

STATE OF SOUTH DAKOTA  
COMMISSION ON EQUAL ACCESS TO OUR COURTS  
December 22, 2021, 10 am (CST)  
Phone Conference

**ATTENDANCE:**

Commissioners: Tom Welk, Greg Sattizahn, Michelle Glodt, Margo Tschetter Julius, Hon. Margo Northrup

Commissioners Not Present: Lynn Hammerstrom, Sarah Wachal

Others Present: Tom Mortland, Annmarie Michaels, Michelle Lovejoy (DPLS); Brent Thompson and Kim Poitra (ERLA), Andrew Fergel and Denise Langley (Access to Justice)

**CALL TO ORDER:**

Commission Chairman Tom Welk welcomed everyone present and called the meeting to order at 10:00 am. Roll call was taken and a quorum was determined to be present.

**NEW BUSINESS:**

**Commission Funding Status Update** – Chairman Welk asked ERLS for the timeline for the Legal Needs Assessment.

Denise Langley reported the RFP was posted on November 2, 2021. Letters of intent and questions were due December 1, 2021, and they received three responses: one from a company in South Dakota, one from Nebraska and one from Oregon. All answers to the questions were posted on the statewide legal services website. Final proposals are due January 15, 2022. The organizations will make a selection and provide notice of the award by February 15, 2022. Draft documents will be due by July 30, 2022, with final documents completed by August 2022, and a contractor presentation by September 15, 2022.

Chairman Welk inquired what the dollar figure for the study would be. Denise replied it is estimated to be between \$45,000 and \$85,000.

Chairman Welk suggested the Commission set the next meeting date to award the funds to the successful contractor. Denise recommended sometime between Feb. 15 and March 15, 2022, giving the organizations time to negotiate a pay schedule with the successful contractor. Michelle Glodt suggested approving the payments and making the award as a way to avoid multiple meetings. Kim Poitra stated they will know by Feb. 15<sup>th</sup> the maximum funding needed. Andy Fergel suggested it may be beneficial to make one lump sum funding payment to one or all three of the entities and have them handle the payments to the contractor. Greg agreed this would be an easier process for the State Auditor to disburse the check. Chairman Welk suggested Feb. 28, 2022, at 10 am CST as the next meeting date for approving the funds. All were in agreement.

**Review of Current Grant Applications:** Chairman Welk discussed the grant award of \$100,000 available for distribution. The three organizations met previously and propose to divide the amount as follows: \$40,000 to ERLS, \$40,000 to DPLS, and \$20,000 to Access to Justice. Chairman Welk asked for a motion to distribute the grant funds and asked if there were any further questions.

Margo Tschetter Julius commented on the audit report findings concerning internal control and financial situation comments. Brent Thompson stated the findings were pretty minimal and their controls are solid and they are comfortable with their financial situation. Kim Poitra stated they took care of payroll and hired a staff accountant in June 2020 to take care of payroll. Tom Mortland stated they made policy changes and corrected 5 of the 8 findings by the auditor.

HEARING NO FURTHER COMENTS, A MOTION WAS MADE BY MARGO TSCHETTER JULIUS TO DISTRIBUTE THE MONIES \$40,000 TO ERLS, \$40,000 TO DPLS, AND \$20,000 TO A2J. THE MOTION WAS SECONDED BY MICHELLE GLODT.

Voice Vote: All in favor; none opposed. MOTION CARRIED.

Chairman Welk thanked Brent for his service to ERLS. Chairman Welk asked the organizations to please communicate with the commission by email through Mr. Sattizahn any material events impacting their organizations in the future such as key departures or other significant changes within their organizations.

**Further Discussion:** Chairman Welk asked for a motion to schedule the next CEAC meeting on February 28, 2022, at 10 am Central.

THE MOTION WAS MADE BY MARGO NORTHRUP; SECONDED BY MARGO TSCHETTER JULIUS.

Voice Vote: All in favor; none opposed. MOTION CARRIED.

MOTION WAS MADE BY MARGO TSCHETTER JULIUS TO ADJOURN THE MEETING; SECONDED BY GREG SATTIZAHN.

Voice Vote: All in favor; none opposed. Hearing was adjourned at 10:40 am.

\*\* The Minutes were approved by the Commission via electronic communication on December 22, 2021.



Michelle Glodt  
Secretary, CEAC



Date