

**Equal Justice Authority Board
Minutes Board Meeting
March 24, 2025**

- I. Welcome
 - a. The meeting was convened at 12:33pm by board chair Matt Baca.
 - b. The meeting was conducted via Zoom.
 - c. The following board members and staff were present:
 - i. Lauren Peach, Matt Baca, Cesar Jimenez, Toni-Anne Nunez, AJ Esser, Renzo Reategui, and Elise Bechthold.
 - d. Charlie Willman was unable to attend the meeting.
 - e. No members of the public were present.
- II. Approval of Minutes
 - a. The minutes of the March 17, 2025, board meeting were approved with no changes.
- III. Finance/Banking Update
 - a. Elise checked the mail today and no new checks arrived.
 - b. Charlie is following up to assist in streamlining the judicial ICON documentation.
- IV. Staffing Agreement Update
 - a. Agreement is ready for approval, pending a decision on insurance coverage for the board. Lauren will follow up with Emo on the final edits, including removing the current insurance language. Charlie & Elise will continue to work on insurance options for the board. The board plans to vote on the agreement next meeting.
 - b. Renzo asked about the discussion last week regarding the addition of a glossary to the agreement. Toni-Anne clarified that this was regarding the use of the terms “board,” “authority,” and “commission.” Lauren shared that she added a section in the agreement that references the statutory definitions of these terms. The board agreed this edit was sufficient.
- V. Legislative Update
 - a. ELDF & FVJF funding appears to be stable this year. There is still the possibility of this funding moving to the Equal Justice Authority in the future. The coming weeks in the legislature will provide further clarity.
- VI. Staff Report
 - a. Elise will send a shared drive link to board members later this week. She emphasized the importance of securing your devices to ensure access is protected, and discussed the need for board members to alert board leadership regarding any potential conflicts of interest that may arise.
- VII. Committee Updates
 - a. Rubric/Formula
 - i. Allison reviewed the changes to the draft document with the board, including adjusting the scoring scale, defining the types of services provided by legal aid organizations, and narrowing down the criteria to appropriately reflect the statute. Discussion ensued regarding using percentiles to evaluate data submitted for criteria one, two, and three. Matt

suggested Elise and Judge Esser join him to meet with his colleague to further review the statistical usage of a bell curve and percentiles for application review. Matt will follow up.

- ii. The board discussed criteria four and five regarding scoring objectivity and how there is often an element of subjectivity in grant evaluations due to the blend of qualitative and quantitative answers. They agreed it is important to have consistency in the review process and wait to score applications until they are all received.
- iii. Lastly, the board discussed who will be on the review committee.
 - 1. Toni-Anne suggested everyone be a part of the review process. Matt shared that he felt staff should first review each application to filter qualified applicants (those who meet the definition of “qualified applicant” in the statute), and then rank applications based on the rubric scoring formula. Further discussion on this will occur in a future meeting.
- iv. Matt clarified the next steps for the board. The board’s grant timeline details the application as being finalized on April 8th and releasing the application on April 15th. Elise asked that everyone review the draft application and draft rubric, then provide feedback directly to her by close of business Thursday.

b. Application

- i. Elise asked the board if they would like her to create a website prior to the release of the application. The board agreed to have the application posted on the Equal Justice Authority (EJA) page of the Colorado Access to Justice Commission (ATJC) website, with a short blurb that outlines the relationship between EJA and ATJC. After the grant funds are released in July, Elise will shift priority to developing an EJA website.
- ii. Renzo recommended a point person to respond to questions regarding the application and Toni-Anne indicated that person should be Elise. The board agreed and suggested that should there be questions she is unable to answer, she will defer those questions to the board at the next meeting.
- iii. Renzo suggested the board develop an application guide. Toni-Anne agreed. Elise will meet with Renzo & Toni-Anne this week to develop a draft application guide.
- iv. Toni-Anne requested that the board discuss the role of non-501c3 organizations receiving funding through a qualified pass-through entity. The board will discuss this further at an upcoming meeting.

c. Budget

- i. No discussion.

d. Recusal Process

- i. No discussion.

VIII. Open Discussion

- a. Cesar suggested the board begin to think through a contract and award letter. The board agreed. Elise will follow up with Cesar this week to develop a draft award letter.
- b. The next meeting will be March 31st at 4:00pm.

- IX. Adjournment
 - a. The meeting was adjourned at 1:28pm.