



Meeting Minutes

Committee Name: Executive Committee

Date: 10.02.23

Attendees: Richard Murray, Reenie Terjak, Kim Gent, Justice Melissa Hart, Brittany Kauffman, Elisa Overall (Emo)

Agenda Items

1. Grant Updates

- a. Decision made by vote:** Motion to finalize grant project relationship between ATJC and Colorado Legal Services by way of Memorandum of Understanding, to be drafted by the Technology Committee and approved by the Executive Committee
 - i. In favor:** All
 - ii. Opposed:** None
 - iii. Abstentions:** None
- b. Action item:** Draft MOU
 - i. Person(s) Responsible:** Jason Lynch & Emo
 - ii. Deadline:** before December Executive Committee meeting
 - c. Additional notes:**
 - 1. Congressionally directed spending grant, administered by US Department of Justice Bureau of Justice Administration (BJA), has been awarded. Project "start date" 10/1 but actual funds will be transferred to ATJC bank account once BJA approves the budget and 2 separate individuals from ATJC submit certificates of completion for financial management training.
 - 2. Legal Services Corp. Technology and Innovation Grant was awarded to Colorado Legal Services

2. Rural Legal Deserts Grant

- a. Decision made by vote:** Motion to move forward with hiring Director, Coordinator, and Financial Manager positions.
 - i. In favor:** All
 - ii. Opposed:** None
 - iii. Abstentions:** None
- b. Decision made by vote:** Motion to approve job descriptions, pending non-substantive changes and pending inclusion of salary ranges as follows: \$70,000-\$90,000 for Director, \$60,000-\$80,000 for Coordinator, and \$60,000-\$80,000 for Finance Manager.
 - i. In favor:** All

ii. Deadline: Before Nov. 3

c. Additional notes: Commission will vote on 2024 Budget during Nov. 3 meeting.

6. Review 2024 Calendar

a. Decision made by vote: Motion to approve 2024 Calendar, pending change of July meeting date from July 12 to July 19.

i. In favor: All

ii. Opposed: None

iii. Abstentions: None

7. ED Salary

a. Decision made by vote: Motion to increase ED Salary.

i. In favor: All

ii. Opposed: None

iii. Abstentions: None