

**Equal Justice Wyoming  
Board of Commissioners Meeting  
August 18, 2015 3-5pm\*\*\***

**Summary**

Those in attendance in Cheyenne were: Pat Day, Ray Fleming Dinneen, Cathy Duncil, Walter Eggers and Ronda Munger. Timothy Beppler, Mary Johnson, Jennifer Hanft and Jacquelyn Bridgeman joined by phone. Mark Aronowitz joined by video.

**Approval of the June 16, 2015 Minutes.** Tim made a motion to approve the June 16, 2015 minutes. Ray seconded. All who were present approved and no one opposed.

**Staff Attorney/Pro Bono Coordinator Update.** Chris updated the board on the many pro bono efforts he is working on. Pat questioned if the bar will be mentioning the efforts of attorneys who have assisted with those efforts at the annual convention. Cathy shared that 5 pro bono awards will be given during the convention and this would be a good time to mention these efforts. Pat would like to be constantly talking to the bar about pro bono work. The annual report for Equal Justice Wyoming is on the Bar's website and Chris recently wrote an article regarding the benefits of pro bono work for the Wyoming Lawyer.

**Staff Attorney/IT Project Manager Update.** Alisa provided an update on the IT projects she is working. She explained the Olark LiveChat features for our website and requested approval for the funding to utilize said software. Pat requested an example of how this software would work. Alisa explained, if a user was on the website and needed assistance with finding something on our site they would have the capability to type a question. If an attorney or law student were signed in they could answer the question on the site. Training would be provided for the court clerks and librarians to help clients. The software would cost approximately \$1,400.00 per year. Cathy questioned if they would allow a longer contract than one year, however; Olark is only offering year to year contracts at this time. The law students would require training on our site in order to be able to assist. Our professional services budget can cover this expense. The bankruptcy software we tried is not being used and will therefore be dropped off. Ray made a motion to approve the funding for the Olark software. Cathy seconded. All who were present approved and no one opposed.

The guardianship of a minor child automated forms should be available fairly soon. Angie will be meeting with court IT on August 19, 2015. She would like to have a discussion with Ronda regarding upgrading HOTDOC's. Tim asked that surveys be conducted at the District Courts as to how the automated divorce without children forms are working for the courts.

**Executive Director's Financial Update.** There were expenditures from the Professional Services account for training on HOTDOC's for Alisa. Pat asked if all grantee contracts have been finalized. Angie is still working with UW and WCADVSA is recruiting for the Cody position. Donna Sheen has been notified of the increase to that grant for \$45,000. Angie asked the board to begin thinking about the upcoming budget

**Equal Justice Wyoming  
Board of Commissioners Meeting  
August 18, 2015 3-5pm\*\*\***

**Summary**

session as the budget needs to be submitted to the court by the middle of September. Angie will prepare documentation for the upcoming legislative session to bring to the board at the next scheduled meeting for review and board vote.

Angie attended the Bar's Officers and Commissioners meeting and was able to get approval for a \$200. increase in the pro hac vice fees which will all go to Equal Justice Wyoming to support programs. Currently this will amount to approximately \$30,000 - \$32,000 per year. Cathy complimented Angie on her work and presentation as these fees have been the same since 2007.

**Equal Justice Wyoming Foundation Update.** Walter updated the board on the foundation progress. Currently, there are three board members on the foundation board; Stuart Day, Jordan Helzie and Walter Eggers. Additional board members are needed. The name change has been accomplished from the Wyoming Center for Legal Aid Foundation to the Equal Justice Wyoming Foundation. The foundation is able to accept donations and do fund raising. It is important now to figure out how best for the foundation and Equal Justice Wyoming to work together. The Wyoming Stat Bar Foundation is on the verge of disbanding and there are discussions about the Equal Justice Foundation taking over the IOLTA program. Cathy informed the board that there will be a place on the License Fee Statement to make contributions to the Equal Justice Foundation. Pat is concerned about Equal Justice Wyoming staff taking on the responsibilities of the IOLTA. Walter assured him that they are taking it one step at a time. Angie realizes that it will take a lot of work on the front end but will be manageable after the initial work is completed. Walter will bring a proposal to our next meeting as to a timeline and requests for the board regarding Equal Justice Wyoming staff involvement. Cathy stated that the bar foundation does have a part time employee at this time. Pat would like to start marketing the Equal Justice Wyoming Foundation. Angie would like to get a logo and get in front of public perception as to why the Equal Justice Foundation is taking over the IOLTA if that is what is decided.

**Legal Aid of Wyoming Update.** Mark reached out to the board president of the Legal Aid of Wyoming, Inc. however; she did not want to meet at this time. A solicitation from the Bar has gone out to recruit members for the Legal Aid of Wyoming Board. Pat has discussed with some of his Holland & Hart colleagues about submitting their name for this board. He would like a strong board to help the current organization. He encouraged others to approach anyone that would be a strong member for their board. The Bar needs names submitted by September 1, 2015 as appointments will be made on September 11, 2015 by the Officers and Commissioner's Board.

Angie commented that Jack Speight approached her requesting information on what is going on regarding our board needing to discuss issues with Legal Aid of Wyoming board. She was not comfortable sharing and felt it was more appropriate for someone from this board to speak with him. Pat agreed if Jack calls to refer Jack to him.

**Equal Justice Wyoming  
Board of Commissioners Meeting  
August 18, 2015 3-5pm\*\*\***

**Summary**

A case review of Legal Aid of Wyoming was conducted. According to Angie this review showed that they are doing a much better job and that all cases were handled appropriately and within LSC guidelines. Some Hotlines cases being handled by contract attorneys did not contain the appropriate documentation and there was 1 ineligible client who received legal advice, and 1 client who was self-referred to the contract attorney. Angie selected 35 Hotline cases, 7 Rock Springs and Gillette cases at random.

Kristi updated the board on the financial audit she completed for Legal Aid of Wyoming. She stated they have improved leaps and bounds, however; there were issues not related to the Equal Justice Wyoming grant, which could show a lack of control of funds. 1) The executive director made personal purchases with the Legal of Wyoming credit card. These purchases were reimbursed by personal check, however; this practice does show a lack of sufficient controls. 2) Alcohol was purchased with the same credit card. 3) The executive director paid for a purchase with the credit card and also requested reimbursement for the same purchase. 4) There were missing receipts for gas purchases. Pat requested Kristi to attend a meeting this board will have with Legal Aid of Wyoming's new board. She agreed.

**Request by Board Member:** Jennifer requested this board and Equal Justice Wyoming staff consider focusing on Social Security overpayment cases as private attorneys are not allowed to collect fees on these cases. Angie would like to conduct a CLE on this topic and requested these cases be referred to the UW clinic, Legal Aid of Wyoming or our pro bono program.

**Next Meeting:** September 15, 2015, 3-5pm

Meeting adjourned at 4:43pm.