

**Meeting of the Board of  
Vermont Legal Aid and Legal Services Vermont**  
*Wednesday, December 9, 2020, 2:00 pm – 4:30 pm*  
*Via Go-To-Meeting*

***Joint Meeting of the Boards of Vermont Legal Aid, Inc. and Legal Services Vermont (30 min)***

1. Report on the distribution of Staff Bonuses
2. Programs' continuing response to COVID-19 pandemic
  - a. *LSV and VLA Caseload and Staffing*
  - b. *COVID-Related Leave Policy*
3. Review (and approve) dates for 2021 Board of Trustees Meeting\*

***Meeting of the Board of Vermont Legal Aid, Inc. (40 min)***

1. Call to Order
2. Review Minutes of VLA's September 23, 2020 Meeting\* (5 min)
3. Resolution to increase two check-signatures required threshold to \$5,000 from \$2,500\* (5 min)
  - a. Motion\*: "The Board of Trustees approves that the threshold for a second signature requirement on Vermont Legal Aid's checks be increased from \$2,500 to \$5,000."
4. FY 2021 Budget Update (20 min)
5. Program Committee Update (10 min) – Kelli Kazmarski
6. Adjournment of the Vermont Legal Aid, Inc. Meeting of the Board

***Meeting of the Board of Legal Services Vermont (60 min)***

1. Call to Order
2. Review Minutes of Legal Services Vermont's September 23, 2020 meeting\* (5 min)
3. 2020 LSV Budget update and presentation of 2021 LSV Budget\* (15 min)
4. Review of Updated LSV Manuals (15 min)
  - a. Personnel Manual\*
    - i. Motion\*: "The Board of Trustees approves, on a one-time basis, that all LSV staff be allowed to carry over any unused vacation time from calendar year 2020 into calendar year 2021, and that such vacation time be available for use under the vacation carryover policy in the revised LSV Personnel Manual."
  - b. Policy Manual\*

c. Accounting Manual\*

5. Review of Annual Priorities for 2021\* (5 min)
6. Annual Certification of Objective Integrity\* (5 min)
7. Program Update and OIG Inspection Report (10 min)
8. Update on Strategic Planning and Board Development (5 min)
9. Notification to full board of Executive Director expenses this quarter that Executive/Finance Committee approved at their meeting of November 30, 2020
10. Adjournment of the Legal Services Vermont Meeting of the Board\*