

Board of Directors Meeting
Seven Seas
December 11, 2014

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Call to Order The December 11, 2014 LSND board meeting was called to order by President Wade Enget.

Roll Call Present Enget, Forsberg, Kelsch, Kirkaldie, Kutz, Lerberg, Ramsey, Tomlinson

Absent Colling, Houle, Manly, Murphy

Staff Present Fitzsimmons, Hermanson, Kramer, LeMay, Page, Peterson, Reinhardt, Schmidt, Solheim

Welcome to new member nominated by GAPS, Lenora Kutz from Jamestown. Lenora is a client eligible board member.

Minutes Gary Ramsey moved that the minutes from the September 24, 2014 board meeting be approved as submitted; second to the motion made by Mary Kae Kelsch, motion carried.

CFR 45:1612-1620 No action on either of these regulations since the previous meeting.

LSC The Legal Services Corporation Office of Program Performance (OPP) visited our program for a week starting October 6. The report of their findings should be in our hands within 90 days. Members of the OPP team visited with all board members with the exception of Veronica, who had a work conflict when they were here. Grayce Wiggins headed the team of four.

Board response to the conversations with the team was that they were very focused in what happens with succession planning.

Other points of discussion included aid efforts on other reservations, Rhonda's efforts at Turtle Mountain. They also touched on the Board of Directors – geographical representation, they suggested we are heavy on the west. Jim said the geographic distribution is 6 members on the west side of the Missouri River, 6 on the east side of the river looked pretty balanced to him.

They asked about plans for future, 1 year, 3 year, 5 year plans. They were impressed with our strategic plan we did a year ago and asked about follow-up. They suggested we hire staff to do fundraising.

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One of the team members made a “dummy call” to Centralized Intake. This team member was not an employee of LSC, but was here as a consultant. Not only were we upset by this call but LSC called to apologize for his actions.

Al Lerberg said the fellow he talked to spent a lot of time telling how he raised money when he was the director of a program. Al didn't get much out of the conversation. Jim said “Go have Christmas and we'll see what the written report actually says.”

Fiscal Update

Kim provided the fiscal update. The program is on target according to the budget. We have received new grants which aren't reflected in the budget, they were from CDBG Bismarck, CAWS Bakken grant, Bremer Foundation, and Bush Foundation.

Wade likes Bismarck's downtown office space. It was reported that we will be adding about another 700 square feet, at the cost of \$16.50 a square foot. This is a good price for the area; it provides good access for clients including handicap access. Parking passes to the parking ramp are given to clients who come to our office.

Bonuses

Jim notified the board he'd like to pay out Christmas bonuses again this year, if there were no objections. There were no objections and the board approved.

Bush Prize Grant

LSND is the recipient of the 2014 Bush Prize Grant effective December 5, 2014. We will have 3 years to spend out the approximately \$397,000. It is anticipated that the check will be received on December 19, 2014. With these new grants not accounted for in the current budget Kim offered to update the 2014 budget to include Bush, CDBG [\$7500], and the Bakken funds [\$150,000 for 3 years] which comes through CAWS. We were also awarded Bremer funds [\$175,000 for 2 years] for housing and are awaiting another grant from the Department of Health STOP program. [\$20,375]

Currently the Bakken funds are on hold as we have not been able to hire a lawyer to work on this project.

After some discussion, the Board recommended keeping the budget as is, since there haven't been any expenses that would affect these funding sources to date.

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Auditors

Management suggested Brady Martz and Associates to do the annual audit in March. We have had a good working relationship with them, they have a good understanding of the federal rules and regulations that we must follow, especially the bizarre LSC ones.

Although the LSC team suggested we rotate auditors to help prevent fraud, we don't have a selection of non-profit auditors in North Dakota.

Motion to hire Brady, Martz and Associates was made by Al Lerberg, seconded by Mary Kae Kelsch. The motion carried unanimously.

2015 Funding

It looks like Congress will approve federal funding for another year for LSC. Votes of the House and Senate are taking place this weekend. This will assure funding for both LSC Base and Native American funds at about a 2% increase.

Kim provided a detailed budget with income sources (attached).

COLA

There have not been cost of living increases for staff since the programs consolidation. It is Jim's recommendation that we provide either a 3% or 3.5%. With the recent addition of funding due to grants, the board suggested the money be invested in the good personnel who have stuck with the program these years.

Following a thorough discussion, Gary Ramsey moved that staff be given a 3.5% COLA increase, motion was seconded by Lisa Tomlinson. Motion carried. The roll call vote was 8-0. Thanks to the staff for sticking with us. COLA effective with the first pay period of 2015.

The Bush Prize Funding will be used to update the Centralized Intake Telephone System, to keep us on the cutting edge. In addition, this funding will be used to update servers, computers and software as necessary. There is also a need for updating some office equipment and furniture in the Native American offices as well as installing a security system in New Town.

Added Benefits: We are also looking at adding long term disability (LTD) and increasing our life insurance policy. This requires board action. The increased cost would be about \$3200 to provide LTD insurance to protect income if staff becomes disabled for a

total increase of \$6,000. This goes into effect after 90 days disability for employees averaging 30 hours/week. It protects the employees' income and the theory is that most people can make it 3 – 6 months without benefits. Vacation and sick leave provide some income for those first 3 – 6 months.

Motion to approve Long Term Disability with life insurance as an added benefit for staff, was made by Al Lerberg, second by Mary Kae Kelsch, motion carried.

Since there was no other discussion on the budget, motion to approve the 2015 proposed budget to include the 3.5% COLA was made by Lisa Tomlinson, second by Laurel Forsberg by unanimous approval.

Bylaws

The visit from LSC OPP presented a question which requires clarification on what the requirement 2/3 of board means in Section 9. In Section 4 it refers to 2/3 of those present, in Section 7 it also refers to 2/3 of those present; but in Section 9 it simply says 2/3 of the board. The board voted 8-0 to clarify this as a meeting with 2/3 present and officially amend it in the future to clarify.

Strategic
Planning
Update

Kim reported that there is not a lot to update regarding the Strategic Plan. She is still planning to update the website to include a donation button. There is work to be done in the promotion of program. In addition we need to work with local media, record video brochures.

Nomination
of officers

Laurel Forsberg, Chairman of the Nominating Committee presented the following report from the committee:

President – Gary Ramsey
Vice President – Lisa Tomlinson
Secretary/Treasurer - Mary Kaye Kelsch
At Large Member – Al Lerberg

Motion for a unanimous ballot for those names was made by Laurel Forsberg, 2nd by Mary Kae Kelsch. Motion carried unanimously

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Certificate
of Integrity:

Following a short report by Jim, Motion was made by Gary Ramsey, seconded by Lenora Kutz to approve the Certificate of Integrity, impacting 45 CFR 1610. Motion carried.

New Manuals:

The updated Intake Manual is one that we have always used, and it continues to be revised as new circumstances come up.

In addition the Case Management Manual, which is a guide for intake is essentially finished, passed on to the law offices has recently been updated.

Laurel moved that the two updated manuals be approved, seconded by Al Lerberg, motion carried

Ex Director Reports

Compliments to the staff, we have raised some money, written some grants, done cases, helped a lot of clients, and now there is a need to bring on some new people. This I hope to do so after first of year. Minot has the greatest need. We will add an intake worker and an attorney in that office soon.

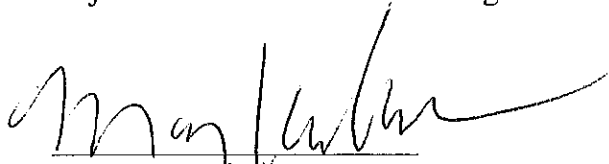
New Officers

Gary Ramsey will take over as president January 1, 2015. The other officers are carryover from this year. Thank you to Wade Enget for a successful year as board president. The good news is we now have a full board.

SBAND reappointed the following attorneys for a 3-year term 2015-2017: 1) Mary Kae Kelsch; 2) Gary Ramsey; 3) Laurel Forsberg; 4) Alan Lerberg and 5) Wade Enget.

Adjourn

The meeting was declared adjourned by Wade Enget.



Mary Kae Kelsch
Secretary/Treasurer