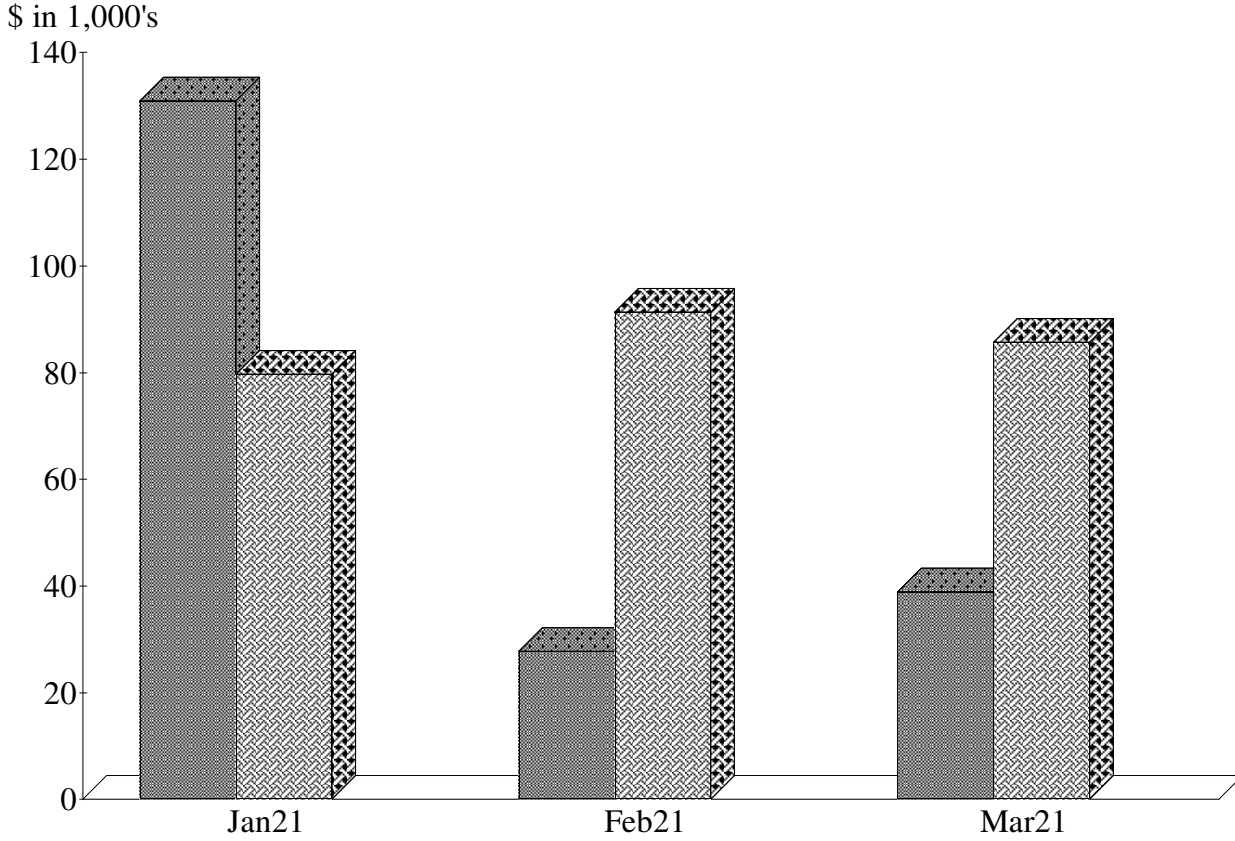
Expense Summary
January through March 2021

Payroll Expenses	85.01%
Rent	3.30
Consultants	2.75
Insurance	2.10
Case Management	1.37
Telephone	1.22
Office Supplies	0.85
Printing and Reproduction	0.74
Dues	0.67
Travel	0.50
Other	1.49
Total	\$256,820.78



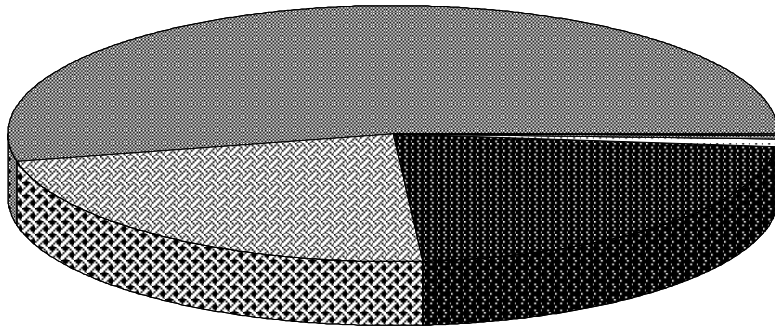
By Account

Income and Expense by Month
January through March 2021



Income Summary
January through March 2021

Grants	53.58%
Program Income	22.77
Other Donations	22.16
Other Income	0.97
In-kind Contributions	0.50
Program Services	0.03
Interest Income	0.01
Total	\$197,661.97

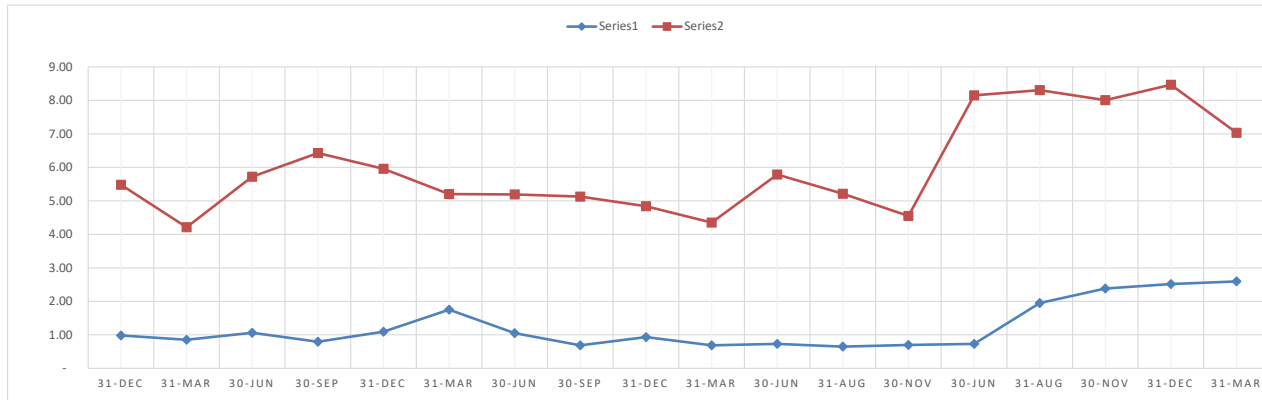


By Account

Months of Reserves 2016-2021

Restricted and Unrestricted

	2016				2017				2018				2019				2020				2021
	31-Mar	30-Jun	30-Nov	31-Dec	31-Mar	30-Jun	30-Sep	31-Dec	31-Mar	30-Jun	30-Sep	31-Dec	31-Mar	30-Jun	31-Aug	30-Nov	30-Jun	31-Aug	30-Nov	31-Dec	31-Mar
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	82,920	82,920	82,920	91,469
Unrestricted Assets	68,665	61,201	46,944	55,565	45,384	56,524	42,052	61,278	105,546	63,228	51,291	69,964	51,003	54,011	48,144	51,960	60,600	161,532	197,607	208,885	237,354
Total Current Assets	361,976	284,755	274,084	311,418	223,867	304,026	341,756	333,733	313,143	312,638	384,280	362,671	323,395	430,146	387,636	338,245	675,948	688,806	663,816	702,171	643,245
Percent Unrestricted	18.97%	21.49%	17.13%	17.84%	20.27%	18.59%	12.30%	18.36%	33.71%	20.22%	13.35%	19.29%	15.77%	12.56%	12.42%	15.36%	8.97%	23.45%	29.77%	29.75%	36.90%
Months of Unrestricted	1.21	1.08	0.83	0.98	0.85	1.06	0.79	1.09	1.75	1.05	0.68	0.93	0.69	0.73	0.65	0.70	0.73	1.95	2.38	2.52	2.59
Months of Total	6.37	5.01	4.82	5.48	4.21	5.72	6.43	5.96	5.20	5.19	5.13	4.84	4.35	5.79	5.22	4.55	8.15	8.31	8.01	8.47	7.03



KEJC Recent Fundraising Effort

2021

2019 Source	For	Status	Requested	Awarded	% Awarded
Catholic Diocese of Lexington	Immigration	Pending	9,120		0%
Foundation for a Healthy Kentucky Boots	Health Outreach	Pending	50,000	50,000	100%
Francis Hollis Brain Foundation	Immigration Fees	Pending	5,940		0%
Health Law Fellowship Healthy Kentucky	Health Advocacy	Pending	45,000	45,000	100%
Health Law Fellowship Interact	Health Fellowship	Pending	45,000		0%
Kentucky Bar Foundation	Immigration	Pending	11,730		0%
Kentucky Gives Day	General Support	Planning	3,600		0%
Louisville Bar Foundation	Housing	Pending	11,890		0%
MAZON Emerging Advocacy	Food Justice	Planning	69,712		0%
United Way of the Bluegrass I	Immigration	Pending	24,892		0%
United Way of the Bluegrass II	Outreach	Pending	12,118		0%
Total 2020			\$289,002	\$95,000	33%

Coming Up

James Graham Brown Foundation	General Support	Discussions	240,000		0%
Kentucky Housing Corporation	Housing	Discussions	210,000		0%
VOCA	Immigration	Planning	215,000		0%
Total			\$665,000		\$0

Two Transformations for Housing Stability Services in Kentucky

- 1. By expanding support for Kentucky's legal aid programs, every Kentuckian facing eviction will have an attorney if they want one for the next four years**
 - \$500,000/year for the four legal aid programs (\$2 million/year total) will allow legal aid programs to hire the outreach/intake personnel, paralegals, and attorneys necessary to assist people applying for rental assistance while defending evictions in district courts across the state
 - Programs will maintain data and case information to show the human and financial benefits of providing counsel to everyone facing eviction
- 2. KEJC will build direct assistance infrastructure that will endure beyond ARPA funding by developing a Coordination Center in partnership with community organizations, government agencies, and the legal aid programs**
 - Using a Kynector model, we will expand outreach to Kentuckians eligible for rental assistance by investing (via subgrants) in outreach-oriented community organizations already assisting Kentuckians who need to enroll in or maintain public benefits like Medicaid, SNAP, public housing, etc.
 - The idea is to leverage the opportunity to distribute hundreds of millions of dollars in rental and utility assistance to work more holistically with Kentuckians, to stabilize their housing, but also provide information and assistance addressing other legal, financial, personal challenges they're facing.
 - KEJC will provide back-end technical and legal assistance to community partners and build apps and processes to allow legal aid staff, community health workers, outreach workers, and community partners with credible, timely resources, assistance, and case management across a broad spectrum of legal and financial needs.
 - This portion of the work contemplates an investment of \$2,000,000/year with approximately \$1.1 million being distributed to subgrantees for housing stability services including outreach, rental assistance/housing navigation, and wraparound services.

Link to [Draft Budget](#)

Kentucky Equal Justice Center

Board Meeting Dates

Proposed Schedule 2021

- | | | |
|----------------|----------|----------------|
| • April 9 | Friday | Board Meeting |
| • July 15 | Thursday | Board Meeting |
| • September 24 | Friday | Board Meeting |
| • December 16 | Thursday | Annual Meeting |

Kentucky Equal Justice Center

April 20, 2021

Staff Report Highlights

Food Justice — Tyler Offerman

- **General Assembly offense:** Much of the first quarter of 2021 was focused on the General Assembly. On the offensive, our main legislative task was to help secure the passage [HB 497](#), which contained the repeal of the SNAP drug felony ban. We were successful and the bill will become law. Over 50 groups signed a [letter](#) supporting the measure.
- **General Assembly defense:** On the defensive, our main task was to stop the passage of [SB 65](#), which would have reinstated a Bevin-era child support arrearages ban in SNAP. While we were unsuccessful in stopping the bill, we managed to secure a guarantee from the Beshear administration to implement it in such a way as to moderate its impact, especially on households with children.
- **New food policy network:** We continue to do the long-haul work with the Kentucky Center for Economic Policy, Community Farm Alliance, and Feeding KY to build strong and sturdy coalitioning spaces among farmer advocates, feeding organizations, policy advocates, and legal-aid programs. These efforts coalesced with the launch of the [Kentucky Food Policy Network](#) toward the end of 2020. The Network has undertaken several efforts:
 - Drafting a white paper on policy solutions to incentivize the purchase of Kentucky-grown foods by large public institutions
 - Researching food home delivery models and ways to support regional implementation
 - Strengthening the Farm to School Program
- **National SNAP hold-harmless policy:** KEJC contributes to a national workgroup convened by the Center on Budget and Policy Priorities to lobby the Biden administration to issue nation-wide “hold harmless” guidance. The guidance that would allow states to waive non-IPV SNAP overpayments that occurred during the COVID-19 pandemic.

Impact Litigation and Advocacy — Ben Carter

- KEJC filed a [lawsuit challenging](#) the constitutionality of Jefferson County District Court’s eviction processes; still pending. Jefferson District Court has made some positive changes to its processes that we hope other district courts will adopt. We continue to work with community partners to build outreach and capacity and tailor eviction processes to the moment.

- [We won a Motion to Certify a Class](#) in our federal litigation challenging the constitutionality of UK Healthcare and the Department of Revenue's medical debt collection practices. All credit to past Health Law Fellow Betsy Stone and co-counsel National Center for Law and Economic Justice for making the case and writing outstanding briefs for Judge Van Tatenhove on the issue of class certification. We are bringing in additional pro bono co-counsel from national firm Bradley to fill the gap left by Betsy's departure.

Maxwell Street Legal Clinic — Leah Engle

- **Maxwell Street welcomed two new staff members this winter!**
 - **Immigration Attorney:** Angela Rojas is our new staff attorney. Angela is a 2016 graduate of the University of Louisville Brandeis School of Law. Prior to joining our office, Angela was an Assistant County Attorney with the Jefferson County Attorney's Office. We're excited to have her criminal law experience on staff, given the frequent intersection of immigration and criminal law.
 - **VOCA Legal Assistant:** Ethan Sharp is our new VOCA legal assistant. He studied Latin American history and folklore at Indiana University, and has experience living and working in Venezuela and Mexico. He has worked as a grant writer and manager for universities and nonprofits in Indiana, Texas, and Kentucky.

Angela and Ethan are both bilingual in English and Spanish. We're excited to have them join us!

- **DACA initial:** Starting in December 2020, we were once again able to file initial DACA applications. The court ordered full restoration of the [DACA program](#) in December. On the first day of the Biden administration, officials announced their commitment to the DACA program. We currently have 29 initial and 24 renewal DACA cases active.
- **RADIOLEX guest spots:** We've continued our monthly bilingual immigration update with RADIOLEX. See our December show on DACA at the link above. More recently:
 - In February, we discussed [changes in immigration law and policy](#) at the start of the Biden administration.
 - In March, we covered [Venezuelan Temporary Protected Status](#) (TPS) and the end of Trump's public charge rule.

In April, we covered TPS for Syria and Myanmar and notario fraud. (Don't take legal advice from TikTok!) As a bonus, we were on the KEJC radio show talking about public charge with Miranda.

Outreach — Miranda Brown

- **KEJC RADIOLEX show:** Miranda aired three new radio episodes in English and Spanish, covering:
 - [Domestic Violence Support](#)
 - [Taxes, Stimulus Payments, and Tax Credits](#)
 - [HIV/AIDS Prevention and Resources](#)

The programs feature Diane Fleet of GreenHouse17, Katie Raney of United Way of the Bluegrass's CKEEP tax assistance program, and Shannon French of the Kentucky Department for Public Health, respectively.

- **Enrollment Assistance:** Miranda helped 26 new individuals and families with health coverage. Clients successfully enrolled in Medicaid and Marketplace coverage, but also in Presumptive Eligibility Medicaid, Emergency Time Limited Medicaid, and Medicare Savings Programs. One client enrolled in Home and Community Based Services. Seven enrollment clients came from New Life Day Center, where we restarted biweekly outreach in mid-December. Miranda stays safe behind plexiglass and has distributed hundreds of free kynect masks to Day Center participants.
- **Advocacy Feedback Loop**
 - **kynect consent form:** Miranda suggested more accessible language for the new kynector consent statement on kynect.ky.gov. KHBE is considering her proposed revisions.
 - **Language access:** Miranda represents KEJC in bimonthly meetings of the Consumer Rights and Client Needs Technical Advisory Committee (TAC). At meetings, she raised concerns about the PE Medicaid form no longer being publicly available online in Spanish and about public charge language in the kynect application. Advocates on the committee recommended that:
 - DMS ensure that the PE Medicaid application be available in English and Spanish in all locations online including kynect, DMS's website, and the Governor's COVID-19 website.
 - DMS engage the Consumer TAC in selecting and monitoring hospital quality measures for the direct payment program.
 - **Race and ethnicity data:** In ThriveKY's quarterly forum with CHFS, advocates surfaced issues on marketing COVID-19 vaccines and collecting accurate race and ethnicity data. CHFS officials welcomed input. Miranda worked with staff of Kentucky Voices for Health and the Housing and Homeless Coalition of Kentucky to research and compile guidance on how to ask about race and ethnicity in a Medicaid application without alienating or confusing applicants of diverse backgrounds.

- **DSH flyer reborn:** Rich, Betsy, and Miranda finalized text and design for a [new flyer on healthcare financial assistance](#) that addresses needs and concerns of undocumented and uninsured immigrants.
- **Have you noticed?** Rich and Miranda continue to participate in weekly Notice Improvement Project Zoom meetings with CHFS. We workshopped SNAP, KI-HIPP, and Medicaid renewal notices, adding a checklist at the end to help applicants keep track of renewal steps.
- **Lexington Wage Claim Clinic:** Miranda assisted four new claimants with letters demanding a total of \$53,475 in wrongly unpaid wages. Our workers' rights team worked with U of L law student Jessie Lindimore to develop an app to help unpaid and underpaid workers to create their own demand letters. Jessie is tweaking the app before launch and a UK volunteer will translate it into Spanish.

Resource Organizer — Raaziq El-Amin

- **CRM:** We're aiming to heighten donor engagement in a variety of ways. A significant addition will be a new Donor Management System. We started with seven different systems and have begun to narrow the list. This tool will help us strengthen our connections with current supporters and with new donors by integrating our internal software to keep information updated across the board. We can expect more timely and personalized communications thanks to the advanced engagement-tracking capabilities of the systems.
- **KY Gives Day** is May 11th, so we're gearing up to reach supporters by showing them how impactful their donations are. Two techniques we're implementing this year are a short video and donation levels, both of which will show up on our profile. The video will show multiple supporters sharing about why they give. The donation levels will attach amounts to specific activities that are necessary to achieve our mission.
- **Workers' Rights Town Hall:** For the past few months, we've concentrated on how to increase support for the Workers' Rights program. We're planning an event similar to the town halls we had last summer, but this one will aim to connect with new folx. We'll encourage everyone to invite their personal networks, and we'll send special invites to funders.

Director — Rich Seckel

- **Health Policy Award:** Rich was honored to accept the second annual Gil Friedell Memorial Health Policy Award from the Foundation for a Healthy Kentucky. Dr. Friedell was a champion of community-based solutions to health care. He helped launch the Kentucky Homeplace Program. The award came with a \$5,000 prize. Rich designated it for KEJC.
- **Child Support Guardrail:** Rich successfully proposed an amendment to [HB 404](#) on child support guidelines to add a guardrail for visitation-related downward adjustments in support.

The amendment, adopted in Senate committee, would bar the adjustments for children receiving public assistance, including Medicaid, KCHIP, SNAP and KTAP. It was based on a provision included by Senator Westerfield in an earlier bill.

- **Notice the impact?** It's taking upwards of two hours a week, but it looks like it's worth it. Preliminary data from the CHFS Notice Improvement Project show a 13.98% decrease in Kentuckians losing benefits for failure to Respond to Requests for Information. Compiled by Deloitte, the [data compared cutoffs](#) in December with the old notices with cutoffs in February when the new notices were in use.
 - The 13.98% decrease translates to about 4,000 fewer Kentuckians losing SNAP, Medicaid, KTAP and childcare assistance for failure to act on RFIs in a single month. Annualized the figure would be 48,000 fewer Kentuckians cut off for failure to respond.