

**Equal Justice Authority Board**  
**Minutes Board Meeting**  
**March 31, 2025**

. Welcome

- a. The meeting was convened at 4:02pm by board chair Matt Baca.
- a. The meeting was conducted via Zoom.
- a. The following board members and staff were present:
  - . Lauren Peach, Matt Baca, Cesar Jimenez, Toni-Anne Nunez, AJ Esser, Charlie Willman, and Elise Bechthold.
  - 1. Renzo Reategui joined at 4:32pm.
- a. No members of the public were present.

. Approval of Minutes

- a. Toni-Anne made a motion to approve the minutes and Lauren seconded. Charlie abstained. The minutes of the March 24, 2025, board meeting were approved with no changes.

. Finance/Banking Update

- 1. Everyone now has access to the primary financial spreadsheet in the shared drive. Two checks were deposited today from Denver County Court and from the 19<sup>th</sup> JD. Outstanding February checks remain from the 4<sup>th</sup> JD and 23<sup>rd</sup> JD; additionally checks from the Court of Appeals are pending. Charlie is following up regarding these checks, ACH options, and ICON documentation.
- 2. Charlie made a motion to approve the board's acquisition of accounting software up to \$65 per month. Toni-Anne seconded. The board voted unanimously to approve.

. Staffing Agreement Update

- 1. Insurance Update
  - 1. Charlie and Elise have reached out to three insurance brokers to inquire about options and only one broker can bundle the insurance needs of the board. Charlie anticipates hearing back from that broker this week and will subsequently update the board.
- 2. Staffing
  - 1. Lauren met with Emo to finalize the staffing agreement. The board discussed the financial language edits to reflect the board acquiring their own insurance.
  - 2. Toni-Anne made a motion to approve the staffing agreement. Charlie seconded. The board voted unanimously to approve.
  - 3. Lauren will send Matt and Emo the final document for their signatures.

. Legislative Update

- 1. As ELDF & FVJF both survived the Long Bill, it is unlikely those funds will be moved to the Equal Justice Authority this session.

. Staff Report

- 1. If anyone needs support accessing the shared drive, please contact Elise.
- 2. There is a shared contact sheet in the folder. Please review this document and let Elise know if your contact information needs to be updated.

3. Elise requested the board's approval to purchase the email address for approximately \$15/month. This email address will serve as a central location for communications with applicants during the upcoming grant cycle. The board agreed and approved this expenditure.

#### Committee Updates

##### a. Rubric/Formula

1. The board reviewed the changes to criteria 1, 2, and 3. For criteria 1 and 3, the percentiles were adjusted. These changes were to account for the possibility of outliers.
  1. The board discussed criterion 2 at length. Conversation revolved around ensuring the statute was understood and adhered to, emphasizing the importance of smaller organizations with fewer than 10 attorneys, but also being cognizant to not inadvertently award funding in a disproportional manner. The board discussed that by reverting the scale from its current draft to its previous draft, it would lessen the amount of funding larger organizations receive; however, by condensing the points, even smaller organizations will have increased scoring. Board members further discussed the need to not penalize larger organizations with decreased funding.
  2. The board was satisfied with the current draft scoring rubric for criteria 1-3, however board members can continue to submit feedback for ongoing discussion at the next board meeting.
  3. Elise suggested that once the rubric is finalized, the board may want to consider creating a rubric evaluation subcommittee next year to assess what changes may need to be made.
  4. The next steps are 1) have follow-up discussion next week, and 2) build a spreadsheet to do the calculations.

##### a. Application

1. This will be discussed at next week's board meeting.

##### a. Budget

1. Charlie will begin working on the budget this week and follow up with Elise to circulate a draft.

##### a. Recusal Process

1. Lauren will send a draft to Elise to circulate to the board for review.

#### Open Discussion

- a. The next meeting will take place on Monday, April 7 at 5:00pm. Elise will send a calendar invite and Zoom link.
  1. This meeting will focus on the draft documents related to the rubric and application.
  2. The board agreed to send Elise feedback on the documents in their current draft form by close of business on Thursday, April 3.
- a. The board discussed hosting a webinar-style meeting for potential applicants to learn about the grant. The board agreed that two board members should host the meeting between April 15 and May 15, one during lunch and one after regular business hours. Toni-Anne suggested the board begin to create an FAQ document

prior to the webinars. The board agreed and Elise asked everyone to send her suggestions, and she will compile a document.

1. Elise will begin organizing the logistics of the webinars and will conduct a Doodle poll this week to determine board member availability.
2. The board discussed how these webinars would be promoted. Matt suggested working from Emo's listserv. Charlie suggested asking the Colorado Bar Association to share the webinar announcement.

. Adjournment

- a. The meeting was adjourned at 5:01pm.