

Board of Directors Meeting
6:30 p.m. – 9:15 p.m.
Ramada Hotel, Bismarck
December 5, 2019

Page 1

- Call to Order The winter meeting of the LSND Board of Directors was opened by President Wade Enget.
- Roll Call Present at the meeting were: Enget, Wade; Forsberg, Laurel, Kelsch, Mary Kae, Laaveg, Tracy; Manly, Rob; Ramsey, Gary; Wang, Jim; Lindgren, Samantha; Tomlinson, Lisa.
- Absent: Kutz, Lenora, Murphy, Paul;
- Staff Present: Alessi, Clara; Reinhardt, Ed; Jablonski-Jahner, Mikayla; Kramer, Kim; LeMay, Rich; Page, Adele; Peterson, Brad; Simonson, Steve; Schiele, Dawn.
- Minutes The minutes from the September 17, 2019 meeting were reviewed. Motion was made by Laurel Forsberg, seconded by Mary Kae Kelsch to approve the minutes. Motion carried.
- Report on 1612-1620 None of the staff have reported actions on either LSC Reg 45 1612 or 1620 since the preceding meeting.
- Fiscal Report Kim presented the 2019 Budget-to-Actual Report. She stated some of the funding has not yet been received; and some of the funding has been carried over from previous years. Overall, Kim stated LSND is within budget.
- Kim presented the 2020 Operating Budget. She went over several grants that LSND will be receiving, as well as some we are waiting to hear from. She also stated LSND is looking at a 3% increase for it's employees. Rich discussed the new salary plan and how increases will take effect. After a brief discussion, it was moved to accept the Budget by Laurel Forsberg, with a second by Gary Ramsey. Roll call vote; all voted aye. Motion carried.
- Kim presented the proposed changes to the LSND Human Resources Manual. Several questions were brought up, including Fringe Benefits, and Death Leave. After discussion, it was moved by Tracy Laavag to table the proposed changes until the March 31, 2020 meeting, with a second by Jim Wang. Motion carried. It was decided to add a Form for Requesting a Reasonable Accommodation with approval pending at the March meeting.

Board of Directors Meeting
6:30 p.m. – 9:15 p.m.
Ramada Hotel, Bismarck
December 5, 2019

Page 2

Proposed changes to the Operations Manual were also presented by Kim. Discussion was held. Motion by Tracy Laavag to accept the changes as proposed, seconded by Laurel Forsberg. Motion carried.

Audit and Finance Committee Mary Kae Kelsch presented a quote from Pat Brown, Brady Martz and Associates, for the 2019 audit in the amount of \$24,600. The audit is usually scheduled the first week of March. A motion was made by Mary Kae Kelsch to accept the quote, with a second by Lisa Tomlinson. Roll call vote; all voted aye. Motion carried.

Executive Committee Board Chairman Wade Enget welcomed new client board member, Samantha Lindgren. Chairman Enget informed the board that he did not have the Executive Director Evaluation Report available, and asked that it be discussed at the March 31, 2020 meeting. Mr. Enget will get it sent out to all board and staff.

Nominating Committee Election of Officers was discussed as follows:
President - Wade Enget
Vice President - Tracy Laavag
Secretary/Treasurer - Mary Kae Kelsch
It was moved by Gary Ramsey to cast unanimous ballot, with a second by Laurel Forsberg. Motion carried. Board Chairman Enget thanked Laurel for her time and service as a board officer.

Board Training Report Discussion was held on possible dates for training. It was decided that the board members will participate in the PLI Webinar training sessions on their own time. Rich LeMay will send the PLI login information to each director.

Bylaws Committee Gary Ramsey stated there is no action taken or needed.

Public Relations Committee Mary Kae Kelsch stated there is nothing to report.

Deputy Director Report Adele Page acknowledged Bob Woods, who was a director at LSND, had recently passed away. She also reported MLP is going smoothly, not much has changed. Adele briefly discussed the Bush and Bremer Grants - hoping to expand in 2020. She also welcomed new employee, Clara

Board of Directors Meeting
6:30 p.m. – 9:15 p.m.
Ramada Hotel, Bismarck
December 5, 2019

Page 3

Alessi, and stated Alison Karpenko will soon be moving to the Grand Forks Office.

Native
American
Report

Ed Reinhardt gave an update on the Belcourt Office.

ED Report

Rich LeMay informed the board of several staff changes, new hires, retirements, and terminations.

Rich stated that LSND should know within the first week of December if we were awarded the LSC Grants, including the Agricultural Worker Grant. He also stated the VOCA Grant is “up in the air” as of right now. LSND is holding off on hiring a Paralegal within this grant until we know for sure on an attorney.

He discussed the 3% pay increase for now until the salary committee is ready to make recommendations to the personnel committee.

Staff and leadership training is being held this week at the Ramada, as well as training in Kemps.

Rich stated the Minot office is searching for a new location. Its lease is up early next year. It may be in the best interest of LSND to relocate that office.

The Certification of Program Integrity was reviewed. Motion was made to adopt by Tracy Laavig, seconded by Lisa Tomlinson. Motion carried.

Discussion was held on the New Town office. Rich stated they may have to do an assessment on the area and use that information in deciding the future for that location.

Meetings

The meeting dates for 2020 were reviewed and discussed.

Adjourn

Motion was made by Laurel Forsberg at 9:15 to adjourn the meeting, Lisa Tomlinson seconded the motion, meeting adjourned.

Board of Directors Meeting
6:30 p.m. – 9:15 p.m.
Ramada Hotel, Bismarck
December 5, 2019

Page 4


Mary Kae Kelsch, Secretary/Treasurer