

2020.07.17 P & RE Cmt. Mtg. Notes

Meeting time: 7/17, 4pm-5:30pm

Present: Steve Sakamoto-Wengel, Carnot Evans, Carolyn Quattroki, David Eppler, Juliana Bell, Zak Shirley, Wendy Shiff, Sandy Bartlett, Carleen Dadeboe, Caterina Lozano, Catherine Bledsoe, Cizhu Feng, Ethan Navarre, Guy Flynn, Hannibal Kemerer, Jessica Williams, Karen Anderson-Scott, Laura Opont, Marceline White, Matthew Stubenberg, Rachel Wanat, Raquel Coombs, Danielle Cruttenden, Sandy Brantley, Shelly Mintz, Susan Erlichman, Xinyi Li, Zafar Shah, Kevin Schaum, Zenita Hurley, Reena Shah, Shelly Martin, Andre Davis, Victoria Schultz

Next Meeting: Tentatively 7/21 at 5pm

- I. Complying with Open Committee Meeting Guidelines
 - A. Committees must share the time, agendas, and minutes (once approved by cmt. co-chairs) with the OAG
 1. Subcommittees only need to share the meeting time, minutes and agendas are optional
 2. There is a document in the new Task Force Committee Co-chairs spreadsheet under the P & RE documents tab with guidance.
 - B. Public requests: members of the public send requests to sit in on meetings to an OAG email which is monitored, but it would help if each cmt designates a point person to respond to requests from the public with the link and/or call in #.
 1. Members of the public join as observers, they can ask questions in writing
 - C. At the committee level, avoiding overlap of meeting times would be helpful to improve access.

- II. Logistics, AAG support & cross-committee information sharing
 - A. All cmt's have at least four AAG's assigned, co-chairs should check in to make sure they're involved.
 1. AAG's could take point on the racial equity issues (making sure appropriate stakeholders are at the table, etc.). They can also do research or coordinate between cmts.
 - B. Tool Walk through
 1. The new Cmt. Co-Chair spreadsheet provides committee co-chair and contact info, links to committee specific sheets, AAG contacts, and law clerk contacts.
 2. Subcommittee lists and contacts are on another tab of the spreadsheet.
 3. Meeting Schedule: this tab visually shows when all cmt and subcmt meetings are to help avoid conflicts.
 4. Work Product to be Reviewed tab: hub where any work product that should be reviewed by the P & RE cmt can be placed. A document with

guidelines for what work product should be reviewed is in the P & RE documents tab.

5. Audiences for Advocacy tab: shows who is being reached out to so that communications to the same groups can be coordinated across committees.
6. Basic TF documents tab and P& RE documents tabs are set up for info sharing.

III. How to liaise between substantive & implementation committees

-Some cmts have set up a point person, but co-chairs can also place needs/documents into the Co-Chair spreadsheet.

A. Data

1. A Data needs tab is set up where Co-Chairs can list their cmts data needs so the Data & Legal Tech Cmt knows what's needed.
2. The same idea is set up for PACE and PBRF.

B. Public Awareness & Community Engagement

C. Pro-Bono & Reduced Fee

D. (Civil Legal Aid Funding)

1. Although CLAF is not listed as a support cmt, the CLAF tab is provided for similar ideas on cmt cross pollination.

E. Discussion on how to liaise w/ support cmts:

1. Idea: liaison doesn't necessarily have to attend other meetings if they don't have time, but could just review meeting notes and inform cmt chairs what's going on. This could be a good job for the AAG's.
 - a) Note: this is more important for cmts that have identified needs that align with the support cmts
2. Q: What would using the tool (spreadsheet) look like:
 - a) Helps support cmts check if the same needs are coming up across substantive cmts. The idea is that Cmt. members check this tool on a weekly basis to see what's been inputted to help coordination and collaboration.

IV. Guidance/ exercise on what needs to be vetted through P & RE and what does not

A. Worked through a document (likely a living document) on what communications have to be vetted to ensure the TF is speaking with one voice.

1. 3 Categories to provide guidance
 - a) Should be reviewed by the P & RE cmt: communications to public officials, advocacy/recommendations for policy. P & RE cmt can also determine which should be official TF communications.
 - b) Should be reviewed by TF: Any communications on TF Letterhead should be reviewed/discussed. This is still a process in flux as we make sure everybody whose name is on the doc is prepared and okay with the use of their name.

- c) No Review Required: things like emails/phone calls reaching out to people who aren't public officials (not just elected, any high level public official). If you're unsure co-chairs can always reach out to Reena for clarification.

V. Discussion around emerging themes & timelines

- A. Civil Legal Aid Funding-Working through the CLAF cmt's letter to county executives as an example:
 - 1. Background on the letter:
 - a) CLAF cmt learned that the lion's share of CARES act funding must be spent by the end of the calendar year, and all counties are already spending their CARES funds to some extent. Getting these funds is urgent, and the short term goal of the cmt.
 - b) One of the cmt recommendations was to look at the money that the counties get separately from what money went to the state. So, the idea is to send a letter to every county exec explaining the importance of civil legal aid and how they can spend their CARES funds to deal with the civil legal issues and recovery efforts that they are dealing with.
 - c) Not necessarily an ask, but could be advocacy. Letter is populated with data from the MLSC.
 - 2. Discussion:
 - a) Do all TF members need to sign off? TF leadership is working towards an answer, but ideally not.
 - b) Idea for how to deal with things that should come from TF but need to be done too quickly to get TF approval: form the letter as a memo from the cmt instead of using the full TF letterhead. To add authority, the AG adds a cover letter to that memo saying something like "this is a recommendation from this specific cmt, i think you (addressee) should be aware of this."
 - (1) Could potentially do a follow-up letter after the memo once full TF approval has been gained.
 - c) AG Frosh is a conduit for highly urgent cmt communications
 - (1) For less urgent communications that should come from full TF leadership is still examining what process to set up.
 - d) Housing cmt and Consumer Protection cmt are running into the same issue since courts are reopening and moratoriums on evictions and debt collections are ending very soon, they're working on a letter to extend moratoriums
 - e) There will likely be a trade off between speed and getting full TF approval.

- f) We must be mindful that if we're going to attribute something to members of the TF it's not fair that they don't have a chance to contribute/weigh-in
 - g) Question: Could we do a request on behalf of all the cmts, send out an email saying unless there is a majority no vote w/in 24 hours this is deemed approved?
 - (1) Will be discussed with the AG
 - (2) Note: while broad strokes of proposals are likely to be easily approved, the details of proposals likely require more discussion
- B. 2nd CLA cmt issue: CLA cmt would like to get a communication or meeting with the Governor's office to talk about the state's CARES funds.
 - 1. Background: CLA cmt co-chairs had a meeting with the Deputy Secretary of the Office of Budget Management. In this meeting a specific funding ask was requested, which the co-chairs couldn't give. State Senator Guzzone suggested the CLA cmt come up with a funding proposal covering all legal aid needs exacerbated by the pandemic to bring the Deputy Secretary next week.
 - 2. CLA cmt has drafted a preliminary proposal to provide funds to MLSC partners. It was recommended that this proposal is shared with other cmts, and is now posted in the CLA tab. May need to add ways to fund specific plans coming out of cmts like Data and Legal Techs dashboard or CP cmts hotline.
 - (1) Note: Multiple cmts need a chunk of these funds, through discussion it appeared that a broad-based proposal would be necessary as there can be tension between different asks and goals of different cmts.
 - (2) Note: given the diversity of viewpoints and the thorough process in place with vetting by the R & PE cmt, it shouldn't be too difficult to get approval from the full TF, as they're here to get exactly this type of work done. Utilizing full TF provides important credibility.
 - (3) Note: we don't want the TF to compete with work that would be going on anyways. Ex, if MLSC would make a proposal on its own, maybe they could provide their own proposal. However this has issues of potentially overshadowing the TF's work.
 - b) The most urgent things are to put together a comprehensive proposal for where CARES funds need to go (housing, debt collection, civil legal aid funding) and a letter urging an extension to eviction and debt collection moratoriums. Getting written letters to the AG ASAP will be best bet to get these important communications out shortly.

VI. Actions Items

- A. CLA cmt is okay with memo/cover letter idea and will work on getting a draft of the county executives memo to AG Frosh by Monday. CLA cmt will populate the letter with county data over the next few days and circulate the document to the cmt co-chairs.
- B. Cmts work together over the weekend to put together the funding proposal and moratorium letters, then have further meetings with the AG to figure out processes.
- C. If everything comes together, the P & RE cmt will meet on 7/21 at 5pm to review.