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**MEMORANDUM**

July 29, 2020

To the Management and Staff at Benefits Law Center:

The board of directors of BLC met on July 13, 2020 to consider your Memorandum of Request dated Juneteenth 2020. It is my honor and privilege to inform you that your request was unanimously approved, and that the BLC Personnel Policy is hereby amended to include Juneteenth as an observed holiday.

As a board, we are honored to serve an organization whose mission supports equity in our community. We are also humbled to help support a team with your unwavering commitment to justice. Thank you for your willingness to stand against historic inactions.

In Solidarity,

  
Maryann Nelson  
BLC Board President



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## MEMORANDUM OF REQUEST

To: BLC Board  
From: BLC Executive Director  
Date: Juneteenth 2020  
RE: Making Juneteenth a BLC Recognized Holiday

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In recognition of the historical importance of Juneteenth, We are formally requesting and recommending that the BLC Board of Directors amend the BLC Personnel Policies to include June 19<sup>th</sup> as an observed holiday. In recognition of the freedoms created by the Emancipation Proclamation, which reached African Americans in states under confederate control two full years after it had taken effect, we would like to recognize this day of freedom and independence.

This simple amendment to the personnel policies can be made at the next board meeting. It is an action that can be taken to continue our work in establishing an anti-racist organization, and furthering race equity and inclusion.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex Doolittle'.

Alex KF Doolittle  
Executive Director

A handwritten signature in black ink, appearing to read 'Luwam Gabreselassie'.

Luwam Gabreselassie  
Paralegal

A handwritten signature in black ink, appearing to read 'Madeleine Harnois'.

Madeleine Harnois  
SSAP Directing Attorney

A handwritten signature in black ink, appearing to read 'Shannon Banner Wong'.

Shannon Banner Wong  
Development Director

A handwritten signature in blue ink, appearing to read 'Peter Grieser'.

Peter Grieser  
Staff Attorney

A handwritten signature in black ink, appearing to read 'Daniel Parker'.

Daniel Parker  
Mobile Attorney

A handwritten signature in black ink, appearing to read 'Becca Maloney'.

Becca Maloney  
Staff Attorney

A handwritten signature in black ink, appearing to read 'Marcos Zuñiga'.

Marcos Zuñiga  
DHAP Directing Attorney

/s/

Alex Strout  
Paralegal