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July 1, 2018

The Honorable Hugh K. Leatherman
Chairman, Senate Finance Committee
111 Gressette Building
Columbia, SC 29201

Re: Proviso 117.21 – FY19 Appropriations Act

Dear Chairman Leatherman:

We are pleased to provide the committee with the enclosed information from the South Carolina Legal Services organization as required by Proviso 117.21 for organizations that receive pass through funds from a state agency.

Enclosed you will find a memorandum from South Carolina Legal Services on how the funds were spent by the organization, the outcome measures used to determine success of their stated goals and their projected budget for FY19-20.

Please do not hesitate to contact me if we can provide additional information or assist in any way.

Very truly yours,

J. Hugh Ryan III
Executive Director
South Carolina Commission on Indigent Defense



SOUTH CAROLINA COMMISSION ON INDIGENT DEFENSE

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July 1, 2018

The Honorable G. Murrell Smith, Jr.
Chairman, Ways and Means Committee
525 Blatt Building
Columbia, SC 29201

Re: Proviso 117.21 – FY19 Appropriations Act

Dear Chairman Smith:

We are pleased to provide the committee with the enclosed information from the South Carolina Legal Services organization as required by Proviso 117.21 for organizations that receive pass through funds from a state agency.

Enclosed you will find a memorandum from South Carolina Legal Services on how the funds were spent by the organization, the outcome measures used to determine success of their stated goals and their projected budget for FY19-20.

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South Carolina Commission on Indigent Defense



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Pursuant to Proviso 117.21 of the 2018-19 State Appropriations Act, entities that receive State Appropriations through a state agency are required to provide a report to that agency. Based on the requirements of the Proviso, below is the required information:

1. An accounting of how the funds will be spent.

South Carolina Legal Services (SCLS) receives funds from the Office of Indigent Defense (OID) via the Filing Fee addition on civil complaints filed in Circuit Court. SCLS uses those funds for a number of items in its budget.

The OID funds are used by SCLS as a match for certain non-federal match funds needed for several important SCLS programs. SCLS receives grant funds from the South Carolina Attorney General's Office for our work with the victims of domestic violence. The Violence of Crimes Act, commonly referred to as VOCA, is one of the chief programs at SCLS that is used to assist domestic violence victims. The work done is primarily to assist the victim with dissolving the marriage and working on related issues regarding custody of the children of the marriage. Additionally, those funds are used by the SCLS staff to assist those victims with a host of other legal issues that those victims face in the substantive areas of law including housing, consumer, employment, etc.

The OID funds are also used by SCLS as a match for 50% of the Low Income Tax Clinic Grant (LITC). That grant assists clients who, although are low income, have legal issues with the IRS for tax related problems. These cases include identifying defenses the client may have to decrease or extinguish a wrongfully calculated tax liability or to assist with payment plans or other settlement options that the client may have to seek resolution of the tax liability they are faced with but unable to fully pay.

Each grant that SCLS receives is used under a pro rata calculation to assist with the operating costs of the law firms necessities of doing business. Each of the nine offices of SCLS are required to be charged a pro rata share of operating expenses. The OID funds from the state are used in this manner as a requirement for SCLS to perform its mission to provide equal access to justice for low income South Carolinians.

Finally, the OID grant is used by SCLS to fund certain programs that the law firm is prohibited from doing due to grant restrictions from another funder. For example, SCLS receives funding from the Legal Services Corporation (LSC) that is funded by Congress.



Certain expenses are not allowed using LSC funds. For example if a deserving low income client's income exceeds the LSC ceiling of 200% of the Federal Poverty Level but that client's legal matter is within the priorities of SCLS as promulgated by the SCLS Board of Directors, the OID funds will be used to assist that client with resolution of his legal needs.

2. The Goals to be accomplished by the entity.

Please see the attached chart indicating the goals to be accomplished with the funds.

3. Proposed measures to evaluate success in implementing and meeting those goals;

Please see the attached chart indicating the goals to be accomplished with the funds.

4. A copy of that entity's adopted budget for the current year.

SCLS is set up on a calendar year. Attached is the most recent SCLS Budget that has been adopted by the Board of Directors.

5. A copy of that entity's most recent operating financial statement.

The most recent approved operating financial statement of SCLS is attached.



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The Board of Directors recently adopted the following SCLS' value statements:

1. SCLS will strive to maximize the number of clients it serves without sacrificing the quality of its services or its commitment to achieving lasting results that address significant issues affecting its client community.
2. SCLS will strive to provide its clients with high quality legal services to address all of its clients' important legal needs and not just those the client initially presents.
3. SCLS will strive to assure that its clients and applicants for service have substantially equal access to its services regardless of the challenges that may be presented by serving a particular client/applicant.
4. SCLS' management will strive to use sound business practices and judgment to advance SCLS' mission.

Past fiscal year goals met and accomplishments-

Consumer Unit
<ul style="list-style-type: none">• Held Constitution Day Legal Forum 2018 with sponsoring partners SC Free Clinic Assoc. and Columbia Free Clinic. The audience consisted mainly of medical clinic representatives. The subject of Medical Legal Partnerships generated 2 potential future clinic collaborations and funding opportunities and interest for additional partners• Held monthly clinics at 3 free medical clinics, 2 of which were rural. Also set up brochure station at 3 related free clinics in upstate rural areas.• Completed 2 debt collection defense classrooms exceeding goal of 1. We also began creating a 3rd debt collection classroom for common pleas court.• Prototype of 360 courtroom video was recorded and added to debt collection classroom. Estimates were obtained for creating more professional 360 courtroom video. Discussed with Pro Bono Board of SC Bar for partnership with a TIG grant.• Launch and marketing of debt collection classroom has already begun.



- The debt collection classrooms have been highlighted in presentations to the SC Bar Pro Bono Board, CLE of 45 at University of SC Law School and a CLE of 600 lawyers in Greenville, SC
- Began creating consumer protection law checklist
- Debt Collection Defense Clinic (DCDC) was continued in Pickens and Oconee counties with the work of a Rural Summer Legal Corps (RSLC) Fellow, Summer 2018.
- SCLS presentation at SC Free Clinic Association Annual Conference produced numerous opportunities to expand and partner with free medical clinics and others around the state.
- We continue to receive a minimum approximately 8-10 referrals per month from the Bankruptcy Court to SCLS. For this Foreclosure Friday/Consumer clinic, we continue to meet registrants in person at the clinic and serve them by telephone as well.
- YTD Consumer cases opened since 7-1-18 exceeded those opened in the same period the previous year by 9%.
- The number of consumer cases as a percentage of all cases opened since 7-1-18 is 11%
- During the same period there was a 2% increase in consumer cases closed altogether with a 10% increase in counsel and advice closures
- Held consumer outreach events but have not reached our ambitious goal of 6 in each region of the state. We are addressing this with the launch of a webinar program in coordination with IT department.
- Coordinated with Consumer Financial Protection Bureau of federal government to participate in its re-entry webinar highlighting new Your Money Your Goals Tools.
- Unit Head attended Rural Economic Development Summit to explore potential collaboration with Commerce using our Criminal Records Expungement and Financial Empowerment Tools.
- Created Special Legal Problem Code of Financial Empowerment under Legal problem Code Other Consumer/Financial and outlined a proposal for using our legal checkup and providing financial empowerment assistance to clients.
- 3 attorneys attended National Consumer Law Center Consumer Litigation Conference
- Unit Head attended several rural related conference in S.C. in support of rural initiative.
- Consumer Unit Head named as State Chair for National Association of Consumer Advocates
- 2 SCLS attorneys elected to the S.C. Bar Consumer Section Council
- Began conversations with personal injury, social security and other lawyers on the idea of partnering on financial empowerment training.
- The Unit also observed Consumer Protection Week, held Unit meetings and conducted lunchtime webinars

Education Unit



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We are continuing to work on identifying new partners that could expand referrals and plan to close slightly more or the same amount of cases by the end of this grant cycle on June 30, 2019

- Continue to provide information and training opportunities in person and by webinar.
- Identified a staff person that is developing an interest in special education law and we will determine if we have others by the end of this grant period.
- Continue to consult and provide guidance to staff attorneys.
- Received requests for more consults in the Conway and Greenwood offices during this grant period.
- Continue to provide legal education information and remind staff about outreach planning during unit meetings.
- Provided information on bullying on SCLS' main website sclegal.org during bullying awareness month (October).
- Law Help website has a direct link to education materials on the main page of the website.
- Filled the Lead Special Education Law Attorney Position.

Elder Law Unit

- Assisted 496 clients execute wills or advanced directives.
- Assisted 286 seniors including 54 who received extended services in housing issues such as foreclosure, public housing, federally subsidized housing as well as private landlord/tenant issues.
- Assisted 50 seniors including 20 extended service cases with name changes allowing those individuals to vote, obtain a birth certificate and receive social security benefits.
- Assisted 35 seniors including 12 extended service cases with domestic abuse issues.
- Hosted the first World Elder Abuse Awareness Day conference and has created a partnership to make it an annual event.
- Actively participated in the Vulnerable Adult Task Force.
- Continued to provide Elder Law events throughout the state of South Carolina in May in honor of Elder Law Month.
- Served on the guardianship/conservatorship subcommittee to create a handbook to train Guardians ad Litem under the new code.



- Completed an online classroom which is scheduled to be launched in March of 2019 that educates pro bono attorneys and pro se parties on guardianship actions as well as alternatives to guardianship.

Employment Law Unit

- Applied for and secured funding for an attorney to serve the legal needs of human trafficking survivors through Equal Justice Works' Crime Victims Justice Corps.
- Represented trafficking survivors to vacate and expunge trafficking-related offenses on their criminal records so they can get a fresh start.
- Secured funding through a special grant through Charleston County to [A1]
- Completed and tested an unemployment benefits online classroom to help non-attorneys and attorneys gain familiarity with the law and procedure governing unemployment benefits appeals. The online classroom will serve as a clearinghouse of information about unemployment benefits in this state.
- Conducted 43 criminal record clinics throughout the state to help workers learn about ways of overcoming a criminal record as a barrier to employment.
- Brought a federal case challenging the SCDMV's decision to suspend client's license 19 years after he had been convicted of an out-of-state DUI. As a result of a settlement, the client was able to restore his driving privileges and go back to work.
- Brought a federal case challenging a statute requiring that individuals with certain convictions surrender their drivers' licenses and IDs and pay \$50 for reissuance of a new ID with a special code. This law made it impossible for persons recently released from incarceration to get photo IDs due to their lack of money and inability to work without an ID. As a result of SCLS' suit, the General Assembly amended the statute and now all individuals may obtain a photo ID for free. This change removes a significant barrier that had prevented very poor, and legally vulnerable, South Carolinians from being able to work.

Family Law Unit

- The Family Law Unit continued to provide quality legal representation to clients with family related legal issues. During this reporting period the former Family Law Unit Head was promoted to managing attorney and a new Family Law Unit Head was appointed on January 1, 2019.
- On July 12, 2018 and August 29, 2018 VOCA attorneys and paralegals attended the Sexual Assault Response Team meetings in Sumter, S.C.
- On July 24, 2018 a VOCA attorney gave a presentation to the Sister Care board members.
- On July 25, 2018 VOCA paralegals attended Violence against Women Act Program - Domestic Violence, Sexual Assault, Stalking and Harassment Training at Francis Marion University.



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- On August 24, 2018 a VOCA attorney participated in the Children's Law Committee meeting.
- On August 24, 2018 the former Family Law Unit Head met with S.C. Victim Assistance Network to discuss collaboration and working together to better serve the victim.
- On October 3, 2018 a VOCA attorney participated in the Sumter Domestic Violence Coordinating Council meeting in Sumter, S.C.
- On October 27, 2018 a VOCA attorney participated the Pine Grove Community Center Domestic Violence Awareness Program.
- On August 2, 2018 and November 1, 2018 the VOCA Lead Attorney attended a Domestic Violence Fatality Review Committee meeting.
- On November 13, 2018 VOCA paralegals attended Divorce Cases from Start to Finish training in Columbia, S.C.
- On November 27, 2018 and October 23, 2018 the Lead VOCA attorney attended the Anderson County Domestic Violence Coordinating Council Meetings in Anderson, S.C.
- On December 7, 2018 attorneys attended the Family Court Bench Bar training.
- On December 13, 2018 James Fletcher Thompson taught the Family Law Unit about adoption.
- On January 15, 2019 a VOCA attorney made a presentation to Sister Care's court advocates.
- On January 25, 2019 the former Family Law Unit Head presented to the S.C. Bar on the topic of domestic violence and the role of the guardian ad litem.
- On February 12, 2019 the Family Law Unit Head and VOCA Lead Attorney attended the Domestic Violence and Sexual Assault Community of Practice meeting.
- The VOCA Lead Attorney met with Anderson County Solicitor's Office and Greenville County Solicitor's Office to collaborate on assisting victims of domestic violence.
- Throughout the year attorneys and paralegals organized and held Pro Se Divorce Clinics.
- Launched www.scorderofprotection.com which helps domestic violence victims fill out the forms they need to file for an Order of Protection. Attorneys and paralegals began distributing the posters and brochures to the various family courts, libraries, and other public entities.
- Throughout the year VOCA attorneys attended national trainings including National Organization for Victim Assistance, Georgia Commission on Family Violence, Custody Litigation Institute: Representing Victims of Domestic Violence in Custody Cases.
- A VOCA attorney met with a Chief Magistrate Judge in collaboration with the University of South Carolina School of Law to help streamline the restraining order process.



- The Lead VOCA Attorney attended a Human Trafficking Taskforce meeting which covered the areas of Anderson, Oconee, and Pickens.
- A VOCA Attorney collaborated with Sister Care concerning drafting a memo for presentation to family law judges regarding the applicability of the Order of Protection statute to minor household members.
- The former Family Law Unit Head finalized a Permanent Restraining Order under the new statute.
- The former Family Law Unit Head served on the Access to Justice family court committee.
- The former Family Law Unit Head spoke on a webinar about SCLS's child support modification packet which was available for viewing in many different states.
- Attorneys were trained on the new child support system.
- The Lead VOCA Attorney continued to train new mediators on domestic violence issues in mediation.

Housing Law Unit

- The prior Housing Unit Head left SCLS on July 20, 2018, and a new Unit Head was not confirmed until the end of September. Despite this, the Housing Unit has seen a 5.2% increase in housing cases (excluding SC HELP cases) opened between 7/1/2018 and 3/4/2019 compared to the same timeframe from a year prior. Specifically, we opened 1282 new cases, compared with 1219 from the prior period.
- 8.2% increase in cases closed during those same timeframes (1145 for FY19 vs 1058 for FY18).
- Proportion of extended services remained roughly constant at 20.19% of closed housing cases compared with 21.74% from the prior year.
- Level of contested court cases remain constant at 82 cases year over year.
- We have conducted 37 outreach events since 7/1/2018 to train the community and our community partners. Our attorneys have given housing presentations on various housing topics at events hosted by the following agencies/organizations: Kershaw County Interagency Council, Transitions Homeless Center in Columbia, the USC Law School CHAMPS legal clinic, A Father's Place from Georgetown, the Center for Heirs Property Preservation, the Spartanburg County Library System, Orangeburg Calhoun Technical College, the Upstate Mortgage Lenders Association, FEMA Disaster Relief, Regensis Foundation CDC, the S.C. Bar, the Seventh Episcopal District of the AME Church through its ASPIRE Summer Conference, and at the Greenwood Genetics Center Auditorium to discuss the intersection between housing and healthcare.
- Another public education event is planned for Union County.
- Presentation on fair housing and tenant rights scheduled for April before the community housing development board in Anderson.



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- We also just started presenting at a series of six trainings running from 2/28/19 and 4/6/19 on the importance of long-term estate planning due to the negative effects that clouds on titles have on property values and redevelopment efforts.
- Partnering with the Greenville County Redevelopment Authority, the City of Greenville, the United Way, and the Greenville County Human Relations Commission to offer these presentations at various community centers in Greenville County.
- Engaged various community agencies to discuss ways we can work together. These organizations include meeting with GLEAMNS Human Resources Commission, Inc. out of Greenwood, the Spartanburg Interfaith Hospitality Network, the Greenville Homeless Alliance, Affordable Housing Alliance out of Spartanburg coordinated through the United Way, and the Greenville County Redevelopment Authority.
- Partnering with various community organizations to engage in a pilot project for a Housing Court to combat the high eviction rate in the North Charleston area and Charleston County.
- Involved with organizations such as 211, Charleston Pro Bono Legal Services, Charleston Legal Access, Charleston School of Law pro bono, magistrates, 180 place, Nelson Mullins Riley & Scarborough, and a few others. We believe this partnership will help us work towards our goal of addressing systemic barriers which impair low-income South Carolinians assert their rights in housing disputes.
- Continued holding meetings, both in person and via the Internet, for members of the Housing Unit. At these meetings we offer on various topics of housing law. These materials are then kept in electronic folder accessible to all SCLS attorneys and paralegals.
- In the past we have been able to send a few staff members to National housing trainings hosted by the National Consumer Law Center (NCLC) or the National Housing Law Project (NHLP). Unfortunately, neither the NCLC nor the NHLP have held in person trainings since July 1, 2018. Despite this, the numbers of cases where we were able to delay or avoid the loss of a home for a client remained relatively steady at 121 such cases between 7/1/2018 and 3/4/2019 when compared to the same timeframe from the prior year.
- With regard to leveraging SCLS's resources through collaboration with housing providers, the relationships we have created with are helping us drive towards this goal. For example, through our relationship with the Spartanburg Interfaith Hospitality Network, one of our attorneys was able to get \$300 from that organization to help negotiate a payoff of a debt for a client that helped the client retain eligibility for subsidized housing.



- Have an attorney committed to explaining the importance of estate planning because the title problems posed by heirs property that is inherited by multiple people indiscriminately can seriously impair those heirs' ability to keep and maintain quality housing (e.g. you cannot get a rehabilitation loan on a clouded title).
- Able to identify a few practices that are inherently unfair, and we are taking additional cases involving these issues in order to expose the magistrates to these practices. For example, one such practice involves retroactive rent increases whereby a housing provider determines that it incorrectly calculated a tenant's rent after a certification. HUD requires that changes to a tenant's rent be prospective only after the tenant receives notice of the change. However we have seen cases where some providers retroactively increase rent thus causing an immediate payment of a few hundred dollars to "be due." Upon non-payment, they seek to evict.
- Have used reasonable accommodation requests to push back against unreasonable application of facially neutral policies to disabled individuals. For example, we helped clients change rent due dates to coincide with the date on which they receive their Social Security income so that the rent comes due when they can pay it without a late fee instead at the first of the month. We also helped a disabled client get a reasonable accommodation where the housing authority proposed to terminate her Housing Choice Voucher for failing to report a change in income despite her efforts to provide this information to the authority. We also used reasonable accommodation laws to permit a disabled tenant to keep her service dog in her apartment.

Probate and Heirs' Property Unit

- On track to clear up the title to more property than the previous year. We are committed to targeted outreach to continue to grow the number of cases that we are able to assist with.
- Held several training sessions last year. The Richland County Associate Probate Judge and her staff provided an in-depth in-person training on Petitions to Determine Heirs and other probate court matters. We also had multiple webinars teaching and training our attorneys and staff the basics on probating estates to increase attorney comfort level with probating estates. For these trainings, several sample pleadings and other training materials were completed for attorneys and are available statewide to staff.
- The Probate and Heirs Property Unit has a list serve and both the unit head and lead attorney are available to consult, provide guidance and support on cases with attorneys statewide.
- This year the Probate and Heirs Property Unit has been in the process of meeting with rural Probate Judges and their staff to provide information on how to refer low-income



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individuals. We are also developing a one page informational referral sheet for court staff to disseminate to the public. We are currently at a 10% completion.

- Have an updated PowerPoint presentation that staff statewide can use at community outreach events in addition to handouts that were created to inform the public about heirs' property prevention.
- Always trying to identify and develop partnerships with community economic development organizations to provide education and referrals to the public
- Added a lead attorney from our Orangeburg office, Taylor Ott in January 2019

Public Benefits Law Unit

- Increased number of extended cases compared to this point in grant cycle in 2018.
- Increased number of cases overall areas of law represented compared to this point in the grant cycle in 2018.
- Continued to develop community partnerships with other organizations and non-profits across the state to increase number of referrals and community education events about public benefits issues.
- Florence office—Homeless Connect Event has helped 4,277 homeless individuals (not including repeat attendees) since its inception in 2012.
- Susan F. is the judge advocate in the Pee Dee Area Veteran's Advisory Council which is now a VA certified organization.
- The Columbia office participates in the HELP Legal Clinic at Transitions homeless shelter in Columbia.
- Training event for new attorneys on Social Security cases.
- Significant increase in Veteran's benefits cases. As of March 2019, we have doubled the number of Veteran's benefits closed by the end of the previous grant cycle.
- Developed flyers and social media posts to educate SNAP recipients about early distribution of benefits due to government shutdown.

Administration (Compliance)

- All new employees hired after July 1, 2017 attended a compliance training in the middle of 2018.
- All VOCA attorneys attended a training by the Lead VOCA Attorney during 2018.



Administration (I.T. Department)

- SharePoint Online (SPO) Intranet project has been developed and implemented; taxonomy was developed and integrated into the document management system for indexing and enhanced search-ability; documents have been migrated to SharePoint Online; work flow processes have been developed for two of SCLS' frequently used processes; the SPO intranet was tested and staff has been trained.
- Legal Server Case Management's new interface has been implemented and staff has been trained.
- Websites containing legal information continue to be optimized; the optimization process is ongoing.
- Information Technology orientation is conducted for all new employees of SCLS.
- Quarterly trainings for staff remains a goal for the I.T. department.
- Reception Area marketing project has been delayed due to various project scheduling conflicts.

Charleston Office

- Participated in Housing Court Pilot Project Charleston County
- Continued partnership with MUSC and CSOL
- Continued MLP partnerships with Prosperity Centers DO
- New partnerships with Antioch Educational Center (Jasper/Hampton Counties)
- New alliance with Hopeful Horizons, SCVAN, Lowcountry Legal Volunteers and Catholic Charities and SCCADVASA
- New partnership with Charleston County Schools (low-income schools) to provide workshops for parents
- Hired new VOCA staff attorney and paralegal
- Staff member on the Board of Increasing Hope
- Staff members appointed to Elder Law Unit Head and VA lead attorney
- Staff member selected to the Bar leadership program
- Hired new migrant bilingual outreach paralegal
- Will co-sponsor the SC Farmworker Institute
- Participate on 9th Circuit Pro Bono Committee
- Continued monthly VA clinics

Columbia Office

- Obtained a new Equal Justice Works Fellowship to address the legal needs of Human Trafficking survivors. Fellow operates statewide doing outreach and taking cases to assist survivors of Human Trafficking.



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- Attorney staff has grown to a total of eight attorneys (not including managing attorney). Columbia has two VOCA attorneys one covering the Fifth Judicial Circuit and the other covering all the counties in the Third Judicial Circuit but Williamsburg. Having the additional attorney dedicated to these rural counties has increased our case handling in these rural counties significantly. The number of extended service cases closed in 2018 was nearly double the number from 2017.
- Houses a dedicated Bank of America attorney handling matters including overcoming obstacles to employment, foreclosure defense, debt collection defense and other such matters. She also continues to conduct regular expungement clinics throughout Columbia's five county area but also has gone to other parts of the state to present. She continues also to get and work client cases from other counties (such as Orangeburg and Florence). The close working relationships with many organizations including SC Works and SC Vocational Rehabilitation will also be maintained.
- Continues to participate in the HELP Legal Clinic in conjunction with the Richland County Bar's Public Service Committee. This clinic provides legal help to the homeless and is stationed at the Transitions shelter in Columbia twice monthly. We regularly get intakes from this clinic with clients having a myriad of legal needs.
- Works in partnership with USC clinics, specifically, the medical legal partnership and the clinic on child education. We accept cases that these clinics are unable to conclude and provide a resource for knowledge, including presenting on topics to the students when requested.
- Has the only certified Veteran Benefit attorney between the Pee Dee and Columbia offices and he readily takes all the veteran cases for both offices.
- Likewise, the Columbia office has the attorney that can handle bankruptcy and that attorney also handles all the bankruptcy matters for both offices, as well as participates in the clinic at the Bankruptcy Court for pro se filers.
-

Conway Office

- WEAAD Conference – 2nd year sponsoring
- Partnership with Waccamaw 3B and other organizations
- Relationship with Waccamaw Long Term Recovery Group
- Enhanced (Florence Survivors) SC Thrive Mental Health



- Certification for staff member under BOA
- Got non-profit status for low-income wrestling program for children in Horry
- Continued collaboration with Family Justice Center
- Continued workshops at public libraries
- Continued monthly VA clinics

Florence Office

- Fully staffed with barred attorneys, including one VOCA attorney.
- Partnered with SC Fathers and Families in the Pee Dee (called Man to Man) and have grant in which we send an attorney to their centers, including the rural ones in Bennettsville, Hartsville and Dillon. Legal education and case acceptance covering a range of legal matters including overcoming obstacles to employment, dealing with child support issues and establishing visitation.
- Continues to be very connected to the community partners in all our rural counties, regularly attending the interagency meetings in all its seven counties. We have attended at least two community partner meetings in all our counties in the last six months of 2018. There have been outreach events in each of our counties for that time period.
- Mobilized to again address another natural disaster and attended community partner disaster meetings in Dillon, Marlboro and Chesterfield counties in September and October, as we seek to assist disaster survivors with legal needs.
- Partnered with AARP and are working a grant in our disaster counties to assist persons 50 years of age and older who are disaster survivors with their legal needs.
- The First Friday Homeless Connect Event continues to reach out to the homeless in Florence monthly. We average about ten intakes from each event. Helping the homeless get replacement identity documents for employment and housing is a prevailing and ongoing need. Lighthouse has applied for and obtained a grant from a local church to cover not only the costs of the replacement birth certificates but also for the SLED reports so clients can be advised on how they can clean up their records.
- Remain connected to the veteran community attending the Pee Dee Area Veterans Advisory Council monthly. The Council is recognized as a Community Veterans Engagement Board which requires the participation of the Veterans Administration. This is helpful for the Veterans because a disability claims person and a medical claims person attend each meeting.

Greenville Office

- At this point in the grant cycle the Greenville Office has closed 1023 cases. That represents 96 more cases closed this year at this time in the grant cycle than last year at this time in the grant cycle. This is significant because the Greenville Office increased the number of clients served by 25% in the last year's grant cycle.



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- The firm promoted one of the staff attorneys in Greenville from Lead Foreclosure Attorney to Housing Unit Head. The Greenville Office has seen a significant increase in housing cases.
- With additional responsibilities being given to a Senior Staff Attorney in the Greenville Office the firm has created a staff attorney position to offset that change. We are in the process of filling that new position.
- In addition to projects outlined in the Education, Consumer, and Housing Unit Updates the Greenville Office is continuing to strengthen the relationship we have with the Greenville Re-Development Authority. We have a staff attorney in a leadership role on that board and she is partnering for SCLS with the City of Greenville, Greenville Redevelopment Authority, the United Way of Greenville County, and the Greenville County Human Relations Commission to develop and provide six legal seminars on wills and problems with title to property. We look forward to reporting on those events at the end of this grant cycle.
- We continue to provide staff to go to the Triune Mercy Center in Greenville each week to complete intakes in person with homeless individuals and individuals in jeopardy of becoming homeless.
- We continue to send one staff person to the Triune Center in Anderson twice a month to complete intakes for people that are homeless or in jeopardy of being homeless.
- We filled an attorney vacancy with a new attorney that grew up in Anderson County and his past relationships have been instrumental in developing community partnerships and relationships in Anderson County. This has been instrumental since we have not been able to re-open a full time office in Anderson, like we had about ten (10) years ago.

Greenwood

- Our office has survived many changes this year. In May, one of the staff attorneys resigned for another job. The managing attorney, who was in the office for 37 years, retired in July of 2018. In August, a staff attorney with 11 years' experience was promoted to the position. She was temporarily the only attorney in the office. Subsequently, two new attorneys have been hired and we continue to train them. We also lost a law graduate/paralegal who had to resign for health reasons.
- Continued to do outreach and are exploring new ways that the Greenwood Office can be involved in the community. We continue to offer Pro Se Divorce Clinics in Greenwood and in Laurens. Three staff members attended an Opioid Forum in Greenwood to learn how opioids are affecting our communities. We have staff members who continue to attend the following meetings regularly: The Aiken Community Services Network, the GAMES meeting (a collaboration of agencies in



Greenwood), the Edgefield Interagency Council, and United Way Partnership Council meetings.

- Conducted a training at Hospice of Greenwood to teach the staff about advance directives and probate issues.
- The new Managing Attorney has also had three meetings with leaders of different agencies that cover our service area. A meeting with the Executive Director of GLEAMNS on 2/19/2019, a meeting with the Executive Director of United Way of Greenwood on November 6, 2018, and a meeting with the ED of Community Initiatives on October 31, 2018. In all of the meetings, we educated each other about our services and discussed ways we can work together.
- The managing attorney is involved in the Bar's Wellness Committee and the Domestic Violence Sexual Assault group, led by a professor at the law school.
- Kirby Mitchell, (MLP attorney), spoke at an event in Greenwood called Homeless is Healthcare on November 13, 2018. He spoke about the Medical Legal Partnership created in Greenville. Many audience members were excited about future possibilities for MLPs in Greenwood.
- Met with DHEC officials about proposed changes and our objections. After the meeting, DHEC decided not to make the proposed changes. This was using filing fee funds.
- Continue to do volunteer mediations for the Upstate Mediation Center in exchange for being trained and for receiving much lower cost mediations for our clients in rural areas.
- Worked on projects for TIG (both Domestic Violence) and the Order of Protection forms project

Intake Office

- 1,717 online applications were submitted for possible representation by SCLS. This is an increase of 735 intake applications. 58% of the intake applications were eligible for legal services and transferred to the local SCLS offices.
- The total number of intakes completed by the intake office was 7,074. This was a 316 decrease in completed intakes from last grant reporting. The decrease is attributable to staff being hired and trained to replace staff vacancies.
- Continued partnership with Greenville County Bar Association in sending pro bono referrals to the ATJC portal. Since the ATJC portal went live in February 2018, 155 cases have been referred to the portal. 77% of the cases were assigned a pro bono attorney.
- Started partnership with the S.C. Bar Pro Bono Program and ATJC in getting portal functionality upgrades and launching the 16th Circuit Pro Bono Pilot Program. A major upgrade is to build a more efficient way to refer cases from SCLS to the portal.
- Continued partnership with Prisma Health by providing intake training to their designated staff and providing assistance to them when needed.



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- Trained 7 new attorneys pursuant to SCLS Strategic Plan. Training topics include: Intake, Eligibility Requirements, SCLS Priorities, Conflict of Interest; and, SCLS case management system. Conducted intake training for SCLS intake staff.
- Continuing to work on “no call back” online intake application with assistance by LSC.

Orangeburg Office

- An attorney in the office was appointed as lead attorney for the Probate and Heirs Property Unit.
- The office has begun to see an increase in VOCA cases in all counties within the service area. The volume and quality of the VOCA cases has improved, as the rapport with the area shelters and victims’ advocates continues, resulting to petitions which are better prepared, even as shelters experience staff transitions. This is due mostly to open lines of communication between SCLS VOCA staff and shelter and victim’s advocates, and prompt referrals by the shelters and agencies to program attorneys and paralegal.
- The office is experiencing a steady increase in cases from Allendale County, which historically has had minimal requests for legal services. New cases from that county included an education case involving a hearing officer and an appeal to the school board. A second case involved a magistrate’s appeal in an employment case involving lost wages, and a VOCA case. As a result of the VOCA case, the program attorney had an opportunity to address with the presiding magistrate various issues regarding law enforcement response problems, as well as procedural practices in the magistrate’s office.
- Managing Attorney participated in a committee that developed the automated Order of Protection forms.
- Participated in various back to school events throughout the service area, and were able to provide hundreds of back packs and school supplies, including scientific calculators, thanks to an anonymous donation which included a request from the donator that the funds be used specifically in three (Barnwell, Bamberg and Allendale) of the office’s six counties. Some of the donated funds were also used to by the staff when we participated in a presentation on sex trafficking in Bamberg County in early 2019.
- In August 16, 2018 an attorney from the office presented at USDA Natural Resources Conservation and Landowners Workshop (presentation focused on heir’s property preservation, advance care directives, wills and estate administration).
- In October 16, 2018 an attorney presented at Law School for Non-Lawyers at OC Tech on real property and landlord/tenant law, and again on October 23, 2018, a presentation



by one of our attorneys at Law School for Non-lawyers at OC Tech on probate law, health care law, advance directives and elder law issues

Rock Hill

- Continued partnership with 16th Circuit Public Defender's office and attended Truancy Day events during the school year
- Conducted a joint expungement presentation targeting youthful offenders with 16th Circuit Public Defender's office and SC DEW/WOIA.
- Partnered with Palmetto Education Advocates to host Education Q&A for parents at York County Public Library. The panel included Special Education directors from 3 of the 4 school districts, an attorney from SCLS, SC Autism Society, a parent, community member, and a student. Panel took questions from parents in the audience. Event attended by Representative Ray Felder. Exhibitors included SC Autism Society, SCLS, Palmetto Education Advocates, and other organizations.
- Partnered with Lancaster Fatherhood Project and 6th Circuit Solicitor's office to host an expungement presentation for Fatherhood participants and the community
- Conducted pro se divorce clinics and expungement presentations in Lancaster, Chester, Fairfield, and York County.
- Partnered with local agencies to distribute domestic violence and other SCLS brochures at Rock Hill City Police, Fairfield Sheriff's Department, Chester City Police, and Chester Sheriff's Department.
- Met with victim's advocates from York Sheriff's Department, Chester Sheriff's Department, Fairfield Sheriff's Department to discuss referral system for victims of domestic violence.
- Conducted Teen Dating Violence presentation to youth at Pineville AME Zion Church

Spartanburg Office

- Gained a new Staff Attorney in August of 2018. This new attorney has a strong passion for working with our clients in the area of housing. As a result, we have been able to provide more extended services in housing cases such as landlord tenant evictions and landlord tenant repair cases. This is a great accomplishment considering the continual decrease of affordable housing in the Spartanburg.
- In January 2019, we were able to hire an additional attorney to handle domestic violence cases in the rural counties we serve which includes, Cherokee, Union and now Laurens County. We are excited about this opportunity to provide more service in the rural counties because the rural counties tend to have the highest poverty and the most serious incidents of violence.
- In addition to an increase in staff attorneys, we have continued to increase our community education and outreach with a focus on the legal areas that have impacted our service areas such as housing and overcoming barriers to employment.
- The following community education events were completed in the area of housing:



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- ✓ Participated in the Housing Advisory Committee which includes representatives from the City and County of Spartanburg, the United Way of the Piedmont, and local domestic violence and homeless shelters. The purpose of the advisory committee is to discuss issues and strategies relating to the issue of affordable housing.
- ✓ Presentation at the Celebrating Equality: The Fair Housing Act Fifty Years (1969-2018)
- ✓ Gave Fair Housing Presentation to Upstate Mortgage Lender Association.
- ✓ Several Presentations to 1st time Homebuyers at Workshop hosted by Regensis Community Development Corporation’s Homeownership Resource Center.
- In light of the new expungement laws that were enacted in June of 2018, the Spartanburg office engaged in the following community education events in order to educate the community on how to overcoming barrier to employment:
 - ✓ Presentation at “Reconstructing Lives” Workshop at the Spartanburg Community College Campus in Union, SC.
 - ✓ Expungement Update Presentation before the Union County Partners Meeting
 - Participated in the Upstate Fatherhood Coalition Employer Advisory Board.
 - Partnered with St Luke’s Free Medical Clinic and operated office hours on the days that the clinic saw patients.
 - Increased outreach targeted at low-income communities and rural areas by giving legal education presentations to church groups as well as community organizations such as the Union County Library and Tyger River community Center in Lyman.

➤ **Current fiscal year work plan-**

GOALS, PROJECT ACTIVITIES and OUTCOMES.
Effective and Efficient Law Firm

ACCOUNTING		
Goals	Project Activities for Goals	Anticipated Outcome(s)
Promote grant management, efficiency and effectiveness	Provide statistical information and operating data to management for decision-making	Timely completion of reports, other remittance information, compliance with grant reporting and



	<p>Operational data is provided on a monthly basis to enhance grant compliance and maximize grant reimbursements for Title 3B for example</p> <p>Monthly LITC and other new grant revenue is tracked and reported for management and grant compliance considerations</p>	<p>applications in support of SCLS resource development</p>
<p>Offer continued training to accounting staff (including cross-training) and development opportunities</p>	<p>Utilize available webinars and training opportunities available from current software providers, grantors and other available providers. Staff have participated in webinars and trainings sponsored by grantors: LSC, VOCA, LITC, AmeriCorps, Legal Server, Abila etc.</p> <p>Staff have cross trained in duties and accounting functions ensuring continuity during vacation and other leave periods.</p>	<p>Improve and insure better financial compliance and grant management requirements</p>
<p>Review and update the accounting manual with specific consideration of LSC regulation changes</p>	<p>Communicate program policy and procedures to staff, management, and other interested parties. Training managers and staff on updates to accounting policy and procedures</p> <p>Host sessions with staff for efficiencies in posting and documenting supporting information. Continue to provide dialogue with staff to promote knowledge of SCLS policy manuals</p>	<p>Enhanced compliance and familiarity with LSC policy regulations and SCLS manuals</p>
<p>Continue to transition to an electronic accounts payable and accounting system with the goal of converting paper files to electronic format</p>	<p>Continue to train managers and staff on updates to accounting procedures</p> <p>Ongoing training and feedback to staff during transition to using the S: drive. Staff are provided individual feedback on the utilization of the S: drive for accounts payable and general documentation purposes.</p>	<p>Enhance compliance and operating efficiency providing for greater file organization</p>



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	Acquire software that support electronic accounts payable and payment issuance and documentation system including conversion of paper documents to electronic format where possible	
GRANTS & COMPLIANCE		
Goals	Project Activities for Goals	Anticipated Outcome(s)
By the end of 2019, conduct compliance trainings for all offices	Training to be held in person at each office	All employees will be aware of and understand the rules, regulations, and restrictions imposed by LSC and other funders as well as become familiar with necessary reporting needs
Conduct training for all VOCA attorneys hired in 2019 by the end of 2019 on the grant specific rules, regulations, and reporting requirements	Trainings to be held in person by the lead VOCA attorney	Newly hired VOCA funded employees will be aware of and understand the rules, regulations, and restrictions of the grant and become familiar with all reporting requirements
HUMAN RESOURCES		
Conduct New Employee Orientation via Go To Meeting.	Point out important facts about the employee manual that employees should be aware of.	Employees will know what to expect from the beginning to the ending of their employment.
More opportunities for Career Development.	Create information that promotes career development.	Employees will be motivated to work toward a variety of goals.



Begin to conduct Anonymous Employee Surveys.	Develop anonymous employee surveys that address common work-place employee related topics.	(a) Survey results will provide HR knowledge needed to build positive employer relationship and a productive work environment. (b) Employees can speak freely about working conditions. (c) Help determine employee satisfaction, attitude and loyalty.
Begin to implement Team Building Exercises.	Encourage team building activities such as contests, events, sharing best practices for staff.	Engage employees to build relationships and connections.
INFORMATION TECHNOLOGY		
Goals	Project Activities for Goals	Anticipated Outcome(s)
Implement Office 365	<p>Provide training for staff on Office 365 and SharePoint Online Intranet</p> <p>Configure/Implement Security and Governance protocols</p> <p>Assign user licenses to Office 365</p> <p>Develop Best Practices document</p> <p>Ongoing staff training/learning opportunities</p>	<p>Increased business efficiency across law firm</p> <p>Global access to O365 apps on virtually any device</p> <p>Enhanced collaboration among advocates and stakeholders</p> <p>Improved workplace productivity</p> <p>Cost reductions/ROI</p>
	<p>Delete, optimize and repurpose Lawhelp.org/sc resources</p> <p>Implement Predictive Search on Lawhelp.org/sc</p> <p>Enhance accessibility features</p>	<p>Provide users with up-to-date relevant resources</p> <p>Increased access to targeted resources</p> <p>Streamlined resource topics</p> <p>Improved accessibility</p>



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Educate staff on best practices for network security	<p>Conduct information technology security awareness trainings</p> <p>Update staff on the latest security vulnerabilities; and</p> <p>Train staff on how to recognize and avoid them</p>	<p>Staff awareness of acceptable behavior</p> <p>User education on how to identify/detect attack</p> <p>Increased compliance</p> <p>Better protection of SCLS' assets</p>
Develop closed-captioning for SCLS videos	<p>Prepare caption files for video topics</p> <p>Add captions to videos</p>	<p>Compliance with ADA, AODA and Section 508 compliance</p> <p>Improved indexing and searching</p> <p>Viewer flexibility</p> <p>Improved accessibility for ESL viewers</p> <p>Improved comprehension</p>
INTAKE OFFICE		
Goals	Project Activities for Goals	Anticipated Outcomes
Continue to provide intake training to all new staff of SCLS in accordance with the SCLS Strategic Plan	All new staff is provided training in: Intake Policy and Procedures; Financial Eligibility for Legal Services; SCLS Service Priorities; and Use of SCLS Case Management	<p>To insure a consistent and uniform intake being done statewide</p> <p>To provide new attorneys the opportunity to discuss various substantive law issues rapidly with an applicant</p> <p>To insure that every office continues a holistic approach to intake for</p>



		those wanting legal assistance
Continue to improve on the number of “applicant withdrew” rejections for online intakes	<p>Continue contacting applicant via email when call backs fail</p> <p>Continue looking at application submission to figure back best call back times</p> <p>Review online intake client satisfaction surveys for ways to improve not losing online intake applications</p>	An increase number of intakes being reviewed for legal assistance. More clients being served
Increase the number of telephone intake calls answered	<p>Review staff telephone statistic to look for and correct inefficiencies in intake</p> <p>Discuss results with individual staff and generically at staff meeting</p> <p>Hire additional intake staff</p>	An increase number of intakes being reviewed for legal assistance. More clients being served
Increase the number of type of cases that an applicant can apply online	Create online intake applications in the substantive law areas where applicants currently cannot apply online for now (i.e., expand Family Law topics and include disaster relief online application)	Allows applicants to apply online 24/7 for legal assistance in more types of cases that are within the SCLS priority guidelines
Increase the number of counsel and advice letters completed by Intake Office	Looking to hire an additional attorney or using “new attorneys” as part of the New Attorney Protocol to assist in doing counsel and advice	More people being able to get some assistance from SCLS
Continue working towards a “no call back” online intake application in accordance with LSC Program Letter 16-6	<p>To insure that the SCLS online intake application meets the requirement of making a reasonable inquiry regarding the sources of income, income prospects, and assets</p> <p>To insure that the online intake application uses simple inquiries and procedures that promote the development of trust between applicant and SCLS</p> <p>Develop or upgrade the online intake application so that it has the capacity to determine whether there is a substantial</p>	<p>Eliminate the need to designate one staff member solely for online intake call backs</p> <p>More staff answering telephone intake line should increase number of calls answered</p> <p>To decrease number of online applications denied as “Applicant Withdrew-</p>



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	<p>reason to doubt the accuracy of the provided financial eligibility information</p> <p>Develop or upgrade the system to make appropriate inquiry to verify the financial information confidentially</p>	<p>failed to complete online intake application</p>
<p>Continue to assist with making SCLS referrals to pro bono more efficient</p>	<p>Continue partnership with S.C. Pro Bono and ATJC in making effective referrals</p>	<p>To increase the “culture” in South Carolina for pro bono representation by making referrals more efficient</p>
LITIGATION		
<p>Review new tax legislation to determine impact on seeking attorney fees</p>	<p>Provide information to attorneys</p> <p>(b) Determine a workable solution for that problem.</p> <p>(c) Start internal list serve based on requesting attorney fees.</p>	<p>Determine possible solution for attorney fees being taxable to clients.</p>
<p>Make attorneys comfortable in filing appeal and the appeal process.</p>	<p>(a) Make sure attorneys file appeals where necessary and do not avoid appeals.</p>	<p>Increase the number of appeals where appropriate.</p>
<p>Increase number of attorneys filing litigation that will impact more than just their clients.</p>	<p>(a) Get substantive units to make such litigation a topic at unit meetings.</p> <p>(b) Get attorneys to look for such issues.</p>	<p>More litigation that impacts more than just the individual client.</p>
<p>Increase number of Medical Legal Partnerships (MLP) throughout South Carolina.</p>	<p>Continue to work with current MLP’s to expand and help develop MLP’s in other locations.</p>	<p>More MLP in SC with SCLS and medical providers.</p>
OPERATIONS/GENERAL COUNSEL		
Goals	Project Activities for Goals	Anticipated Outcome(s)
<p>Maintain real estate and other assets of all offices</p>	<p>Regularly review and inspect offices regarding potential need for capital improvements and insure vehicles in working and compliance order</p>	<p>SCLS assets will be protected investments and employees will have comfortable and safe</p>



		environment in which to work
Identify IT and other personal property in all offices that need to be retired	<p>Work with office managers, IT staff and accounting to determine the age and reliability of IT equipment</p> <p>Dispose of personal property that should be retired via e-waste, donations or other appropriate disposal venues</p>	<p>IT equipment in offices will be utilized to maximum potential by purging nonfunctional and outdated equipment</p> <p>Work environments will be free of unnecessary clutter and more pleasant for staff and visiting clients</p>
Develop a Resource Development Plan with Board of Directors	Work with Board of Directors' contacts and assistance to further fund raising and philanthropy efforts to support SCLS	Increase awareness and financial support from legal, business, partners and clients regarding the mission and work of SCLS.
Obtain additional funding from Grants	<p>Attend grant writing and grant researching workshops to seek and write new grants</p> <p>Contact and coordinate colleges and universities statewide to obtain help by the undergraduate or graduate programs to research and assist in drafting grants</p> <p>Research, seek and apply for available government and corporate grant funding</p>	Raise funds to support two or more projects to help with the mission of SCLS activities beyond direct representation
Provide Information.	Develop an Annual Report	<p>Give a snapshot of operations to funder.</p> <p>Increased recognition of individuals.</p>
Restructure PAI Program for consistency of all offices statewide	Work with each PAI coordinator in all offices to develop and implement procedures that are consistent statewide	<p>PAI attorneys will provide client assistance more effectively due to defined expectations</p> <p>Additional PAI attorneys will be involved in areas</p>



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		and cases that are most needed by SCLS clients
Increase Pro Bono Service through State and Local Bars	<p>Work with the SC Bar Pro Bono Program and its Director to create opportunities for increased pro bono service by the private bar to assist SCLS</p> <p>Identify local bar associations who are interested in working with SCLS to create pro bono opportunities for their members</p>	<p>Increase number of clients served by SCLS</p> <p>Create more awareness of SCLS with private bar members</p> <p>SCLS will move toward a more robust pro bono program to complement its PAI model</p>

Consumer Unit Work Plan

Goals	Project Activities for Goals	Anticipated Outcome(s)
Continue Annual Constitution Day Legal Forum (CDLF)- September 17, 2019	<p>Gather Committee to plan Constitution Day Legal Forum</p> <p>Hold 8th Annual CDLF</p>	8 th Annual Constitution Day Legal Forum will inform lawyers and others on consumer related legal topic
<p>Provide financial empowerment training to frontline employees of social work organizations, general public and special populations</p> <p>Continue to develop resources for financing these trainings</p> <p>Continue to develop financial empowerment resources for our client population</p>	<p>Utilize Your Money Your Goals Toolkit and Companion Guides to conduct 12 monthly trainings and outreach</p> <p>Create Slide decks for “Eye Openers” as supplement for related legal issues</p> <p>Start planning with selected personal injury, social security and other firms identified as partners for training</p>	<p>General public and special populations will be financially empowered as well as educated on specific legal topics related to finances</p> <p>SCLS will have increased options for financing the activities used to reach these goals</p>



<p>Rural Clinic Initiative Expand debt collection defense clinic created in 2017 in Pickens and Oconee counties to 3 additional rural counties</p> <p>Continue to develop a vision for financing the Initiative</p>	<p>Establish partnerships with 3 additional free medical clinics</p> <p>Explore options for virtual presence at free medical clinics in addition to in person option</p>	<p>Increase attendance at debt collection defense clinics</p> <p>Expansion of clinic to other rural counties</p> <p>SCLS will have options for potential funding for the Rural Clinic Initiative</p>
<p>Bankruptcy court partnership will continue to be a significant collaboration for Consumer unit</p> <p>Opportunities for funding the courthouse internship</p>	<p>Fill the bankruptcy intern position</p> <p>Seek funding for the intern position from private bankruptcy bar and others</p>	<p>Collaboration will continue and be strengthened by the liaison activities of the intern</p> <p>Internship will be stronger and more helpful to Court and SCLS by a more stable presence of intern</p>
<p>Increase number of consumer cases opened</p> <p>Increase number of cases with higher level of service</p>	<p>Explore ways to address consumer protection law needs of applicants to provide assistance available via state and federal law.</p> <p>Continue creation of consumer protection law checklist</p> <p>Continue creating proposal to follow up on counsel and advice cases for additional needs</p>	<p>Increase consumer cases opened by 10% from 2019.</p> <p>Number of consumer cases with increased level of service will be higher</p>
<p>Complete VR360 video on consumer law in the courtroom</p>	<p>Gain additional partners for collaboration as needed</p> <p>Write script</p> <p>Film and edit video</p>	<p>Provide education for general public about what it's like to be in the courtroom in a consumer case</p>



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<p>Training and education for SCLS staff and private bar on consumer law topics</p>	<p>Staff attorneys attend trainings/conferences and provide training to SCLS staff and attorneys</p> <p>Conduct Lunchtime webinars on short subjects, including with guest speakers.</p> <p>Attorneys participate in CLEs, trainings and conferences to make presentations on consumer law topics and SCLS work in general</p>	<p>SCLS staff will be better educated on consumer law</p> <p>Consumer cases handled by SCLS will increase (by10%)</p> <p>Private bar will become more familiar with our consumer practice</p> <p>SCLS attorneys will improve expertise in consumer protection law</p>
<p>Hold consumer outreach events</p> <p>Determine topics public and private bar want/need to be addressed</p>	<p>Identify staff and events to conduct outreach</p> <p>Review SCLS data (from cases, surveys and interviews conducted) to determine topics needed</p>	<p>Increase in outreach events</p> <p>Increase in number of attorneys trained (minimum 1per office) in conducting consumer outreach events</p> <p>Expansion of consumer law topics for outreach</p>
<p>Conditioned on TIG grant, create online classroom on a consumer protection topic</p>	<p>Identify topic and partner(s)</p> <p>Lay out work plans</p> <p>Conduct activities planned</p>	<p>Online classroom will be used for clinics and for the general public on SCLS websites and social media</p>

Education Unit Work Plan

Goals	Project Activities for Goals	Anticipated Outcome(s)
<p>Legal representation and advocacy</p>	<p>Identify new partners to expand the number of education referrals</p>	<p>Increase the number of education law cases accepted</p>



<p>Represent more children in education law cases.</p>		
<p>Identify and support attorneys and advocates</p>	<p>Provide quarterly trainings, access to free webinars, and identify other training opportunities</p> <p>Identify support staff that could become an education advocate and develop a training</p> <p>Unit Head and Lead Attorneys will continue to consult and provide guidance on individual cases and assist in providing legal representation when needed.</p> <p>Ensure there is always at least one attorney in each office designated to have education cases and assist the local office with providing guidance and support when needed on that attorney’s education cases</p>	<p>Maintain the number of attorneys and advocates practicing or supporting the practice of education law</p> <p>Ensure that we continue to provide the highest quality of legal representation possible</p>
<p>Legal education for parents/guardians, agencies, and the general public</p>	<p>Respond to requests to present continuing legal education provided on our websites</p> <p>Continue to create and update legal education provided on our websites</p> <p>Use social media and community partnerships to increase exposure</p>	<p>Increase the amount of legal education provided</p> <p>Assist the public in identifying legal issues and making the appropriate referrals when needed</p>
<p>Reinforce the need for local offices to have an education outreach plan</p>	<p>Continue to identify staff to provide target outreach for existing and new partners</p> <p>Remind staff to work on their outreach goals and record outreach activities in Legal Server</p> <p>Continue developing partnerships with the local public defender offices where possible</p>	<p>Increase community awareness of the services that we provide in education cases</p> <p>Increase the number of referrals received from partners</p>



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	Continue developing partnerships with local public defender offices	
Provide free legal information	Continue to create and distribute brochures and provide presentations	Ensure our materials are updated and that we have brochures to provide to the public on the most common topics

Elder Law Unit Work Plan

Goals	Project Activities for Goals	Anticipated Outcomes
Increase number of cases accepted in rural counties for elder law issues including wills, advanced directives	Identify an attorney or staff member in each office and task that individual with the responsibility to identify and organize outreach in rural counties with community partners	The number of cases accepted in rural counties for seniors will increase
Expand representation in the Elder Law Unit to include representation of victims of elder abuse	Identify and contact victim's advocates in service areas to provide information on SCLS and its services Train attorneys and staff members of SCLS and our partners on the signs of elder abuse and how to effectively respond to the needs of those individuals Provide educational outreach to seniors on identifying and seeking assistance in an abusive situation	The number of cases involving elder abuse will increase
Increase community education and outreach concerning the prevention of guardianships and alternatives to guardianships	Provide educational clinics to community members on guardianship and guardianship alternatives Develop written materials for the community on alternatives to guardianship	The number of outreach events on guardianship and conservatorship will increase
Develop materials for new attorneys or attorneys who are not familiar with practice area	Create a guide for attorneys to use when vetting a new case regarding a guardianship action	Advocates will be familiar with the subject matter and better able to advise



to assist them in evaluating a guardianship case, identifying potential alternatives to filing an action, in addition to filing an action in probate court	Create templates and how to documents to assist attorneys in filing and navigating a case	potential clients on their options as well as the court process
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Employment Law Unit Work Plan

Goals	Project Activities for Goals	Anticipated Outcomes
Increase the number of employment-related cases we close from the previous reporting period	<p>Review Unit Structure and develop firm goals and plans for each unit members' office. Identify an attorney in each SCLS office with the responsibility for outreach to rural counties by forming partnerships with SC Works offices, clerks of court, and community organizations</p> <p>Expand our clinics into new high-demand subject areas, such as driver's license restoration</p> <p>On a trial basis, conduct in-person intakes for interested applicants during clinics</p> <p>Develop a bank of letters and resources for attorneys to more efficiently hand employment-related cases</p> <p>Better utilize social media platforms to deliver legal information and to let the public know about the availability of our services</p>	There will be a net increase in the number of employment-related cases closed during the next reporting period
Train SCLS attorneys on developments in unemployment benefits law	Conduct an in-person training for attorneys who have not previously represented clients in unemployment benefits appeals	<p>Increase the number of attorneys who handle unemployment benefits appeals</p> <p>Increase the number of unemployment benefits cases SCLS accepts for extended representation</p>



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<p>Develop new materials to assist workers and those wishing to enter the workforce to know their rights, anticipate legal problems that may arise, and learn where to go for help</p>	<p>Draft a guide to expungement for human trafficking survivors and their advocates</p> <p>Update criminal record brochure to include information about the recently amended expungement law</p> <p>Develop a brochure with information about how to handle driver's license suspensions due to nonpayment of fines and fees</p>	<p>Increase awareness among human trafficking survivors and victims' advocates about the availability of this law to help them rebuild their lives</p> <p>Ensure that the public knows about the availability of expungement, pardons, and other options to address criminal record issues.</p> <p>Ensure that the public, and especially low income individuals, know about their options to get their driver's licenses reinstated</p>
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Family Law Unit Work Plan

Goals	Project Activities for Goals	Anticipated Outcomes
<p>Increase the legal representation provided to low-income South Carolinians in the Family Courts</p>	<p>Community education and outreach regarding family law issues</p> <p>Training and retention of SCLS attorneys</p>	<p>Increase the number of cases accepted by SCLS</p>
<p>Finalize online classroom for pro bono attorneys to learn about domestic violence in divorce and custody cases</p>	<p>Review and finalize the online classroom and publish it</p>	<p>Pro bono attorneys should feel more comfortable representing domestic violence survivors in contested family court cases</p>



Support and train attorneys, paralegals, and support staff	<p>Provide quarterly unit meetings to include training</p> <p>Develop training materials for new attorneys and paralegals</p> <p>Continue to develop sample pleadings</p> <p>Provide guidance to new attorneys on individual cases</p>	Retain competent attorneys that feel comfortable in the area of family law while providing top quality legal representation
Increase attorney and paralegal knowledge of appeals from family court	Host a mock oral argument at the National Advocacy Center for a current SCLS client including a Q&A session after the oral argument	Attorneys may feel more comfortable representing clients on appeals from family court

Housing Law Unit Work Plan

Goals	Project Activities for Goals	Anticipated Outcomes
Increase the legal representation provided to low-income South Carolinians in housing cases	<p>Community education and outreach regarding housing rights</p> <p>Training SCLS advocates (see below)</p>	<p>More low-income families will:</p> <p>Receive legal advice and representation</p> <p>Avoid improper loss of housing subsidies</p> <p>Obtain needed repairs</p> <p>Avoid eviction, foreclosure, or other loss of decent and affordable housing</p>
Challenge affordable housing providers that improperly seek to evict residents or improperly seek to terminate housing subsidies	<p>Utilize the experience of SCLS advocates as well as information from community partners and other sources to identify housing providers in this category</p> <p>Offer training and collaboration to housing providers</p>	Increase legal actions, affirmative and defensive, challenging evictions and subsidy terminations. Where possible, collaborate with SC housing authorities to



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	Identify and litigate improper evictions and subsidy terminations (affirmatively where possible) where that strategy is appropriate	address issues without litigation
Provide legal education to community partners and other agencies/organizations where doing so will have a positive impact on our clients	Offer and provide training to housing authorities and other housing providers Offer and provide training to other community partners Co-Counsel and collaborate on a case by case basis with other legal service providers where possible	Increase the capacity of community partners and other agencies/organizations to protect the housing rights of low-income South Carolinians
Leverage SCLS' resources through collaboration with housing providers where possible	Offer and provide training to housing providers as indicated above Seek out opportunities to collaborate with housing providers where doing so has the potential to benefit many residents of affordable housing communities	SCLS will be able to protect the rights of low-income South Carolinians proactively and more efficiently utilize its limited resources
Identify and address systemic barriers which impair low-income South Carolinians (both pro se and represented) ability to assert their rights in housing disputes	Utilize SCLS advocates' experience and reports from other organizations including courts and community partners to identify systemic barriers Develop and implement strategies to minimize or eliminate these barriers	Enable low-income South Carolinians to better assert their rights in housing disputes whether they are represented by counsel or not
Community education and outreach concerning housing rights	Provide education and outreach to community members regarding housing rights	Increase knowledge of housing consumers and providers so that consumers are more able to self-advocate and providers are less likely to engage in improper conduct

Probate and Heirs' Property Unit Work Plan



Goals	Project Activities for Goals	Anticipated Outcomes
Increase the legal representation provided to low-income South Carolinians in Probate and Heirs' property cases	<p>Community education and outreach regarding Probate and Heirs' property prevention</p> <p>Training SCLS attorneys (see below)</p>	Increase the number of Probate and Heirs' property law cases accepted
Identify, support, and train attorneys	<p>Provide quarterly trainings, access to free webinars, and identify other training opportunities</p> <p>Develop training materials for new and experienced advocates</p> <p>Continue to develop model pleadings, practice guides, and explore best practices</p> <p>Unit Head will provide guidance on individual cases and assist in providing legal representation when needed</p>	<p>Increase the number of attorneys that feel comfortable practicing Probate and Heirs' property law</p> <p>Ensure that we continue to provide the highest quality of legal representation possible</p> <p>Broaden scope of SCLS Probate and Heirs' property law practice</p>
Develop an outreach plan targeted at rural counties designed to increase awareness about Probate and Heirs' property issues	<p>Identify staff to provide targeted outreach</p> <p>Continue introductions and meet with rural Probate Judges and their staff to provide information on how to refer low-income individual</p> <p>Begin to develop partnerships with community economic development organizations to provide education and referrals</p> <p>Identify organizations to approach and offer legal seminars and training</p>	<p>Increase community awareness of the services that we provide in Probate and Heirs' property law</p> <p>Increase the number of referrals that we receive from rural Probate courts</p> <p>Increase partnerships and case referrals in rural counties designed to protect and preserve home ownership</p>
Community education and outreach concerning Probate and Heirs' property prevention	<p>Provide education and outreach to community members to help prevent future Heirs' property issues</p> <p>Develop an informational flyer for court staff to disseminate to the public encouraging end of life planning to prevent heirs' property issues</p>	Help low-income South Carolinians be better informed on how to prevent Heirs' property through end of life planning



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	Develop and update our legal information brochures on end of life planning, Heirs' Property prevention, and probate basics	Increase the number of cases SCLS accepts for Last Wills and Testaments
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Public Benefits Unit Work Plan

Goals	Project Activities for Goals	Anticipated Outcomes
Increase access to food, income, and healthcare for low income families while safeguarding their individual rights	Build relationships with agencies and organizations that serve low income populations to help us better reach the target community and the agency partners that serve them. Conduct presentations to the target community at various events. Provide brochures to agency partners, and continue to distribute brochures to the low income community. Represent or advise individuals who need access to food, income, and healthcare	Increased awareness among low income individuals and the partner agencies who serve them about the individual's rights when needing to access food, income, and healthcare. Increased benefits for low income individuals and families
Increase representation in SNAP cases including those involving the termination, denial, and reduction of benefits as well as cases where there has been an overpayment of benefits	Continue partnering with agencies and organizations such as SC Thrive and/or local food banks to distribute brochures on SNAP benefits and SCLS services to low income community members who may be experiencing problems obtaining sufficient food. Working to educate community partners about the availability of representation SNAP benefit cases	Representing more individuals regarding SNAP benefit termination, denial, reduction, and overpayments Educating low income individuals to increase their knowledge of their rights regarding SNAP termination, denial, reduction, and overpayments
Increase awareness about entitlement to benefits, increase access to benefits, and better educate benefit	Continue developing legal education materials on public benefits issues for posting on SCLS's websites and for community education events	Increased and improved awareness of rights as to access to and retention of benefits among low



<p>recipients of to prevent loss of benefits</p>	<p>Provide legal representation when benefits are not provided in compliance with the law</p> <p>Continue partnerships with agencies and organizations to help clients who have been denied disability benefits, SNAP benefits, Medicaid, etc.</p> <p>Community education events to help prevent SSI cessation cases due to income and asset limits</p>	<p>income individuals and families</p>
<p>Increase total number of veterans served across all areas of civil legal issues, and increase total number of veteran's benefits cases handled statewide</p>	<p>Assist veterans with a variety of legal programs</p> <p>Participate in Operation Stand Down events and other outreach events that targets veterans</p> <p>Continue partnering with agencies, organizations, and other law firms who serve veterans to expand outreach and our staff's knowledge of veteran's issues</p> <p>Have at least one attorney in each office that is certified to handle veteran's cases</p>	<p>More veterans will be educated on civil legal issues. SCLS will represent more veterans on a variety of civil legal problems</p>
<p>Ensure that Medicaid denials, cuts, and terminations are done in accordance with the law</p>	<p>Distribute information to the low income community through brochures and presentations</p> <p>Work with community partners to increase knowledge as to availability of SCLS services in denial and termination of Medicaid benefit cases as well as other areas regarding access to Medicaid</p> <p>Provide legal representation when denials, cuts, and terminations are not done in accordance with the law</p>	<p>More individuals will receive Medicaid benefits. Increased knowledge of legal rights and safeguards as to termination and denial of Medicaid benefits</p>

➤ **Measurements and outcomes-**



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We have a case management system “Legal Server”, which provides a permanent and easily accessible record of all the activities that SCLS attorneys and paralegals undertake during the day on behalf of a client. From the acceptance of a case until its conclusion, all activities are entered by attorneys/paralegals/support staff so that the outcome and benefits can be ascertained and funders can be informed of the number and type of cases that SCLS has dealt with during the program year. At the conclusion of a case, advocates are also able to choose from a wide variety of outcomes to indicate what was accomplished on behalf of the client. We are able to run reports in Legal Server to show outcome benefits for a particular case, the number of cases with a particular benefit, or a number of other possibilities. A sample list of the outcomes is attached.

In the past, we have used reports based on these outcomes to evaluate staffing patterns. In particular, we used it to determine the effectiveness of our benefits paralegals. The results led us to institute regional benefits paralegals. The overall case numbers can be used for staff evaluations and to further review staffing patterns. Additionally, the outcome benefits can be reviewed in conjunction with the case closure numbers to provide more evidence when conducting our priority setting.

Following the closure of a case the client is sent a survey card specifically designed to elicit feedback from the client on the services that were given by the SCLS attorney and the way in which the attorney dealt with the case. The results of the survey are carefully analyzed within the law firm to see if changes are needed to be made in service delivery.



SOUTH CAROLINA LEGAL SERVICES
Statement of Support, Revenue and Expenses
For the Month End May, 2019

	fav(unfav)			
	Year To Date			Annual
	Actual	Budget	Variance	Budget
Grants and contracts				
LSC	3,055,205	2,546,002	509,203	6,110,405
LSC Migrant	78,699	65,579	13,120	157,389
LSC Technology Initiatives	16,000	30,863	(14,863)	74,070
United Way	25,532	24,508	1,024	58,818
Title IIIB	159,033	132,460	26,573	317,903
SC Bar Foundation - IOLTA	441,875	441,875	0	1,060,500
SC Bar Foundation - BOA	125,519	127,540	(2,021)	306,095
VOCA	640,831	510,713	130,118	1,225,711
Filing Fees	595,615	629,113	(33,498)	1,258,225
Contract Services	15,508	12,500	3,008	30,000
Resource Development	5,565	16,667	(11,102)	40,000
Low-Income Taxpayer	36,015	37,500	(1,485)	90,000
AARP Disaster Relief	95,000	39,583	55,417	95,000
University of SC	6,971	7,083	(112)	17,000
MLP	75,000	54,167	20,833	130,000
Equal Justice Works	20,000	21,875	(1,875)	52,500
Miscellaneous Grants	44,002	103,125	(59,123)	247,500
Total grants and contracts	5,436,370	4,801,153	635,218	11,271,116
Interest income	76,836	72,917	3,919	175,000
Attorney Fees	0	2,917	(2,917)	7,000
Miscellaneous	734	2,083	(1,349)	5,000
Other - Miscellaneous	77,570	77,917	(347)	187,000
Total support and revenue	5,513,940	4,879,070	634,871	11,458,116

	(fav)unfav			
	Year To Date			Annual
	Actual	Budget	Variance	Budget
Salaries and wages				
Lawyers	1,598,155	1,737,945	(139,790)	4,171,068
Paralegals	360,970	373,113	(12,143)	895,470
Administration	205,133	278,110	(72,977)	667,465
Other Staff	424,555	436,951	(12,396)	1,048,682
Total salaries and wages	2,588,813	2,826,119	(237,306)	6,782,685
Total payroll taxes	227,862	227,031	831	544,875
Indirect VOCA cost	33,737	0	33,737	0
Benefits				
Pension	134,538	144,132	(9,594)	345,917
Medical & Dental Insurance	395,286	421,855	(26,569)	1,012,452
Vision Insurance	4,329	4,583	(254)	11,000
Life Insurance	35,705	28,750	6,955	69,000
Unemployment Insurance	2,825	10,417	(7,592)	25,000
Workers' Compensation	12,308	10,417	1,891	25,000
Student Loan Repayment	27,198	37,500	(10,302)	90,000
Total Benefits	612,189	657,654	(45,465)	1,578,369
Total personnel	3,462,601	3,710,804	(248,203)	8,905,929

SOUTH CAROLINA LEGAL SERVICES
Statement of Support, Revenue and Expenses
For the Month End May, 2019

	(fav)unfav			
	Year To Date			Annual
	Actual	Budget	Variance	Budget
Occupancy				
Rent	41,335	42,417	(1,082)	101,800
Gas and Electric	23,545	28,333	(4,788)	68,000
Janitorial Expense	27,235	26,667	568	64,000
Security	2,178	3,333	(1,155)	8,000
Repairs & Maintenance-Building	20,274	25,000	(4,726)	60,000
Total Occupancy	114,567	125,750	(11,183)	301,800
Professional Fees				
Prof Fees-Audit	22,691	40,255	(17,564)	96,613
Prof Fees-Computer	79,168	64,000	15,168	153,600
Temporary Help	4,651	6,250	(1,599)	15,000
Prof Fees- PAI	147,486	247,917	(100,431)	595,000
Other Prof Fees/Contract Services, Legal	41,050	62,500	(21,450)	150,000
Total Professional Fees	295,046	420,922	(125,876)	1,010,213
Travel & Training				
Parking	3,676	4,167	(491)	10,000
Travel - Staff	12,661	15,833	(3,172)	38,000
Travel - Board	94	2,083	(1,989)	5,000
Training - Staff	99,911	116,667	(16,756)	280,000
Training - Board	245	10,417	(10,172)	25,000
Vehicle Lease & Maint	6,486	18,750	(12,264)	45,000
Total Travel & Training	123,073	167,917	(44,844)	403,000
Office Expenses				
Office Expense	4,005	5,208	(1,203)	12,500
Office Supplies	22,251	27,917	(5,666)	67,000
Postage & Delivery	19,493	27,083	(7,590)	65,000
Printing	23,435	25,000	(1,565)	60,000
Sml Equipment & Furniture<5000	14,483	22,625	(8,142)	54,300
Computer Equipment	12,637	20,833	(8,196)	50,000
Total Office Expenses	96,304	128,666	(32,362)	308,800
Library				
Law Library Subscriptions	22,698	16,667	6,031	40,000
Other Subscriptions	4,343	12,500	(8,157)	30,000
Total Library	27,041	29,167	(2,126)	70,000
Equipment				
Equipment Rental	6,535	12,500	(5,965)	30,000
Equipment Maint. Contracts	14,175	16,667	(2,492)	40,000
Repairs & Maint.-Equipment	87	625	(538)	1,500
Total Equipment	20,797	29,792	(8,995)	71,500
Telephone				
Telephone	34,435	37,500	(3,065)	90,000
Video Equipment Exp	0	625	(625)	1,500
Internet Expense	35,194	37,083	(1,889)	89,000
Repairs & Maint-Telephone	6,250	7,500	(1,250)	18,000
Total Telephone	75,879	82,708	(6,829)	198,500
Insurance				
Insurance-Malpractice	20,151	16,208	3,943	38,900
Insurance-General Liability	237	15,417	(15,180)	37,000
Insurance-Cyber	0	833	(833)	2,000
Insurance-Bonding	0	1,375	(1,375)	3,300
Total Insurance	20,388	33,833	(13,445)	81,200
Other Expenses				
Administrative Fees	3,420	3,333	87	8,000
Litigation	17,375	27,917	(10,542)	67,000
Dues & Memberships	36,273	18,333	17,940	44,000
Advertising - Employment	0	417	(417)	1,000
Advertising - Other	730	4,177	(3,447)	10,025
Staff Relations	3,914	10,417	(6,503)	25,000
Staff Outreach & Human Relations	11,323	13,958	(2,635)	33,500
Fundraising Expense	0	2,083	(2,083)	5,000
Total Other Expenses	73,035	80,635	(7,600)	193,525
Capital Additions				
Principal Payments	44,184	35,851	8,333	86,043
Computer Equipment>5000	0	0	0	0
Furniture & Equipment >5000	20,750	79,167	(58,417)	190,000
Building Improvements>5000	0	0	0	0
Total Capital	64,934	115,018	(50,084)	276,043
Total non-personnel	911,064	1,214,408	(303,344)	2,914,581
Total expenses	4,373,665	4,925,212	(551,547)	11,820,510
SUPPORT AND REVENUE OVER				
(UNDER) EXPENSES	1,140,275	(46,143)	1,186,418	(362,394)
Net Assets-Unrestricted	8,914,967			
Net Assets-Restricted	937,519			
FUND BALANCES, beginning of year	9,852,486			600,000
Ending Net Assets	10,992,761			237,606

SOUTH CAROLINA LEGAL SERVICES
2019 Budget - March

REVENUE	
LSC Income	6,110,405
LSC Migrant	157,389
LSC Technology	74,070
United Way	58,818
Title IIIB	317,903
SC Bar Foundation - IOLTA	1,060,500
SC Bar Foundation - BOA	306,095
VOCA	1,225,711
Filing Fees	1,258,225
Contract Services	30,000
Resource Development	40,000
SCHelp	0
Taxpayer Grant	90,000
USC	17,000
Medical Legal Partnerhip	130,000
Hollingsworth	50,000
AmeriCorp - Equal Justice Works	52,500
AARP; SC Disas; Fatherhood	238,000
Spartanburg City/Charleston County	54,500
Total Grants and Contracts	11,271,116
Interest Income	175,000
Attorney Fees	7,000
Miscellaneous	5,000
Total Support and Revenue	11,458,116
Personnel Expenses:	
Lawyers	4,171,068
Paralegals	895,470
Administration	1,048,682
Other Staff	667,465
Total Salaries	6,782,685
Payroll Taxes	544,875
Pension	345,917
Medical & Dental Insurance	1,012,452
Vision Insurance	11,000
Disability & Life Insurance	69,000
Unemployment Insurance	25,000
Worker's Compensation	25,000
Student Loan Repayment	90,000
Total Benefits	2,123,244
Total Personnel	8,905,929

Non Personnel Expenses	
Occupancy	
Rent	101,800
Gas and Electric	68,000
Janitorial Expense	64,000
Security	8,000
Repairs & Maintenance-Building	60,000
Total Occupancy	301,800
Professional Fees	
Prof Fess-Audit	96,613
Prof Fees-Computer	153,600
Temporary Help	15,000
Prof Fees- PAI	595,000
Other Prof Fees/ Contract Services	150,000
Total Professional Fees	1,010,213
Travel & Training	
Parking	10,000
Vehicle Lease & Maint	45,000
Travel - Staff	38,000
Travel - Board	5,000
Training - Staff	280,000
Training - Board	25,000
Total Travel & Training	403,000
Office Expenses	
Office Expense	12,500
Office Supplies	67,000
Postage & Delivery	65,000
Printing	60,000
Sml Equipment & Furniture<5000	54,300
Computer Equipment<5000	50,000
Total Office Expenses	308,800
Library	
Law Library Subscriptions	40,000
Other Subscriptions	30,000
Total Library	70,000
Equipment	
Equipment Rental	30,000
Equipment Maint. Contracts	40,000
Repairs & Maint.-Equipment	1,500
Total Equipment	71,500

Telephone	
Telephone	90,000
Video Equipment exp	1,500
Internet Expense	89,000
Repairs & Maint-Telephone	18,000
Total Telephone	198,500
Insurance	
Insurance-Malpractice	38,900
Insurance-General Liability	39,000
Insurance-Bonding	3,300
Total Insurance	81,200
Other Expenses	
Administrative Fees	8,000
Litigation	67,000
Dues & Memberships	44,000
Advertising - Employment	1,000
Advertising - Other	10,025
Staff Relations	25,000
Human Relations	5,000
Outreach	28,500
Fundraising Expense & PAI recognitions	5,000
Total Other Expenses	193,525
Capital Additions	
Principal Payments	86,043
Computer Equipment >5000	0
Building Improvement	0
Furniture & Equipment >5000	190,000
Total Capital	276,043
Total non-personnel	2,914,581
Total expenses	11,820,510
Support and Revenue over exp	(362,394)
Fund balance beg of year	600,000
Ending net Assets	237,606

BUDGET EXPENDITURES PROJECTION 19-20

PERSONNEL

Attorney Salary	413,746.59
Paralegal Salary	89,245.69
Administrative Salary	76,772.39
Other Salaries	132,214.06
Law Students	1,783.71
Payroll Taxes	75,240.12
Pension	41,930.24
Medical Insurance	104,221.08
Dental Insurance	5,675.99
Vision Insurance	1,302.25
Life Insurance	9,350.15
Workers' Compensation	1,993.65
Unemployment Insurance	720.03
Student Loan Repayment	<u>9,093.31</u>
Total PERSONNEL	963,289.26

NON PERSONNEL

OCCUPANCY

Rent - Building	9,076.32
Rent - Storage	2,817.73
Gas and Electric	6,066.27
Janitorial Expense	7,678.76
Security	726.95
Repairs & Maintenance - Building	7,461.52
Total OCCUPANCY	33,827.55

PROFESSIONAL FEES

Prof Fees - Audit	3,951.00
Prof Fees - Accounting	6,170.12
Prof Fees - Computer	17,877.79
Temporary Help	78.19
Prof Fees - PAI	4.90
Contract Services to Client	2,681.52
Other Prof Fees/Contract Serv	498.97
Total PROFESSIONAL FEES	31,262.49

TRAVEL & TRAINING

Parking	1,196.99
Travel - Local	2,034.41
Travel - Out of Area	1,605.50
Travel - Board	45.28
Vehicle Gas & Oil	1,601.78
Vehicle Insurance	345.72
Vehicle Maintenance	726.75
Vehicle Lease	176.92
Training - Conference Fees	8,019.69
Training - Hotel & Meals	18,900.56
Training - Other Expenses	3,180.94
Training - Board	201.81
Total TRAVEL & TRAINING	38,036.35

OFFICE EXPENSES	
Office Expense	2,306.66
Office Supplies	10,836.68
Computer Supp & Eqp	3,273.08
Small Equipment & Furniture <\$5,000	4,202.77
Postage	7,754.04
Delivery	501.55
Printing & Duplicating	4,600.91
Total OFFICE EXPENSES	33,475.69
LIBRARY	
Law Library Subscriptions	1,785.14
Computer Research - Law Library	5,124.94
Other Subscriptions	2,866.48
Total LIBRARY	9,776.56
EQUIPMENT	
Rent - Equipment	2,487.64
Equipment Maintenance Contracts	2,802.20
Repairs & Maintenance - Equipment	58.31
Total EQUIPMENT	5,348.15
TELEPHONE	
Telephone	8,897.14
Internet Expense	9,172.66
Repair & Maintenance - Telephone	1,650.00
Video Equipment Service	28.79
Total TELEPHONE	19,748.59
INSURANCE	
Insurance - Malpractice	3,387.00
Insurance - General Liability	1,276.01
Insurance - Bonding	68.00
Total INSURANCE	4,731.01
OTHER EXPENSES	
Administrative Fees	1,472.73
Litigation	100.00
Dues & Memberships	33,556.93
Advertising - Other	157.88
Staff Relations	61,438.64
Client Relations	20,993.62
Human Relatiaons	192.15
Board of Directors	817.40
Total OTHER EXPENSES	118,729.35
CAPITAL EXPENDITURES	
Other Equipment >\$5,000	
Total CAPITAL EXPENDITURES	
Total NON PERSONNEL	<u>294,935.74</u>
Total EXPENDITURES	<u>1,258,225.00</u>