



Maryland Attorney General's  
**COVID-19 Access to Justice Task Force**

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**MINUTES**

**Life & Health Planning Committee Meeting  
June 23, 2020**

<b>Item</b>	<b>Subject</b>	<b>Time Allotted</b>	<b>Notes</b>
1.	Call to Order, Introductions and Approval of Agenda	5 minutes - DC	<p>Committee Co-Chair Danielle Cruttenden called the meeting to order and asked if there were any requested changes to the agenda. No changes were requested.</p> <p>Danielle then went through each name and number appearing in the Zoom meeting attendees list and asked that attendees briefly introduce themselves. Attendees were asked to sign in on the Task Force – Life and Health Planning Committee Master spreadsheet under the Meeting attendance and notes tab.</p> <p><b>Attendees present at the beginning of the meeting included:</b></p> <ul style="list-style-type: none"><li>• Committee Co-Chair Danielle Cruttenden, Outgoing chair, MSBA Estates &amp; Trusts Section</li><li>• Committee Co-Chair Juliana Bell, Assistant Attorney General</li><li>• Rena Shah, Director, MSBA Access to Justice Commission, A2J Task Force Vice Chair</li><li>• Jen Yeagle, Co-Chair, Baltimore City Bar Ass'n Trusts and Estates Section</li><li>• C.P. Hoffman, Legal Director, FreeState Justice</li><li>• Morris Klein, outgoing chair, MSBA Elder Law &amp; Disability Rights Section</li><li>• Ron Landsman, Elder law attorney</li><li>• Akeria Lumpkins, paralegal at the Pro Bono Resource Center</li></ul>

			<ul style="list-style-type: none"> <li>• Angus Derbyshire, Maryland Legal Aid pro bono coordinator</li> <li>• Jessica Quincosa, Executive director of community legal services</li> <li>• Josie Yuzuik, Assistant Attorney General</li> <li>• Marlene Clark, SEEDCO, work and family supports</li> <li>• Permeita Farrar, MSBA student ambassador</li> <li>• Rexanah Wyse, chief of staff, U.S. Interagency Council on Homelessness</li> <li>• Susan Steinberg, Maryland Department of Health BHA</li> <li>• Sharon Goldsmith, Director of Pro Bono Resource Center of Maryland</li> <li>• Del. Terry Hill, Gov't Ops. Subcommittee, practicing physician</li> <li>• Victoria Heyleger, Co-Chair, Howard County Estates &amp; Trusts Section, private practice attorney in D.C.</li> <li>• Viola Woolums, Director, Senior Legal Services, Baltimore City</li> <li>• Zak Shirley, Co-Chair, Md. Chapter Wills for Heroes</li> <li>• Anne Coventry, Incoming Chair, MSBA Estates &amp; Trusts Section</li> <li>• Debbie Craven, Montgomery County Pro Bono Program Coordinator</li> <li>• Paul Ballard, Assistant Attorney General</li> <li>• Margaret Henn, Director, program management, Maryland Volunteer Lawyers Service</li> <li>• Allison Harris, Home preservation project director, Pro Bono Resource Center of Maryland</li> <li>• Josie Yuzuik, Assistant Attorney General</li> <li>• Meredith Girard, Managing Attorney, Mid-Shore Pro Bono</li> </ul>
2.	Explanation of Voluntary Open Meetings Compliance	5 minutes - RS	<p>Rena Shah explains the Task Force and its Committees are voluntarily complying with the Open Meetings Act, though it may not legally apply.</p> <p>Agendas and meetings minutes will be posted to a web site. Work is ongoing to determine whether or how to live-stream events.</p>
3.	Overview of Committee Charge and Work to Date	5 minutes – DC	<p>Danielle Cruttenden and Rena Shah provide background on the Committee's origins under the MSBA Estates &amp; Trusts Section and the Access to Justice Commission, under whose auspices the Committee met a couple of times prior to today's first meeting</p>

			<p>under the umbrella of the Attorney General’s Covid-19 Access to Justice Task Force, which launched on June 11<sup>th</sup>. The A2J Task Force is focusing on the [access to justice] issues created by or exacerbated by COVID-19, as well as how we can be of service to individuals affected by those issues during this challenging time.</p> <p>Each A2J Task Force committee is tasked with coming up with recommendations for the short and long-term, with a final report of those recommendations going to the General Assembly by the end of the year.</p>
4.	Final Identification of Target Audience – First Responders, Essential Workers, Communities Most Affected/At Risk for COVID?	10 minutes – DC	<p>Danielle Cruttenden noted that the Committee discussed at the last meeting identifying a target audience for its work that focuses on those most affected by COVID-19 (such as first responders, front-line “essential workers” and individuals who are members of communities, such as the African-American community, statistically most affected by COVID-19) who lack financial means. She inquires whether all are in agreement with that focus.</p> <p>Discussion Points by Committee Members;</p> <ul style="list-style-type: none"> <li>• Supported the refined focus of the Committee</li> <li>• Noted that, in the realm of emergency medical professionals, sometimes those workers who work directly in nursing homes get left out.</li> <li>• Noted certain transgender individuals whose families of origin do not recognize their gender identities may be in particular need of advanced directives or other legal assistance.</li> </ul> <p>**No comments objecting to the Committees focus on were noted.</p>
5.	Requests for Consensus on Identification of Proposed Subcommittees and Call to Participate <b>A. Resource Development Subcommittee to:</b>	30 minutes – JB (with DC)	<p>Co-Chair Juliana Bell summarized the proposed Subcommittees and asked for thoughts regarding additions or changes in the descriptions or subcommittee focuses.</p> <p>Discussion Points by Committee Members;</p>

	<p>i. Develop a list/guide to existing pro bono/low bono resources (Resource Directory)</p> <p>ii. Assemble/review/approve handouts of existing fillable form wills, advance directives, powers of attorney for provision via outreach efforts (see below)</p> <p><b>B. <i>Community Outreach Subcommittee</i> to:</b></p> <p>i. Identify gaps in end of life and health planning/probate issues that could be addressed by Legislature; present to committee as a whole for full group discussion</p> <p>ii. Develop ideas for outreach events to reach various community audiences digital/non-digital (seniors, various essential workers via unions, etc., first responders) to be implemented via communication committee in conjunction with OAG communication committee</p>		<ul style="list-style-type: none"> <li>• Not all documents are created equal; some may need revisions in order to be useful. It would be problematic if, we as a Committee, recognized or somehow endorsed standard, fillable form documents that are in need of such revisions.</li> <li>• Suggested that the focus of the Committee should be on aligning individuals in need of legal services with attorneys who can help them interpret and fill out the documents.</li> <li>• Co-Chair Juliana Bell noted that, as it is currently described, the Committee’s focus is on both providing forms and access to attorneys, as well as providing training for lawyers and driving more lawyers to provide the services.</li> <li>• Reena Shah noted that there is a power to public information and that the demand for legal services likely is going to be so great that communicating such things as a step by step process for putting in place advanced directives or other documents also needs to be communicated to people.</li> </ul> <p>Proposed Actions to Address concerns;</p> <ul style="list-style-type: none"> <li>• Co-Chair Juliana Bell suggested that if the standard statutory form advanced directive form posted on the Attorney General’s web site contained provisions that Committee members view as problematic, that could be part of the discussion at the Resource Subcommittee level, with any recommendations for legislative change brought back to the Committee and, ultimately perhaps, the Task Force Steering Committee, for consideration.</li> </ul> <p>Action List;</p> <ul style="list-style-type: none"> <li>• The Co-Chairs requested that individuals sign up for a subcommittee on the Subcommittees Tab that will be added to the Task Force –Life &amp; Health Planning Committee Master spreadsheet. The subcommittees will then identify the individuals on those subcommittees who will chair them for purposes of reporting back to the Committee.</li> </ul>
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**C. *Volunteer Lawyer Recruitment***

***Subcommittee*** to:

- i. Be liaisons with specialty and local bars
- ii. Develop a call to action for consideration by Full Committee for lawyers to work on issues identified
- iii. Develop mechanism for tracking volunteers and matching them with work, or utilize existing resources to do so.
- iv. Direct volunteers to existing training resources; ensure existing training resources have capacity to handle

**D. *L&HP Communications***

***Subcommittee*** (Liaisons With OAG Communications Committee to implement outreach campaign) via:

- i. OAG or other web site(s)
- ii. Social Media: Facebook, Twitter
- iii. Public service announcement spots on mainstream media and through existing partner organizations

6.	<b>Set Next Meeting Time and Date and Adjourn - DC</b>		Danielle and Julie thanked individuals for attending. Danielle noted the next meeting will be Tuesday June 30 <sup>th</sup> at 9 a.m.
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**Guide:**

**DC = Danielle Cruttenden**

**JB = Julie Bell**

**RS = Reena Shah**