



**AIDS
LEGAL
REFERRAL
PANEL**

114 Sansome St.
Suite 1103
San Francisco,
CA 94104
(415) 291-5454

An independent
non-profit organization
supported by
Bay Area Lawyers
for Individual
Freedom (BALIF) and
Volunteer Legal
Services Program of
the Bar Association
of San Francisco
(VLSPI/BASF)

ALRP
5/4/92 Meeting

MEMORANDUM

DATE : APRIL 27, 1992
TO : ALRP BOARD OF DIRECTORS
FROM : PAUL A. DI DONATO
DIRECTOR OF PUBLIC POLICY

ENCLOSED PLEASE FIND:

- _____ The information you requested
- X_____ Materials for your review
- _____ Materials for your files
- _____ Other
- _____ Please contact me regarding the enclosed materials at your earliest convenience

Dear Board Members:

Paul Richard asked that I circulate some executive summary of my last quarterly report to the Board as background information for the discussion regarding the full-time status of the Policy Project. This discussion is scheduled for the May Board meeting. The Executive Committee (and Jeff Gibson) have already seen the full second quarter report, and the Board received the first quarter report as preparation for this discussion when it was to have taken place at the February meeting.

For this summary, I am using the mid-year report that I just sent to Northern California Grantmakers. See you at the May meeting.

Paul

**NORTHERN CALIFORNIA GRANTMAKERS AIDS TASK FORCE
POLICY GRANT PROGRESS REPORT FORMAT**

Due April 24th (if you are applying for policy funds in 1992)

Due May 1st (if you do not have an application pending)

The purpose of this report is to briefly inform of us your progress. Please limit your response to a few pages. If your issues are complicated or you don't know where you are headed with your objectives, please call Nancy Frank at (510) 839-2731 and discuss your project with her before you write your narrative. This should help simplify the task of writing your report.

- A. What was the start-date of your project?
- B. Is your project "on track?" What has your progress been toward your objectives so far?
- C. What have the greatest strengths of your project been to-date?
- D. What have been the most significant obstacles?
- E. Have you made any substantial changes to your workplan? What changes? Were the reasons operational/logistical or did the changes in the policy environment cause you to change your plans? Please explain.
- F. Where do you think you will be with your policy and capacity building objectives by the end of the project year? What will become of the project after that year?
- G. Are your budget expenditures on schedule? If not, please be sure to include any requests for budget modifications of greater than 10% of the total grant award.

Mail reports to: AIDS Task Force
 Northern California Grantmakers
 116 New Montgomery Street #742
 San Francisco, CA 94105



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of San Francisco
LSP-5454

MEMORANDUM

TO : NORTHERN CALIFORNIA GRANTMAKERS AIDS TASK FORCE

FROM : AIDS LEGAL REFERRAL PANEL PUBLIC POLICY PROJECT
PAUL A. DI DONATO, DIRECTOR OF PUBLIC POLICY

DATE : APRIL 24, 1992

RE : NCG SIX MONTH POLICY GRANT PROGRESS REPORT

A. What was the start-date of your project?

The ALRP project formally began on September 17th, 1991.

B. Is your project "on track?" What has your progress been toward your objectives so far?

Our project is on track. As I describe more fully below in response to question (E), in the first weeks of the project we mapped out a timetable for accomplishing our objectives for the grant year and we also developed changes to the project for the year. We are on track with that timetable and those changes.

In September of 1991, we decided to devote the bulk (75% - 85%) of the first six months of the project to the Social Security reform work, and to a related additional issue, namely the Centers for Disease Control's (CDC) revised definition of AIDS, with the remainder of the time going to the insurance cap issue. The last six months of the grant year will focus approximately 75% of the time available on the insurance cap issue, and the remainder of the time on the Social Security and CDC issues. This decision was made, in part, because we felt that a part-time Project could not adequately focus simultaneously on both the Social Security and the cap issue.

Social Security

We significantly enhanced the work and goals encompassed by Objectives (6) & (8) in this area. (See attached NCG ALRP Grant Summary and response to question (E) below). We have accomplished both objectives fully and we will continue to work on both issues in the remaining six months. A significant technical assistance organizing effort on this issue was also added to the Policy Project.

We completed extensive orientation to the Social Security Administration's (SSA) HIV claims system, which was a prerequisite to accomplishing all of the SSA-related work of the grant (Objectives (6) to (9)). We did this through extensive research and informational meetings with benefits counselors, lawyers, policy makers and other experts in the field, both locally and nationally.

Once this process was finished, we not only undertook an analysis of the proposed regulations on HIV (Objective (6)), but did so in the format of extensive public comments to SSA regarding the proposed rules. Thus, we used the "product" of Objective (6) as the primary tool to accomplish Objective (8).

In furtherance of Objective (8), we also submitted the ALRP comments as Congressional testimony to the House Subcommittee on Social Security and Subcommittee on Human Resources of the Ways and Means Committee of the House of Representatives. This testimony was submitted as part of a joint Congressional hearing held April 2, 1992 on obstacles preventing women and children with HIV from receiving SSA disability benefits and other HIV-related SSA issues. We also circulated the ALRP comments/testimony to numerous local, regional and national SSA officials and Congressional policy makers.

The Project also successfully developed and initiated a large-scale public policy organizing and technical assistance effort on the SSA regulations, based mainly in the Bay Area HIV community. ALRP assembled two groups of individuals and organizations to work on the SSA issue and compiled a list of organizations and individuals who, along with the first two groups, received targeted ALRP technical assistance and education about this issue.

The first working group of ALRP, consisting of AIDS Benefits Counselors (ABC) and the San Francisco AIDS Foundation (SFAF), coordinated local strategy on the issue, including coordination of our respective comments to SSA and planning public education on the SSA regulations. The latter included a San Francisco community forum that the three groups planned and (with Representative Nancy Pelosi's office) sponsored. ALRP provided a "citizen's comment letter" addressed to SSA for attendees to sign and send to SSA.

The second group ALRP convened consisted of approximately twelve individuals, all with expertise or targeted interest in the SSA HIV system. ALRP assembled this group to assist in the analysis of the proposed regulations and in the drafting of ALRP's comments, thus ensuring that the comments were comprehensive and reflective of the Bay Area experience and expertise on HIV-related SSA issues. ALRP also assembled this group as part of an effort to assist the community based organizations (CBO's) involved to (1) become a part of the public policy process in general and this public policy process in particular and (2) begin coordinating with each other and the other individuals invited into the working group on the SSA issue. The ALRP citizen's comment letter was also provided to this group for wide circulation in their organizations and communities.

The Project's mailing list (the third "group") is a comprehensive mailing list which includes all those noted above plus approximately eighty-five other HIV CBO's, relevant policy makers and media outlets (mainly Bay Area but also national contacts). We provided this group with our final comments, invited them to circulate and otherwise use the ALRP materials, advised them of the Congressional hearings and ways that the CBO's could become involved in the hearing process and encouraged them to contact ALRP for further technical assistance and/or policy strategizing and coordination on this issue.

The Project is also working very closely with the national organizations involved in the national policy effort on the SSA issue. These organizations include the AIDS Action Council (AAC), LAMBDA Legal Defense and Education Fund (LLDEF), the ACLU AIDS Project (ACLU) and the Center for Women Policy Studies (CWPS). These cooperative efforts have included coordination of public comments and Congressional testimony as well as coordination of the general advocacy strategy on this issue. I have participated in or led discussions of this issue at national AIDS Roundtable meetings as well as at private meetings with staff from these organizations.

We also have completed a draft of a 4000 word article on the SSA HIV system to appear in an upcoming issue of San Francisco AIDS Foundation's BETA magazine (Objective (9)).

Centers For Disease Control Redefinition of AIDS

See response to question (E) below. In adding this topic to our activities, we decided to (1) familiarize ourselves with the issue, especially the inter-relationship between this issues and our SSA reform work; (2) work with local and national policy advocates to formulate strategy on the CDC definition issue and (3) participate informally in advocacy, technical assistance and educational work on the issue. We have accomplished the bulk of these objectives to date, although we will continue to work on them somewhat in the remaining six months.

The Project completed extensive orientation on the CDC redefinition issue, as a prerequisite to accomplishing our objectives. We did this through research, informational meetings and mailings with experts on the issue, both locally and nationally.

We have worked closely with the national organizations involved in the national policy effort on the CDC definition, AAC, LLDEF and the ACLU. We have also worked with Gay Men's Health Crisis of New York (GMHC). As a result of this coalition policy work, ALRP has had important input into the LLDEF and ACLU comments to CDC and, most importantly, in national strategizing on the issue.

I accepted an invitation to and participated in an American Public Health Association meeting on the CDC definition in

Washington, D.C. in February, 1992. This meeting of twenty-eight individuals included the CDC officials with primary responsibility for the AIDS definition, key state public health officials from across the country, nationally recognized HIV clinicians and approximately six other AIDS advocates called together to discuss the problems with and implications of the new CDC definition and to begin the process of developing solutions to some of the problems identified. The discussions and proposals emerging from this meeting were a major catalyst in the CDC's decision to delay the implementation of the new AIDS definition by two months for further analysis and possible revision.

The Project has also provided written technical assistance materials and small trainings on the CDC definition issue to the Bay Area HIV Benefits Counselors, Bay Area Lawyers for Individual Freedom and the twelve-member ALRP Social Security working group mentioned above.

Insurance Caps

We have completed some of our analysis and orientation on this issue, although significant research remains as a prerequisite to accomplishing all of the cap-related work of the grant (Objectives (1) to (5)). Our preparatory work has included research and informational meetings with insurance lawyers and policy makers in the area, both locally and nationally, as well as the law school clinical project discussed below.

One of the Project's first efforts in the caps area has been assistance with extensive amicus briefing to the United States Supreme Court in McGann v. H & H Music Company, the leading cap case in the nation. This briefing came about as a result of a clinical project the ALRP Policy Project established with students in an AIDS Law Seminar at the University of Michigan Law School. The amicus brief was the chief product of the joint ALRP/Michigan effort; ALRP will use that brief in our technical assistance work and advocacy work on the cap issue, especially since the brief explores the policy implications of caps as well as the strictly legal issues involved (Objectives (1), (3) & (5)). There is also possibility of additional briefing in McGann in the future.

Along with our work with the Michigan Law School AIDS seminar group, we have worked with the national organizations involved in the national policy effort on the cap issue, LLDEF and the ACLU. We will be expanding those efforts greatly in the coming months.

C. What have the greatest strengths of your project been to date?

We feel there are several strengths to the Project to date:

(1) The quickness with which the ALRP Policy Project was established and respected by both local and national HIV policy organizations and policy makers, as a leading HIV public policy

project.

(2) The national network has been extremely valuable on each issue, and has drawn from ALRP's unique services, referred to as

(3) The community-based approach enhances the quality of results in treatment and empowered the

(4) The analysis. The most thorough. These comments are not the most of the West Coast region.

D. What have you

The major status of the project and gaining acceptance more difficult. It was possible to overcome which created

Another of any public has placed the exist to "do" would have been comments to the ALRP and the unable to devote the research and

E. Have you changes? changes plans? P

Yes. We which are in the additional

Social Security

As described expanded the added to those

pation by ALRP in these local an initiation and SSA regulations issue the regional and national effort outed important policy perspective the leading provider of HIV legal se in this region.

realized so far in creating a broad the ALRP work. This was not only usiveness of the work, but also e-oriented CBO's becoming involve icy process through ALRP;

file" of the ALRP Social Security generally considered to be among d well researched in the nation e among the most comprehensive, i ny submitted to SSA from the entire y.

significant obstacles?

at ALRP has been the part-time g quick recognition of the Project policy circles, etc., has been made ime status. Indeed, it was only gh donation of volunteer staff time nt of a full-time Project.

been the extremely limited nature the Bay Area on HIV issues. This on the policy projects which d ple, ALRP efforts to initiate wha set of San Francisco, CBO-base definition did not materialize, a rofessionals in San Francisco wer time and resources necessary t nts.

al changes to your work plan? What operational/logistical or did th ironment cause you to change you

to the work plan, almost all c g items. (This was possible due t time mentioned above).

answer to question (B), we greatl ts under Objectives (6) & (8). W oals of: (1) drafting our analysis

in the form of public comments to SSA and submitting them to SSA accordingly; (2) submitting the analysis as testimony to the relevant Congressional committees; (3) circulating the analysis widely as a technical assistance, public education and advocacy piece and (4) producing a comparative analysis of the "leading" comments to SSA on the proposed regulations, including ALRP's comments, for use in the same manner as item (3).

We also decided to convene several working groups on the SSA issue, similar to the model we will use for the insurance cap work. In addition, we chose to become very proactive in the national public policy arena on this topic. We altered Objective (9) somewhat to focus on producing one lengthy published article for SFAF's BETA magazine directed to the HIV community, which will also be circulated as an educational piece and submitted to general readership papers in an edited-down form as a feature story or op-ed piece.

The reasons for these changes were varied. Generally, we felt it was crucial to have our SSA-related work be as proactive as possible in order to affect the final SSA regulations, as opposed to "accepting" whatever rules SSA promulgated and doing analysis and technical assistance "after the fact." In one sense, one major premise of policy work in general and certainly of the Policy Project at ALRP is that it is more valuable and efficient to confront and hopefully correct potential problems at the front end of the system -- the policy process -- rather than at the service delivery end of the system. Also, with the volunteer staff time added to the Project, there was no need to chose between those objectives outlined in the original grant on the SSA reform work and these additional objectives.

CDC Redefinition of AIDS

As described fully above in the answer to question (B), we added the entire CDC project to our work. Our reasons for doing so were varied. Primarily, we feel that the CDC redefinition issue is intimately connected to and intertwined with both the SSA regulations on HIV and the general provision of HIV-related benefits at both the public and private levels. We also believe that work on both issues simultaneously has produced better results on the SSA work and utilized our SSA knowledge and advocacy to inform and enlighten the discussions and policy efforts on the CDC definition work. Also, the CDC redefinition issue is of special significance to traditionally underserved or marginalized HIV populations (women, people of color, poor people and intravenous drug users) who have been ignored, in part, because they are not "counted" by the current definition of AIDS. ALRP has a strong commitment to addressing these communities in the context of our work.

Insurance Caps

At this point we do not expect significant changes in the cap

work as described in the original grant. However, the overall time spent on cap work will be slightly less than what was originally anticipated due to the increase in the volume of the SSA work and the addition of the CDC work. We do not expect that this will result in a reduced product on the cap issue, due primarily to the increased staff time devoted to the Policy Project.

F. Where do you think you will be with your policy and capacity building objectives by the end of the project year? What will become of the project after that year?

We predict that our Policy Project will be in a very strong position by the end of this grant year. We will be poised to continue our work on the current mix of policy issues, expand our work into other areas, and carry out our policy work even more effectively and with even higher visibility than was possible this year. By the end of this grant year, the Project will be very well integrated into the ALRP internal structure, mission and ALRP public profile.

We are applying to NCG for funding for a full-time Policy Project for next year and will be seeking other funding sources as well. We expect to continue to work primarily on HIV-related benefits policy issues. We also no doubt will work in other areas where ALRP has special expertise and advocacy skills to offer. Our goal is to keep all ALRP policy work tied to the legal and other experience we have institutionally as a result of the direct services we provide to the community.

G. Are your budget expenditures on schedule? If not, please be sure to include any requests for budget modifications of greater than 10% of the total grant award.

Our NCG budget is on schedule. We have slightly altered the category amounts within the original budget, but only within the \$3,600 expense budget. If this information is important, we can provide the alterations to NCG. ALRP has been forced to supplement the budget of the Policy Project to some degree, as the NCG grant will not cover all expense created by the Project. Even this supplement leaves the Project with somewhat deficient monies for program expenses.

AIDS Legal Referral Panel

\$30,000

Nine Counties

To establish a policy program to improve and ensure access to private and public benefits people with HIV throughout the nine Bay Area counties. First year efforts will address the rising incidence of HIV benefit caps on medical insurance coverage and the limits of Social Security policies on HIV/presumptive disability.

two payments -- ***see special edit below**
delete optional paragraph

Objectives:

A. Caps

- 1) undertake an analysis of current statewide and national trends regarding HIV-related insurance benefits caps
- 2) convene one working group of 12 or more community-based organizations, legal service agencies, and other interested parties with a goal of reaching a consensus on strategies for changing HIV cap policies
- 3) educate policy makers on the devastating effect of discriminatory HIV-related insurance benefit caps -- contacting at least 10 California and five federal policy makers
- 4) assist other community-based organizations in making in-person contact with at least ten state or federal policy makers
- 5) begin a public debate on the issue of HIV benefits caps by producing 500 copies of newsletter or brief white paper on the issue

B. Social Security Policies

- 6) undertake an analysis of the new Social Security policies, and measure their likely impact on Panel clients and others with HIV
- 7) summarize findings and inform 400 volunteer legal professionals of the impact of the policies
- 8) educate policy makers on the positive and negative impacts on the new policies -- contacting a minimum of five federal policy makers
- 9) place at least three feature stories, editorials or op-ed pieces on Social Security policies and HIV in newspapers of regional or national importance

***RE: PAYMENT:** replace existing language with the following: As per our conversations, the Task Force will release half of your grant award within a week of our receipt of your signed grant agreement and approval of any revisions to your workplan. The Task Force is anxious to review the findings of your needs assessments in both activity areas and would like a report on them before release of the second half of your funds. If you are prepared to report on your findings and move on to implementation activities before your formal six month report is due, feel free to submit that report early.

Minutes of the AIDS Legal Referral Panel
Board of Directors' Meeting - April 13, 1992

Present - Gary Encinas, Monica Hernandez, Hannah Schwarzchild, Janet Seldon, Ilene Gusfield, Jeff Gibson, Rafael Chang, Dan Chesir, Carl Wolfe, Mark Senick, Gail Dekreon, Paul Richards, Connie Hiatt.

Absent - Ora Prochovnick.

Executive Director's Report

Kristen apprised the Board of personnel issues and announced that ALRP is having a Rena Frantz Appreciation Day on April 24 and the Board is invited to join the staff for a pot-luck lunch that will be held at the ALRP office in Rena's honor. Kristen also advised the Board as to the status of the current contract negotiations with respect to grants.

Nomination Committee

Gary Encinas will set up an interview for the nominating committee with a potential new board member before the next Board meeting.

Minutes

The minutes for the March meeting were unanimously approved with no changes.

Annual Report

By consensus, the Board approved the use of photos and an equivalent quality of paper that was used last year for the annual report for 1991.

Malpractice Insurance

A motion was made and seconded to apply for malpractice insurance to cover the staff of the ALRP. We will further evaluate the issue based upon the cost of the resulting quote. This motion was passed unanimously.

April 13, 1992
Executive Session

A motion was made and seconded to table the plans for a national search for a new executive director. This motion was approved with two opposed, one abstention and the remainder in favor. We will discuss the executive director opening at the next meeting. Gary Encinas requested that the minutes reflect his request for a national search for a new executive director based upon a duty to clients and donors.

Other

The Board also heard a recommendation that we hear a personal appeal by Peter Fowler with respect to ALRP's decision to remove his firm from the panel. Upon motion made and seconded, the Board voted not to hear further comment from Mr. Fowler. The vote was two opposed, one abstention and the remainder in favor.

Minutes of the AIDS Legal Referral Panel
Board of Directors' Meeting - March 2, 1992

Present - Mark Senick, Hannah Schwarzcchild, Paul Richard, Jeffrey Gibson, Janet Seldon, Monica Hernandez, Gail Dekreon, Ora Prochovnick, Rafael Chang.

Absent - Daniel Chesir, Gary Encinas, Carl Wolf, Ilene Gusfield.

The Board was notified by Paul Richard that Clint Hockenberry had tendered his resignation as Executive Director effective March 2, 1992. Upon motion made and seconded, the Board unanimously voted to name Clint as Executive Director Emeritus of the ALRP. The Board discussed organizing several events or functions, receptions, to honor and recognize Clint's years of service. The Board, upon motion made and seconded, unanimously voted to pay Clint a lump-sum severance payment of \$2,600 as soon as possible.

Upon motion made and seconded, a resolution was approved to provide check signing authority to Kristin Chambers, Rena Frantz, Mark Senick and Kathleen Queeneville. The vote was 8 in favor, one abstention.

The Board agreed to table its discussion of malpractice and bar dues for staff until the next meeting.

Treasury Report

Mark reported the new accounting system is being installed and Hannah has agreed to help Kevin and Rena in developing a program for accounting for grants.

Acting Executive Director Report

A report was given by Kristin Chambers as acting Executive Director. She informed us that the ALRP will move its offices by March 13.

Policy Report

Paul DiDonato provided a policy report. Paul filed our comments regarding the Social security regulations on AIDS and related definitions of disability.

Fund-Raising

Motion was made that the fund raising chair can approve grants and use discretion in exercising such approval. The motion was seconded and adopted by a vote of 7 in favor and 2 abstaining. The fund raising chair will also check out the pros and cons of direct mail solicitation.

Annual Report

Frederick Hertz is spearheading the annual report ad hoc committee and the first draft should be ready by March 25.

Minutes

The minutes of the prior meeting were approved with one abstention.

Minutes of the AIDS Legal Referral Panel
Board of Directors' Meeting - February 3, 1992

Present - Paul Richard, Gail Dekreon, Jeff Gibson, Ora Prochovnick, Carl Wolf, Hannah Schwarzschild, Ilene Gusfield, Connie Hiatt, Dan Chesir and Clint Hockenberry.

Absent - Mark Senick, Raphael Chang, Monica Hernandez, Janet Seldon.

Also Present - Paul Di Donato and Ron Hipolight.

1. WITHHOLDING PROBLEM

Upon motion made and seconded, the Board unanimously voted to loan money to employee Raul Aguilar and to pay penalties, if any, due on under-withholding of 1991 income taxes due to the inadvertent error of ALRP.

2. GRANT ACTIVITIES

Two possible grants are under consideration: one to NCG and one to Alameda County Care Funds. The NCG grant is a request for \$26,720 to fund a half-time volunteer coordinator to improve the ALRP's volunteer management, including case management data base, volunteer data base management, volunteer recruitment, etc. We also received information about new resources available in Alameda - the CARE funds. Upon motion made and seconded, the Board voted (in favor 7, 2 abstentions) to authorize Kevin Walsh to go forward with the NCG grant proposal. Upon motion made and seconded, the board unanimously voted to authorize Kevin to go forward in submitting the Alameda County CARE Funds proposal.

3. MISSION STATEMENT

The mission statement was discussed and through consensus, the following mission statement was agreed upon:

The AIDS Legal Referral Panel of the San Francisco Bay Area (ALRP) provides access to free and low-cost legal services to persons in the Bay Area with HIV infection and to others with AIDS-related legal problems. The ALRP protects and advances the rights of persons with HIV infection.

4. SCOPE OF DIRECT LEGAL SERVICE AS PROVIDED BY ALRP STAFF

We agreed to table discussions on the cost of malpractice insurance, bar association dues and possible liability until further information is available.

5. MINUTES

Minutes of the January 27, 1992 Board meeting were approved with corrections.

Minutes of the AIDS Legal Referral Panel Board of Directors'
Meeting - January 27, 1992

Present - Gail Dekreon, Rafael Chang, Dan Chesir, Gary Encinas, Ilene Gusfield, Connie Hiatt, Monica Hernandez, Clint Hockenberry, Paul Richard, Hannah Schwarzchild, Janet Seldon, Carl Wolf.

Excused - Jeffrey Gibson, Mark Senick, Ora Prochovnick.

Also Present - Paul Di Donato.

1. **EXECUTIVE COMMITTEE**

Nominating
The ~~Executive~~ Committee recommended the following as members of the Executive Committee for 1992:

Gail Dekreon, Co-Chair
Paul Richard, Co-Chair
Mark Senick, Treasurer
Connie Hiatt, Secretary

The Board unanimously adopted the recommendation.

2. **COMMITTEES**

The Board agreed upon the following committee assignments:

Attorney Relations

Carl Wolf
Janet Seldon
Ora Prochovnick

Nominations Committee

Ilene Gusfield
Gary Encinas
Connie Hiatt

Honorary Board

Gail Dekreon

Advisory Committees

Outreach

Raphael Chang
Monica Hernandez
Paul Richard

Fundraising

Jeff Gibson
Rafael Chang
Hannah Schwarzchild

Annual Report

Frederick Hertz
Monica Hernandez

Policy

Hannah Schwarzchild
Connie Hiatt

Client Services

Janet Seldon
Carl Wolf

Benefits

Dan Chesir
Gary Encinas

This slate of committee members was ratified unanimously by the Board.

Additional Discussion

The Board agreed to eliminate the media/speakers bureau committee. The Board also decided to replace the program committee with four advisory committees for client services, outreach, benefits and policy. The advisory committees will be responsible for training volunteer attorneys, in coordination with the ALRP staff. Janet Seldon and BASF will implement the training.

The Board clarified that the annual report committee is an ad hoc committee.

It was suggested that we discuss developing a newsletter for ALRP volunteers. Clint Hockenberry suggested that ALRP use the SALSA newsletter with an insert for the San Francisco ALRP.

It was suggested that the nominations committee undertake a more active orientation role regarding new Board members.

Clint proposed consideration of a strategic planning committee. Dan Chesir agreed to meet with Ilene and Ora to develop the structure for a strategic planning committee to be presented at an upcoming Board meeting.

Committees were asked to formulate a written statement designating a committee chairperson, a statement of purpose and objectives before the March Board meeting.

3. ISSUES REMAINING FROM BOARD RETREAT

Ilene and Paul developed a list of items remaining open from the Board retreat. The executive committee will meet and review the issues concerning internal governance of the organization and make proposals to the Board at a future date. The Board will review the proposed mission statement at the February Board meeting and will vote on the mission statement at that time. Clint will obtain quotes for malpractice insurance for the ALRP staff attorneys.

4. EXECUTIVE DIRECTOR'S REPORT

Clint reported that the ALRP offices will move down the hall to the new offices on March 1 and that Pillsbury Madison & Sutro is drafting the new lease, which should mirror the prior lease. Clint recently attended the SALSA meeting in San Diego

and noted that the predicted change in opportunistic infections is tuberculosis. The development of tuberculosis as one of the leading diseases befalling HIV positive individuals will change the way we handle our clients in the future.

5. MINUTES

Upon motion seconded, the Board resolved to approve the December minutes. Passed unanimously.

6. OTHER MATTERS

The attorney relations committee proposed to reinstate a suspended panel attorney who was found by a bar association arbitrator to have overcharged ALRP clients. The attorney relations committee recommended that ALRP offer to reinstate the attorney in exchange for 10 percent fee tithing and an agreement to follow the ALRP fee protocol. The Board defeated the recommendation 10 to 1. Upon motion made and seconded, the Board agreed that the suspended panel attorney will not be reinstated at this time and Gary Encinas will draft a letter to that effect for the Board to review at an upcoming meeting.

Connie Hiatt gave notice of the February 3 meeting of the Board to be held at 5:30 in the ALRP offices.

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**Minutes of the AIDS Legal Referral Panel Board of Directors Meeting
December 2, 1991**

Present: Gail Dekreon, Jeffrey Gibson, Barry Graynor, Ilene Gusfield, Monica Hernandez, Frederick Hertz, Andrea Palash, Ora Prochovnick, Janet Seldon, Mark Senick, Carl Wolf

Excused: Dan Chesir, Gary Encinas, Paul Richard

Also Present: Kristin Chambers, Kevin Walsh

1. Panel Award

It was reported that the Panel has been named a 1991 recipient of the U.S. Assistant Secretary for Health Award. Clint is in Washington, D.C. receiving the award from Assistant Secretary for Health James Mason.

2. Nominating Committee

The Nominating Committee reported out the following candidates for the open Board positions: Rafael Chang (Community at Large), Connie Hiatt (VLSP Candidate), and Hannah Schwarzchild (BALIF Panel). Upon motion seconded, the candidates were unanimously elected as new Directors.

The Nominating Committee also recommended the re-election of the following Directors: Mark Senick, Janet Seldon, Paul Richard, Dan Chesir, Ora Prochovnick, and Gary Encinas. Upon motion seconded, the above-named Directors were unanimously re-elected for an additional two-year term as Directors.

3. Resignation of Diane McCabe

It was reported that Diane McCabe had resigned as Director, effective November 26, 1991. It is with the deepest regret that the Board accepts the resignation.

4. Annual Board Retreat

The annual Board retreat will be held at Gary Encinas' house on Saturday January 18 from 9:30 to 5:00. It will concentrate on long-term planning. The suggestion was made and ratified to invite Tanya Neiman of VLSP, the Honorary Board, the BALIF Co-Chairs and Staff to the retreat. Retreat expenses will be covered out of the Development Budget.

The motion was made to hire an outside facilitator for the retreat at a cost of up to \$750. The Co-Chairs and one other Board member would interview and select the facilitator. Upon motion seconded, the resolution was passed with a vote of 7 to 3.

5. Treasurer's Report; 1992 Budget

Fred presented the following report:

(1) The Panel received a check for \$5,100, its share of the \$10,000 bequest discussed at the last meeting.

(2) The expense statement for September and October was distributed.

(3) New office space is available around February 1 down the hall from the existing office; the per square foot rental would be the same but the overall increase would be from \$1900 to \$2566/month, or approximately \$23,000 to \$30,000 annually. The new office suite would consist of 7 offices and would allow Paul DiDonato to join the rest of the Staff at the same location. Several other advantages were pointed out, including a separate conference room, moving the work-study students closer to the supervisor, etc. There would be approximately \$1,000 in moving expenses but no build-out expenses. Question of approving the new space was deferred until the budget discussion (see below).

(4) Fred then presented a "Proposed 1992 Budget." There are four suggested alternatives: A - "absolutely necessary"; B - "what we should do"; B+ - middle ground (builds in the rent increase and some upgrade for personnel; \$9,000 reserved for general raises); and C - Clint's proposal.

It was pointed out that the Budget needs to provide for \$15,000 to go to BASF/VLSP during 1992. This breaks down as follows:

\$9,000 - CARE Act funds (\$3,000 definite commitment [June91 - June92 fiscal year], \$6,000 open [June92 - June93 fiscal year])

\$3,000 - Community Development

\$3,000 - Clerical support (already included under part time employees)

The goal was to defray 50% of BASF's ALRP costs. BASF's total ALRP costs equal approximately \$40,000/yr.

Extensive discussion was held about the budget and the individual line items. Upon motion seconded, it was resolved to approve the salary portion of the 1992 "B" budget, but reserve \$11,000 in raises. Failed (4 ayes, 4 nays, 1 abst). Upon motion seconded, it was resolved to approve the salary portion of the 1992 "B" budget, but reserve \$10,000 in raises. Passed (7 ayes, 1 nay, 1 abst). Upon motion seconded, it was resolved to approve the budget in the form attached hereto as Exhibit A. Passed unanimously.

6. Other Matters

(1) Jeff reported on the Annual Fundraiser, which was an outstanding success. The Panel raised \$58,000 and netted approximately \$51,000. Upon motion seconded it was resolved to approve payment of the costs incurred in connection with the event, which totaled approximately \$6700. Passed unanimously.

(2) Mark, as Treasurer to Be, recommended using a Payroll Service starting January 1 until he felt more comfortable with his new duties. Approved unanimously.

(3) Barry described a new CARE Act Grant proposal for a full time position to assist with client services, which had to be submitted by noon December 2. The proposal was approved by the Executive Committee. Upon motion seconded, it was resolved to ratify the decision of the Executive Committee. Passed unanimously.

(4) Barry noted that he is still collecting signatures approving the October minutes. Upon motion seconded, it was resolved to approve the November minutes. Passed unanimously.

1992 BUDGET

Executive Director	40,500
Admin. Ass't (60% time)	21,000
Receptionist	20,000
Outreach Director	31,000
Client Services Coordinator	31,000
Benefits Advocate	32,000
Policy Analyst	17,000
Reserve for raises	10,000
Staff Benefits	40,000

+770

17,5500

1898

3.8/3.3

SF

3.0/2.7

U.S.

Sal. + Ben. (subtotal) 242,500

Prt-time e'es [1]	8,500
Grantwriter	20,000
Outreach Exp.	1,500
Development	8,000
Insurance	7,500
Equipment/Maintenance	11,000
Supplies	3,000
Copying	1,000
Postage	4,000
Publications/AIDSLaw	4,000
Subscriptions	1,000
Rent/Moving	31,000
Training	800
Telephone	5,000
Financial Operations	1,200
Staff Development/Travel	3,500
Miscellaneous	500

BASF transfer 12,000

TOTALS 366,000

Approved by the Board December 2, 1991

ALRP BOARD (January, 1991)

Representative Members

BALIF (3)

- | | |
|-----------------|---------------|
| 1. Mark Senick | January, 1994 |
| 2. Carl Wolf | January, 1993 |
| 3. Gail Dekreon | January, 1993 |

YLSP/BASF (3)

- | | |
|-----------------|-----------------|
| 1. Janet Seldon | January, 1994 |
| 2. Connie Hiatt | January, 1994 3 |
| 3. Paul Richard | January, 1994 |

Panel Members (6) (2 from BALIF, 2 from YLSP, 2 from other bar)

BALIF

- | | |
|-------------------------|---------------|
| 1. Daniel Chesir | January, 1994 |
| 2. Hannah Schwarzschild | January, 1994 |

YLSP/BASF

- | | |
|--------------------|---------------|
| 1. Ora Prochovnick | January, 1994 |
| 2. Gary Encinas | January, 1994 |

Other Bar Association

- | | |
|-------------------|---------------|
| 1. Jeffrey Gibson | January, 1993 |
| 2. Ilene Gusfield | January, 1993 |

At Large Members (3)

- | | |
|---------------------|-----------------|
| 1. Monica Hernandez | January, 1994 3 |
| 2. Rafael Chang | January, 1994 |
| 3. Vacant | January 1993 |

**Minutes of the AIDS Legal Referral Panel Board of Directors Meeting
September 3, 1991**

Present: Dan Chesir, Gail Dekreon, Gary Encinas, Jeffrey Gibson, Barry Graynor, Monica Hernandez, Andrea Palash, Ora Prochovnick, Paul Richard, Mark Senick, and Carl Wolf

Excused: Ilene Gusfield, Fred Hertz, Diane McCabe, and Janet Seldon

Also present: Clint Hockenberry, Executive Director

I. Treasurer Position

By unanimous acclamation Mark was elected Treasurer-in-Waiting, to be officially ratified (if he still wants the job!!) in January.

II. Policy Analyst Position

Refer to Fred's memo (attached). After discussion, by a vote of 7 ayes and 4 abstentions, the recommendation to hire the Policy Analyst at 3/5th time was approved.

III. Treasurer's Report

The expense statement for the period ended July 31, 1991 was presented to the Board for its review.

IV. Executive Director's Report

A. Monthly statistics

August cases increased to a total of 220, representing a substantial increase. Clint predicts a continuation of the increasing case load.

B. Clinics

Four clinics are in operation: Marin, Contra Costa, S.F. Women's Center, and Mission Health. Others are expected to be in operation by the end of the month: Tenderloin and/or Ambassador Hotel (with Shanti), Women's Building, Black Coalition on AIDS, Homeless Advocacy, and Shanti Client Support.

There are negotiations being held with Hunter's Point, CURAS, Latino AIDS Project, San Mateo, Marin City, San Quentin and Richmond.

C. SALSA

SALSA is incorporating as a state organization with 2 Co-Chairs, one of whom is Clint. SALSA said "no" to a LIFE membership. We had already voted to give \$300 in case of this contingency.

D. CDC Guidelines on AIDS

Clint predicts the new guidelines will have a minimal effect on our caseload because we already deal with seropositives. The guidelines may lead to confusion over disability benefits however.

V. Revised Committee Assignments

The following Committee Assignments were approved unanimously, effective immediately:

Outreach Committee -- Ora, Paul, Monica

Program Committee -- Janet, Monica, Diane

Attorney/client relations -- Carl, Janet, Ora, and Gary

Public Relations/Speakers -- Andrea, Jeff

Publications (Brochures) -- Ilene, Barry

Fundraising -- Barry, Fred, Jeff, Andrea and Gail

San Mateo County Liaison -- Carl

Ad hoc assignments --

Annual report -- Fred, Andrea

AIDS Walk -- Gail, Barry

Honorary Board -- Jeff, Monica

Continuing Legal Education -- Gail

Client Services -- Mark, Janet

VI. Honorary Board

The meeting went extremely well; turnout was excellent.

VII. Attorney/client Relations

A. Fee protocol

The fee protocol/rules/etc. are ready to go out soon with the required sign off form.

B. The case

The case went to a Bar Association hearing; the arbitrator asked for a brief. No decision yet.

VIII. Programs

Nothing to report.

IX. Publications

The Benefits Game is going to Dan for layout, etc.

X. Fundraising

A. Recent grants

The Panel has received grants from the Friedman Family Foundation for \$10,000 (Benefits Advocacy) and from Walgreens for \$2500 (general operations).

B. T-Shirts

Discussion held whether to spend between \$500-\$1,000 to print up 100 T-shirts to sell through "Under One Roof." Consensus was not to proceed with this idea.

C. The Fundraising Event

Venue, celebrity and date are still open.

Jeff has organized the Committee. The sponsorship levels are the same as last year.

**Board members are expected to make a financial contribution to the fundraiser.

XI. Media/Speakers

The Recorder recently ran a feature article on Kristin and the Panel! Also, on August 23 the Recorder ran a story on Clint's receiving the State Bar award.

XII. New Business

The Co-Chairs are starting to plan for the Annual Retreat.

Frederick C. Hertz

Attorney at Law
1970 Broadway, Suite 940
Oakland, CA 94612-2263
Telephone 415-451-4114
Facsimile 415-451-4115

MEMORANDUM

To: Barry, Clint, Boardmembers
From: Frederick
Re: Budget/policy position
Date: August 30, 1991

Please present the following information to the Board at the September meeting:

The Public Policy Program is currently budgeted at \$35,900 for the one year period September 1991 - August 1992. As currently budgeted, the new Analyst position is budgeted for \$20,000 (half time, with FTE at \$40,000). The remaining funds are for a portion of Clint's time, benefits and general overhead. Since we expect to get free office space from a law firm, nothing is budgeted for rent. We have received \$30,000 from NCG which will cover all of the basic budget items; the remaining amounts, which are for general overhead, come from our general budget.

We have offered the position to an applicant who has asked that the job be increased to a 3/5 time position (24 hours per week, rather than 20), at the same FTE salary. This would result in an increase of approximately \$4,300 for the year's project (covering salary and benefits). I have estimated that the 1991 increase would be \$1,500 and the 1992 increase would be \$2,800.

Our current anticipated reserve for 1992 is approximately \$220,000. This change would reduce that amount to approximately \$216,000. We anticipate that the 1992 budget will be approximately \$300,000 based upon current programmatic levels; this change would raise our "unmet need" (that is, our current fundraising goal) from \$80,000 to approximately \$84,000.

AIDS LEGAL REFERRAL PANEL
EXPENSE STATEMENT
FOR THE PERIOD ENDED JULY 31, 1991

	SF						
	1-1-91 to 6-30-91	Earmarked Funds	All Other Funds	Total July 1991	1-1-91 to 7-31-91	8-1-91 to 12-31-91	Annual
Administrative salary & benefits	74,663	4,546	12,147	16,693	91,356	89,644	181,000
Part-time salary	5,584	250	257	507	6,091	2,409	8,500
Grantwriter	9,980	0	1,307	1,307	11,287	4,913	16,200
Minority outreach expenses	286	0	0	0	286	1,714	2,000
Development	6,341	0	571	571	6,912	(912)	6,000
Insurance	7,058	0	524	524	7,582	(582)	7,000
Equipment/Supplies	3,867	50	482	532	4,399	1,101	5,500
Copying	285	0	0	0	285	215	500
Postage	1,699	50	59	109	1,808	192	2,000
Publications	79	0	0	0	79	3,521	3,600
Subscriptions	842	0	0	0	842	158	1,000
Rent	11,494	400	1,516	1,916	13,410	6,590	20,000
Training	858	0	0	0	858	(58)	800
Telephone	1,896	50	618	668	2,564	1,436	4,000
Miscellaneous	474	750	2,000	2,750	3,224	(1,624)	1,600
AIDS law manual	3,269	0	0	0	3,269	31	3,300
Staff development	325	0	0	0	325	675	1,000
SUBTOTAL	129,000	6,096	19,481	25,577	154,577	109,423	264,000
Transfer to Bar Association	1,500	0	0	0	1,500	4,500	6,000
TOTAL	130,500	6,096	19,481	25,577	156,077	113,923	270,000

* an advance for the AIDS week

**Minutes of the AIDS Legal Referral Panel Board of Directors Meeting
August 5, 1991**

Present: Dan Chesir, Gail Dekreon, Gary Encinas, Jeffrey Gibson, Barry Graynor, Ilene Gusfield, Monica Hernandez, Fred Hertz, Diane McCabe, Andrea Palash, Ora Prochovnick, Paul Richard, Janet Seldon, Mark Senick, and Carl Wolf

Also present: Clint Hockenberry, Executive Director

I. Co-Chairs' Report

A. Revision of agenda format

Paul proposed that the committees issue written reports on the "action" items for each Board meeting. This way the meetings would be shorter and the Board members would be better prepared. The written reports would be distributed with the agenda prior to each meeting. Paul will endeavor to implement this policy; no vote was taken.

B. Ratification of CDBG Application

MSCU to ratify the application for a Community Development Grant through HUD (through the City of San Francisco). We applied for \$50,000 primarily to support the client services director salary and the receptionist. There is stiff competition to obtain these grants but once awarded the organization is generally assured of continued funding.

C. Receptionist

Discussion was held to hire a full time receptionist. Tabled pending the Treasurer's report.

II. Treasurer's Report

A. East Bay Fundraiser

We made approximately \$1500 from the East Bay reception.

B. General status report

1. Attorneys fees have been extremely low per the 6-month report.

2. We have had added expenses in the equipment category due to additional staff and aging equipment.

3. There is \$188,000 "in the bank" for next year. The

budget will be around \$300,000, leaving a \$112,000 shortfall. Accordingly, we will have to fundraise during 1992 for the 1992 budget or cut back on January 1 or hire full time for 6 months, etc. However, we are about where we've been in the past few years at this time, percentage-wise.

Goal for the remainder of 1991: \$30,000 from the law firm reception; \$40,000 from other sources, such as United Way, other donations, and Walk for Life.

C. Bookkeeper position

Effective January, Rena's hours would be increased to 25 hours/week (from the current 20 hours/week) so that she would work approximately 15 hours/week on financial management (bookkeeping) and approximately 10 hours/week on office management. The remaining 10 hours/week which she presently devotes to office management would be shifted to the new full-time receptionist.

Rena would work under the supervision of the new Treasurer and would perform tasks presently handled by Fred and Michelle. Note that Kathleen Quenneville will be leaving her position as Assistant Treasurer on June 30, 1992.

Altogether the added 1992 cost of these changes is about \$5,000 less than the cost of hiring an outside professional bookkeeper.

MSCU to accept the proposal as outlined above and as set forth in the attached exhibit.

III. Fundraising Presentation

Fredric Sonenberg, a professional fundraiser, made a special presentation to the Board at the invitation of Barry. He made the following points:

1. For successful fundraising, the Board must be involved personally. Each Board member must make a financial contribution to the organization.

2. In order to conduct a major donor/annual campaign, the first step is to form a committee with a chairperson, then prepare a major donor list. The list should contain a subset of "major major" donors etc. The next step is to obtain training from a professional fundraiser.

Examples of ways to contact major donors: a personal telephone call or in-person solicitation with 1 or preferably 2 Board members. Best to do "peer solicitation" -- match people according to interests, background, etc. "Do your homework first."

IV. Executive Director's Report

A. Statistics

The percentage of wills has been down; the outreach clinics will be in full force in September; expect an increase in cases in October.

B. Attorney Guidelines

These are ready to be sent out.

C. Receptionist

Raul Aguilar has been hired as the new receptionist.

D. Equipment Budget

The office needs additional money to repair Clint's terminal; to buy a fax machine; and to obtain a maintenance contract on the small xerox machine. (We received the free NGRA xerox machine.)

There are several grant proposals out regarding computers.

The proposal is to increase the equipment category from \$2500 to \$5500. (There is currently a \$1500 deficit.)

MSCU.

E. Adjustments to other budget items

MSCU to make the following additional budget adjustments due to deficits:

(1) Increase AIDS Law Manual by \$300

(2) Increase training by \$400

(3) Increase postage by \$1,000

(4) Reduce minority outreach expenses by \$1,000 (these are for postage, copying and equipment & supplies)

F. NCG Policy Analyst Position

Discussion held on the new \$30,000 Policy Analyst position. Two key issues: the CAPs on medical insurance reimbursement, and social security. Morrison & Foerster has agreed

to take the "CAPs case."

The position is for \$20,000/year for 20 hours/week, plus \$4,000 in benefits and \$6,000 in expenses. We are still looking for free office space and a donated computer and telephone.

MSCU to accept the \$30,000 NCG grant for this position.

Discussion held regarding hiring procedures for the new position. There is a September 1 hiring date. Should the search be broad-based or targeted? MSCU to conduct the search on a targeted basis; the Search/Interview Committee will consist of Kristin, Clint, Diane and Gary. They are to rank their choices, with the final selection to be made by the committee and the two co-Chairs.

G. SALSA Meeting

Next Saturday, August 10, from 10 to 2, there will be a SALSA meeting at the ALRP office. All Directors are invited to attend.

H. Award

Clint received a Legal Services Achievement Award (Northern California) from the State Bar.

V. Honorary Board

The first meeting of the Honorary Board is scheduled for August 7.

VI. Alameda County Care Act Grant Proposal

Discussion held whether or not to apply for this grant. The process is similar to the S.F. CARE Act proposal. Prime goal is benefits entitlement. Fred suggested we do not apply for the following reasons:

(a) They would want the Panel to assist with initial applications (conflict with ABC)

(b) Benefits advocate is already funded for Alameda County

Reason for applying now is that it would make it easier to get accepted later.

The Letter of Intent would need to be submitted on August 7.

Consensus was not to apply.

VII. Revision of fee schedule for trust work

Tabled.

VIII. June and July minutes

MSCU to approve the June and July minutes as presented to the Board.

IX. September meeting date

Due to the Labor Day holiday, the regular September Board meeting is rescheduled to Tuesday, September 3.

II. Financial Operations Proposal

- A. Select new Board Treasurer
- B. Restructure Rena's positions as follows:
 - a. shift 10 hrs/week of her tasks to clerical/receptionist
 - b. increase her hours (effective Jan.1992) to 25/week
 - c. Rena devotes 15 hours/week to financial operations
 - d. increase Rena's salary as follows:
 - i. Sept-Dec: increase from \$1,225/month to \$1,300/month (to account for additional tasks/training time)
 - ii. Jan. 1992: increase from \$1,300 to \$1,750/month (to account for increased hours (25/week) and increased responsibilities (additional \$2.50/hr for financial services)
 - iii. July 1992: mid-year review re financial services
- C. Transition schedule:
 - a. Rena meets with current treasurer and consultant Sept/Oct
 - b. new treasurer meets with current T and consultant Sept/Oct
 - c. Rena and new treasurer locate computer system Sept/Oct
 - d. begin implementing new systems November/December
 - e. effective transition January 1992
 - f. Kathleen Quenneville stays on as Ass't T through June 1992

**Minutes of the AIDS Legal Referral Panel Board of Directors Meeting
July 1, 1991**

Present: Dan Chesir, Gail Dekreon, Jeffrey Gibson, Barry Graynor, Fred Hertz, Diane McCabe, Ora Prochovnick, Paul Richard, and Mark Senick

Excused Absence: Gary Encinas, Ilene Gusfield, Monica Hernandez, Andrea Palash, Janet Seldon, and Carl Wolf

Also present: Clint Hockenberry, Executive Director

I. Co-Chairs' Report

1. Conflict of interest guidelines (Horizon)

Paul and Barry are reviewing the guidelines for compliance. The consensus of the Board is to incorporate any necessary changes into the By-Laws. One issue that should be addressed is the referral of fee-generating cases to Board members.

2. Staff insurance benefits

Paul informed the Board that United Way requires that our Personnel Manual set forth the policies regarding employee health and dental benefits. Attached is a draft paragraph 10 to the Personnel Manual describing these benefits. MSC, with 1 abst, to adopt the paragraph as amended as follows:

(a) the reference to a "one month waiting period" should read: "commencing on the first day of the month after a one month waiting period"; and

(b) the reference to "a medical leave of absence for a period of six months" in the last two sentences should read: "a medical leave of absence, as long as such leave shall last, for up to a six month period."

3. Reimbursement of Kerrington Osborne

Paul reported that the United Way medical plan will start on August 1. MSCU to reimburse Kerrington for his out-of-pocket medical expenses, up to the equivalent of what the medical premiums would have been, for the months of June and July of this year.

II. Treasurer's Report

Fred handed out an expense statement for the period ended May 31, 1991. He reported that he has now segregated out the S.F. CARE Act money in a separate column, and that equipment/supplies,

training, and the AIDS Law Manual are over-budget. The statement does not show any income received by the Panel. A payroll withholding statement will follow with the next mailing to the Board.

III. Executive Director's Report

1. No statistics are available as the Board meeting fell on the first of a month.

2. Mary Ann has announced her departure on August 1 to study Egyptology at the University of Pennsylvania. Salaam, Mary Ann.

3. Advisory groups are being set up for the three Panel projects with the assistance of Monica and Paul.

4. Outreach project:

The following clinics will be held:

-- Continuum	July 2
-- Marin County	July 3
-- Contra Costa	July 11
-- AIDS Project (East Bay)	July 15

The following clinics are planned for September or October:

-- S.F. Mission Neighborhood Health Center
-- Richmond
-- San Mateo (working with Jackie)
-- Marin City

5. Insurance clinics

There is a constant number of people involved (4-5 at the Thursday night clinic and 2 at S.F. General). Kristin is trying to recruit more attorneys.

6. CAP Case

Clint is still trying to place the CAP Case. The problem is that firms are concerned about conflicts of interest.

7. Fax/copier

NGRA sold us a fax machine for \$300 but it has not been operating. They may also be willing to provide us with a copier for free (but we would have to pay the moving costs of about \$100-150). After discussion, the consensus was to leave the decision in the hands of the Executive Director.

IV. Committee Reports

A. Honorary Board

Jeff presented the list of members who will serve on the Panel's Honorary Board. The first meeting is scheduled for August 7 at the Panel's office, from 6 to about 7 or 7:30. MSCU to spend \$200 for refreshments and the like. The meeting will be devoted to education and an introduction of the Panel.

B. Attorney Relations

Mark, Janet and Ilene mediated a fee dispute between an attorney and a client.

With respect to the other pending matter, a Bar Association arbitration hearing has been set.

C. Publications

No word yet from Matthew Bender. The Benefits Game can now be republished.

D. Fundraising

1. East Bay event

Fred reported that the response has been very poor as regards sponsors. He noted that in San Francisco we started with two free events. We need more attorneys from the East Bay to make getting sponsors easier. Fred further reported that we had received about \$1400 in donations and that our out-of-pocket expenses so far have run about \$1200. The food and wine will be donated.

2. Under One Roof

Any products that we sell are subject to the organizers' approval; however, there is no requirement that the products be made by us or directly related to the Panel's operations.

3. United Way Grant

Barry reported that we have received a new \$15,000 grant from United Way for the Outreach program. The grant request had been \$15,000 for outreach and \$10,000 for brochures. Kevin is checking to see if the new grant is all for outreach or whether some of the money can still be allocated to brochures. Fred noted that the outreach salary is fully covered for 1991 with other money; thus, we can reallocate the new grant money without affecting the budget.

4. PG&E grant

We have received a new corporate grant from PG&E in the amount of \$2,500.

5. Brautigam-Kaplan Foundation

We have received a \$500 grant from the Brautigam-Kaplan Foundation.

6. 1991 Walk for AIDS

Barry reported on a proposal (adopted by the Executive Committee) to participate in the 1991 Walk for AIDS. The Walk (distinct from the San Francisco AIDS Walk) will take place at three different sites in the South and East Bays on October 27. The Walk requires that we make a monetary contribution of \$2,000 as seed money for management and other costs. This money will be treated as a loan to be repaid without interest before any other disbursements of proceeds and within 30 days following the Walk event. However, if there are insufficient proceeds, the Panel would only receive back a pro-rated amount. Per Kevin, AIDS Legal Services of San Jose raised \$7500 last year with very little effort. Kevin will be working on a memo with that group regarding coordinating our participation. Kevin is also following up with the Santa Cruz AIDS Legal Referral Panel. MSCU to ratify the Panel's participation in the Walk and to approve the expenditure of the \$2,000 as described above.

7. The Fundraising Committee meeting will be held on July 16; a meeting on financial operations will be held on July 9.

8. Fred reported that Kathleen Quenneville will be resigning as Assistant Treasurer effective June 30, 1992.

E. Media/speakers

Our video training is out-of-date; we are talking to a production company.

F. Programs

We had zero presence at the Gay Freedom Day Parade!! A suggestion was made to move this to the Program Committee for next year.

V. New Business

A. Mandatory CLE

Gail agreed to work with Kevin James of BALIF to see if the Panel can be signed up as a provider under MCLE.

B. Donor-designated United Way contributions

Due to a change in policy, we can now "advertise" our United Way status. In the past we have received about \$2,000/yr as a United Way organization without any effort on our part. This item will be added to the agenda for the Fundraising Committee meeting.

C. Certification as a Lawyer Referral Service

We have been recertified by the State Bar as a Lawyer Referral Service.

D. IOLTA

Due to a reallocation, our grant was increased from \$27,000 to \$30,000!!!

VI. Miscellaneous

Due to Labor Day, the next Board meeting will be held on Tuesday, September 3.

10. Insurance benefits

All employees who work 20 or more hours per week and their dependents are eligible for health and dental benefits under the AIDS Legal Referral Panel's group plans. Health and dental benefits begin for each new eligible employee and her/his dependent after a one month waiting period. The Panel pays 100% of the cost for an eligible employee's health care and dental coverage, and pays 50% of the cost for health care and dental coverage of a dependent of an eligible employee. The Panel pays 100% of the cost of life insurance coverage for an eligible employee at 1 (one) times the employee's annual salary. The Panel provides health care, dental, and life insurance coverage for an eligible employee on a medical leave of absence for a period of six months. The Panel provides health care and dental coverage for a dependent of an eligible employee on a medical leave of absence for a period of six months.

AIDS LEGAL REFERRAL PANEL
EXPENSE STATEMENT
FOR THE PERIOD ENDED MAY 31, 1991

	SF			Total	1-1-91 to	6-1-91 to	
	1-1-91 to	Earmarked	All Other	May 1991	5-31-91	12-31-91	Annual
	4-30-91	Funds	Funds				
Administrative salary & benefits	48,996	4,546	10,164	14,710	63,706	108,994	172,700
Part-time salary	364	250	1,970	2,220	2,584	5,916	8,500
Grantwriter	6,477	0	1,586	1,586	8,063	8,137	16,200
Minority outreach expenses	286	0	0	0	286	2,714	3,000
Development	3,471	0	30	30	3,501	2,499	6,000
Insurance	594	961	5,393	6,354	6,948	52	7,000
Equipment/Supplies	1,819	50	1,532	1,582	3,401	(901)	2,500
Copying	285	0	0	0	285	215	500
Postage	994	50	170	220	1,214	786	2,000
Publications	79	0	0	0	79	3,421	3,500
Subscriptions	487	0	355	355	842	158	1,000
Rent	7,663	400	1,515	1,915	9,578	10,422	20,000
Training	698	50	35	85	783	(283)	500
Telephone	1,239	0	318	318	1,557	2,443	4,000
Miscellaneous	454	0	20	20	474	1,126	1,600
AIDS law manual	3,269	0	0	0	3,269	(269)	3,000
Staff development	0	0	325	325	325	675	1,000
Total Expenses	77,175	6,307	23,413	29,720	106,895	146,105	253,000

**Minutes of the AIDS Legal Referral Panel Board of Directors Meeting
June 3, 1991**

Present: Dan Chesir, Gail Dekreon, Gary Encinas, Barry Graynor, Ilene Gusfield, Monica Hernandez, Fred Hertz, Diane McCabe, Andrea Palash, Ora Prochovnick, Paul Richard, Janet Seldon, Mark Senick, and Carl Wolf

Excused Absence: Jeff Gibson

Also present: Clint Hockenberry, Executive Director

I. New Board Member

The Board welcomed Gail Dekreon to the Board as the newest member. She is BALIF's nominee and will be taking Susan Gelmis' seat.

II. Executive Director's Report

1. Medical/dental benefits

Clint reported that all 6 staff persons selected Bay Pacific. Clint also referred to a memo he prepared requesting dental coverage under the Cigna Dental Plan. The cost is \$14.60/mo/employee. MSC with 2 abstentions to adopt the dental coverage as described in Clint's memo, through the end of this year only, with the understanding that the Board will revisit the issue for next year depending on the budget.

2. LIFE Lobby

Our LIFE Lobby membership is up for renewal. The cost is approximately \$1100/1300/year for 1 vote. Clint's recommendation is not to renew the membership because, although it is an effective organization, we have little participation. One suggestion was to buy a combined membership through SALSA. Alternatively, we could simply give a donation. MSC, 1 nay to contribute \$200-\$300 toward a membership through SALSA, or separately a donation in that amount if SALSA decides not to seek membership.

3. Coordination of Panel Programs

Clint reported that he is setting up an oversight committee with respect to the three Panel service programs: outreach, client services, and benefits. Board and non-Board members will be on the oversight committees. They will be separate from the Advisory Board. Anyone with suggestions for names should see Clint.

4. International AIDS Conference

La conferenza in Italia era molto bella.

III. Co-Chairs' Report

1. Horizons' Guidelines

The Co-Chairs are reviewing the guidelines to ensure that the Panel is in compliance. Areas under review are:

- a. Kevin's contract
- b. Board/staff conflicts
- c. Clients' grievance procedure

So far all the necessary changes are technical in nature.

2. Immigration regulations

Originally the revised regulations were to be effective June 1; this was delayed 60 days to give time for public comments. MSCU: to alert the Panel volunteers to the issue with the July 1 quarterly log; Monica will represent the Panel in other efforts; the Co-Chairs are to write an appropriate letter on behalf of the Panel.

3. Gay Freedom Day & Festival

Andrea will coordinate with BALIF.

4. AIDS Walk-a-Thon

Unfortunately, we were not included as a beneficiary.

5. Lauren Miller award nomination

The BASF and BALIF boards unanimously nominated Clint to be the State Bar Lauren Miller award recipient.

IV. Treasurer's Report

1. MSCU: to spend up to \$200 on a "Thank You" lunch for the Price Waterhouse people for the outstanding job they did on the 1990 audit.

2. First quarter report: the entries for the AIDS Law Manual and publications have been combined; the March statement was in error but this has been corrected in the April statement. All in all, the publications budget has \$2400 left for this year (we overspent on the AIDS Law Manual by \$269). There is \$145,000 in

projected funds for 1992.

3. Fred explained to the Board that each Board member is personally liable for payroll misappropriations regarding withholding of taxes. Fred will start including a copy of the bank statement with his report to show the deposit of the withholding taxes.

4. To date, earned income from publications (including the AIDS Law Manual) is \$1406 for 1991.

5. Fred reported on a plan to restructure the financial operations and grant reporting:

a. More and more grants require specific accounting (e.g., IOLTA, S.F. (Ryan White), and Marin). Often the reporting periods are different.

b. The financial operations group (Fred, Kathleen, Barry, Clint, Yvonne, and Kevin) will be meeting to reorganize the process. Since Fred will be leaving at the end of this year, it may be necessary to hire a 1 day/week or half day/week staff person to computer program the funding/reporting.

c. The goal is to have the new system in place by September.

V. Committee Reports

A. Advisory Board

Clint reported on the status of the Advisory Board:

1. A few people have been contacted so far; still awaiting confirmation.

2. The idea is to have quarterly meetings; uncertain yet if the first meeting will be held in July or August.

3. Two main purposes: community outreach and fundraising.

Discussion held regarding logistics: e.g., who should chair the first meeting; what should the agenda be for the first meeting, etc. All suggestions should be directed to Jeff and Monica or to Clint.

B. Attorney Relations

Discussion was held regarding revising the fee protocol with regard to charging clients based not only on their gross annual income but also their assets. MSCU to revise Section V of

the fee protocol to read as follows:

"For all other matters referred through the Panel, the attorney may charge the client no more than the following sliding scale hourly rate based on the client's gross annual income from all sources, including investment income. The value of a client's assets shall not be considered."

C. Publications

Barry and Ilene reported on recent discussions they have had with Clint and Fred concerning publications:

1. As noted above, there is about \$2400 remaining in the budget for publications this year.

2. As noted above, Fred estimates that we have received about \$1400 from the sale of publications (including the AIDS Law Manual) this year to date.

3. The following grant proposals are pending with respect to funding brochures:

a. Matthew Bender (\$1500 for the Benefits Game) (we should know in about June)

b. United Way (\$300 for the general brochure and the Spanish language version of the Immigration brochure) (we should know in about July)

c. Playboy (for next year)

4. We are out of print on the Benefits Game; it would cost about \$3,000 to do a reprinting of 5,000 brochures. About half that amount should be able to be resold at cost.

5. There are four new brochures in the pipeline: Women & Children; the Immigration brochure (English and Spanish); How to Settle a Small Estate; and the ALRP general brochure.

6. We will also need reprints of the other existing four brochures (Wills, Adv. Meds, Public Benefits, and Just Say No) but probably not before the end of the year.

7. We should add language to the brochures asking for donations to defray part of the cost.

8. MSCU -- to leave it in the discretion of the Publications Committee (Ilene and Barry) to spend the allocated budgeted amount (approximately \$2400) plus an additional \$1,000 out of the "earned income" to date from the sale of the publications for a total of approximately \$3400.

D. Fundraising

1. Barry handed out a Memorandum to the Board addressing the topic of fundraising and offering suggestions regarding personnel and tasks. A fundraising committee meeting is tentatively set for July 23.

2. Barry reported that AT&T has given \$5000 to the Panel, half for Minority Outreach and half for Insurance/Employee Benefits.

3. MSCU -- to pay 50% of the estimated \$100 cost of Kevin's attending an all day Fundraising Course.

4. The flyer went out for the July 23 East Bay event -- **Please come!!!**

5. Ilene is working on the Under One Roof project.

E. Other committees

No reports.

VI. May Minutes

The May minutes were unanimously approved with one correction on page 5. Barry will send out a substitute page 5 with the June minutes.

**Minutes of the AIDS Legal Referral Panel Board of Directors Meeting
May 6, 1991**

Present: Dan Chesir, Gary Encinas, Jeff Gibson, Barry Graynor, Ilene Gusfield, Monica Hernandez, Fred Hertz, Diane McCabe, Ora Prochovnick, Paul Richard, Janet Seldon, and Mark Senick

Excused Absence: Andrea Palash, Carl Wolf

Also present: Clint Hockenberry, Executive Director

I. Approval of March minutes.

The minutes for the March 1991 meeting were approved.

II. Co-Chairs' Report.

A. Ilene unveiled the wonderful plaque to be given to Jackie in appreciation for all her hard work as Outreach Director.

B. Ryan White Care Act Funds

Mark reported that all of the insurance needs have been obtained. It turned out that we already had the required automobile coverage through our general liability insurance. Ratification of final contract tabled due to Paul's absence during this portion of the meeting.

III. Executive Director's Report.

A. Hiring of two new staff positions

Clint reported on the hiring of Ron and Kerrington as of May 1. Ron will serve as the new Client Services Director and Kerrington as the new Outreach Project Director. Welcome Ron and Kerrington! Both are members of the California State Bar. It should be noted that there were 100 applicants for the two positions; the co-chairs and staff conducted ten interviews.

B. Advisory Group recommendation

Clint recommended that an "Advisory Group" be established for each of the three full-time employees: Kristin, Ron, and Kerrington, consisting of Board and non-Board members. Clint was urged to pursue this idea further.

C. Mr. Mip Brochure

Clint mentioned that there should be a Spanish language version of the Mr. Mip brochure. Monica offered to translate.

D. LRS recertification process

Clint reported that the required information has been submitted to the State Bar.

E. Volunteer attorneys

1. A total of 57 volunteers have been "lost" (out of a total of 350) but we have "gained" 123 for a net increase of 66 attorneys.

2. An introductory training is scheduled for May 18.

F. Statistics

1. The April total is unusually low; March is more typical.

2. To help handle the load, Mary Ann's hours will be extended by 1h/day, starting around May 17.

G. President's Pro Bono Service Awards

The Co-Chairs and Clint recommended Ron Albers for the recipient of this award for his service with respect to BALIF and ALRP.

H. Madison, Wisconsin conference

Clint reported on a recent conference he attended in Madison, Wisconsin involving AIDS legal service providers in the United States. Per Clint, the "upshot" was that he got back very few new ideas; most of the ideas came from us. There appeared to be very few "stable" programs.

I. Spain

Spain was great.

IV. Treasurer's Report.

A. General

The quarterly report is not yet available. Generally, we are in "good shape." BALIF will reduce its space by 40%; they also want to be relieved from paying \$25/mo toward the use of the conference room. Overall, as a result of these adjustments, BALIF's rent will be reduced from \$175 to \$90/mo. MSCU to approve the rent reduction.

B. Price Waterhouse audit

Price Waterhouse has completed its audit for 1990, free of charge. They will also be doing our 1990 tax returns. They had a few suggestions; generally, they found things to be "very, very good." MSCU to spend up to \$100 on a "Thank You" lunch for Price Waterhouse.

C. Non-Profit Management Guidelines

Discussion was held regarding the Non-Profit Management Guidelines which were circulated to the Board in a previous mailing. MSCU to adopt the Guidelines; either Co-Chair is authorized to sign the pledge. The Co-Chairs and the Secretary are instructed to review the Guidelines and identify any areas where the Panel is not in compliance.

V. Committee Reports

A. Fundraising

1. We received a grant of approximately \$28,000 from IOLTA for the next fiscal year (July 1991 to June 1992). In part, the size of the grant reflected the increase in pro bono cases which the Panel has referred to Alameda County attorneys. We also received a \$7900 grant from the Marin Community Foundation, and unexpectedly received \$2500 in additional money from the Friends of Oscar. In addition, we received a \$500 grant from the David Terreo Foundation.

2. Fred reported that he will be serving on the Ryan White Alameda County consortium (re applications for block grants for Title I funding). Fred said this will not conflict out the Panel later. MSCU to ratify Fred's selection.

3. Barry reported on the Fundraising Committee meeting held on April 25. Fred Sonnenberg made a special "guest" appearance and spoke to the Committee about how to launch a major donor campaign. Among his many suggestions were the importance of sustained Board commitment (including individual donations from Board members); prompt follow-up with Thank-you letters; targeting potential donors carefully; and "training" people in asking for donations. At the Committee meeting it was decided that Jeff and Barry would head up the effort for another "reception" type event, but this year it would be expanded to include not just law firms but also major donors; and Fred and Gary Encinas would do a similar smaller event in the East Bay.

B. Media/Speaker

The Staff will handle the coordination of Speakers for the Panel. Jeff offered to continue looking for an intern to assist the Panel with media events.

C. Outreach

No report (no meeting)

D. Attorney Relations

No changes to report regarding the status of the client/law firm dispute.

E. Program

Kristin and Janet have put together a recruitment calendar for large firm training programs. They have talked to new PM&S associates. Diane and Jeff offered to assist with other large law firms. We need volunteers in all areas, especially landlord/tenant, employee benefits, and insurance.

F. Publications

Ilene, Barry and Clint have set up a meeting next week to discuss the brochures. The general brochure will be updated; Ilene needs to check with Kevin regarding fundraising for this.

G. Honorary Board

Jeff presented an updated memo on the Honorary Board, including a list of suggested members. MSCU to approve pages 1 and 2 of Jeff's memo in their entirety, with the minor modification that the items under "Honorary Board Member's Responsibilities" will be renumbered as follows: (1 → 3; 2 → 1; 3 → 2; 4 (unchanged)). MSCU to authorize Jeff, Ilene and Clint to make the final selection of Honorary Board members. Board members are encouraged to call Jeff in the next week with any suggestions or revisions to the list of names.

H. Annual Report

Fred handed out copies of the 1990 Annual Report. They are **very nice!!** Kudos to Fred and Andrea for their fine job. About 1800 will be mailed out to donors, volunteers, BALIF members, managing partners of 200 law firms, 150 corporations, and 150 AIDS service providers. About 1500 remain available for distribution. A suggestion was made to add national organizations and local

political representatives to the list of recipients. No "solicitation" request will accompany the mailing in keeping with Fred Sonnenberg's suggestion.

VI. Board vacancy

Mark reported on three potential candidates for the Board seat vacated by Susan Gelmis. In keeping with our agreement these candidates will be nominated by BALIF and ratified by the Board. Mark will continue to develop nominees.

VII. Staff Health Insurance Benefits

Dan, Diane and Gary passed out for the Board's review a memorandum describing proposed changes to the health benefits for the staff. With the addition of two new employees it was felt that the present system (under which each employee chooses his or her own plan and is reimbursed for the premium) had become unwieldy and may make coverage difficult to obtain for certain employees due to medical underwriting requirements. It was pointed out by Clint, however, that the proposal would force him to give up his present doctor or pay for the premiums himself if he wanted to keep his present coverage. Considerable discussion was also held regarding to what extent (if any) the Panel should pay for premiums for dependent coverage. Dependent coverage approximately doubles the cost of the premium for the first dependent; for each dependent thereafter, the premiums increase but to a lesser extent until dropping off to zero. The Panel cannot restrict the number of dependents which may be covered under a Plan. Finally, it was noted that the staff had not yet had the chance to review the proposal.

MSCU (1 abst) to adopt the following:

(1) to enter into the Plan with United Way under which the employees can select from the following HMO's: Kaiser, Bay Pacific or Health Plan of America;

(2) in view of his unique circumstances, to reimburse Clint separately at his current premium level (estimated to be \$215/yr) as long as he remains an ALRP employee;

(3) to adopt the other recommendations set forth in the Memorandum (attached) with the exception of dependent benefits coverage, which is the subject of a separate resolution;

(4) to direct the Co-Chairs and Dan, Diane and Gary to meet with the staff at the earliest opportunity to present the proposal for their input; and

(5) to authorize the Co-Chairs to make any necessary changes in the proposal based upon the staff's input, or at their

discretion, to call a special Board meeting to adopt such changes.

MSC (7 aye, 3 nay, 2 abst) to adopt the following:

(1) to pay for 50% of the cost of dependents' coverage for all ALRP employees;

(2) items (4) and (5) above are reincorporated in this motion by reference.

VIII. Staff Salaries

MSCU to ratify the decision of the Co-chairs to hire the following employees at the annual salaries set forth below:

Kristin (as Benefits Advocate) -- \$32,000/yr

Ron (as Client Services Director) -- \$30,000/yr

Kerrington (as Outreach Project Director) -- \$30,000/yr

IX. April Minutes

The minutes for the April 1991 Board meeting were approved.

**Minutes of the AIDS Legal Referral Panel Board of Directors Meeting
March 4, 1991**

Present: Dan Chésir, Susan Gelmis, Barry Graynor, Ilene Gusfield, Monica Hernandez, Fred Hertz, Diane McCabe, Andrea Palash, Ora Prochovnick, Janet Seldon, Mark Senick, and Carl Wolf

Excused Absence: Gary Encinas, Jeffrey Gibson, Paul Richard

Also present: Clint Hockenberry, Administrator; Kevin Walsh, Grant Writer

I. Approval of Prior Minutes.

The minutes for the January 7, 1991 meeting (as corrected by the February 4 minutes); January 26, 1991 retreat; and February 4, 1991 meeting were approved.

II. Treasurer's Report.

Fred reported that the 1990 audit is underway. Attached is a copy of the Expense Statement for the period ended January 31, 1991. The category entitled "Development" includes outreach expenses. Fred confirmed that last month's resolution respecting signing authority was acceptable to IOLTA.

III. Co-Chair's Report.

Ilene reported that the staff has received a raise in salary. Each staff member has been asked to write a self-evaluation and submit it to the Co-Chairs. The Co-Chairs were asked to make copies of these available to each Board member to obtain their input. Next year, we will try to do the evaluations before the salary review!

Mark reported on the Panel's insurance requirements. IOLTA requires a fiduciary bond, and the CARE Act award contains additional insurance requirements. Mark will continue to work on this and report back at the next meeting.

The "Thank-You" party was very successful.

IV. Committee Reports.

A. Fundraising Committee.

1. Barry reported that the Panel has received the following awards:

a. San Francisco Foundation -- \$25,000 over two years; \$15,000 in the first year and \$10,000 in the second year. Of the \$25,000, \$5,000 per year is earmarked specifically to developing alternative fundraising sources. Goal is to raise \$50,000/year from other than foundations and law firms.

b. Pacific Bell -- \$1,000

c. CARE Act -- \$75,000

2. Discussion was held regarding the CARE Act award. A copy of a standard contract was circulated to the Board with the prior month's minutes. It was noted that Kevin, Barry, Clint and perhaps Fred would be meeting with the City to discuss the contract the following Friday, and that it was possible the contract would have to be signed before the next Board meeting. It was also noted that Barry had signed various other documents, such as the application, in connection with the Ryan White CARE Act award. Upon motion, duly seconded, the attached resolution was passed unanimously with regard to signing authority for CARE Act documentation, including the contract.

With respect to the Social Security aspect of the proposed grant, it was noted that AIDS Benefits Counselors had received a CARE Act grant of \$200,000 to handle first level social security work. The City does not want us to duplicate what ABC will be doing. Generally, it appears that ABC will handle applications and simple appeals only; the Panel attorneys will handle the more complex matters. However, the exact boundaries still need to be worked out between the two organizations. Clint has already made initial contact with ABC on these issues.

The CARE Act grant will allow us to fund, on a 75% basis, one new staff person (a "Client Advocate") to handle all aspects of the benefits area (insurance and social security appeals) for the Panel. (The reason for the 75% is that the grant only funds services within San Francisco.) The grant will also allow us to expand the Outreach Director's position from 50% to 83%. (A separate grant from a Marin county foundation might fund the remaining 15-17%.) See attached "Proposed Budget/CARE Act funds" for further detail. All of these details are tentative, pending final contract review.

3. Barry also reported on the Fundraising Committee meeting held on February 20 with Jeff and Kevin. In addition to the CARE Act grant, the following topics were discussed at the meeting:

a. United Way.

Discussion was tabled regarding the exact parameters of the grant. Kevin to call Fred.

b. Annual Report.

Fred and Andrea are working on it.

c. Kevin's contract. .

Ratified: a flat fee of \$1250/month, without benefits. Estimated 50/60 hours/month. Kevin will send a letter formalizing the contract. Kevin will do grantwriting most of the time; assist with the CARE Act grant and the annual report; and assist in special fundraising projects to meet the S.F. Foundation grant requirements (e.g., direct mail/major donor campaign, corporations, United Way pledge campaign [Jeff offered to assist with this], and Walk for Life).

Kevin requested that his title be changed from "Grant Writer" to "Development Officer," to reflect more accurately his new duties. At the Board meeting, this request was adopted unanimously.

d. Press releases and Employee Newsletters.

Jeff offered to assist in this area.

e. Advisory (Honorary) Board.

Jeff to report at the next Board meeting.

f. Solicitations from "big" law firms.

Fred sent over a list of 7 "big" San Francisco law firms who do not appear to have donated to the Panel last year. They are:

Thelen Martin Johnson & Bridges

Orrick Herrington & Sutcliffe

Crosby, Heafey, Roach & May

Sedgwick, Detert, Moran & Arnold

Howard, Rice, Nemerovski

Lillick & Charles

Jackson, Tufts, Cole & Black

At the Board meeting, it was suggested that we make a special effort to recruit attorneys from these firms and identify any Panel attorneys currently working in these firms to see if donations are possible in 1991.

g. Fred's "projections."

Fred has projected that we need to raise approximately \$100,000 to remain within our current budget for 1992. Taking the CARE Act money into account reduces this figure to approximately \$70,000.

h. Miscellaneous.

The Committee also discussed the following fundraising ideas:

(1) General brochure with a tear off card for donations--at the Board meeting, Ilene expressed interest in working on this project.

(2) Client donations at clinics--tabled for Board discussion.

(3) Tithing, charging non-indigent clients a referral fee--tabled pending the Attorney-Client Relations Committee report.

B. Media/Speakers Bureau.

Janet and Jeff reported on the Class Action premiere fundraiser, to be held on March 13. It will benefit the Panel as well as the Life Center and VLSP's other AIDS projects.

C. Outreach Committee.

No report.

D. Attorney Relations.

No response has been received from the suspended law firm. The clients have engaged an attorney, but haven't yet filed. Open question: what do we do about the suspension if the clients do not file? Tabled until the April meeting.

E. Program.

The Bar Association letter went out; only one phone call received from the San Mateo County Bar Association.

F. Publications.

Ilene and Barry to meet with Clint to discuss the brochures. The AIDS Law Manual 2d ed. is "out"! \$25.00 a copy. (We have sufficient copies.) Development of newsletter to wait until SALSA meeting on March 16.

AIDS LEGAL REFERRAL PANEL
EXPENSE STATEMENT
FOR THE PERIOD ENDED JANUARY 31, 1991

Expenses	January 1991	1-1-91 to 1-31-91	2-1-91 to 12-31-91	Annual
Administrative salary & benefits	11,511	11,511	111,489	123,000
Minority outreach salary	1,262	1,262	14,738	16,000
Part-time salary	364	364	5,386	5,750
Grantwriter	2,102	2,102	12,898	15,000
Minority outreach expenses	144	144	1,856	2,000
Development	345	345	5,655	6,000
Insurance	0	0	6,000	6,000
Equipment/Supplies	74	74	2,426	2,500
Copying	83	83	417	500
Postage	367	367	1,633	2,000
Publications	0	0	2,500	2,500
Subscriptions	487	487	513	1,000
Rent	1,916	1,916	18,084	20,000
Training	0	0	500	500
Telephone	326	326	3,674	4,000
Miscellaneous	0	0	250	250
AIDS law manual	0	0	3,000	3,000
Total Expenses	18,981	18,981	191,019	210,000

AIDS LEGAL REFERRAL PANEL

WHEREAS, the Board of Directors has found that it is in the best interests of this Corporation to seek funding from the City and County of San Francisco under the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act program;

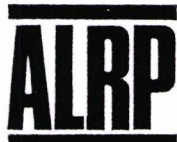
NOW, THEREFORE, IT IS RESOLVED THAT, Ilene Gusfield and Paul Richard (as Co-Chairs), Fred Hertz (as Treasurer), Kathleen Quenneville (as Assistant Treasurer), Barry Graynor (as Secretary and Chair of the Fundraising or Development Committee), Mark Senick (as former Co-Chair), and Clint Hockenberry (as Administrator), or any one or more of them, be and hereby is authorized and empowered in the name and on behalf of this Corporation to enter into, execute and deliver the following documents, and now and from time to time hereafter to enter into, execute and deliver any amendments thereto:

- (a) Grant Application;
- (b) Declaration of Compliance with South Africa Divestment Ordinance;
- (c) Affirmative Action Requirements for City Contractors;
- (d) Business Tax Registration Form;
- (e) HRC Form 3, Compliance Affidavit;
- (f) Contract for Services;

FURTHER RESOLVED, that any one or more of the aforementioned individuals be and hereby is authorized to execute and deliver all other documents, to negotiate with the City and County of San Francisco a Contract for Services with respect to such funding, and to do and perform all other acts and deeds that may from time to time be appropriate or necessary to obtain such funding from the City and County of San Francisco and to carry fully into effect the foregoing resolution and perform the obligations of this Corporation under said documents; and all prior acts and deeds of each said individual in connection therewith are hereby in all respects approved, ratified, and confirmed; provided that, the authority of any such individual to enter into a Contract for Services on behalf of this Corporation shall be subject to the prior approval of the Executive Committee.

Proposed Budget
CARE Act Funds

Line Item	Amount
Administrator	
@ 25% time	10,125.00
Benefits Advocate	
@ 75% time	24,000.00
Outreach Director	
@ 33% time	11,088.00
Data Collection Specialist	
@ 25% time	6,000.00
Employee Benefits	
@ 16% of salaries	8,194.00
BASF/VLSP	
Salary and benefits	9,000.00
Office Space	401.00
Indirects	
@ 9% of direct costs	6,192.00
TOTAL	75,000.00



AIDS LEGAL REFERRAL PANEL

114 Sansome St.
Suite 1103
San Francisco,
CA 94104
(415) 291-5454

An independent
non-profit organization
supported by
Bay Area Lawyers
for Individual
Freedom (BALIF) and
Volunteer Legal
Services Program of
the Bar Association
of San Francisco
(VLSPI/BASF).

JANUARY 1991 CASE STATISTICS

TELEPHONE INQUIRIES:

INFORMATION AND/OR REFERRAL (NOT INCLUDED BELOW)	212
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AIDS PANEL CLIENTS THIS MONTH:

TOTAL CASES	201
-------------	-----

SERVICE PROVIDED:

ATTORNEY/LEGAL REFERRAL	173
LEGAL SERVICES ORGANIZATION REFERRAL	2
NONLAWYER REFERRAL	0
DIRECT OFFICE SERVICE (without referral)	4
NOTARY	1
CLINIC	21

(Employee Benefits (20); Marin AIDS Support
Network (1))

AREA OF LAW:

WILLS, DPAs	90	44.8%
INSURANCE	21	10.4%
CREDIT, COLLECTION, BANKRUPTCY	15	7.5%
EMPLOYMENT DISCRIMINATION	13	6.5%
HOUSING (LL/T, REAL ESTATE)	11	5.5%
TAX	11	5.5%
GOVERNMENT BENEFITS	9	4.5%
OTHER	31	15.4%

[probate (7); criminal (6); tort (4); family (3);
contracts (2); patient confid (2); immigration (2);
workers' comp (2); personal property (1); other (2)]

DEMOGRAPHIC INFORMATION.

CASES WHERE DATA IS AVAILABLE*	160	100.0%
--------------------------------	-----	--------

ANNUAL INCOME UNDER \$7000	76	47.5%
ANNUAL INCOME UNDER \$12,000	37	23.1%
ANNUAL INCOME UNDER \$20,000	13	8.1%
ANNUAL INCOME UNDER \$30,000	11	6.9%
ANNUAL INCOME OVER \$30,000	23	14.4%

CAUCASIAN	135	84.4%
ASIAN	1	.6%
BLACK	19	11.9%
HISPANIC	4	2.5%
NATIVE AMERICAN	0	0 %
OTHER/PACIFIC ISLANDER	1	.6%

*excludes data on cases for repeat client on
different legal matter (37); person with AIDS
deceased (4)

FEBRUARY 1991 CASE STATISTICS

ALRP

AIDS LEGAL REFERRAL PANEL

114 Sansome St.
Suite 1103
San Francisco,
CA 94104
(415) 291-5454

An independent
non-profit organization
supported by
Bay Area Lawyers
for Individual
Freedom (BALIF) and
Volunteer Legal
Services Program of
the Bar Association
of San Francisco
(VLSP/BASF).

TELEPHONE INQUIRIES:

INFORMATION AND/OR REFERRAL (NOT INCLUDED BELOW)	198
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AIDS PANEL CLIENTS THIS MONTH:

TOTAL CASES	163
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SERVICE PROVIDED:

ATTORNEY/LEGAL REFERRAL	134
LEGAL SERVICES ORGANIZATION REFERRAL	2
NONLAWYER REFERRAL	0
DIRECT OFFICE SERVICE (without referral)	1
NOTARY	1
CLINIC	25

(Employee Benefits (11); Contra Costa AIDS
Taskforce (6); AIDS Project of the East
Bay (5); Bolger, Bernadette (3))

AREA OF LAW:

WILLS, DPAs	57	35.0%
INSURANCE	23	14.1%
HOUSING (LL/T, REAL ESTATE)	19	11.7%
EMPLOYMENT DISCRIMINATION	15	9.2%
GOVERNMENT BENEFITS	10	6.1%
CRIMINAL	9	5.5%
CREDIT, COLLECTION, BANKRUPTCY	6	3.7%
TAX	6	3.7%
OTHER	18	11.0%

[probate (3); family (3); tort (1); contracts (1);
immigration (1); workers' comp (1); personal property
(1); other (7)]

DEMOGRAPHIC INFORMATION

CASES WHERE DATA IS AVAILABLE*	115	100.0%
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ANNUAL INCOME UNDER \$7000	69	60.0%
ANNUAL INCOME UNDER \$12,000	14	12.2%
ANNUAL INCOME UNDER \$20,000	7	6.1%
ANNUAL INCOME UNDER \$30,000	10	8.7%
ANNUAL INCOME OVER \$30,000	15	13.0%

CAUCASIAN	91	79.1%
ASIAN	1	.9%
BLACK	17	14.8%
HISPANIC	4	3.5%
NATIVE AMERICAN	0	0 %
OTHER/PACIFIC ISLANDER	2	1.7%

**excludes data on cases for repeat client on
different legal matter (42); person with AIDS
deceased (4); demographic information
unavailable (2)

G. Advisory (Honorary) Board.

Jeff to confer with Fred. Need to clarify the structure; what will be the respective duties/responsibilities of the members of the Advisory (Honorary) Board; who will serve on it (donors and/or other service providers?).

H. Staff Health Benefits Report.

Dan, Diane and Gary still need to meet to come up with a recommendation.

I. Annual Report.

Simpson Paper will donate \$1,000 of paper! Needs to go out in May.

J. Employee Benefits (clinics).

No report.

V. Staff Report.

See attached statistics for the months of January and February. Wills/DPAs were only 35% in February, unusually low. Employment discrimination was higher than average. Decrease in Hispanics for both months (used to average 9%).

Kristin attended a "burn-out" clinic the previous Friday and Saturday.

Need law students to fill 2 to 3 slots this summer.

VI. Old/New Business.

Liaison with ABC: Clint is meeting with them.

VII. Executive Session.

The Board then met in Executive Session to discuss the following topics:

A. In Paul's absence, discussion was deferred regarding the proposed personnel policy changes regarding professional development and travel expenses. With respect to California State Bar membership dues, it was moved and seconded to ratify our existing policy not to reimburse employees for this expense because the Panel does not provide direct legal services. We would pay for State Bar dues if the job description required the employee to be an active member of the California State Bar. (8 aye, 2 nay, 1

abst.)

B. MSCU: to authorize the Assistant Administrator (Rena) to sign checks out of the petty cash account up to \$100.00.

C. MSCU: to make Clint Executive Director of the Program!!!
The Co-Chairs to meet with Clint to work out the details.

D. Outreach Director: The CARE Act money brings Jackie's position up to approximately 85%. MSCU: to increase Jackie to full time, commencing April 1, at the same salary annualized.

E. CARE Act Budget: MSCU, to approve the CARE Act Budget, as contained in the "Proposed Budget/CARE Act funds."

**Minutes of the AIDS Legal Referral Panel Board of Directors Meeting
February 4, 1991**

Present: Dan Chesir, Gary Encinas, Susan Gelmis, Jeffrey Gibson, Barry Graynor, Ilene Gusfield, Monica Hernandez, Diane McCabe, Ora Prochovnick, Paul Richard, Janet Seldon, Mark Senick, and Carl Wolf

Excused Absence: Fred Hertz, Andrea Palash

Also present: Clint Hockenberry, Administrator

I. January 7, 1991 Minutes.

Approval of the January 7, 1991 minutes and the January 26, 1991 minutes for the Retreat was tabled until the March 4 Board meeting. However, the Board approved a correction to Paragraph V of the January 7 minutes to include language that the Board approved the Attorney Relations Committee's recommendation that no referrals be made to the law firm in question pending resolution of the dispute.

II. Co-Chairs' Report.

The Co-Chairs are sending a letter to Bay Area Bar Associations to inform them about the Panel, to seek volunteers, and to offer assistance in establishing other Panels in local areas.

III. Treasurer's Report.

In Fred's absence, Barry delivered the Treasurer's report, as follows:

A. Barry explained that IOLTA requires the Board to pass a resolution clarifying the authority of the officers in signing checks. Discussion was held as to whether IOLTA requires two signatures on checks for \$500 or more. Subject to confirming with Fred that IOLTA did not have this requirement, the Board passed unanimously (with Jeff abstaining) the following resolution:

"Any one of the following officers:
a Co-Chair, Treasurer, or Assistant
Treasurer, is authorized to sign all
checks on behalf of the AIDS Legal
Referral Panel for regularly
recurring expenditures, and for
special expenditures of less than
\$1,000, in all cases with one

signature only. For special expenditures of \$1,000 or more, approval by any two of the foregoing officers is required. The Secretary is authorized to prepare and sign any necessary bank resolutions certifying to the foregoing."

B. Barry relayed Fred's request that the Board should ratify the 1990 expenditures. Upon motion duly seconded, the 1990 expenditures (as shown in the attachment) were ratified. Barry also reported that Price Waterhouse will be handling our audit for this year, which should be completed by April 1, 1991.

C. Barry reported that Fred indicated the IOLTA audit went fine, except for the need for a resolution as stated above. They also need us to obtain a fidelity bond insurance against employee or board theft; Mark said he is working on this.

D. Fred's estimated costs for the 1991 annual report are \$3,100. Upon motion duly seconded, the Board approved the expenditure of this amount, with the understanding that if items are donated the costs will be less. There was also discussion about whether a union printer should be used for the annual report. The sense of the Board was to prefer a union printer, but not make it a binding requirement.

E. Fred also asked Barry to remind each Board member to submit a one paragraph autobiography for the annual report.

IV. Advisory Board.

Jeff led the discussion regarding an "Advisory Board." He suggested calling it an "Honorary Board" in order to clarify its role. He envisioned an Honorary Board which would meet quarterly (one of those meetings would coincide with a working Board meeting). The Honorary Board would consist of 10 members, including representatives from community organizations (e.g., Shanti), the medical community, political bodies, as well as major donors or persons with major donor contacts. Jeff would be the liaison person.

There was considerable discussion regarding the proposal. While there was general support for the concept of an Advisory/Honorary Board, some Board members expressed a concern that the Honorary Board would have no clear focus, that we would be mixing "apples" and "pineapples." In general, it was felt that the proposal needed more study so as to clarify the purpose and role of the Honorary Board. Accordingly, a motion was made and carried unanimously (with Gary abstaining) to establish an Honorary Board, with the specific details to be left to the Fundraising Committee

for further study and review. The Fundraising Committee was further requested to re-present the proposal at the March Board meeting.

V. Outreach Committee.

Mark reported that he, Jackie, Clint, and Monica recently met to discuss the Minority Outreach Program. He reported that the existing clinics are going well; Jackie will work full time one week and part-time for the rest of the month so as to average out 80 hours/month. A suggestion was made to expand our efforts in East Palo Alto (San Mateo County). Also, Jackie's desire to work full-time was discussed. It was noted that a 1/3 position was requested in the Ryan White CARE proposal and Kevin has been asked to continue fundraising for the other 1/2.

Specifically, the following clinics are operational:

- A. (Monday) East Bay AIDS Project
- B. (Tuesday) Marin AIDS Support Network
- C. (Wed.) Contra Costa County AIDS Task Force
- D. (Thurs.) [open] [either the Continuum or Mission Neighborhood Health Center]
- E. (Fri.) [open] [San Mateo County]

Also, the Board discussed changing the name of the committee to the "Outreach Committee." Motion made, seconded, to change the name to the "Outreach Committee" passed with one "nay" from Barry who preferred the name "Community Outreach Committee."

VI. Attorney Relations Committee.

The Committee reported on the continuing dispute between a local law firm and a Panel client over a \$5,000 legal bill. The law firm wants the Board to reconsider its decision regarding the temporary suspension from referrals, claiming "lack of due process." The dispute may go to BASF arbitration if the client so elects. There was no clear recommendation from the Committee on whether to continue the temporary suspension in effect. It was noted that the suspension has already been in effect for about two months.

There was considerable and lengthy discussion of this issue on the part of the Board. Summarizing the discussion:

A. Reasons to continue suspension in effect

1. Respect for the client's position and protection of

other clients from possible future problems of this nature.

2. Lack of tithing.
3. Abusive, non-compromising attitude.

B. Reasons to lift the suspension

1. Long time Panel member.
2. "Due process" concerns.
3. Put the issue to bed.
4. Concern over adverse publicity.

Upon motion, duly seconded, and upon a vote of 10 to 3, the Board resolved to continue the suspension in effect pending the outcome of the BASF arbitration and compliance therewith.

VII. Program Committee.

The Program Committee has scheduled a "Thank You" party for Panel volunteers at the Panel's offices, February 19, from 5:30 to 8:00 p.m.

VIII. Media/Speaker.

Jeff met with the public relations director from Brobeck, Phleger who was very helpful with suggestions. Upon motion, duly seconded, the Board unanimously agreed to engage a public relations intern from a local college. There would be no cost to the Panel. It was suggested that the intern coordinate with the Outreach Committee.

IX. Publications.

No report at this time.

X. Employee Benefits.

No report at this time.

XI. San Mateo County.

Kevin will send a proposal to Carl for his review.

XII. AIDS Manual.

Mark is working on the AIDS Manual with Clint.

XIII. Staff Report.

A. Library fund

The Board discussed the staff's request for \$1,000 to go for library purchases. It was noted that Kathleen has paid for the AIDS Policy and the Law Manual (\$487). Upon motion made, duly seconded, the Board resolved to ratify the \$487 expenditure; to adjust the 1991 budget so as to allocate \$1,000 for Subscriptions and \$250 for Miscellaneous; and to give the Administrator discretion in spending the remaining Subscription allocation on library purchases.

B. Staff development fund

Discussion was held regarding the staff's request for a \$2,500 "development fund" to be used for dues, conferences and the like. Upon motion made, duly seconded, the Board resolved to include an unspecified amount for staff development expenses in the 1991 budget and to refer this matter for full details to the Personnel Committee to report back to the Board in Executive Session at the March meeting.

XIV. By-Law Amendment.

The attached amendment to the By-Laws (referring to the make-up of the Executive Committee) was approved unanimously, with Mark abstaining out of modesty.

Minutes of the AIDS Legal Referral Panel Board of Directors Annual
Retreat
January 26, 1991

Present: Dan Chesir, Gary Encinas, Susan Gelmis, Jeffrey Gibson, Barry Graynor, Ilene Gusfield, Monica Hernandez, Fred Hertz, Diane McCabe, Andrea Palash, Ora Prochovnick, Paul Richard, Janet Seldon, Mark Senick, and Carl Wolf

Also present: Kristin Chambers, Rena Frantz, Clint Hockenberry, Jackie Peoples, and Kevin Walsh

Special guest appearance: Sweetpea the Cat

I. Committee Reports.

A. Program Committee

1. Evaluation of last year.

The Program Committee has been very active in the last year. For instance, it has organized three introductory trainings, community forums, an open house, and more. Recruitment of new volunteers needs to be better organized; should the programs be geared specifically to our volunteers? It was noted that attendance has been poor--the wrong program or the wrong audience? A suggestion was made to coordinate programs with the State Bar's Continuing Legal Education program.

2. Goals.

--at least three introductory trainings in wills, powers of attorney, perhaps other areas of the law.
[Have one in the East Bay?]

--advanced trainings

**credit/collection/bankruptcy

**Housing (landlord/tenant)

**Insurance/employee benefits

**TRO's (domestic violence)

--San Mateo outreach

--annual "Thank you" party

--Quarterly newsletter

- **calendar of upcoming events
- **general announcements
- **changes in the law
- **announcements of trainings by other organizations
- **involve SALSA
- Law firm fundraiser
- "CBO's" (Community Based Organizations)
 - **Social workers
 - **Executive Directors
 - **Community leaders
- General community/public education
- In-service programs (e.g., social service departments)
- Forums (e.g., suicide; HIV dementia)
- Publications
 - **Manual (Mark has been working on it with Clint)
 - **Brochures
 - Increase our visibility in the community
 - SFGH is always requesting more
 - Assist clients and attorneys
 - Educational function
 - Sales, in-kind donations?
 - (Question whether to fund more brochures put off pending further study)
- Public relations/fundraising function (a Brobeck "P.R." person might volunteer to help)

B. Minority Outreach Committee

1. Evaluation of last year.

The program has been going well. Although the numbers have been low, they do not tell the whole story and the program is still valuable because we are reaching people who otherwise wouldn't be reached. For instance, we are receiving more client calls. The program also provides the Panel with visibility in the community-at-large. The program is presently serving Marin, Contra Costa, and San Mateo counties in addition to San Francisco. Jackie said the clinics in particular have been going well; however, she has had no time for attorney trainings.

2. Goals for the coming year.

The Committee needs to meet and evaluate the program in light of Jackie working half-time. Should the program be expanded to include other underserved populations such as women with children or gay youth (change the name of the program to "Community Outreach"?) Jackie expressed the desire to work more than half-time. Fred suggested that to do additional fundraising for the program, we would need some support from Jackie. Kevin raised the point that before he can submit fundraising proposals for the program, he needs clearer direction on the program's goals. Fred also suggested bringing in other attorneys (including non-Panel attorneys) to assist; having an Advisory Board help out; involving staff; and asking other Board members (Monica?) to work on the program. One concern is the effect on the program if Jackie leaves for a full-time job elsewhere. Another goal would be to recruit more minority volunteer attorneys.

C. Attorney/Client Relations

There are a plethora of problems:

- We need better follow-up regarding the referrals and the handling of the cases.

- We need to review and possibly revise the Fee Protocol.

- We need to review and revise the Rules of Operation and circulate them to all the Panel attorneys.

A sampling of the issues/concerns:

- The Fee Protocol is not mandatory. Should it be? Should there be a cap on fees? a sliding scale?

- Case tracking: give out one name instead of two

- Impose a referral fee for clients with income over certain amounts? (501(c)(3) issue?)

- Service to "non-indigents"--allow (or require?) attorneys to collect a fee? even for "simple" wills/powers of attorney?

- Charge attorneys a fee to get fee-generating cases?

- Charge a fee for the clinics?

- Want to keep the Fee Protocol simple, easy to administer

- How do we improve on the tithing?

- Consider that so-called "non-indigent" clients may eventually become too disabled to work and therefore later qualify as "indigent".

D. Speakers Bureau

Do we need a Board member involved? (the consensus seemed to be yes)

E. Annual Report

Andrea circulated a memo on the Annual Report. This year's Annual Report will include a **brief** bio on each director; deadline is February 18.

F. Employee Benefits/Insurance Committee

1. Evaluation of last year.

- The clinics have been a big success.

- The Benefits Game brochure was completed.

- Working to increase the recruitment of attorneys

- Keeping an eye out on legislative proposals in this area

2. Direction for this year.

What is the Panel's mission? Do we remain primarily a lawyer referral agency or expand our role to include impact legislation? The issue which sparked this debate: a client called seeking a referral in a case involving a lifetime insurance cap on AIDS benefits. The call came in just recently; the referral has not yet been made. Absent a change in our mission, a referral will

be made to an attorney, if possible. Should situations such as these be handled differently, however? The pro's and con's:

Reasons not to expand our mission

- Our resources are limited and already overstretched.
- Supervision of the attorneys handling the case
- Political vs. non-political role in the community
- Board "harmony"

Reasons to expand our mission

- The need is there
- Handling litigation of this sort already fits within our mission (see ByLaws)
- We have special expertise which should be leveraged

Possible compromise positions

- We can provide amicus support
- We can help coordinate support from other agencies/organizations interested in the issue
- We can adopt a "special" procedure for referring these kinds of cases given the sensitive nature and importance of the matter
- We can offer support to the attorney handling the case [what kind of support?] [what if there's no attorney available to handle the case?]

Consensus: The Panel should not engage in impact litigation at this time. In addition, staff should not write letters on ALRP letterhead on behalf of clients or otherwise act as advocates for a client. The Board does support the writing of amicus briefs, however. In general, we should concentrate our efforts on recruitment of attorneys who can take these kinds of cases.

G. Fundraising Committee

We already have sufficient funds for 1991; however, during 1991 we need to raise \$220,000 for 1992. Foundation support is declining.

Attached is a list of Fundraising Proposals for 1991 and Fundraising-related Program Proposals for 1991. The following is the Board's action on each proposal:

1. Fundraising Proposals

- item # 1--ok
- item # 2--ok
- item # 3--ok as to existing donors; the committee is to return to the Board with a specific proposal regarding a major donor campaign for prospective donors
- item # 4--ok
- item # 5--tabled (pending the report on the brochures)
- item # 6--tabled (pending the report on the Fee Protocol)
- item # 7--ok
- item # 8--Board must specifically approve; however, the Committee is authorized to proceed with joint fundraising with BASF and BALIF.

2. Program proposals.

- item # 1--coordinate with Speakers person
- item # 2--referred to Program Committee
- item # 3--Attorney/client relations Committee
- item # 4--Publications and Public Relations/Speakers Committees
- item # 5--Public Relations/Speakers
- item # 6--Public Relations/Speakers
- item # 7--Advisory Board? see below

3. Other items

The Fundraising Committee was asked to solicit help from individual members of the Board on an as needed basis.

The Fundraising Committee was authorized to work out the details of Kevin's contract for this year, provided that the annual figure stays within the \$15,000 budgeted amount.

4. Advisory Board

Discussion ensued regarding the merits of having an Advisory Board. Benefits include financial/fundraising support as well as outreach to other service providers. An Advisory Board might, for instance, include former Board applicants, major donors, and community leaders. The potential downside is interference/meddling with the regular Board; bad feelings if the Advisory Board's suggestions weren't heeded, etc. Should an Advisory Board consist of a mixture of different "types" of people (so-called "rich" donors vs. "not so rich" community types)? Lots of discussion regarding oil and water. Jeff volunteered to work on a proposal for the regular February Board meeting.

II. Committee Assignments

- A. Outreach Committee--Ora, Mark, Paul, Monica
- B. Program Committee--Janet, Susan, Monica, Diane
[Will the program committee be handling the newsletter?]
- C. Attorney/client relations--Carl, Janet, Ora, Gary
- D. Employee benefits/Insurance--Dan, Gary, Diane
- E. Public Relations/Speakers--Andrea, Jeff
- F. Publications (Brochures)--Ilene, Barry
- G. Fundraising--Andrea, Fred, Jeff, Barry
- H. San Mateo County Liason-Carl
- I. Ad hoc assignments--

Annual report--Fred, Andrea

AIDS Law Manual--Mark (& Clint)

Personnel Manual (ALRP staff)--Gary, Dan (they will have a report ready by the March meeting)

III. Relationships.

A. BALIF

Good news and bad news. The good news is that our relationship with BALIF is a lot better than it was this time last year. The bad news is that there have been a few instances where things have not gone well (e.g., the Domestic Partners forum (forums), and the mailing out of the Annual Reports). A suggestion was made for the Co-Chairs of each organization to meet on a regular basis to anticipate/deal with any problems that come up.

B. BASF/VLSP

Fred reported on a recent meeting with Tanya. We will do joint fundraising to raise a portion of Janet's salary. If funding comes in for less than the request, it will be split pro rata based on the amount of the request.

BASF (VLSP) stated that it would like to see its name mentioned in all written materials that are sent out or produced by the Panel. The Board agreed that this should be done. In particular, this applies to the client comment forms, the brochures, and the AIDS Law Manual.

C. ALRP Staff

Clint circulated a memo prepared by the Staff which contained a number of suggestions (see page 9 of the memo). These were handled as follows:

1. That the staff be allowed not to make referrals to certain prospective clients: MSCU, the Administrator of the Panel is authorized to refuse service to a prospective client who is violent or abusive, subject to the policy of non-discrimination contained in the By-laws.

2. Board members are to funnel requests for central office support through the Administrator only and not directly with the individual staff person.

3. That the Attorney/Client Relations Committee develop conflicts guidelines where two prospective clients seek an ALRP referral in an adverse action against one another: referred to the Attorney/Client Relations Committee

4. \$1,000 allocation for library purchases: tabled until February meeting

5. \$2,500 allocation for staff development and retention: tabled until February meeting, to be discussed in Executive Session

V. Almost the end

A round of applause to Mark Senick for all his fine service as Co-chair for the past several years (has it been that long??)

Another special round of applause for Ilene Gusfield for chairing her first ALRP Annual Retreat as Co-chair and surviving it (!!)

A final round of applause to each of us for a very fine 1990.

BARRY A. GRAYNOR
One Sansome Street, Suite 1400
San Francisco, California 94104
Telephone: (415) 781-3200

January 19, 1991

To the Persons on the attached distribution list:

Re: AIDS Legal Referral Panel

Enclosed please find minutes for the January 7, 1991 Board meeting, prepared by Fred. Also enclosed is a proposed by-law amendment to allow outgoing co-chair(s) to serve on the Executive Committee. This will be voted on at our regular monthly meeting in February.

See you at the Retreat on the 26th!

Sincerely,



Barry A. Graynor
Secretary

Enclosure

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Minutes of the AIDS Legal Referral Panel Board of Directors Meeting January 7, 1991

Present: Ilene Gusfield, Frederick Hertz, Ora Prochovnik, Jeffrey Gibson, Mark Senick, Daniel Chesir, Monica Hernandez, Paul Richard, Diane McCabe, Janet Seldon, Carl Wolf

Excused absences: Barry Graynor, Andrea Palash, Gary Encinas, Susan Gelmis

Also Present: Clint Hockenberry

I. Minutes of last meeting.

The minutes were corrected to reflect that the reduction in budget from \$6,000 to \$5,750 will come out of the part times employees category, not the outreach category. With this correction the minutes for the December 3, 1990 meeting were approved.

II. Treasurer's Report.

The treasurer reported that the November and December expense reports will be distributed at the January 26 retreat. Price Waterhouse has agreed to do a full audit for the Panel at no charge. Fred anticipates that total expenditures for 1990 will be approximately \$3,000 below budget.

III. Fundraising Report.

Frederick reported that Nu Lambda Foundation has given us a grant for \$3,000. Clint and Kevin will handle the application to the City of San Francisco for the Ryan White Bill appropriations.

IV. Minority Outreach Committee Report.

Clint reported that Jackie is now working 1/2 time, with her final schedule to be worked out soon. Tim Wolfred of Marin AIDS Support Network reported that Jackie was doing very well on her Marin County outreach. Fred reported that he had suggested to Jackie that she propose a policy on overtime, in the event her work required her to work more than 1/2 time.

V. Attorneys Relations Committee.

Carl, Ora and Janet reported a serious problem they are having with a Panel attorney, who charged more than \$5,000 for representing a Panel client in an eviction. The client has complained to the Panel, and the Committee has had extensive communication with the attorney. There are questions about the hourly rate and hours billed to the client, as well as the efficiency of the work done. It also appears that there has been no tithing from the attorneys. The Committee investigated the complaint, and has recommended a compromise solution. If the attorney rejects the compromise proposal, we will recommend that the client pursue an arbitration through BASF. BASF has agreed to waive their usual 5% arbitration fee. The committee may also request that the law firm in question be suspended from the Panel. No referrals are being made to this firm pending the outcome of this investigation.

This case raises several serious issues for the Panel, which will be discussed at the retreat. These issues include:

1. How do we assure that the attorney knows when they have a Panel case?
2. Should our fee protocol be changed, to set specific fee limits or hourly rates?
3. How can we do better follow-up on tithing obligations?
4. Can we improve case tracking to avoid these problems in the future?

VI. Program Committee.

Janet reported that our thank you party for the attorneys will be held on February 19 at our offices. Pillsbury Madison & Sutro and Pettit and Martin are the sponsoring firms. PMS also will send out the invitations. Janet requested authorization to spend up to \$200 for additional refreshments if necessary. On motion by Frederick, seconded, the authorization was approved. Tim Wolfred will be the guest speaker. AIDS Law Manuals will be available for sale at cost.

Janet also reported that ALRP will hold a forum on the Domestic Partners Registration system, jointly sponsored with BASF and BALIF, at noon on January 22, 1991 at the Monadnock Auditorium. Ora will be moderator, with Gary Wood and Thomas Coleman of Los Angeles as speakers. Coleman will speak on the California Family Registration program. BASF intends to videotape the program.

Ilene reports that she is writing letters to other local bar associations, encouraging them to get involved with the Panel. At Clint's suggestion, similar letters will be sent to Sonoma County associations as well.

VII. Domestic Partners.

Discussion was had as to whether we should produce a brochure for attorneys and for the general public about the Domestic Partners registration program. The subject will be discussed at the retreat.

VIII. Speaker's Bureau.

Mark reported that Gary Wood is willing to remain involved in speakers bureau. We will discuss board assignments at the retreat.

IX. Publications.

Clint reported that Bank of ^{California} ~~America~~ has agreed to produce 5,000 copies of four of our brochures. Clint will have Kevin check into whether we can resell these to other organizations, and how the Bank of ^{California} ~~America~~ logo will be included. Good news!

X. Staff Report.

Clint reported that MaryAnne has returned from vacation, and Rena will be returning next week half time from maternity leave. Kristen is doing very well, and the office is in good shape.

XI. Election of Officers.

On nominations from the Board, the following officers were nominated and confirmed by acclimation for the 1991 term:

Co-chairs: Paul Richard and Ilene Gusfield
Treasurer: Frederick Hertz
Secretary: Barry Graynor

Frederick has suggested that Mark remain on the executive committee for the year, to assure greater continuity and assistance. Mark agreed, and it was suggested that an amendment to the bylaws be drafted and presented, stating the one of the outgoing co-chairs who is still on the board remain on the executive committee for the following calendar year, upon the vote of the board. Since Mark is so very outgoing, this will be very appropriate for him.

The board unanimously thanked Mark for his dedication and continuing service to the Panel.

XII. Retreat.

The retreat will be held on Saturday January 26, 1991, at 2959 Washington Street, Apartment #3, beginning at 9:30 a.m. The outgoing and new co-chairs will meet beforehand to work out an agenda, which will include at a minimum the following topics:

1. Fee protocol issues, including pro bono and fee generating cases.
2. Fundraising proposals.
3. Inter-organizational issues re BALIF and BASF.
4. Creation and formation of an advisory board.
5. Board committee assignments.
6. Our Mission.
7. Regular newsletter for Panel attorneys.

The regular business being completed, the meeting was adjourned.

AIDS LEGAL REFERRAL PANEL

Article VII-B of the By-Laws of the AIDS Legal Referral Panel is hereby amended and restated in its entirety to read as follows:

"B. Executive Committee. The Executive Committee shall consist of the Officers of the organization, and upon approval of the Board, one or more former Co-Chairs who have continued to serve on the Board. The Executive Committee shall act for the Board of Directors between meetings pursuant to the policies enacted by the Board of Directors and shall have no legislative authority."

BARRY A. GRAYNOR
One Sansome Street, Suite 1400
San Francisco, California 94104
Telephone: (415) 781-3200

December 19, 1990

To the Persons on the Attached Distribution List

Re: AIDS Legal Referral Panel

Please be advised that our next monthly Board meeting will be held on Monday, January 7, 1991 at 5:30 p.m., at the Panel's offices (114 Sansome St., Suite 1103, San Francisco). Minutes for the December 3 meeting will be mailed out under separate cover.

In addition, our all-day annual retreat will be held on Saturday, January 26, 1991, at Andrea Palash's home, 2959 Washington Street, #3, San Francisco (cross streets: Divisadero and Broderick) starting at 9:30 a.m.

If you are unable to attend either the January meeting or the retreat, please give me a call.

Sincerely,



Barry A. Graynor
Secretary

Enclosure

Kristin Chambers
(Client Services Coordinator)
Mary Ann Pouls
(Receptionist)
AIDS Legal Referral Panel
114 Sansome Street, Suite 1103
San Francisco, CA 94104
291-5454

Dan Chesir
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1950 Franklin Street
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987-3516 (W)

Gary P. Encinas
Pacific Gas and Electric Company
Law Department
77 Beale Street
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Rena Frantz, Asst. Administrator
47 Cuvier
San Francisco, CA 94112
334-2134 (H)

Susan Gelmis
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821-1678(H) 556-8268(W)

Jeffrey Gibson
Goldstein & Gellman
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Barry A. Graynor (Secretary)
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Ilene Gusfield
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Oakland, CA 94609
561-8253 (W)

Monica Hernandez
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San Francisco, CA 94110
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Frederick Hertz (Treasurer)
7045 Chabot Road
Oakland, CA 94618
654-8829(H)

Clint Hockenberry, Administrator
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San Francisco, CA 94104
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Diane McCabe
Mercer Meidinger Hansen
Three Embarcadero Center
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Tanya Neiman
Bar Association of San Francisco
685 Market Street, Suite 700
San Francisco, CA 94105
764-1600 (W)

Andrea Palash
2959 Washington Street, #3
San Francisco, CA 94115
567-0897

Jackie Peoples, Minority Outreach
435 Lewis Lane
Pacifica, CA 94044
738-2310(H)

Ora S. Prochovnick
47 Cuvier
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Kathleen Quenneville (Asst. Treasurer)
Vice President and Counsel
Bank of California
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R. Paul Richard
111 Corwin Street, #9
San Francisco, CA 94114
442-0900; 442-1527(W)
864-5396(H)

Janet Seldon
Bar Association of San Francisco
685 Market Street, Suite 700
San Francisco, CA 94105
764-1600(W)

Mark A. Senick (Co-Chair)
Law Offices of Mark A. Senick
100 Van Ness Street, 21st Floor
San Francisco, CA 94102
252-9800(W)

Kevin Walsh (Grant Writer)
1845 Leavenworth, #101
San Francisco, CA 94109
441-8028

Carl Wolf
Hammill & Wolf
25 Van Ness Avenue, Ste. 710
San Francisco, CA 94102
621-3988(W) 728-9516(H)

** item for Retreat.*

- 1. Fee protocols.*
- 2. Case tracking.*
- 3. Tithing.*

** Newsletter.*

Brochure

**Minutes of AIDS Legal Referral Panel Board of Directors
December 3, 1990**

Present: Dan Chesir, Gary Encinas, Susan Gelmis, Jeffrey Gibson, Barry Graynor, Fred Hertz, Andrea Palash, Paul Richard, Janet Seldon, Mark Senick, Paige Wickland

Excused: Ilene Gusfield, Ora Prochovnick, Carl Wolf, Gary Wood


Also Present: Clint Hockenberry, Kevin Walsh

I. Minutes of last meeting.

Minutes for the November 5 meeting were approved.

II. Treasurer's report.

See attached. Fred reported that the amount for telephone has been increased, and that we are breaking even on the AIDS Law Manual. Discussion regarding the amount for publications. It was noted that we have five publications, about 300 of each, and that demand is rising, especially at public hospitals. Janet reported that Liz Hendrickson had offered her law office to assist in the distribution of brochures. After considerable discussion, the proposed 1991 budget (as attached) was approved unanimously, subject to the following:

a) the publications line item will be revisited at the January retreat; 

b) training was raised from \$250 to \$500; and

c) outreach was lowered from \$6,000 to \$5,750.

III. Fundraising.


The law firm reception raised \$52,000!! MSCU to approve reimbursement of costs in the amount of \$4,043. It was noted that an individual from Brobeck, Phleger & Harrison gave valuable assistance in public relations.


A representative from the Panel is needed to attend a city hearing on December 11 on city funding through the Ryan White Act. Jeff said he might be able to attend.

We received two new grants: \$2,500 from Laine Family Foundation, and \$1,600 from Horizons.

MSCU: to authorize the expenditure of the following amounts: \$600 to staff (Christmas), \$150 for gifts to volunteers, and \$200

for the Christmas holiday party.

Northern California Grantmaker's Proposal--Considerable discussion regarding the application. Issue concerned the language regarding a staff attorney to provide direct representation in the employee benefits area. A staff attorney could also provide supervision of paralegals and legal secretaries who volunteer to provide assistance in the initial applications. MSCU: delete references to direct legal services and otherwise submit the application; at the retreat we will discuss the idea of a staff attorney at greater length. 

Fundraising Committee proposals/ideas will be discussed at the retreat. 

IV. Nominating Committee/Election of New Board.

The Nominating Committee reported out four nominees for the two Board vacancies: Diane McCabe, Monica Hernandez, Kathleen Clannon, and Don Pharow, recommending Diane and Monica. In addition, the committee recommended the re-election of the five incumbents: Susan Gelmis, Jeff Gibson, Ilene Gusfield, Andrea Palash, and Carl Wolf. MSCU: to elect Diane McCabe and Monica Hernandez to the Board and to re-elect the five incumbents listed above. Both Carl and Susan are BALIF representatives; Andrea is a VLSP/BASF representative; Jeff and Ilene fill the Other Bar Association positions; and Monica and Diane will be at-large community members. It was noted that Susan's BALIF term ends in March and that she is planning to leave the BALIF Board at that time. If she also leaves the ALRP Board at that time, it was agreed that BALIF would be afforded the opportunity to nominate her replacement.

V. Minority Outreach Committee.

The Committee met and reported that Jackie has been very successful in Oakland. She is also starting to make contacts in San Mateo County. The Committee also reported that Jackie prefers to concentrate her efforts on Minority Outreach and therefore asked to work half-time on Minority Outreach only. MSCU to approve this request.

VI. Attorney Relations Committee.

Nothing to report.

VII. Program Committee.

The Program Committee met with Morrison & Foerster and Pillsbury, Madison & Sutro to improve the recruitment and retention of Panel attorneys. The Committee is also planning a thank-you reception for the volunteers.

VIII. Staff Report.

Rena returns January 15!

Clint will be on vacation from December 8 to December 26.

Case tracking will be amended to reflect statistics according to male/female breakdown.

IX. SALSA Conference.

The Conference went well; the Manual was well received.

X. Domestic Partners.

It was reported that BALIF has appointed someone to study the issue. The consensus of the Board was that the ALRP Board should also participate in this effort and coordinate with other organizations. Janet, Mark, and Clint will work together on this.

XI. Litigation Expenses.

One of the Panel attorneys, Sylvia Kaplan, has requested reimbursement of \$500 for litigation costs in representing a Panel client in a wrongful termination case. After discussion, it was decided that Janet should call Sylvia to tell her that we can't meet her request because there is nothing budgeted for this.

XII. Officers.

Election of officers to take place at the January 7 meeting.

XIII. Retreat.

The Annual Retreat will be held at Andrea's BIG house on January 26, 1991 at 9:30 a.m. Her address is 2959 Washington St. #3, S.F. (cross street Divisadero and Broderick). Sweetpea the cat to host(ess).

ADJOURNMENT TO EXECUTIVE SESSION.

BARRY A. GRAYNOR
One Sansome Street, Suite 1400
San Francisco, California 94104
Telephone: (415) 781-3200

November 21, 1990

To the Persons on the Attached Distribution List

Re: AIDS Legal Referral Panel

Please be advised that our next monthly Board meeting will be held on December 3, 1990 at 5:30 p.m., at the Panel's offices (114 Sansome St., Suite 1103, San Francisco).

Enclosed please find minutes for the November 5 meeting. If you are unable to attend, please give me a call.

Sincerely,

for: Joanne Santos-Sizemore
Barry A. Graynor
Secretary

Enclosure

P.S. Reminder:

Our first (?) annual Holiday Party is set for December 17 at 6 p.m. at Clint's house - 1483 McAllister St., at Scott, in San Francisco.

Kristin Chambers
(Client Services Coordinator)
Mary Ann Pouls
(Receptionist)

AIDS Legal Referral Panel
114 Sansome Street, Suite 1103
San Francisco, CA 94104
291-5454

Dan Chesir
Kaiser Permanente - Law Department
1950 Franklin Street
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864-5396(H)

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Mark A. Senick (Co-Chair)
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Kevin Walsh (Grant Writer)
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Paige Wickland (Co-Chair)
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Carl Wolf
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Gary Wood
Legal Aid Society of Marin County
30 N. San Pedro, Suite 245
San Rafael, CA 94903

Minutes of AIDS Legal Referral Panel Board of Directors
November 5, 1990

Present: Dan Chesir, Gary Encinas, Jeffrey Gibson, Barry Graynor, Ilene Gusfield, Fred Hertz, Ora Prochovnick, Paul Richard, Janet Seldon, Mark Senick, Paige Wickland

Excused: Susan Gelmis, Andrea Palash, Carl Wolf, Gary Wood

Staff: Clint Hockenberry, Rena Frantz and Guest Baby

Also present: Kevin Walsh (grant writer)

I. Minutes

The minutes for the October 1, 1990 meeting were approved.

II. Treasurer's Report

Fred presented the Treasurer's Report, including a third quarter report (attached) and a fundraising/budget proposal to be discussed at the December meeting. Fred reported that the Fundraising Committee recently met and recommended keeping the 1991 budget under \$200,000. Janet's memo (attached) regarding VLSP funding is not reflected in Fred's proposal. Fred pointed out that for the last two years (until April 1991) half of Janet's salary has been raised through Northern California Grantmakers, and this was unlikely to be repeated next year.

III. Co-Chair's Report

Mark reported that the Co-Chairs have met to discuss long range staff planning.

IV. Committee Reports

A. Fundraising

Northern California Grantmakers has changed its policies: they will only fund "unmet needs" (specific projects). General discussion ensued regarding how to approach the grant proposal (due on December 14). The general consensus was that we should ask Northern California Grantmakers to fund an expanded public benefits/employee benefits program; we should also include a "low end" proposal to fund the program at existing levels. However, we should not embark on a totally new direction without careful consideration.

Chlorox has awarded the Panel \$1,000 for Minority Outreach.

The Atkinson Foundation \$5,000 grant was officially ratified, to be used for San Mateo County outreach.

B. Law Firm Reception

Jeff reported that the solicitation of sponsors has gone extremely well: so far, about \$43,000 has been raised. Jeff needs volunteers to assist at the event.

Discussion regarding selecting a volunteer of the year firm and/or individual. After considerable discussion and debate, motions were passed to choose Brobeck Phleger & Harrison as the volunteer firm, Susan Tuskis as volunteer attorney, and David McCullough as volunteer paralegal.

C. Other Committees

The Nominating Committee has been meeting; will have a report next December.

The Minority Outreach committee has a meeting scheduled.

Attorney relations are doing well.

Ilene reported on the Program Committee and had several ideas/recommendations (see attached).

The AIDS Law Manual has been printed. Mark wants another review before further dissemination. Mark agreed to supervise this effort. Clint will locate a publisher.

Speakers--Mark will follow up with Gary Wood.

Publications--The Employee Benefits brochure has been republished.

V. Staff Report

The computer has broken down lately.

Kristin has been "marvelous"!

Minority outreach--client load is still low but it is now more cost effective.

VI. Holiday Hoohaw

The Annual Holiday Hoohaw of the AIDS Legal Referral Panel will be held at the home of Clint Hockenberry, December 17, 6-8pm. Significant other's [others' ??] invited.

AIDS LEGAL REFERRAL PANEL

THIRD QUARTER REPORT 1990

JANUARY --- SEPTEMBER 1990

INCOME	Total to date	Proj'd Oct-Dec	Projected 1990
Foundations	47,500	35,500	83,000
Special Projects	46,736	9,600	56,336
Individual Donations	5,273	5,000	10,273
Law Firms	5,400	25,000	30,400
Corporations	4,475	3,000	7,475
Attorneys Fees	2,401	1,000	3,401
Bequest	11,597	0	11,597
Earned Income	969	2,000	2,969
Earned Interest	3,749	2,500	6,249
Total Income	128,100	83,600	211,700

EXPENSES	1/1 - 9/30	10/1-12/31	Annual
Admin. Salary & Ben.	70,613	17,387	88,000
Min.Out. Sal.*	16,614	8,886	25,500
Receptionist	976	4,024	5,000
Grantwriter	7,266	1,734	9,000
Part-time Sal.	6,493	2,507	9,000
Min.Out. Exp.	1,885	615	2,500
Outreach et al.	4,599	3,401	8,000
Insurance	6,878	122	7,000
Equip/Supplies	8,195	-195	8,000
Copying	849	-349	500
Postage	2,516	-16	2,500
Publications	4,678	1,822	6,500
Subscriptions	0	250	250
Rent	13,399	4,101	17,500
Training	0	250	250
Telephone	3,010	-10	3,000
Moving Costs	924	76	1,000
Other	1,417	83	1,500
Total	150,312	44,688	195,000

* Reflects 50% time May and June, 0% time July

SUMMARY OF FINANCIAL CONDITION -- SEPTEMBER 30, 1990

Cash on hand 1/1/90	102,567
Budgeted Expenses 1990	-195,000
Projected Income 1990	211,700
Committed + Proj. Income 1991	92,000
Funds Available for 1991	211,267

AIDS LEGAL REFERRAL PANEL
EXPENSE STATEMENT
FOR THE PERIOD ENDED SEPTEMBER 30, 1990

	1-1-90 to 8-31-90	Sept 1990	1-1-90 to 9-30-90	10-1-90 to 12-31-90	Annual
Administrative salary & benefits	62,668	7,945	70,613	17,387	88,000
Minority outreach salary	14,575	2,039	16,614	8,886	25,500
Receptionist	362	614	976	4,024	5,000
Grantwriter	6,228	1,038	7,266	1,734	9,000
Part-time salary	6,493	0	6,493	2,507	9,000
Minority outreach expenses	1,885	0	1,885	615	2,500
Outreach et al.	4,466	133	4,599	3,401	8,000
Insurance	6,878	0	6,878	122	7,000
Equipment/Supplies	7,828	367	8,195	(195)	8,000
Copying	177	672	849	(349)	500
Postage	2,138	378	2,516	(16)	2,500
Publications	4,678	0	4,678	1,822	6,500
Subscriptions	0	0	0	250	250
Rent	11,483	1,916	13,399	4,101	17,500
Training	0	0	0	250	250
Telephone	2,635	375	3,010	(10)	3,000
Moving Costs	924	0	924	76	1,000
Other	1,417	0	1,417	83	1,500
Total Expenses	134,835	15,477	150,312	44,688	195,000

MEMORANDUM

TO: ALRP Board
FROM: Frederick & Barry
RE: 1991 Budget & Fundraising Issues
DATE: November 5, 1990

Attached please find:

1. List of fundraising proposals for 1991, developed by the Fundraising Committee;
2. List of programmatic proposals for 1991 which we believe will be beneficial to fundraising efforts, developed by the Fundraising Committee;
3. Proposed budget for 1991, showing a low, high and medium budget. The Fundraising Committee strongly recommends that we keep our 1991 proposed budget below \$200,000 for two reasons: (1) the San Francisco Foundation grant will not be made certain until February or March, and (2) because of anticipated fundraising difficulties next year, we should try to develop some kind of reserve.

Please note that our 1990 budget increased from \$177,000 to \$198,000 during the course of the year. The primary reasons for this were: increased staffing, increased rent, additional publications, and purchase of new phone equipment. While our fundraising efforts have kept up with our growth to date, this may not be the case next year.

PLEASE REVIEW THESE PROPOSALS PRIOR TO THE DECEMBER BOARDMEETING!!!!

AIDS LEGAL REFERRAL PANEL
FUNDRAISING PROPOSALS 1991

The Fundraising Committee suggests that we implement the following proposals for 1991:

1. Continue with foundation and corporate grant efforts;
2. Evaluate and develop special programs for targeted foundation efforts;
3. Initiate a low-key major donor campaign, including the following actions:
 - a. Send solicitation letter to donors of the past two years (requires expenditure of approximately \$2,000 for list prep, postage and paper);
 - b. Develop list of potential donors, and use 1991 event as vehicle for solicitation.
4. Increase donor designated United Way grants from attorneys, by publicity efforts;
5. Increase earned income by marketing brochures & manual and speaker honorariums;
6. Increase attorneys fees and client donations, by educating attorneys about funding needs;
7. Participate in group events such as the Bike-A-Thon.
8. Explore the potential of joint fundraising efforts with BASF and other AIDS-service groups

We recommend that this program be implemented by:

- a. Retaining Kevin Walsh as part-time grantwriter and fundraising assistant;
- b. Retaining Barry Graynor as chair of the Fundraising Committee;
- c. Retaining the present committee (Graynor, Hertz, Palash & Gibson).

AIDS LEGAL REFERRAL PANEL
FUNDRAISING-RELATED PROGRAM PROPOSALS 1991

The Fundraising Committee suggests that we implement the following programs for 1991, in the hope that they will assist our fundraising efforts:

1. Develop program to send speakers to local corporations on AIDS issues, connected to a request for an honorarium or targeted to potential donor corporations to raise our visibility;
2. Target recruitment of attorneys from large law firms which have not contributed to the Panel and from corporate law departments;
3. Tighten up fee protocol, and do educational effort for Panel attorneys regarding fee protocol and need to mention to non-indigent clients about Panel's financial needs;
4. Encourage increased income from sale of brochures, publication of manual, and requests for honorariums for speaking engagements;
5. Develop updated general brochure on the Panel, including a tear-off card for donations, and distribute the brochure to attorneys and donors;
6. Increase public awareness of the Panel, by reviving the dormant public relations committee;
7. Create an advisory board of community leaders and major donors, to meet quarterly to provide general programmatic advice and assistance on fundraising.

AIDS LEGAL REFERRAL PANEL

PROPOSED BUDGET 1991

	1990 budget	Low budget	Medium budget	High budget
Admin. (1)	37,800	38,500	39,000	40,000
Ad. Ass't (50% time)	21,060	14,000	15,000	15,000
M.O. Sal. (2)	25,500	16,000	17,000	32,000 17,000
Ref.Couns.	16,000	29,500	30,000	30,000
Receptnst (50%)	5,000	10,000	12,000	12,000
Benefits	13,140	22,000	22,500	26,000 reduce
Prt-time e'es	9,000	3,000	5,000	5,000
Grantwriter (3)	9,000	15,000	15,000	18,000 15,000
M.O. Exp.	2,500	2,000	2,000	3,000 2,000
Outreach	8,000	4,000	5,000	6,000
Insurance	7,000	6,000	6,000	7,000
Equip/Spls	8,000	1,500	1,500	3,000
Copying	500	500	500	500
Postage	2,500	2,000	2,000	2,500
Publ.	6,500	2,000	3,000	5,000
Subs.	250	250	250	250
Rent	17,500	20,000	20,000	20,000
Training	250	250	250	250
Telephone	3,000	2,000	2,000	2,500
Miscellan's	2,500	1,500	2,000	2,000
TOTALS	195,000	190,000	200,000	230,000

- (1) Low and medium budgets assume Administrator does some outreach tasks
- (2) Low and medium budget plans assume Jackie either 50% time full year, or full time only through June;
high budget allows for Jackie full time, with some of her time used for other outreach and client service projects
- (3) Low and medium budget plans assume 50 hours/month concentrating on corporate and foundation efforts,
high budget assumes 65 hours/month and allows for other kinds of efforts

MEMORANDUM

To: AIDS Legal Referral Panel Board of Directors
From: Janet Seldon
Date: November 5, 1990
Re: 1991 Budget--and other items.

VLSP has calculated that the clerical support time to do AIDS Legal Referral Panel case-tracking and client comments forms is running us about \$5,000.00 per year. VLSP is asking for at least a \$3,200.00 reimbursement for these on-going costs in 1991.

Another on-going issue for VLSP/ Bar Association is using our name on AIDS Legal Referral Panel publications, announcements, events, etc. when appropriate. Whenever possible please use the language that is on the AIDS Legal Referral Panel letterhead which states: "An independent non-profit organization supported by Bay Area Lawyers for Individual Freedom (BALIF) and Volunteer Legal Services Program of the Bar Association of San Francisco(VLSP/BASF)" This should be included on the new AIDS Law Manual if possible.

AIDS LEGAL REFERRAL PANEL

AIDS LEGAL REFERRAL PANEL --- CURRENT INCOME ANALYSIS

<u>Source</u>	<u>1989</u>	<u>1990</u>	<u>1990</u> <i>(est.)</i>	<u>1991 restrictions</u>
<u>Foundations</u>				
Atkinson		5,000		SanMateo
Van Loben Sels	5,000	3,000		
San Francisco	25,000	25,000		20,000
Irvine	20,000	30,000		30,000 Rena's position
Higgins	5,000			AIDSLaw manual
Nu Lambda	4,000			
North.Cal.Grantmkrs	20,500	20,000		CommCare
Horizons	2,000			2,000
United Way (Min.Out.)	25,000	25,000	526	12,500 MinOutreach
Special projects	3,087	15,000	0	
IOLTA	4,662	14,310	0	22,500 Adm/rent
<u>Corporate</u>	3,400	5,475	3,000	
<u>Law Firms</u>	29,935	11,900	19,500	
<u>Bequests</u>	8,919	11,597	0	
<u>Individuals</u>	13,675	5,552	5,000	
<u>Attny Fees</u>	1,942	2,300	1,000	
<u>Earned Inc.</u>	3,425	968	500	
<u>Interest</u>	3,677	3,200	2,000	5,000

SUB-TOTALS	\$179,222	\$178,302	31,526	92,000
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1990 committed	\$178,302
1990 projected	\$31,526
1991 projected	\$92,000
Cash on hand 1/1/90	\$102,567
Expenses 1990	(\$195,000)
Income 1990/1991	\$301,828

Funds Available 1991	\$209,395
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Program Committee

Goal: Recruit more attorneys on all panels
Keep more attorneys who sign up longer
Work on ensuring quality control of casework

1. Put ads in BALIF and VLSP newsletter advertising need for more attorneys and advertising all trainings.

Who will do: Staff

2. Meet with Chaya Gordon and Kathy Larsen from big and medium firms to discuss recruitment within firm.

Who will do: Janet Seldon

3. Set up a quarterly big firm recruitment system. Have a welcome/recruitment panel for new associates in September when new associates join firms. Attorneys in their firms who already volunteer will be asked to bring five new recruits to the meeting and to be part of the panel sharing their pro bono experience.

Who will do: Janet organize meetings, board members can speak at luncheon meetings. Also ask other panel members to join us.

4. Send an announcement of the new manual to all panel attorneys. Distribute free manual chapter (not entire manual) depending on area of expertise. Distribute updated chapters at a party where there will be a speaker updating the area. (I.e.: have a judge or expert speak, invite attorneys to come, and copy and distribute the chapter relevant to the discussion.) These should be held after work and suggest pre-registration. Do one soon on wills. Ask panel attorneys to bring possible recruits, also. Hold these kinds of programs quarterly.

Who will organize: Program committee

5. Obtain funding for a quarterly newsletter. Talk to Kevin.
6. Make presentations at local, specialty, minority bar associations in the counties we serve. Advertise trainings in all newsletters.

Who will do: Program committee, coordinated with Jackie

7. Follow up on cases referred. Who took the case? Avoid not using an attorney for a long time because of referral system.

Who will do: Recruit volunteer attorney or paralegal to make calls

Minutes of AIDS Legal Referral Panel Board of Directors
September 10, 1990

Present: Dan Chesir, Susan Gelmis, Barry Graynor, Fred Hertz, Andrea Palash, Ora Prochovnick, Paul Richard, Janet Seldon, Mark Senick

Excused: Jeffrey Gibson, Paige Wickland, Carl Wolf, Gary Wood

Staff: Rena Frantz, Clint Hockenberry, Jackie Peoples

I. Minutes

The minutes for the June 25, 1990 Board Meeting, July 28, 1990 Mini-Retreat, and August 6, 1990 Board Meeting were approved.

II. Treasurer's Report

No major changes are anticipated.

III. Minority Outreach

Jackie reported that during the first week she attended clinics (one clinic per day) and they have worked out generally well. She will be doing presentations at support groups at Glide Memorial Church. She is also organizing a training effort at the Berkeley Community Law Center and will be meeting with people at the Hawkins Center in Oakland.

IV. Domestic Partners

Mark reported that he and Clint met with Ben Shatz and others and that no changes were made to the proposed ordinance. BALIF held a special meeting and took a "no position" for the present time. The Human Rights Commission is studying the proposal in depth. The question was posed whether ALRP should take a position. MSCU: The ALRP should not take a position either for or against Proposition K at this time.

V. Salsa Conference

The Conference is scheduled for November in San Jose. The text of the brochures will be incorporated into the AIDS Law Manual update. AIDS Legal Services in San Jose will handle copying of the Manual for the Conference and Brobeck will do the word processing. Help is needed with the immigration section.

VI. Search Committee

The Search Committee reported out 5 candidates for the 2 vacant Board positions: George Tuttle, Gary Encinas, Ilene Gusfield, Boone Calloway, and Carol Collum. After discussion, the Board unanimously selected Gary Encinas and Ilene Gusfield to fill the positions, starting in October.

VII. Employee and Insurance Benefits

There will be a training on Sept. 22. MSCU: to formalize the status of the "Ad Hoc Employee Benefits/Insurance Committee" with Dan and Gary as Board liasons.

Discussion was held regarding participating in an amicus brief in a Texas case (McGann) which involves an attempt by an insurance company to place a lifetime cap on AIDS related claims. MSCU: to approve the Panel's participation in the brief.

VIII. Immigration Brochure

Clint reported that SALSA is working on an immigration brochure and needs money for printing and other costs. Since we have exhausted our publications budget for this year, any contribution on our part will have to wait until next year.

IX. IOLTA Contract

The Contract with the State Bar Trust Fund was signed.

X. Client Service's Coordinator

Mark reported that Ms. Kristin Chambers (formerly a PM&S associate) has been hired as our Client Service's Coordinator. Welcome Kristin! She will be starting a week from Wednesday.

XI. Fundraising Report

Barry reported that to date \$32,475 has been raised (full report from Kevin was presented to the Board).

Barry also described a proposal by Kevin to work approximately 30-50 hours per month (instead of 80) at \$20/hr (instead of \$18.75/hr), starting in September and running through December. This would extend Kevin's time past October as originally scheduled but would increase the budgeted amount by \$600 assuming he works 45hr/mo. MSCU: to accept Kevin's proposal.

Paul reported that the location of the Law Firm Fundraiser has been changed to Supervisor Alioto's home. Fred strongly urged the Board to OBTAIN SPONSORS.

XII. Nominations Committee

Barry described the procedures for establishing the Nominations Committee to elect new Board members for next year. Basically, the Nominations Committee must be set up no later than the October meeting. Mark and Paige will nominate the three members for the Nominations Committee, who must be approved by the Board. Mark will also work with Paige in determining the term of office for each of the existing Board members, to be ratified at the next meeting.

XIII. Attorney Relations

No issues to report.

XIV. Programs

There will be a reception for ALRP Panel Volunteers on September 11.

XV. NLADA Insurance

All is fine with the policy. All AIDS clients are covered. The earlier letter was in error.

XVI. Santa Cruz Program

Mark is handling the issue. It appears that most of the Santa Cruz attorneys have coverage. Mark will continue to monitor the situation.

XVII. Personnel Manual

MSCU: to approve an increase in the mileage allowance to 26 cents per mile.

Rena asked whether we provide dependent's coverage? Dan and Gary Encinas will make a recommendation for the October meeting.

Adjourned to October 1.

ALRP - September 10, 1990 Board Meeting

I. Fundraising report

1. Funds have been received from

\$ 500 - Bay View Federal
2,500 - Walgreen's
500 - Bank Cal
3,000 - Van Loben Sels
25,000 - United Way (Minority Outreach)
975 - Matthew Bender

Total \$32,475

See full list.

2. Kevin Walsh proposal

Originally 6 mos. at \$1500 (= \$9000)
halftime (80h/mo.)
May-Oct.

Proposal is -

starting Sept. - 30-50 hours/month through December
\$20/hour.

May - Aug. 4 X 1500 = 6000
Sept.-Dec. 4 X 900 = 3600

(assume 45h/mo.) \$9600

II. Nominations

A. Nominations Committee (By-Laws VII-C)

- 3 Board members
- Term of office not set to expire this year
- Nominated by Co-Chairs, approved by Board
- chosen no later than Oct. meeting
- should be representative of Board as a whole

B. Nom Comm to report to Board at November meeting. All nominees considered accepted unless 2/3 reject of active seats (in the case of sponsoring organization) or 1/2 present (all others) at Dec. meeting.

C. Current Board Members (Sept. 1990)

Representative Members

Term

BALIF

- | | | |
|----|--------------|--------|
| 1. | Mark Senick | 2 |
| 2. | Carl Wolf | 1 |
| 3. | Susan Gelmis | ① or 2 |

VLSP/BASF

- | | | |
|----|---------------|--------|
| 1. | Janet Seldon | 2 |
| 2. | Andrea Palash | 1 |
| 3. | Paul Richard | 1 or 2 |

Panel Members

BALIF

- | | | |
|----|---------------|---|
| 1. | Barry Graynor | 2 |
| 2. | Fred Hertz | 2 |

VLSP/BASF

- | | | |
|----|-----------------|---|
| 1. | Ora Prochovnick | 2 |
| 2. | Paige Wickland | 1 |

Other Bar Association

- | | | |
|----|-----------------------------|---|
| 1. | Jeffrey Gibson | 1 |
| 2. | (Vacancy) (formerly, Alice) | 1 |

At Large Members

- | | | |
|----|---------------|--------|
| 1. | Daniel Chesir | 2 |
| 2. | Gary Wood | 1 |
| 3. | (Vacancy) | 1 or 2 |

Note:

7 Directors should have an initial 1 year term (thereafter, 2 years) (expiring January 1991).

8 Directors should have an initial 2 year term (expiring January 1992).

Minutes of AIDS Legal Referral Panel Board of Directors
August 6, 1990

Present: Jeffrey Gibson, Barry Graynor, Fred Hertz, Andrea Palash, Ora Prochovnick, Paul Richard, Janet Seldon, Mark Senick, Paige Wickland, Carl Wolf

Excused: Daniel Chesir, Susan Gelmis, Gary Wood

Staff: Rena Frantz, Clint Hockenberry, Jackie Peoples

Also present: Kevin Walsh (grantwriter)

I. Treasurer's Report

A. Revised Budget

Fred presented a revised budget for 1990 (attached).
MSCU.

B. T-Shirts

MSCU to reimburse Sacramento AIDS Legal Referral Panel in the amount of \$318.50 for T-Shirts (re Gay parade). To be included under "other" in the budget.

II. Co-Chair's Report

A. United Way

Mark announced that we have received a \$25,000 grant from United Way to fund a portion of the Minority Outreach Program. United Way requires the Panel to use their logo on all minority outreach publications. MSCU to authorize Mark to sign the agreement with United Way (which contains this requirement).

B. Malpractice Carrier

Mark stated that the Panel's malpractice policy may not cover "higher income" clients (about 25% not covered). Mark will follow up. We may also be doubling up on our coverage for indigent clients since VLSP also covers them. Again, Mark will check.

III. Domestic Partners Proposed Ballot Initiative

Matt Coles led off the discussion of the proposed Domestic Partners initiative to go on this November's ballot. Clint had circulated a memo outlining his concerns, including taking on financial liability to third party creditors and possibly losing social benefits. Fred expressed a concern about the ALRP taking a position on the initiative, due to our 501(c)(3)

status and politicizing ALRP. After considerable discussion, the consensus was to authorize Clint to talk to Ben Shatz and express the Board's concerns re the benefits issue and the other issues outlined in Clint's memo.

IV. Committee Reports

A. Fundraising

Jeff announced that the Law Firm Fundraising Subcommittee had selected November 10 as the date for the Law Firm Fundraising Event, to be held at the home of Al Baum. Jeff mentioned that he would need the Board's help: each Board member should try to find 2 sponsors to pledge \$1,000 (friends or Panel attorneys). Jeff has form letters to send out.

B. Search

The Search committee is interviewing candidates for the two open Board slots.

C. Minority Outreach

A decision has been reached regarding the allocation of Jackie's time, as follows:

1st week of each month--clinics only
2nd week of each month--other minority outreach issues (e.g., recruitment of new attorneys)
3rd and 4th weeks--office client intakes

D. Attorney Relations

The Party has been set for Sept. 11.

E. Program

See Attorney Relations.

F. Speakers Bureau

No report.

G. AIDS Law Manual Update

Clint is handling the AIDS Law Manual update. The Employment Law Center will redraft the employment discrimination section. A couple of chapters still need work. In process.

One issue concerned the word-processing. Mark will call Jim McCabe at MoFo to see if they will do it.

V. Staff Report

A new receptionist has been hired. Her name is Mary Ann Pouls. Announcements are going out regarding the new Referral Coordinator. Mark and Paige will serve on the hiring committee.

VI. By-Law Amendment

The attached proposed By-law amendments were approved unanimously.

VII. Santa Cruz AIDS Legal Referral Panel

Clint presented a request by the Santa Cruz AIDS Legal Referral Panel to come under our malpractice coverage umbrella. The general consensus was to table the request until Mark has talked to the insurance company and the Santa Cruz representatives. Generally, it was felt that the Santa Cruz Panel would have to agree to our training and quality control procedures over the attorneys, and to be responsible for the \$2,000 insurance deductible. The Sacramento Panel model was believed to be a good starting place.

VIII. SALSA Conference

The Second AIDS Law Conference sponsored by AIDS Legal Services and SALSA will be held on November 10, 1990 in San Jose. It was agreed to include a copy of the announcement in our quarterly mailing.

IX. Black and White Men Together Memorandum of Understanding

The issue was withdrawn for the moment due to some constitutional (free speech) concerns.

AIDS LEGAL REFERRAL PANEL: BUDGET PROPOSALS

EXPENSES	Current	1990 (revised)	1991 (est.)
Administrator	37,800	37,800	38,000
Ad. Ass't [1]	29,000	22,000	15,000
Client Serv. Coord. [2]	0	10,000	28,000
Min. Out. Sal. [3]	27,000	27,000	16,000
Receptionist [4]	5,000	5,000	12,000
Benefits	19,200	20,200	22,000
<i>Total Salary & Benefits</i>	<i>118,000</i>	<i>122,000</i>	<i>131,000</i>
Grantwriter	9,000	9,000	12,000
Part-time Sal.	11,000	9,000	5,000
Min. Out. Exp.	2,500	2,500	1,500
Outreach et al.	4,000	5,000	5,000
Insurance	6,500	6,800	6,000
Equip/Supplies	7,300	7,200	2,500
Copying	500	500	500
Postage	2,000	1,500	2,000
Publications	5,500	5,000	1,500
Subscriptions	500	250	250
Rent	16,000	16,000	19,000
Training	500	250	250
Telephone	2,500	2,500	2,500
Moving Costs	1,000	1,000	0
Other	1,200	1,500	1,000
Total	188,000	190,000	190,000

[1] Administrative Assistant: budget reflects maternity leave October-December, one-half time thereafter

[2] Client Services Coordinator: full-time position September 1; annual salary \$28,000

[3] Minority Outreach position full time through 1990, with some portion of time assigned to other tasks; half time thereafter

[4] Receptionist position half time beginning August 1; annual salary \$12,000 (.5 FTE)

Approved
8/6/90

PROPOSED AMENDMENTS TO BY-LAWS

AIDS LEGAL REFERRAL PANEL

June 26, 1990

1. Amend Article VIII - OFFICERS

a) "E. Treasurer." is hereby amended to read "D. Treasurer."

b) The following paragraphs "E" and "F" are hereby added to Article VIII to read as follows:

"E. The Board of Directors may, from time to time, in its discretion, appoint an Assistant Treasurer, who shall be an officer of the Corporation, and who shall serve at the pleasure of the Board. The Assistant Treasurer shall assist the Treasurer as needed, and may be authorized by the Corporation to establish, maintain, and access its bank accounts."

"F. The Co-Chairs, Secretary, and Treasurer shall be chosen from among the members of the Board of Directors. The Assistant Treasurer may be chosen from among the members of the Board of Directors."

2. Amend Article XVI - AMENDMENTS TO BYLAWS

Article XVI is hereby amended by deleting Article XVI in its entirety and substituting the following language as the new Article XVI:

"These Bylaws may be altered, amended or repealed and new Bylaws adopted upon a two-thirds vote of Board members present at a meeting where there is a quorum, provided that any proposed change has been distributed in writing to all Directors [one month] two weeks before the scheduled vote."

Minutes of AIDS Legal Referral Panel Board Mini-Retreat
July 28, 1990

Present: Daniel Chesir, Susan Gelmis, Barry Graynor, Frederick Hertz, Andrea Palash, Ora Prochovnick, Janet Seldon, Mark Senick, Paige Wickland, Carl Wolf, Gary Wood

Excused: Jeffrey Gibson, Paul Richard

Staff: Rena Frantz, Clint Hockenberry, Jackie Peoples, Sunny Schwartz

Also present: Kevin Walsh (grantwriter)

(Note: The following minutes attempt to record the discussion in a chronological fashion rather than by topic.)

Mark led off by saying that he would not try to structure the discussion too much unless there was a demand otherwise. He then presented a series of statistics outlining the past growth, budgets of the Panel since 1986.

Gary mentioned that United Way is beginning to require "strategic plans" and offered to show some examples.

Clint outlined what the Staff is currently doing and what is not getting done:

What the Staff is currently doing.

1. Telephone referrals
2. Administrative duties (e.g., questionnaires from foundations)
3. In-service trainings
4. General telephone inquiries
5. Publications
6. Malpractice policy application
7. Bar filings
8. Case tracking (VLSP)

What is not getting done.

1. Keeping in touch with the volunteer attorneys
2. Attorney communication/education/quality control
3. Attorney recruitment and retention
4. Reaching clients for whom telephone referrals don't work

Fred described certain indirect services (general public education) which the Panel is providing:

1. Brochures
2. In-service trainings
3. Public speakers
4. Assisting other AIDS Panels

(Consensus: we should continue with this kind of "preventive law" activity.)

Fred then proposed that we have one person primarily responsible for client service. Also, we should call back certain "problem groups" of clients to make sure they find an attorney, and we should also call back clients who do not return the comment forms.

Paige brought up the issue of administration/management responsibilities, in particular the Board/staff relationship.

Dan suggested we divide the discussion into three parts: a) What should ALRP's functions be? b) Staff response to same c) Board's response to same. One possibility is to divide the functions into "Direct" and "Indirect" client services. Clint then outlined the following seven functions:

- a) Client services
- b) Attorney relations
- c) Office management (administration)
- d) Board and program support
- e) Community
- f) Publications
- g) Policy

The following is the approximate amount of time the staff spends on the above seven areas:

	<u>Clint</u>	<u>Rena</u>	<u>Jackie</u>
a)	20%	40%	50%
b)	3	5	15
c)	25	45	15
d)	20	10	0
e)	10	0	15
f)	20	0	0
g)	2	0	0
			5*

*volunteer training

Janet also reported that she spends approximately 40% of her time on ALRP matters, including attorney relations, client services, and general administration.

Rena noted that there is a qualitative difference between servicing clients full time vs. part time. The emotional component of servicing clients must be considered.

The staff has divided up the referrals according to areas of law. Accordingly, the referrals have been spread out over different people; no one has been doing referrals full time.

The Co-chairs have spent time doing personnel management. Should we go to an "Executive Director" structure? Should our planning be more pro-active vs. reactive?

Regarding the half-time person, it is better to schedule such person's time as a few hours every day vs. a few days per week. This way that person will be easier for the clients to reach. (Sunny is currently working 10 hours/week through August.)

Fred repeated his suggestion that we have a single person responsible for client referrals.

In the past the Board has been unwilling to go to an Executive Director structure due to the expense and lack of control. Change may be inevitable however.

The consensus seems to be to assign the primary responsibility of client referrals to one person.

Andrea asked the question whether we will continue to be a "hands on" Board or evolve into an Executive Committee structure? Rena pointed out that the Co-Chairs are currently very involved in day-to-day management, and that the office has no authority such as with regard to check-writing.

\$\$\$\$\$\$\$\$\$\$\$\$Money\$\$\$\$\$\$\$\$\$\$\$\$

Fred reported that we should have \$145,000 available for next year (1991). This assumes no further changes in the 1990 budget.

\$75,000 Already raised, available for '91
20-25,000 IOALTA
30,000 Irvine
20,000 Law firm event (Fall '90)
\$145-150,000

Note that the 1990 budget is approximately \$190,000. Accordingly, there is about a \$40-45,000 gap for '91 at existing levels.

Three sources of additional money:

Law firms (Last year's event netted about \$35,000; Fred said with active Board involvement for about 2 to 3 weeks, we could net around \$50,000 this year.)

Foundations (Kevin was pessimistic: Foundations prefer to fund start-ups, not on-going projects. They might be willing to fund new special initiatives.)

Other Sources (This is an area of large potential growth--\$250,000/year !! Sources would be corporations and major and minor individual donors. However, this requires a Board commitment: individual solicitation; fundraising events; clients. Perhaps an "Honorary Board." One concern is not to compete with other AIDS service organizations; however, we can concentrate in new "lawyer" donor markets, such as the E. Bay law firms or lawyer service providers.)

It was pointed out that many people on the Board are uncomfortable with fundraising and would require training in this area. It was also pointed out that the amount of Board involvement would depend on the overall Budget size--i.e., a smaller program (concentrating only on direct client service) would require fewer employees and a smaller budget. The "commitment" need not be year-round however.

Staff issues.

Currently, Jackie is working half-time in minority outreach, half-time in general client services. She said she prefers to do one or the other, not both.

There are currently 4 FTE's: Clint, Rena, Jackie, Sonny (1/2), and the receptionist (1/2). The proposal is to shift as follows: Clint (FTE), Jackie (FTE), Rena (1/2 FTE), receptionist (1/2 FTE), and client referral coordinator (FTE). Rena would do office management in her half-time position. The employee benefits clinic would be included within the full-time referral coordinator's duties. Jackie would remain at full time but it is unclear at this time if she could continue to do minority outreach full time (depends on funding). It is possible that a portion of the new referral coordinator's salary could be specially funded through foundation grants (e.g., the employee benefits clinic).

More specifically:

Receptionist--already hired half-time every day. Starts Aug. 1.

Rena's maternity leave--Oct. 1 to Dec.

Sunny leaves on Aug. 31.

Referral Coordinator--Ideally, should start around Sept. 1, or Sept. 15 at the latest.

The Referral Coordinator should be a law graduate or have law training.

Motion by Fred, seconded: To hire a full-time referral coordinator at \$28,000/year plus benefits; the Co-chairs and Clint to conduct the hiring process. Start date no later than Sept. 15; the position to be year to year. Carried unanimously.

Motion by Fred, seconded: To grant Rena unpaid maternity leave in accordance with the personnel manual starting in October for three to four months; Rena may apply accumulated vacation and sick leave; return half-time (administrative functions only). Carried unanimously (Ora abstaining).

Minority Outreach.

See Clinic Report (Jan-Je 1990) attached.

The clinics depend on an aggressive coordinator. The number of referrals does not include all the people spoken to (i.e., informal on the spot consultations). This would add about 30 for a minority outreach total of 135. Also, the statistics do not include other clients that call due to general minority outreach publicity.

Issue is whether the program is cost-effective. Does Jackie have to be at the clinics in person? Can she move on to other places? Minority vs. general outreach.

Recruiting minority attorneys for the Panel is very hard. One fundraising focus for the second half of Jackie's position may be to open up law firm minority hires to ALRP pro bono work.

Another issue is the difficulty in reaching minority clients not serviced through the telephone referral system or the clinics (budget issue!)

Setting up alternative panels has not worked out.

Clinic Report
January - June 1990

	J	F	M	A	M	J	Total
Employee Benefits	21	9	31	26	26	10	123
Minority Outreach:							
EB AIDS Project		9	12	4	8	5	38
CCC AIDS Taskforce		6	8	2	7	8	31
The Center				14	13	5	32
Richmond					2		2
Veteran's Admin.		2					2
<hr/>							
Minority Outreach Total	0	17	20	20	30	18	105
<hr/>							
Overall Total	21	26	51	46	56	28	228
<hr/>							

Minutes of AIDS Legal Referral Panel Board Meeting
June 25, 1990

Present: Daniel Chesir, Jeffrey Gibson, Barry Graynor, Frederick Hertz, Ora Prochovnick, Paul Richard, Janet Seldon, Mark Senick, Carl Wolf, Gary Wood

Excused: Susan Gelmis, Andrea Palash, Paige Wickland

Staff: Rena Frantz, Clint Hockenberry, Jackie Peoples

I. General

Approximately 50 to 75 people attended the office reception.

The ALRP/BALIF parade contingent had a good turn-out; lots of brochures were given out to attorneys and clients throughout the state.

II. Treasurer's Report

A. Six month report handed out. Fred recommended that our budget for 1990 be increased from \$183,000 to \$188,000. Vote suspended until discussion on staffing.

III. Committee Reports

A. Fundraising

1. General

United Way has re-funded Minority Outreach for approximately 2/3 of Jackie's position.

The Annual Report is going to print.

Kevin is working on the final draft of the generic proposal to foundations; he has received many letters of support.

2. Solicitation from corporate donors

The Fundraising Committee asked for guidance regarding solicitation from corporate donors who are "controversial," such as Burroughs-Welcome or insurance companies. The concern is public perception and potential conflicts of interest with respect to cases brought against such companies by Panel attorneys. Clint pointed out that Burroughs-Welcome in particular has given money to other AIDS-related groups. The unanimous consensus of the Board that it is all right to solicit money from these organizations.

3. Joint fundraiser with the Center

A proposal was made to do a joint fundraiser with the Center, an East Bay AIDS service organization. Jackie has spent time helping to set up clinics over there. No final Board decision made at this time.

4. Law firm solicitation

Jeff and Paul will co-chair the law firm solicitation subcommittee. Susan Rattan may be a guest. The idea is to have law firms serve as sponsors and match funds. We would charge more this year; the event would consist of a smaller group and not be free to Panel members. A "Thank You" reception would be handled separately by the Program Committee.

B. Search

Carl reported that the Search Committee has met and has outlined its procedures. There are 15 potential candidates. Target date is August.

C. Minority Outreach

Paul Richard has joined the Minority Outreach Committee. Mark reported that the Committee is reexamining the program and its future direction. United Way has been funding about 50-60% of the program's budget; the rest is out of general funds.

D. Attorney Relations

The Committee is continuing to meet. Nothing to report.

E. Program

Susan has joined the Program Committee. The Committee has not yet met.

F. Speakers Bureau

There were two requests in June.

G. AIDS Law Manual

The printing/publishing aspects are in process. The rewrite/editing is in a "stall."

H. Publications

The publications have turned out stupendously. Kudos to Dan, Glenn Carlson, Connie Hyatt, Debra Jones, Gary Encinas, and CLINT! Special thanks also to SALSA.

bag#1[alrpje.min]

IV. Staff Report

The Staff are now happily relocated in their new offices at 114 Sansome Street, Financial District. There are two summer law clerks helping out.

V. Old Business

A. Mini-Retreat

The mini-retreat is scheduled for July 28, from 12 to 4, at Mark's house. Topics will be budget, management structure, and overall growth of the organization. Hors d'oeuvres.

B. Half-time benefits counselor

Extensive discussion re staffing issues. Rena is scheduled to leave at the end of October; Sunny will be leaving at the end of the summer. Clint reported that there has been a tremendous increase in demand for benefits counseling (insurance, employee benefits and public benefits). Clint's proposal is to hire a half-time staff person to concentrate in the employee benefits area. There are currently 3-1/2 full time equivalent employees: FTE Administrator; FTE Administrative Assistant; FTE Minority Outreach Director; 1/2 FTE Referral Coordinator (which will shift to a 1/2 FTE Receptionist position).

General issues:

1. Replacement of Rena's full time position during her maternity leave.
2. Minority outreach--full or half time?
3. Add a Benefits Counselor?
4. Retain a referral coordinator position after Sunny leaves?

No Board decision taken at this time; tabled until Mini-retreat.

C. Budget

Approved: the amended budget for 1990 as described in the January-June 1990 six month report (attached). The key changes are in insurance and publications (increased) and telephone and copier (decreased). Net increase of \$5,000 for the year.

VI. New Business

A. Amendments to By-Laws

Tabled until Mini-retreat in order to "circulate" at least one month before the scheduled vote.

B. Salsa conference

There will be a SALSA meeting on August 6. The July meeting was cancelled.

C. Black and White Men Together

Mark presented a Memorandum of Understanding proposed by Black and White Men Together. BALIF has not adopted it due to concerns over item # 2. Tabled.

AIDS LEGAL REFERRAL PANEL --- SIX MONTH REPORT 1990

JANUARY --- JUNE 1990

INCOME

Foundations	47,500
Individual Donations	720
Special Projects	32,939
Law Firms	0
Corporations	975
Attorneys Fees	2,220
Bequest	11,597
Earned Income	0
Earned Interest	2,674
Total Income	98,625

EXPENSES	1/1 - 6/30	7/1-12/31	Annual	<i>annual</i>
Admin. Salary & Ben.	45,877	40,123	86,000	86,000
Min.Out. Sal.*	10,241	16,759	27,000	27,000
Receptionist	0	5,000	5,000	5,000
Grantwriter	1516	7,484	9,000	9,000
Part-time Sal.	4,658	6,342	11,000	11,000
Min.Out. Exp.	728	1,772	2,500	2,500
Outreach et al.	3,040	960	4,000	3,500
Insurance	6,320	180	6,500	5,000
Equip/Supplies	6,344	956	7,300	4,000
Copying	249	251	500	1,000
Postage	1,020	980	2,000	3,000
Publications	4,162	1,338	5,500	3,000
Subscriptions	0	500	500	500
Rent	5,736	10,264	16,000	15,000
Training	0	500	500	500
Telephone	1,367	1,133	2,500	3,000
Moving Costs	734	266	1,000	3,000
Other	1,031	169	1,200	1,000
Total	93,023	94,977	188,000	<i>183,000</i>

* Reflects 50% time May and June, 0% time July

SUMMARY OF FINANCIAL CONDITION -- JUNE 25, 1990

Cash on hand 1/1/90	102,567
Budgeted Expenses 1990	-188,000
Projected Income 1990	168,231
Estimated Income 1991	69,000

Funds Available for 1991 151,798

Minutes of AIDS Legal Referral Panel Board Meeting
May 7, 1990

Present: Dan Chesir, Fredrick Hertz, Andrea Palash,
Mark Senick, Paige Wickland, Carl Wolf,
Gary Wood, Susan Gelmis, Paul Richards

Absent: Jeffrey Gibson, Barry Graynor, Ora Prochovnick,
Kathleen Quenneville, Janet Seldon, Jackie Peoples,
Clint Hockenberry

Staff: Rena Frantz

I. April Minutes

The April minutes were approved.

II. New Board Members

Susan Gelmis and Paul Richards were unanimously accepted as our new board members. Susan, who has been a member of the Panel for several years, is interested in working on search committees, program committees, attorney relations, or minority outreach. Paul Richards, who has been a Panel member for three years, is also interested in working on minority outreach. Welcome to the Board!

III. Treasurer's Report

Fred presented a revised first quarter report, and the revised budget was unanimously approved. Also approved: \$50 for a present for the architect who drew up the plans for the space we were going to remodel, and \$100 for a lunch with the Price-Waterhouse representative who did our financial work last year.

IV. Fundraising Report

Welcome to Kevin Walsh, of the Stop Aids Project, who is our new part-time grant writer. Andrea reported that she and Kevin and the other members of the Fundraising Committee will soon be having a meeting to set out strategy. The annual report is ready to go to the printer, and we should have a final version in the next week or two. It will cost \$1,100 for 2,500 copies. The report will be sent to BALIF, ALRP, and aids service organization members, along with about 300 other people. We have ordered 1,000 extra copies, so let Andrea know how many copies you need if you wish to send the report to any interested parties. In addition, Andrea will need volunteers for a bulk mailing party sometime during the first week in June. Andrea announced that she is resigning as Chair of the Committee effective June 1, because of possible conflict with her new job as staff attorney for NGRA. However, she will still be active though less visible.

V. Search Committee

Carl reported that Ora has been named to replace Alice on this Committee, though Alice may remain in an unofficial capacity. The vacancies that the Committee will be seeking to fill are on the community and other Bar Association slots.

VI. Minority Outreach

No report. Mark noted that Jackie will be doing clinics while she is working part-time in May and June and studying for the Bar. In addition, Frederick reported that he had heard tremendous praise for Jackie's presentation at the Corporate Community Executives meeting from two different sources. Congratulations Jackie!

VII. Attorney Relations

Regarding the complaint of the AIDS client that died before the Orrick Panel member got around to doing the Will, Orrick now feels that their attorneys will probably not continue to do Wills for us. However, they may do other, less deadline-oriented work.

VIII. Program Committee

Unbeknownst to its members, this Committee consists of Dan, Paige, and Janet. The Program Committee is intended to plan and host four quarterly programs per year which combine socializing and a presentation and discussion of problem areas. Regarding the Gay Day Parade on June 24: We are going to have a booth and a marching contingent; talk to Jeff Gibson for details.

IX. Speakers Bureau

Gary has prepared a list of 25 attorneys and has trained four people to do some of the harder areas, but still needs insurance speakers. We have seven engagements set for this month and two for next month and have already been scheduled for some speaking engagements in October.

X. AIDS Law Manual Update

Clint has begun on this project, having contacted some authors and trying to find some new authors. Gary will send the letter to our attorneys asking for help on this project. Gary is contacting publishers to see if we can get it distributed and make it a self-supporting project. We want to charge at least \$50, which is more than Nolo Press will sponsor us for. However, St. Marten's Press is interested. If you have extra copies of the Aids Law Manual that you can give to Gary, please do so as he is out of them.

XI. Publications

Dan reported that the employee benefits task force pamphlet has been drafted; this is in a format like the "Just Say No" pamphlet. He expects that it will take three to four months to complete. He is also considering preparing a "White Paper" on employee benefit problems, possibly to be coordinated with LIFE.

XII. Staff Report

Welcome to Sunny Schwartz, who is our new part-time staff person. Sunny started at the beginning of May. She has been a panel attorney for three years, and just got back from taking nine months off of her civil litigation practice.

XIII. Old Business

A. Change in bylaws with respect to BALIF and BASF appointees: Mark presented a new draft, which is similar to that proposed by BALIF but which limits the necessity to have two-thirds of the Board Members vote to reject a candidate to BASF and BALIF candidates. This new draft was unanimously approved.

B. Office Space: We have taken a three-year lease with a three-year option on space being rented to us by Pillsbury, Madison & Sutro. The Board unanimously approved the lease, which is for \$9.16 per square foot for 1,642 square feet. We will sublet to BALIFF a portion of the space at a prorata square foot rent. Janet will be the Board Liaison for the move. The Board approved having Sunny work extra hours during the period of the move so that Rena can do the phones and computers and other move business. Mark or Paige are empowered to sign the new lease. We anticipate an "office warming" party in September.

XIX. New Business

A. Increases and Staff Health Insurance: Jackie's health insurance has risen dramatically. The Board unanimously approved a motion that Jackie will cover the first \$250.00 deductible and we will cover the second \$250.00 deductible, if incurred, and will also pay the increased monthly premium of \$178 a month. The alternative was to leave the deductible at \$250.00, which would have meant a monthly premium of \$242.00. It was agreed that Jackie would need to show her payments on the first \$250.00 deductible (in the form, for example, of canceled checks) and on that showing to one Board Member, the second \$250.00 deductible will be applied by us. Dan confirmed that we have no health insurance policy as such, but will be deciding each increase in health insurance policies on a case-to-case basis. Fred reaffirmed the policy that our coverage of health insurance costs

is reviewable each year when salaries and other benefits are reviewed.

B. AIDS Benefits Counselors: Gary reports that this group may be folding. They do different things than we do, as they handle initial applications and insurance counseling and we do not. However, in the next month, they may want us to take their clients and/or some of their staff. Gary and Dan will form a subcommittee to handle the situation if and when AIDS Benefits Counselors call us for help.

C. Rules of Operation: These are superseded by the bylaws. Paul Richardson and Gary will revise.

XX. Next Meeting: Monday, June 4, 1990, 5:30 p.m. at BASF.

MEMORANDUM

TO: ALRP Board of Directors
FROM: R. Paul Richard
DATE: February 27, 1992
SUBJECT: March Board Meeting

Enclosed with this memorandum please find a copy of the proposed agenda for the March 2, 1992 meeting of the Board of Directors. As you will see, the agenda is overly ambitious given the need to provide for the transitional organization of the Panel staff, but I wanted to alert the Board to the full panoply of issues that are facing us. The Board may wish to dispense with the Committee Reports for this meeting; think about it over the weekend, and we can discuss the agenda items on Monday evening.

The discussion of ALRP's relationship with VLSP and with BALIF has been tabled until the April meeting. (This topic appears to be as jinxed as the bar dues/malpractice insurance issue!) However, I have included a copy of Janet's memo for your reference. I have also included a draft statement from Kerrington Osborne concerning needle exchange programs, and Paul Di Donato's quarterly report and proposal concerning the Policy Director position. I hope that you get a chance to review them before Monday.

**AIDS Legal Referral Panel
Board of Directors Meeting
Proposed Agenda
March 2, 1992**

I. Co-Chairs' Report

- A. Retainer and benefits package for Clint
- B. Bar dues/malpractice insurance for staff attorneys
- C. Resolution re check signing authority for Kristin, Rena, Mark & Kathleen

II. Treasurer's Report

III. Committee Reports

- A. Advisory Committees
 - 1. Policy
 - 2. Outreach
 - a. Needle exchange policy
 - 3. Client Services
 - 4. Benefits
- B. Standing Committees
 - 1. Attorney Relations
 - 2. Fundraising
 - 3. Nominations
 - 4. Honorary Board
- C. Ad-hoc Committees
 - 1. Annual Report
 - 2. Strategic Planning

IV. Acting Executive Director's Report

- A. Update on plans for move
- B. Transitional organization of ALRP staff / policy director position (staff participation, followed by executive session, if necessary)

V. Approval of February Minutes

VI. Old Business

VII. New Business

- A. Food and beverage assignments for April meeting

MEMORANDUM

TO : ALRP BOARD OF DIRECTORS
FROM : PAUL A. DI DONATO, DIRECTOR OF POLICY
DATE : FEBRUARY 26, 1992
RE : PROPOSAL TO SEEK FUNDS TO EXPAND THE POLICY PROJECT
FROM THREE TO FIVE DAYS/WEEK

INTRODUCTION

There has been some confusion on this issue. In order to resolve this problem quickly and, most importantly, in order to have the Board make a fully informed, final decision, Paul, Connie, Hannah, Clint and I recently agreed to the following: 1) the matter would be discussed at the March 2nd Board meeting; 2) I would prepare this written proposal; 3) Paul Richard would circulate to the Board my First Quarter Report (prepared for Clint in January) and recirculate my one-page Project summary; and 4) I would be present at the March 2nd Board meeting to discuss the issue.

As my First Quarter Report gives full details of the Policy Project's mandate, my work to date, and plans for the January to March quarter, I will not discuss those issues here, but refer everyone to that Report. I believe that Kevin Walsh will be present at the March meeting. This will also give us an opportunity to discuss the possible grant sources for this proposal as well as mechanics, timetables, etc.

PROPOSAL

The proposal is to allow Kevin and I to seek foundation funds to expand the Policy Project from the current three days per week to five days per week. Currently, Northern California Grantmakers (NCG) funds two and one-half days per week plus Project expenses plus part of our E.D.'s salary, from September 1991 to September 1992. ALRP funds four hours per week (commitment until at least September, 1992). As Clint explained it to me in August, 1991, the ALRP-funded time pays for my work developing Project expansion ideas, including working with Kevin on the actual grant proposals.

Renewal from NCG is possible, maybe even likely. (In fact, we recently had what seemed to be a very successful site visit from NCG). Kevin knows best when a renewal request is due and the mechanics of it. I would like to know from the Board if renewal is automatic as far as ALRP is concerned. In other words, does the Board, or some subset of the Board, have to debate and approve whether we ask NCG for renewal and/or the details of any renewal proposal?

There are three possible substantive areas for additional work: Medicaid reform, additional (non-cap) insurance reform or Tuberculosis policy work. These issues are national in scope, but our work would have a California focus. I have narrowed the list to these three topics after conversations with key HIV policy people and key HIV lawyers around the country and in consideration of our goal to keep policy work linked to our direct services work.

The work in each area would tilt in the direction of the legal and legal policy aspects of the issues. Thus, the work in each area would match my work to date in form: research and analysis; creation and advocacy of policy initiatives (the advocacy being with government officials, key private sector actors and other advocates); collaboration and organizing with other advocates; technical assistance and other education.

Medicaid Reform. Project work here could address key elements of the Medical and Medicaid systems relative to HIV, such as federal per person caps on state allotments; efforts to make the federal government enforce existing minimum care and reimbursement standards on the states; Medical optional offerings, including creation and effective enforcement of optional programs for early HIV intervention; and equal treatment of marginalized populations under the state and federal Medicaid schemes.

Insurance Reform. Project work here could address key, HIV relevant non-cap issues, such as cap-like limits on types of reimbursable care and drugs; pre-existing conditions; individual and group "dumping"; non-discrimination re: occupational and sexual orientation status; COBRA-type state extensions; and mandatory minimum standards for policies with focus on HIV relevant issues.

Tuberculosis. This is a "new" possibility in light of the dramatic growth of TB in the country and the serious (i.e. disastrous) implications a TB epidemic will have on traditional areas of HIV law and policy, and thus on our clients. Project work here could address several issues, such as legal and sound protocols for CBO's and health providers in dealing with TB/HIV clients; treatment of TB/HIV persons under the new Americans with Disabilities Act and relevant state and local disability and HIV discrimination laws; treatment of TB/HIV persons on HIV and TB testing and confidentiality matters.

Depending on various factors, such as "fundability" and cohesiveness of the entire Project, we could pursue one two (or one two and one-half) day grant to work on any one of these issues; or we could pursue two grants for any two issues (one to one and one-quarter days per week per issue).

DISCUSSION

I am in favor of this expansion (surprise!). I see the following favoring the proposal:

- Each area needs policy work in general and SF-based policy work in particular to be happening. Few if any other groups are doing similar work locally, especially with NGRA gone. (No one is doing the TB proposal discussed above). No one locally is doing the "legal policy" end of any of this in the way we could and would approach it.

- ALRP is in a unique position to do this work well locally because of our direct service connection to clients on these very issues, a part-time Policy Project already in place (unlike ABC, other non-legal HIV CBO's, etc.), and our role as the leading AIDS law organization locally.

- My current insurance work will require me to know about the topics which the proposed insurance work would involve. My current insurance work would be enhanced if we do more insurance work. My experience in employment law and disability law and my CDC redefinition work would make the TB project an easy addition for me. The social security work dovetails with medicaid work. Hence, none of the proposals will require in impossible or even difficult "stretch" into new areas either for the current Project or me as the Director of it.

- If ALRP does not expand the Project, the money that seems to be flowing to AIDS policy work at this point will go elsewhere (SFAF, ASPA, ABC, etc.). If we decide to expand eventually, we will be competing increasingly as a first time applicant for policy money with groups seeking renewals of their grants.

- There are no significant downsides of the kind I have heard Board members express regarding ALRP expansion:

- * expansion will not create a new search process or hire.

- * expansion will not cost ALRP anything; no need for more space, more equipment, more anything. In fact, Kevin may be able to address if, in expansion, we can get additional funds to cover a percentage of the E.D. salary, additional law clerks, etc.

- * expansion proposals will not compete with our direct service grants, and indeed offer some of the best grant possibilities for ALRP in the coming years.

I look forward to seeing you all on Monday.

ALRP PUBLIC POLICY PROJECT -- JANUARY 1992

The current mission of the Policy Project is to ensure HIV-positive individuals access to benefits that are critical components of adequate health care and an acceptable quality of life. The Project advances the rights of HIV-positive people in these areas by engaging in (1) research and analysis; (2) creation and advocacy of policy initiatives; (3) collaboration the HIV groups and other relevant advocacy organizations; and (4) technical assistance and education to organizations, public officials and the general public.

The Project began in September 1991, staffed at three days per week. Paul A. DiDonato is the Director. Connie Hiatt and Hanna Schwarzchild are the Board members on the Policy Advisory Committee (see Committee description). Future plans for the Project include an increase to a full-time Director, and coverage of other issues within the mission noted here and in addition to those listed below, such as medicaid and other public benefits reform and other insurance reform. The Project is focusing on three areas in the first year:

1. Speedy and adequate access to social security disability benefits. The primary focus here is advocating for comprehensiveness and fairness in Social Security's proposed HIV regulations. A secondary goal is providing technical assistance and education on the issue to relevant organizations and individuals. To date, we have (A) conducted extensive research and analysis; (B) organized a Bay Area workgroup to assist ALRP in this work and to encourage broad-based advocacy on this issue; (C) offered technical assistance and education directly to service providers and the HIV community on the issue; and (D) become a key participant in the national coalition of groups working on this issue. This work continues. ALRP advocacy on implementation issues, targeting the Regional SSA office, will occur after ALRP submits public comments to Social Security on the regulations. ALRP may also become involved in legislation to address problems left unresolved the final regulations. The Project may also revise the ALRP Manual chapter on Social Security, or create a similar technical assistance publication and engage in other education work.

2. Ensuring an appropriate Center for Disease Control definition of AIDS. CDC's new definition of AIDS will go into effect on April 1, 1992 and will have many serious ramifications for persons with HIV, including an impact on access to those benefits of concern to the Policy Project. Hence, we have added some work in this area to our efforts, including research and limited participation in both the Bay Area and national coalitions taking the lead on this issue.

3. Preventing health insurers' use of discriminatory "caps" on HIV-related claims. The primary focus here is on state and federal efforts to halt the cap practice, with a secondary emphasis on technical assistance and public education. This will be the primary focus of the Policy Project in the spring and summer. We will work with (and perhaps join) the California Insurance Commissioner's HIV Taskforce, through which state enforcement and/or legislative strategies will be developed. We will also work with local and national groups on both state strategies and federal legislative strategies to address the relevant ERISA issues. We have established a clinical project for the spring at the University of Michigan Law School to assist us in these efforts. This will result in a comprehensive technical assistance and advocacy document on caps and may also allow for an ALRP *amicus* role in relevant California and federal litigation.



**A I D S
L E G A L
R E F E R R A L
P A N E L**

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MEMORANDUM

TO : CLINT HOCKENBERRY
FROM : PAUL A. DI DONATO
DATE : JANUARY 16, 1992
**RE : QUARTERLY REPORT FOR FIRST QUARTER
SEPTEMBER TO DECEMBER, 1991**

INTRODUCTION

This is the first of the quarterly reports for the ALRP Policy Project (the grant year runs from September 17, 1991 to September 16, 1992). Although the first quarter ended on December 17th, we agreed to delay this report until this time. Let me know if this format, length, and style is satisfactory.

I have erred on the side of inclusiveness and formality in this report. I did this so that the document is self-contained and self-explanatory if we circulate it to others (staff, Board, Policy Project Advisory Committee, NCGM, whoever).

Attached to this document for easy reference is a copy of my October 10, 1991 memorandum to you outlining my goals for the first quarter. Also attached are the documents I produced for you for the January 18th retreat. (I have attached the latter so that I do not have to detail here some of the program suggestions and other items included in those memoranda.

As you know, I devoted considerable time in the first months of the project to various types of "setup" work. This included establishing my office at Pettit, familiarizing myself with ALRP (and Pettit) procedures (personnel, budget, office systems, etc.), creating specific systems and procedures for the policy project (revised budget and additional budget requests, filing system, forms, mailing lists, etc.), preparing a mailing to hundreds of organizations and media outlets informing them of the project, hiring a Spring semester law clerk, participating in the interviewing of other clerks, and various other tasks.

I also spent time determining exactly what the project would look like for the first quarter and the first year -- the grant proposal left room to fill in many details. This required quick review of the social security and insurance cap issues, including discussions with several knowledgeable people in each area to decide on specific plans of action. In addition, in the first quarter I familiarized myself with other recent AIDS policy and legal issues which are relevant to my work.

There has been and will be additional systems work and other internal ALRP work to do in the second quarter. I have prepared material for you for the retreat. I still must create mailing lists and press lists that better suit our policy project's needs. I am also still in the process of collecting/ordering publications and other materials which we need for our policy work; this amounts to a revamping of our library to support the policy project. You and I must still finalize the 1992 policy project budget. In addition, I am in the process of assembling the Policy Project Advisory Committee. Finally, I must train my new law clerk starting next week.

Although this is all familiar to you, it highlights the fact that a great deal of my first quarter time was taken up by these necessary albeit non-substantive efforts. The good news is that most of these items are now completed or will be soon, and once done they do not have to be repeated (with the exception of the upcoming move!) However, at three days per week, such work did detract from productivity on substantive issues. In fact, this would have been a major problem were it not for my volunteer time to ALRP which has averaged one extra day per week since September, and at times has amounted to a full-time schedule.

ALRP-FUNDED POLICY PROJECT DEVELOPMENT

The Board of Directors approved funding an additional four hours per week for me to research and develop additional ideas for expansion of the policy project. I have spent this time reviewing various materials related to HIV policy issues, which I would not otherwise have (funded) time to review, as well as brainstorming with policy experts about expansion ideas. My attendance at the national AIDS Roundtable meeting in Washington, D.C. in early November (as well as my attendance at the NGLTF Creating Change Conference prior to that Roundtable) was also devoted in part to this area of project expansion.

I am currently preparing a comprehensive submission for you and Kevin to get things moving on additional grant proposals. I also sorted through my grant files and gave materials to Kevin for this effort. Second quarter work in this area will be preparing the grant proposals with Kevin and you.

SOCIAL SECURITY

We decided early on that the Policy Project would respond formally to the new social security regulations on HIV claims as well as carry out the other social security projects described in the NCGM grant. Thus, the first quarter focus for me in this area has been familiarization with the social security system on HIV-related claims and preparation to respond to the new regulations (published in the Federal Register on December 17th; comments due on February 17th, 1992).

We have accomplished all I set out to do in the October 10th First Quarter Plan for the social security project (see attached). The good news for the second quarter is that I have hired a volunteer law clerk at two days per week whose main project will be assisting me with social security work.

A great deal of research and reading on my part must still take place before I am fully up-to-speed on the social security system for HIV claims. I estimate I am 50% through this research to date. This will be complete by the end of the second quarter.

I have assembled, or am in the process of assembling, three groups of individuals and organizations to work on this issue, with ALRP as the hub for all three groups. Through this structure, we will be able to achieve all of our first year grant goals on social security and then some, namely: affecting the final regulations, affecting SSA Region Nine implementation of the regulations and providing technical assistance, training and/or public education to Panel attorneys, organizations (including some national groups), the media and the Bay Area HIV community.

The first working group is a steering committee of sorts comprised of AIDS Benefits Counselors (ABC), SFAF and ALRP. We have met twice so far. We are coordinating our respective organization's public comments to SSA on the new regulations to ensure quality control, consistency, and comprehensive coverage of all relevant issues. My other agenda in creating this steering committee is to strengthen the working relationship among the three organizations, in general and on benefits matters in particular).

This steering committee has also decided to hold a community forum on February 7th in the Castro to explain the new regulations to the community and encourage direct comments from citizens to the SSA on the proposals. (ABC is taking the lead on this as it was John Yarling's idea). If the forum is successful as a public education tool, it could serve as a model for other fora on this issue, probably in other locations. The forum also fits into our general grant requirement on public education in this area, although the grant does not require such public fora.

If the steering committee works well in general, I will encourage it to continue to plan other joint projects on HIV benefits issues. For example, it could be an excellent group to assist Kristin and I in revising our Manual's social security chapter or producing some separate publication on the new rules, if we chose to do such things.

The second group is a collection of ten to sixteen people, including the steering committee members, who have expertise in various HIV-related social security issues. This group will assist ALRP (and ABC and SFAF) in drafting comprehensive and sound public comments to the proposed SSA regulations. It will maximize the type of community input and expertise into this issue called for in the grant. My other agenda in creating this group is to encourage some of the participants to submit their own comments or to sign on to ALRP's comments to increase the effectiveness of our comments. As with the steering committee, this group could develop into an excellent group to assist in other ALRP social security-related projects, such as revision of the Manual chapter on social security, advocacy with the Region Nine and local SSA offices on regulatory implementation, etc.

The third group is a very large collection (thirty to sixty or more) of mainly Bay Area AIDS policy and service provider groups. I will provide technical assistance and education to the organizations in this group by preparing a comprehensive information packet for them regarding the proposed SSA regulations. I will invite recipients of the packet to contact me for any further information or technical assistance they may need. Within the limits of our resources, I will respond to those requests with additional mailings, calls, meetings, and trainings as appropriate.

As with the CDC work described below, I am working with LLDF, ACLU and AAC on the national strategy around the social security proposals. LLDF, ACLU AAC and ALRP are sharing draft comments and other information. The Washington, D.C. AIDS Roundtable described above also addressed the social security issue and provided me with an opportunity to join the smaller, national planning group, which was another reason for my attendance. I am also serving as the bridge between these national groups and the local groups.

I hope to be working with local Congressional staff in the second quarter and beyond on the matter so that ALRP is connected to any Congressional pressure on SSA, including any "clean-up" legislation to address problems created or left unaddressed by the final regulations.

The second quarter work on social security will primarily entail completing the items and processes described above: 1) drafting of the ALRP comments; 2) providing input and technical

assistance to ABC, SFAF, ACLU, LLDF and AAC on their comments; 3) possibly providing technical assistance to other organizations in their comments; 4) the February 7th public forum on the SSA proposals; and 5) the extensive technical assistance/public education mailing set for late this month or early February. I will also do extensive media work for public education purposes around the submission of our comments.

At the beginning of the third quarter, I will begin in earnest the process of advocacy with the Region Nine and local SSA offices to effectuate liberal implementation of whatever regulations SSA makes final. I am scheduled to meet with the local SSA office in late January to begin this dialogue. Kristin, Janet and I will collaborate on re-training the Panel's social security/benefits lawyers perhaps as early as March. Early in the third quarter, I will also start the process of determining the workplan for the social security issue for the last two quarters, for example making determinations regarding possible ALRP publications on the issue, other public fora, workshops and trainings on the issue, involvement in Congressional action, if any exists, etc. After the comment period ends, social security work will have to take a back seat to insurance cap work, which by that point in time will become the top priority of the Policy Project for the remainder of the first year of the NCGM grant.

CDC REDEFINITION OF AIDS

We agreed to add this issue to my project in early October for several reasons:

- 1) it is intertwined conceptually and practically with the new HIV Social Security rules and other HIV benefits issues;
- 2) a thorough understanding of the new CDC definition is crucial to all of my social security work; hence I would have done much of the same CDC research for my social security work in any event;
- 3) the CDC definition issue was a quick and effective mechanism to involve and establish the ALRP Policy Project with many of the key local and national AIDS public policy actors, which in turn will benefit our public policy work in general;
- 4) the impact of the new definition on women, people of color and poor people with HIV disease will be especially significant; hence work on this issue fits within ALRP's goal of greater attention and service to these issues and populations and
- 5) the NCGM grant allowed us some flexibility to shape the program to fit needs and issues as we identified them within the

general parameters of the funded work.

As the CDC redefinition issue is not explicitly in the NCGM grant (and for other reasons as well), we decided that ALRP's work on this should not be as formal or "official" as our social security and insurance cap work. Thus, we opted not to submit ALRP public comments on the matter or release any other type of formal position statement. I am happy to say that we have accomplished everything set out for this particular project in the October 10th First Quarter Plan (see attached).

CDC published its new definition of AIDS on November 15, 1991 and scheduled it to go into effect on April 1, 1992. Prior to the release of the new definition, I began researching the issue of CDC's role as the "definer" of AIDS, the existing AIDS definition and problems with it, and other relevant issues (such as the non-public health implications of the definition). This was accomplished through research and contacts with several individuals and organizations both locally and nationally. I also attended the national AIDS Roundtable meeting, devoted in part to this topic, in Washington, D.C. on November 5th and 6th.

I have worked closely with Rene Durazzo of the San Francisco AIDS Foundation (SFAF) on this project. Rene and I decided that the best way to proceed locally was to assemble a Bay Area working group on the issue. We have involved local doctors with expertise in HIV, local public health officials and representatives of the Bay Area Women's AIDS Network and ACT UP in this group. The result of this working group will be a set of comments reflecting Bay Area concerns submitted by SFAF by February 14, 1992. Rene and I are the final editors of these comments.

ALRP's involvement in this issue was and is crucial. Without our efforts, I do not think that there would be a high profile set of Bay Area comments. SFAF is a member of National Organizations Responding to AIDS (NORA), which AIDS Action Council (AAC) coordinates. SFAF could have easily limited its work on this issue to signing the NORA comments to CDC. Due to my ability and desire to collaborate on the issue with SFAF, they agreed to take a more proactive role, which will result in a strong set of Bay Area comments. Also, as a result of the coalition aspect of the approach that Rene and I crafted, the SFAF comments may prove to be one of the few submissions to CDC on this topic with physicians and public health authorities.

I have also participated in local public education and technical assistance on this issue. On November 2, 1991 I did a presentation at BALIF's annual legal conference on the new definition to an audience of approximately forty lawyers and legal workers. This panel was MCLE accredited. I also did a presentation for the Bay Area Network of AIDS Benefits Counselors

(which Kristin Chambers chairs) with an audience of approximately thirty. Rene and I also planned a presentation before approximately thirty members of the newly created San Francisco HIV Policy Roundtable which now meets monthly on HIV policy issues. I am obviously also a resource for other ALRP program staff on this issue.

I have also been working with the national ACLU AIDS Project, the AIDS Action Council (AAC), LAMBDA Legal Defense and Education Fund (LLDF) and Gay Men's Health Crisis (GMHC) on this topic to develop a national advocacy strategy. It is to our credit that ALRP was able to become so involved in the national planning on this issue so quickly. Luckily, my prior contacts with many of these people have afforded our Policy Project quick recognition and inclusion into whatever national planning structure exists.

On the national scene, I am assisting LLDF and ACLU on their draft comments and they are assisting SFAF and ALRP on the SFAF comments. We are all working to ensure that these three sets of comments, together with AAC's comments, address all of the relevant and problematic issues of the new definition. These groups held a private meeting on this topic in Washington, D.C. in November in conjunction with the national AIDS Roundtable meeting at which we planned a joint strategy on the topic. Part of that strategy has been direct negotiations with the CDC, through Jeff Levi of AAC, regarding this issue. We have already achieved important results in this effort. CDC agreed to extend the official comment deadline from December 15th to February 14th for more community and health care provider input. They also seem willing to agree to hold a quasi-public meeting of twenty to fifty experts and community-based advocates to discuss every aspect of their proposal.

Unless further funding and time become available to continue work on this issue, it is mainly behind us as far as the policy project is concerned. I must devote some additional time in the second quarter to research and finalizing the Bay Area comments as well as time in reviewing and providing input to the ACLU and LLDF letters (all are due by February 14th). I will also stay informed on the issue through phone calls and mailings throughout the NCGM year. At minimum, I will remain a part of the small national planning group on the issue, especially in the crucial months ahead as CDC determines if it will change its proposal or move forward with it as it is. I cannot attend any CDC meeting in Atlanta on the matter unless they provide funding.

INSURANCE CAPS

This project will be the primary focus of the last two quarters of the first year of the NCGM grant, hence minimal work has been done to date. In fact, somewhat less has happened here than I planned for in the October 10th First Quarter Plan. However, I am not particularly concerned about that fact in light of the excellent results on the CDC and SSA work to date and the sound plans for this issue for the Spring and Summer. Also, the first quarter work in this area has resulted in a very strong foundation for our upcoming work.

I have established our cap project as the clinical project for two University of Michigan law school students who are taking a year-long AIDS seminar with Prof. David Piontkowsky, a well known gay rights and AIDS civil rights lawyer in Michigan. David and I will supervise the students. I probably will travel to Michigan in early March for extensive meetings with the students and David. I will be in close phone and mail contact with all three on a regular basis.

David and I have structured the student project so that they will produce an extensive paper analyzing the cap issue from both a legal and policy perspective and assessing the incidence of cap usage. By obtaining such abundant and high quality volunteer assistance, the final written product will be much more comprehensive (and even more useful to lawyers and other policy advocates) than the product called for in the original grant. An abridged version of this product would serve as the 500+ distribution piece on caps called for in the NCGM grant. Publication of the larger document may also be an excellent idea if we could obtain some funding.

This paper will be the starting point and hopefully the basis of our efforts to achieve consensus on a caps strategy with the working group called for in the grant. It would also serve, in its final form, as the key written advocacy piece with the state and federal officials we are slated to contact under the NCGM grant.

As another feature of our work on caps, I am discussing with LLDF (counsel in the recent Fifth Circuit McGann case, which is the leading cap case in the nation) and with David Piontkowsky the possibility of an ALRP amicus brief to the United States Supreme Court in LLDF's petition for cert. in the McGann case. The brief would focus on the policy issues involved, assuming you and the Board approve this idea and any final brief. Another possibility is using such a brief as a model cap case amicus brief for the California cases ALRP has recently placed with Panel attorneys and any other cases controlled by ERISA.

TO : CLINT FROM : PAUL DATE : JANUARY 1991

As originally envisioned by ALRP, the goal of the Policy Project is to work to ensure HIV+ individuals adequate access to private and public benefits -- the critical component of access to health care and an acceptable quality of life. Staffed at three days per week and begun in September of this year, the Project is focusing on three areas in its' first year.

(1) Ensuring an appropriate Centers for Disease Control (CDC) definition of AIDS. CDC's new definition, published November 15th for public comment and scheduled to go into effect on 4/1/92, will have many serious ramifications for the epidemic, including an impact on access to benefits. (In September, Clint and I agreed to add this issue to my work.) To date, I have (A) researched and familiarized myself with the medical and policy issues involved, some additional research is necessary; (B) become a participant in the national coalition of organizations taking the lead on the issue (including a Washington D.C. meeting, ongoing national conference calls, other forms of joint strategizing and coordination of comments to and lobbying of CDC); and (C) organized a Bay Area work group to draft comments and inform other relevant local organizations and individuals of the issue. CDC has already buckled to the national coalition's pressure and is extending and redesigning the comment/input process and "putting everything on the table" for discussion. (B) & (C) will continue until the April implementation date.

(2) Advocating for speedy and adequate access to Social Security benefits. The primary focus is on the new SSA HIV-related regulations, published on December 17th for public comment. To date, I have (A) researched and familiarized myself with the issues involved, much additional research is necessary in early 1992; (B) started organizing an informal local work group to assist in producing ALRP public comments to SSA, to encourage other groups to submit comments, to lobby SSA, and to inform local benefits counselors, direct service providers and the HIV community of the issues; (C) become a participant in the national coalition of groups advocating on this issue. (B) & (C) will be the primary focus of the late Winter, as comments are due in mid-February. ALRP advocacy with SSA re: implementation of the final regulations will occur after that time as would any ALRP involvement in Federal legislative work to "clean-up" unsolved problems. I will also be assisting Kristin in some joint effort to revise the ALRP Manual chapter on Social Security, or create a "mini-manual," and in a new set of trainings on the issue.

(3) Preventing the use by health insurers of discriminatory "caps" on HIV claims. The primary focus here will be on state and federal efforts to halt the practice and on public education. This will be the primary focus in the Spring and Summer. Plans are in the works to work with or join the California Insurance Commissioner's HIV Taskforce through which enforcement and/or legislative strategies can be developed. I will also work with national groups (and local s) on legislative strategies to address the relevant ERISA issues. I have established a law student clinical project for the Spring at the University of Michigan Law School to assist us in our efforts on caps. This project will not only result in a more comprehensive "white paper" than was probably originally envisioned in the policy grant proposals, but also opens the possibility of an ALRP amicus role in relevant litigation on the issue.

MEMORANDUM

TO : CLINT
FROM : PAUL
DATE : 1/13/92
RE : YOUR 1/9/92 REQUEST FOR INFORMATION FOR BOARD RETREAT

I read your 1/9 memo and was not sure whether you wanted more info from me, as I already gave you several things (project description; memo on last three months, 1 page list of suggestions for improvement, all attached again for your convenience.)

Further ideas/suggestions. This Board is not familiar with my program. So, my request is that you use the formal one page "public" description as is, PLUS your edited version of all of the other info. I do not think one page alone can bring them sufficiently up to speed on the project, especially given its newness, their lack of familiarity with it so far and all the info you want to convey (description, performance, suggestions for change, etc.)

Some updated ideas/information on progress to date:

CDC work: (1) It may be necessary to justify our decision to add this project to my work? If so, you could mention some or all of the following (some of this relates to "results" as well): it is/will be an important component of the new social security HIV scheme as well as many other public and private benefit schemes - even in decoupling SSA is "playing off of" the CDC move; the work on it has brought me up to speed on HIV medical info which I needed to do for the rest of my work anyway; my work on this got me quickly involved/networked with key, national AIDS public policy players which is crucial to the rest of my work and the success of our project; the NCGM grant "allowed" us some room to determine how to address our grant goals as we got into our work.

(2) Results: were it not for me, I honestly do not think the "Bay Area" would be sending out a set of high profile, quality comments to CDC. I pushed SFAF to take a lead on this (they could have just done it by agreeing to AAC's NORA letter) and to do it through coalition work with other groups, known doctors, public health types, etc. Also, were it not for me the key D.C. and NYC people would not be talking to anyone, but Rene, on the entire West coast about this!

Social Security work: (1) I have already formed the local workgroup on this issue -- a small planning group with me, Kristin, and ABC and SFAF staff, and a larger group (8-12) to help just with the comments. Also, the three organizations are planning a public forum in February in the Castro on the new rules (which we need to discuss re: ALRP sponsorship). I am in the process of preparing a major technical assistance/educational mailing to an even larger group (30-60), part of which will be to encourage them to do comments or sign on to comments.

(2) Many consequences to this: a) the comments we do will be very good as a result of lots of expertise from lots of sources; b) the forum is a high profile way for the policy project and ALRP as an organization to fulfill our public education role -- and we did not even commit to it in the grant; c) I suspect my work on this will result in many more groups submitting comments than would otherwise have happened since I am making it so easy for them to do -- this is very important in terms of effecting SSA; d) these efforts put ALRP in the lead in terms of forming local coalitions on these issues, networking groups with each other, etc. (This is especially important for small groups, and women's/people of color groups which do not normally have the time or resources to learn about and have input into these kinds of policy matters.); e) we are creating coalitions and bringing people together on this one issue in ways that will increase attention to public policy issues in general among these groups and publicly as well.

My ALRP-funded 4 hours/week: used to come up to speed on other AIDS policy issues so that I could make intelligent suggestions re: other issues ALRP should get involved with.

I have no new suggestions for improvement of the project other than what I mentioned before and what you passed onto Paul Richards already. I would note a few things: (1) the approval mechanism for policy approval should not be too cumbersome. At part-time, there is not time to educate an entire Board on every detail of every issue involved in a policy statement. (2) On the money issue, it is important that Board members understand that a policy person needs more money and in some cases different resources for policy work, like publications and travel, than direct services people need. So across the board amounts for all program people is not a way to budget for policy work. Also, a separate clerk is essential for the policy project, esp. when the project is part-time. Hence, money for a clerk is essential. We cannot always rely on being able to get freebies. (3) On full-time status, I thought we had "authorization" to search for grants -- is this issue cursed; won't it ever go away???? As to grant topics, we will either submit a grant to do 2 days/week over 12 months on either medicaid reform or insurance work, or submit two grants -- each one for 1 day/week over 12 months on each issue. Conceptually, medicaid reform issues will include liberalization of access of poor HIV+ people to medicaid (change in current spenddown rules, use of poverty level as standard for medicaid access regardless of SSI eligibility, etc.) and/or advocacy of proactive federal enforcement of medicaid mandates on states. Insurance issues will include repeal of ERISA pre-emption, and creation of COBRA-like mandates in California for employers who are smaller than 20; or expansion of Cal. HIP program, or advocacy of state standards re: minimal policy components (on pre-existing conditions, waiting periods, procedures for claim denial and dumping, etc.)

MEMORANDUM

TO : CLINT
FROM : PAUL
DATE : 1/7/92
RE : ADVISORY BOARD

I have begun this project in earnest. I need to meet with you on it. First, I need an o.k. on the description/charge of the group before I can understand exactly what its role is to be, and before I can effectively explain that to potential participants. I am showing the description below to Kristin, Ron and Kerrington to get a sense if it comports with what they use as a working description and with what they have told their committee people. Second, I need to discuss participants/invitees. Some ideas are listed below by category or individual.

ADVISORY COMMITTEE DESCRIPTION (DRAFT 1)

ALRP has created a system of Advisory Committees to assist the Director of each program area (Client Services, Benefits, Outreach and Policy) in executing the mission of each program. In some cases, the Advisory Committee assists the Director in assessing and re-conceptualizing the program mission over time in light of the changing nature of the HIV epidemic and ALRP's role in service delivery.

The Committees consist of at least one member of ALRP's Board of Directors as well as other individuals who have particular expertise, knowledge and/or commitment to the particular program area in question.

Committee members agree to A) review mailings (four to eight per year) from the ALRP Program Director who is staffing the committee; B) attend occasional meetings of the committee (two to four per year) and C) be available for occasional consultations with the Program Director on particular matters.

POSSIBLE PARTICIPANTS

ALRP Board: 2 of the following, emphasize experience with interest in policy: Connie H.; Hanna S.; Monica H.

Others: 1) Other, general SF public policy types: Rene or Regina Aragon of SFAF; Laura Thomas (or Kevin Langley) ACT UP; Mike Shriver 18th Street Services; Steve Morin of Pelosi's office;

2) Specific issue/organizational types: Norm N. or Cynthia G of SFHRC; Carmen V. or someone else from Public Health/AIDS Office; an AIDS doctor (Simpson, Follensbee; Capaldini; ...); a legal services type who deals with generic soc. sec./ medicaid issues, maybe Rhoda Shaponik from VLSP Homeless Advocacy Project; women & people of color-specific groups.

THE BAR ASSOCIATION OF SAN FRANCISCO

VOLUNTEER LEGAL SERVICES PROGRAM

BOARD OF DIRECTORS

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Karen Kadushin
Vice-Chair
Raymond C. Marshall
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Melvin R. Goldman
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Rachel Arce
Christopher F. Emley
Julia Coleman Hudson
Teresa Richards

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Teresa Richards
Mary C. Viviano
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STAFF

Tanya Neiman
Director
Jody Joseph
Associate Director and
Supervising Attorney
Janet Seldon
Special Projects Attorney
William Martinez
Referral Coordinator
Eileen M. Blumenthal
Staff Attorney
Betsy Apple
Staff Attorney
Stacie Mayoras
Special Projects Referral Assistant
Martin Pittioni
Program Administrator
Deanna M. Azevedo
Administrative Secretary
Rachel Griener
Project Assistant

Homeless Advocacy Project

Randi B. Silverman
Coordinating Attorney
Marcy Person
Program Administrator
Rhoda C. Shaponik
Staff Attorney
Barbara Richard
Program Assistant

Legalization Project

Patricia M. Dunn
Coordinating Attorney
Janice C. Garcia
Referral Coordinator
Joseph Cice
Project Assistant

M E M O R A N D U M

TO: ALRP Board

FROM: Janet Seldon
Special Projects Attorney

Tanya Neiman
Director

DATE: January 17, 1992

RE: Contributions Made By The Bar
Association of San Francisco Volunteer
Legal Services Program to the AIDS Legal
Referral Panel

For the benefit of new Board members, and others who may be unfamiliar with the precise contribution by VLSP to the funding of the AIDS Legal Referral Panel, we set forth below a description of our work, with a focus on the work of VLSP Special Projects Attorney Janet Seldon.

The Volunteer Legal Services Program of the Bar Association of San Francisco joined forces with the ALRP in 1986. What became evident immediately was our ability to attract more volunteer attorneys and paralegals for service, specifically from the major law firms and corporations. Since that time approximately 70% of the attorneys report that they have come to the Panel through the Bar Association of San Francisco.

VLSP has taken on the responsibility of continuing to build a committed and ever-growing corps of volunteers. ALRP is always highlighted in all of our recruitment efforts at VLSP. We are often asked to give presentations at law firms and corporations. We participate in all of the new admittee receptions and do a follow-up mailing to all new attorneys which always includes the next ALRP training schedule (see brochure). ALRP is frequently highlighted as one of the major projects where volunteers are needed.

Volunteer Legal Services Program

San Francisco Bar Center
685 Market Street, Suite 700
San Francisco, CA 94105-4212
(415) 764-1600
Telecopier (415) 957-1695

Homeless Advocacy Project

995 Market Street, Suite 915
San Francisco, CA 94103
(415) 974-6541
Telecopier (415) 512-7334

Legalization Project

San Francisco Bar Center
685 Market Street, Suite 700
San Francisco, CA 94105-4212
(415) 764-1600
Telecopier (415) 957-1695

January 17, 1992

Page 2

Janet Seldon is responsible for talking to potential recruits about the Panel and the training and encouraging them to join. She then does the actual registration, and ensures that the attorneys all receive confirmation letters for the training. The attorneys all receive MCLE credit through BASF. We have a complex computer system which we have to use to make sure that attorneys are properly credited for the trainings.

Janet recruits an expert from the Panel to be the trainer for that day and organizes the necessary materials for the training. (We also provide coffee and bagels since the trainings are usually on a Saturday morning!) She is responsible for the logistics the day of the training, making sure everything is in the room and ensuring that the attorneys sign the necessary MCLE forms; she also provides them with a written receipt for their records.

At the training Janet does an introduction explaining the agenda for the day and the role of the expert. She explains the relationship the Panel has with the VLSP and lets them know that she is available to them if they have any questions about procedures or substantive questions about a case they are working on. As an attorney covered by VLSP's malpractice policy, she is allowed to give them legal advice about their case. Often they call about "ethical dilemmas" or just because they need someone to talk to about their work. If their issue is too complex for her to answer she finds them an expert from the Panel or VLSP who can assist them.

Tanya and Janet also review all of the Client Comments Forms which are sent to all clients who receive a referral. While the vast majority are glowing comments (see samples), there are a few complaints that do come in. Janet spends a good deal of time with the staff and then the volunteer attorney and client trying to resolve whatever the problem may be. If she cannot resolve the matter herself, she then meets with the other members of the Attorney-Client Relations Committee to decide how to proceed. This committee worked on the Rules and Fee Protocol, and Janet still fields questions from attorneys related to those issues.

Janet also receives donation checks from clients or relatives that she forwards to ALRP with a copy to the Treasurer.

Janet reviews all of the incoming Case Tracking Logs that Panel attorneys are supposed to fill out on a quarterly basis to report

January 17, 1992
Page 3

the cases they have accepted. If they are charging a fee we send a copy to the Treasurer.

VLSP provides all of the clerical support for inputting the case-tracking logs. This information is used for gathering statistics and for quality control; attorneys are also sent "status" letters from us on all "pending" cases which further helps in the area of quality control.

The clerical support staff also makes sure that attorneys receive copies of the Client Comments Forms that are sent in from their clients. This plays a major role in volunteer retention. They also assist the ALRP staff with big mailing projects.

Tanya and Janet continually write articles about the Panel, important cases and outstanding volunteers for the Recorder and the Daily Journal. Eileen Blumenthal of our office makes sure that all ALRP trainings are listed in the legal news Calendars of Events and other appropriate places. Eileen also includes ALRP in all of her regular recruitment responsibilities.

VLSP makes many other efforts designed to attract and retain volunteers and highlight the visibility of the panel. VLSP uses its resources to honor outstanding volunteers throughout the year, but especially at the end-of-the-year events sponsored by the Bar Association. Twelve ALRP volunteers were honored as Outstanding Volunteers in Public Service (OVIPS) at the annual BASF membership luncheon in 1991. Alice Philipson was one of the Award of Merit winners which is the highest honor that BASF presents. David McCulloch, a paralegal at Morrison & Foerster, received the Anthony Logan Award from the Lawyer's Committee for Urban Affairs when we submitted his nomination. The Board of Directors of BASF, as well as BALIF, nominated Clint for the Loren Miller Award from the State Bar of California; he actually received the Northern California Pro Bono Service Award by that group.

Janet and our Homeless Advocacy Project personnel have also done extensive outreach to women on behalf of ALRP. We also work very closely with the SF AIDS Foundation and the Bay Area Prenatal AIDS Clinic to ensure that women are being served. As well as receiving direct calls, Kerrington and Janet have been going to the AIDS Foundation on a monthly basis to screen women for referrals.

January 17, 1992
Page 4

Janet and Tanya have been asked to speak at various conferences and meetings of local, state and national organizations about the Panel, and specifically how other Bar Associations can lend their support. We also provide technical assistance to other projects over the telephone. Janet will be doing a workshop at the upcoming 2nd Annual State Bar Committee on Women and the Law in April of this year.

Janet and Tanya have also assisted with various fund-raising tasks and Janet worked single-handedly with Liz Landers from the Daily Journal on the Class Action benefit last year.

Janet attends all of the Board of Directors meetings and sits on various committees. Janet recruits new Board members from among the BASF attorneys. She works with the ALRP staff on a daily basis to help ensure the smooth running of the Panel.

**BAR ASSOCIATION OF SAN FRANCISCO
VOLUNTEER LEGAL SERVICES PROGRAM
AIDS LEGAL REFERRAL PANEL
ACTIVITY BUDGET**

SALARIES

Janet Seldon @ 40% + Benefits

\$ 18,295 total

Recruitment
Training
Technical Support for: ALRP Staff
 Volunteers
 Pro Bono Coordinators

Publicity
Honoring Volunteers
Attorney/Client Relations
Program Planning
Case-Tracking/Quality Control
Client Comments Review/Copies to Volunteers
Public Speaking: Pro Bono Conference
 AIDS Law
 Lavender Law

Eileen Blumenthal @ 10% + Benefits

\$ 4,225 total

Recruitment
Training Outreach
Publicity
New Admittee

Other Staff Attorneys (2 employees)

\$ 4,000 total

Program Support
Legal/Ethical Advice
Training Support

Support Staff (3 employees part-time) \$ 9,000 total

Data Inputting [4,000]

Training Materials Preparation
Training/MCLE Responsibilities
Attorney Retention Activity [5,000]
Quality Control Mailings
ALRP Mailings

Overhead Costs @ 10%

\$ 35,520
3,552

GRAND TOTAL \$ 39,072

Meeting w/ Exec. Dir.

2/12/92
ALRP

Fund Raising
K Compliance } person who needs to know
the programs

overview/negotiating/Ks
cushions - make each project self-suff.

Issues —

① Institutional Relations — w/ Tanja Neiman

② Composition of Brd — 14 people

vacancy on board →
profile of person likg for
person of color
person w/ AIDS
attly?

③ Goals & Objectives →
for: grant proposals —
for: brochures —

④ Paul Didonato's position
3 days/wk?
push it to 5 days/wk

⑤ target TB issue
new laws re: intentional transmission

⑥ Frederick — Chair of Hon. Brd.
Hon Brd Jerry Davis 252 2504 interested in ALRP

⑥

NLDA

VLSP staff covered by

majority of brd. OK w/ (a) phone advice

(b) w/lls a DPA at Clinics

Joan Graf

713 (Leobin Arts Ctr)

✓ - Resolution re signature authority.

✓ - Reports from Program Committees

✓ Needle exchange policy stmt.

\$1500-2000 thru NLDA

1) Bar dues / malpractice insurance for 4 people.

2) update on move.

ARTICLE VI -- BOARD OF DIRECTORS

A. In General. Members of the Board of Directors shall be selected by the Board only from a list of candidates submitted by the Nominations Committee, except that the Board may appoint a Director to fill a vacancy for the remainder of a term in accordance with VI.I below. Each candidate shall be willing and able to be an active participant on the Board of Directors and its committees. The Corporation shall encourage the representation of people of color and persons with HIV infection on its Board of Directors, and shall adhere to a policy of gender parity wherever practicable.

B. Composition. There shall be fifteen (15) seats on the Board of Directors. Members of the Board of Directors shall be selected from one of the three groups below and as further set forth under VII.C. At least fifty percent of the Board of Directors shall be members of the State Bar of California.

1. Representative Members. Six Directors on the Board shall be from the sponsoring organizations and shall be active members of the organization and the Panel for at least one year.

a. Three members of this group shall be nominated by Bay Area Lawyers for Individual Freedom (BALIF).

b. Three members of this groups shall be nominated by the Volunteer Legal Services Program of the Bar Association of San Francisco (VLSP/BASF).

2. Panel Members. ~~<Six>~~ \Three\ Directors on the Board shall be from the AIDS Legal Referral Panel's general volunteer list and shall have been active for at least one year.

~~a. Two members of this group must also be active members of BALIF.~~

~~b. Two members of this group must also be active members of VLSP/BASF.~~

~~c. Two members of this group must also be from a bar association other than BALIF or VLSP/BASF.~~

3. At Large Members. ~~<Three>~~ \Six\ Directors on the Board shall be from the community. Members of this group may be clients, health care providers, social service providers, representatives of government agencies or members of similar organizations. Candidates from the group must demonstrate a commitment, interest, and knowledge of the issues addressed by the Panel.

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b. Two members of this group must aslo be active members of VLSP/BASF.

c. Two members of this group must also be from a bar association other than BALIF or VLSP/BASF.

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BARRY A. GRAYNOR
One Sansome Street, Suite 1400
San Francisco, California 94104
Telephone: (415) 781-3200

December 20, 1991

TO THE PERSONS ON THE ATTACHED DISTRIBUTION LIST

Re: AIDS Legal Referral Panel

Please be advised that the 1992 Annual Retreat will be held on Saturday, January 18, 1992 at Gary Encinas' house. The Retreat will commence promptly at 9:30 and is scheduled to last until 5:00. "Coffee" hour (half hour!) starts at 9:00. We have hired a facilitator, Ms. Trudy Fulton-Smith, so it is important to start on time. Directions to Gary's house, and an agenda, will be sent out in early January.

Also enclosed are draft minutes for the December meeting with the final 1992 budget as well as a list of directors and their respective terms.

Finally, a big welcome to the three new directors: Constance, Rafael and Hannah.

Sincerely,



Barry A. Graynor
Secretary

Rafael Chang
867 Guerrero Street
San Francisco, CA 94103
777-2273 (W) 647-0608 (H)

Daniel A. Chesir
Regional Legal Department
Kaiser Permanente
1950 Franklin Street
Oakland, CA 94612-2998
987-3516 (W)

Gail Dekreon
Law Office of Gail Dekreon
157 West Portal Ave., Ste. 2
San Francisco, CA 94127
681-9889(W)

Gary P. Encinas
PG&E, Law Department
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Rena Frantz
Assistant Administrator
AIDS Legal Referral Panel
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San Francisco, CA 94104
291-5808

Jeffrey Gibson
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RECEIVED NOV 26 1991

BARRY A. GRAYNOR
One Sansome Street, Suite 1400
San Francisco, California 94104
Telephone: (415) 781-3200

November 25, 1991

TO THE PERSONS ON THE ATTACHED DISTRIBUTION LIST

Re: AIDS Legal Referral Panel

Please be advised that our next monthly Board meeting will be held on **Monday, December 2, 1991** at 5:30 p.m. at the Panel's offices (**114 Sansome Street, Suite 1103, San Francisco**).

Enclosed are draft minutes for the October and November Board meetings, taken by Gail Dekreon and Janet Seldon, respectively, as well as various handouts from the October meeting (in case anyone didn't receive these already). Since there wasn't a quorum for the October meeting, I also attached a unanimous written consent for all the directors to sign, approving the minutes for that meeting. Please return your signed counterpart at the next Board meeting.

In addition, I have enclosed a memo from Kevin outlining a proposal for next year with respect to his position. I think it is very well thought out and I would encourage the Board to approve Kevin's proposal unanimously.

Last but not least, thank you all very much for selecting me (together with Fred) as "Attorney of the Year." I was greatly surprised and greatly honored. I will miss serving on the Board very much but I am happy to know that I am leaving behind a wonderful and truly viable organization.

Sincerely,



Barry A. Graynor
Secretary

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October 25, 1991

TO THE PERSONS ON THE ATTACHED DISTRIBUTION LIST

Re: AIDS Legal Referral Panel

Please be advised that our next monthly Board meeting will be held on **Monday, November 4, 1991** at 5:30 p.m. at the Panel's offices (**114 Sansome Street, Suite 1103, San Francisco**).

Enclosed are draft minutes for the August and September Board meetings. The minutes for the October meeting, which were taken by Gail Dekreon, will be circulated at a later date.

The suggestion has been made to require or "encourage" a minimum \$25.00 annual contribution from each Board member as a condition of serving. This can take the form of a By-law amendment or simply a "sense of the Board" resolution. I suggest we place this item on the agenda for the November meeting.

Sincerely,



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Secretary

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ALRP Meeting Notices

BARRY A. GRAYNOR
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September 24, 1991

TO THE PERSONS ON THE ATTACHED DISTRIBUTION LIST

Re: AIDS Legal Referral Panel

Please be advised that our next monthly Board meeting will be held on **Monday, October 7, 1991** at 5:30 p.m. at the Panel's offices (**114 Sansome Street, Suite 1103, San Francisco**).

Sincerely,



Barry A. Graynor
Secretary

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August 1, 1991

Re: AIDS Legal Referral Panel

Dear Board Members:

Enclosed please find draft minutes for the June and July Board meetings as well as a replacement page 5 to the May minutes. See you at the August 5 meeting.

Sincerely,



Barry A. Graynor

Enc.

*Discard Top sheet & address;
five minutes and portions appropriately
D.*

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political representatives to the list of recipients. No "solicitation" request will accompany the mailing in keeping with Fred Sonnenberg's suggestion.

VI. Board vacancy

Mark reported on three potential candidates for the Board seat vacated by Susan Gelmis. In keeping with our agreement these candidates will be nominated by BALIF and ratified by the Board. Mark will continue to develop nominees.

VII. Staff Health Insurance Benefits

Dan, Diane and Gary passed out for the Board's review a memorandum describing proposed changes to the health benefits for the staff. With the addition of two new employees it was felt that the present system (under which each employee chooses his or her own plan and is reimbursed for the premium) had become unwieldy and may make coverage difficult to obtain for certain employees due to medical underwriting requirements. It was pointed out by Clint, however, that the proposal would force him to give up his present doctor or pay for the premiums himself if he wanted to keep his present coverage. Considerable discussion was also held regarding to what extent (if any) the Panel should pay for premiums for dependent coverage. Dependent coverage approximately doubles the cost of the premium for the first dependent; for each dependent thereafter, the premiums increase but to a lesser extent until dropping off to zero. The Panel cannot restrict the number of dependents which may be covered under a Plan. Finally, it was noted that the staff had not yet had the chance to review the proposal.

MSCU (1 abst) to adopt the following:

(1) to enter into the Plan with United Way under which the employees can select from the following HMO's: Kaiser, Bay Pacific or Health Plan of America;

(2) in view of his unique circumstances, to reimburse Clint separately at his current premium level as long as he remains an ALRP employee;

(3) to adopt the other recommendations set forth in the Memorandum (attached) with the exception of dependent benefits coverage, which is the subject of a separate resolution;

(4) to direct the Co-Chairs and Dan, Diane and Gary to meet with the staff at the earliest opportunity to present the proposal for their input; and

(5) to authorize the Co-Chairs to make any necessary changes in the proposal based upon the staff's input, or at their

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July 22, 1991

TO THE PERSONS ON THE ATTACHED DISTRIBUTION LIST

Re: AIDS Legal Referral Panel

Please be advised that our next monthly Board meeting will be held on **Monday, August 5, 1991** at 5:30 p.m. at the Panel's offices (114 Sansome Street, Suite 1103, San Francisco).

The September meeting will be held on **Tuesday, September 3, 1991** due to the Labor Day holiday.

Enclosed is information from Fred showing the deposit of federal taxes.

The minutes for the June and July meetings will be mailed out under separate cover.

Note regarding the agenda: Fred Sonenberg has agreed to speak to the Board at the August meeting about fundraising. I will confirm later regarding the exact time. Also, please include on the agenda a resolution approving our 1992 Community Development Program grant request (more about this at the meeting).

Sincerely,



Barry A. Graynor
Secretary

DEPOSITS MAY NOT BE AVAILABLE
FOR IMMEDIATE WITHDRAWAL

DATE 5/20/91

CURRENCY
COIN
CHECKS
TOTAL

THE BANK OF CALIFORNIA
San Francisco Main Office
400 California St.
San Francisco, California 94104

TOTAL DEPOSIT
12,500.00

FEDERAL TAXES DEPOSITED

TAXPAYERS COPY

Type	Date Payment Received	Taxpayer's Identification No.	Amount
<input type="checkbox"/> 503 Corporate Taxes	5/10/91	94-3107832	386,024
<input type="checkbox"/> 504 Excise Taxes			
<input checked="" type="checkbox"/> 501 Withheld Taxes			
<input type="checkbox"/> 508 Unempl. Taxes			
<input type="checkbox"/> Other (describe):			

This certifies that funds in the above amount have been received from the Taxpayer named below covering Federal Taxes as defined in Treasury Department Circular No. 848 (revised), to be transmitted or credited to the Federal Reserve Bank of San Francisco as Fiscal Agent of the United States, pursuant to the provisions of that circular.

THE BANK OF CALIFORNIA
National Association

Office No. 100

By: [Signature]

Authorized Signature

AIDS Legal Referral Panel of
the SF Bay Area
114 Sansome St. #1103
San Francisco CA 94104

MEMORANDUM RECEIPT - DO NOT ATTACH TO TAX RETURN

T-151 (Rev. 12-87)

FEDERAL TAXES DEPOSITED

TAXPAYERS COPY

Type	Date Payment Received	Taxpayer's Identification No.	Amount
<input type="checkbox"/> 503 Corporate Taxes	5/10/91	94-3107832	224,948
<input type="checkbox"/> 504 Excise Taxes			
<input checked="" type="checkbox"/> 501 Withheld Taxes			
<input type="checkbox"/> 508 Unempl. Taxes			
<input type="checkbox"/> Other (describe):			

This certifies that funds in the above amount have been received from the Taxpayer named below covering Federal Taxes as defined in Treasury Department Circular No. 848 (revised), to be transmitted or credited to the Federal Reserve Bank of San Francisco as Fiscal Agent of the United States, pursuant to the provisions of that circular.

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National Association

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By: [Signature]

Authorized Signature

AIDS Legal Referral Panel of
the SF Bay Area
114 Sansome St. #1103
San Francisco CA 94104

MEMORANDUM RECEIPT - DO NOT ATTACH TO TAX RETURN

T-151 (Rev. 12-87)

TAXPAYERS COPY

FEDERAL TAXES DEPOSITED

Type	Date Payment Received	Taxpayer's Identification No.	Amount
<input type="checkbox"/> 503 Corporate Taxes	5/10/91	94-3107832	280,678
<input type="checkbox"/> 504 Excise Taxes			
<input checked="" type="checkbox"/> 501 Withheld Taxes			
<input type="checkbox"/> 508 Unempl. Taxes			
<input type="checkbox"/> Other (describe):			

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National Association

Office No. 100

By: [Signature]

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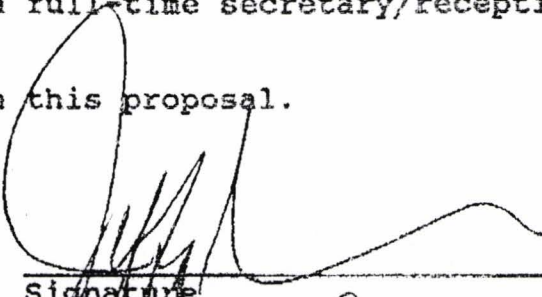
Barry Graynor
Hosie, Wes, McLaughlin & Sacks
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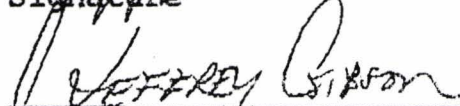
☒ I approve hiring a full-time secretary/receptionist.

☐ I am opposed to hiring a full-time secretary/receptionist.

☐ I abstain from voting on this proposal.

Dated: July 12, 1991


Signature


Printed Name

RPR:sp

Barry Graynor
Hosie, Wes, McLaughlin & Sacks
One Sansome Street, 14th Floor
San Francisco, CA 94104
FAX - 781-2025

☐ I approve hiring a full-time secretary/receptionist.

☐ I am opposed to hiring a full-time secretary/receptionist.

☒ I abstain from voting on this proposal.

Dated: July 17, 1991



Signature

ANDREA PALASIA

Printed Name

RPR:sp

Barry Graynor
Hosie, Wes, McLaughlin & Sacks
One Sansome Street, 14th Floor
San Francisco, CA 94104
FAX - 781-2025

☒ I approve hiring a full-time secretary/receptionist.

☐ I am opposed to hiring a full-time secretary/receptionist.

☐ I abstain from voting on this proposal.

Dated: July __, 1991

Daniel A. Chesir

Signature

DANIEL A. CHESIR

Printed Name

RPR:sp

Barry Graynor
Hosie, Wes, McLaughlin & Sacks
One Sansome Street, 14th Floor
San Francisco, CA 94104
FAX - 781-2025

☒ I approve hiring a full-time secretary/receptionist.

☐ I am opposed to hiring a full-time secretary/receptionist.

☐ I abstain from voting on this proposal.

Dated: July 15, 1991

G.P. Encinas Jr
Signature

G.P. ENCINAS
Printed Name

RPR:sp

Barry Graynor
Hosie, Wes, McLaughlin & Sacks
One Sansome Street, 14th Floor
San Francisco, CA 94104
FAX - 781-2625

☒ I approve hiring a full-time secretary/receptionist.

☐ I am opposed to hiring a full-time secretary/receptionist.

☐ I abstain from voting on this proposal.

Dated: July 15, 1991

Gene L. Gusfield
Signature

Gene L. Gusfield
Printed Name

RPR:sp

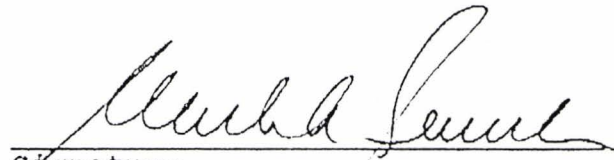
Barry Graynor
Hosie, Wes, McLaughlin & Sacks
One Sansome Street, 14th Floor
San Francisco, CA 94104
FAX - 781-2025

☒ I approve hiring a full-time secretary/receptionist.

☐ I am opposed to hiring a full-time secretary/receptionist.

☐ I abstain from voting on this proposal.

Dated: July 12, 1991


Signature

MARK A. SENIC
Printed Name

RPR:sp

Barry Graynor
Hosie, Wes, McLaughlin & Sacks
One Sansome Street, 14th Floor
San Francisco, CA 94104
FAX - 781-2025

☒ I approve hiring a full-time secretary/receptionist.

☐ I am opposed to hiring a full-time secretary/receptionist.

☐ I abstain from voting on this proposal.

Dated: July 22, 1991

Barry Graynor
Signature

BARRY GRAYNOR
Printed Name

RPR:sp

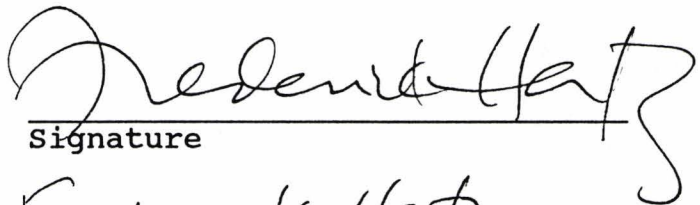
Barry Graynor
Hosie, Wes, McLaughlin & Sacks
One Sansome Street, 14th Floor
San Francisco, CA 94104
FAX - 781-2025

☒ I approve hiring a full-time secretary/receptionist.

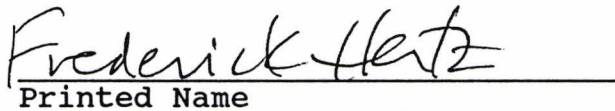
☐ I am opposed to hiring a full-time secretary/receptionist.

☐ I abstain from voting on this proposal.

Dated: July 13, 1991



Signature



Printed Name

RPR:sp

BARRY A. GRAYNOR
One Sansome Street, Suite 1400
San Francisco, California 94104
Telephone: (415) 781-3200

June 25, 1991

TO THE PERSONS ON THE ATTACHED DISTRIBUTION LIST

Re: AIDS Legal Referral Panel

Please be advised that our next monthly Board meeting will be held on July 1, 1991 at 5:30 p.m. at the Panel's offices (114 Sansome Street, Suite 1103, San Francisco).

Andrea asked me to mention that anyone who wants to March with the BALIF contingent in the Gay Freedom Day Parade should meet at Spear & Harrison/Folsom at 9:30 a.m., Sunday, June 30. If you are interested in volunteering to person the BALIF/ALRP table afterwards, call Andrea at (408) 289-8400.

Sorry, no minutes for the June meeting.

Sincerely,

by: Sarah Santos-Ligon

for:

Barry A. Graynor
Secretary

Dan Chesir
Kaiser Permanent - Law Department
1950 Franklin Street
Oakland, CA 94612-2998
987-3516 (W)

Gail Dekreon
Law Office of Gail Dekreon
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291-5808

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BARRY A. GRAYNOR
ONE SANSOME STREET, SUITE 1400
SAN FRANCISCO, CA 94104

June 20, 1991

To the members of the ALRP Fundraising Committee:

The next meeting of the ALRP Fundraising Committee is scheduled for July 16, 1991 at 5:30 p.m. in my office (Hosie, Wes, McLaughlin & Sacks), One Sansome Street, Suite 1400, San Francisco. My phone number is 781-3200. PLEASE PLAN TO ATTEND FOR ABOUT TWO HOURS. The main purpose of the meeting is to do some long-range planning and thinking about fundraising for the organization, as well as divide up the various tasks and responsibilities for this year. I will send out an agenda during the week of July 8; if anyone has any suggestions, please give me a call.

Sincerely,



Barry A. Graynor

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Mercer Meidinger Hansen
Three Embarcadero Center
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Telephone: (415) 781-3200

May 23, 1991

TO THE PERSONS ON THE ATTACHED DISTRIBUTION LIST

Re: AIDS Legal Referral Panel

Please be advised that our next monthly Board meeting will be held on June 3, 1991 at 5:30 p.m. at the Panel's offices (114 Sansome Street, Suite 1103, San Francisco). If you are unable to attend, please give me a call.

Draft minutes for the May 6 meeting are enclosed. In addition, enclosed is a copy of Fred's Treasurer's Report and a memo from Clint regarding employee benefits.

Sincerely,



Barry A. Graynor
Secretary

P.S.

My friend, lover and partner, René Martinez, will be displaying his art work at the Mission Cultural Center during the month of June. This is part of the First Visual Art Exhibit of Latino/a Gay, Lesbian & Bisexual Artists. Everybody is invited to attend! Please refer to the attached flyer for more details.

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Frederick Hertz
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Executive Director
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BARRY A. GRAYNOR
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San Francisco, California 94104
Telephone: (415) 781-3200

April 25, 1991

TO THE PERSONS ON THE ATTACHED DISTRIBUTION LIST

Re: AIDS Legal Referral Panel

Please be advised that our next monthly Board meeting will be held on May 6, 1991 at 5:30 p.m. at the Panel's offices (114 Sansome Street, Suite 1103, San Francisco). If you are unable to attend, please give me a call. Enclosed is a Memorandum from Fred regarding Non-Profit Management Guidelines.

The minutes for the April 1 meeting will be mailed or handed out at the meeting.

Sincerely,



Barry A. Graynor
Secretary

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864-5396 (H)

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San Francisco, CA 94109
441-8028

Carl Wolf
Hammill & Wolf
25 Van Ness Avenue, Ste. 710
San Francisco, CA 94102
621-3988 (W) 728-9516 (H)

MEMORANDUM

To: Board Members
From: Frederick
Re: Non-Profit Management Guidelines
Date: April 22, 1991

Enclosed is the copy of the Non-Profit Management Guidelines currently being distributed by the Horizons Foundation to lesbian/gay and AIDS Service organizations. Clint and I were the originators of this concept more than a year ago, and Horizons has now taken the lead in finalizing and distributing the Guidelines.

Please review these Guidelines prior to the May meeting, so that we can vote on adopting them at that time. I believe that we fully comply with these requirements already, so that signing the "pledge" should not be a problem. In fact, I had argued for stricter guidelines, including a set maximum percentage of revenues spent for fundraising, but the committee opted for the less restrictive guidelines.



To: Lesbian/Gay & AIDS Service Providers
From: Doug Braley, Director
Horizons Foundation
Date: April 17, 1991
Re: Responsible Nonprofit Management Project

As you know, the Horizons Foundation is a grantmaking community foundation providing financial and technical support to lesbian and gay nonprofits. As part of our mission to promote greater giving by and for lesbians and gay men, the Horizons Foundation, in conjunction with the AIDS Legal Referral Panel, AIDS Service Providers Association, Lyon-Martin Women's Health Services, the National Center for Lesbian Rights, and Lambda Legal Defense, invites you to participate in the Responsible Nonprofit Management Project.

During the past year, representatives from these organizations met and discussed concerns that the credibility of lesbian and gay and AIDS service nonprofits is at risk, both from highly-publicized local events and a general national public concern about nonprofit management and fundraising practices. The result of the discussions was the creation of guidelines and a plan to promote the accountability of community groups.

THE PLAN:

The Horizons Foundation plans to coordinate a campaign directed at the media and donors, emphasizing the commitment organizations have toward responsible management practices, as well as encouraging community members to give to organizations of their choice. As currently planned, the campaign will refer to the Responsible Nonprofit Management Guidelines and those agencies which have adopted the Guidelines.

HOW YOU CAN PARTICIPATE:

- 1) Review the enclosed Responsible Nonprofit Management Guidelines,
- 2) Adopt the Guidelines (by having a staff & Board representative sign the enclosed form), and
- 3) Agree to be listed as a sponsor of the campaign by returning the form to the Horizons Foundation, no later than Friday, May 17, 1991. If this date gives you insufficient time to discuss the project with your Board of Directors, please call me at 398-2333.

Finally... This project is the result of a collaboration of people who strongly believe in the value and integrity of lesbian and gay and AIDS service organizations. The strength and impact of the project rests with all of us who share that belief and commit ourselves to promoting the value and integrity in our nonprofit community. We look forward to your participation.

If you have any questions about the project, or any of the enclosed materials, please call me at 398-2333. Thank you.

Responsible Nonprofit Management Guidelines for Lesbian/Gay and AIDS Service Organizations of the Bay Area

In an effort to demonstrate the accountability of our community organizations to donors and community members, the Horizons Foundation, with community participation, has assembled the following responsible management guidelines for review and adoption by organizations.

The Horizons Foundation recommends that each organization review these guidelines to determine:

- a) the applicability of each guideline to the organization's work, and
- b) the organization's current and future ability to implement the guidelines.

The Horizons Foundation recognizes that not all organizations will be able to comply fully with all of the guidelines as drafted. For example, organizations which are less than three years old or which have annual budgets of under \$100,000 may not be sufficiently capitalized and staffed to currently implement all of the guidelines. When this is the case, we urge such organizations to recognize the value of the guidelines and pledge to make all reasonable efforts to achieve full compliance.

A. Management and Fundraising

1. The organization will adopt an annual budget before the beginning of each fiscal year. The budget will be prepared with Board of Directors' participation, will set forth expenditures for administration, fundraising and program expenses, and will be reviewed and approved by the Board.
2. The organization will have an established process for Board and staff to periodically review, throughout the organization's fiscal year, actual expenses and income. The organization will make every effort to achieve a balanced budget each year.
3. A summary of the organization's annual budget will be made available to any interested person upon request.
4. The organization's fundraising and administrative expenses will be monitored by the Board and periodically compared to similar costs in like organizations. They will be judged to be reasonable based on the particular organization's circumstances and stage of development.
5. The organization will have an annual independent audit or review. For organizations with budgets less than \$100,000, an internally prepared year-end report may be appropriate. The final report, and management letters from the auditor/reviewer, will be made available to the Board, staff, donors or other interested persons upon request.
6. The organization will have a written contract with any paid fundraising firm or consultant. The contract will specify the nature of the responsibilities of all parties, and the terms on which payments will be made. All contracts entered into by the organization will be reviewed and approved by the Board.
7. When the organization sponsors an event which has fundraising among its goals, the actual expenses and income of the event will be compiled into a financial statement shortly after the event. This financial statement will be provided to Board members, and made available to donors and other interested persons upon request.
8. The organization will have a written policy that defines conflicts of interest between individual Board or staff members and the organization and provides for disclosure and fairness in the public trust.

B. Board Oversight

An organization's Board of Directors has a fiduciary and legal responsibility to oversee the activities of the organization in accordance with the dictates set forth in the organizational documents. Each member of the Board accepts this responsibility and pledges to promote the honest and ethical operation of the organization in its charitable activities and goals. To this end:

1. The organization has an active Board or other legal governance structure with clear attendance requirements that are enforced. The organization makes all reasonable efforts to ensure that the composition of the Board reflects the community served.

If the organization operates under the auspices of a fiscal sponsor, the organization has a governing body that operates under these guidelines.

2. No member of the Board shall receive compensation for the services they provide as a Board member.

3. The organization has a minimum of four Board meetings annually. The composition of a quorum and the means for voting are made clear in the organizational documents.

4. The organization has specified procedures for staff access to the Board other than through the Executive Director.

5. The organization has written personnel policies which are available to all staff and Board members, and which are periodically reviewed and updated. These policies include:

- grievance procedures for the use of personnel as well as clients served by the organization.
- compliance with non-discrimination laws and other laws affecting employers and workplace operations,
- accommodation for disability and medical conditions that conform to federal, state and local laws.

C. Donor's Rights of Access to Information from Charities

Each donor, and each member of the public, has the right to request and receive information about the services and operations of charities operating in the public trust.

Donors, and other interested persons, are entitled to:

- request and receive a copy of an organization's annual financial statement. This statement should detail income and expenses, and show administrative, fundraising and program costs;
- request and receive a list of the organization's governing board;
- request and receive reports and summaries of services rendered by an organization with charitable funds, including information about the number of clients served and the types of services provided by an organization;
- request and receive a financial summary of the actual income and expenses of any benefit event;
- know how their contributions are being used and expect that contributions will be expended in accordance with any restrictions and designations placed upon them at the time the contribution is made.

These guidelines are provided by the Horizons Foundation as a public service to educate donors and the community to their rights and responsibilities. When a donor requests information, each organization has the responsibility to explain their procedure, whether written or oral, by which a request may be made.

BARRY A. GRAYNOR
One Sansome Street, Suite 1400
San Francisco, California 94104
Telephone: (415) 781-3200


January 28, 1991

To the Persons on the Attached Distribution List

Re: AIDS Legal Referral Panel

Please be advised that our next monthly Board meeting will be held on February 4, 1991 at 5:30 p.m., at the Panel's offices (114 Sansome St., Suite 1103, San Francisco). If you are unable to attend, please give me a call.

Sincerely,



Barry A. Graynor
Secretary

Enclosure

Kristin Chambers
(Client Services Coordinator)
AIDS Legal Referral Panel
114 Sansome Street, Suite 1103
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291-5454

Mary Ann Pouls
(Receptionist)
AIDS Legal Referral Panel
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MEMORANDUM

TO: See Distribution List
FROM: R. Paul Richard *RPR*
DATE: January 21, 1991
RE: AIDS Legal Referral Panel

Please be advised that the annual Board Retreat will be held this coming Saturday, January 26, 1991, at Andrea Palash's home, 2959 Washington Street, Apartment 3, San Francisco (cross streets: Divisadero and Broderick) starting at 9:30 am. A retreat agenda is enclosed with this memorandum.

If you are unable to attend the retreat, please give Barry A. Graynor a call at 781-3200.

RPR:
Enclosure

AIDS LEGAL REFERRAL PANEL
Retreat Agenda
January 26, 1991

- I. Committee Reports (including evaluation of 1990 accomplishments, committee assignments and 1991 goals)
 - A. Minority Outreach Committee
 - B. Program Committee
 - 1. Newsletter
 - 2. Publications
 - C. Attorney/Client Relations Committee
 - 1. Fee protocol
 - 2. Rules of Operation
 - 3. Changes in office procedures
 - D. Employee Benefits Committee
 - E. Speakers' Bureau
 - F. Nominating Committee
 - G. Fundraising Committee
 - 1. Mission Statement
 - 2. Advisory Board
 - 3. Review Fundraising proposals
- II. Overall evaluation of last year and 1991 goals
- III. Relationships
 - A. BALIF
 - B. BASF
 - C. Staff/Board
 - 1. Policy on board requests for staff support
 - 2. Policy re abusive clients
 - 3. Professional development needs of staff

Kristin Chambers
Client Services Coordinator
AIDS Legal Referral Panel
114 Sansome Street, Suite 1103
San Francisco, CA 94104

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Oakland, CA 94609

Dan Chesir
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Mark A. Senick
Law Offices of Mark A. Senick
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21st Floor
San Francisco, CA 94102

AIDS LEGAL REFERRAL PANEL
BOARD OF DIRECTORS MEETING

JANUARY 7, 1991

Proposed Agenda:

1. Minutes of last meeting
2. Treasurer's report
3. Co-chairs' report
4. Committee reports
 - A. Fundraising
 - B. Minority Outreach
 - C. Attorney Relations
 - D. Program - Thank you party for attorneys
 - Domestic partners program
 - E. Speakers Bureau
 - F. AIDSLaw Manual Update
 - G. Publications
4. Staff report
5. Old business
 - A. Domestic partners - what to do now?
6. New business
 - A. Election of officers
 - B. Retreat

AIDS LEGAL PANEL REFERRAL AND FEE PROTOCOL

The following is a guideline which states for AIDS Panel lawyers the policy of the Panel regarding the acceptance of cases, what fees can be charged and when, how fees are to be collected, and where fees shall go.

- I. Initial Consultation. An Aids Legal Panel attorney shall provide initial hour of free legal consultation and advice on an AIDS-related legal issue.
- II. Wills, Durable Powers of Attorney (including Durable Power of Attorney for Health Care). An AIDS Panel attorney shall provide the following services for free to persons with AIDS and ARC, irrespective of the client's ability to pay: simple wills, durable powers of attorney (including durable powers of attorney for health care), and directives to physicians. In this regard, simple wills are defined as those wills which contain no trust language but which, standing alone, accomplish all the estate planning purposes needed by the client. For example, if the attorney needs to draft a trust will or other document outside the will (inter vivos trust, deed, etc.) to accomplish the appropriate estate planning purposes or if the will contains a multiplicity of bequests (over 15), the client is no longer a "simple will" client.

If a client is not a "simple will" client as above-described, the referral attorney may bill the client for those services which are beyond simple will services. For example, the attorney may not charge for drafting the simple will, but may charge for drafting, executing and recording a deed. In this regard, an attorney is encouraged to take into consideration the particular economic needs of the client so no one is denied services due to an inability to pay.
- III. Employment Termination Matters, Insurance Matters, Real Estate Matters. At the end of the initial hour consultation and the attorney and client decide the matter should be pursued, the attorney may charge regular fees provided that she or he takes into consideration the particular economic needs of the client so no one is denied services due to an inability to pay.
- IV. Probate. A referred attorney is entitled to receive statutory probate fees. Probates are generally not considered Panel cases unless referred directly by the Panel Administrator. In general, even if the will were drafted by a Panel attorney, probating that will is not considered a Panel case.
- V. Social Security Disability, SSI Disability. Fees for Social Security disability cases can be obtained through the Social Security Administration from the client's award at the conclusion of the disability hearing. In obtaining fees for SSI disability hearings, an attorney is encouraged to take into consideration the particular economic needs of the client so no one is denied services due to an inability to pay.
- VI. Client Contributions to the Panel, Fee Tithing. It is the policy of the AIDS Legal Panel that a client contribute to the operation of the Panel. That contribution shall take into account the client's financial position, the value of rendered services, and proceeds of recovery. An attorney is responsible for informing the client of the Panel policy and shall make

every attempt to encourage the client to make a contribution when appropriate.

A Panel attorney is required to contribute ten percent [10%] of fees earned through Panel referrals to the National Educational Foundation for Individual Rights (NEFIR) to fund the purposes and goals of the AIDS Panel. A Panel attorney is strongly encouraged to contribute ten percent [10%] of fees generated from AIDS-related cases not referred directly by the Panel, for example, probates arising out of wills drafted for the Panel or subsequent AIDS-related legal matters from a client originally referred by the AIDS Panel.

Contributions and tithing should be addressed to the AIDS Legal Referral Panel, 25 Hickory Street, San Francisco, California 94102. Please make a note on the lower left hand corner of the check that the contribution or tithing is made for the benefit of the AIDS Legal Referral Panel. Please note this contribution is tax deductible, since NEFIR is a 501 (c) 3 organization.

AIDS LEGAL REFERRAL PANEL

PROPOSED BUDGET 1991

	1990 budget	1991 (Proposed)
Admin. (1)	37,800	38,500
Ad. Ass't (50% time)	21,060	14,000
M.O. Sal.(50% time)	25,500	16,000
Ref.Couns.	16,000	30,000
Recep'tnst (60% time)	5,000	10,000
Reserve for raises	0	6,500
Benefits	13,140	24,000
Prt-time e'es (2)	9,000	6,000
Grantwriter	9,000	15,000
M.O. Exp.	2,500	2,000
Outreach	8,000	6,000
Insurance	7,000	6,000
Equip/Spls	8,000	2,500
Copying	500	500
Postage	2,500	2,000
Publ.	6,500	2,500
Subs.	250	250
Rent	17,500	20,000
Training	250	250
Telephone	3,000	4,000
Miscellan's	2,500	1,000
AIDSLaw manual	0	3,000
TOTALS	195,000	210,000

(1) Budget assumes Administrator does some outreach tasks, including San Mateo outreach

(2) Includes \$3,000 for BASF clerical assistance

coming in at \$193,000.

*120,000 in cash
70,000 commitments
20,000 expectations.*

- 1. Price Waterhouse will conduct audit of ALRP Books.*
- 2. 3K grant from the Lambda Foundation.*
- 3. Kinn - fundraising lists for programs. **

**AIDS LEGAL REFERRAL PANEL
EXPENSE STATEMENT
FOR THE PERIOD ENDED OCTOBER 31, 1990**

	1-1-90 to 9-30-90	Oct 1990	1-1-90 to 10-31-90	11-1-90 to 12-31-90	Annual
Administrative salary & benefits	70,613	8,368	78,981	9,019	88,000
Minority outreach salary	16,614	1,163	17,777	7,723	25,500
Receptionist	976	670	1,646	3,354	5,000
Grantwriter	7,266	842	8,108	892	9,000
Part-time salary	6,493	0	6,493	2,507	9,000
Minority outreach expenses	1,885	165	2,050	450	2,500
Outreach et al.	4,599	907	5,506	2,494	8,000
Insurance	6,878	0	6,878	122	7,000
Equipment/Supplies	8,195	70	8,265	(265)	8,000
Copying	849	0	849	(349)	500
Postage	2,516	85	2,601	(101)	2,500
Publications	4,678	1,600	6,278	222	6,500
Subscriptions	0	0	0	250	250
Rent	13,399	0	13,399	4,101	17,500
Training	0	0	0	250	250
Telephone	3,010	717	3,727	(727)	3,000
Moving Costs	924	0	924	76	1,000
Other	1,417	0	1,417	83	1,500
Total Expenses	150,312	14,587	164,899	30,101	195,000

AIDS LEGAL REFERRAL PANEL
BOARD OF DIRECTORS MEETING

DECEMBER 3, 1990

Proposed Agenda:

1. Minutes of last meeting
2. Treasurer's report and **new budget**
3. Co-chairs' report
4. Committee reports
 - A. Fundraising - Lawyer's Event - cheer our success! = $\$52,000 - 4,043.50$
 - B. Nominating Committee - Ora, Barry, Frederick and **election of board for next year**
 - C. Minority Outreach-
 - D. Attorney Relations
 - E. Program - Janet, Susan, Ilene
 - F. Speakers Bureau
 - G. AIDSLaw Manual Update
 - H. Publications
4. Staff report
5. Old business
 - A. Salsa Conference
 - B. Domestic partners - what to do now?
6. New business
 - A. Request for litigation expenses - Sylvia Kaplan.
 - B. ^{1/24/91} Retreat and ^{1/7/91} election of officers
 - C. PERSONNEL - EXECUTIVE SESSION ¹⁵⁰ ¹⁵⁰ ⁷⁵ ⁷⁵ ⁷⁵⁰ ⁷⁵⁰
 1. Holiday Bonuses for staff. Clint, Rena, Kristen, Mary Ann, Jack
 2. ~~Lunch~~ up to \$200 for Holiday Hoohah.
 - 3.

AIDS LEGAL REFERRAL PANEL
EXPENSE STATEMENT
FOR THE PERIOD ENDED OCTOBER 31, 1990

	1-1-90 to 9-30-90	Oct 1990	1-1-90 to 10-31-90	11-1-90 to 12-31-90	Annual
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Postage	2,516	85	2,601	(101)	2,500
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Rent	13,399	0	13,399	4,101	17,500
Training	0	0	0	250	250
Telephone	3,010	717	3,727	(727)	3,000
Moving Costs	924	0	924	76	1,000
Other	1,417	0	1,417	83	1,500
Total Expenses	150,312	14,587	164,899	30,101	195,000

NOVEMBER 1990 CASE STATISTICS

TELEPHONE INQUIRIES:

INFORMATION AND/OR REFERRAL	115
(NOT INCLUDED BELOW)	

AUGUST 1990 AIDS PANEL CLIENTS:

TOTAL CASES THIS MONTH	169
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SERVICE PROVIDED:

ATTORNEY/LEGAL REFERRAL	150
LEGAL SERVICES ORGANIZATION REFERRAL	3
NONLAWYER REFERRAL	0
DIRECT OFFICE SERVICE (without referral)	1
NOTARY	0
CLINIC	14

AREA OF LAW:

WILLS, DPAS	73	43.2%
INSURANCE	24	14.2%
HOUSING (LL/T, REAL ESTATE)	17	10.1%
CREDIT, COLLECTION, BANKRUPTCY	14	8.3%
GOVERNMENT BENEFITS	12	7.1%
TORT	4	2.4%
EMPLOYMENT DISCRIMINATION	1	0.5%
PROBATE	5	2.8%

OTHER	19	11.3%
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[criminal(4); family(5); probate(5); tax(5)]

TOTAL CASES FOR WHICH DEMOGRAPHIC DATA

<u>IS AVAILABLE**</u>	143	100.0%
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ANNUAL INCOME UNDER \$7000	72	50.3%
ANNUAL INCOME UNDER \$12,000	32	22.4%
ANNUAL INCOME UNDER \$20,000	15	10.5%
ANNUAL INCOME UNDER \$30,000	10	7.0%
ANNUAL INCOME OVER \$30,000	14	9.8%

CAUCASIAN	113	79.0%
ASIAN	2	1.4%
BLACK	6	4.2%
HISPANIC	18	12.6%
NATIVE AMERICAN	2	1.4%
OTHER	2	1.4%

**excludes data on cases for repeat client on different legal matter (23)

AIDS LEGAL REFERRAL PANEL

PROPOSED BUDGET 1991

	1990 budget	1991 (Proposed)
Admin. (1)	37,800	38,500
Ad. Ass't (50% time)	21,060	14,000
M.O. Sal.(50% time)	25,500	16,000
Ref.Couns.	16,000	30,000
Recep'tnst (60% time)	5,000	10,000
Reserve for raises	0	6,500
Benefits	13,140	24,000
Prt-time e'es (2)	9,000	6,000 <i>- includes Janet.</i>
Grantwriter	9,000	15,000
M.O. Exp.	2,500	2,000
Outreach	8,000	6,000 <i>5,750</i>
Insurance	7,000	6,000
Equip/Spls	8,000	2,500
Copying	500	500
Postage	2,500	2,000
Publ.	6,500	2,500 <i>*</i>
Subs.	250	250
Rent	17,500	20,000
Training	250	250 <i>500</i>
Telephone	3,000	4,000
Miscellan's	2,500	1,000
AIDSLaw manual	0	3,000

TOTALS	195,000	210,000
---------------	----------------	----------------

(1) Budget assumes Administrator does some outreach tasks, including San Mateo outreach

(2) Includes \$3,000 for BASF clerical assistance

BARRY A. GRAYNOR
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August 20, 1990

NOTICE OF REGULAR MEETING

Our next regular Board meeting will be held on **MONDAY, SEPTEMBER 10, 1990, AT 5:30 P.M. at the ALRP OFFICE, 114 Sansome Street, Suite 1103, San Francisco, CA 94104.**

Please call if you will be unable to attend.

Sincerely,



Barry A. Graynor
Secretary

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July 30, 1990

NOTICE OF SPECIAL MEETING

Notice is hereby given, pursuant to Article VI-H of the ByLaws, of a Regular Meeting of the Board of Directors of the AIDS Legal Referral Panel of the San Francisco Bay Area. The meeting will be held on MONDAY, AUGUST 6, 1990, AT 5:30 P.M. AT THE ALRP OFFICE, 114 SANSOME STREET, SUITE 1103, SAN FRANCISCO, CA 94104 (291-5454).

Also enclosed are proposed amendments to the By-Laws (circulated in June) and some materials from Clint.

Sincerely,



Barry A. Graynor
Secretary

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Gary Wood
Legal Aid Society of Marin County
30 N. San Pedro, Suite 245
San Rafael, CA 94903

AIDS LEGAL REFERRAL PANEL
BOARD OF DIRECTORS MEETING
JUNE 25, 1990

Proposed Agenda:

1. Minutes of last meeting
2. Treasurer's report
 - A. Revise budget

Add \$1000 to Publications budget to pay for Employee Benefits brochure

Others revisions as required due to move
3. Co-chairs' report
4. Committee reports
 - A. Fundraising
 - B. Search
 - C. Minority Outreach; *Mark, Paul, Jackie →*
 - D. Attorney Relations
 - E. Program - *Susan, Janet, Dan*
 - F. Speakers Bureau
 - G. AIDS Law Manual Update
 - H. Publications
5. Staff report
6. Old business
 - A. ☒ NLADA Insurance
 - B. Half-time benefits counselor
 - C. ☒ Mini Retreat *7/28 Mini-retreat - Brownie/budget goals.*
7. New business
 - A. ☒ Amendments to Bylaws
 - B. ☒ Salsa Conference
 - C. ☒ Black and White Men Together Memorandum of Understanding

AIDS LEGAL REFERRAL PANEL
BOARD OF DIRECTORS MEETING

JUNE 4, 1990

291-5454
291-5809 Clint
291-5808 Rena
291-5811 Jackie
114 Lane, Suite 1103

Proposed Agenda:

- A. Minutes of last meeting - corrections
- B. Treasurer's report
- C. Co-chairs' report
- D. Committee reports
 - 1. Fundraising
 - 2. Search
 - 3. Minority Outreach
 - 4. Attorney Relations
 - 5. Program
 - 6. Speakers Bureau
 - 7. AIDSLaw Manual Update
 - 8. Publications
- E. Staff report
- F. Old business
 - 1. Move
 - 2. Personnel Manual
- G. New business
 - 1. Mini-retreat. Date needs to be set. Possible dates:
July 28 or 29, August 18, 19, 25, or 26
 - 2. Party June 23
 - 3. Bank resolution re: move of checking account to BankCal
 - 4. NLADA malpractice insurance
 - 5. LIFE membership
 - 6. Funding of half time Benefits Coordinator

AIDS LEGAL REFERRAL PANEL
BOARD OF DIRECTORS MEETING

JUNE 4, 1990

Proposed Agenda:

- A. Minutes of last meeting - corrections
- B. Treasurer's report
- C. Co-chairs' report
- D. Committee reports
 - 1. Fundraising
 - 2. Search
 - 3. Minority Outreach
 - 4. Attorney Relations
 - 5. Program
 - 6. Speakers Bureau
 - 7. AIDSLaw Manual Update
 - 8. Publications
- E. Staff report
- F. Old business
 - 1. Move
 - 2. Personnel Manual
- G. New business
 - 1. Mini-retreat. Date needs to be set. Possible dates:
July 28 or 29, August 18, 19, 25, or 26
 - 2. Party June 23
 - 3. Bank resolution re: move of checking account to BankCal
 - 4. NLADA malpractice insurance - *needs revision.*
 - 5. LIFE membership

BARRY A. GRAYNOR
One Sansome Street, Suite 1400
San Francisco, California 94104
Telephone: (415) 362-2375

May 24, 1990

NOTICE OF REGULAR MEETING

Notice is hereby given, pursuant to Article VI-H of the ByLaws, of a Regular Meeting of the Board of Directors of the AIDS Legal Referral Panel of the San Francisco Bay Area. The meeting will be held on MONDAY, JUNE 4, 1990, AT 5:30 P.M. AT THE OFFICE OF THE BAR ASSOCIATION OF SAN FRANCISCO, 685 MARKET STREET, SUITE 700, SAN FRANCISCO, CALIFORNIA.

Also enclosed are the minutes for the May meeting, prepared by Paige.

Sincerely,

Barry
Barry A. Graynor
Secretary

Dan Chesir
769-14th Street
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Rena Frantz, Asst. Administrator
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821- (w)
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AIDS LEGAL REFERRAL PANEL

Board of Directors Meeting

May 7, 1990 - 5:30 pm

San Francisco Bar Association

PROPOSED AGENDA:

1. Minutes of last meeting
2. Treasurer's report
3. Committee reports - a report will be expected from each standing committee:
 - Fundraising
 - Search (board seats)
 - Minority outreach
 - Attorney relations
 - Program
 - Speaker's bureau
 - AIDS Law Manual update
4. Staff report
5. Old business:
 - A. Change in by-laws with respect to BALIF/BASF appointees to the board
 - B. Search for office space
 - C. Personnel Manual
 - D. Hiring committee report
 - E. Errors and omissions policy
6. New business:
 - A. New directors (Paul Richard and Susan Gelmis)
 - B. Increases in staff health insurance
 - C. AIDS Benefits Counselors
 - D. Rules of operation