

# Meeting of the State Board of Civil Legal Aid

**Date:** Tuesday, July 1, 2025

**Time:** 12:30 – 2:00

**Location:** (Virtual) Teams Meeting

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**Chair:** Chris Wendt

**Recorder:** Susan Beaudet

**Members:** John Gordon, Korey Wahwassuck, Ana Pottratz Acosta, Tarryl Clark, Holley Horrell, Emily Cooper, Katy Drahos, Jerry Lane, John Murphy, Summra Shariff, Christopher Wendt

**Absent:** None

**Other:** Bridget Gernander

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## *Minutes*

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### **Agenda Item 1:** Welcome and Introductions

#### **Discussion:**

- Bridget Gernander opened the inaugural BOCLA meeting and welcomed members.
- Members participated in an icebreaker, sharing three words to describe how they were feeling and brief introductions.

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### **Agenda Item 2:** Election of Board Chair

#### **Discussion:**

Bridget explained the statutory requirement for the board to elect its own chair. Bridget briefly touched based on the topic of the board members' term limits. This topic will be discussed in greater detail at a future board meeting.

Christopher Wendt expressed interest in being Board Chair and shared his background and vision.

Motion to elect Christopher Wendt as Chair:

*Jerry Lane moves to elect Christopher Wendt as board chair. Seconded by Korey Wahwassuck.  
Vote to approve.*

Chris Wendt assumed the role of Chair and continued the meeting.

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### **Agenda Item 3:** Adoption of Foundational Policies

#### **Discussion:**

Chris Wendt led the board through the review and adoption of foundational policies in three categories:

A. Governance Policy

- Policy 100: Adopted with the understanding that it will be revisited for refinement.

*Jerry Lane moves to adopt the governance policy as it is until it can be revisited for refinement. Seconded by John Gordon. Vote to approve.*

**B. Finance Policies**

- Policies 200 – 204: Reviewed and adopted as a group.
- Notable discussions include:
  - Procurement policy thresholds and board oversight.
  - Inclusion of language supporting diverse vendors to be added in future revisions.
  - Site visit frequency adjusted to once every two years due to staffing capacity.

*Tarryl Clark moves to adopt the finance policies as they are until there is more time to revisit for refinement. Second, by John Murphy. Vote to approve.*

**C. Human Resources Policy**

- Policy 300: Adopted with MMB-requested updates (clarification on cash payments and removal of healthcare savings plan references as required by MMB).

*Jerry Lane moves to adopt the policy with the MMB requested updates. Seconded by John Gordon. Vote to approve.*

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**Agenda Item 4: FY26-27 Budget Approval**

**Discussion:**

Bridget presented the proposed biennial budget, including:

- Revenue projections from attorney registration fees, IOLTA, and legislative appropriations.
- Target for administrative expenses to be less than 2% of total budget.
- Discussion of proposed staff salaries and plans to hire two additional staff.
- Use of IOLTA reserves to maintain funding levels and flexibility.

*Summra Shariff moved to approve budget. Seconded by Jerry Lane. Vote to approve.*

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**Agenda Item 5: Grant Awards Approval**

**Discussion:**

Bridget and Christopher Wendt presented the grant recommendations from LSAC. Project grants fully funded as requested.

No reported any conflicts that needed to be considered for today's vote. Motion to approve grant awards as recommended by LSAC:

*Jerry Lane moved to approve grant awards. Seconded by John Gordon. Vote to approve.*

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**Agenda Item 6: Meeting Schedule and Next Steps****Discussion:**

Discussion on setting a regular meeting cadence and holding an in-person meeting. Agreement to:

- Skip meeting in August.
- Hold an in-person meeting on Friday, September 19, 2025, from 10:00 AM to 3:00 PM at the BOCLA office. (445 Minnesota Street, Suite 2400, St. Paul)
- Bridget to send a calendar invite and poll for future meetings.

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Meeting adjourned.

Chair Wendt thanked members for their participation and Bridget and Susan for their extensive work.