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- Call to Order            The LSND Board meeting was opened by President Laurel Forsberg at 6:40 p.m.
- Roll Call                Board members present for the meeting were: Enget, Wade; Forsberg, Laurel, Kelsch, Mary Kae; Kutz, Lenora, Laaveg, Tracy; Manly, Rob (phone); Ramsey, Gary; Tomlinson, Lisa; Wang, Jim (phone)
- Absent: Lambert, Shanice; Murphy, Paul; Woods, Bob
- Staff Present: LeMay, Rich; Page, Adele; Peterson, Brad; Simonson, Steve; Reinhardt, Ed; Jablonski Jahner Mikayla; Schmidt, Breezy; Kramer, Kim; Solheim, Audrey; Sportiello, Jane; Coleman, Gale; Bloomquist Burman, Pam; and Fisher, Shanda.
- Minutes                 Motion to approve minutes of September 25, 2018 meeting was made by Mary Kae Kelsch and seconded by Tracy Laaveg. Motion carried.
- Motion was made by Wade Enget and seconded by Mary Kae Kelsch on November 27, 2018 to approve minutes of the Executive Committee Meeting. Motion carried.
- Report on  
Regs 1612, 1620        There was no reported activity on either of these regulations to share with the board.
- Fiscal Report           Kim presented the October 2018 Budget-to-Actual Financial Report. All revenue sources are on target except for the local funding – LSND has not received local funding yet for IOLTA, BOA or SBAND yet. BOA came in October 2017– Rich will check on it to see why it has not been sent to us yet.
- We are within budget on salaries and operating costs. LSND is at a net loss for end of October but we are expecting the local funding.
- Grants                   We will not be receiving NARF civil funding in 2019; discussion took place on the changes with NARF. The Human Trafficking grant and Juvenile contract end in June 2019. Surcharge funding amount is based on the amount received in 2018.
- Foundational Grants are estimated carryover amounts except for the Bankruptcy Grant. Steve Simonson, managing attorney from the Fargo office applied for and received a new bankruptcy grant.

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Discussion took place on the new Bankruptcy Grant as Steve explained the options with the grant.

2019 Operating  
Budget

Kim presented the 2019 Operating Budget and reviewed the revenue line items. \$2.1 million is the total amount budgeted for revenue.

Personnel Expenses: \$1.6 million for salaries. Salary increases are based on the 2015 salary grid and include a 9% increase for health insurance.

Operating Expenses: Leases will be \$22,000 less in 2019 because of the Bismarck office move. Other variables are technology and reduced advertising. Expenses are based on previous year amounts with 3% increase. Discussion took place on alternatives to the Lexis Nexis Research software. Overall total expenses \$2.0 million with a \$30,490 net income.

Rob Manly moved to approve the 2019 budget as presented, Gary Ramsey seconded motion. Motion carried.

Salary Plan

Rich presented The Salary Administration Plan, which was just finished last night and distributed to the board during this meeting. As a basis for the plan, Rich used Job Services occupational codes. There were some changes placed in the plan that reflect what we are already doing. He also took information from Regional Legal Services programs.

Wade indicated that he is not ready to vote on the Salary Administration Plan without looking at it more closely and suggested tabling it. The board agreed to table discussion until they had time to review the plan.

Fiscal Committee  
Report

Mary Kae Kelsch, chair reported on the proposal offered by Pat Brown of Brady Martz to do the LSND 2018 Audit. The amount was \$23,650. Mary Kae moved to accept the Brady Martz proposal, second to the motion by Wade Enget, motion carried.

Hearing

The hearing on removal of board member Shanice Lambert was held. She has never attended a board meeting, though she was appointment a year ago. She has not made any contact with us, though several attempts have been made to reach her. She

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originally visited with Rich LeMay via phone call at which time she agreed to serve.

Letters both by certified mail and regular mail were sent to Shanice. The letters stated that there would be a hearing at the December 2018 board meeting regarding her continuing as a board member and that if we did not hear from her, her term would be terminated. She did not respond. Wade moved that Shanice Lambert's term on the board be terminated, seconded by Mary Kae – motion carried.

Executive  
Committee

Meeting report was made by Wade. The meeting was held November 27, 2018 at the Bismarck LSND office.

Additional funding for LSND was the subject of the meeting. The board requested a written proposal for plans Rich was discussing. Rich prepared a new Salary Administration Plan for the board members, which they received at the December 6 meeting.

The Executive Committee felt invigorated after the presentation made by Janell Moos, Director of CAWS. NDCAWS has seven employees, the program runs on grants. Her ideas pushed the group over and above what they had originally planned.

The recent billing from SBAND Bar for dues included a check mark with the ability of attorneys to donate to LSND. Originally a mandatory fee of \$100 was requested, but the Bar Foundation wasn't ready to approve a mandatory fee yet. With continued education of the State Bar members for example helping them to understand that their VLP program intake runs through LSND. This creates a cost savings that it is for them is key information.

Wade plans to meet with Carrie Frances, a former LSND staff attorney, a prominent attorney in Minot who is a current member of the SBAND Board of Governors to discuss.

Amy Vorachek, ND CJIS (North Dakota Criminal Justice) Advisory Board Member does a lot with grant program and innovative practices and would be a good contact for us.

Wade will send out the Innovative Practices link to all board members to give them additional information on this topic. Funding could go directly through VOCA instead of coming to LSND first. Coming in on the bottom side and becoming a sub

grantee would not necessitate us to go through the ND legislature for funding. This allows providing funding to agencies that receive money but have no way of providing the services needed to subcontract to those agencies that are in a position to provide those services. It works well for everybody.

It is said that between \$4–\$6 million will be coming into the VOCA system soon, perhaps by June. We need to look at the big picture not a picture with a narrow view.

Another possibility is to go to the Legislature and ask them to remove the cap on the surcharge funds. It is anticipated this could add between \$130,000–\$150,000 to our funding.

The money already there, was reauthorized at a higher level than it has been for years, money passed down to the states, bipartisan support would be important.

This needs to be done before the upcoming legislative session. Janell is willing to help. The board won't micro-managing; this is an idea for staff to take and run with.

Legislators who would make good contacts in removing the cap on the surcharge bill are John Nelson, Rugby; Representative Shannon M. Roers Jones from Fargo; Senator Richard Wardner, Dickinson; Senator David Rust, Tioga; Senator Brad Bekkedahl.

Mary Kae stated that on the state side – not to fight with salaries for state jobs. There is a lot of transition of staff in state government. It is important to be present so legislators know who we are – DOCR with VOCA

Leann Bertsch, a former LSND Staff Attorney, Director of North Dakota's Department of Corrections and Rehabilitation would be another good contact.

In working on communications, Adele volunteered to write an article for the Gavel on the Medical Law Practices program.

#### Nominating Report

Report was given by Gary Ramsey, a member of the committee.

President: Wade Enget  
Vice President: Laurel Forsberg  
Secretary/Treasurer: Mary Kae Kelsch

Gary move to cast a unanimous ballot for this slate of officers; Lisa seconded. Motion carried

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Bylaws  
Committee

The committee chairman had nothing to report.

Public Relations  
Committee

Mary Kae, committee chairman encouraged board members to talk to any legislators with which they have contacts. If there is money available in the state funds, the more the legislators know about us, the better chance we would have at receiving some funds.

Gary offered to talk with legislators from Dickinson but he would like a script. It makes sense that all board members are bringing up the same topics when talking to legislators.

Wade offered to put some talking points together, keeping in mind the one constant point that LSND does the intake for the VLP program.

In talking with legislators the board needs to be direct telling what we do by provide elderly, rural, domestic violence services. This year we have a citizen driven legislature with very few attorneys serving, which means they know less about the legal process.

Strategic  
Planning  
Progress

Rich reported on the workplan template he talked to staff about earlier that day. The basic idea is to use 2018 case data as a basis of making purposeful decisions for the year 2019.

Offices need to take time to think about what they should be doing, and not just be reactionary. Planning includes making sure staff are trained in the various areas that clients need help; it also includes doing things in the community. Public relations in the communities is important; good public relations can also create donations.

The board requested that all of the Office Workplans for 2019 be shared with our consultants, Carter and Terri McNamara as well as with the LSND board of directors.

Mutual of  
America

Our Mutual of America representative is recommending that we auto enroll our employees, and give them 30 days to decide if they want to opt out. LSND provides a base of 1%. Planning for the future retirement financially is good, but many board members expressed doubts that it should be required.

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Rich offered to provide information, and suggested that a board meeting be held the first part of January at which time the Mutual of America Plan and the Salary Administration Plan can be discussed.

Certificate  
of Integrity

The LSC Certificate of Integrity was presented. Mary Kae Kelsch moved to approve the document, Tracy Laaveg seconded the motion, motion carried.

Bismarck  
Law Office  
Report

Managing Attorney of the BLO, Mikayla Jablonski Jahner provided a report of their office.

Staff changes include the resignation of attorney Annika Lockard, and also that of long time employee Audrey Wingerter. Dawn Schiele has been added to the staff.

The board expressed thanks to Audrey Wingerter for over 30 years of service as a secretary/paralegal.

Fargo Law  
Office

Managing Attorney Steve Simonson gave a FLO office report. Long time employee Paulette Arrison has retired, and additions to their staff include Shanda Fisher, MPL Staff Attorney and Pamela Bloomquist Burman. Kiley Hermanson has been promoted to paralegal

Receiving the bankruptcy grant was a big success story for the office; it allows funds to help others learn to work on bankruptcy issues. New employee Pam has bankruptcy experience and has worked with the same software that Steve uses, so this will be very helpful.

2018  
Priorities

Gary Ramsey made a motion to approve continuation of the same priorities as last year, Lisa Tomlinson seconded the motion, Motion carried.

LSND Board of Directors Meeting  
LSND Conference Room, Bismarck  
December 6, 2018 6:40 p.m.

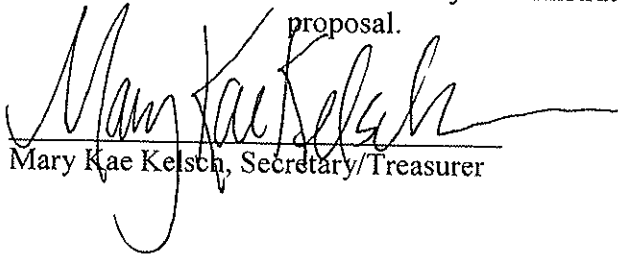
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Proposed Board Meeting Dates for 2019

Spring – March 26 – 11:30 a.m. webinar  
Summer – June 11 – in person - Bismarck  
Fall – September – 17 – 11:30 a.m. webinar  
Winter – December 5 (with CLE) Bismarck

The above dates were approved for board meetings in the calendar year 2019.

Staff needs to determine a date for an early January meeting to discuss Salary Administration Plan and Mutual of America proposal.



Mary Kae Keisch, Secretary/Treasurer