

**Legal Services Corporation  
Meeting of the  
Delivery of Legal Services Committee**

**Open Session**

**Thursday, January 28, 2016 – Friday, January 29, 2016**

Co-Chair Father Pius Pietrzyk convened an open session meeting of the Legal Services Corporation's ("LSC") Delivery of Legal Services Committee ("the Committee") at 2:50 p.m. on Thursday, January 28, 2016, which recessed and then resumed at 2:00 p.m. on Friday, January 29, 2016. The meeting was held at the Mills House Wyndham Grand Hotel, 115 Meeting Street, Charleston, South Carolina 29401.

The following Committee members were present Thursday, January 28, 2016:

Father Pius Pietrzyk, Co-Chair  
Gloria Valencia-Weber, Co-Chair  
Victor Maddox  
Julie A. Reiskin  
John G. Levi, *ex officio*

Other Board members present:

Charles N.W. Keckler  
Harry J. F. Korrell, III

Also attending on Thursday, January 28, 2016:

James J. Sandman	President
Rebecca Fertig Cohen	Chief of Staff
Mayealie Adams	Special Assistant to the President for Board Affairs
Lynn Jennings	Vice President for Grants Management
Ronald S. Flag	Vice President for Legal Affairs, General Counsel & Corporate Secretary
Wendy Rhein	Chief Development Officer
Carol Bergman	Director, Office of Government Relations and Public Affairs (GRPA)
Carl Rauscher	Director of Communications and Media Relations, Office of Government Relations and Public Affairs (GRPA)
David Maddox	Assistant Inspector General for Management and Evaluation (OIG)
Daniel O'Rourke	Assistant Inspector General for Investigations (OIG)

Joel Gallay	Special Counsel to the Inspector General, Office of the Inspector General (OIG)
John Seeba	Assistant Inspector General for Audit, Office of the Inspector General
Lora M. Rath	Director, Office of Compliance and Enforcement (OCE)
Janet LaBella	Director, Office of Program Performance (OPP)
Ronké Hughes	Program Counsel, Office of Program Performance (OPP)
Allan Tanenbaum	Non-Director Member, Finance Committee
Herbert S. Garten	Non-Director Member, Institutional Advancement Committee
Frank B. Strickland	Non-Director Member, Institutional Advancement Committee
Robert E. Henley, Jr.	Non-Director Member, Finance Committee
Joan Kleinberg	Manager of CLEAR (Coordinated Legal Education, Advice and Referral), Northwest Justice Project
Frank Tenuta	Managing Attorney, Iowa Legal Aid
Beverly Allen	Managing Attorney, Land of Lincoln Legal Assistance Foundation
Adrienne Worthy	Executive Director, Legal Aid of West Virginia
Andrea Loney	Executive Director, South Carolina Legal Services
Leslie Fisk	South Carolina Legal Services
Adam Protheroe	South Carolina Legal Services
Matthew Billingsley	South Carolina Legal Services
Rusty Infinger	South Carolina Legal Services
Rita Roache	South Carolina Legal Services
Stephanie Van Der Horst	South Carolina Legal Services
Juanita F. Middleton	South Carolina Legal Services
Jamie L. Bell	South Carolina Legal Services
Angela Myers	South Carolina Legal Services
Kimaka Nichols Graham	South Carolina Legal Services
Mark Fessler	South Carolina Legal Services
Kirby Mitchell	South Carolina Legal Services
Don Saunders	National Legal Aid and Defenders Association (NLADA)
Robin C. Murphy	National Legal Aid and Defenders Association (NLADA)

The following Board Members were present on Friday, January 29, 2016:

Father Pius Pietrzyk, Co-Chair  
Gloria Valencia-Weber, Co-Chair  
Victor Maddox  
Julie A. Reiskin  
John G. Levi, *ex officio*

Other Board members present:

Charles N.W. Keckler  
Harry J. F. Korrell, III

Also attending on Friday, January 29, 2016:

James J. Sandman	President
Rebecca Fertig Cohen	Chief of Staff
Mayealie Adams	Special Assistant to the President for Board Affairs
Ronald S. Flagg	Vice President for Legal Affairs, General Counsel & Corporate Secretary
Stefanie Davis	Assistant General Counsel, Office of Legal Services (OLA)
Wendy Rhein	Chief Development Officer
David L. Richardson	Comptroller and Treasurer, Office of Financial and Administrative Services (OFAS)
Carol Bergman	Director, Office of Government Relations and Public Affairs (GRPA)
David Maddox	Assistant Inspector General for Management and Evaluation (OIG)
Daniel O'Rourke	Assistant Inspector General for Investigations (OIG)
Joel Gallay	Special Counsel to the Inspector General, Office of the Inspector General (OIG)
John Seeba	Assistant Inspector General for Audit, Office of the Inspector General (OIG)
Lora M. Rath	Director, Office of Compliance and Enforcement (OCE)
Janet LaBella	Director, Office of Program Performance (OPP)
Allan Tanenbaum	Non-Director Member, Finance Committee
Robert E. Henley, Jr.	Non-Director Member, Finance Committee
Joan Kleinberg	Manager of CLEAR (Coordinated Legal Education, Advice and Referral), Northwest Justice Project
Andrea Loney	Executive Director, South Carolina Legal Services
Gerald Jones	South Carolina legal Services
Leslie Fisk	South Carolina Legal Services
Adam Protheroe	South Carolina Legal Services
Matthew Billingsley	South Carolina Legal Services
Rusty Infinger	South Carolina Legal Services
Rita Roache	South Carolina Legal Services
Stephanie Van Der Horst	South Carolina Legal Services
Juanita F. Middleton	South Carolina Legal Services
Jamie L. Bell	South Carolina Legal Services
Angela Myers	South Carolina Legal Services
Kimaka Nichols Graham	South Carolina Legal Services
Mark Fessler	South Carolina Legal Services
Kirby Mitchell	South Carolina Legal Services
Shelia Thomas	South Carolina Legal Services
Don Saunders	National Legal Aid and Defenders Association (NLADA)
Robin C. Murphy	National Legal Aid and Defenders Association (NLADA)

The following summarizes actions taken by, and presentations made to, the Committee:

Committee Co-Chairman Father Pius called the meeting to order, and announced that, because the previous Committee meeting ran over, he would be changing the order of the agenda items and adding a briefing on the Program Quality Visits (PQV) pilot project to involve clients added to the agenda.

**MOTION**

Ms. Reiskin moved to approve the agenda. Committee Co-Chair Professor Valencia-Weber seconded the motion.

**VOTE**

The motion passed by voice vote.

**MOTION**

Ms. Reiskin moved to approve the minutes of the Committee's meeting of October 5, 2015. Mr. Maddox seconded the motion.

**VOTE**

The motion passed by voice vote.

Ms. Ronké Hughes, Program Counsel of the Office of Program Enforcement, introduced the panelists: Joan Kleinberg, Manager of CLEAR (Coordinated Legal Education, Advice and Referral), Northwest Justice Project; Frank Tenuta, Managing Attorney, Iowa Legal Aid; Beverly Allen, Managing Attorney, Land of Lincoln Legal Assistance Foundation; and Adrienne Worthy, Executive Director, Legal Aid of West Virginia. The panel briefed the Committee on best practices for effective intake. Ms. Hughes and the panel answered the Committee members' questions.

Due to time constraints Committee Co-Chair Father Pius requested a motion to hold open the Committee's meeting until the following afternoon (Friday, January 29, 2016).

**MOTION**

Ms. Reiskin moved to hold open the meeting until the following afternoon. Mr. Levi seconded the motion.

**VOTE**

The motion passed by voice vote.

The Committee meeting adjourned at 3:49 p.m.

On Friday, January 29, 2016, at 2:00 p.m., Co-Chair Father Pius resumed the open session Delivery of Legal Services Committee meeting.

Co-Chairman Father Pius lead the discussion on the 2015 evaluation results from the Committee. The Committee members discussed future goals.

Co-Chairman Father Pius briefed the Committee on the Program Quality Visits (PQV) pilot project timeline.

Ms. LaBella and Ms. Jennings briefed the Committee on management's proposal to review and revise LSC's Performance Criteria. Both answered Committee members' questions.

Committee Co-Chair Father Pius invited public comment, and received none.

There was no new business to consider.

### **MOTION**

Committee Co-Chair Valencia-Weber moved to adjourn the meeting. Ms. Reiskin seconded the motion.

### **VOTE**

The motion passed by voice vote.

The Committee meeting adjourned at 2:18 p.m.

*I hereby certify that this is a true and correct copy of the minutes adopted by the Legal Services Corporation's Delivery of Legal Services Committee on April 17, 2016.*

  
\_\_\_\_\_  
**Ronald S. Flagg**  
Vice President for Legal Affairs,  
General Counsel & Corporate Secretary