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- Open The board meeting was opened by President Gary Ramsey at 8:00 p.m. in the LSND Bismarck Conference Room.
- Board Present Wade Enget, Laurel Forsberg, Clyde Houle, Mary Kae Kelsch, Lenora Kutz, Rob Manly, Gary Ramsey
- Board Absent Jodi Colling, Veronica Kirkaldie, Al Lerberg, Paul Murphy, Lisa Tomlinson
- Staff Present Kim Kramer, Rich LeMay, Mikayla Jahner Jablonski, Katie Valer, Adele Page, Ed Reinhardt, Audrey Solheim
- Minutes Motion to approve the minutes of the September 18, 2015 meeting was made by Wade Enget, second to the motion by Mary Kay Kelsch. All voted in favor of the motion, the minutes were therefore approved.
- Minutes Motion was made by Wade and seconded by Mary Kae to approve the minutes from the special session held on November 17, 2015, at which time a new executive director was appointed. Motion carried.
- LSC 1612-1620 No action to report on either Reg 1612 or Reg 1620 since the previous meeting.
- Fiscal Report October 2015 Budget to Actual Report was presented. There are a few expense line items that are over budget and these line items were increased in the 2016 budget. Overall we are within budget and have a net income for the end of October.
- 2016 Budget Report Final 2016 Budget was presented to board for approval. Revenue sources are as presented, with the exception of LSC. The new LSC award has not been received yet but we are expecting an increase for 2016. Other revenues sources may change depending on what their carryover balance will be at the end of the year.
- Personnel expenses include salary and fringe for a third attorney, increased hours for Central Intake workers and salary increases for promotions within agency. Fringe benefits include a 6% increase for BCBS health insurance.

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Expenses are based on past expenses from 2015 and estimated known future expenditures. Two new document processors for Minot and Bismarck Law Offices were budgeted along with digital software for storing documents and case files.

Motion to adopt the final budget for 2016 as presented was made by Wade and seconded by Mary Kae. Passed unanimously

Audit Firm

Brady, Martz and Associates were contacted by management to conduct the 2015 Audit and they are available either the week of March 7 or March 14th.

Motion was made by Mary Kae and seconded by Laurel to hire the Brady, Martz and Associates CPA firm to do our 2015 audit. Motion carried unanimously.

Strategic Planning

The report regarding actions worked on from the mandates of the Strategic Planning Report included work on the donate button on the website. Two of the buttons are working, but the main one which is the most visible is still not working, though we have been in contact with our webmaster on many occasions. Rich indicated we may bring that project in house. He also indicated that the new digital software, called Treeno Document Management Software, had a component to help manage the Strategic Plan process.

Certificate of Integrity

A motion was made by Mary Kae to approve the Certificate of Integrity of our program. Second to the motion was made by Wade, motion carried. This is a report required each year by the Legal Services Corporation. Gary, as president signed the document on behalf of the board.

ED Search

The next agenda item was a report of the Executive Director Search Committee. Mission accomplished, as of the November 17, 2015 special board meeting, Richard R. LeMay is our new Executive Director.

Election of Officers

Motion for a unanimous ballot cast for the slate of candidates who held office in 2015 was made by Wade and seconded by Laurie. Motion carried.

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Priorities 2016 Each year the program priorities are required to be assessed by the Legal Services Corporation. The 2015 priorities were displayed on the screen for the board to see, as well as the resource allocation guidelines. Rich recommended no changes in priorities from last year.

Rich did indicate that there may need to be some different language regarding juvenile priorities, but for now we are good.

Rob moved to approve the 2015 priorities as the 2016 priorities, second to the motion by Mary Kae Kelsch, motion carried.

Memorial Fund Al, Rich and Kim are still in process of looking at different options for setting up Jim Fitzsimmons Memorial Fund. The most recent donation was made by Jay Peterson, a former staff member, in the amount of \$1,000.

Executive
Director's
Report

First of all, thanks to the board for their vote of confidence in appointing me as the new Executive Director. I am taking steps to spread the management workload. I have appointed Adele Page as Deputy Director; Ed Reinhardt as Director of Native American Program, Brad Peterson as Special Projects Coordinator with the Juvenile area as the 1st area assigned. Mikayla Jahner Jablonski will be the Managing Attorney in the Bismarck Office, Steve Simonson Managing Attorney in the Fargo Office. Also I have hired two new attorneys Katie Valer who will be based in the Bismarck Office and , Ana Juric, will be based in Minot. Breezy Schmidt has been named Housing Program Manager.

Phone system has been completely upgraded. We are now all on one system. Uniformity of services throughout the program will be a major benefit. It will also grant us efficient use of staff resources.

The new document processors in Minot and Bismarck will be using the new Treneo digital software. The benefit of this is once we have electronically save documents, it will give us better access to the files, as well as eliminate the need for physical space to store files. Currently we are using Record Keepers to store our case files and have closed our external storage rental space. Once the documents are electronically saved, we will no longer need Record Keepers either. Everything will be secure and easily accessible.

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We have placed in our budget money for possibility of hiring another attorney in the Bismarck office. Rich has a meeting with Tony Weiler of SBAND on Tuesday, and will discuss this. When we advertised for the attorney positions, eight people applied. We were impressed with the quality of the applications.

Publicity Perhaps we should have some publicity in the SBAND Gavel along with pictures.

Litigation Report Rich provided a Litigation Report. He indicated that Breezy has had some neat housing cases. Judge Lee dismissed one case; Judge Mattson is leaning her way in another case but is pushing her to give her more case law in ND to working on case history.

Gini fully involved in Bakken grant and currently has about 20 domestic violence family law cases.

Adele has been working on a medical legal partnership with Sanford Health Care. Adele reported and explained to the board the process and where she was at. She reported that this partnership would take another year or two to form, that it is slow process but the discussion is on-going.

Other business Discussion took place on information that was sent to the board regarding Rich's salary. Kim explained where his salary was on the Salary Schedule since April and what she budgeted for. She questioned the board on whether they wanted to adjust that amount. Wade moved to adjust his salary to Grade 17, Step 23 on the LSND 2015 Salary Schedule. Mary Kae seconded the motion. Motion carried.

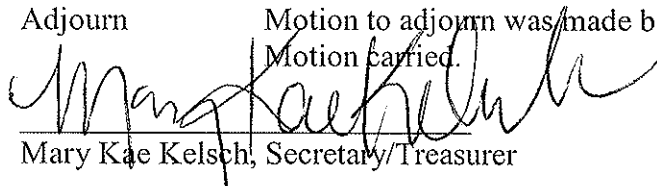
Rich also notified the board that he would like to pay Christmas bonuses as had been done in the past if there were no objections. No objections by board members and board approved.

Next Board Meeting

The next LSND Board meeting will be scheduled in April, after the audit. It will be by Webinar.

Adjourn

Motion to adjourn was made by Mary Kae and seconded by Lenora.
Motion carried.


Mary Kae Kelsch, Secretary/Treasurer