Equal Justice Authority Board
Minutes Board Meeting
April 7, 2025

. Welcome
   a. The meeting was convened at 5:03pm by board chair Matt Baca and conducted via Zoom.
   a. The following board members and staff were present:
      1. Lauren Peach, Matt Baca, Cesar Jimenez, Toni-Anne Nunez, AJ Esser, Charlie Willman, Renzo Reategui, Emo Overall, and Elise Bechthold.
   a. No members of the public were present.
. Approval of Minutes
   a. Toni-Anne made a motion to approve the minutes and Charlie seconded. The minutes of the March 31, 2025, board meeting were approved with no changes.
. Committee Updates
   a. Rubric/Formula
      1. The board discussed whether the rubric would be publicly released. The group decided it would be best to bolster the information in the application guide in order support an understanding of the criteria and follow suit of similar grant models that do not make the rubric public. The board decided it would be beneficial to ask for feedback after the application process, to best support developing any changes to next year's rubric.
      2. The board finalized the rubric and funding formula as it currently stands. Matt suggested that Elise create an additional tab on the scoring spreadsheet to support determining percentiles.
   a. Application
      1. Toni-Anne suggested that the board discuss the role of non-501(c)(3) organizations who may apply with a 501(c)(3) fiscal agent. The board discussed the statute and its intent, ultimately determining they would agree to consider this scenario. To better understand the applicant's eligibility, they suggested adding a text box to the application that allows explanation for any fiscal sponsor or fiscal agent relationship.
      2. The board discussed the role of U.S. HHS's 2025 federal poverty data as the table to utilize for the required income screening versus using the Colorado Chief Justice Directive 98-01 from April 2024. As the HHS link will likely stay active and has the most up-to-date numbers, the board agreed to use this threshold. Elise suggested she add the 250% income threshold table to the application guide for easy access for applicants and the board agreed.
      3. The board discussed if there is a statutory requirement to request a non-discrimination policy. The board determined there is not a state requirement, and they will not request this document from applicants.
      4. The board discussed the language regarding FTEs in criterion two. The board decided to replace the current language with Renzo's suggested re-wording to ensure the question is clearer.

5. The board discussed the difference between brief service & direct representation in criterion three. They decided to change "Direct Representation" to "Full Representation," and delete the second sentence under "Direct Representation."
6. The board discussed the definition of "rural" and decided to utilize the State of Colorado's Department of Local Affairs definition listed on the state website.
7. The board discussed the financial document requirements, specifically regarding the year-end income and expense statement. Cesar suggested that any concerns can be mitigated through the grant Terms & Conditions. The board decided to keep the financial documentation requirement this year and re-evaluate the requirement for next year.
8. The board discussed the signing authority and determined whoever fills out the application for the organization should be the signatory.

a. Application Guide
   1. The board approved of the important dates listed on page one.
   2. The board discussed unspent funding but did not come to a conclusion. This will be discussed at the next meeting.
   3. The board agreed to send all comments on this document to Elise by close of business on Thursday, April 10.

a. Recusal Policy
   1. No discussion.

a. Grant Award Letter/Terms & Conditions
   1. No discussion.

. Open Discussion
   1. Webinar Information Sessions
      1. Elise sent calendar invite holds to all board members for two dates. The board will determine who will host these sessions at the next meeting.
   2. Next Meeting
      1. The next meeting will be at 4pm on Monday, April 14.
      2. Elise will send a calendar invite with an updated Zoom link for Mondays at 4pm, now through early July.

. Adjournment
   a. The meeting was adjourned at 6:00pm.