

David C. Schopp
Chief Executive Officer

Michele M. Finn
Chief Administrator



Working for Justice Since 1912

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James J. Rooney
President

Rocco Lucente II
First Vice President

Howard G. Foster
Second Vice President

Lisa M. Patterson
Secretary

Irving A. Barrett, Jr.
Treasurer

Scott W. Kroll, Clerk
Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, NY 14202

Dear Mr. Kroll:

Pursuant to Article 13 of the agreement with the County of Erie, enclosed please find our 2013 financial statements, a copy of the 2013 annual report and a copy of the minutes from the annual Board of Directors meeting held on July 10, 2014.

At the February 9, 2012 Board of Directors meeting, a motion to approve changes to the By-Laws was approved. The new By-Laws state that the corporation has no members.

If there are any questions or further information is required, please contact me at extension 501.

Very truly yours,

MICHELE M. FINN
Chief Administrator

MMF/map

Enclosures

THE LEGAL AID BUREAU OF BUFFALO, INC.
Financial Statements
December 31, 2013
(With Independent Auditors' Report Thereon)

THE LEGAL AID BUREAU OF BUFFALO, INC.

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INDEPENDENT AUDITORS' REPORT

The Board of Directors
The Legal Aid Bureau of Buffalo, Inc.:

Report on the Financial Statements

We have audited the accompanying financial statements of The Legal Aid Bureau of Buffalo, Inc. (the Bureau), which comprise the statement of financial position as of December 31, 2013, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Bureau's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bureau's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Legal Aid Bureau of Buffalo, Inc. as of December 31, 2013, and the changes in its net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Bureau's 2012 financial statements, and our report dated July 30, 2013, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2013, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Toski & Co., CPAs, P.C.

Williamsville, New York
July 2, 2014

THE LEGAL AID BUREAU OF BUFFALO, INC.

Statement of Financial Position

December 31, 2013

with comparative totals for 2012

<u>Assets</u>	<u>2013</u>	<u>2012</u>
Cash	\$ 744,620	900,206
Accounts receivable	690,206	452,496
Prepaid expenses	42,888	26,385
Property and equipment, at cost:		
Furniture and equipment	266,529	247,159
Leasehold improvements	69,012	69,012
	<u>335,541</u>	<u>316,171</u>
Less accumulated depreciation and amortization	<u>(296,183)</u>	<u>(282,729)</u>
Net property and equipment	<u>39,358</u>	<u>33,442</u>
Total assets	<u>\$ 1,517,072</u>	<u>1,412,529</u>
<u>Liabilities and Net Assets</u>		
Accounts payable	72,753	59,982
Accrued expenses	230,862	181,078
Accrued vacation pay	267,728	249,378
Client advances	46,617	38,528
Deferred revenue	478,541	496,621
Total liabilities	1,096,501	1,025,587
Unrestricted net assets	420,571	386,942
Commitment (note 6)		
Total liabilities and net assets	<u>\$ 1,517,072</u>	<u>1,412,529</u>

See accompanying notes to financial statements.

THE LEGAL AID BUREAU OF BUFFALO, INC.
Statement of Activities
Year ended December 31, 2013
with comparative totals for 2012

	<u>2013</u>	<u>2012</u>
Unrestricted revenue:		
Fees and grants from governmental agencies	\$ 7,509,354	6,854,860
Membership dues, contributions and other grants	81,478	128,441
Indirect public support - United Way of Buffalo and Erie County	6,749	6,222
Interest on Lawyer Account Fund of the State of New York	237,548	259,137
Interest income	1,756	2,862
Special event - net	18,058	-
Miscellaneous	950	1,529
Total unrestricted revenue	<u>7,855,893</u>	<u>7,253,051</u>
Unrestricted expenses:		
Program services:		
Civil Unit	1,018,654	834,643
Criminal Legal Services	3,882,278	3,569,265
Attorneys for Children	<u>2,314,229</u>	<u>2,292,924</u>
Total program services	7,215,161	6,696,832
Management and general	<u>607,103</u>	<u>557,498</u>
Total unrestricted expenses	<u>7,822,264</u>	<u>7,254,330</u>
Increase (decrease) in unrestricted net assets	33,629	(1,279)
Unrestricted net assets at beginning of year	<u>386,942</u>	<u>388,221</u>
Unrestricted net assets at end of year	<u>\$ 420,571</u>	<u>386,942</u>

See accompanying notes to financial statements.

THE LEGAL AID BUREAU OF BUFFALO, INC.
Statement of Functional Expenses
Year ended December 31, 2013
with comparative totals for 2012

	Civil Unit	Criminal Legal Services	Attorneys for Children	Total program services
Salaries	\$ 715,639	2,920,542	1,690,820	5,327,001
Employee benefits	143,307	467,249	331,063	941,619
Payroll taxes	58,037	236,461	137,261	431,759
	<u>916,983</u>	<u>3,624,252</u>	<u>2,159,144</u>	<u>6,700,379</u>
Total salaries and related expenses				
Professional fees	23,610	49,368	25,207	98,185
Supplies	7,589	18,217	6,264	32,070
Telephone	2,350	9,753	8,142	20,245
Postage	4,303	10,392	1,611	16,306
Occupancy	40,053	63,621	65,278	168,952
Transportation	545	13,256	14,620	28,421
Conferences	2,982	16,735	3,066	22,783
Subscriptions and publications	2,758	16,525	5,827	25,110
Specific assistance to clients	707	8,409	326	9,442
Insurance	3,568	14,477	7,426	25,471
Membership dues	2,161	7,113	2,734	12,008
Furniture and equipment	3,449	12,896	5,673	22,018
Maintenance and repairs	2,111	10,360	3,174	15,645
Interest	-	-	-	-
Miscellaneous	2,040	990	5,737	8,767
	<u>1,015,209</u>	<u>3,876,364</u>	<u>2,314,229</u>	<u>7,205,802</u>
Total expenses before depreciation and amortization				
Depreciation and amortization	3,445	5,914	-	9,359
Total expenses	<u>\$ 1,018,654</u>	<u>3,882,278</u>	<u>2,314,229</u>	<u>7,215,161</u>

(Continued)

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See accompanying notes to financial statements.

THE LEGAL AID BUREAU OF BUFFALO, INC.
Statement of Functional Expenses, Continued

	Total program services	Management and general	Total 2013	Total 2012
Salaries	\$ 5,327,001	368,940	5,695,941	5,326,078
Employee benefits	941,619	85,073	1,026,692	906,493
Payroll taxes	431,759	29,850	461,609	427,424
	<u>6,700,379</u>	<u>483,863</u>	<u>7,184,242</u>	<u>6,659,995</u>
Total salaries and related expenses				
Professional fees	98,185	68,261	166,446	136,134
Supplies	32,070	3,136	35,206	30,603
Telephone	20,245	1,003	21,248	23,024
Postage	16,306	988	17,294	15,412
Occupancy	168,952	23,465	192,417	188,468
Transportation	28,421	1,599	30,020	25,852
Conferences	22,783	3,083	25,866	21,574
Subscriptions and publications	25,110	479	25,589	34,506
Specific assistance to clients	9,442	-	9,442	9,344
Insurance	25,471	4,503	29,974	28,512
Membership dues	12,008	1,888	13,896	13,275
Furniture and equipment	22,018	3,003	25,021	17,166
Maintenance and repairs	15,645	6,026	21,671	21,323
Interest	-	624	624	491
Miscellaneous	8,767	548	9,315	13,688
	<u>7,205,802</u>	<u>602,469</u>	<u>7,808,271</u>	<u>7,239,367</u>
Total expenses before depreciation and amortization				
Depreciation and amortization	9,359	4,634	13,993	14,963
Total expenses	<u>\$ 7,215,161</u>	<u>607,103</u>	<u>7,822,264</u>	<u>7,254,330</u>

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See accompanying notes to financial statements.

THE LEGAL AID BUREAU OF BUFFALO, INC.
Statement of Cash Flows
Year ended December 31, 2013
with comparative totals for 2012

	<u>2013</u>	<u>2012</u>
Cash flows from operating activities:		
Increase (decrease) in unrestricted net assets	\$ 33,629	(1,279)
Adjustments to reconcile increase (decrease) in unrestricted net assets to net cash used in operating activities:		
Depreciation and amortization	13,993	14,963
Changes in:		
Accounts receivable	(237,710)	(52,969)
Prepaid expenses	(16,503)	750
Accounts payable	12,771	(63,011)
Accrued expenses	49,784	21,403
Accrued vacation pay	18,350	19,184
Client advances	8,089	(54,142)
Deferred revenue	<u>(18,080)</u>	<u>(42,714)</u>
Net cash used in operating activities	(135,677)	(157,815)
Cash flows from investing activities - additions to property and equipment	<u>(19,909)</u>	<u>(19,843)</u>
Net decrease in cash	(155,586)	(177,658)
Cash at beginning of year	<u>900,206</u>	<u>1,077,864</u>
Cash at end of year	<u>\$ 744,620</u>	<u>900,206</u>
Supplemental schedule of cash flow information:		
Cash paid during the year for interest	<u>\$ 624</u>	<u>491</u>
Disposal of fully depreciated property and equipment	<u>\$ 539</u>	<u>16,500</u>

See accompanying notes to financial statements.

THE LEGAL AID BUREAU OF BUFFALO, INC.

Notes to Financial Statements

December 31, 2013

(1) Summary of Significant Accounting Policies

(a) Nature of Activities

The Legal Aid Bureau of Buffalo, Inc. (the Bureau) is a not-for-profit corporation formed for benevolent and charitable purposes; to render legal aid, gratuitously, to persons who are financially unable to procure legal assistance in the County of Erie, New York; to assist or defend such persons without means in the pursuit of any civil remedy or legal right, or in defense of any civil, criminal or quasi-criminal prosecution or other offenses, and to promote measures for their protection; to supervise auxiliary programs and to cooperate with other agencies.

(b) Basis of Accounting

The financial statements of the Bureau have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

(c) Basis of Presentation

The Bureau reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. The Bureau had only unrestricted net assets in 2013 and 2012.

(d) Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(e) Cash

For purposes of reporting cash flows, cash includes money market accounts and any highly liquid debt instruments purchased with a maturity of three months or less.

(f) Concentration of Credit Risk

Financial instruments that potentially subject the Bureau to concentrations of credit risk consist principally of cash and cash equivalent accounts in financial institutions. Although the accounts exceed the federally insured deposit amount, management does not anticipate nonperformance by the financial institution.

(g) Property and Equipment

Furniture, equipment, and leasehold improvements owned by the Bureau are stated at cost. Depreciation of furniture and equipment is provided using the straight-line method over the estimated useful lives of the assets. Amortization of leasehold improvements is provided over the remaining term of their respective leases, not including any extensions of the terms of the lease agreement exercised after the leasehold improvement was made.

THE LEGAL AID BUREAU OF BUFFALO, INC.
Notes to Financial Statements, Continued

(1) Summary of Significant Accounting Policies. Continued

(g) Property and Equipment, Continued

Certain program sponsors retain title to furniture, equipment and law texts acquired with their funds. Expenditures for such items so acquired are not capitalized but recorded as program expense.

(h) Deferred Revenue and Revenue Recognition

Grant awards accounted for as exchange transactions are recorded as revenue when expenditures have been incurred in compliance with the grant restrictions. Amounts unspent are recorded in the statement of financial position as deferred revenue.

(i) Contributed Services, Materials and Equipment

During the years ended December 31, 2013 and 2012, the value of contributed services meeting the requirements for recognition in the financial statements was not material and has not been recorded. However, many individuals volunteer their time and perform a variety of tasks that assist the Bureau. Donated materials and equipment, when received, are recorded as contributions at their estimated fair market value at date of donation.

(j) Expense Allocation

The costs of providing various programs and other activities have been summarized on a functional basis in the statement of activities and in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

(k) Subsequent Events

The Bureau has evaluated subsequent events through the date of the report which is the date the financial statements were available to be issued.

(l) Income Taxes

The Bureau is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code (the Code); therefore, no provision for income taxes is reflected in the financial statements. The Bureau has been classified as a publicly supported organization that is not a private foundation under Section 509(a) of the Code. The Bureau presently discloses or recognizes income tax positions based on management's estimate of whether it is reasonably possible or probable that a liability has been incurred for unrecognized income taxes. Management has concluded that the Bureau has taken no uncertain tax positions that require adjustment in its financial statements. U.S. Forms 990 filed by the Bureau are subject to examination by taxing authorities. The Bureau is no longer subject to tax examination for the years ended December 31, 2009 and prior.

THE LEGAL AID BUREAU OF BUFFALO, INC.

Notes to Financial Statements, Continued

(2) Fees and Grants from Governmental Agencies

A summary of fees and grants from governmental agencies for the years ended December 31, 2013 and 2012 is as follows:

	<u>2013</u>	<u>2012</u>
United States Department of Veteran Affairs	\$ 8,160	-
City of Buffalo	91,475	103,336
County of Erie	4,107,500	3,859,714
Other Western New York Counties	109,620	4,064
State of New York	<u>3,192,599</u>	<u>2,887,746</u>
Total fees and grants from governmental agencies	<u>\$ 7,509,354</u>	<u>6,854,860</u>

(3) Retirement Plan

The Bureau participates in a defined contribution retirement plan which is underwritten by Principal Life Insurance Company. All employees who are at least age 21 and have provided a minimum service of two years are eligible for coverage under the plan. The plan requires that the Bureau contribute 6% of participants' annual salary. Participants are fully vested from their first day of participation in the plan. Retirement expense amounted to \$281,947 and \$256,779 for the years ended December 31, 2013 and 2012, respectively.

(4) Note Payable

The Bureau has a bank line of credit amounting to \$1,000,000. The line is secured by accounts receivable, inventory, furniture, fixtures, machinery and equipment, and general intangibles owned by the Bureau. At December 31, 2013, there was no outstanding balance on this line of credit. Interest on the line of credit is at prime plus .75% (4% at December 31, 2013).

(5) Economic Dependency

A material part of the Bureau's funding is dependent upon a few contracts, the loss of any one would have a material adverse effect on the Bureau. In 2013, the County of Erie accounted for 52% of the Bureau's unrestricted revenue.

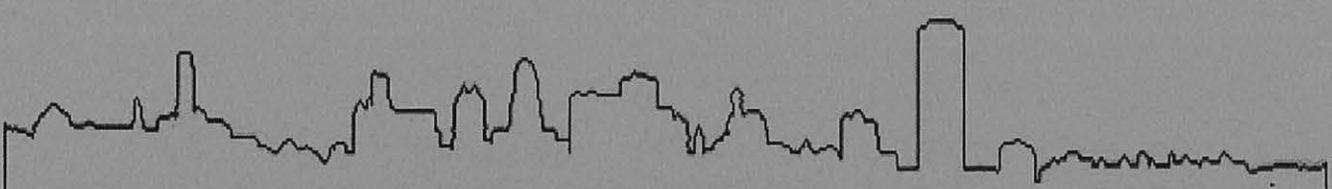
THE LEGAL AID BUREAU OF BUFFALO, INC.
Notes to Financial Statements, Continued

(6) Commitment

The Bureau has entered into a lease agreement for its facilities which expires October 31, 2014. Total rent expense for the years ended December 31, 2013 and 2012 amounted to \$192,417 and \$188,468, respectively. Future minimum lease payments under this operating lease as of December 31, 2013 are \$173,035.

(7) Related Party Transactions

A relative of a board member provided grant writing services to the Bureau. The total paid by the Bureau for these services amounted to \$36,000 for the years ended December 31, 2013 and 2012.



**LEGAL
AID
BUREAU**
of Buffalo, Inc.

Working for Justice Since 1912

2013 ANNUAL REPORT



237 Main Street – Suite 1602

Buffalo, New York 14203

716-853-9555

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2013 was an outstanding for the Legal Aid Bureau of Buffalo, Inc. in the areas of funding and growth as the Bureau entered its second century of providing access to justice for those who cannot afford an attorney. Increased allocations from two significant state-wide funding sources resulted in staffing increases in our civil and criminal defense units. This additional staffing caused increases in the number of clients we can serve and, more importantly, an expansion of the substantive areas of law in which we provide legal services.

Although funding of the Civil Legal Services Unit from the IOLA Fund of the State of New York was slightly reduced due to historically low interest rates, Jonathan Lippman, the Chief Judge of the State of New York, continued his efforts to raise state-wide funding toward his goal of 100 million dollars a year by including an additional \$15,000,000 in the judiciary budget. The Bureau's allocation from these funds enabled us to add an additional attorney, paralegal, and social worker to the unit. Furthermore, we were able to hire an additional attorney with funds from a new grant to provide veterans and their families with legal assistance in housing related matters. Additionally, our most successful direct mail drive in past ten years further enhanced the stability of Civil Legal Services Unit and supported an expansion of re-entry related legal services.

A significant increase in funding from the New York State Office of Indigent Legal Services resulted in increased staffing in both the Criminal Defense Unit and the Appeals Unit. A new attorney position in the Buffalo City Court Office helped to further reduce each attorney's caseload, and a much-needed support staff position helped improve the daily administration of that office. In the Appeals Unit, the addition of a full-time and a part-time attorney made it possible for us to begin addressing important legal matters that are collateral to our clients' direct appeals.

These two important increases in stable funding brings us closer to meeting our goal of providing equal access to justice for all in need of our services. This annual report sets forth the Bureau's 2013 challenges and achievements and reports on the more than 25,000 clients in 2013 for whom the Legal Aid Bureau provided legal assistance. The accomplishments described herein are the result of the hard work, commitment, abilities and special skills of the staff attorneys, support staff, supervisors and administrative staff and Board of Directors of the Legal Aid Bureau of Buffalo.

David C. Schopp

Remarks by the CEO



The Legal Aid Bureau of Buffalo, Inc. is a charitable not-for-profit corporation founded in 1912 by community leaders to provide legal representation and advice to the poor of our community. The Bureau has served this vital role in Western New York since then. In 2013, it provided advice, representation, or referral to 25,055 persons in need. The Bureau's services are available to low-income individuals in Western New York who cannot afford counsel, except for those of its Attorneys for Children Unit, where no income guidelines apply.

The Legal Aid Bureau is supported by funding from Erie County, the City of Buffalo, the State of New York, the United States government and from the United Way of Buffalo and Erie County, the IOLA (Interest on Lawyer Account) Fund of the State of New York, and the generous contributions of members of the community. Additionally, we receive the services of numerous volunteers and interns from the community and its educational institutions.

The Bureau's **Civil Legal Services** Unit represents low-income individuals and families in a variety of civil matters that have a direct impact on their quality of life. Additionally, the Legal Aid Bureau accepts all cases assigned to it by the courts, without regard to number. These assigned cases include abused, neglected and other children at risk, who are represented by the staff attorneys of the **Attorneys for Children** Unit. The attorneys of the **Criminal Defense** Unit represent criminal defendants arrested in the City of Buffalo. Persons convicted of crimes in Erie County Superior Courts are represented by the lawyers of the **Appeals** Unit.

CIVIL LEGAL SERVICES

During 2013, the Civil Unit was able to increase access to civil legal services to individuals in the community. The CLSU added two staff attorneys and a social worker to assist with a broad range of matters. The additional social-work support allowed us to subsume issues of mental health, substance abuse, parenting, child protection, and family dynamics as it pertains to litigation. We complemented the programs of other providers by providing targeted services best met by our staff's expertise. The Civil Unit continued services in mortgage and *in rem* foreclosures, housing-code violations, water shutoffs, employment matters, and family-justice representation in Supreme Court.

We were honored to join with the Veterans One Stop Center of Western New York to provide much-needed civil legal services to those serving our country and their families. After training case managers at the VOC, we received nearly three hundred case referrals for civil legal matters. In each instance we provided referral, advice and counsel, or direct representation. With additional funding through the Supportive Services for Veteran Families Program, we were able to open regular office hours on-site at the VOC to interface directly with clients and other military-service providers. In addition, our staff trained military-family-assistance specialists across the state on issues regarding family care for deployed service members.

The Civil Unit was able to expand services for Re-Entry in 2013 by the addition of a University of Buffalo Practicum. The students in the practicum participate with Federal Re-Entry Court and assist the staff with client education. The Re-Entry team also played a key role as community partner in the Erie County Restorative Justice Initiative, which engages neighborhood partners to divert individuals, especially youth, from the criminal-justice system and avoid the negative consequences of a permanent record.

Throughout 2013, the Civil Unit worked closely with Journey's End and the domestic-violence and human-trafficking units of the International Institute of Buffalo to help immigrants and refugees secure family safety, housing, access to education, and other necessities. In addition, we developed a coordinated system for provision of legal services with all civil-legal-service providers in our



region, including Journey's End, Legal Services for the Elderly, Disabled, and Disadvantaged, Western New York Law Center, ECBA Volunteer Lawyers Project, Vive, Inc., and Neighborhood Legal Services.

During the year we continued to lead in handling complex matrimonial cases involving contested custody, jurisdictional interstate issues, incarcerated respondents, clients with mental-health diagnoses, military-service members, and domestic-violence clients with refugee or undocumented status. Our staff also joined the WNY LGBT Domestic Violence Committee and the Bridging the Gaps Panel. As the one civil legal services organization on these committees, we have shared our perspective with others serving these target populations to improve efficacy, continuity, and accessibility to available services.

In the coming year, the Civil Unit is looking forward to beginning work on the Coordinated Refugee/Asylee Legal Services Project, to expand the capacity to serve refugees and asylees on a variety of civil legal matters .

Our office represented a woman, a naturalized U.S. citizen, who had escaped the family that had been holding her in domestic captivity. Lured to Buffalo with the promise of marriage to a man with the same family name, she was raped and put to work 80-100 hours week without pay; subjected to identity fraud, as the captor used her name to acquire credit; repeatedly assaulted, beaten and abused; forced into two full-term births and an abortion.

Living on public assistance in a shelter outside of Erie County, she yearned to establish a life and a home for herself with her two children, who were living with the family of the captor who had fathered them. We represented her in a variety of courts in claims for property, housing, custody, child support, and unpaid wages. We also helped her obtain her GED, employment, and medical treatment. With an ultimate award of \$80,000 in cash, she was able to achieve what had once seemed to her an impossible goal.

CLS Achievements

The Foreclosure Prevention Project represented an individual who had fallen into financial crisis because his downstairs tenants had stopped paying rent. This loss of income left him struggling to survive on a small monthly pension from the Seneca Nation. His attempts to negotiate a more affordable mortgage were stymied by judgments attached to his home as well as his failure to keep financial records and file tax returns.

Immediately after contacting us for assistance, he was served with a foreclosure action. From the first settlement conference the bank attorney was adamant that no loan modification was possible due to the array of obstacles. Our attorneys insisted that this client had the same right to negotiate as any other homeowner, and the court granted us the opportunity to establish a reasonable financial plan.

Staff attorneys counseled the client on landlord/tenant matters, helped him evict his tenants, and advised him on finding new ones consistent with Fair Housing Law. We negotiated with the judgment creditors to their satisfaction under a new mortgage. We helped the client file his taxes and submitted a budget that was approved by his lender. As a result, he has been able to keep his home and return to financial stability.



Civil Legal Services

New Clients 1,789

Classification of Cases

Consumer/Finance	55
Education	9
Employment	24
Family	366
Health	3
Housing	983
Income Maintenance	271
Individual Rights	34
Juvenile Rights	3
Miscellaneous	41

Total 1,789

Dispositions

Investigated and Closed at Initial Contact	368
Disposed of Without Litigation	215
Matrimonial Litigation	75
Eviction Litigation	13
Tax Foreclosure Litigation	167
Ordinance Violation Litigation	70
Other Litigation	165
Mortgage Foreclosure	146
Administrative Proceedings	43
Terminated by Client	292

Total 1,554

Telephone Hotline 4,145

ATTORNEYS FOR CHILDREN UNIT

Established concurrently with the New York State's new Family Court Act in 1962, the Attorneys for Children (AFC) Unit of the Legal Aid Bureau of Buffalo provides legal representation and counsel to the majority of children in Erie County who are abused, neglected, in foster care, or involved in the juvenile justice system as Juvenile Delinquents (JD's) or Persons in Need of Supervision (PINS).

Representing clients ranging in age from newborns to age 21, the AFC Unit is "dedicated to excellence in child centered legal representation and social advocacy." To that end, we use a multifaceted approach, with a Masters level social worker and/or a specialized paralegal assigned to collaborate with the attorney, who typically remains the child's counsel throughout the case. We emphasize frequent contact with our clients, knowing that before we can speak for a child, we must listen to the child. Then, with the benefit in-depth investigation and informed advocacy, the team works to develop a comprehensive plan for advocating for each client's wishes, rights and interests.

The staff attorneys of the AFC Unit represented 4,182 clients in 7,150 cases during 2013, including 75 children on 95 appeals filings, and made 34,156 court appearances. The Unit also continued to expand its efforts in the area of educational advocacy, with paralegals and attorneys participating in school meetings and hearings to ensure that our clients receive an appropriate school experience and necessary special educational services.

Some highlights for 2013 include the following:

In order to provide proper representation for our clients, a majority of whom come from impoverished families, it is crucial for our attorneys to develop a relationship that allows the child to feel safe, comfortable, and supported. One of the methods we employ is to provide each with a book of his or her own choosing from the



Unit's book collection. Every time a child comes to 237 Main Street for an interview—usually at least three times a year—he or she may choose an age-appropriate book to keep. In 2013 the Baird Foundation of Western New York once again provided \$1000 for the purchase of these books, a most valuable tool for us.

2013 brought a few high-profile cases that involved fatalities of young children at the hands of abusive adults. In response to the handling of these cases, the AFC Unit has become proactive in legislative issues affecting child welfare and juvenile-justice matters. The entire unit signed a letter to all state legislators from the Western New York area raising our objections to a model program in response to Child Protective Services investigations. In it, we proposed certain protective changes that have since been adopted in both the NYS Assembly and Senate. We expect to expand our involvement with legislative advocacy to safeguard our vulnerable clients.

The AFC hosted the 4th Annual Yuletide Challenge Toy Drive, which brightened the holidays of many of our clients. The effort was made possible by the generosity of the Bar Association of Erie County's Young Lawyers Committee, together with the Minority Bar Association and Women's Bar Association of Western New York. Santa Claus distributed toys and treats to more than fifty children at the December 14th Bureau event, with gifts wrapped and distributed to more than 250 children by the Legal Aid Bureau's staff during the holiday season.

The Attorneys for Children Unit continues to be dedicated to improving the lives of the children whose circumstances have brought their families into court.

Attorneys for Children Unit

	2012	2013
Juvenile Delinquency	464	349
Persons In Need of Supervision	185	189
Custody	1,119	1,132
Child Protective	829	933
Guardianship	4	1
Paternity	24	32
Support	0	1
Family Offense	92	77
Approval of Foster Care	17	0
Termination of Parental Rights	248	240
Designated Felonies	0	0
Supplemental Categories*	828	741
Other	604	487
Total Children Served	4,414	4,182
Appellate Activity	55	48
Total Court Appearances	34,443	34,156

*Includes JD, PINS, Child Protective and Designated Felonies violations and extensions of placement, restores, modifications of orders, etc.



CRIMINAL DEFENSE UNIT

The Legal Aid Bureau of Buffalo's Criminal Defense Unit comprises two separate entities: the City Court Office and the Felony Office. The former is responsible for the mandated representation of indigent persons charged with New York State Penal Law and misdemeanor Vehicle and Traffic offenses handled in that court; it represents all indigent defendants at arraignment and continues representation of those defendants whose cases are charged at, or are later reduced to, misdemeanor level and below. The latter assumes superior court D- and E-Felony cases charged in the City of Buffalo.

With seventeen attorneys and seven support staff, the City Court Office covers eleven judicial calendars and more than fourteen thousand cases per year, rendering it one of the highest-volume indigent-legal-service providers in Western New York. Additionally its attorneys initially represent all indigent defendants at arraignment, though a case may be later transferred to a felony-level attorney with our Felony Office or the Erie County Bar Association's Aid to Indigent Prisoner Society.

Our attorneys are dedicated to the cause of ensuring that all defendants assigned to the office receive the very best representation despite their inability to secure same through their own means. They practice a "client-centered" approach with a goal toward achieving the best possible disposition after thorough examination of the law as applied to the particular facts of the case. Despite high caseload-volume and the fast-paced environment of an overburdened City Court, our attorneys consistently achieve excellent results. In 2013, the City Court Office represented clients in nearly one-third of all criminal trials held there, achieving either an acquittal or a conviction to a lesser included count in over 80% of verdicts.

Taking a holistic approach, our office in 2013 enhanced its representation of clients in Buffalo City Court's Adolescent Diversion Program with the addition of a dedicated paralegal whose sole focus is to ensure that all court demands are complied with and treatment menus completed prior to disposition. In this way, clients see both criminal and non-criminal issues resolved in a more positive way.

Additionally, 2013 also saw the advent of a Human Trafficking Court component to one of the standard Buffalo City Court parts. One of our attorneys constantly monitors sessions of this court, identifying issues and stepping in whenever necessary.

Along with continued improvement of attorney scheduling to increase client contact and the modernization of motion-practice procedures, the City Court Office additionally looks forward in 2014 to continuation of renovation begun in 2012. While construction planning and completion dates are still tentative, we hope to occupy fully renovated office space in the Buffalo City Court Building in late 2015 or early 2016. This should provide us with both the resources and the room to fully service our clients in the resolution of both their criminal and non-criminal issues.

In response to the District Attorney's Plea Policy—no reductions to a criminal charge after indictment—the Felony Unit of Legal Aid's Criminal Division has now taken a more pro-active stance in resolving criminal cases before indictment. Where previously the Felony Unit did not involve itself until charges were formally held for action by a Grand Jury or waived to Superior Court, we now work actively with Assistant District Attorneys and City Court Attorneys to resolve cases before indictment.

Whenever we become aware that a Felony Assistant District Attorney has been assigned to one of our City Court clients, we immediately assign a Felony Attorney to the case. As a result, our attorneys have been very successful in obtaining either misdemeanor pleas, or, more important, non-violent-felony dispositions.

In this way, a whole array of options becomes available for the presiding Judge at sentencing. Probation, the Willard Program for Drug Offenders, Shock Incarceration, CASAC, and other forms of incarceration become options that would be prohibited by a violent-felony disposition.

To familiarize us with the possibilities, The New York Department of Corrections invited the Felony Unit to tour the Shock Facility in nearby Brocton, New York. Through the tour, we gained firsthand knowledge as to how our clients apply for the program, what happens while they attend, and the programs offered to prepare them for a return to the community.

Our goal has always been and will be to exonerate our clients, but when this is not an option, being able to help them negotiate the best possible sentencing alternatives is what we are able to do.



Criminal Defense Unit

New Defendants	14,473	Finding after Trial		Community Service	
Felony	1,569	Guilty as Charged	24	Felony	20
Felony (Drug)	314	Guilty to Lesser	66	Misdemeanor	71
Felony (DV)	606	Dismissed (also Not Guilty)	31	Violation	1
Misdemeanor	10,381			Infraction	0
Violation	1,349	Sentences		Fine	
Infraction	77	Jail		Felony	107
Appeals*	177	Felony	546	Misdemeanor	2,053
Pleas as Charged	773	Misdemeanor	1,496	Violation	123
Felony	53	Violation	116	Infraction	38
Misdemeanor	389	Infraction	5	Unconditional Discharge	
Violation	301	Probation		Felony	2
Infraction	30	Felony	140	Misdemeanor	115
Pleas to Lesser		Misdemeanor	54	Violation	5
Felony	1,061	Conditional Discharge		Infraction	3
to lesser Felony	39	Felony	373	Closed Cases (Other)	
Misdemeanor	591	Misdemeanor	1,616	ACD	1,287
Violation	346	Violation	96	Private Counsel	259
Infraction	85	Infraction	2	Assigned Counsel	1,122
Misdemeanor	5,186	Prison		Dismissed on Motion	2,177
to lesser Misdemeanor	808	Felony	23	Speedy Trial	1,596
Violation	2,193	Misdemeanor	1	Relieved	12
Infraction	2,185	Prison—Willard Program	3	No Bill	11
Violation	33	Shock	0	Admit to VOP	115
to lesser Violation	0			Not Guilty to VOP	2
Infraction	33			Transfer to Family Court	0
SCI Plea to Higher Charge	0			Rejected	12
Trials	121			Other	24
Felony	26				
Misdemeanor	84				
Violation	11				

* Includes assignments from Erie, Cattaraugus, Genesee and Orleans Counties

APPEALS UNIT

As noted in last year's Annual Report, the Legal Aid Bureau contracted in 2012 with Genesee and Cattaraugus Counties to undertake the representation of those counties' indigent appellants. In 2013 two Appeals Unit staff attorneys were assigned to work exclusively on these appeals, handling not only those to the Appellate Division but also those from local Justice Courts in Genesee County to the Genesee County Court. In 2013 the Bureau contracted with Orleans County to assume the same responsibility for its indigent appellants. Through our diligent efforts in Erie, Genesee, Cattaraugus, and Orleans Counties, we have demonstrated to the State Office of Indigent Legal Services that we are capable of taking on this work for all eight counties of the Eighth Judicial District. We hope that this will become a reality in the near future.

The greatest benefit to a client occurred this year when we achieved the reversal of a burglary conviction because of egregious prosecutorial misconduct. In a similar vein, the Appellate Division reversed the conviction of and granted a new trial to another appellant when we argued the police had wrongly used their illegal detention of him to gather pre-trial evidence. In several cases, our success can be measured in the dismissal of various counts of an indictment or the reduction/correction of a sentence.

Reading transcripts of criminal court proceedings, discovering viable legal issues as a result of this reading, engaging in legal research, writing briefs, and arguing before the Appellate Division is, simply stated, difficult and specialized legal work. Even when the results at the Appellate Division are disappointing, the reward for the Appeals Unit attorney is knowing that our client had exemplary legal representation for his/her constitutionally-mandated appeal in the Appellate Division.

Appeals Unit

Cases Closed	168	Other Submissions	41
Appeals Pending	247	Application for Leave to Appeal to Court of Appeals	77
Briefs Filed	178		



2013 Financial Summary

There was a \$33,629 increase in unrestricted net assets at the end of 2013. Total unrestricted net assets at year end were \$420,571, the difference between total assets of \$1,517,072 and total liabilities of \$1,096,501.

The provision of criminal legal services is funded through five (5) grants from the County of Erie and three (3) grants from other counties within Western New York. The largest grant, from Erie County, totaled \$3,597,553, an increase of \$70,521 or 2% from 2012. During 2013, Legal Aid was awarded a second three (3) year contract amounting to \$727,566 from the County by the New York State Office of Indigent Legal Services. The purpose of the funding is to assist the County in improving the quality of indigent legal services pursuant to article 18B of the County Law. The first three (3) year contract was awarded in 2012 for the same amount. The award provided additional funding for a criminal defense staff attorney position in the Buffalo City Court office, a paralegal position for the Adolescent Diversion Program, and both a full-time staff attorney position and a part-time temporary staff attorney position in the Appeals Unit. The two (2) other grants, the Aid to Defense and Byrne JAG grant, are provided by the state to the county and then passed through to Legal Aid. The Aid to Defense grant remained at the same funding level in 2013 as in 2012; the Byrne grant unexpectedly doubled from \$102,700 in 2012 to \$205,400 in 2013, allowing Legal Aid to provide representation in all the specialty courts within Buffalo City Court. In addition to the 3 year contract awards received from Cattaraugus and Genesee Counties in 2012, the Bureau also received a 3 year contract from Orleans County. The contract awards \$17,500 annually to provide appellate representation to persons convicted of crimes or violations in Orleans County Court. These grants provide the funding necessary for the Felony Appeals and Criminal Defense Units.

In 2013, The New York State Unified Court System Office of Court Administration awarded \$2,567,199, a \$50,337 or 2 percent increase from 2012, to fund the Attorneys for Children Unit. This unit provides legal representation for children appearing in Family Court.

The Civil Legal Services Unit receives funding from many sources, below are some noteworthy examples from 2013:

The Oversight Board for Judiciary Civil Legal Services Funds in New York awarded \$396,486 for the provision of civil legal assistance to low-income New Yorkers in matters involving the essentials of life.

EPIC (Every Person Influences Children) contracted with Legal Aid for \$17,482 to provide services for families in transition. These services include presentations at work shops, legal services to eligible families, as well as professional development to assist local service providers in understanding the custody process.

The Civil Legal Services Unit was awarded \$220,000 from the Interest on Lawyer Account Fund of the State of New York for the provision of civil legal services. This represented a \$20,000 decrease from the prior year. The Interest on Lawyer Account (IOLA) Fund generates income from interest on short-term or nominal client escrow accounts accumulated in New York lawyers' trust accounts.

The unit also received \$47,532 from the City of Buffalo Community Development Block Grant Entitlement Program to provide housing related legal services to residents of Buffalo.

The Western New York Law Center, Legal Services for the Elderly, Disabled or Disadvantaged (LSED) and Legal Aid Bureau of Buffalo collaborate to provide services under the Mortgage Foreclosure Prevention Project. Legal Aid received funding through Western New York Law Center (as lead agency on the grant) from the NYS Office of the Attorney General to provide legal services in mortgage foreclosure cases. The award of \$162,150 is to provide legal services in the Western New York region. Two additional sources provided funding for the project that was divided between the two (2) original legal services providers of the project: Legal Aid and LSED. These funding sources included the New York State Division of Criminal Justice Services which provided \$35,333 and the City of Buffalo Community Development Block Grant Entitlement Program that awarded \$35,161.

The Judges for the Western District of New York of the United States District Court donated \$10,000 from its District Court Fund and The New York Bar Foundation granted \$5,000 to Legal Aid for its Reentry program. The program assists individuals to re-adjust to society after incarceration by providing legal services that would help to secure employment, housing, education, and family stability.

A \$6,500 cy pres award was made to Legal Aid from a Class Action Settlement held before the United States District Court Western District.

A project to provide legal services to veterans, military personnel, and family members was established during 2013. The Veterans Outreach Center agreed to provide \$74,791 to Legal Aid for legal services as it relates to Supportive Services for Veteran Families (SSVF) program. An AmeriCorps VISTA volunteer was also assigned to the Bureau to further develop the project.

In addition to the funding sources noted above, the Bureau received donations from local attorneys and other interested parties through our annual fund drive, donations from area law firms, as well as donations received through the United Way of Buffalo and Erie County annual campaign. The Bureau received revenue from the 6th Annual Champion for Justice Bash held to benefit the Volunteer Lawyers Project, Legal Services for the Elderly, and Legal Aid. These donations are an extremely important factor in funding our Civil Legal Services Unit and are, therefore, greatly appreciated.

Once again, we would like to thank our staff, volunteers, the community, and our funders for their role in helping us provide legal advice and representation to the financially needy men, women, and children in Western New York.



THE LEGAL AID BUREAU OF BUFFALO, INC.

Statement of Activities

Year ended December 31, 2013

Unrestricted revenue:

City of Buffalo	\$ 91,475	1.16%
County of Erie	4,107,500	52.29%
Other Western New York Counties	109,620	1.40%
State of New York	3,192,599	40.64%
U. S. Dept. of Veteran Affairs	8,160	0.10%
Membership dues, contributions and other grants	81,478	1.04%
Indirect public support - United Way of Buffalo and Erie County	6,749	0.09%
Interest on Lawyer Account Fund of the State of New York	237,548	3.02%
Interest income	1,756	0.02%
Special Event — net	18,058	0.23%
Miscellaneous	950	0.01%
	<hr/>	
Total unrestricted revenue	\$7,855,893	100.00%

Unrestricted expenses:

Program services:

Civil Unit	\$ 1,018,654
Criminal Legal Services	3,882,278
Attorneys for Children	2,314,229
	<hr/>

Total program services 7,215,161

Management and general

 607,103

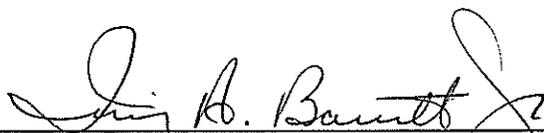
Total unrestricted expenses

 7,822,264

Increase in unrestricted net assets

 \$ 33,629

CERTIFIED TO BE TRUE AND ACCURATE:



 IRVING A. BARRETT, JR., TREASURER

THE LEGAL AID BUREAU OF BUFFALO, INC.
Statement of Functional Expenses
Year ended December 31, 2013

Expenses

Salaries	\$5,695,941	72.82%
Employee benefits	1,026,692	13.13%
Payroll taxes	461,609	5.90%
	<hr/>	
Total salaries and related expenses	\$7,184,242	91.84%
Professional fees	166,446	2.13%
Supplies	35,206	0.45%
Telephone	21,248	0.27%
Postage	17,294	0.22%
Occupancy	192,417	2.46%
Transportation	30,020	0.38%
Conferences	25,866	0.33%
Subscriptions and publications	25,589	0.33%
Specific assistance to clients	9,442	0.12%
Insurance	29,974	0.38%
Membership dues	13,896	0.18%
Furniture and equipment	25,021	0.32%
Maintenance and repairs	21,671	0.28%
Interest	624	0.01%
Miscellaneous	9,315	0.12%
Depreciation and amortization	13,993	0.18%
	<hr/>	
Total expenses	<u>\$7,822,264</u>	100.00%

CERTIFIED TO BE TRUE AND ACCURATE:



IRVING A. BARRETT, JR., TREASURER



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Hamberger & Weiss

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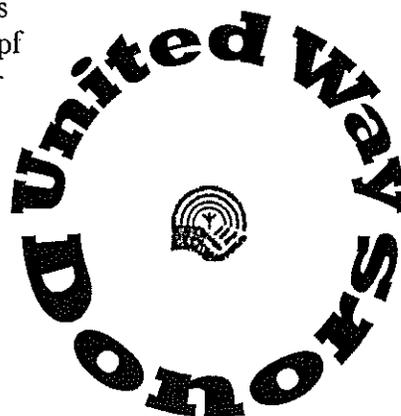
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Pamela L. Neubeck

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\$10,000

U. S. District Court

\$1500

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Eileen Wheeler



MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
THE LEGAL AID BUREAU OF BUFFALO, INC.
July 10, 2014

PRESENT:

Irving A. Barrett, Jr.
Elizabeth Carlson
Treneeka Cusack
Bernard B. Freedman
Rocco Lucente II
Charles C. Martorana
Lisa M. Patterson
Raymond P. Reichert
James J. Rooney
Robert Sandgrund
David C. Schopp, Chief Executive Officer
Michele M. Finn, Chief Administrator

NOT ATTENDING:

Patrick Brown
Howard G. Foster
John T. Kolaga
Courtland R. LaVallee
James L. Magavern
Frank B. Mesiah
Cheryl Meyers-Buth
Athena Mutua
Allison Stravino

President James Rooney called the meeting to order and asked for a motion to approve the minutes of the last board meeting on April 10, 2014. The motion to approve the minutes was made by Irving Barrett, seconded by Bernard Freedman and unanimously approved.

Mr. Rooney addressed a request from Board Member Treneeka Cusack to distribute a memo from the Attorneys for Children Unit. The memo was distributed to the Board. Board Member, Bernard Freedman stated personnel issues are usually handled in Executive Session. Mr. Rooney stated that he would like the Personnel Committee to meet to review the memo and the committee will report back to the Board. (At this time, Michele Finn arrived.)

Mr. Schopp gave his Chief Executive Officer's Report:

Civil Legal Services Unit

- *The Coordinated Refugee/Asylee Legal Services Project (The CRLS Project), Legal Aid's new project funded primarily by the Oishei Foundation, officially commenced on July 1, 2014. The Bureau has hired the following three individuals for this project:*

*Ye Myo Aung, Project Coordinator
Noha Elnakib, Project Staff Attorney
Serena Millet, Project paralegal*

- *Mr. Aung previously coordinated refugee projects in Burma, Ms. Elnakib speaks fluent Arabic and several other languages, and Ms. Millett is fluent in Spanish. These language skills will reduce some of our need for interpreters.*
- *The Veteran's One Stop Center and the Legal Aid Bureau have mutually agreed to terminate our contract to provide legal assistance to veterans and their families who are at risk of homelessness. This decision arose from our unwillingness to retain the staff attorney, Roman Fontana, and the One Stop's Center insistence that Mr. Fontana remain the funded attorney under the grant. We intend to continue our efforts to serve the veteran community and have a new Americorps/Vista volunteer coordinator starting August 1st, 2014 to assist us.*

Criminal Defense Division

- *Barbara J. Davies, Chief Attorney in the Appeals Unit, decided to apply for a part-time (28 hours/week) staff attorney position in the unit after serving more than 26 years as the supervisor. Effective June 2nd, 2014 Timothy P. Murphy was appointed the Chief Attorney of the Unit. Tim, a former staff attorney at Legal Aid and a former Board Member, is highly regarded across the state as exceptional appellate attorney and is familiar with the dynamics of our appeals unit staff. In order to better reflect the legal work performed by the unit, we have changed the unit's title to Appeals and Post-Conviction Unit.*
- *We have received an RFP from Chautauqua County to submit a proposal to handle appeals and conflict cases in that county. We will be submitting our proposal by the end of July.*
- *Matthew Potenza, a staff attorney in Buffalo City Court, recently resigned and we are currently in the process of filling that position.*
- *Barbara Johnson-Lee, a staff attorney in our felony office, is running for judicial in Buffalo City Court. She has already received endorsements from the Democratic, Republican and Conservative Parties. She is one of our very best attorneys and will make excellent judge if she is elected.*

Miscellaneous

- *The 2013 Annual Report has been completed and will be distributed at this meeting. After Board Members have had a chance to review it, I will highlight and answer questions at the next board meeting.*
- *We have decided that it is in the Bureau's interest to convert our part-time HR consultant, Amy Jeanty-Blum, from an employee of HR Works to a Legal Aid employee. We receive little benefit from her association with HR Works, and this change should save the Bureau approximately \$9,000 over the next two years. We have initiate discussions with HR works concerning the transition process.*

Treasurer's Report:

Ms. Finn asked Chairperson, Irving Barrett from the Finance Committee if he would like to speak about the Financial Statements and documents from auditors' Toski and Co. P.C. Mr. Barry stated the committee met with Ronald Williams from Toski and Co. on July 2nd, 2014 and reviewed the three (3) instruments that were distributed to the Board. Mr. Barry highlighted:

On page 3, Cash is lower and Account Receivable is higher than the previous year due to timing. Salary and fringe benefits are higher due to an extra pay day during the year. On page 4, grants from government agencies have increase by 8.3%; however, we lost funding for re-entry work and from the Belmont and West Side Neighborhood agencies. On page 5 & 6, salaries are up 6.9% due to seven (7) new hires in 2013. Employee benefits increased 13.3%. Total salaries and benefits equate to 90.81% of the total budget expenses. Including rent with total salaries (including related expenses) equates to 94.3% of total expenses. The auditors did mention the economic dependency Legal Aid has with the county funding. In summary, the report is favorable and Mr. Barry mentioned that the Executive Committee will be meeting to discuss The Non-Profit Revitalization Act. A motion to authorize the Executive Committee to review and approve changes in accordance with The Non-Profit Revitalization Act was unanimously passed. Mr. Barry requested a motion to accept the documents provided by Toski and Co., P.C. A motion was made by Bernard Freedman, seconded by Lisa Patterson and was unanimously passed. Mr. Barry requested a motion to hire Toski and Co. for the 2014 audit. A motion by Bernard Freedman, seconded by Raymond Reichert was unanimously passed. (At this time Elizabeth Carlson left.)

- Ms. Finn request a resolution to update signatures for commercial banking accounts at M & T. A resolution was made to include James J. Rooney, Irving A. Barrett, Jr. David C. Schopp, Danielle Maichle, Lisa Strand, William Coughlin, Russell E. Fox, Timothy Murphy, Paul Curtin and Susan Ministero. A motion was made by Raymond Reichert, seconded by Rocco Lucente and unanimously passed.

- Veterans One-Stop Center contract ended June 30, 2014. Of the \$74,791 contract \$49,364.92 was vouchered.
- The Aid to Defense contract is \$73,700 which is the same as the prior year.
- The Community Development Block Grant (CDBG) grant for housing and foreclosure funding changed its funding period to the federal cycle. We were scheduled to receive approximately 40% of the prior year contract amounts for the interim five (5) month period. The Mortgage Foreclosure Prevention Project received \$14,000 from 5/1/14-9/30/14 and \$19,000 will be received for housing matters. A request was made for \$164,828 to cover the time period of 10/1/14 to 9/30/15.
- Received Indigent Legal Services (ILS) contract for \$727,566 for June 1, 2013 to May 31, 2016.
- NYS granted \$36,119 for the Mortgage Foreclosure Prevention Project shared with Legal Services for the Elderly.
- Grantbuilders submitted a grant request to WNY Foundation for \$45,000 per year for two years. This grant will help cover administrative and interpreter costs for the CRLS project.
- On June 17 & 18th, 2014, the Retirement Committee met and interviewed five (5) vendors. Two of the five has been eliminated and the committee will meet again with union representatives. (At this time Robert Sandgrund left.)
- Ms. Finn apprised the Board for the need of an updated financial system. The new financial software is expected to cost \$43,715 with an annual maintenance cost of \$3,071. Ms. Finn elaborated that the current accounting/financial system presently used is antiquated, and is no longer supported. Ms. Finn stressed that it is imperative for the financial system to be updated and that she will need board approval to purchase a new financial system. A motion to approve the purchase of a new financial system for approximately \$44,000 based upon the research conducted by Ms. Finn was made and unanimously passed.

Report of Committees:

Ad hoc Lease Committee

Mr. Schopp stated the closing date for the purchase of the Main-Seneca Building has been postponed to August 29, 2014. The Committee looked at space at 410 Main Street, and at the Bank of America Building. The Main-Seneca space is most economical choice for the Bureau. The trouble is getting a lease. The potential new owner needs to approve or disapprove any lease during the time before the actual sale/closing. Mr. Sweet promised a lease proposal for today's meeting. The documents (distributed at meeting) were provided by Mr. Sweet right before the meeting. After some discussion, a motion

with a unanimous vote to approve, gave Mr. Schopp permission to execute the Option Agreement dated July 2014 to extend the lease term for the one-year period November 1, 2014 – October 31, 2015. The Board suggested adding an acknowledgement page. (At this time Treneeka Cusack left.)

Nominating Committee

James Rooney, Chairperson made the following requests for resolutions:

A motion to elect Salvatore Martoche to serve a three-year term on the Board of Directors at Legal Aid. Motion was made by Rocco Lucente, seconded by Irving Barrett and unanimously approved.

A motion to elect the current Executive Committee to serve another one-year term was made by Irving Barrett, seconded by Charles Martorana and unanimously approved.

James J. Rooney, President
Rocco Lucente II, First Vice President
Howard G. Foster, Second Vice-President
Lisa Patterson, Secretary
Irving A. Barrett, Jr., Treasurer

A motion to elect the following Board of Directors to a three-year term expiring 2017 was made by Bernard Freedman, seconded by Lisa Patterson and unanimously approved.

Irving A. Barrett, Jr.
Patrick J. Brown
Rocco Lucente II
Raymond P. Reichert

(Please note, Timothy Murphy, Frank Passafiume and Treneeka Cusack resigned from the Board of Directors.)

Planning and Development Committee

Chairman Rocco Lucente stated that the committee will be meeting soon and will be sending out a notice in the near future.

Old Business - None

New Business

The meeting was adjourned.

During Executive Session the Board of Directors approved salary increases for the non-union Legal Aid staff.

Respectfully submitted,

A handwritten signature in cursive script that reads "David C. Schopp". The signature is written in black ink and is positioned above the printed name.

David C. Schopp
Assistant Secretary