

Equal Justice Authority Board
Minutes Board Meeting
May 5, 2025

- . Welcome
 - . The meeting was convened at 4:01pm by board chair Matt Baca and was conducted via Zoom.
 - . The following board members and staff were present:
 - 1. Matt Baca, Cesar Jimenez, Toni-Anne Nunez, Charlie Willman, Allison Esser, Renzo Reategui, Lauren Peach, and Elise Bechthold (staff).
 - . No members of the public were present.
 - a. Matt announced that the meeting will end by 4:45pm to prepare for the Grant Information Session that begins at 5:00pm.
- . Approval of Minutes
 - . Charlie made a motion to approve the minutes and Toni-Anne seconded. The minutes of the April 21, 2025, board meeting were approved with no changes.
- . Insurance Update
 - 1. Coverage quotes are in the shared folder for board member access and review. Charlie spoke with the broker, and she said the premium may be slightly reduced if the board created additional policies. However, due to the time sensitive nature and importance of purchasing insurance coverage, the board agreed to move forward with all three the insurance coverage quotes as-is and address additional policies in the future. Charlie will follow up with the insurance broker tomorrow.
 - 2. Charlie updated the board about adding ACH services, that includes a monthly fee of \$10, to the EJA bank account.
- I. Staff Update
 - 1. Elise notified the board that three grant applications have been received so far.
 - 2. Finances
 - 1. The primary spreadsheet is updated with interest accrual through March.
 - 2. Elise will retrieve and deposit the next round of checks on Monday, May 12.
 - 3. Elise has been working with Charlie and Emo on setting up ACH services and working on secure methods to collect info from grantees. She will update the board at the next meeting.
 - 3. Elise & Charlie met with staff from the State Court Administrator's Office (SCAO) on April 29th. Updates are as follows:
 - 1. Documentation: Staff recommended Elise & Charlie follow up with judicial districts who are not sending documentation and request it. They felt it was a fair and reasonable request to ask for this documentation.
 - 2. ACH Options: This will be the responsibility of EJA to set up with each judicial district who uses this as an option. After discussion, it was decided that Elise should reach out to each judicial district and cc Charlie and the SCAO email address, so each judicial contact knows this is a legitimate request.

3. Judicial Contact Info: SCAO staff are working on the judicial contact list for EJA and will send it as soon as it is complete.
4. Shared Spreadsheet: The SCAO sent a spreadsheet in April that gave the total expected revenue EJA should have received for the first 3 months. Elise & Charlie cross-referenced this spreadsheet with the EJA spreadsheet as checks & balances on the funding received. SCAO staff shared that their spreadsheet is informed by the same system that generates ICON documentation.
4. Elise received a question from a nonprofit organization regarding the grant application. The potential applicant inquired about eligibility based on their role in the referral process for legal services. The board requested that Elise draft a response and send it to Matt, prior to replying. The draft should include two follow-up questions on meeting the eligibility requirement of providing services to individuals who are at or below 250% of the poverty threshold and if they are a referral source or provide representation and advice themselves.
5. Elise received a question from Colorado Legal Services (CLS). Matt stated that due to the conflict of interest relating to his role as Executive Director of CLS, he recused himself and signed off of the meeting. Pursuant to the board's recusal policy, Vice Chair Toni-Anne Nunez took the lead in the meeting.
 1. Toni-Anne reviewed the recusal policy with the board. The board members all agreed that Matt had a conflict of interest. Toni-Anne stated that he disclosed that conflict of interest to her and in the public meeting, then fully exited the virtual meeting.
 2. Elise reviewed the question she received from the CLS Grants Manager regarding what documentation the EJA Board would like from CLS regarding their funding.
 3. Toni-Anne shared that she checked the statute and CLS is not required to submit an application; rather, they will receive the statutorily required amount. CLS is, however, subject to the same reporting requirements as other awardees. The board agreed.
 4. Toni-Anne emailed Matt to invite him back to the board meeting. Matt rejoined the virtual meeting.
 5. Toni-Anne informed Matt that the board discussed his recusal and agreed there was a conflict of interest. She informed him that the board decided CLS does not have to submit an application but is subject to grant reporting requirements. Elise will follow up with the CLS Grants Manager to relay this decision.
- . Grant Deliverables
 1. Draft Award Letter/Terms & Conditions
 1. Judge Esser asked about the reporting form referenced in the draft document. Elise shared that she created a draft of that form that is in the shared folder and shared the link with the board.
 2. Judge Esser also suggested language be clarified in the document that should awardees not sign and return their award documents on time, they forfeit their award.

3. Matt confirmed that the board intends to use DocuSign for the award acceptance signature.
 4. Matt suggested two edits:
 1. Cite the statute language in the first paragraph of the Project Description
 2. Adjust language in the third paragraph to remove the reference to only Colorado law and instead end the sentence after “all applicable laws and regulatory requirements.
 5. Judge Esser inquired about the language regarding disallowing grant funds from being used for political activities or lobbying. She suggested this be clarified for awardees.
 1. The board discussed an appropriate definition to use, including from the federal government and from Legal Services Corporation (LSC).
 2. The board asked Elise to draft updated language in this section for the board to review at the next meeting.
2. Grant Reviews & Scoring
 1. Elise reviewed options for the board to discuss. Matt suggested a smaller group be reviewers rather than the whole board, due to conflicts of interest. He also suggested that Elise review and score the applications, then the small committee can meet and review every application and score and come to a consensus. From there, the small committee could then bring results to the board for review and vote. This process would remove the possibility of variances across reviewers of over-generous or over-scrupulous scoring.
 2. After further discussion, Matt, Toni-Anne, Renzo, and Cesar agreed they will voluntarily not take part in reviews due to conflict of interest or perceived conflict of interest.
 3. The board agreed that Charlie, Lauren, Judge Esser, and Elise should serve as the review committee.
 4. The board will discuss the details of this process at the next meeting.
- I. Open Discussion
 1. The next EJA Board meeting will be on May 12 at 4:00pm.
 - . Adjournment
 - . The meeting was adjourned at 4:47pm.