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- Call to Order Wade Enget called the meeting to order at 3:40 p.m.
- Roll Call These board members were available for this meeting: Enget, Wade, Forsberg, Laurel, Kelsch, Mary Kae, Manly, Rob, Murphy, Paul, Ramsey, Gary, Wang, Jim
- Absent board members were Kutz, Lenora; Laaveg, Tracy, Tomlinson, Lisa; Woods, Bob.
- Staff in Attendance Coleman, Gale; Jablonski, Mikayla; Kramer, Kim; LeMay, Rich; Page, Adele; Peterson, Brad; Simonson, Steve; Solheim, Audrey; Sportiello, Jane
- Other Isakson, Linda – formerly of CAWS ND.
- Minutes Following a brief discussion, Mary Kae Kelsch moved to approve the minutes, second to the motion was made by Rob Manly. Motion carried.
- Mutual of America The proposal to amend the Mutual of America (MOA) plan was presented by Kramer. Kramer summarized prior discussion that took place at December 6 board meeting and recommended the following:
- Auto enroll future new hires at a deferral contribution rate of 2% that would begin after employed six months; with 30 day option to opt out of contribution
 - Auto enroll amendment would be effective March 1, 2019
- Kramer presented the Board Resolution to Amend the MOA Plan to be signed by the Board Secretary and asked for motion to approve the resolution. The Resolution grants the Executive Director authority to sign the MOA Amendment (which will be prepared by MOA) to auto enroll new hires. Motion to approve MOA Amendment as stated above made by Kelsch, seconded by Forsberg, motion carried.
- VOCA Grant Linda Isakson, former director of NDCAWS and Mikayla Jahner Jablonski, managing attorney of the Bismarck LSND office have been working together on the possibility of a joint grant proposal to VOCA (Victims of Crime Act).
- This grant proposal is based on innovative ways to provide services to victims of crime. The grant was posted January 1 and the proposal is due on February 15. The draft proposal will give LSND an opportunity to meet these criteria.

1. Funding in a timely manner, access to a new referral process.
2. Assemble legal services response team in key North Dakota locations.
By using a legal services attorney with a backup team approach appears to be the best way to serve victims of crime, those victims of sexual assault or trafficking crimes.
3. Outreach is a large portion of the grant proposal. By making visits in the communities to represent clients they will find that some people just need advice in securing their own rights, it also gives us a chance for education and outreach to these communities. This could also include fundraising.

To concentrate on the direct referral of this grant is what makes this grant application unique, which is important for approval from VOCA because it gives immediate access to the victims.

LSND's partner in this grant proposal is CAWS ND, most of screening process can be done by the CAWS liaison, and then the interview could go to LSND attorneys. This is a timely way to meet the need and the need to do it quickly with a lot of education going on at the same time. It is a way to filter out those that won't need direct representation because they have the advocates.

In terms of dollars, we could use VOCA dollars to fund an attorney's salary completely, and then use the money from that salary to boost salaries of other attorneys in our program. There are other possibilities in funding for example determining what it costs per hour to do a representation case, then charging the market value freeing up that funding for several other positions.

Regular scheduled outreach in communities could be done with CAWS, since they have relationship with victim witness people and the traffickers already. Including them to the network broadens the ability to reach people who have not been able to reach LSND in the past.

Courageous use of technology for community visits might be done through another platform. This could eliminate much travel.

The proposal is only started, Linda is willing to do the work then Rich and Mikayla could do the finishing touches before it is submitted.

Mikayla indicated that using the Bakken funds she has done some technical outreach to Williston, Minot, etc. The biggest problem they had stressed was that victims didn't have access to representation. She had asked CAWS if there was a way to work together. Mikayla does the training of the Victims Advocates and has many good contacts in the state that are important to this proposal – some of the counsel and advice that is needed by many of the victims. It is important to be able to help these people.

Wade asked about record keeping, as that can be cumbersome. Linda said that CAWS is willing to be the fiscal administrator, and Kim is in agreement with that arrangement. Expenses for the project would be billed to CAWS.

It was pointed out that all federal grants have data that needs to be collected; this grant is a numbers game. Data such as how the clients were served; was it successful, and so forth. That would be the biggest burden on the administrative staff.

Would the technology pass-through go through CAWS? In addition to the main attorneys delegated to this project there may be other attorneys involved as well as intake workers. There may be a need to upgrade our computer systems, purchase additional computers to take along to do paperwork at this time.

Laurie questioned if it would be only certain named attorneys involved? Answer is in that it all depends on how the grant is written.

Laurie indicated she likes the idea of a partnership as it has been set out.

Rich then spoke – he indicated he knows that Linda is passionate about this grant but he has some reservations for example, the application of the LSC regs to this grant.

He also isn't certain if he wants to make Mikayla the attorney – for this project and said they have discussed options.

He feels there is still a disconnect between Domestic Violence and Legal Services as Domestic Violence doesn't always understand the eligibility requirements, merit as attorneys – just because somebody wants something that we need to do.

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This is something we have to work out; he is in process of looking at data in many different ways and will share that information.

Wade reinforced the deadline for submitting the application in by February 15. He asked if the next action is for approval or for the board to reconvene when the application is ready to go.

Rich responded that what was needed is for the board support to support the idea of Legal Services and CAWS are doing this grant.

Motion made by Kelsch to move forward with working on the VOCA grant with CAWS ND, 2nd by Forsberg, motion carried.

Salary Administrative Plan

Executive Director Richard LeMay presented the proposed 2019 Salary Administration Plan which he had prepared and had been sent in advance to all board members for their review.

Rich feels strongly that it is time to update our Salary Administration plan. It is important to become more competitive in our salary structure due to the shortage of attorneys, our ability to attract attorneys, disparity what we can offer in comparison to what similar organizations offer for salary.

First, the need to keep the people we have working for us now. The upgrade would cost us \$59,000 and we do have the resources to be able to do that. Along with current resources we need to continue to secure more stable funding.

House Bill No 1516

Wade Enget contacted Don Longmuir to introduce a bill in the 2019 legislature that would increase the cap on surcharge funds to civil legal services from \$650,000 to \$750,000. Along with Longmuir, the following people authored the bill:

Representatives: Brandenburg, M.Johnson, Klemin, K. Koppelman, Vigasaa, and Senators: J. Lee, Vedaa, and Wardner. The bill is due to be heard within the next couple of weeks. These are well respected members of the legislature and we anticipate positive results from this bill. Good work Wade!

In addition there is still a need to convince the State Bar Association to come require each attorney pay \$100. This has been proposed to the Board of Governors but has not been implemented at this time.

ND Job Services indicated that currently there are 10 attorney openings in North Dakota, twice as many legal job openings as there were a year ago.

There is a need to try to salvage what we have – first step salary step schedule at the end of each classification – staff we currently have that aren't at least on step one – to put all of our staff to step one for phase I.

VOCA grant could free up as much as \$100,000 this would allow us to do some other things along with trying to secure long range funding. He then asked for questions from staff or the board. No one spoke up.

If this Salary Administration Plan is to be adopted it would start April 1.

Rich included the fact that currently there is one in Grand Forks position that will be covered by carryover from the grant that covers Grand Forks.

Rich indicated that looking at the bottom line there is somewhere in our budget \$59,000 to cover the additional cost. We will continue to applying for grants as well.

Kramer voiced a concern, that she had discussed with Rich prior to the meeting, that if we raise the salaries too much too soon, and other funding doesn't come through, that this could affect our future benefits such as health insurance. Currently LSND provides single coverage health insurance and it is a very good plan, but is it expensive. If the budget gets too tight, we may need to reduce our health insurance by going with a less expensive plan, but employees won't be too happy about that. Rich responded that we always want to keep the coverage we have now.

Rich said there are only two options, either to move forward or going backward. We want to thrive, not try to survive.

Wade said he feels this is necessary to do. Employees need to know that we have a positive attitude; that we appreciate what

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they do, this is a small token of what we can do, have something in the works, putting into motion provides a better roadmap as to where we are going to take.

Laurie moved to approve the new salary proposal as presented, effective April 1; second by Paul. Motion carried unanimously.

Federal Shutdown

Discussion took place on the impact of the government shut down. Kramer stated that LSC has informed us that we will receive 65% of our February payment, which will be almost \$14,000 less than we normally receive in a month. She also stated that we currently have 4 months of expenses in reserve in our investment account.

There is a deal being broken in the US Senate right now, our next check from LSC may be less if this doesn't get settled.

Rich stated on the legal side if they don't have something by the end of January we will start considering what kind of cases we accept. He may take some steps if the freeze continues beyond January for example curtailing traveling.

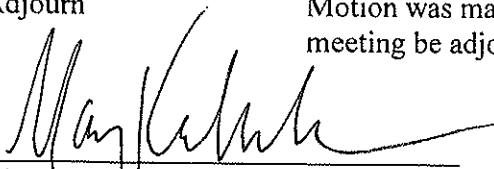
This federal shutdown will have a big impact on the people we serve, housing. It adversely affects low income people when they need us the most it may affect us as well.

Thank you

Wade offered thanks to Rich, Mikayla, Kim and Audrey for preparations for this special board meeting and to all the board members who participated.

Adjourn

Motion was made by Paul seconded by Mary Kae that the meeting be adjourned. Meeting closed at 4:40 p.m.


Mary Kae Kelsch, Secretary/Treasurer