

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: LEGAL ASSISTANCE FUND

Policy Statement:

Each year the Budget Committee will determine the amount to be allocated towards non-claims related legal services provided by the law firm of Vince Hurley, Esq. Within the Legal Services budget a line item will contain the total amount of funds available. The Authority will annually adopt the amount of funds for this budgeted line item, and then each Member will have access to an equal share of the funds on a “use it or lose it” basis approved during the Program Year (unused funds will be rolled into the General Fund at the end of each Program Year).

Procedure:

1. The legal assistance and services sought by each member agency must be related to the following 4 non-claims related areas:
 - Personnel Issues;
 - Workers’ Compensation issues;
 - Disciplinary Action Issues; and
 - Catastrophic Injury Issues.
2. Funds will be approved each year by the Board and included in MBASIA’S annual budget under the following line item: MBASIA Legal Assistance Fund.
3. After legal services are provided to the Member Agency, the law firm will generate an invoice related to that Member agency for the charges incurred and will forward it to the Program Administrators for monthly reconciliation and tracking.
4. Each Member agency can use up to 33% of the fund and no singular issue may deplete more than 20% of the Annual Fund.
5. Any legal services rendered to a Member after they have exceeded its 33% share of the fund will become the full responsibility of the Member, and will no longer be paid for by the Authority’s Legal Assistance Fund. The Members will be notified monthly if they are approaching the limit.
6. After the Program Administrators have tracked and reconciled the invoice received by the law firm, it will be sent to MBASIA’s bookkeeper for payment to Vince Hurley.