EXECUTIVE DIRECTOR’S REPORT
SEPTEMBER 2014 PLAN, INC. BOARD MEETING

Following is a report on activities at PLAN, Inc. since my last Report, along with future events.

PLAN EXCELLENCE DINNER: It may seem like a long time from now, but the nominations are now open for the Excellence Awards. Our Excellence Reception and Dinner will start at 5 p.m. on March 24 at the Harrisburg Hilton. We are now soliciting nominations for this award and sponsorships for the event. The nomination and sponsorship/advertising forms are attached to this report. Nominations are due by 5 p.m. December 12. We look forward to another exciting event, with the opportunity to honor the excellence in our community.

DPW and STATE FUNDING: It is old news now, but since my last report, the filing fee bill, HB 1337, was passed and signed by the Governor, as well as the state budget. The news for legal services was good, considering the climate. While our fee bill was amended in the Senate and had to go back to the House, it passed the house before the summer break, and the amendments had to do with a fee for the courts and access to judicial records. With no change in our language, we emerged with a new $1 fee, valued at about $2.5 million annually (the exact amount collected varies from year to year) and with the language that there is no sunset on the new $1 fee and there is no longer a sunset for the existing $1 fee from act 49. Keep in mind, we still have a sunset on our original $2 fee, Act 122, which expires in 2017, and we will need to act on that when we get closer to the date. Our funding in the state budget was renewed at last year’s level, about $2.5 million, along with the renewal of our federal Social Services Block Grant funds. Also, DPW renewed our Disability Advocacy Project funding for an additional year.

As for the 2015-16 state budget, believe it or not, this is already in discussion. Departmental Secretaries are finalizing their budgetary needs for the next fiscal year in August and September. While there is still an election in the meantime, we are working with the current Secretary and the current Governor and cannot predict whether that would change or not. I have already had discussions with Secretary Mackereth about our budgetary needs and next week, Yvette Long, Laval Miller-Wilson and I will be meeting with her for further discussion, particularly about the prospect of special funding relating to our representation of Pennsylvanians who will need help related to the Governor’s Medicaid expansion.

MARTIN LUTHER KING, JR. INTERNS AND FELLOWS: The summer internship program was a great success. We celebrated the “graduation” of nine summer interns at an August 6 reception at the Harrisburg Civic Club. It was very exciting to have Wesley Payne provide the keynote address. He applauded the students for their decision to pursue careers in public interest law. MLK Interns are first and second year law students assigned to work at legal aid programs across the state for 10 weeks. Salaries are paid by PLAN, Inc.

We are very pleased to welcome Yvelisse Pelotte, 2014 Martin Luther King, Jr. Fellowship recipient. Yvelisse joined the staff of Community Legal Services on September 4, and is our fourteenth Fellowship placement. Introductory information about Yvelisse is provided in the fall edition of MLK, Jr. Program News which accompanies this report.

STATEWIDE TRAINING CONFERENCE: PLAN’s next statewide training conference is scheduled for September 30 - October 2, 2015 at the Harrisburg Hilton.

LSC 40TH ANNIVERSARY: 2014 marks the 40th anniversary of the establishment of the Legal Services Corporation (LSC). President Nixon signed this legislation as one of his final acts before leaving office. Creation of LSC was seen as a major step forward in support of civil legal aid and an effort toward de-politicization, compared to the history of funding through the federal Office of
Economic Opportunity, which had funded many legal aid programs around the country, but which had been subject to a great deal of political meddling, depending upon what administration was in office.

September 14-16, LSC convened a celebration of its 40th anniversary. Executive Directors of all the LSC programs were invited, and LSC paid for their attendance. All Pennsylvania Project Directors of LSC programs except one were able to attend. Wes Payne and I also attended and Linda Morris attended as a special guest of LSC. Liz Fritch, a PLAN, Inc. board member was there as an LSC grantee. The series of panels and presentations proved a very helpful look back and look forward as we consider the lessons learned and the challenges and questions we face on how best to deliver appropriate legal services in the future. Here are a few highlights, including some special ones for Pennsylvania:

- Bob Racunas was honored as one of only about eight Executive Directors nationally who have worked for LSC programs the entire 40 years.
- Anita Santos was honored for the LSC pro bono funding that is a new competitive grant awarded by LSC.
- Linda Morris was specially invited to this event by LSC in connection with her involvement in the LSC competitive grant review process. Linda also received training for this while in Washington.
- Brenda Brown is a client who was represented by Neighborhood Legal Services. Brenda was one of five clients who were brought in by LSC to tell their stories about the representation they received from legal aid programs. She tells a very compelling story and has agreed to make this presentation at the upcoming PLAN/IOLTA Board meeting in December.
- Special speakers included Hillary Clinton, Vice President Biden and Attorney General Holder. Their remarks were warmly received by all of us.

JUDGE McHUGH: This great news is worthy of note: on May 28, Judge Gerald McHugh officially took office! We are honored that he is able to continue as a member of the PLAN, Inc. Board.

SPECIAL DECEMBER BOARD MEETING: Please keep in mind that the December 11 board meeting in Philadelphia will be a joint board meeting with the IOLTA Board, as was done last year. The model will be the same. We will start with the convening of a joint board meeting at 9 a.m., followed by independent meetings of the two boards. We will start in one room and break into two rooms.

HONORING THE CHIEF JUSTICE ON NOVEMBER 20: There is nothing official to circulate on this yet, but this is a reminder that on the evening of November 20, the Pennsylvania Bar Foundation will convene a dinner at the Sheraton Harrisburg Hershey Hotel honoring Chief Justice Castille for his tenure in office, before he faces mandatory retirement on December 31. Chief Justice Castille has been a great supporter of civil legal aid, and I encourage everyone to attend this event.

STAFFING UPDATE: Attached is the announcement to fill the position of Administrative Officer due to Cynthia’s resignation effective October 31. Cynthia has been with PLAN as the Chief Administrative Officer since 2004 and has been a great part of the team, especially continually pressing for a quality Martin Luther King, Jr. Internship and Fellowship Program, which continues to thrive.

Respectfully submitted,

Samuel W. Milkes, Esq.
Executive Director

Attachments
DEADLINE FOR NOMINATIONS: December 12, 2014

TO: Legal Services Community and Friends

FROM: Samuel W. Milkes, Esq., Executive Director

DATE: September 19, 2014

RE: Nominations for the 2015 Pennsylvania Legal Aid Network Excellence Awards

Pennsylvania Legal Aid Network is soliciting nominations for its 2015 Excellence Awards. This year, the awards dinner will be held on Tuesday, March 24, 2015, at the Harrisburg Hilton & Towers. A social hour will take place from 5:00 p.m. to 6:00 p.m., immediately followed by a buffet dinner (please mark your calendar). The Pennsylvania Legal Aid Network Excellence Awards honor members and friends of the legal aid community who exemplify excellence in their commitment and accomplishments as advocates for low-income people. A media presentation highlighting the accomplishments of each award recipient will be incorporated into the program. You are encouraged to submit worthy nominations for the following categories:

1. **Legal Services Staff.** We are seeking nominations for employees for all staff positions who exhibit excellence and commitment in the performance of the duties of their jobs;

2. **Private Bar.** We are seeking nominations for members of the private bar who display an outstanding commitment to legal aid and the legal needs of low-income Pennsylvanians;

3. **Community Services.** We are seeking nominations for volunteers and friends who demonstrate exceptional dedication to legal aid and the needs of low-income people. It may include legislators or government officials, community leaders, or others who help promote the mission of legal aid;

4. **Lay and Client Advocacy.** We are seeking nominations for client leaders, organizational partners, or others who have donated significant time and energy to the mission of legal aid and the needs of low-income people.

Nominations are open to everyone, and there is no limit on the number of nominations you may submit. However, all nomination forms must follow the format on the attached form and should include supporting documents and
information in order to be considered by the Awards Committee. The Awards Committee will look for specific examples of excellence and will take into consideration commendation letters, relevant news clippings or other documents that strengthen the nomination. Nominations can be sent by mail, fax, E-mail or submitted online at http://www.palegalaid.net/services/leadership/awards.

Nominations must be received no later than Friday, December 12, 2014:

PLAN Awards Committee
118 Locust Street
Harrisburg, PA 17101
Fax: 717-233-4088
E-mail: jitomasko@palegalaid.net

While past recipients of the award are still eligible to receive it again, historically this has never been done. If you have a question as to whether someone you would like to nominate has been a past recipient, you can find a list on the PLAN, Inc. website at http://www.palegalaid.net/services/leadership/awards/past_winners.

If you have other questions, please contact Joyce Tomasko at (800) 322-7572 or (717) 236-9486, ext. 207 or by E-mail to jitomasko@palegalaid.net.

Nomination Form attached
PENNSYLVANIA LEGAL AID NETWORK
EXCELLENCE AWARD
2014 NOMINATION
(Nominations are due by Friday, December 12, 2014)

I. NAME, ADDRESS, TELEPHONE NUMBER AND E-MAIL ADDRESS OF NOMINEE. Please provide name as it should appear on award. Also, include nominee's address, telephone number and E-mail address.

II. CATEGORY. Please indicate under which category you are submitting this nomination (i.e., Legal Services Staff, Private Bar, Community Services or Lay/Clien Advocacy).

III. NOMINEE'S EXPERIENCE. Please provide an outline of this individual's experience with or on behalf of legal aid programs and its clients. Be as specific as possible.

IV. NOMINEE'S EXAMPLES OF EXCELLENCE. Please provide a summary of the reason(s) you feel this individual presents an example of excellence. Outline any unique qualities that make your nominee stand out among the many excellent advocates and friends of legal aid. The Awards Committee will look for specific examples of excellence, please be thorough in your response to this section.

V. NOMINATOR(S). Please provide your name, address, daytime phone number and E-mail address.

VI. REFERENCES. Please provide contact information for others who are familiar with this nominee's examples of excellence. The Awards Committee may contact these individuals for additional supporting testimonials and, if this nominee is selected, the individuals may be asked to provide content for the award video.

NOTE: Supporting documentation should be included with this nomination form. The Awards Committee will look for specific examples of excellence and will take into consideration commendation letters, relevant news clippings or other documents that strengthen the nomination.
Please consider supporting civil legal aid and the extraordinary accomplishments of the 2015 Excellence Awardees by advertising in our official program or becoming an event sponsor. The awards banquet is an excellent opportunity to pay tribute to the award winners, advertise your business and/or gain recognition of your business’ commitment to equal justice under the law. We invite you to sponsor the event and/or advertise in the distinctive program. If you wish to do so, please reserve advertising space by March 10, 2015.

**Sponsorship Opportunities**

Your involvement as a banquet sponsor will allow us to help people who have nowhere else to turn. There are four sponsorship packages for you to consider: (1) Title Sponsor at the $5,000 level with exclusivity, (2) Premier Sponsor at the $2,000 level, (3) Presenting Sponsor at the $1,000 level and (4) Supporting Sponsor at the $500 level. Individual contributions are also welcome.

- **Title Sponsor**, $5,000 investment includes a reserved table and tickets for 8 at the event; exclusivity as the title sponsor; acknowledgement at the event; and exclusive full-page ad on inside front cover of program, placement of organizational logo display included in a multi-media presentation as well as all press releases and web announcements promoting event.
- **Premier Sponsor**, $2,000 investment includes two tickets and reserved seating for the event; top billing as a premier sponsor; acknowledgement at the event; and exclusive full-page ad placement of organizational logo displayed in a multi-media presentation as well as all press releases and web announcements promoting event.
- **Presenting Sponsor**, $1,000 investment includes two tickets and reserved seating for the event; billing as an event sponsor; acknowledgement at the event; full-page ad and inclusion in a multi-media presentation as well as all press releases and web announcements promoting event.
- **Supporter**, $500 investment includes two tickets to the event; acknowledgement at the event; full-page ad in the official event program; and mention of sponsorship in press releases as appropriate.

- **Contributor**, I am unable to sponsor the Excellence Awards, but please accept my gift of $________ towards the mission of providing access to justice for those who have nowhere else to turn.

**Advertising Opportunities**

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*Standard layout included in ad price. A small typesetting charge will apply for any custom graphics design services.

Name of Sponsor/Contributor: ___________________________  Address: ___________________________

City: ___________________________  State: ___________________________  Zip: ___________________________

Contact Person: ___________________________  Title: ___________________________

Contact Phone: ___________________________  email: ___________________________

For additional information and/or partnership opportunities, please contact Christine Kirby at (412) 586-6137 or via email at ckirby@palegalaid.net.

Please remit payment to: Pennsylvania Legal Aid Network, Inc., 118 Locust Street, Harrisburg, PA 17101.

Pennsylvania Legal Aid Network, Inc. (formerly Pennsylvania Legal Services) is a public charity under 501 (c)(3) of the Internal Revenue Code, and is registered with the PA Department of State, Bureau of Charitable Organizations. Registration # 3893. A copy of the official registration and financial information may be obtained from the PA Department of State by calling toll free, within Pennsylvania 1-800-732-0999. Contributions are deductible to the extent permitted by law. The PLAN, Inc. tax exempt ID number is 23-1992464 0085 - EIN: 21-1992464.
2014 Martin Luther King, Jr. Fellowship Announced

Congratulations to Yvelisse Pelotte, our 2014 Martin Luther King, Jr. Fellowship recipient.

Yvelisse will join the staff of Community Legal Services in September, and is the fourteenth Fellowship placement through PLAN, Inc.'s MLK, Jr. Program.

She received her JD in May from Temple University James E. Beasley School of Law, and graduated, Cum Laude with a BA in Political Science in 2009 from West Chester University of Pennsylvania.

Yvelisse participated in two Martin Luther King, Jr. Summer Internships. In 2012, North Penn Legal Services hosted Yvelisse where she gained experience with many areas of the law, including landlord tenant, unemployment compensation, welfare, custody, criminal records expungement, utility law, bankruptcy and fair housing. In 2013, she honed her skills further working at Community Legal Services in the private housing unit where she handled every aspect of client representation, from initial client intake to representation of clients in Municipal Court and before the Fair Housing Commission.

As President of Temple’s Black Law Student’s Association (BLSA), Yvelisse won a graduation award for her leadership and contributions to the law school. She was also a member of the Temple Law School’s Public Interest Honor Society. More recently, Yvelisse was awarded the Eve Biskind Klothen Pro Bono Distinction Award by the Philadelphia Bar Association.

Yvelisse enjoys writing poetry, working out and volunteering.

Thank You

PLAN, Inc. wishes to thank and acknowledge the following for their generous support of the MLK, Jr. Fellowship Program during our 20th Anniversary Campaign:

Ballard Spahr, LLP  
Buchanan, Ingersoll & Rooney, PC  
Campbell & Levine, LLC  
Daniel and Jennifer Deichman  
Dickey, McCamey & Chicote, PC  
Ecker, Seamans, Cherin & Mellott, LLC  
Farrell & Reisinger, LLC  
Feldman, Shepherd, Wolff & Bogart, LLP  
Frank Miles  
Frommer, D’Amico, Anderson LLC  
Gay, Chacker, Mitten, PC  
Gerald McHugh and Maureen Tate  
Hershey Entertainment and Resorts  
James Glies  
James and Linda DeAngelo  
Jeff Ernico  
Leroy Zimmerman  
Knox, McLaughlin, Gornall, Sennett, PC  
Martin, LLP  
McNees, Wallace & Nurick, LLC  
Ogletree, Deakins, Nash, Smoak and Stewart, PC  
PA Bar Association  
Pepper Hamilton, LLP  
Pietragallo, Gordon, Alfano, Bosick & Raspanti, LLP  
Raynes McCarty  
Reed Smith, LLP  
Schwab Charitable Fund  
SorinRand, LLP  
Thomas Duffy and Partners  
Thomas, Thomas, & Hafer, LLP  
University of Pittsburgh Medical Center  
Wells Fargo  
White and Williams, LLP
2014 Martin Luther King, Jr. Summer Interns

From left to right: **Renu Sagreia** 3L - Boston College of Law, **Angel Murphy** 3L - Howard University School of Law, **Wesley Speary** 3L - University of Pittsburgh School of Law, **Cana Noel** 2L - Temple University School of Law, **Krystal Aquino** 2L - Widener University School of Law, **Chukwudi Erechukwu** 3L - Temple University School of Law, **Nailah Williams** 3L - PSU Dickinson School of Law, **Mingjie Gan** 2L - PSU Dickinson School of Law, **Casey Martinez** 3L - University of Pittsburgh School of Law

Established in 1991 to promote cultural and ethnic diversity in legal services and to honor Dr. King, the MLK Program offers summer internships throughout the PA Legal Aid Network for first and second-year law students. PLAN, Inc. provides training for the interns and pays their summer stipend.

The program was enhanced in 2003 by adding a two-year Fellowship by which diverse attorneys, new to practice, are hired by a sponsoring regional or specialty program and receive loan repayment assistance. The program is an integral part of our goal to initiate new lawyers to a commitment of providing access to justice for all individuals who have nowhere else to turn. PLAN, Inc. pays 50% of the fellow’s salary and benefits, and student loan assistance.

For additional information, visit the website at [www.palegalaid.net/martin-luther-king-jr-program](http://www.palegalaid.net/martin-luther-king-jr-program) or contact Cynthia Newcomer at 1-800-322-7572, ext. 216, or by email at cnewcomer@palegalaid.net.
JOB DESCRIPTION
ADMINISTRATIVE OFFICER

Reports directly to the Executive Director of Pennsylvania Legal Aid Network, Inc., working closely with PLAN, Inc. staff and programs to further the mission of PLAN, Inc. and our programs.

RESPONSIBILITIES OF THE POSITION

Key participation in the program monitoring and assessment process at the direction of the Executive Director and in coordination with the roles in this process by the Executive Director, Controller and consultant to PLAN, Inc., who generally handles the contract compliance portion of monitoring.

Assistance to the Executive Director in preparing desk reviews (program reviews), which are then discussed in depth with Executive Directors of the PLAN programs.

A role in compliance and accountability oversight with the PLAN programs and the PLAN, Inc. funders, in coordination with the compliance roles of the Executive Director, Controller and consultant to PLAN.

Assistance with the preparation of DPW, IOLTA, and other subagreements with the legal aid programs.

Management, coordination and oversight of the Martin Luther King Jr., Internship and Fellowship Programs, including recruitment, placement, ceremonial events, training of interns, and special events, including fundraising campaigns for these programs.

Development of reports and applications to funding sources, such as application and regular and year-end narrative reports to DPW and PA-IOLTA. This will include periodic funding applications for special grants or activities.

Overall leadership and coordination of designated PLAN Law Groups.

Primary responsibility for planning, coordination and management of the Statewide PLAN Conference, with the assistance of other staff, as appropriate.

Analysis of relevant data from various sources, including the PLAN programs themselves and the assessments of those programs, in order to distribute and analyze the content of that data.

Oversight of special projects as determined by the Executive Director, including projects where special funding is received by PLAN.

Other projects and responsibilities as assigned by the PLAN, Inc. Executive Director.
QUALIFICATIONS FOR THE POSITION

REQUIRED:
- Undergraduate degree.
- Familiarity with the delivery of civil legal aid.
- Commitment to the provision of civil legal services to low-income Pennsylvanians.
- Commitment to involvement of clients in the mission and activity of PLAN, Inc.
- Commitment to diversity in the makeup of staffing in the Pennsylvania Legal Aid Network.
- Skilled technical writer.
- Skilled in the use of appropriate software, such as Microsoft Office.
- Flexibility needed in a small office where projects and activities sometimes require the involvement of staff in areas outside their normal job responsibilities.
- Ability to handle and manage multiple overlapping responsibilities.

PREFERRED OR DESIRABLE:
- Experience working in a PLAN program or other relevant civil legal aid provider.
- JD degree.
- Experience with reporting to governmental offices.
- Experience in recruitment, interviewing, and related skills relevant to hiring for the Martin Luther King, Jr. Internship and Fellowship Programs.

SALARY and BENEFITS:
Salary Depends upon experience.
Benefits include generous paid leave, family health coverage, retirement benefits, life and disability insurance, and dental and vision coverage for employee, with option for employee to cover family,