

Equal Justice Authority Board
Minutes Board Meeting
April 14, 2025

- I. Welcome
 - a. The meeting was convened at 4:02pm by board chair Matt Baca and was conducted via Zoom.
 - b. The following board members and staff were present:
 1. Lauren Peach, Matt Baca, Cesar Jimenez, Toni-Anne Nunez, Charlie Willman, Renzo Reategui, and Elise Bechthold.
 - c. Allison Esser was unable to attend.
 - d. No members of the public were present.
- II. Approval of Minutes
 - a. Toni-Anne made a motion to approve the minutes and Renzo seconded. The minutes of the April 7, 2025, board meeting were approved with no changes.
- III. Insurance Update
 1. Charlie updated the board that he is awaiting the final quote from the insurance broker. He submitted everything to the broker last week and she replied that she should have quotes by Wednesday of this week.
- IV. Finance Update
 1. Elise deposited \$244,423 in checks today, bringing the total deposits to \$847,779. Checks are outstanding from the Court of Appeals, 4th JD, 19th JD, 23rd JD, and Denver County Court. Elise updated the board that she and Emo Overall have submitted their information to Charlie to be added as “Accountant View Only” on the board’s account.
 2. Charlie has been in communication with the Court of Appeals regarding an EFT deposit. Charlie and Elise are also working with the state court administrator’s office regarding other outstanding checks and possible discrepancies, as well as assistance on judicial district contact information and streamlining ICON documentation.
 3. Charlie mentioned that he has not yet created a budget, as there are no current line items outside of the contract with the Access to Justice Commission. Toni-Anne noted that a budget in the future will need to include the pending website and possible travel reimbursements.
 4. Matt highlighted that the current revenue totals are trending above estimates, which will provide much needed support for legal aid organizations.
- V. Application Release Planning
 - a. Final Application
 1. Elise reviewed the updates since the last meeting, focusing on the formatting changes to adapt the application to the Google Form platform. Additional changes included combining the DBA question and the fiscal sponsorship question and dividing Section B Question 3 into three parts. The board approved the changes and finalized the Application in Google Forms.

2. The board also reviewed the listserv for the grant announcement email. Charlie suggested adding Elizabeth from the Colorado Bar Association, as she agreed to forward the email to her grant contacts.
- b. Application Guide
 1. The board discussed unspent funding and determined that the best course of action would be to require certification from grantees that they have spent the funding they received only for purposes eligible under the grant terms and conditions. This can be done in the year-end reporting requirement. The board agreed to remove the “unspent funds” sentence from the Application Guide.
 2. Elise shared the suggestion she received to add a question requiring an explanation of how applicants have concluded they are eligible for funding as it relates to Question 12 (serving individuals in Colorado under the 250% poverty line). The board determined that it was important to collect this information and asked Elise to add this to the Application and Application Guide.
 3. The board approved the changes and finalized the Application Guide.
 - c. FAQs
 1. Toni-Anne sent Elise a thorough list of FAQs and Elise pulled answers from the documents the board had already created. The only outstanding answer was related to grant compliance requirements. The board determined this should be answered by referencing HB24-1286.
 2. The board approved the changes and finalized the FAQs document.
 - d. Tuesday Email Announcement & Webpage Updates
 1. Elise reviewed the webpage updates that have been drafted and the draft email announcement. Toni-Anne suggested bolding the due date in the email announcement and Charlie suggested Elise send an email reminder in two weeks. Matt suggested that Elise add a line at the top of the email announcement that explains the role of the EJA, so recipients understand where the grant funding is coming from.
 2. Elise asked for volunteers to receive a test email to ensure formatting was correct across email platforms. Toni-Anne and Matt volunteered. Elise will send them a test email after the board meeting today.
 - e. Approval of All Documents Discussed Today
 1. Matt proposed a vote to approve the documents discussed today, including the Application, Application Guide, FAQs, and grant announcement materials. Toni-Anne made a motion to approve the documents discussed today. Charlie seconded. The motion passed unanimously.

VI. Open Discussion

1. Grant Information Sessions
 1. Elise asked who wanted to serve as hosts/panelists for the two Grant Information Sessions. Toni-Anne and Lauren volunteered for April 23rd and Toni-Anne and Charlie volunteered for May 5. Other board members will join as attendees as they are able to. Elise will follow up to schedule a 30-minute prep meeting to review the outline and slides with the hosts.
2. Next Meeting

1. The next meeting will be at 4:00pm on Monday, April 21.
 3. Agenda Items for Next Week
 1. Draft Recusal Policy
 2. Grant Award Letter/Terms & Conditions
 3. Finance Update
 4. Insurance Update
 5. Scoring Committee Discussion
 4. Action Items Before Next Meeting
 1. Review Draft Recusal Policy
 2. Review Draft Award Letter/Terms & Conditions
- VII. Adjournment
- a. The meeting was adjourned at 4:46pm.