

**Equal Justice Authority Board
Minutes Board Meeting
April 21, 2025**

- . Welcome
 - . The meeting was convened at 4:03pm by board chair Matt Baca and was conducted via Zoom.
 - . The following board members and staff were present:
 - 1. Lauren Peach, Matt Baca, Cesar Jimenez, Toni-Anne Nunez, Charlie Willman, Allison Esser, Renzo Reategui, and Elise Bechthold (staff).
 - . No members of the public were present.
- . Approval of Minutes
 - . Charlie made a motion to approve the minutes and Lauren seconded. The minutes of the April 14, 2025, board meeting were approved with no changes.
 - 1. Allison Esser abstained from since she was not in attendance at the April 14, 2025 board meeting.
- . Insurance Update
 - 1. Charlie spoke with the local broker he has been working with, and she informed him that one insurance agency has declined coverage and she has not heard back from the others. Charlie is following up on the reason for the coverage declination. Elise and Matt offered additional insurance broker options and Charlie said he will follow up after he returns from his trip.
- I. Finance Update
 - 1. Elise and Charlie have been communicating with Jasmine at the Office of the State Court Administrator regarding outstanding checks. They anticipate providing further updates at the next board meeting.
- II. Staff Update
 - 1. Elise will be checking the EJA mailbox for any additional checks on Thursday, April 24.
 - 2. The ejaboard email address received a question about whether they will be recording and posting the Grant Information Sessions to the website for those who are unable to attend.
 - 1. Lauren suggested recording only the presentation portion of the Grant Information Session and Toni-Anne agreed.
 - 2. Renzo inquired about how follow-up questions will be answered if individuals only watch the recording. Elise shared that she would continue to monitor the ejaboard@coloradoaccesstojustice.org account for questions. She will answer the questions she is able to and bring any questions to the board that require their feedback.
 - 3. The board decided to move forward with recording the presentation portion of the Grant Information Sessions. Elise will follow up on logistics of editing and posting the recording, then removing it after the grant cycle closes.

3. Cesar asked about Zoom Webinar logistics, including attendance capacity. Toni-Anne shared that the webinar will be hosted on a paid account and she, Lauren, and Elise have completed a practice session.
4. Renzo asked about board members attending and any conflicts of interest.
 1. Elise spoke to the logistics of board member attendance, including noting that only two board members (as decided at the last meeting) will be “panelists,” along with Elise, and any attendance by other board members will be as “attendees.”
 2. Matt said that board members need to be aware of the appearance of any impropriety and ensure other members of their organization who may intend to apply are in attendance. Toni-Anne supported this guidance.
 3. Matt asked everyone to look at the Grant Information Session slides and Run of Show documents in the shared folder and provide any feedback to Elise by close of business Tuesday, April 22.

III. Draft Recusal Policy

1. Lauren reviewed the draft recusal policy document, articulating that the intent of the policy is to add structure to this issue.
2. Charlie shared that he is happy with the document and its thoroughness.
3. Renzo asked three questions:
 1. Does there need to be a formal way of reporting the conflict of interest or is an email sufficient?
 2. How often will recusal policy training, reference in section 6, be provided?
 3. Section 7 refers to periodic updates. Does this need to be further clarified?
4. Lauren shared that there is no legal requirement as to how someone makes a disclosure. She also said she can add to the document that training will be annually administered. She deferred to board members on their feedback to the language of “updated periodically” in section 7.
5. Charlie shared that sometimes recusal cannot happen via email only, as it may be something that comes up during a meeting and must be articulated verbally and on record.
6. Judge Esser suggested that annual training around the recusal policy take place, as board members have staggered terms.
 1. Matt agreed. He also suggested the board may want to consider standing disclosures and processes. For example, he would disclose any conflict of interest, related to Colorado Legal Services, to Toni-Anne as she is Vice-Chair.
 2. Toni-Anne emphasized the need for recusal decisions to be on record and reflected in the meeting minutes. Lauren agreed and shared that recusal needs to be iterated each time there is an action so it can be reflected on the record.
7. The board decided to move forward with the document, with the addition of annual recusal policy training. With that, the board voted to approve the Recusal Policy. Charlie made a motion to approve, with the proposed change, and Toni-Anne seconded. The motion passed unanimously.

IV. Draft Award Letter/Terms & Conditions

1. Cesar reviewed the draft document. He suggested further discussion about recouping funds, should a grantee cease operations.
 2. Elise built upon Cesar's overview, adding that the document includes an award letter, and then a Grant Agreement that must be signed by the grantee, ensuring they agree to the terms and conditions. Elise suggested this requires a physical signature and scanned email response. Toni-Anne shared that a similar grant she has managed required a physical signature and then for the grant agreement to be mailed. Matt suggested using DocuSign software.
 3. Renzo asked about the ten-day response requirement, clarifying if it is ten business days or ten regular days. Elise shared that she suggested that date to allow enough time to process payments to grantees. Charlie said he would like that requirement to stay ten days, as currently drafted in the document.
 1. Charlie shared that if awardees do not respond within the required ten days, EJA reserves the right to re-allocate the funds. Renzo asked how that would work with the grant calculations and the board discussed that there may have to be proportional reallocation of unaccepted funds, should that occur.
 4. Elise will update the draft based on today's feedback and further discussion will take place at the next board meeting.
- . Open Discussion
1. Matt has a conflict next week at the regularly scheduled board meeting time. Allison said that she also has a conflict at that time. The board decided that it was best to cancel the 4/28 board meeting, as there were no time-sensitive deliverables, and suggested that Elise send an update email to the board next week.
 2. The next EJA Board meeting will be on May 5 at 4:00 p.m.
- . Adjournment
- . The meeting was adjourned at 4:47pm.