

LSND Board of Directors Meeting  
Webinar  
April 15, 2016

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- Open                    The spring board meeting of Legal Services of North Dakota was opened at 2 p.m. on Friday April 15, 2016. It was conducted by webinar.
- Board Present        Jodi Colling, Wade Enget, Laurel Forsberg, Mary Kae Kelsch, Rob Manly, Paul Murphy, Gary Ramsey
- Board Absent        Veronica Kirkaldie, Al Lerberg, Lisa Tomlinson, Lenora Kutz, Clyde Houle
- Staff Present        Nadia Javaid, Kim Kramer, Rich LeMay, Adele Page, Brad Peterson, Ed Reinhardt, Breezy Schmidt, Steve Simonson, Audrey Solheim, Katie Valer
- Minutes              Laurel Forsberg made a motion to approve the minutes as printed, Mary Kay seconded the motion, motion carried.
- Regulations         There was no action to report regarding CFR 14 1612 and 1620.
- 2016 Fiscal Update     Kim presented the December 31, 2015 Budget-to-Actual Fiscal report. Revenue presented is actual revenue and not estimated. 56% of the budgeted foundational grant revenue that was received in December 2014 was spent in 2015.
- Salary expenses for paralegals and fringe benefits were slightly over budget, but overall total personnel was within budget. Other expenses such as conference travel, training, insurance, memberships, subcontract services, and equipment purchases were over line item budgets. Equipment was updated and purchased with the Bush Prize funding and included updated Central Intake telephone system, Bismarck administration IP phones, 3 servers, sound system, computers, Treeno digital software, and misc office furniture. Overall total expenses were at 98% of grant budget.
- February Budget- to-Actual Fiscal Report was presented and these revenues are estimated at this time. Personnel salaries are within budget but we are over budget in some non-personnel line items at this time. Kim is working on a 2016 Budget amendment to be presented at the June 2016 board meeting. The amendment will include revenue from our new human trafficking grant of about \$105,000 that was awarded in February 2016. LSC reduced our Base funding by \$5,429

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and increased our Native American Funding by \$6,965. We were not expecting the reduction in Base funding for 2016 and Rich contacted our LSC Program Counsel to discuss the reduction in funds.

**Audit Report** Kim reported that she is still working with the auditors on completing the 2015 audit. The audit needs to be submitted to LSC no later than April 29, 2016.

**Revised  
Eligibility  
Standards**

The new guidelines proposed by LSC for financial eligibility were provided to the board. Laurie Forsberg moved that the guidelines be adopted, with an implementation date of April 15. Motion was seconded by Wade Enget, motion carried.

**Summer Law  
Clerks**

Mikayla Jablonski Jahner, and Adele Page plan to go to Grand Forks to UND on Monday, April 18 to interview law clerk applicants. They hope to hire one law clerk for each office and have this accomplished by the end of the week.

**LSC Visit**

The OPP (Office of Program Performance) from LSC will do an onsite review of our program the week of August 22. They will be here the entire week and will visit each office as well as interview board members regarding program matters. One of the items we are working on revising is our program manuals. We may need a special board meeting to approve any revisions that are made.

**Executive**

**Director's Report** Rich reported that he has hired new staff attorneys. Katie Valer is working in the Bismarck Law Office will be licensed next week and Nadia Javaid also in the Bismarck office has been licensed since February. Nadia will work on the human trafficking grant. Attorney Ana Juric is housed in the Minot office. She is working as Ed Reinhardt's backup for the Native American Office. In addition Morgan Page has been hired to replace Michelle Harris as intake worker/support staff in Minot.

Brenda Poitra from the Belcourt office and Angela Pittman from the Bismarck office are also moving on. Angela's position as paralegal is currently being advertised, and several interviews have taken place.

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Scanning  
Software

Rich gave them an update on the Treeno software progress. We have hardware and software to scan our files. Eventually the only paper files we will have are the current case files – the ones people are currently working on. Financial and Personnel files will also be scanned. There are roughly 57,000 records to be scanned. This will be a huge space saving in our offices and will allow easy access for staff to the electronic files. Particularly helpful will be the case files for our new attorneys as a research tool, and example of how cases have been handled in the past.

Public Law  
Institute

Breezy Schmidt, housing attorney from the Minot office has worked out a deal with PLI – the Public Law Institute to access those PLI trainings for our staff without cost, or travel. This will be a huge learning experience for our staff.

The VITA grant funds provided help for doing quite a few tax returns this year, and in addition the staff in the Native American offices were still able to handle tribal court juvenile cases in Belcourt and regular cases in New Town offices.

Ana Juric, new attorney in Minot, has a few cases including one or two wills and a collection case and seems to be catching on to those things quite well.

Bakken CAWs  
Grant

Our family law cases are up to 86 cases currently. We plan to do some advanced advocates class to provide help in doing these cases.

Brad's Case

Brad has an expedited appeal that will be heard at the Supreme Court on Tuesday, April 19. -- Issue on the table is whether a lay guardian ad litem's failure to fulfill a mandatory responsibility denied his client protection afforded by due process. These duties are found under Rule 17 of the North Dakota Rules of Juvenile Procedure.

Questions

Gary inquired of the expectations of our program under the Human Trafficking Grant. There will be three navigators.

Victims will be funneled to navigators to determine what their needs are. One of these needs could be law related and that's where our agency can help. This help could be in family law such as custody, divorce or expungement of juvenile records. We currently have two

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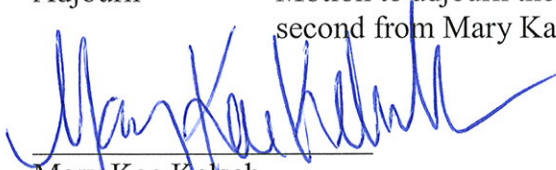
cases. They came through Centralized Intake. There was a training session in Minot that Nadia attended regarding this information.

CLE We will co-sponsor the beginning CLE by JAG military group, and will also provide information on veterans. This will be held prior to the State Bar Annual meeting at Grand Forks in June.

Next Board Mtg We will determine the date of the next board meeting to coincide with when the manuals are ready to be submitted for review to the Board. They will be prepared in writing prior to that time. Adele will be working with the Administrative Staff on this project starting the end of April.

Board Member Appointments Jody Colling, Rob Manly, and Paul Murphy, whose terms expire the end of the year, are all willing to continue on board; we need to get contact SBAND for a reappointment letter for these attorneys. We also need to contact the sponsoring organizations who have appointed our client members for appointment letters of current or new appointees and this needs to be accomplished prior to LSC visit. The clients also need to be contacted to see if they are willing to continue for another 3 year term.

Adjourn Motion to adjourn the meeting was made by Wade Enget, with a second from Mary Kae Kelsch. Meeting was adjourned.



Mary Kae Kelsch  
Secretary/Treasurer