

Equal Justice Authority Board
Minutes Board Meeting
March 17, 2025

- I. Welcome
 - a. The meeting was convened at 4:02pm 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, Charlie Willman, Elisa (Emo) Overall, and Elise Bechthold
 - d. Renzo Reategui was unable to attend the meeting.
 - e. No members of the public were present.
- II. Approval of Minutes
 - a. The minutes of the March 10, 2025 board meeting were approved with no changes.
- III. Finance/Banking Update
 - a. Elise retrieved 24 checks from Toni-Anne for January and 21 checks from the Commission mailbox for February and deposited them for a total of \$538,596. Checks for January and February have not yet arrived from Denver County Court, nor from the Court of Appeals. February checks from the 4th, 19th, and 23rd judicial districts have not arrived. Elise will check the mailbox next week.
 - b. Charlie is working to establish online bank account access for himself, Matt, and Elise.
 - c. The board discussed the varying documentation submitted by judicial districts and determined it would be important to streamline these submissions. Charlie will follow up with this, as well as with the Court of Appeals and Denver County Court. Additionally, Charlie will facilitate conversations on setting up ACH as an option for judicial districts to utilize in the future.
- IV. Staffing Agreement Update
 - a. A nearly final agreement was circulated to the board. This agreement was negotiated between the board and Emo at the Colorado Access to Justice Commission.
 - b. There is a delay in finalizing the agreement due to securing requested insurance. The Commission cannot fulfill the one-million-dollar D&O insurance request, as their insurance provider does not allow midterm adjustments to insurance plans. The board agreed they should instead move forward with their own insurance coverage. Charlie and Elise will reach out to insurance brokers to gather more information for the Board to discuss at the next meeting.
 - c. Board members suggested clarifying terminology in the draft Staffing Agreement, possibly including a definitions section in the document.
 - d. The Board agreed to submit all comments on the draft Staffing Agreement by the end of business on Wednesday, March 19. Emo noted that the financial component of the agreement reflects an 18-month contract, however any future agreements would likely be based on a 12-month contract.
- V. Legislative Update
 - a. Status updates remain unchanged from last week.

- VI. Staff Report
 - a. Elise will check the board’s mail and deposit checks at a minimum of twice per month. As directed by the board, she will use a “For Deposit Only” stamp to endorse and deposit checks going forward.
 - b. Elise proposed the board use a shared drive to manage documents. The board agreed to use the shared drive and the proposed drive taxonomy to organize documents.
 - c. Elise updated the Colorado Access to Justice Commission website to include an “EJA” tab for the Authority. This webpage includes a calendar with meeting information (date, time, Zoom link), as well as links to download minutes and agendas.
 - i. The board emphasized the need for transparency and easy public access to the meetings. The board also suggested reversing the online links to have the newest documents at the top of the list.
 - ii. As important grant development deliverables are met, Elise will pivot to prioritizing the development of a website for the Equal Justice Authority.
- VII. Committee Updates
 - a. Rubric/Formula
 - i. The board discussed keeping rubric criteria tied closely to the statute. The board emphasized that types of services will be important to consider and suggested that we carefully consider the terminology used to ensure there are shared definitions, especially as it relates to poverty guidelines.
 - ii. The board suggested that the committee create a scoring sheet and then plug-in examples to determine if this is a plausible way of developing the rubric. The board discussed the geographic reach criteria, contemplating the role of rural legal deserts in their rubric development.
 - iii. Judge Esser, Elise, Emo, and Charlie will meet this week to work on the draft rubric and bring further discussion to the board next week.
 - b. Application
 - i. Toni-Anne requested that everyone review the draft application she emailed them and send her feedback directly.
 - ii. Toni-Anne and Elise will meet on the next steps for the application.
 - c. Budget
 - i. No discussion.
 - d. Recusal Process
 - i. No discussion.
- VIII. Open Discussion
 - a. The next meeting will be March 24 at 12:30pm.
- IX. Adjournment
 - a. The meeting was adjourned at 5:01pm.