

**Legal Aid of Arkansas
Board of Directors Meeting
Saturday, June 2, 2018
12:00 P.M.**



**Red Apple Inn and Country Club
1000 Club Rd
Heber Springs, AR 72543**

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Full Packet and updates are published at <http://arlegalaid.org/board-packet.html>

Also attached at the end please find a document titled 5030 Weapons in the Workplace Alternative

**TOLL FREE
1-800-967-9224**

**TELEPHONE
1-870-972-9224**

**HELPLINE
1-800-952-9243**

www.arlegalaid.org

Arkansas Children's Hospital
1 Children's Way, Slot 695
Little Rock, AR 72202-3500
501-978-6479 – Fax

Harrison
205 W. Stephenson Ave.
Harrison, AR 72601
800-967-9224 – Fax

Helena-West Helena
622 Pecan
Helena, AR 72342
870-338-9834 – Fax

Jonesboro
714 South Main Street
Jonesboro, AR 72401
870-910-5562 – Fax

Newport
202 Walnut Street
Newport, AR 72112
870-523-9892 – Fax

Springdale
1200 Henryetta
Springdale, AR 72762
479-751-0002 - Fax

West Memphis
310 Mid Continent Plaza
Suite 420
West Memphis, AR 72301
870-732-6373 – Fax

May 23, 2018

RE: Board of Directors Meeting

Dear Board Member:

The Legal Aid of Arkansas Board of Directors will meet at **12:00 p.m.** Saturday, June 2nd at The Red Apple Inn, 305 Club Rd., Heber Springs, AR 72543. Board members may also participate by conference call using the attached instructions. Lodging on Friday night is provided at The Red Apple Inn. Please contact me if you wish me to take care of lodging arrangements on your behalf.

In an effort to reduce the cost of postage and the amount of paper used to distribute materials for discussion at the Board meeting, the documents have been posted online and are being mailed only to Board members who might not have internet access or have requested they be mailed. To access the online documents, go to <http://arlegalaid.org/board-packet.html> .

If you have any questions or prefer to have a packet mailed to you, please contact me by phone at 1-800-967-9224, x4311, or by e-mail at eking@arlegalaid.org.

Sincerely,

Elizabeth King
Administrative Assistant/HR Manager

/eak
Encl.



Directions to the [Red Apple Inn](#)

- North Central Arkansas
- 65 miles North of Little Rock
- 140 miles Southeast of Branson
- 146 miles Northwest of Memphis
- Located on Hwy 110 West of Heber Springs

Driving Directions

Directions from Memphis to the Red Apple Inn

Take I-40 from Memphis to West Memphis. I-55 from W. Memphis to Marion, AR. At Marion, exit on Hwy 64 W. to Bald Knob. At Bald Knob take Hwy 67 S. to Searcy. From Searcy, take Hwy 16 to the junction of Hwy 25 & Hwy 5. Keep going straight on 25 S. till you come to Hwy 107 on your right. Turn right and stay on Hwy 107 across the lake until you stop at Hwy 110 W. Turn left on Hwy 110 and follow through the gates of Eden Isle. Take your first left on Club Road. The Inn will be at the top of the hill on the right.

Directions from Little Rock to the Red Apple Inn

Take I-40 W. to Conway. Take the exit for Hwy 65 N. and turn to your right. Follow Hwy 65 through Greenbrier to Hwy 25N. to your right. Turn right and follow Hwy 25 N. through Quitman and take the only left hand turn onto Hwy 107 (about 7 miles from Quitman). Follow Hwy 107 across the lake until you stop at Hwy 110 W. Turn left on Hwy 110 and follow through the gates of Eden Isle. Take the first left on Club Road. The Inn will be at the top of the hill on the right.

For GPS purposes only, please use 305 Club Road.

PARTICIPATING BY CONFERENCE CALL/GO TO WEBINAR

Dial 1-866-625-9936

Enter Guest Pin 21154265#

Following are some guidelines to make a conference call run smoothly:

- **Call in/log in a little early.** Call in a few minutes prior to the scheduled conference call time to eliminate a last minute rush.
- **Identify yourself.** Make sure to state your name clearly before speaking or voting since the meeting minutes must identify speakers.
- **Speak loudly and clearly.** You will need to speak more loudly than you would in a regular person-to-person conversation.
- **Request the Board Chair's acknowledgement.** To ensure that you are heard when you have something to say, ask the Board Chair for the floor. After you are acknowledged, you can be sure that you are being heard.
- **If you can't hear someone, speak up and let the Board Chair know.**

The board packet has been posted online. To access the online documents, go to <http://arlegalaid.org/board-packet.html> .

PROPOSED AGENDA
BOARD OF DIRECTORS MEETING
June 2, 2018

1. Call to Order (Ms. Haun)
2. Nomination of New Board Member (Ms. Haun)
3. Approval of Minutes of March 24, 2018 Meeting (Ms. Haun)
4. Financial Report (Mr. Bowman)
5. Fair Housing Update (Mr. Auer)
6. Update to Personnel Policy Manual-Firearms in the Workplace Policy (5030)
 - a. Report and Recommendations of Special Committee (Mr. Price, Committee Chair)
 - b. Discussion and consideration of proposed policy (Ms. Haun)
7. Director's Report (Mr. Richardson)
8. Old/New Business (Ms. Haun)
9. Adjournment (Ms. Haun)

May 21, 2018

Legal Aid of Arkansas

Dear Legal Aid of Arkansas Board Members,

Goodwill Industries of Arkansas, Inc. is proud to recommend Kachia Phillips as a client eligible board member and appreciates the opportunity to do so. We believe she would serve the Legal Aid of Arkansas board and represent the community in an exemplary and effective manner.

Ms. Phillips graduated our Transitional Employment Program and volunteers at Returning Home Center to help other clients that have been incarcerated. Ms. Phillips is always helping in the community and helping lead groups for addiction and recovery. She exhibits an example of living a life of integrity and possesses a genuine desire to help others.

Should you require further information, please do not hesitate to contact me at the number below.

Sincerely,

Marty Hausam
State Reentry Programs Manager
Goodwill Industries of Arkansas, Inc.
479-841-1200
Mhausam@Goodwillar.org

	POSITIONS HELD	APPOINTING ORGANIZATION	TERM BEGINS	TERM ENDS
Vilma Asencio 2301 Anna Street Springdale, AR 72762 479-200-6978 Vasencio@outlook.com	Client Advisory Committee/ Executive Committee	Worker's Justice Center Nelson Escobar 207 W. Emma Street Springdale, AR 72764 479-750-8015 479-750-1194 – Fax Nelson.wjc@gmail.com	01/01/18	12/31/20
Dennis Blackmore 880 Bryant Street Batesville, AR 72501 870-384-0245 denniswblackmore@gmail.com	Client Advisory	North Central Arkansas Development Council Charlie Morris, Director P.O. Box 3349 Batesville, AR 72503 870-793-5765	01/01/16	12/31/18
Fuller Bumpers Attorney at Law P.O. Box 2496 Batesville, AR 72503 870-793-7556 fbumpers@earthlink.net		Independence County Bar Association Barrett S. Moore, President P.O. Box 2135 Batesville, AR 72501	01/01/18	12/31/20
Neal Burns 200 S. Pruett St. Paragould, AR 72450 870-239-2225 887-239-2780 – Fax b.neal.burns@gmail.com		Greene County Bar Association Brad Broadaway, President 924 West Court Street Paragould, AR 72450 870-236-9800 870-236-4840 – Fax	01/01/16	12/31/18
Lori Chumbler Associate General Counsel Legal Administration & External Relations 702 S.W. 8th Street Bentonville, AR 72716-0215 lori.chumbler@walmartlegal.com	Board Chair/All Committees	Benton County Bar Association Tina Adcock Thomas, President 121 S. Main St. Bentonville, AR 72712 479-273-2777 479-273-1214 – Fax	01/01/16	12/31/18
Niki Cung Kutak Rock, LLP 234 East Millsap Road, Suite 400 Fayetteville, AR 72703-4099 479-973-4200 x1933 479-973-0007 – Fax 479-445-3770 – Cell niki.cung@kutakrock.com	Executive Committee; Search/Appointments/ Nominations Committee	Washington County Bar Association Tyler Benson, President	01/01/17	12/31/19
Steven B. Davis Davis Law Firm P.O. Box 1696 Harrison, AR 72602-1696 870-741-4646 870-741-2500 – Fax davislawfirm1@outlook.com		Boone-Newton Bar Association Brad Brown, President 212 N. Main Street, Suite B P.O. Box 298 Harrison, AR 72602	01/01/18	12/31/20

	POSITIONS HELD	APPOINTING ORGANIZATION	TERM BEGINS	TERM ENDS
Pamela Haun Attorney at Law P.O. Box 1700 Jonesboro, AR 72403 870-931-1700 870-931-1800 – Fax phaun@barrettdeacon.com	Vice Chair; Executive Committee; Audit/Finance Committee (Chair)	Craighead County Bar Association Carla Rogers Nadzam, President	01/01/17	12/31/19
Mary Hoshall Hodges P.O. Box 747 Forrest City, AR 72336		St. Francis County Bar Association Austin Easley, President P.O. Box 1115 Forrest City, AR 72336 870-633-1447	01/01/16	12/31/18
Helen Jenkins 389 N. Hollywood H7 Blytheville, AR 72315 870-740-3945 annjen@yahoo.com	Client Advisory Committee; Audit/Finance Committee; Search/Appointments/ Nominations Committee	CASA of the 2 nd Judicial District 511 Union Street, Suite 327 Jonesboro, AR 72401 870-935-1099	01/01/17	12/31/19
Kachia Phillips 1216 N. B Street Rogers, AR 72756 479-316-5569 Kachiaphillips74@gmail.com	Client Advisory Committee	Goodwill Industries of Arkansas, Inc. Marty Hausam, State Reentry Program's Manager 479-841-1200 Mhausam@Goodwillar.org	01/01/18	12/31/20
Donna Price Attorney at Law P.O. Box 430 Clinton, AR 72031 501-745-2283 donnapriceattorney@gmail.com		Van Buren County Bar Association Ralph Blagg, President	01/01/17	12/31/19
Val P. Price Attorney at Law P.O. Box 3072 Jonesboro, AR 72403-3072 870-934-9400 870-934-9400 - Fax valandleah@yahoo.com	Personnel/Client Grievance Committee (Chair);	Craighead County Bar Association Carla Rogers Nadzam, President	01/01/16	12/31/18
Faye Reed Attorney at Law 110 Oakland Ave. Helena-West Helena, AR 72342 870-817-0235 870-995-3198 – Cell frimprove@gmail.com	Personnel/Client Grievance Committee;	Phillips County Bar Association Mr. Phillip Allen P.O. Box 2602 West Helena, AR 72390	01/01/16	12/31/18

	POSITIONS HELD	APPOINTING ORGANIZATION	TERM BEGINS	TERM ENDS
Annie B. Smith Assistant Professor of Law U of A School of Law Law School Legal Clinic 1045 W. Maple Street Waterman Hall – Room 107 Fayetteville, Arkansas 72701 479-575-3056 856-979-6321 – Cell abs006@uark.edu	Treasurer; Audit/Finance Committee	University of Arkansas School of Law Stacey Leeds, Dean Robert A. Leflar Law Center Fayetteville, AR 72701-1201 479-575-4504 479-575-3320 - Fax	01/01/18	12/31/20
Ashlie Thacker 3608 Shelby Drive Paragould, AR 72450 870-565-0445 ashliedthacker08@gmail.com	Search./Appointments/ Nominations Committee (Chair)/Client Advisory Committee	Family Crisis Center of Northeast Arkansas P.O. Box 721 Jonesboro, AR72403 870-972-9575	01/01/17	12/31/19
Curtis Walker P.O. Box 627 Blytheville, AR 72316-0627 curtisjerome@sbcglobal.net		Arkansas Bar Association 2224 Cottondale Lane Little Rock, AR 72202 501-375-4606 501-375-4901 – Fax	01/01/18	12/31/20
Demetre Walker 902 N Larkspur Lane Fayetteville, AR 72704 479-587-3068 - Work 479-790-0440 - Cell	Secretary, Client Advisory Group; Personnel/Client Grievance Committee	Arkansas Support Network Lynn Donald, Program Director 6836 Isaac’s Orchard Road Springdale, AR 72762 479-927-4100 479-927-4101 – Fax	01/01/17	12/31/19
Rene Ward PO Box 3031 Forrest City, AR 72336 870-261-4309 grward72335@yahoo.com	Client Advisory Committee; Search/Appointments/ Nominations Committee	East Arkansas Area Agency on Aging Monte Callicott, Executive Director 2005 E. Highland Dr. PO Box 5035 Jonesboro, AR 72403-5035 870-930-2202	01/01/17	12/31/19
Tim Watson, Jr. 209 Walnut Street Newport, AR 72112 Phone: 870-523-8420 Fax: 870-523-4639 timwatsonjrlaw@yahoo.com		Jackson County Bar Association James McLarty Attorney at Law 114 Main Street Newport, AR 72112 870-523-2403 870-523-3630 - Fax	01/01/17	12/31/19
Ron Wilson P.O. Box 1299 West Memphis, AR 72303-1299 870-735-2940 870-732-0174 – Fax esquirewilson@yahoo.com	Executive Committee	Crittenden County Bar Association Bart Ziegenhorn, President 106 Dover Road, Suite B P.O. Box 830 West Memphis, AR 72303 870-732-9100	01/01/18	12/31/20

**LEGAL AID OF ARKANSAS
BOARD OF DIRECTOR'S MEETING
March 24, 2018**

A meeting of the Board of Directors of Legal Aid of Arkansas was held at 9:00 a.m. Saturday, March 24, 2018 via phone and video.

The formal agenda was as follows:

1. Call to Order (Ms. Chumbler)
2. Search, Appointments, Nominations Committee (Ms. Chumbler)
 - i. Acceptance of New Board Members
 - ii. Election of Officers
 - iii. Committee Assignments
3. Approval of Minutes of December 9, 2017 Meeting (Ms. Chumbler)
4. 2017 Independent Audit Report (Yoakum, Lovell & Company)
5. Financial Report (Mr. Bowman)
6. 2018 Financial Eligibility Guidelines (Mr. Richardson)
7. Update Authorized Check Signers for Bank Accounts (Ms. King)
8. Updates to Personnel Policy Manual
 - a. Firearms in the Workplace Policy (Mr. Richardson)
 - b. Travel Per Diem (7030) (Mr. Richardson)
 - c. Romance in the Workplace (3020) (Mr. Richardson)
 - d. Retirement Funds (6015) (Mr. Richardson)
 - e. Updated Salary Structure (Appendix C) (Mr. Richardson)
9. Equal Justice Works Elder Justice Project Report (Ms. Morato)
10. Director's Report (Mr. Richardson)
11. Executive Session (Ms. Chumbler)
12. Personnel Committee Report (Mr. Price)
 - a. Evaluation of Executive Director
 - b. Client Grievance Report
13. Time and Location of June, 2018 (Ms. Chumbler)
14. Old/New Business (Ms. Chumbler)
15. Adjournment (Ms. Chumbler)

Present via conference call were Vilma Ascencio, Dennis Blackmore, Fuller Bumpers, Neal Burns, Niki Cung, Steve Davis, Helen Jenkins, Val Price, Faye Reed, Annie Smith, Ashlie Thacker, Demetre Walker and Ron Wilson. Legal Aid staff in attendance via conference call included Lee Richardson, Executive Director; Elizabeth King, HR Manager/Admin Asst; David Bowman, Fiscal Officer; Andrea Walker, Deputy Director; Valerie Morato, Equal Justice Works AmeriCorps Legal Fellow and Lynda Ware, Paralegal. Also in attendance via conference call was Zeke Jones of Yoakum, Lovell and Co.

Acting Board Chair Niki Cung called the meeting to order. She welcomed everyone and moved to item two on the agenda, Search, Appointments, Nominations Committee.

Mr. Richardson stated the committee met on January 23, 2018, with members Lori Chumbler, Pamela Haun and Niki Cung present. The purpose was to look at the diversity report, which is in the board packet. He stated that we review this each year to keep an eye on how things are playing out regarding clients, staff and board members. He stated that we had seven positions come up for reappointment and each position is a three-year term. He stated that of the seven positions, two were client eligible and five were attorney positions. He further stated that of the seven, three attorneys and one client eligible member wish to be reappointed. He stated that those are Ron Wilson, Curtis Walker and Annie Smith and the client eligible member was Vilma Asencio. He stated that we have sought and received their appointment letters. He further stated that we had three board members who for varying reasons no longer wished to serve and those were Beverly Claunch from Heber Springs, Kandy Webb from Harrison and Laura Sharp from north Boone County. Mr. Richardson stated that the 16th judicial district appointment has been made by the Independence county bar association to replace Ms. Claunch with Fuller Bumpers a private attorney from Batesville. He stated that the appointment from Boone County has been made to replace Ms. Webb with Steve Davis, an attorney who has been in practice for a long time in Boone County. He stated that both have been very active on our pro bono panel in the past. He stated that we are still seeking to replace Ms. Sharp with an appointment from a Faith Based non-profit in Northwest Arkansas. He stated that we have made contact but have not received an appointment as of yet. Mr. Richardson stated that he would ask that the board consider and affirm the six appointments.

Mr. Davis stated that he and Mr. Richardson had discussed a potential conflict and that has since been resolved.

A motion was made by Val Price, seconded by Demetre Walker to approve the board member appointments as presented. Mr. Davis stated that for the record he is not voting on the motion. The motion carried with none opposed.

Mr. Richardson stated that the slate of officers proffered by the committee are as follows:

Lori Chumbler – Chair
Pamela Haun – Vice Chair
Annie Smith – Treasurer
Demetre Walker – Secretary

A motion was made by Steve Davis, seconded by Fuller Bumpers to approve the election of officers. The motion carried with none opposed.

Mr. Richardson stated that the proposed committee assignments are as follows:

Executive Committee

Officers plus Niki Cung and Ron Wilson

Personnel/Client Grievance Committee

Lori Chumbler, Val Price, Demetre Walker, Faye Reed (Val as Chair of Committee)

Search/Appointments/Nominations

Ashlie Thacker, Niki Cung, Lori Chumbler, Helen Jenkins (Ashlie as Chair of Committee)

Client Advisory Committee

Client Members and Board Chair

Audit/Finance Committee

Lori Chumbler, Pam Haun, Helen Jenkins, Annie Smith (Pamela as Chair of Committee)

A motion was made by Faye Reed, seconded by Val Price to approve the committee assignments. The motion carried with none opposed.

Hearing no further discussion Ms. Cung moved to item three on the agenda, Approval of Minutes of December 9, 2017 Meeting. She asked for questions regarding the minutes. Hearing none, she called for a motion.

A motion was made by Demetre Walker, seconded by Ron Wilson to approve the minutes of the December 9, 2017 meeting. The motion carried with none opposed.

Ms. Cung moved to item four on the agenda, 2017 Independent Audit Report.

Mr. Jones of Yoakum, Lovell & Co. reviewed the 2017 Audit and Form 990. He asked for questions.

Hearing none, Ms. Cung called for a motion.

A motion was made by Val Price, seconded by Demetre Walker to approve the 2017 Independent Audit Report. The motion carried with none opposed.

Ms. Cung thanked Mr. Jones and moved to item five on the agenda, Financial Report.

Mr. Bowman stated we are looking at the January 1st – February 28th financials actual revenue and expenditures. He stated that the revenue for February 2018 stands at \$542,700, our expenses are at \$444,000 and therefore revenue over expenses are \$98,681. He stated that at this point we are about \$74,000 over from 2017 and we are looking pretty good at only two months in. He stated that there are a few items he would like to mention. He stated that we received under the revenue under other, there are two items there totaling 29,000. He stated that one is a Cy Pres award and we received \$25,839 there and that is a distribution of money from a class action settlement where they give the money to a charitable organization. He stated that we also received from the Arkansas Access to Justice Foundation about \$4,000, which is going toward our St. Francis county library helpdesk. He stated at this point after the 2017 audit our net assets shows us at \$1,077,000. He stated that this gives us about four months of reserve at this point. He moved to the detailed balance sheet. He stated that from the end of 2017, we have had accounts receivables of \$44,400 and he is pleased to say that we have received all in January and February. He stated that total cash as of today is about \$1,300,000, and under liabilities we show deferred support of \$120,694 and that is for Legal Services Corporation

funding. He stated that we received two months worth in January so that deferred support will be for the month of November. He stated that in regard to notes payable we are down to \$188,273 remaining on the Springdale building. He stated that we made thirteen payments on the note instead of twelve in 2017 and hope to do the same this year.

He asked for questions. Hearing none Ms. Cung called for a motion.

A motion was made by Helen Jenkins, seconded by Faye Reed to approve the Financial Report. The motion carried with none opposed.

Ms. Cung moved to item six on the agenda, 2018 Financial Eligibility Guidelines.

Mr. Richardson reviewed the 2018 Income and Eligibility Guidelines as set by the Department of Health and Human Services.

Ms. Cung asked for questions, hearing none she called for a motion.

A motion was made by Faye Reed, seconded by Helen Jenkins to approve the 2018 Financial Eligibility Guidelines. The motion carried with none opposed.

Ms. Cung moved to item seven on the agenda, Update Authorized Check Signers for Bank Accounts.

Ms. King stated that due to some staff turnover we need to remove some signers and add signers to the bank accounts. She stated the changes are as follows:

Bank of Fayetteville/Famers Merchant Bank

Add:

- Gaylynn Alden
- Sarah Barnett

Remove:

- Makenzie Arnold
- Allison Tank

Centennial Bank

Add:

- Gaylynn Alden
- Sarah Barnett

Remove:

- Makenzie Arnold
- Barbara Griffin
- LaKesia Morrison
- Allison Tank

Iberia Bank IOLTA Account

Add:

- Gaylynn Alden
- Sarah Barnett
- Trevor Hawkins

Remove:

- Makenzie Arnold
- Barbara Griffin
- LaKesia Morrison
- Allison Tank

Ms. Cung asked for questions, hearing none she called for a motion.

A motion was made by Annie Smith, seconded by Val Price to approve the check signer changes as presented. The motion carried with none opposed.

Ms. Cung moved to item eight on the agenda, Updates to Personnel Policy Manual.

Mr. Richardson stated that he would start with the Firearms or Dangerous Weapons in the workplace. He stated that Legal Aid of Arkansas has previously had no policy about firearms in the workplace. He stated that he became concerned for client, staff and visitors safety and therefore on January 24th he issued an Executive Order stating that we would be firearms free and would post the notices required by Arkansas law on the entrances to our offices. He stated that he encouraged staff to provide feedback so he would know if the issue needed to be brought before the board. He stated that he did get feedback from staff and he has included that in the board packet. He further stated that management's position, which is Andrea Walker and himself, is that the workplace would be safer by not allowing employees, clients or visitors to carry guns into the workplace or other dangerous weapons.

There was discussion as to how is "secured in a vehicle" defined. After extensive discussion, a motion was made by Val Price to refer the Firearms in the Workplace Policy to a Special Committee and report back at the June board meeting, seconded by Ron Wilson with the addition that the report back should be quicker than June. An amended motion was made by Steve Davis, seconded by Val Price to keep the Executive Order in place until the board has made a decision on the policy. Ms. Thacker presented the option of sending staff to active shooter training. Ms. Smith stated that she would encourage some training as well but felt it premature to discuss arming staff in the interim. Mr. Richardson stated we have discussed having some active shooter type training at our statewide conference but that would not be until October. After further discussion, the motions carried with none opposed.

The special committee will include the following members:

Val Price
Ron Wilson
Steve Davis
Annie Smith
Ashlie Thacker
Andrea Walker
Kris Ramsfield
Samantha Davis
Lee Richardson

Mr. Richardson moved to the Travel Per Diem Policy (7030). He stated that we wanted to make the in state travel consistent with the out of state travel when it comes to per diem and expenses for lodging. He stated that the only real substantial change is the per diem rate for meals and incidentals expenses. He stated that the current rates are \$10 for breakfast, \$10 for lunch and \$20 for dinner. He further stated that was not consistent with the federal policy so anytime someone traveled out of state things changed and what he is proposing is adopting the federal per diem rates across the board except for mileage. He stated that we will still go with the

state mileage rate of \$.42 a mile so we are not asking for that to change but per diem would change to \$11 for breakfast, \$12 for lunch and \$23 for dinner and \$5 for incidental expenses which would make it \$51 per day versus the current rate of \$40 per day. He stated that this would be unless you are in two counties, which are higher cost counties, and then it would be \$59 per day. He stated this would not significantly impact the budget in any way it is just going to provide consistency so that if you are traveling to Nashville Tennessee for a conference you are using one set of rules and if you are traveling to Stuttgart Arkansas you are not using another set of rules.

A motion was made by Ashlie Thacker, seconded by Demetre Walker to approve the changed to the Travel Per Diem Policy (7030). The motion carried with none opposed.

Mr. Richardson moved to the Romance in the Workplace Policy (3020). He stated that we had a hole in the personnel policy and there has been some recent training on this that Ms. King has attended. He stated that under the 3020 II (4), we had some inconsistencies in the policy and (4) did say that employees accused of sexual or other harassment would be terminated but then later on in the policy it said will after review and verification be subject to appropriate disciplinary action including termination depending on the circumstances. He stated that to make it consistent we will change to 3020 II (4) to say after review and verification be will subject to appropriate disciplinary action including termination depending on the circumstances. He stated that VII is the Romance in the Workplace policy. He stated that we currently do not have anything in place that stated that you could not be romantically involved with someone directly in your chain of command either above or below you and that is the point of this is to implement such a policy. He stated that we are trying to avoid relationships where for example he as the Executive Director might be involved with a staff attorney and also directly impacting whether they get a raise, promotion or terminate. He stated that there is a Consensual Relationship Agreement attached that someone can execute if they are in a relationship that basically indemnifies Legal Aid of Arkansas from liability if something goes sour and someone wants to start saying there is some type of sexual harassment going on. He asked Ms. King for any comments. Ms. King stated that with all of the sexual harassment in the news this is a pretty hot topic among HR organizations and as Mr. Richardson stated the purpose of the Consensual Relationship Agreement is to protect Legal Aid of Arkansas and other employees from any type of sexual harassment claims. Ms. King stated that sometimes policies are believed to be common sense and it is not until you have an issue that you have to have a policy. She stated that we are trying to be proactive before we have an issue that we have a policy in place to refer back to rather than having to create a policy because we have a problem.

Mr. Richardson stated that under VII, Employee Relationships second paragraph there is a sentence at the end that he had marked to delete and it was not deleted. He stated that it says in addition no employees working in the same work group shall have such a relationship and then the next sentence says a department is defined as a group of employees who would report directly to the same supervisor. That sentence makes no sense at this point so he would like to delete that sentence.

Ms. Cung asked for further questions, hearing none she called for a motion.

A motion was made by Val Price, seconded by Ashlie Thacker to approve the Romance in the Workplace Policy. The motion carried with none opposed.

Mr. Richardson moved to Retirement Funds (6015). He stated that our retirement is a 403(b) through Mutual of America. He stated that Mutual of America handles the retirement for most Legal Aid programs in the south and many non-profits across the country. He stated that the policy as written allows us to match up to 3% of someone's contribution to the 403(b), and we are asking that we be allowed to match up to 5%. He stated that the funds to do that would be within the current budget and it would hopefully encourage our staff to save and it is a good benefit to provide as most of the time it will be pre-tax money. He stated that right now staff are not fully vested until the three-year mark and we do not start matching until someone hits 1,000 hours and twelve

months of service. He stated that we would like to change that to where as soon as an employee is off probation which is six months we can start matching and they are vested immediately. He stated that we are wanting to provide benefits to employees in a more reasonable fashion and the money is there to do that. He stated that the other change is right now you can have unlimited loans against your account and we would like to limit that to three as it becomes unwieldy when someone has a lot of loans against their retirement account for the accounting department and payroll as there are deductions to have to pay the loans back. He stated that staff would still have the opportunity to avail themselves of loans, but it could not be a revolving account. He asked Ms. King to explain the automatic enrollment portion. Ms. King stated that when a new employee starts and they enroll in benefits if they do not decline the retirement then they would be automatically enrolled until they decline. She stated that we have several staff members that are not participating in retirement and we are not sure if it is because they do not know enough about it or forgot to enroll or what their reasoning was but this would make it where they are automatically enrolled but they can also decline at any time.

Ms. Cung asked for any further questions, hearing none she called for a motion.

A motion was made by Ashlie Thacker, seconded by Demetre Walker to approve the changes to the Retirement Plan. The motion carried with none opposed.

Mr. Richardson moved to the Updated Salary Structure (Appendix C). He stated that the only updates he added on the salary scale, which was revised in December of 2016, he added a stipulation that a Veteran with an honorable discharge would receive an additional pay grade step when employed. He further stated that in December of 2016 a law was about to go into effect the next week that said anybody in an exempt position had to make \$47,400 a year as a minimum. He stated that the law did not go into effect but we had adopted that as part of our policy. He stated that to be consistent with the law he took that out and put that any staff deemed to be exempt by the Executive Director will be paid a salary consistent with the Department of Labor and Fair Labor Standards Act rules and regulations. He stated that this way if they put another change in we would not have to come back and change this policy again but you would not have to be at step nine on the salary scale. He stated that this does not impact anybody on staff and the one person it did impact before is not going to have a salary reduction because of this but it could impact someone in the future if we had staff turnover in the future. This is an effort to be consistent with the federal laws.

Ms. Cung asked for any further questions, hearing none she called for a motion.

A motion was made by Demetre Walker, seconded by Ashlie Thacker to approve the Updated Salary Structure. The motion carried with none opposed.

Ms. Cung moved to item nine on the agenda, Equal Justice Works Elder Justice Project Report.

Ms. Morato gave a report on her project.

Ms. Cung moved to item ten on the agenda, Director's Report.

Mr. Richardson stated that there have been a few changes since the report was sent out. He stated that we finally have a budget for 2018 for the Legal Services Corporation as passed by Congress. He stated that this happened yesterday when President Trump signed the bill into law. He further stated that we did get an increase; the appropriation was \$410,000,000 up from \$385,000,000 in 2017. He stated based on his math, we will receive an increase of \$100,195.30 which will make our Legal Services Corporation allocation for 2018 rise from \$1,448,318 to \$1,548,000 and that is what he is anticipating. He stated that the Trump administration had put in their budget that Legal Services Corporation would be eliminated but the administration's budget usually means nothing as Congress has the ultimate control of the purse strings. He stated that he anticipates we will go

through this again in 2019 but for now we are set for 2018. He stated that we have good support from our congressional delegation in Arkansas.

He stated that in program developments you can see the case statistical reports and see that we are down about 12% from 2017, we were up in 2017 from 2016 and that is not a big concern. He stated the bigger concern is the pro bono numbers are down significantly from 2015, 2016 and 2017. He stated that part of that is turnover in our pro bono staff in the last twelve months. He stated that we have new pro bono coordinators, part of it is improving economy, and attorneys in private practice do not have as much free time to accept referrals. He stated that a lot of it is the fact that Arkansas has the lowest number of attorneys per capita in the nation and in our rural areas we have attorneys aging out and we do not have new attorneys to take their places. He stated that he anticipates in the next five to seven years we will have counties with no resident attorneys. He stated that this has all contributed to the decline we feel. He stated that we have a plan in place to try to get back to pre-2015 levels for case closures and referrals by 2020 as we have a new pro bono manager who is an attorney and a fairly new pro bono coordinator as well.

He said we had our spring break on the road to justice earlier this week in West Memphis. Eleven law students participated and did fair housing testing. The students arrived on Monday and were trained, then they did live testing on Tuesday and Wednesday. He stated that he feels they had a good experience.

Mr. Richardson stated that in regard to the Arkansas Works program, we have had a lot of press. He stated that the change was adopted by the state to implement a work requirement and this was approved at the Federal level. We put some information on social media including a video and we had 43,830 people interact with that video, which is the most we have ever had. He stated that he believes we are leading the state in providing information to consumers on how the changes to the Arkansas Works program will impact them. He stated that we are also still considering filing litigation.

We have also a received a grant from Housing and Urban Development to do fair housing education and outreach statewide, hopefully in advance of getting an enforcement grant from Housing and Urban Development next year. He stated that we have added a housing staff member who will be working in Little Rock in space we will be renting from the Center for Arkansas Legal Services and Jason Auer, our housing workgroup director may also be housed there.

He asked for any questions.

Ms. Cung moved to item eleven on the agenda, Executive Session.

The Board moved into Executive Session.

The Board reconvened following the Executive Session.

Ms. Cung moved to item twelve on the agenda, Personnel Committee Report.

Mr. Price stated that the board did vote in executive session to give Mr. Richardson a 3% raise. On behalf of the board, he would like to state what an excellent job Mr. Richardson is doing.

Mr. Price stated that the second item for the committee is in regard to a client grievance. He stated that the committee met on February 26th regarding a grievance of a client who had been turned down for services. The committee reviewed the facts and ultimately upheld the decision of Legal Aid to not accept the case for extended representation.

Hearing no further conversation, Ms. Cung called for a motion to approve the 3% raise for Mr. Richardson.

A motion was made by Val Price, seconded by Ron Wilson to approve the 3% salary increase for Mr. Richardson. The motion carried with none opposed.

Ms. Cung thanked Mr. Richardson for his hard work and dedication to the organization.

Ms. Cung moved to item thirteen on the agenda, Time and Location of June 2018 meeting.

Mr. Richardson stated that the Access to Justice Commission and Access to Justice Foundation has asked that we participate in a joint meeting with them and the Center for Arkansas Legal Services which would be June 1st and 2nd in Heber Springs Arkansas at the Red Apple Inn. He stated that we would have a regular Legal Aid of Arkansas board meeting on the morning of June 2nd but otherwise we would have joint sessions with the Commission, Foundation and the Center. He stated that we had talked about this back in December but did not have firm dates or locations at that time.

Mr. Price asked for a reminder of what the dates are of the next two meetings. Mr. Richardson stated that Saturday, September 8th is Springdale and Saturday, December 8th is Jonesboro.

Ms. Cung asked for further questions.

Mr. Richardson stated we do have the Law Day Running Festival coming up on May 5th in Jonesboro if anyone wants to participate in that.

Ms. Cung moved to item fourteen on the agenda, Old/New Business.

Mr. Richardson stated that he just got an alert that our DHS lawsuit is in the Seattle times today so that is getting a lot of publicity.

Mr. Davis inquired if Legal Aid of Arkansas has a policy to encourage and assist clients in registering to vote. Mr. Richardson responded that is something we are prohibited by federal law from doing.

Mr. Richardson asked Mr. Davis and Mr. Bumpers to introduce themselves.

Mr. Bumpers stated he is out of Batesville and has been there for about twelve years and he is happy to be a part of the board.

Mr. Davis stated that as of June 1st he will have been practicing law in the same building in Harrison for 36 years.

Hearing no other business, Ms. Cung moved to item fifteen on the agenda, Adjournment.

A motion was made by Steve Davis, seconded by Demetre Walker to adjourn the meeting. The motion carried with none opposed.

LEGAL AID OF ARKANSAS, INC (LEGFND)

Detailed Balance Sheet

As of: 4/30/2018

5/2/2018 3:15:20 PM

All Funds

Page 1

Assets

10-00-100	CASH - BANK OF FAYETTEVILLE	889,334.99
10-00-101	CASH-CENTENNIAL BANK-GENERAL	208,757.66
10-00-102	CD - IBERIA BANK	100,000.00
10-00-105	CASH-IN-BANK - B.O.F. LITC	20.00
10-00-107	CASH-IBERIA BANK MM	125,144.70
10-00-110	CLIENTS TRUST BANK ACCTS	5,582.31
10-00-140	PREPAID EXPENSES	3,270.00
10-00-150	LAND	8,000.00
10-00-151	BUILDINGS	443,268.98
10-00-155	FURNITURE & EQUIPMENT	122,201.89
10-00-170	LEASEHOLD IMPROVEMENTS	83,747.81
10-00-180	ACCUMULATED DEPRECIATION	(394,814.63)

Total Assets

\$1,594,513.71

=====

Liabilities

10-00-200	ACCOUNTS PAYABLE	3,332.51
10-00-204	CLIENTS TRUST	5,582.31
10-00-210	UNITED WAY W/H	190.00
10-00-213	GROUP INS. W/H & PAYABLE	(16,649.71)
10-00-220	ACCRUED LEAVE	75,539.99
10-00-240	DEFERRED SUPPORT	120,694.00
10-00-245	NOTE PAYABLE-FIRST SECURITY	185,713.00

Total Liabilities

\$374,402.10

Net Assets

10-00-301	NET ASSETS - LSC	62,476.19
10-00-303	Net Assets-Property Restricted	29,188.43
10-00-304	NET ASSETS-DONATIONS RESERVE	125,000.00
10-00-305	NET ASSETS-DONATIONS-Unrestricted	494,502.00
10-00-306	Net Assets-Property Unrestricted	57,314.18
10-00-309	NET ASSETS - EJW / MLP	11.57
10-00-320	NET ASSETS- ARK FILING FEES	309,231.53
	Excess Revenues Over Expenses	142,387.71

Total Net Assets

\$1,220,111.61

Total Liabilities and Net Worth

\$1,594,513.71

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LEGAL AID OF ARKANSAS
 ACTUAL REVENUE & EXPENDITURES
 FOR THE PERIOD JANUARY 1 THRU APRIL 30, 2018

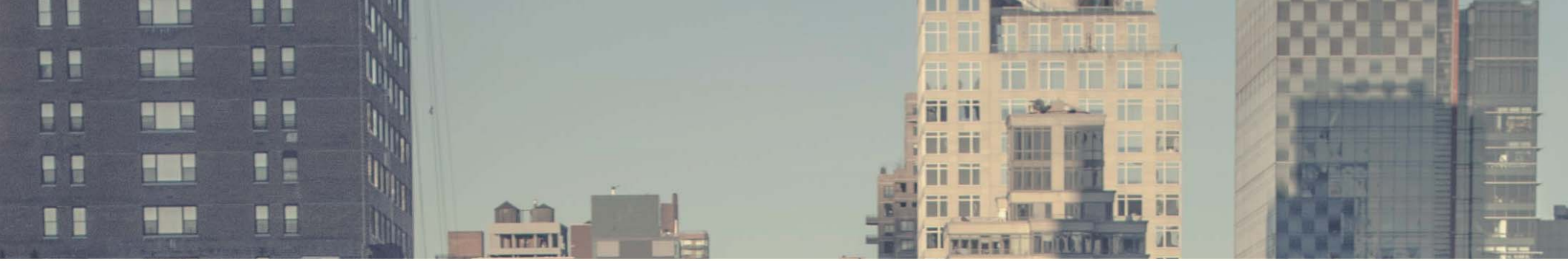
Line#	Revenue:	2018 Approved Budget	APR 2018 Actual	Dec 2017 Actual	Dec 2016 Actual
1	LSC BASIC GRANT	\$1,469,994.50	\$528,330.00	\$1,469,531.00	\$1,480,844.00
2	Ark Adm Justice Funds	\$250,213.86	\$83,404.60	\$250,213.80	\$250,213.80
3	IOLTA	\$0.00	\$20,350.00	\$0.00	\$20,000.00
4	Ark Community Foundation	\$0.00	\$0.00	\$0.00	\$0.00
5	Americorps (Includes CALS Funds and Summer Project)	\$0.00	\$0.00	\$57,447.69	\$76,810.23
6	STOP/VAWA/VOCA	\$132,192.00	\$28,001.70	\$116,555.02	\$83,331.15
7	Modest Means	\$0.00	\$0.00	\$225.00	\$425.00
8	IRS-LITC	\$60,000.00	\$9,600.00	\$60,000.00	\$60,000.00
9	IOLTA-Housing Foreclosure	\$262,378.00	\$109,324.55	\$282,743.83	\$224,382.68
10	AATJF-Fair Housing Special Grant - 2017/2018 (2018-5/months)	\$25,437.50	\$25,437.50	\$35,612.50	\$0.00
11	MLP-EJW&ACH	\$110,553.07	\$31,816.56	\$132,870.41	\$103,943.93
12	AR CARE	\$0.00	\$0.00	\$0.00	\$50,000.00
13	ST VINCENT	\$30,000.00	\$13,333.33	\$31,666.67	\$7,550.00
14	Georgetown University	\$0.00	\$0.00	\$16,666.67	\$0.00
15	Equal Justice Works	\$25,200.00	\$3,809.12	\$30,002.25	\$38,946.96
16	AAA-White River	\$2,000.00	\$581.25	\$2,262.50	\$3,619.50
17	AAA-East Arkansas	\$35,000.00	\$8,950.00	\$35,000.00	\$31,625.00
18	AAA NWA	\$9,112.00	\$3,425.00	\$10,836.75	\$9,312.00
19	UW-Boone Cnty	\$2,000.00	\$1,250.00	\$2,000.00	\$1,500.00
20	UW-Bly	\$3,000.00	\$1,200.00	\$3,000.00	\$2,500.00
21	UW-NW Ark	\$75,000.00	\$25,486.57	\$87,815.58	\$43,054.26
22	UW-NE Ark	\$15,974.00	\$5,303.00	\$15,909.00	\$15,564.48
23	UW-NCA (Independence Cnty)	\$4,000.00	\$2,000.00	\$4,000.00	\$4,000.00
24	UW-Mid South	\$3,915.63	\$1,505.00	\$3,915.63	\$4,869.74
25	ADHS-DAAS	\$22,178.00	\$0.00	\$10,528.89	\$17,383.05
26	Donations	\$85,000.00	\$6,867.96	\$146,640.67	\$121,841.44
27	Interest income	\$3,000.00	\$1,878.05	\$4,450.27	\$2,994.75
28	Attorney fees	\$4,000.00	\$1,400.00	\$80,082.32	\$6,075.97
29	Other - AATJF-Help Desk, Cy Pres Award	\$0.00	\$29,839.07	\$27,322.41	\$0.00
30	Affordable Care Act	\$0.00	\$0.00	\$0.00	\$9,412.72
31	Washington County Law Library	\$12,500.00	\$3,600.00	\$12,500.04	\$12,500.04
32	RACES-NEA LawDay & NWA Judicata	\$0.00	\$2,610.00	\$0.00	\$7,949.00
34	National Health Law Program	\$45,833.33	\$40,833.33	\$4,166.67	\$0.00
35	Revenue (excludes carryOver)	\$2,688,481.89	\$990,136.59	\$2,933,965.57	\$2,690,649.70

LEGAL AID OF ARKANSAS
 ACTUAL REVENUE & EXPENDITURES
 FOR THE PERIOD JANUARY 1 THRU APRIL 30, 2018

36	Expenses:	2018 Approved Budget	APR 2018 Actual	Dec 2017 Actual	Dec 2016 Actual
37	Total-Attny(excludes AMC&EJW; Includes ACH/EJW-MLP)	\$1,346,228.81	\$405,136.29	\$1,247,427.62	\$1,199,496.14
38	Total-Paralegals	\$229,879.58	\$61,133.27	\$246,107.17	\$256,056.99
39	Total-Other	\$286,544.78	\$88,947.96	\$279,755.70	\$233,297.05
40	Total-Americorps	\$0.00	\$0.00	\$67,599.02	\$70,591.71
41	Total-EJW (Living Allow&Suppl Benefits)	\$38,360.00	\$13,251.56	\$43,271.06	\$52,768.40
42	Benefits Budgeted (includes Americorp & EJW benefits)	\$342,885.90	\$112,913.40	\$318,250.58	\$305,879.75
43	Grand Total of All Payroll	\$2,243,899.07	\$681,382.48	\$2,202,411.15	\$2,118,090.04
44					
45	Space Rent (HA \$675, WM\$600, Helena \$275)	\$18,600.00	\$7,750.00	\$19,950.00	\$20,800.00
46	Space Other Expenses	\$34,799.00	\$10,305.25	\$27,718.97	\$34,621.74
47	Equipment Rental&Maint	\$14,310.00	\$4,443.60	\$20,881.03	\$17,618.29
48	Office Supplies	\$37,850.00	\$15,054.53	\$37,371.02	\$42,149.50
49	Postage /Printing	\$15,500.00	\$2,754.98	\$15,419.05	\$15,595.71
50	Communication Expense	\$61,240.00	\$14,527.07	\$53,317.93	\$57,699.99
51	Travel Board Members & Mtg Supplies	\$4,500.00	\$678.16	\$1,854.84	\$1,671.10
52	Travel Staff & Others	\$65,000.00	\$21,564.47	\$72,297.79	\$54,942.82
53	Training-Board Members	\$3,500.00	\$0.00	\$1,920.76	\$760.18
54	Training-Staff & Other	\$35,000.00	\$13,336.03	\$40,044.25	\$45,552.03
55	Library	\$14,000.00	\$3,885.00	\$15,205.22	\$14,521.76
56	Insurance-Prof Liab, Prop & Gen Liab	\$29,541.96	\$20,142.25	\$27,365.51	\$27,449.48
57	Dues & fees	\$17,500.00	\$11,286.00	\$17,050.50	\$15,670.00
58	Audit	\$15,000.00	\$12,700.00	\$15,000.00	\$15,000.00
59	Litigation	\$20,000.00	\$3,364.92	\$7,332.83	\$13,163.13
60	Advertising	\$4,000.00	\$2,121.94	\$8,313.67	\$2,705.45
61	Property Acquisition	\$15,000.00	\$0.00	\$0.00	\$0.00
62	Contract Services to Applicant to ALSP				
63	Depreciation (no affect on Cash)	\$14,443.15	\$14,931.67	\$14,465.18	\$14,114.18
64	Other (Contract Labor)	\$9,700.00	\$3,114.10	\$10,575.90	\$5,139.43
65	RACE-NEA LawDay	\$0.00	\$1,238.43	\$0.00	\$3,714.12
66	TIG(Ben&Wages included above in Payroll Exp)				
67	SPG Bldg Loan Pmts (interest Exp)	\$24,864.00	\$3,168.00	\$9,396.57	\$9,710.34
68					
69	Total Non-Personnel Exp	\$454,348.11	\$166,366.40	\$415,481.02	\$412,599.25
70					
71	TOTAL EXPENSES	\$2,698,247.18	\$847,748.88	\$2,617,892.17	\$2,530,689.29
72					
73	Revenues over(under)Exp(excluding carryover)	(\$9,765.29)	\$142,387.71	\$316,073.40	\$159,960.41
74	Net Assets Beginning of Year (includes PROPERTY & Carryover/Reserves)	1,077,793.00	1,077,793.00	\$761,650.50	\$601,690.09
75	Net Assets at End of Year(includes PROPERTY&carryover/Reserves)	1,068,027.71	1,220,180.71	1,077,723.90	761,650.50
76	Monthly Average Expenses >>>>>>>>	\$224,853.93	\$211,937.22	\$218,157.68	\$210,890.77
77	Avr Monthly Exp in Unrestricted CarryOver(Reserves)	4.13	4.38	3.17	2.42

Project Abstract

Legal Aid of Arkansas, Inc. is requesting \$125,000.00 under the FHIP Education and Outreach Initiative general component (FHIP-EOI). Legal Aid will use its grant to affirmatively further fair housing in Arkansas by providing comprehensive fair housing education and outreach services throughout Arkansas. Activities will include: presentations for public housing authorities, homeless shelters, and other community partners, development of informational materials including videos and interactive documents (in English, Spanish, and Marshallese) to assist members of the public with filing a complaint with HUD, and the development and launch of an electronic screener that will target fair housing issues among the patient populations at Legal Aid's network of medical-legal partnerships.



Definitions

Steering: maneuvering home-seekers to buy or rent in neighborhoods composed of persons of the same race.

- Example: A housing provider advises you to consider a certain neighborhood because the schools in the area are nearly all white.

Financial discrimination: denying any type of home loan for discriminatory reasons by lenders, including banks, savings and loan associations, insurance companies, and others, or giving less favorable loan terms.

- Example: A lender advises that you must place collateral in addition to the property you are seeking to purchase in order to secure the loan when that requirement does not apply to everyone.



If you believe you are a victim of housing discrimination, contact us at the telephone number below for assistance. Our staff will discuss the situation with you and help you decide what to do next.

When necessary, our staff can assist you in filing a complaint with the Arkansas Fair Housing Commission, U.S. Department of Housing and Urban Development (HUD) or other administrative or judicial bodies.

Contact Us

Legal Aid of Arkansas
714 S. Main St.
Jonesboro, AR 72401
Telephone: 870.972.9224
Helpline: 1-800-9LAW-AID
www.arlegalaid.org



A Fair Housing Guide

LEGAL AID OF ARKANSAS
FAIR HOUSING PROJECT



What is Fair Housing?

Fair housing is the right of all people to buy, sell, or rent residential property, and to live where they wish free from discrimination.

The Fair Housing Act ensures equal access to rental housing and homeownership opportunities by prohibiting the denial of housing because of:

- Race: a person's race or the race of persons with whom one associates
- Color: a person's skin color
- National origin: the country of one's birth or the nationality of one's ancestors
- Religion: a person's religious beliefs or denomination
- Sex: a person's biological characteristics
- Familial status: refers to families in which one or more children under 18 years old live with a parent, a person with legal custody, or a designee from the parent or legal custodian. Also applies to pregnant women and persons in the process of securing legal custody of a child or children under 18 years old
- Disability: a physical or mental disability that substantially limits one or more major life activities, a record of having such a disability, or being regarded as having such impairment. This includes people with HIV or AIDS, any visitors or family members who have HIV or AIDS, and people who are erroneously thought to have HIV or AIDS.

Exemptions

The Fair Housing Act covers most housing. However, exemptions are allowed in the following situations:

- Rental of an owner-occupied building or rental of one room in a private home
- The sale or rental of an owner-occupied home is exempt if the sale or rental takes place without a real estate agent or advertising.
- A religious organization may exercise a preference to rent to one of its members.
- It is allowable to refuse to rent on the basis of sex if the property is a single sex dormitory.
- A landlord may refuse to rent on the basis of familial status if the property is intended for elderly occupants.

What is Prohibited?

Refusal to permit a reasonable modification to the unit at the expense of the person with a disability, so that the person may have full enjoyment of the unit.

- Example: A housing provider states, "You may not install grab bars in the bathroom."

Denial of a reasonable accommodation to the rules and regulations of rental in order to ensure that a person with a disability may have equal opportunity to use and fully enjoy their unit.

- Example: A housing provider states, "It's against the rules to have another person with you, even though there is enough room and the person is necessary to help you with your health needs."

Definitions

False denial of availability: advising someone that there is no available units when, in fact, there are.

- Example: A housing provider states, "Sorry, we just rented the last unit."

Refusal to deal: refusing to rent, sell, or negotiate with a person.

- Example: A housing provider states, "We don't rent to Jews," or "We don't sell to families with children."

Discriminatory terms, conditions and provision of services or facilities—giving less favorable terms in sales or rental agreements.

- Example: A housing provider states, "The rent is \$150 higher for tenants with service animals."

Discriminatory advertising: indicating any preference, limitation or discrimination. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act.

- Example: A housing ad states, "No Indians need apply."

Blockbusting: for profit, to artificially change the demographic composition of a neighborhood through manipulation.

- Example: A housing provider makes house-by-house telephone calls urging members of a neighborhood that they should sell before their property values decrease.



Arkansas Law

If you are a victim of domestic violence, the landlord shall not terminate, fail to renew your lease, refuse to enter into a lease or otherwise retaliate because of the domestic abuse.

At your expense and with the landlord's prior consent, the landlord may change the locks to your residence.

You may not waive your right to request law enforcement or emergency assistance.

Arkansas DV Protections require a court order showing abuse. The order must have been issued within the last 60 days.



If you believe you are a victim of housing discrimination, contact us at the telephone number below for assistance. Our staff will discuss the situation with you and help you decide what to do next.

When necessary, our staff can assist you in filing a complaint with the Arkansas Fair Housing Commission, U.S. Department of Housing and Urban Development (HUD) or other administrative or judicial bodies.

Contact Us

Legal Aid of Arkansas
714 S. Main St.
Jonesboro, AR 72401
Telephone: 870.972.9224
Helpline: 1-800-9LAW-AID
www.arlegalaid.org



A Fair Housing Guide for Domestic Violence

LEGAL AID OF ARKANSAS
FAIR HOUSING PROJECT



Housing and Domestic Violence

Victims of domestic violence are protected under fair housing laws when actions taken against them result from gender stereotypes or when housing rules or requirements have an unequal impact on victims of domestic violence. The Violence Against Women Act (VAWA) includes specific protections for victims of domestic violence, dating violence, or stalking in federally assisted housing.

Know Your Rights Under VAWA

You do not have to be married or living with the abuser to be covered under VAWA.

If you are applying for housing, you cannot be denied simply because you are a victim.

You cannot be evicted or lose your voucher based on violence against you.

Acts of violence against you cannot be “serious or repeated violations” of your lease or “good cause” for evicting you or ending your voucher.

VAWA applies only to tenants in certain assisted housing programs:

- Public Housing
- Section 8 Vouchers
- Project Based Section 8
- Section 202 Housing for the Elderly, or
- Section 811 housing for people with disabilities

Commonly Asked Questions

What if I need to get the abuser out of the home?

- If a member of your household uses violence against you, the housing authority or your landlord may evict the abuser alone, and let you and your family stay in the home.

What if I need to move to escape the abuse?

- If you have a Section 8 Voucher, VAWA states that the housing authority may permit you to move and keep your voucher, even if your lease has not ended. VAWA does not cover emergency moves for public housing tenants. You can still ask the housing authority to transfer you to another unit.

Do I have to provide proof of the abuse?

- The housing authority or your landlord may ask for information or “certification” showing that you are a victim of domestic violence, dating violence, or stalking. They must give you at least 14 business days to provide proof of the violence. There are 3 ways you can show that you are a victim:
 - Complete a certification form
 - Statement from a third party. This can be from a victim service provider, medical professional, mental health professional or attorney. It must be signed by both you and the third party under penalty of perjury
 - Police, Court or Administrative Record

Commonly Asked Questions cont.

Can a housing provider share the information that I provide about the abuse with others?

- No. The housing authority or landlord cannot give the information you provide about the abuse to others. The information may be shared if you agree in writing, or if it is needed to evict the abuser from the housing.

Does this mean that a victim of domestic violence, dating violence or stalking cannot be evicted at all?

- No. You can still be evicted for serious or repeated lease violations that aren't related to the abuse. The landlord or housing authority must hold you to the same standard as other tenants.

**SPECIAL COMMITTEE
WEAPONS IN THE WORKPLACE
MEETING MINUTES
April 16, 2018**

The Special Committee met by video call on Monday, April 16, 2018 at 3:00 p.m. to discuss the Weapons in the Workplace Policy. Board members present were Steve Davis, Val Price, Annie Smith, Ashlie Thacker and Ron Wilson. Legal Aid staff present were Samantha Davis, Elizabeth King, Kris Ramsfield, Lee Richardson and Andrea Walker.

Mr. Price called the meeting to order and asked if everyone had an opportunity to review the materials to be discussed. All affirmed.

Mr. Price then suggested the committee go through the proposed policy 5030 line by line.

Before starting that process, Mr. Richardson noted he is acting as ex officio on the committee and did not want to do anything to tamper the discussion.

Mr. Price then started reviewing the policy sentence by sentence. After reviewing *"Legal Aid owned or leased property" is defined as all Legal Aid-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Legal Aid's ownership or control.*" he asked Mr. Richardson to tell the committee which offices have parking lots owned by Legal Aid. Mr. Richardson said that only Springdale had a Legal Aid owned parking lot.

Mr. Price said "Based upon that do we want to allow our employees to have guns...that you cannot have your gun in...if you have a license to carry that you cannot have it in the Springdale parking lot but it is okay to have it if you are coming to work in the Jonesboro office?"

Mr. Richardson said he thought this was covered further down in the policy.

Mr. Price moved on the next paragraph *"Dangerous weapons" include firearms, explosives, knives (other than folding pocket knives with a blade of four inches or less or tools needed for immediate building maintenance or repair) and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.*

Ms. Davis asked "Would wasp spray be under that category?" Ms. Thacker added "It has been reported that wasp spray is more effective to use than pepper spray..... "

Mr. Richardson responded he did not consider that a dangerous weapon because it is not lethal.

Mr. Price responded "I think actually from what we have read so far I think wasp spray or pepper spray would be permissible."

Mr. Davis interjected “I am bothered by the language, weapons that might be considered dangerous or that could cause harm...considered dangerous by whom? James Bond could kill you with a ball point pen.” Ms. Thacker queried “what about stun guns? A baseball bat is lethal in the hands of the wrong player...I don’t have a weapon in my home but I have a ball bat.”

Mr. Ramsfield asked “It seems like we are assuming that this is going to be the policy we are just dickering about the language in it, is that correct? Because I don’t believe there was any discussion at the beginning of this of whether there was going to be this policy in place we just seemed to launch right into the wording with the assumption that this was going to be the policy.”

Mr. Price asked if we need to back up and have a discussion as to whether there should be a policy.

Mr. Ramsfield said he believed we should because everyone he talked to who had an opinion, except one, was against the policy. He said we are dealing with violent people especially in domestic violence workgroup who have actually threatened the people that work here and we are being told that we cannot protect ourselves from people that have outright threatened us with physical harm. Unless somebody is going to provide an armed security guard, we need to be able to take care of that ourselves.

Ms. Walker said she had heard the exact opposite feedback. She said our positions are known and I think people are speaking to us based on what they know our positions to be. Also I think the people in favor are less likely to provide feedback.

Mr. Ramsfield said he did not think we should assume someone is in favor because they said nothing.

Mr. Price said we can back up and decide do we need a firearms policy or not. He first inquired about stand alone offices and Mr. Richardson listed Jonesboro, Springdale, Harrison and Newport. He said we are sharing common areas at Children’s Hospital, West Memphis and Helena-West Helena. He said the Children’s Hospital office is on a campus and it is governed by an entirely different rules and what we are doing here today will have no impact on what we can do at Children’s Hospital

Mr. Price asked if the West Memphis building has any prohibitions or not prohibitions against firearms? Mr. Richardson and Mr. Wilson, whose office is in that building, responded that they did not know of any.

Mr. Price asked if this this something where we would want to have a particular policy for certain offices and a different policy for other offices?

Ms. Thacker thought it might depend on the crime rate of the certain cities and the clients...specifically mentioning survivors of domestic abuse.

Mr. Wilson said he thinks it should be the same for all offices. He said it should be uniform and he personally strongly feels we need this policy for the workplace.

Mr. Richardson add he would rather try to enforce and manage a uniform policy.

Mr. Price asked for policy pros and cons.

Ms. Davis said she does not agree with the policy and related a story of a domestic violence client being in the office earlier in the year after court and our locking the doors until the court baliff could come escort the client home. She related a time where a respondent came into the office with a hunting knife in the back of his pants. We have people coming in that are terrified and there is nothing we can do but lock our doors.

Ms. Walker said she did not see how having a weapon is going to affect either of those situations. She said pulling a firearm would only escalate things.

Ms. Davis said you pull your firearm as a last result. And I am by myself a lot of times, last week I was by myself four out of the five days of the week and there is no one else in my office. In order to get to the attorney's office you have to go outside and down a door or two doors.

Mr. Price asked how the doors work at the different offices. He related that at the Jonesboro office you come in the initial door and the door to the hallway is locked and you have to buzz somebody to come up to let you in.

Ms. Davis related there is nothing similar in the Harrison office.

Mr. Richardson said we renovated the Springdale office now there is locked doors that you have to go through.

Mr. Ramsfield stated his office is in a back corner and if somebody does come in the front there is nowhere for him to go. He said there has never been a policy like this before and there has been no incident there is obviously no need for one now.

Ms. Walker said some concerns have been voiced to her about co-workers carrying firearms. The fact that it can be intimidating, I am highly uncomfortable knowing that I have a co-worker who is armed in the office. That there could be conflicts, disagreements, mental health issues. She had one employee tell her that there have been incidents with someone that she knows has a firearm although not necessarily at work but the idea that that firearm could be at work makes her highly uncomfortable and causes a lot of anxiety and concerns. Someone else had mentioned the idea that even if you have a concealed carry license, if the point is that we are allowing concealed carry because of some active shooter response that basically that is not enough training. This person said that basically it is like swat teams and tactical personnel who have that kind of training and as an intern she had watched a lot of dash cam videos about people that were trying to disarm shooters and how difficult that was for the people who were trained in that issue. I know that there is also concerns about if there is an active shooter and multiple people have

weapons how do you know who the perpetrator is. I think that a lot of people feel uncomfortable with the idea that there is somebody in the office with a weapon.

Mr. Ramsfield responded that in Springdale there is no one that is uncomfortable with that who had spoken to him. He said he had talked to everyone in the office but Susan Purtle. He said if somebody is coming in here to shoot one us they are not really probably going to pay a lot of attention to the fact that there is a sign on the front door that says no guns

Ms. Walker agreed but said this policy would prevent something from escalating

Mr. Ramsfield said I am the guy that has been threatened by respondents in orders of protection cases. I have been threatened, should they decide to follow through on that I am stuck in a back corner with no back door and there is nothing that I can do to defend myself

Ms. Davis added she had one individual since the signs have been put up come in my office with a firearm, he was open carry and I asked him to leave. So the signs aren't keeping anybody out.

Ms. Thacker added it's just really inviting them in, they know they can go in with a weapon and nobody in that office is going to be armed.

Mr. Ramsfield and Ms. Davis agreed, while Ms. Walker disagreed.

Ms. Smith said we should have a conversation separately about the signs. She related she worked for Legal Services in a rural place not in Arkansas, worked alone at night, I sued human traffickers and so we had defendants that we made very angry in that setting and we were a very small office and we were not permitted to have weapons. We didn't have weapons and I really respect the work that you all are doing on behalf of domestic violence victims and you put yourself in some danger as a result of that. So I want to take seriously people's safety concerns, I just think that maybe we should have a separate conversation about security and other security measures because I don't think the data bears out that you are likely to be safer if you have a gun in the workplace. I think like Andrea is saying there are additional security risks when that happens and so it may be that it is things like pepper spray which might be just as effective in the moment or it might be things like more locked doors. Something that we have looked at at the legal clinics is putting in bullet proof glass in the reception area and some other security measures. My understanding of the data that is available, and I am happy to look at more data, is that there are higher risks of violence and harm even to gun holders when there are guns permitted in work places and in homes and also that the level of training needed in order to be effective when you are threatened with a gun is pretty high and that law enforcement is not particularly good at when they have training. I understand the desire to have a gun but I am not sure that it actually offers meaningful protection in the face of the additional potential risks. Another question we have not talked about is the potential legal liability for the organization, thinking as a board member, of permitting guns in the workplace. That is something I just started to look at a little bit and my understanding is OSHA is implicated somewhat as well as tort liability and then Workers Comp related liability.

Mr. Price asked if there any other comments that anyone wants to make concerning whether we need to have a policy or should not have a policy.

Ms. Davis asked about any advanced training we could take to prove that people that have concealed carry or an enhanced carry license are not crazy people. I took a six and a half seven hour course this weekend to get my enhanced certificate. We are not crazy gun owners.

Ms. Thacker added they are offering active shooter training drills in Northeast Arkansas

Ms. Walker said it is not about owning a gun but how to respond

Ms. Smith said all work places should probably have that kind of training but it's almost separate from this question in the way of whether employees can carry guns in the workplace.

Mr. Wilson asked whether to get into the Springdale office do you have to have a code or can you just walk in.

Mr. Richardson responded you can just walk in during regular business hours and then there are two more doors although we have a problem at the front that someone could reach through a window and unlock one of those doors.

Mr. Wilson said I know this is a serious matter and Kris I have never met you personally but I have been practicing law almost 35 years and I represented criminals, capital murder defendants, drug dealers in an office in the middle of downtown Memphis for almost 20 years and we also had an office in West Memphis and we had folks that were really dangerous come in our offices...witnesses, clients, you name it came into our offices all the time. We never had an employee with a gun on our premises in spite of all that.

Mr. Ramsfield said those were your clients, you were representing these people. Our problems are coming from people on the other side of these cases

Mr. Wilson observed that his brother was killed over in Cordova 5 years ago, shot 9 times and he am still opposed to people having guns in the workplace, I don't even like to have them in my house. I have a shot gun, but I don't have anything else. I have a machete in my closet and a baseball bat in my office but that is it. I just feel so strongly about that.

Mr. Davis said in answer to the initial question do we want a policy at all, it occurs to me that if we don't have a policy then every office is a wild west saloon and there is no control over what clients can bring to an office so yes I think we need a policy. Now the first paragraph of 5030 is an absolute prohibition on possession but in fact you go to the second paragraph of the second page there are exceptions of special circumstances... *The Legal Aid Executive Director, **under exceptional circumstances with good cause shown**, may grant special permission for an employee, visitor, or client, who has met the requirements of the Department of Arkansas State Police Arkansas Concealed Handgun Carry License Rules, specifically Rule 13.3, training requirement for enhanced license, to possess a concealed handgun on Legal Aid owned or leased property during regular business hours, consistent with the Arkansas Concealed Handgun Carry Rules. The Executive Director will set the term for this permission, and may revoke permission at any time. Possession of an enhanced license does not supersede Legal Aid policy absent this express permission.*

I don't think we would want anything less than an enhanced permit as a pre-qualification for an employee to carry a weapon, but I am sensing from the conversation and the emails that were exchanged previously that there is another factor going on here and that is an employee's psychological comfort level and some employees are going to feel more comfortable. We all know the statistics that people carrying a firearm are more likely to be the victims than they are to protect themselves. I am not sure we need to take away that psychological comfort however for employees that work in your offices.

Ms. Walker pointed out there are employees who's psychological comfort is harmed by the idea of other people having firearms in the workplace

Ms. Smith said because we work with some victims that potentially they may not be comfortable knowing that their lawyer or somebody in the office next to them had a gun. My personal feeling if I were a client I would not feel comfortable going into an office and talking to a lawyer that had a gun.

Mr. Ramsfield and Ms. Davis said the client would never know.

Mr. Price asked if there was any other discussion concerning do we need to have a policy or do we not need to have a policy? He asked about the possible use of portable metal detectors.

Mr. Richardson said we don't really have gate keepers in our offices...I don't know that is a feasible option...my biggest concern is... is collateral damage, is staff knowing when to use less than lethal remedies or how or what is required...I went through 120 days of military police training and I still don't... wouldn't feel comfortable making those decisions.

Ms. Thacker asked about hiring a retired police officer to work in some of the higher risk offices.

Mr. Richardson said that would take away from client services obviously...and I don't perceive the threat, I do not perceive a threat myself. I don't know where this perception of threat is coming from. If somebody is out to get you premediated none of this, except hiring a police officer might, none of the rest of it is going to make a difference and if they are not out to get you, everything I can read says that you are 4 or 5 times more likely to come to harm if you are allowing firearms than if you are not.

Mr. Price asked if anyone wanted to make a motion as to whether or not we should have a firearms policy.

Mr. Davis moved that we have a firearms policy and that paragraph one of 5030 be amended toexcept as ...specifically permitted. Mr. Wilson seconded the motion

Ms. Smith suggested that we first vote on whether it is okay to have a policy and then talk about amending to avoid confusion.

Mr. Davis said that was the intent of his motion.

Mr. Price called for a voice vote. Ms. Walker asked if she was allowed to vote as a staff member.

Mr. Richardson said you are on the committee, I wasn't voting because I am ex-officio but I think everyone on the committee can vote and it might be good Mr. Price if you just polled everyone.

Mr. Price polled those present.

Mr. Ramsfield: No

Ms. Smith: Yes

Ms. Davis: No

Mr. Davis: Yes

Mr. Price: Abstain

Ms. Thacker: No

Ms. Walker: Yes

Mr. Wilson: Yes

Mr. Price said based upon that I have counted 4 yes and 3 no and I specifically abstained because I am the chairman at this time and Lee is the ex-officio member so based on that I think the motion carries 4-3 that we propose a policy.

Mr. Price proceeded reviewing the policy. He asked if there was any additional discussion about the first three paragraphs previously reviewed, then moved on to the 4th paragraph.

Legal Aid reserves the right at any time and at its discretion to search packages, containers, briefcases, purses, file cabinets, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees, visitors or clients who fail or refuse to permit a search under this policy will be subject to discipline up to and including termination in the case of an employee, and removal from the property and reported to police or authorities in the case of a visitor or client.

Ms. Thacker asked who is going to be in charge of those checks.

Exemptions: *This policy does not apply to:*

- *Law enforcement personnel engaged in official duties*
- *Security personnel engaged in official duties*
- *A person engaged in military activities sponsored by the federal or state government, while engaged in official duties*

Mr. Richardson said there is no real answer to Ms. Thacker's question. I doubt there would ever be a search but I mean if employee X came in and said I think this client has a weapon on them and I am getting concerned I think we call the police immediately instead of trying to search them but you would ask and if they refuse to show then whoever the office manager was would probably ask them to leave. I don't ever anticipate that happening but I think if you don't have some authority then you have nearly a meaningless policy.

Mr. Price asked if we need to treat employees differently than visitors or clients, then recalled a disgruntled employee that was previously in the Jonesboro office.

Mr. Richardson said statistics tell you that it is much more likely that one employee is going to harm another employee than somebody is going to come in off the street.

Mr. Price asked if we wanted to designate a person in each office who would be searching.

Ms. Smith asked could the language be like the Executive Director or his/her designee so that it leaves it flexible depending on the situation.

Ms. Walker said "So instead of having the person you appointed to do the searching being the person that needs to be searched, it would prevent that from happening?" Ms. Smith responded in the affirmative.

Ms. Smith said I think you have the right anyway since it is Legal Aid's property, maybe it is like a deterrent to someone

Mr. Wilson and Mr. Davis spoke in favor of leaving the paragraph in.

Mr. Price asked "we are talking about adding the language, Executive Director or his/her designee has the authority to enforce this, is that right?" We can say the Legal Aid director or his designee reserves the right at any time to search...we can just add that as a third word, Legal Aid director or designee reserves the right at any time at his discretion to search...would that cover it?

Mr. Wilson affirmed.

Mr. Price moved to the next paragraph about notifications,

"No Firearms or other Dangerous Weapons" or "Carrying a Handgun on these Premises is prohibited" signs shall be conspicuously posted at the entrances of Legal Aid facilities and in common areas within the premises. These signs will clearly indicate that firearms and other weapons are not to be carried onto our property or into our facilities. Staff will request any visitor found in possession of a firearm or other dangerous weapon to remove it from the facility and local law enforcement authorities will be notified promptly if appropriate.

He asked for questions or comments about this paragraph.

Mr. Ramsfield asked do we want to have a sign on the front door that says we are completely unarmed.

Mr. Richardson responded that Arkansas Code Annotated 5-73-306 (19)(A) requires we have a sign if we are going to tell people with conceal carry permits that they can't bring guns in, otherwise they can legally come in. We have to opt out by putting that sign up, so it's either all or nothing, you either have to have the sign or you can't have the policy. I guess we could still have the policy as to employees

Mr. Price asked if this is the sign we currently have and Mr. Richardson responded in the affirmative.

Mr. Ramsfield said he thinks the sign advertises that we are completely unarmed and can't look out for ourselves and somebody that is actually coming in here with ill intent isn't going to pay attention to the sign anyways.

Ms. Walker said the thing is it keeps somebody that maybe doesn't have ill intent coming into the office but maybe we decline to provide service and things escalate and then they may have a concealed weapon at that point and things could go wrong there.

Mr. Price asked if the statute required the sign and Mr. Richardson responded in the affirmative.

Mr. Ramsfield asked if the sign is required to be effective as to concealed carry permit holders?

Mr. Richardson recited the law as follows: Arkansas Code Annotated 5-73-306 (19)(A) Any place at the discretion of the person or entity exercising control over the physical location of the place by placing at each entrance to the place a written notice clearly readable at a distance of not less than ten feet (10') that "carrying a handgun is prohibited".

(B) (i) If the place does not have a roadway entrance, there shall be a written notice placed anywhere upon the premises of the place.

(ii) In addition to the requirement of subdivision (19)(B)(i) of this section, there shall be at least one (1) written notice posted within every three (3) acres of a place with no roadway entrance.

Mr. Richardson explained this allows someone to opt out if they are a private company and you have to post that sign to tell the world.

Mr. Price asked if the Legal Services Corporation has a policy one way or the other about firearms in the workplace?

Mr. Richardson said he was not aware of any blanket policy, but mentioned that the Center for Arkansas Legal Services does not allow firearms.

Mr. Price asked if any funding source that would prohibit firearms and Mr. Richardson responded in the negative.

Ms. Thacker asked if we are not going to allow guns in the workplace, what options do we have to put in place that will protect the employees...like the females that are working after hours that are by themselves.

Mr. Richardson explained there is an exception like if Samantha was cleaning the office on a Sunday and she was there by herself and downtown Harrison was not crowded with people doing business and the businesses on her street were not open like they are during the week and she has this enhanced carry permit then I think it says she can ask for permission and I would say that is fine. Also another employee in Newport, downtown Newport is deserted at night, said what if I am in there at night, I am not concerned about the daytime but what if I am in there at night and

that person also has the permit then that person could also be granted an exception for those times. Now people may not want me to be able to grant those exceptions. When I was crafting this I was trying to think of those eventualities

Mr. Price asked if we see clients after 5:00 or on weekends at the office? Mr. Richardson responded in the affirmative.

Mr. Ramsfield said he is always in the office after hours and sees clients sometimes because they work until 5:00

Ms. Smith recommended that the committee recommend to the board to address staff security issues and security generally because I think it is a related but separate discussion that needs to be addressed.

Mr. Price moved to the next paragraph.

Special instructions for employees and exceptions: *This policy is not extended to include personnel automobiles, even if parked on Legal Aid property. Any firearms or other dangerous weapons left in an automobile by an employee, visitor, or client should be properly secured. Employees who enter Legal Aid facilities for work related reasons during non-scheduled work times, after hours, on holidays, and on weekends, and have safety concerns, may request permission from the Executive Director or his/her designee to possess a firearm on Legal Aid property during those times, consistent with applicable local, state, or Federal laws.*

*The Legal Aid Executive Director, **under exceptional circumstances with good cause shown**, may grant special permission for an employee, visitor, or client who has met the requirements of the Department of Arkansas State Police Arkansas Concealed Handgun Carry License Rules, specifically Rule 13.3, training requirement for enhanced license, to possess a concealed handgun on Legal Aid owned or leased property during regular business hours, consistent with the Arkansas Concealed Handgun Carry Rules. The Executive Director will set the term for this permission, and may revoke permission at any time. Possession of an enhanced license does not supersede Legal Aid policy absent this express permission.*

Mr. Richardson explained that he did not want to require somebody to have a permit but they have got to comply with state law. He specifically left the permit out, the second part it is in there for a reason, he was not real comfortable with it but wanted it open for discussion, He used as an example Ms. Davis enhanced permit and we know there is a credible threat, hopefully if we knew there was a credible threat we would call law enforcement, but I she could also have her weapon out in the car already because she is allowed to do that and then she could say Lee we fear he is coming here in 30 minutes can I please go out and get my handgun and I would probably say why don't you just call the police and lock the door, but that is where that came from

Ms. Davis said that is a good example because last year I had a client threaten me, her and her husband were in front of the office when I got here and I opened the door unlocked it waited for them to come in and they never did. I had to take something across the street I went out

and she asked when we were going to be opened back up. I said we are open and she came in and started arguing with me or started yelling at me. I told her what to do to apply for our services, she got upset and flung our door open. She and her husband stood there and starting yelling at me and said that she was going to jail today and someone was going to die. As I was walking across the street she told me not to go very far because she is coming back.

Mr. Wilson asked if, under the policy, Ms. Davis wants to get an enhanced license a go through a training she could have a gun on the premises

Mr. Richardson responded only if she gets prior permission because of a certain circumstance.

Mr. Wilson said that as the Director Mr. Richardson could grant the permission under certain circumstances

Mr. Richardson said my biggest concern keeps coming back to collateral damage and who decides when to use deadly force and when less lethal remedies are appropriate and us having a firearm in the office and somebody taking that firearm away from us and causing mayhem and then if there is active shooting going on and police officers are responding and they don't know who is...you know there is three people there with firearms and 2 are good guys and one is a bad guy...putting our own people at risk. There is no perfect solution

Mr. Price asked if this is only after hours or holidays or weekends?

Mr. Richardson responded not that last exception, the after hours, holidays and weekends is separate. If Ms. Davis says, Lee I clean the office on Sunday afternoons, I always do it on Sunday afternoons can I carry then and I say yes and that would be blanket until I said no later and on the other hand this exceptional circumstance thing would usually be a one-time term event.

Mr. Price asked for any more questions.

Ms. Walker asked about the after-hours exception...if you are allowing it after hours what happens if another employee shows up and you are both at work.

Mr. Richardson said if they have been granted permission they have still got permission

Ms. Walker asked if the policy shouldn't be specific to as long as you are the only person in the office.

Mr. Richardson said we could put in there that if that happened that you would announce to the other party and ask them if they are comfortable with that and if they say no I'm not then they either leave or remove the handgun to the vehicle that you came in

Ms. Smith said I personally would not be comfortable with someone who is carrying a weapon asking me are you comfortable with me carrying a weapon and necessarily saying no to them if I didn't feel comfortable.

Ms. Davis said she would not be upset if someone had an objection, I mean that is their right.

Ms. Walker said one of the comments she got specifically was concern about complaining about somebody having a weapon because of that very issue.

Ms. Davis said I have had one employee that had an issue with it and I was just trying to talk to them to see what their views were on carrying and they were definitely against it and that was their opinion and I respected it.

Mr. Price asked for other comments then moved on to the final two paragraphs.

Educational materials will be made available on request regarding the magnitude of the workplace violence problem in the United States and the role of firearms and other dangerous weapons in this violence. Training will be provided to employees on this and other workplace violence prevention measures upon request.

Any employee who feels aggrieved by this policy may appeal to the appropriate committee of the Legal Aid of Arkansas Board of Directors, but must abide by the policy pending a decision to the contrary by said committee.

Mr. Wilson asked what committee would be the appropriate committee?

Mr. Richardson said the Personnel Grievance Committee and Mr. Price suggested that as well.

Mr. Richardson said if you are asking for a special accommodation because of some immediate emergency there is not a lot of time to appeal to a committee anyway. I guess you could appeal if I denied someone coming at night that was coming in on a regular basis at night or on the weekend it wouldn't be an emergency.

Mr. Price asked for any other discussions concerning those two paragraphs?

Mr. Wilson asked are we going to modify where it says appropriate committee?

Mr. Price suggested that we change appropriate to Personnel Grievance Committee.

Mr. Wilson asked about the weapon being properly secured in a vehicle.

Mr. Richardson said his intent was it not be in plain sight and the door would be locked to the car. Even if we wanted to prohibit it in the parking lots I don't think we could under Arkansas law, but we can prohibit it being in plain view and certainly make the car be secure which is by locking the door.

Mr. Price asked do we want to use the language properly secured or do want to change that to be more restrictive or less...locked car and not in plain view.

Mr. Richardson said he would like to adopt Mr. Price's language.

Mr. Wilson asked Mr. Price to repeat the language.

Mr. Price repeated instead of properly secured it should be in a locked car and not in plain view. He then asked for any additional language or any other new paragraphs that anyone feels like we should include in the policy. Alright if not do I hear... we have discussed this policy we have made a couple of changes with some wording...specifically I guess midway of the first page the Legal Aid Director or designee and then we made the change as far as locked car and not in plain view and then we added instead of appropriate committee, Personnel Grievance Committee. I think those are the main changes to the policy as written. He called for a motion.

Mr. Wilson moved that we adopt the policy as modified and Mr. Davis seconded and asked if the committee was adopting the policy or recommending it to the board.

Mr. Price responded it would be a recommendation to the board.

Mr. Richardson interjected that the board meeting on June 2nd in Heber Springs and I would expect that our employees on this committee would go back and report to staff in their offices and then the board would hear full discussion again before the board made a final decision. We have 21 board members and 42 staff members, hopefully all 42 wouldn't want to speak because that would be a long board meeting, but everyone could be heard at that point and the board would vote and that's when the policy would become final.

Mr. Price said he would ask the Chair when we get to this point at the board meeting to leave it open for discussion for any staff or board members that are either present or by telephone.

Mr. Price then called for a vote.

Mr. Davis: Yes
Mr. Ramsfield: No
Ms. Smith: Yes
Ms. Davis: No
Mr. Price: Abstain
Ms. Walker: Yes
Mr. Wilson: Yes
Ms. Thacker: No

Mr. Price said I have counted 4 yes and 3 no and I specifically abstained because I am the chairman so I think the vote is that we approve this policy and this committee will make a recommendation to the full board.

He then moved on to the issue of workplace safety for additional discussion by the committee. He asked if anyone had comments or statements that they want to make or suggestions

concerning workplace safety in any regard as far as either training or anything or specific steps we need to take.

Ms. Thacker asked if it would be possible to have volunteers from the offices attend the active shooter training? Maybe somebody that has their concealed weapon and maybe somebody that doesn't?

Mr. Richardson said he would agree to making sure that we bring in...if we can wait until our statewide conference in October which may not be reasonable to wait, that we could have all of our staff go through training. If we thought there needed to be expedited training for some people we could do that.

Ms. Thacker said my daughter is in third grade and she tells me about their active shooter training...my grandpa worked the Westside shooting, he was a police officer that worked that day and I have heard the stories about that and it just frightens me to death knowing that my daughter is having to have this kind of training.

Mr. Price asked Mr. Richardson if he could check in to as far as active shooter training?

Mr. Richardson responded in the affirmative.

Ms. Smith suggested that maybe we actually create a working committee that addressed the issue of safety. She said staff concerns that are raised are serious enough if we are hearing from multiple staff saying that they don't feel safe that it would be a good idea to have a dedicated group to work on the issue for a period and then come up with some recommendations then possible polices and it might require some fundraising. She said our Legal Services here isn't unique there are people all over the country doing domestic violence work and other kinds of work so I feel like a committee could look at best practices and figure out budgets and you know all the stuff that we are talking about.

Mr. Price asked if the members of the committee would want to serve on a workplace safety committee and stated he would like to serve and continue to be chair.

Mr. Wilson said the board would actually have to appoint the committee

Mr. Richardson said that might be part of the recommendation to the board that this committee is making.

Mr. Price asked for a motion that this committee recommend to the full board that a workplace safety committee composed of both board members and staff be established to further look into this issue.

Ms. Thacker made the motion and Mr. Wilson seconded.

Mr. Price asked who would be willing to serve on the committee. All affirmed but Mr. Wilson, who said he would give it great consideration.

Mr. Price called for a voice vote to recommend the committee with all affirming.

Mr. Richardson said that the Legal Aid Disaster Plan contained workplace safety information and asked if it should be circulated to the committee.

Mr. Price suggested that it be circulated and asked if the committee needs to meet again prior to the June 2nd board meeting. He said if anyone else on the board has any or this committee has any materials or suggestions otherwise concerning workplace safety to send them on to Mr. Richardson or Ms. King.

He asked if there was any other business for this committee to come before the committee at this time.

Ms. Walker made a motion to adjourn and Mr. Thacker seconded.

The vote was called with all affirming.

5030 Dangerous Weapons in the Work Place

To ensure that Legal Aid maintains a workplace safe and free of violence for all employees, visitors and clients, Legal Aid prohibits the possession or use of dangerous weapons on Legal Aid owned or leased property.

All Legal Aid employees are subject to this provision, including contract workers and temporary employees as well as visitors and clients. A license to carry the weapon issued by the State of Arkansas or a reciprocal State does not supersede Legal Aid policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

"Legal Aid owned or leased property" is defined as all Legal Aid-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Legal Aid's ownership or control.

"Dangerous weapons" include firearms, explosives, knives (other than folding pocket knives with a blade of four inches or less or tools needed for immediate building maintenance or repair) and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Legal Aid of Arkansas' Executive Director and/or designee reserves the right at any time and at its discretion to search packages, containers, briefcases, purses, file cabinets, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees, visitors or clients who fail or refuse to permit a search under this policy will be subject to discipline up to and including termination in the case of an employee, and removal from the property and reported to police or authorities in the case of a visitor or client.

Exemptions: This policy does not apply to:

- Law enforcement personnel engaged in official duties
- Security personnel engaged in official duties
- A person engaged in military activities sponsored by the federal or state government, while engaged in official duties

Notification: "No Firearms or other Dangerous Weapons" or "Carrying a Handgun on these Premises is prohibited" signs shall be conspicuously posted at the entrances of Legal Aid facilities and in common areas within the premises. These signs will clearly indicate that firearms and other weapons are not to be carried onto our property or into our facilities. Staff will request any visitor found in possession of a firearm or other dangerous weapon to remove it from the facility and local law enforcement authorities will be notified promptly if appropriate.

Special instructions for employees and exceptions: This policy is not extended to include personnel automobiles, even if parked on Legal Aid property. Any firearms or other dangerous weapons left in an automobile by an employee, visitor, or client should be properly secured in a locked car and not in plain sight.

Employees who enter Legal Aid facilities for work related reasons during non-scheduled work times, **after hours, on holidays, and on weekends**, and have safety concerns, may request permission from the Executive Director or his/her designee to possess a firearm on Legal Aid property during those times, consistent with applicable local, state, or Federal laws.

The Legal Aid Executive Director, *under exceptional circumstances with good cause shown*, may grant special permission for an employee, visitor, or client who has met the requirements of the Department of Arkansas State Police Arkansas Concealed Handgun Carry License Rules, specifically Rule 13.3, training requirement for enhanced license, to possess a concealed handgun on Legal Aid owned or leased property during regular business hours, consistent with the Arkansas Concealed Handgun Carry Rules. The Executive Director will set the term for this permission, and may revoke permission at any time. Possession of an enhanced license does not supersede Legal Aid policy absent this express permission.

Educational materials will be made available on request regarding the magnitude of the workplace violence problem in the United States and the role of firearms and other dangerous weapons in this violence. Training will be provided to employees on this and other workplace violence prevention measures upon request.

Any employee who feels aggrieved by this policy may appeal to the **Personnel /Grievance** committee of the Legal Aid of Arkansas Board of Directors, but must abide by the policy pending a decision to the contrary by said committee.



Disaster Plan Manual



May 2018

Attachments Redacted

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Application of Plan

This Disaster Preparedness and Recovery Plan applies to all offices of Legal Aid of Arkansas. The goals of this plan are to keep Legal Aid of Arkansas and visiting clients safe, minimize loss to program property, and minimize disruption of program operations in the event of a disaster. The Plan will be reviewed annually by June 15th and updated as necessary.

The plan is designed to reduce the risk and vulnerability of an unexpected event that could affect Legal Aid of Arkansas' ability to do business in either the short or long run. The procedures outlined within address the following concerns:

- Assuring the safety of staff;
- Preserving files, equipment and computer databases;
- Continuing client services;
- Relocation of the program's work site(s), if necessary;
- Continuing communication between program staff, management, the board, other providers, and LSC; and
- Coordinating with state/local emergency preparedness entities.

Each Regional Manager or local point of contact for a Legal Aid of Arkansas office will prepare a supplemental evacuation protocol for his or her office, which will include a detailed plan of office evacuation and designated external safe spot where staff may gather, locations of fire extinguishers and emergency supplies, and internal safe spots in the event of severe weather. The local plan will be reviewed annually by June 15th and updated as necessary.

The program-wide plan will be maintained on the Legal Aid of Arkansas website, www.arlegalaid.org, as well as on the program virtual storage site, with specific branch office protocols as attachments. Each staff member will be given a copy of the plan and supplied with updates as they are produced.

Because this plan cannot address all contingencies, it is to serve as a guideline and will necessarily be supplemented by further instructions that relate to the circumstances of a specific disaster. In the event of a disaster, those instructions and advisories will be posted on the website and distributed through e-mail and telephonically.

All employees should provide their contact information and a personal disaster plan (emergency contact information as to where they might be in the event of forced relocation, such as a relative or friend's house in another city or state) to the HR Manager. Each employee should review and update his or her information as necessary. The information gathered will only be used to establish contact with the employee as necessary during or following evacuation or disaster, and will not be shared or used for any other purpose.

Following a disaster, employees should call their Regional Manager to obtain updates on office operations and to leave messages with your own updated contact information and plans to return to work. Calls may also be placed to the Executive Director. It is anticipated that even if analog telephone circuits are disrupted, messages and calls will still be received on the VOIP phone

system, as voice mail is delivered by e-mail and soft phones can be used to make the phone system operational in any location that has internet access.

Administrative personnel shall develop a plan to avoid interruptions to payroll as a result of any disaster. This includes developing an alternative direct deposit plan, and a plan to issue paper checks should the bank fail. All essential accounting and payroll records are backed up daily. The fiscal officer also performs a redundant backup to an external hard drive on a routine basis. Regional Managers will coordinate with any displaced employees to have timesheets and leave requests completed and submitted as promptly as possible. The Case Management System (CMS) is web based and should be available to staff at any location with internet access. Since timesheets are generated from the CMS, a displaced employee may submit an electronic timesheet from any location simply by having his/her timekeeping current as required by program policy. If you have difficulty in obtaining funds from your bank account because of a disaster, contact the Fiscal Officer to establish alternative means to getting paid.

It is the duty of every Legal Aid of Arkansas employee to be familiar with this disaster plan and local office evacuation plan, and his or her duties with respect to those plans. All employees should participate in all fire drills, practice sessions and emergency evacuation drills. Each employee should learn the location of and how to operate fire extinguishing equipment, fire alarm systems if applicable and any other emergency notification systems in his/her office. Each employee should know where all emergency supplies are stored.

Disaster Supplies

Each office shall maintain a disaster kit containing a minimum of the following supplies:

- Flashlight and extra batteries
- Portable battery-operated radio and extra batteries
- NOAA Weather Radio with a tone alert feature and extra batteries
- First aid kit and manual
- Emergency food and water
- Nonelectric can opener
- Basic medications and antiseptics
- Tool kit
- Fire Extinguisher
- Sheeting or Tarps

Services to Existing Clients

Staff should comply with program policy and save case-related documents to the CMS so that records will not be lost even if hard copy files are damaged or destroyed. If you have to relocate to another Legal Aid of Arkansas office, or another satellite location, you can still work with all your cases and client records. You may wish to consider scanning opposing parties pleadings and correspondence, as well as documents furnished by clients, witnesses or obtained in discovery, and saving them to the CMS.

Case handlers shall routinely advise clients that they may contact Legal Aid of Arkansas' toll-free number, 1-800-967-9224, or HelpLine number, 1-800-952-9243, in the event that local office operations are interrupted by a disaster. This information should be included in the client retainer agreement that all case handlers should send to their clients when their cases are initially accepted for other than advice or brief services.

HelpLine or other staff shall advise the client of the status of their case based on the information in the CMS, and update the client's contact information as necessary. Within a reasonable period of time after a disaster evacuation, staff should attempt to make contact with all clients having open cases.

Work group Leaders should be prepared to reassign cases for case handlers who will be unable to return to work for an extended period as a result of the disaster.

All case handlers are expected to keep a docket calendar on the CMS so that upcoming events in any case are readily accessible by all staff.

The Executive Director, Work Group Leaders, and other members of management shall meet to discuss how cases should be prioritized in light of the disaster. This will be followed by a meeting of the Legal Aid of Arkansas Board of Directors Executive Committee as soon as reasonably possible.

As soon as reasonably possible, contact will be made with other community organizations serving common clients to provide updated contact and referral information.

Telephone, HelpLine, Case Management Software, Client Data and E-Mail

Legal Aid of Arkansas currently has the VOIP system in place program wide. The current VOIP provider is Jive Communications. Technical support can be accessed at 801-717-1556. The Executive Director, HelpLine Manager, Technology Director, and Administrative Assistant can also make changes to the system by logging into www.laoa.onjive.com.

In the event of a catastrophic disaster, then the Executive Director, Technology Director, or Administrative Assistant will log onto the phone system from any VOIP phone and record specific auto-attendant instructions for clients, either as an opening greeting or a prompt, as the situation dictates.

If phone systems are down for any reason at a physical location, then all phone services can be accessed through Jive Mobility from any computer with internet access. Jive Mobility will be activated by The Executive Director, HelpLine Manager, Technology Director, or Administrative Assistant for individual users.

Users must download software, which is available for various operating systems at: <https://wiki.getjive.com/display/COREMAN/1.0+Jive+Mobility>. Users must then log in using their Jive ID. To register for a Jive ID:

1. Go to onjive.com/register.
2. Complete the **User Registration** form.

Choosing Your Email Address (JiveID)

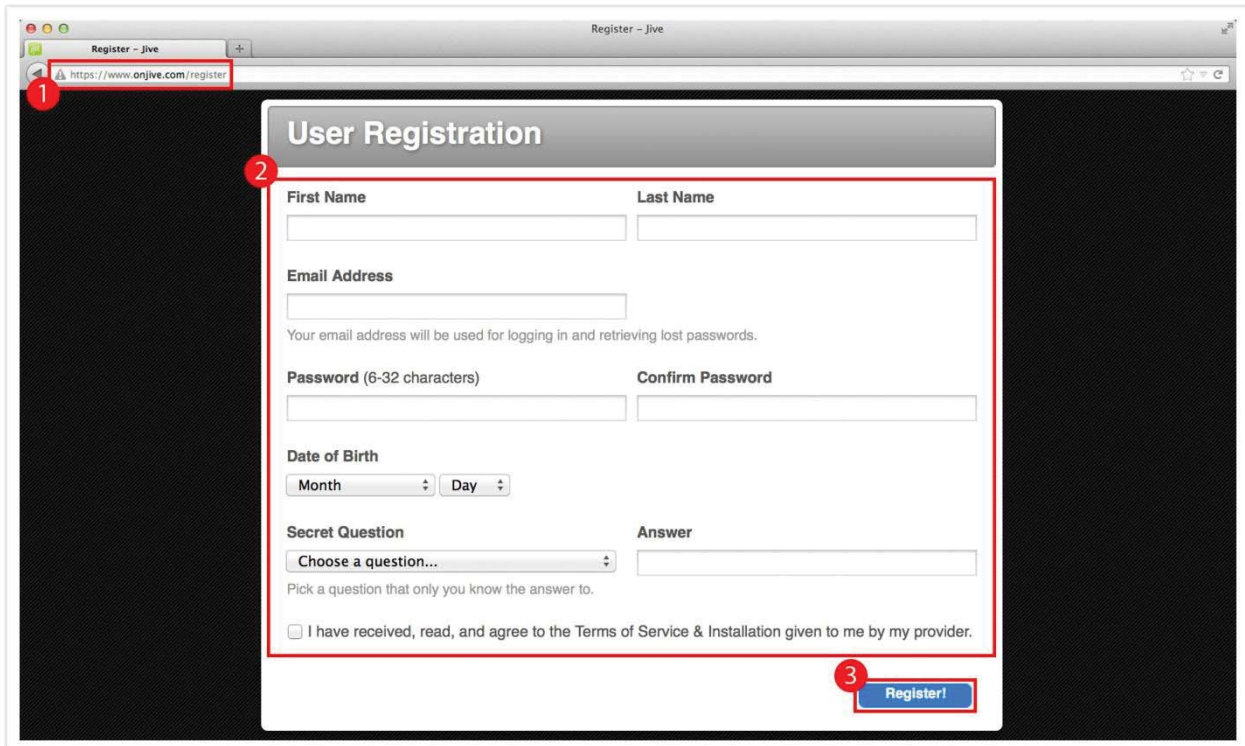
Your email address is your JiveID and therefore should be unique to each person. Use an email address that only you have access to.

If you have a JiveID that exists on multiple domains (i.e. clearvibe.onjive.com) you may experience issues with some of our mobile services. It is recommended to create a unique JiveID that only you have access to.

Choosing Your Password

Your password must contain at least 1 lowercase letter, 1 uppercase letter, 1 number and 1 alphanumeric character.

3. Click [**Register**].
4. Navigate to the email inbox you used during registration.
5. Open the email from Jive and click the **verification link**. If you do not immediately receive the verification email, be sure to check your Spam folder. If the email never arrives, please contact Jive Customer Care for further assistance.



The screenshot shows a web browser window with the URL <https://www.onjive.com/register>. The page title is "Register - Jive". The main content is a "User Registration" form. The form has the following fields and elements:

- First Name** and **Last Name**: Text input fields.
- Email Address**: Text input field. Below it, a note states: "Your email address will be used for logging in and retrieving lost passwords."
- Password (6-32 characters)** and **Confirm Password**: Text input fields.
- Date of Birth**: Two dropdown menus for "Month" and "Day".
- Secret Question**: A dropdown menu with "Choose a question..." selected. Below it, a note states: "Pick a question that only you know the answer to."
- Answer**: Text input field.
- I have received, read, and agree to the Terms of Service & Installation given to me by my provider.
- Register!**: A blue button at the bottom right.

Red circles with numbers 1, 2, and 3 highlight the browser address bar, the form fields, and the Register! button respectively.

Voice mail can be checked using the softphone, and will be downloaded as an e-mail.

To check e-mail remotely go to mail.google.com/a/arlegalaid.org. Your user name is the first part of your e-mail address and your password is already set and should be known only to you. In the event that you have forgotten your password, contact the Executive Director, Technology Director, or Administrative Assistant to reset it for you.

Case management software is available anywhere that you have internet access. You will log in by going to <https://laar.legalserver.org>.

The HelpLine will roll seamlessly to any location with Legal Aid of Arkansas VOIP phones or softphone, without technical intervention using standard procedures.

If any file share servers are destroyed or unavailable, then that data can be recovered to an alternate location from the backup agent with the assistance of the Technology Director, Executive Director, or Administrative Assistant.

The Administrative Assistant and Technology Director will create a worksheet containing all sensitive information and passwords related to technology backup, restoration, and continuity and provide a copy to the M3 Computers in the unlikely event that both the Executive Director, Technology Director, and Administrative Assistant are all dislocated and out of communication.

The Legal Aid of Arkansas technology plan, which addresses, among other things, the following issues, should be reviewed and retained by all Managers, and read in conjunction with the disaster plan in the event of an emergency.

- An inventory of all technology equipment
- An inventory of all software
- VOIP Dial Plan
- Documentation of current computer and file share server configurations
- Documentation of backup procedures
- Data restoration instructions
- Vendor contact information
- Contact information for e-mail hosting
- A list of all administrative passwords
- Procedure for programming telephones
- Detailed plan for remote access to Legal Aid of Arkansas information including case management, email, and virtual client files
- Procedure for updating website
- Procedure for ensuring remote email access

Critical Document Preservation

The Administrative Assistant and Fiscal Officer will assure that the following documents are

digital and subject to standard backup protocol, and that members of Management know the virtual location of the documents.

- IRS Determination Letter
- IRS Form 1023
- Current and previous Form 990
- Financial statements (if not part of the computer system and regularly backed up)
- EIN#
- ER#
- Bylaws
- Software Passwords
- Donor Records
- Vendor Records
- Building and Liability Insurance Documents including policy purpose, company name, policy number, representative phone and e-mail, broker phone and e-mail
- Financial Institution information including name, account number, contact information
- List of check signors for each account and those authorized to make transfers
- Office leases
- Payroll Records
- Contracts for purchase or lease of equipment
- Deeds

The Director of Human Resources/Grants Specialists will assure that the following documents are digital and subject to standard backup protocol, and that members of Management know the virtual location of the documents.

- Volunteer Records
- Documents relating to benefits, including health insurance, life insurance, dental insurance, retirement, etc. including company name, policy number, representative phone and e-mail, broker phone and e-mail.
- Documents relating to program funding, including a grants spreadsheet listing all grants, amounts, purpose, contact information, and critical dates.
- Employee Information:
 - names
 - home addresses
 - phone numbers
 - alternate email
 - emergency contacts/disaster relocation plan
 - I-9

The Director of Human Resources will prepare and update a spreadsheet containing private contact and residence information of all staff, including cell phone numbers and private e-mail, for distribution to all Managers. This information will not be shared externally and will be used only in the event of an emergency or disaster.

Services for New, Disaster-Related Clients

The Executive Director, Regional Managers, Work Group Leaders and other Managers will coordinate program efforts to serve victims of a disaster affecting Legal Aid of Arkansas' service area. This will include calling on national and regional resources as appropriate and short term reallocation of staff from other areas if necessary. The Executive Director or designee will participate in the next Legal Services Corporation National Conference Call on Disaster Related Issues after the incident.

Regional Managers in affected communities will coordinate outreach efforts in those communities. Regional Managers should prepare for this outreach by creating, and then reviewing and updating by June 15th of each year, a list of the key contacts for outreach, such as local government officials, social service agency representatives involved in emergency management, and local media. Outreach efforts should include:

- gathering information about services being provided to the affected populations and engaging in advocacy as appropriate
- identifying sites for in-person intakes, such as shelters or FEMA Disaster Recovery Centers
- arranging for staff to have access to these sites
- procuring equipment for staff to conduct in-person intakes, and
- assigning staff to conduct in-person intakes.

LOCAL OFFICE EMERGENCY ACTION PLAN

The purpose of this emergency action plan is to anticipate, to the extent possible, the appropriate immediate response to various types of emergency situations, and to provide for protection for staff and clients in the event of such emergencies.

The following pages detail the organizational structure of our plan and outline measures to be taken in the event of an emergency. Your conduct and action during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers.

DAMAGE ASSESMENT

Following a disaster, a Regional Manager or his or her designee should assess the damage sustained to the office and report that assessment to the Executive Director. The damage assessment should address the condition of the office building, office equipment, and records stored in the office and the availability of electricity, water, telephone service and internet service. Damage should be photographed and the images preserved.

EMPLOYEE BRIEFING

The Executive Director or Regional Manager shall take steps to inform Legal Aid of Arkansas staff of the disaster and of the immediate steps to be taken in response to the disaster. Such

communication may be done by telephone, e-mail, the Legal Aid website, or other available methods. Thereafter, employees will be provided with regular updates regarding recovery status.

Once the initial emergency has been resolved, a debriefing meeting for staff to discuss the disaster, recovery from the disaster, etc. will be scheduled.

Following any disaster, the Executive Director or Director of Human Resources will consider ways to provide resources to address any traumatic stress suffered by staff in connection with the disaster.

GENERAL INFORMATION FOR ALL EMERGENCIES

The Regional Manager will:

- Draft and coordinate the Emergency Evacuation Plan throughout their facility.
- Make certain the Emergency Evacuation Plan is familiar to all staff and that all new employees have been oriented.
- Schedule Emergency Evacuation reviews as necessary.
- Execute fire drills within the facility.
- Report and correct any deficiencies noted during the fire drill.
- See that all staff participates in fire drills.
- Call periodic meetings to provide information and training about emergency procedures, including evacuation and relocation, evacuation of the disabled, and fire prevention.
- Ensuring that new employees have a copy of this Emergency Procedures Manual.
- Communicate information to building occupants during and after an emergency.
- As water is the most common cause of damage in most emergencies and experience shows that files and other paper work product kept secure in cabinets have a much greater rate of survival and salvage than those left unsecured on desk, floors, or in other locations, the Regional Manager will be responsible for policing the office regularly to assure proper file storage.

FIRE

Fire is the most common cause of office loss. Each office should conduct a minimum of one fire drill each year. The Regional Manager will conduct, document, and critique each fire drill, forwarding a copy to the Executive Director or designee. Each building shall have a minimum of one fire extinguisher.

- If you discover a fire of any size, other than one that can be easily subdued with the fire extinguisher (use an extinguisher only if the fire is small and it is safe to do so), activate the nearby fire alarm pull station in buildings so equipped. Dial 911 to report the exact location and type fire.
- Warn others in the immediate area by way of the office intercom system or voice notification, and then evacuate the building.
- Close but do not lock doors and windows in the fire area, but only if this can be done safely. Use caution when you approach a closed door as there may be fire behind it.

Check for heat with the back of your hand by lightly touching the doorframe near the top, then check the doorknob. If the door is hot, use an alternate exit.

- If you encounter heavy smoke, drop to your hands and knees and keep your face near the floor. Follow the wall to the nearest exit and leave the building.
- Always evacuate using stairwells only in buildings equipped with elevators, and go to your designated safe spot as set forth in your local evacuation protocol.
- There will also be an evacuation map created and posted in each office, clearly marking routes of evacuation and the safe spot location.
- Accompany any person requiring assistance to the designated relocation area. If the individual is unable to leave, stay with the individual and send another person to inform emergency personnel of the situation. A firefighter will assist in evacuating the individual.
- If you are trapped in the building, remain calm and proceed to a room with an outside window. If there is a phone in the room, dial 911 and tell the dispatcher exactly where you are. To keep smoke out of your area, stuff the cracks around the door and cover ventilators with clothes, towels, or paper.
- All fires produce potentially harmful smoke so the building shall be evacuated until the fire is under control and the smoke is purged from the building. Do not reenter the building until approved by the fire department, or if the fire department is not called, the Regional Manager or designee.

There are common sense steps that can be taken to prevent or reduce the likelihood of fire.

- Do not let paper accumulate in your office or in storage areas. Pay special attention to housekeeping in areas where discarded paper accumulates, such as storage areas, copy rooms, or kitchens.
- Make sure electrical cords are in good condition. Inspect them periodically and replace them, or report frayed cords to the Regional Manager. Do not bypass grounded plugs.
- Use surge-protected power strips in place of extension cords.
- Store all flammable liquids in a cool, safe location. Do not store large quantities of flammable solvents.
- To insure ease of evacuation in an emergency, keep all hallways and stairwell exits free of boxes and trash.
- Make sure all electrical equipment is turned off before you leave at the end of the day. Unplug space heaters, coffee pots, and fans.
- Use care when using microwave ovens to prevent burning food or contents.
- All Regional Managers shall enforce a policy of not burning candles in the office. Candles may cause extreme fire hazards if knocked over on papers.
- There shall be no smoking in any office facility.

After the fire is out and recovery can begin the insurance company should be notified by management to determine the best course for restoration. If the building is destroyed or unusable, the procedures for the building not being operational will be followed.

Earthquake

A significant part of the Legal Aid of Arkansas service area is in the New Madrid Seismic zone. There is a significant possibility of a major earthquake event that will affect the service area, with the possibility of a disruption of one or more physical offices and human assets.

To prepare office locations for a possible earthquake, staff should check for potential hazards, including but not limited to:

- Fasten shelves securely to walls.
- Place large or heavy objects on lower shelves.
- Store breakable items in low, closed cabinets.
- Hang heavy items such as pictures and mirrors away from where people sit.
- Brace overhead light fixtures.
- Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
- Secure a water heater by strapping it to the wall studs and bolting it to the floor.
- Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects.
- Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.

All staff should prepare for the possibility of an earthquake by identifying safe places, both indoors and outdoors:

- Under sturdy furniture such as a heavy desk or table.
- Against an inside wall, under an interior doorway, or in the corner of a room.
- Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.
- In the open, away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways.

During an earthquake, stay as safe as possible. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe. If you are indoors:

- Drop to the ground; take cover by getting under a sturdy table, desk or other piece of furniture; and hold on until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building or under an interior doorway. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.

- Be aware that the electricity may go out or fire alarms may turn on.
- DO NOT use the elevators in offices so equipped.

If you are outdoors, stay there. Move away from buildings, lights, and utility wires. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls.

If you are in a moving vehicle on Legal Aid of Arkansas business, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake. Proceed to your home or another safe location and await work instructions per the disaster plan.

After an earthquake you should expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

- Evacuate as necessary. Managers shall be responsible for seeing that employees are evacuated to the designated safe area as described in the disaster plan, outside the building and clear of overhead electrical lines, utility posts, block walls, etc., which might fall during aftershocks.
- Follow standard notification procedures as per the disaster plan. If the building is destroyed or inoperable, procedures for the building not being operational will be followed.
- Listen to a battery-operated radio or television. Listen for the latest emergency information.
- Use the telephone only for emergency calls.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- Help injured or trapped persons. Remember to help staff or visiting clients who may require special assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Consult the attached list of hospitals for the nearest hospital to your office location.
- Call the Fire Department only in the case of a fire. Extinguish small fires if possible.
- Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.

- Inspect the building structure for damage.
- Inspect utilities.
 - Check for gas leaks. If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and contact the gas company. If you turn off the gas for any reason, it must be turned back on by a professional.
 - Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
 - Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap.

Tornado or Severe Thunderstorm Warning

Each office shall have a NOAA Weather Radio with a tone alert feature. When a warning signal sounds, listen for information about possible severe weather and the protective action to be taken. Staff should also take immediate action to protect themselves in the event that local municipal warning systems are activated. Staff may also access the latest weather reports, radar and bulletins at the National Weather Service website located at <http://www.nws.noaa.gov/>. Type in the local zip code. In the event of severe weather or tornado warnings, the Regional Manager should determine if emergency measures should be taken. Emergency measures will normally require employees to:

- Take cover under a desk or table, against wall, crouch down and cover your head. Move to the center of the building, basement, bathrooms or interior offices.
- Stay away from glass, windows and outside doors, lighting fixtures or anything else that can fall. The greatest danger will be from glass and other airborne objects.
- Stay inside until the tornado or severe weather quits and it is safe to go outside.
- Do not use an elevator; take the stairway.
- Managers should check for people who may not have heard the alarm in restrooms and especially noisy areas. Provide assistance to disabled personnel or others who may need help.
- Confirm that all personnel have left the work areas, closed (but not locked) doors behind them, and assembled or relocated to a safe area calmly.

If the building should be severely damaged by a tornado or severe weather, every effort should be made to see if everyone is accounted for and take care of any injured person. After employees are taken care of, try to keep as much sensitive client data and technology equipment dry and secure as possible. The insurance company should be notified by management to determine the best course for restoration. If the building is destroyed or unusable, the procedures for the building not being operational will be followed.

POWER FAILURE

Should a power failure occur, it will typically affect either the building or some larger portion of the surrounding geographic area (a blackout or brownout). Notify the local electrical company that the power is down. If information is received that the electrical failure is going to be long term (greater than two hours), all but emergency staff, as deemed necessary by the Regional Manager, should be sent home and notified when power has been restored and they can return to work.

- Raise window blinds to let in outside light.
- Check to see if the situation you are experiencing is shared by your neighbors.
- Turn off and disconnect all electrical appliances/equipment, including computers, monitors, VOIP phone systems, and copy machines to prevent damage if there is a power surge once electricity resumes.
- Stay where you are unless told to evacuate. Do not congregate in lobby area or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. The elevator will cease operation. Do not force open the doors or try to escape through the roof hatch. Do not panic.
- If temperatures are below freezing, existing heat in the building should be conserved to avoid water pipes from freezing.

If the power grid is determined to be down for an extended period (more than five working days), the procedures for the building not being operational will be followed.

BOMB THREATS

A bomb threat may be delivered over the telephone (most common), through the mail, by messenger, on a note left in a public place, or even on your computer screen. While statistically most bomb threats turn out to be hoaxes, they must all be taken seriously.

Bomb Threat Callers send warnings of possible bombs for a variety of reasons: to make a statement, to create panic or disrupt normal business, to get free publicity for a cause, or because they know of a threat and want to alert people to evacuate the building. Rarely does the caller want to injure people; if that were the case, then they would not bother to inform anyone of the bomb.

The Regional Manager or designee will announce, via the intercom system or other means, the need to evacuate in case of a bomb threat. Call 911 or local authorities immediately and vacate the office building. Take your personal belongings with you. They may cause unnecessary wasted searching efforts. Make sure to unlock drawers and cabinets to facilitate the work of a search team.

After having exited the office building using fire drill procedures, all employees should gather in the designated safe area, previously designated by the Regional Manager. This allows an

immediate opportunity to account for all employees. Wait in the safe area until an all clear is given before returning to the building.

If you receive a phone-in bomb threat, ask the caller:

- Remain calm and try to keep the caller on the phone.
- When will it explode?
- Where/what type of device?
- What does it look like?
- What is your name?
- Check caller ID for phone #.
- Note caller's voice/sounds.
- Notify the Regional Manager.
- Call 911.

If, after receiving a threat, you should encounter a suspicious-looking package or a questionable item, **DO NOT TOUCH IT!** Try to establish ownership of the item in question. If no one claims it, then there is a good chance that it does not belong there.

In the highly unlikely event of an explosion, take cover under tables, desks, or other such objects that will offer protection against flying glass or debris. Evacuate the area using the fire drill procedure or as directed by management or emergency officials called to the scene.

Severe Ice Storm or Heavy Snow Conditions

The Executive Director or appropriate Regional Manager will determine when and if any offices of Legal Aid of Arkansas will be closed due to inclement weather.

All local staff will advise the appropriate supervisor if they are unable to report to work because of inclement weather by 8:30 a.m.

All staff will advise their supervisor if they leave early because of inclement weather.

If Legal Aid of Arkansas remains open, the Executive Director, in consultation with the other managers, will determine whether a staff member's absence should be charged to annual leave or some other category.

Part-time employees will only receive weather leave for the number of hours they were scheduled to work if the office is closed by the Regional Manager or Executive Director. If the office is open and a part-time employee cannot make it in, then they will not receive weather leave but will be given the opportunity to work alternate hours within the pay period to make up the lost time.

Failure of an employee to comply with the notice provisions of Section 10 will automatically require any absences to be charged to annual leave.

WORKPLACE VIOLENCE

Workplace violence can take many forms. Staff should call the police when they have reason to believe they are at risk of harm. Employees or the Regional Manager must call the police if a criminal act has taken place. The criminal offenses of terroristic threatening or assault may have been carried out even without physical contact. This could include telephone, written, or personal threats inside or outside. Learn to identify the specific behavior that should be reported to your supervisor:

- Any behavior that is physically threatening to yourself or another person
- Behavior or actions that a reasonable person would interpret as potentially violent (Verbal threats, throwing objects, waving fists, destruction of personal property)
- Any substantial threat to harm another person, destroy property, or in any way endanger the safety of employees
- Behavior that might signal emotional distress and potential violence (severe mood swings, impulsive or intimidating behavior, yelling)
- If you feel you are in imminent personal danger, leave the area if possible

DIAL – 911

Notify the Regional Manager and other staff.

TELEPHONE ABUSE/THREAT

- Interrupt the conversation firmly, but politely, and advise the caller that you will terminate the call unless they refrain from abusive/threatening language.
- If the abuse/threat persist, terminate the call. Advise your office manager and operator of caller's name and other relevant details.
- If the caller was being abusive and did not make a specific threat, assess whether the abuse made you feel threatened. If you feel threatened advise your Regional Manager.
- If the caller made a threat against you, other staff, or a person or agency outside Legal Aid of Arkansas, you should advise the Regional Manager.
- Document as much detail as possible in the report *i.e.* exact wording of the conversation, time, date, our location, name of caller (if known), describe voice, background sounds, other relevant details.
- If the caller calls back, interrupt the conversation firmly but politely, and advise the caller that you will transfer the call to your Regional Manager.
- Put the caller on hold, contact your Regional Manager, and advise them of the caller and other necessary details.
- Transfer the call to your Regional Manager.
- The Regional Manager will deal with the caller. Take appropriate action to resolve any misunderstanding and reinforce with the caller that abusive/threatening language or behavior toward employees will not be tolerated.
- If the caller is a client, put a note on the file.
- Remember that an abusive/threatening caller may be charged criminally.

- Debrief/advise other staff as indicated.

WORKPLACE VIOLENCE: WRITTEN THREATS

- Handle the paper, envelope, or package as little as possible - paper can be dusted for finger prints. Keep all related items as evidence.
- Place all papers, etc. in a bag or envelope.
- Immediately report the threat to your Regional Manager.
- Write a narrative of the incident.
- The Regional Manager should report incident to local police.
- If the subject is a client, put a note in the file.
- Follow up on police case.
- Debrief/advise other staff as indicated.

WORKPLACE VIOLENCE: IN-PERSON ABUSE/THREATS

- Interrupt the conversation firmly but politely, advise the individual that you will not accept abusive treatment, and that if necessary, you will terminate the conversation and ask the individual to leave the building.
- Maintain a safe distance between yourself and the individual.
- If the behavior persists, terminate the conversation and ask the person to leave the building. Monitor the individual as they leave, preferably through the Regional Manager or another staff member.
- If the person was being abusive and did not make a specific threat, assess whether the abuse made you feel threatened. If you did feel threatened, speak with your Regional Manager.
- If the person made a threat against you, other staff or a person or agency outside, speak with your Regional Manager.
- If the individual does not leave, assess whether they pose a physical threat, remove yourself from the situation and advise your Regional Manager and other staff of the situation.
- If you determine that the individual poses a physical threat, do not return to the meeting area.
- The Regional Manager should assess degree of threat.
- Clear staff and clients from the immediate area and determine whether you can safely diffuse the situation.
- If the situation cannot be safely diffused, call 911.
- Debrief/advise other staff as indicated.

WORKPLACE VIOLENCE: PHYSICAL ASSAULT

- Protect yourself. Make lots of noise - shout for help, set off personal safety alarm if you have one. Use an excuse to leave the area to go to a safer area.
- Do not retaliate beyond self defense.
- Once you are in a safer area, notify other staff and call 911.
- Obtain medical attention as soon as possible if indicated.

- Report physical assault to the Regional Manager.
- When able, complete a written narrative.
- The Regional Manager will ensure the assaulted employee and all other staff are safe from physical harm.
- Report the incident to the police if they have not already been called.
- Ensure the assaulted employee receives any necessary medical attention.
- Complete a narrative and forward it to the Executive Director.
- Debrief/advise other staff as indicated.
- If the individual is a client add a “caution note” to the CMS.

WORKPLACE VIOLENCE: PERSONS CARRYING LETHAL WEAPONS

- If you encounter a person carrying a lethal weapon, make every effort to avoid arousing hostility - COOPERATE FULLY!
- Notify your Regional Manager if possible.
- If violence erupts, go into the nearest room, out of sight of the perpetrator, and lock doors.
- Hide under your desk or in a far corner of your office.
- Keep still - stay silent and listen.
- Stay in your hiding place and listen for instructions or rescuer.
- The Regional Manager should notify all staff to clear the area and to escort clients to a safer area.
- Do not attempt to disarm the suspect or put yourself in danger.
- If the suspect does not appear threatening, advise them that weapons are not permitted on Legal Aid of Arkansas premises, and that the police will be called if they do not remove the weapon from the building.

SUICIDE THREATS

- All threats of suicide must be taken seriously.
- When a threat is received on Legal Aid of Arkansas premises, staff must take steps toward prevention of the act and ensure that the individual making the threat is provided with the necessary assistance. Speak calmly and try to diffuse the situation, then notify your Regional Manager.
- The Regional Manager should assess the situation and determine if it is necessary to call the police and/or ambulance service. If you are able to diffuse the situation, notify the individual’s personal physician if you can obtain that information. Put the individual in contact with local community resources.
- The role of Legal Aid of Arkansas staff in most cases will be to alert the appropriate individuals and agencies who can assist the person making the threat.
- If the threat of a suicide attempt on Legal Aid of Arkansas premises appears immediate, treat the situation as an emergency and **CALL 911**.
- If the threat of a suicide attempt is made to you over the phone, tell the client that you are concerned about what they are saying. Try to keep the client on the phone until the client agrees to end the conversation and call you back later. When the call is over, or if the client hangs up suddenly, speak to your

supervisor without delay.

- It is recognized that the individual's physician and/or other community professionals are responsible for further follow-up.

MEDICAL EMERGENCIES

- Stay calm and determine the nature of the medical emergency.
- Administer first aid to the degree you are trained.
- Notify Regional Manager.
- DIAL 911
- Identify yourself and your exact location.
- Describe the nature of the emergency. Take note of any bracelets identifying a medical condition.
- Have a staff member meet and lead medical personnel to the exact location.
- Advise fellow employees of the emergency and request assistance. Secure the belongings of the patient.
- Administer first aid to the degree you are trained.
- Make sure someone stays with the patient. Do not move the patient!

Loss of Heat or Air Conditioning

If the air conditioning or heater goes, out each local Regional Manager should identify and call a local HVAC repairman to fix the unit. In the short run each office can purchase and use fans for cooling. If long term failure of all units is experienced, employees may not be able to continue working depending on the outside temperature. If the Regional Manager determines that the heat or cold is excessive, then all employees should be dismissed for the day. The Regional Manager of the affected office shall notify all office employees of the status of when the office will be able to open and resume business.

GENERAL OFFICE SECURITY

In order to safeguard personal and program property, the following precautions should be instituted in all offices:

- Staff should keep wallets and/or purses out of sight. It is recommended that staff not carry large amounts of cash.
- Any valuable equipment such as video camera, regular cameras, laptop computers, etc. should be stored out of sight of the general public, preferably such a location should be locked.
- All outside doors should be locked at the close of the business day. Offices with security systems shall always be engaged when the office is closed. Offices with security doors should assure that the security doors are engaged at all times during regular business hours.
- Appointments with clients or applicants shall be during normal business hours unless approval is given by the Regional Manager. This will ensure that someone is not left

alone and unprotected in the evening hours without prior knowledge and consent. The presence of any unauthorized person in the building should be reported to the Regional Manager.

- If there is any evidence of illegal entry to the building or incident of theft of personal and/or business property, inform the Regional Manager or Executive Director immediately. You will be asked to complete a report and to file a police report.
- No confidential client information will be left untended outside of private offices. If you meet with a client in your office, you must first assure that any identifying or confidential information for other clients is secure and out of sight. Never leave a client unsupervised in a private office.
- If you must vacate the office for any of the reasons as set for above, and you can do so safely, take with you your personal calendar, case list if available, business cards, disaster manual, office keys, office laptop computer if you are assigned one, and personal items such as purses, keys, billfolds, and cell phones.
- Legal Aid of Arkansas staff should not disclose plans, family matters, or business activities, or discuss that of other employees with clients. Offices where interviews are conducted should not display family mementos or photographs. Any time a staff member leaves employment under less than amicable circumstances, all door locks and security codes should be changed immediately.
- Staff should give the police information describing the event but be careful to protect privileged information and preserve client confidentiality. If you have any doubt about providing an item of information, advise the police that you must first consult a supervisor.

OFFICE BUILDING NOT OPERATIONAL

When re-entry is possible into an office or offices, the Regional Manager, in consultation with the Executive Director, shall assess whether the property is safe for staff to use and what equipment, hardware, software, client files, individual work areas, etc. are salvageable and/or what needs to be purchased or leased. Re-entry onto the property will not be permitted until it is declared safe to do so by someone with executive authority, or by the local fire/law enforcement officials. After the emergency subsides, staff should contact their Regional Manager in order to advise them of their status and to receive instruction about returning to their office.

The first priority for Regional Managers and all staff, after assuring their own safety, is to secure confidential client information and data at the impacted location. These steps should be taken as soon as the premises can be safely accessed. If necessary, local storage space can be rented to store files and computer equipment containing confidential information, all of which should be removed from the premises as soon as possible if the office cannot be secured.

If an office building has been determined to be not operational by the local Regional Manager or Executive Director due to a disaster, the following procedures will guide the staff in our effort to continue to provide services.

If re-opening of your office is delayed, you should be available to report to another Legal Aid of Arkansas location as directed by your Regional Manager or Executive Director. Although instructions can vary depending on the nature of the disaster, generally you will report as follows:

- Jonesboro office closed or destroyed-report to the Newport office.
- Helena-West Helena office closed or destroyed-report to West Memphis office.
- West Memphis office closed or destroyed-report to Jonesboro office.
- Newport office closed or destroyed-report to Jonesboro office.
- Harrison office closed or destroyed-report to Springdale office.
- Springdale office closed or destroyed-report to Harrison office.

The Executive Director will assess the expense of temporary primary work station relocation on staff and approve mileage, per diem, and hotel or lodging expenses as necessary on a case by case basis.

The Executive Director and local Regional Manager will make every effort to secure office space within the impacted community without delay, contacting local public officials, education institutions, the United Way and other non-profits, and assets in the private sector to make inquiry about temporary donated or leased space. If an office is relocated to another geographic area for more than two weeks, then space should be secured to provide local outreach services to clients and the community. The Legal Services Corporation will be notified at once of any office relocation.

In the event of a disaster that makes Legal Aid of Arkansas offices inaccessible for more than a week and if you cannot communicate with the Regional Manager or Executive Director, you should contact the Center for Arkansas Legal Services to help with the disaster legal services delivery system.

A sign should be posted on the office door or in the general vicinity if the door is not available advising clients of the new location and contact information.

The local media should be advised of the closure and alternate contact information to convey to the community.

If office relocation is to be for longer than four weeks, all current clients should be contacted and provided information on the status of their case, current advocate assigned to case, and the location and contact information for the advocate.

The outline below generally recaps steps to be taken:

- Assess status of our offices
- Communicate office re-openings and closings
- Ascertain status of staff and availability for return to work
- Assign temporary offices as needed
- Secure temporary office space and computers if necessary

- Restore computers, internet and recover data if necessary
- Assess cash flow; need for additional funds to sustain operations
- Each staff member's cases, upcoming court dates, and needs for continuance
- Determine office access to client files
- Secure client files as needed for staff use and to protect confidentiality
- Determine need for file reconstruction
- Switching of phones
- Change of addresses with post office, state bar associations and funders
- Communications to public
- General training on disaster-related law for all staff

DIRECTOR'S REPORT

May 18, 2018

National Developments

LSC received \$410 Million in funding for FY 2018, an increase of \$25 million from the previous two years and the highest appropriation since 2010. This resulted in an increase of \$88,114 for Legal Aid as our funding increased from \$1,469,531 to \$1,557,645.

While the administration has asked to eliminate LSC in the 2019 budget, initial actions in Congress paint a different picture. The House Appropriations Subcommittee on Commerce, Justice, Science and Related Agencies, which has jurisdiction over LSC, \$410 Million, or level funding, for LSC in 2019. This is the first time since 2011 that the house bill has not cut LSC from the previous year. This was subsequently approved by the full House Appropriations Committee on May 17th. No action is expected in the Senate before the second week of June.

Budget Category	FY 2018 Enacted	FY 2019 House CJS Subcom. Mark
Basic Field Grants	\$376,000,000	\$376,000,000
Technology Initiative Grants	\$4,000,000	\$4,000,000
Pro Bono Innovation Fund	\$4,500,000	\$4,500,000
Loan Repayment Assistance Program	\$1,000,000	\$1,000,000
Management and Grants Oversight	\$19,400,000	\$19,400,000
Office of Inspector General	\$5,100,000	\$5,100,000
Total	\$410,000,000	\$410,000,000

Support for LSC has come from all fronts. A total of [181 House members](#) signed a letter in support of robust funding for LSC, the highest number in history. In the [Senate, 51 members](#) have sent letter prioritizing LSC funding. Other support has come from the [Conference of Chief Justices and the Conference of State Court Administrators](#), more than [180 law firms](#) representing every state, more than [250 General Counsels](#) of corporations (including Tyson and Walmart), [39 Attorneys General](#) (but not Arkansas), and [168 law school deans](#).

There is reason for optimism as the appropriation process moves forward.

Program Developments

As of May 12th we had opened 2,686 new cases in 2018, about 3% less than the same period in 2017. The case types break down as follows:

- Consumer 13.5%
- Domestic Violence 41.3%
- Economic Justice 9.2%
- Housing 16.1%

- LITC 2.5%
- MLP 6.5%
- Pro Bono 4.6%
- Pending Assignment 6.4%

The most alarming number continues to be our anemic pro bono numbers. We are doing a variety of things to address. Greneda Johnson, our new pro bono manager, has just returned from Nuts and Bolts training for new pro bono managers at the Equal Justice Conference. Our staff have so far this year tabled the Mid-Year meeting of the Arkansas Bar Association in Little Rock and the Arkansas Trial Lawyers Association annual meeting in Eureka Springs. We have recognized [outstanding volunteers for 2017](#) by delivering awards to them in their offices on Law Day. We will table at the Arkansas Bar Association Annual Meeting in Hot Springs in June then spend the balance of the year making office visits with attorneys individually.

Our sixth annual [Law Day Running Festival](#) was held at Bono Lake, near Jonesboro, on May 5th. Because of scheduling conflicts, we did a trail run this year, which limited the number of participants. We still had a very nice event and were able to break even while promoting Law Day and pro bono volunteerism. Our lead sponsors, in order of level of support, were First Security Bank, Craighead County Bar Association, Walmart, and Womack, Phelps, Puryear, Mayfield & McNeil, P.A., along with several other sponsors at \$100 each. We purposely did not push the sponsorship option as aggressively as in the past because we just finished a big push for our 50th Anniversary celebration in the fall.

Hannah Roe, staff attorney in our Harrison office, is assuming the role of Domestic Violence Work Group leader on June 4th. Ms. Roe has been with us for over a year and recently returned from a one week intensive trial training course at the NITA National Training Center in Boulder, Co. This relieves Deputy Director/HelpLine Manager Andrea Walker of the extra duty.

We rented two offices from the Center for Arkansas Legal Services in their building located at 1300 W. 6th St. in Little Rock. We needed this space to better implement our Fair Housing project on a statewide basis and because we were running out of space at Arkansas Children’s Hospital to house Little Rock based staff. The rent is \$200 monthly, utilities included, for a term of one year. [The lease is attached](#). Current staff assigned to this location are Pamela Abrams and Jacqueline Mangandi.

Case Examples

Housing

An elderly woman paid a deposit to rent an apartment in Northeast Arkansas. At the time the woman paid the deposit, the landlord promised to make several repairs. When the woman tried to move into her apartment a few weeks later, she found that none of the repairs had been made. Among the issues were a cockroach infestation, broken vents, and a broken bathtub. Legal Aid helped the woman sue the landlord for fraud. The matter settled and the woman was able to secure alternate housing.

Domestic Violence

Our client was sexually assaulted by the respondent from the ages of 13-17. He was convicted of sexual assault, 2nd degree, a class B felony. He served a few years of an 8 year prison sentence and was released with a suspended imposition of sentence. The SIS specifically prohibited him from having any direct or indirect contact with our client. He started showing up at her workplace, lingering and making eye contact with her. He did this 6 or 7 different times over the course of a month or so. She filed a police report, but was told no one could prove it wasn't a chance encounter and there was not enough evidence to arrest him. She then filed for an Order of Protection and Legal Aid became involved. After meeting with her, our attorney called his probation office, the prosecuting attorney's office, and the officer to whom she had been making reports. He was arrested and showed up to court with an ankle monitor. Our client received a 10 year Order of Protection.

Low Income Taxpayers Clinic

A married couple contacted Legal Aid for assistance from our LITC clinic. Their paid tax preparer had neglected to include Social Security payments on their return one year, resulting in a large balance due calculated by the IRS. We entered into negotiations which resulted in the IRS agreeing to abate the failure to pay penalty of \$1,300 and the paid preparer agreed to refund the preparation fee and pay a penalty for the mistake, plus paid the clients \$1,782. After a hearing, the IRS agreed to withdrawal of the accuracy-related penalty of \$1,450 and the final balance remaining was \$700, which the clients paid.

Economic Justice

Our client was placed on the adult maltreatment registry for CNAs for allegedly tossing a catheter bag into a patient's lap. The nursing home submitted a report to DHS's Office of Long Term Care, which included witness statements from our client, another CNA, and a nurse. OLTC did not conduct an investigation and placed our client on the registry with a true finding of abuse based solely on the report from the nursing home. We represented her in an administrative hearing, reconsideration, appeal to circuit court, and finally in an appeal to the court of appeals. We argued that DHS had not conducted an independent investigation as required by statute and that the facts did not support a true finding of abuse. The appellate court found that the plain language of the statute requires DHS to conduct its own investigation and that it cannot rely on a report from the nursing home in making a true finding. The court vacated the true finding based on the DHS Office of Long Term Care's failure to investigate. Our client will now be able to return to work as a CNA and pursue a career as a registered nurse, both of which were impossible with the true finding.

Consumer

A young lady was sued by a former employer for \$5,000 for allegedly violating her training agreement at work. Legal Aid became involved in the case and determined that violations of wage and hour laws entitled the client to over \$10,000 and that the training agreement was not legally enforceable in Arkansas. We counterclaimed for past due wages and violations of wage and hour laws. The claim was resolved with a \$6,500 recovery for the client from the employer.

Grants/Contracts/Fundraising

Since the last board meeting, we have seen the following developments:

The Equal Justice Works Crime Victims Justice Corps grant application asking for two attorney positions focused on campus sexual assault was partially funded. We received one position and placed the attorney in Springdale because of the proximity to the largest university in our service area. We will receive approximately \$116,000 over two years from the grant.

We are in the process of applying for an additional Victims of Crimes Act grant to assist crime victims in our service area, and have recently submitted United Way grant application to the United Way of North Central Arkansas, United Way of the Mid-South, United Way of Northeast Arkansas, and the United Way of Greater Blytheville. Allocation decisions should be forthcoming soon.

Staff Changes

Ben Hall was reported to have accepted a staff attorney position with Legal Aid in the Housing Work Group in the March board packet. Mr. Hall reneged prior to start at Legal Aid. To fill the position, we moved **Teresa Franklin**, Delta Regional Manager in our Jonesboro office, from the Domestic Violence group to the housing group. We then hired **Jordan Meador**, a Jonesboro attorney who has practiced with the Mooney Law Firm for the previous four years, to be a member of our Domestic Violence group in the Jonesboro office. She is a graduate of Arkansas State University and the Thomas Goode Jones School of Law.

We have added **Pamela Abrams** as a part-time staff attorney in Little Rock, working in our Housing Work Group with a primary focus on fair housing. Ms. Abrams is recently licensed after graduating from the Bowen School of Law. She previously worked for the Department of Veterans Affairs prior to retirement from that position and going to law school.

We recently added **Alexandria Vann** as a part-time legal support specialists in our Helena-West Helena office. She had previously worked at Kipp Delta Schools as an office coordinator and holds an Associate's Degree from Pulaski Tech. Her hours, and our Helena office hours, will be 9-3 Monday and Friday and 8:30-12:00 Tuesday thru Thursday.

Brooke Thompson, a staff attorney in our Springdale office, left Legal Aid to take a Federal clerkship. She was replaced by **Scot Allison**, a graduate of the University Of Arkansas School Of Law, who worked the previous four plus years at the Washington County public defender's office. He will be a member of our Economic Justice workgroup.

We have hired **Spencer Sims Bowling** to fill the Equal Justice Works Campus Sexual Assault position previously mentioned. Bowling holds an undergraduate degree from the University of Central Arkansas, her JD from the University Of Arkansas School Of Law, and is currently a Ph.D. candidate in Education Law and Policy at the U of A.

Jessica Prasifka resigned after nearly a year as our legal support specialists at Arkansas Children's Hospital for personal reason. We have hired **Donna Ramsey**, a graduate of the University of Arkansas at Pine Bluff, who has almost a decades experience as a paralegal for the Center for Arkansas Legal Services in their Pine Bluff office. This position is funded by Children's Hospital.

We have at least nine students joining us this summer full-time.

- Pierre Andrieux- Jonesboro Office. Professional Internship from France. Masters Degree in Foreign Languages from University of Picardy. Primary focus will be on marketing and communications.
- Jared Blanton-West Memphis Office. Rising 3L at the University of Alabama School of Law. Funded by a LSC Rural Summer Legal Corps Grant. He will be working primarily with our Monroe County Children in Trust project.
- Gabe Dowell- Springdale Office. Senior at the University of Arkansas. Funded by the United Way of Northwest Arkansas Tyson Internship Program. He will be working with the United Way funded Children Living in Poverty project.
- Austin Jones- Harrison then Springdale office. Junior at the University of Arkansas. Will serve a six week internship in our Harrison office, then our Springdale office, focusing on assisting our Domestic Violence work group.
- Jacqueline Mangandi- Little Rock Office. Rising 2L at the Bowen School of Law. Will be an AmeriCorps JD. Focus on Elder Justice, MLP, and Domestic Violence.
- Kameron Richards- Springdale Office. Rising 2L at the University of Arkansas School of Law. Will be an AmeriCorps JD. Focus on Elder Justice.
- Karsen Sims- Springdale Office. Senior at the University of Arkansas in the pre-law program. Will work as a part-time legal support specialists, paid by Legal Aid.
- Tauno Vannucci- Arkansas Children's Hospital. Rising 2L at City University of New York School of Law. Will be an AmeriCorps JD and provide support for Elder Justice and MLP.
- Jaquis Willis- Helena Office. Rising 2L at the Bowen School of Law. Will support our Housing Work Group and Fair Housing project. Paid by Legal Aid.

A current office directory and organizational chart is attached.

Non-priority, non-emergency case types- None

SUBLEASE AGREEMENT

This Sublease Agreement (the "Sublease") is made effective this 30th day of April, 2018, by and between Center for Arkansas Legal Services ("Tenant"), and Legal Aid of Arkansas ("Subtenant"). Tenant has previously entered into a lease agreement with 1300 W. 6th St., LLC ("Landlord") dated July 31, 2017 (the "Prime Lease"), a copy of which is attached hereto (hereinafter referred to as "Exhibit A") to this Sublease. The Tenant now desires to sublet a portion of the leased premises to the Subtenant and the Subtenant desires to sublet said portion of the leased premises from the Tenant. Therefore, the parties agree as follows:

PREMISES. Tenant, in consideration of the sublease payments provided in this Agreement, sublets to Subtenant a portion of the leased premises located at 1300 W. 6th St., Little Rock, Arkansas 72201 (the "Premises") encompassing approximately 160 square feet of office space located within the middle hallway of the leased premises, more specifically described as Rooms 136 and 137, consisting of two (2) offices, plus use of common areas such as bathrooms, kitchen, and lobby. Use of the conference room is permitted with advance scheduling.

TERM AND POSSESSION. The term of this Sublease will begin on April 30, 2018 and will continue for the remainder of the term provided in the Prime Lease, which terminates April 30, 2019, unless terminated sooner pursuant to the terms of this Sublease.

SUBLEASE PAYMENTS. For the Initial Rental Payment Period, Subtenant shall pay to Tenant sublease payments of \$200.00 per month, payable in advance on the first day of each month, for a total sublease payment of \$2,400 per year for Year 1.

Year 1: \$200.00 month \$2,400.00 annually

Sublease payments shall be made to Tenant at 1300 W. 6th St., Little Rock, AR 72201, which may be changed from time to time by Tenant.

LANDLORD'S CONSENT. The Prime Lease requires the prior written consent of Landlord to any subletting of the Premises. Attached hereto is the signed Consent to Sublease (hereinafter referred to as "Exhibit B") of the Landlord providing the Tenant with written consent to sublease to the Subtenant for a term of up to one (1) years and any subsequent renewal periods of the Lease beginning on April 30, 2018.

INCORPORATION OF PRIME LEASE. This Sublease is subject to all of the terms of the Prime Lease (Exhibit A, including the Rules and Regulation of the Leased Premises) with the same force and effect as if each provision of the Prime Lease were included in this Sublease, except as otherwise provided in this Sublease. All of the obligations of Tenant under the Prime Lease shall be binding upon Subtenant. All of the obligations of Landlord under the Prime Lease shall inure to the benefit of Subtenant. It is the intent of the parties that, except as otherwise provided in this Sublease, the relationship between Tenant and Subtenant shall be governed by the various provisions of the Prime Lease as if those provisions were included in this Sublease in full, except that the terms "Landlord," "Tenant" and "Lease" as used in the Prime Lease, shall instead refer to, respectively, "Tenant," "Subtenant" and Sublease."

TERMINATION. Should it become unfeasible to continue sub-letting the leased premises, either party may terminate this Sublease Agreement by giving 60 days written notice. The Subtenant will pay all rent due and owing through the last day of its possession of the leased premises. Rent will be figured on a pro rata basis for any partial monthly rental period.

NOTICE. Notices under this Sublease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows to every interested party:

TENANT:

Center for Arkansas Legal Services
1300 West Sixth St.
Little Rock, AR 72201

SUBTENANT:

Legal Aid of Arkansas
714 S. Main St.
Jonesboro, AR 72401

LANDLORD:

1300 W. 6th Street, LLC
By: Phyllis Glaze, Principal and Director of Property Management,
Building Division, Colliers Arkansas, Inc.
d/b/a Colliers International, as Agent for Landlord

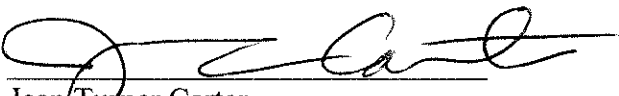
Such addresses may be changed from time to time by any party by providing notice to the other interested parties as described above.


GOVERNING LAW. This Sublease shall be construed in accordance with the laws of the State of Arkansas.

IN TESTIMONY WHEREOF, the above named Landlord and the above named Tenant have executed this instrument on the day and year set forth above in this Lease.

TENANT: Center for Arkansas Legal Services, Inc.

SUBTENANT: Arkansas IOLTA Foundation

By: 
Jean Turner Carter
Executive Director

By: 
Lee Richardson
Executive Director

Date: 4/30/18

Date: 4/30/18

LEGAL AID OF ARKANSAS OFFICE DIRECTORY

All Offices 870-972-9224 or 1-800-967-9224

*office point of contact

Arkansas Children's Hospital

Brandon Building	501-364-1541 – Phone	
11 Children's Way	501-978-6479 - Fax	
Little Rock, AR 72205		
Dugan, Taylor	Staff Attorney	4305
Goodwin, Jennifer	EJW Attorney	6311
Morrison, Kesia *	Staff Attorney	6306
Ramsey, Donna	Legal Support Specialist	4310

Harrison

205 W. Stephenson Avenue	800-967-9224 – Fax	
Harrison, AR 72601		
Roe, Hannah *	Staff Attorney	5303
Davis, Samantha	Legal Support Specialist	5304
Morato, Valerie	EJW Attorney	5302

Little Rock

Abrams, Pamela	Staff Attorney - CALS office	6319
Hill, Ryan	Staff Attorney St. Vincent-CHI	4326

Helena-West Helena

622 Pecan		
Helena-West Helena, AR		
Vann, Alex	Legal Support Specialist	1301

Jonesboro

714 S. Main St.	870-910-5562 – Fax	
Jonesboro, AR 72401		
Crawford, Cory	Staff Attorney	5305
Franklin, Teresa*	Regional Manager	6310
Gratil, Helen	Capacity Building VISTA	6302
Hawkins, Trevor	Staff Attorney	6313
Meador, Jordan	Staff Attorney	6314
Richardson, Lee	Executive Director	6305
Shoupe, Beth	Dom. Violence Paralegal	6307
Taylor, Vivian	Communications VISTA	6308
Thomas, Deedra	Intake Paralegal	6312
Tong, Liz	Pro Bono/Communications	6315
Walker, Andrea	Deputy Director/HelpLine	6303

Newport

202 Walnut St.		870-523-9892 – Fax
Newport, AR 72112		
Grady, Kathy	Economic Justice Paralegal	3301
Griffin, Barbara*	Staff Attorney	3303
Swain, Blane	Staff Attorney	3302

Springdale

1200 Henryetta St.		479-751-0002– Fax
Springdale, AR 72762		
Alden, Gaylynn	Housing Paralegal	4315
Allison, Scot	Staff Attorney	6309
Anderson, Aaron	Receptionist	4319
Auer, Jason	Housing WG Leader	6318
Barnett, Sarah	Staff Attorney	4309
Bien, Molina	Marshallese Liaison	7303
Bowling, Spencer	EJW VOCA Fellow	
Bowman, David	Fiscal Officer	4308
Cross, Riley	Staff Attorney	4323
Galvez, Neyra	Spanish Interpreter	4317
Hussein, Chris	Transitional Attorney	4306
King, Elizabeth*	Human Resources	4311
Lancaster, Kori	Comm. Education Specialist	4320
Liguori, Jennifer	Tax Clinic Director	6304
Norman, Ashley	Staff Attorney	4302
Purtle, Susan	Consumer WG Leader	4301
Ramsfield, Kris	Staff Attorney	4304
Ware, Lynda	Intake Paralegal	4307

West Memphis

310 Mid-Continent Plaza		870-732-6373 – Fax
Suite 420		
West Memphis, AR 72301		
Bakowicz, Rachael	Staff Attorney	2203
Davison, Lela*	Staff Attorney	2207
De Liban, Kevin	Economic Justice WG Leader	2206
Johnson, Greneda	Pro Bono Director	2202
Willis, Katheenya	Legal Support Specialist	2201

Legal Aid of Arkansas
Organizational Chart
 May 17, 2018

Lee Richardson
Executive Director

Andrea Walker
HelpLine Manager
Deputy Director

<u>Domestic Violence</u>	<u>Consumer</u>	<u>Housing</u>	<u>Economic Justice</u>	<u>Pro Bono</u>	<u>Administration</u>
Hannah Roe <i>Group Leader</i> <i>Staff Attorney</i>	Susan Purtle <i>Group Leader</i> <i>Staff Attorney</i>	Jason Auer <i>Group Leader</i> <i>Staff Attorney</i>	Kevin DeLiban <i>Group Leader</i> <i>Staff Attorney</i>	Elizabeth Tong <i>Communications</i> <i>Pro Bono</i> <i>Coordination</i>	David Bowman <i>Fiscal Officer</i>
Jordan Meador <i>Staff Attorney</i>	Barbara Griffin <i>Staff Attorney</i> <i>Part Time</i>	Rachel Bakowicz <i>Staff Attorney</i>	Trevor Hawkins <i>Staff Attorney</i>	Greneda Johnson <i>Pro Bono Manager</i> <i>AVLE Coordinator</i>	Elizabeth King <i>Human Resources</i>
Ashley Norman <i>Staff Attorney</i>	Jennifer Liguori <i>LITC Director</i>	Riley Cross <i>Staff Attorney</i>	Kesia Morrison <i>Staff Attorney</i>	Donna Ramsey <i>MLP Coordinator</i>	Deedra Thomas <i>Legal Support</i>
Kris Ramsfield <i>Staff Attorney</i>	Cory Crawford <i>Staff Attorney</i>	Gaylynn Alden <i>Paralegal</i>	Jen Goodwin <i>EJW Attorney</i>		Katheenya Willis <i>Legal Support</i>
Beth Shoupe <i>Paralegal</i>	Chris Hussein <i>Transitional Attorney</i>	Teresa Franklin <i>Delta Regional</i> <i>Managing Attorney</i>	Kathy Grady <i>Paralegal</i>		Neyra Galvez <i>Support Liaison</i>
Lela Davison <i>Staff Attorney</i>	Ryan Hill <i>Transitional Attorney</i>	Kori Lancaster <i>Community</i> <i>Education</i> <i>Specialists</i>	Lynda Ware <i>Paralegal</i>		Samantha Davis <i>Legal Support</i>
Blane Swain <i>Staff Attorney</i>		Pamela Abrams <i>Staff Attorney</i>	Scot Allison <i>Staff Attorney</i>		Aaron Anderson <i>Legal Support</i> <i>Part Time</i>
Sarah Barnett <i>Staff Attorney</i>			Valerie Morato <i>EJW AmeriCorps</i> <i>Elder Justice</i>		Molina Bien <i>Support Liaison</i>
Spencer Sims Bowling <i>EJW Attorney</i>			Taylor Dugan <i>Staff Attorney</i>		Helen Gratil <i>Capacity Building</i> <i>Vista</i>
					Vivian Taylor <i>Communications</i> <i>Vista</i>
					Alex Van <i>Legal Support</i>

KEY

Ozark Region

Delta Region

5030 Weapons in the Workplace Alternative

I asked members of a Legal Aid Executive Directors listserv if they have a firearms in the workplace policy, and if they could share the policy. I received 14 geographically diverse responses. Seven of the responding programs have a policy prohibiting firearms, five do not, and in two it appears firearms are prohibited by default without the program having a policy. I am moved by the brevity of the policies that are in place. Based on further study and consideration, I have crafted an alternative shorter policy which I have attached hereto as 5030 Weapons in the Workplace (May 23, 2018 alternative). Here are the responses I received from the other programs, with the attachments.

Children's Law Center in New York City- We do not permit firearms in the workplace by state and city law, not organizational policy.

Center for Arkansas Legal Services in Little Rock- CALS has had a No Weapons policy since before our 1995 merger. We have No Weapons signs posted at all our offices. We have never had any opposition from staff or board members. Attachment "A"

Legal Aid of Western Ohio in Toledo- We have a policy. Attachment "B"

Legal Aid Society of Cleveland- We prohibit firearms.

Pine Tree Legal Assistance in Portland, Maine- Our policy is attached. In case it helps, we were motivated to adopt the policy following some incidents with individuals in the office who became physically violent (typically because of mental health challenges), requiring us to call the police on a couple of occasions. We also do a lot of work for victims of domestic violence and staff were understandably concerned about the impact of representing victims where guns are in the household. The final impetus was passage of an 'open carry' law in Maine, which made staff and the board feel like signage was essential to avoid problems down the road. Attachment "C"

Legal Aid of the Bluegrass in Covington, KY- We do not have a separate policy but it is part of our personnel policies. I am including the section below.

No person shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on LABG property, except as required in the lawful course of business or as authorized by law.

Nevada Legal Services in Las Vegas- We do have a policy that forbids firearms in the work place. The policy is for both clients/visitors and staff. While we have the internal policy, it has also been part of the leases of some of the offices that we rent. Landlords have forbidden fire arms in the buildings. We've never had any opposition to it.

Legal Aid Services of Oregon in Portland- We don't have a policy and the issue hasn't come up here at LASO in the six years that I've been ED.

Legal Services of Eastern Michigan in Flint- We do not have such a policy, but the questions around one have recently come up. I would appreciate hearing back about where you end up on it.

Legal Aid of Western Missouri in Kansas City- Legal Aid of Western Missouri has no written policy. We hope we never need one!

The Northwest Consumer Law Center in Seattle- We do not have such a policy, and it has never come up for discussion with us. I suppose this is not surprising given our different political climates.

Legal Aid Society of Greater Cincinnati- Our building is weapon free. At least that's what the sign says. I have never gotten an objection. I also wouldn't know if someone was carrying. "No guns" signs are very common in Cincinnati.

Jacksonville Area Legal Aid in Jacksonville, FL- We do not have a policy, nor do I think one could be enforced, frankly. It is an interesting discussion to have.

Legal Aid Society of Palm Beach County in West Palm Beach, FL- Here is our policy.

The appropriate disciplinary action will be determined by the Executive Director. There is no guarantee that one form of disciplinary action will necessarily precede another. The following is a partial list of examples of misconduct which may constitute cause for disciplinary action, up to and including termination of employment:

Possession of weapons on or off premises or while performing duties for the Legal Aid Society

No Weapons Policy

Effective January 1, 2000, no person shall be permitted to bring a firearm or weapon of any kind on the Center's premises. To enforce this policy, local police authorities will be notified, and violators will be removed from the Center's premises. Employees who violate this policy will be subject to disciplinary action.

Policy on Possession of Weapons

Policy

All employees, interns, law clerks, volunteers, and other staff members – whether paid, unpaid, part-time, or full-time – are prohibited from possessing any and all firearms or other dangerous weapons of any type, concealed or unconcealed, while on the premises of LAWO or while engaged in LAWO business. This prohibition applies whenever such individuals are engaged in LAWO business or otherwise acting within the course and scope of their employment, whether on-site or off-site, including while on travel status. This policy applies to all weapons, including concealed weapons. It also applies to all covered individuals, regardless of whether such individual has obtained a license to carry the weapon.

All employees, volunteers, and other staff members are expected to communicate this policy to clients, guests, vendors, and visitors. This policy also applies to all persons entering LAWO premises, with the exception of authorized security personnel and law enforcement officers.

Any violations of this policy will be subject to disciplinary procedures in accordance with the Policy and Procedure Manual.

Please contact the Executive Director if you have any questions regarding this policy.

Pine Tree Legal Assistance is committed to ensuring the safety of all employees, clients, and visitors to its offices or while engaged in work-related activities. Weapons of any kind, including firearms, are banned from Pine Tree premises or while staff are engaged in work-related activities, except those weapons possessed by on-duty law enforcement personnel.

Any employee in possession of a firearm or other weapon while in our facilities or while otherwise fulfilling job responsibilities may face disciplinary action including termination. A client or visitor who violates this policy in a Pine Tree office may be removed from the property and reported to police authorities.

This policy does not prohibit an employee, client or visitor from keeping a firearm in the employee's vehicle as long as the vehicle is locked and the firearm is not visible, consistent with Maine law.

Signage prohibiting the possession of weapons, including firearms, in Pine Tree offices will be posted at the public entrance to each Pine Tree office.

5030 Dangerous Weapons in the Work Place (May 23, 2018 alternative)

Legal Aid prohibits the possession or use of dangerous weapons on Legal Aid owned or leased property. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

"Dangerous weapons" include firearms, explosives, knives (other than folding pocket knives with a blade of four inches or less or tools needed for immediate building maintenance or repair) and other weapons that might be considered dangerous or that could cause harm.

Employees, visitors or clients who violate this policy will be subject to removal from the property and report to law enforcement.

This policy does not apply to law enforcement or security personnel engaged in official duties.

Notification: "No Firearms or other Dangerous Weapons" or "Carrying a Handgun on these Premises is prohibited" signs, consistent with Arkansas Code Annotated 5-73-306, shall be conspicuously posted at the entrances of Legal Aid facilities and in common areas within the premises. Staff will request any visitor found in possession of a firearm or other dangerous weapon to remove it from the facility and local law enforcement authorities will be notified promptly if appropriate.

This policy is not extended to include personnel automobiles. Any firearms or other dangerous weapons left in an automobile should be properly secured in a locked car and not in plain sight.

Employees who enter Legal Aid facilities for work related reasons during non-scheduled work times, **after hours, on holidays, and on weekends**, and have safety concerns, may request permission from the Executive Director or his/her designee to possess a firearm on Legal Aid property during those times, consistent with applicable local, state, or Federal laws.