

Board of Directors Meeting
1:30 p.m. - 3:30 p.m.
LSND Bismarck Office (Webinar)
June 10, 2020

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- Call to Order The summer meeting of the LSND Board of Directors was opened by President Wade Enget.
- Roll Call Present at the meeting were: Wade Enget; Laurel Forsberg; Mary Kae Kelsch; Tracy Laaveg; Rob Manly; Gary Ramsey; Jim Wang; and Samantha Lindgren.
- Absent: Lenora Kutz; Paul Murphy; Lisa Tomlinson
- Staff Present: Mikayla Jablonksi Jahner; Brad Peterson; Dawn Schiele; Kim Kramer; Rich LeMay; Gale Coleman; Ed Reinhardt; Morgan Page; Mallory Block; Adele Page; Steve Simonson; Clara Alessi; Elizabeth Hanson; Gordon Dexheimer; Rhonda Belgarde-Baker.
- Minutes The minutes from the March 31, 2020 & April 6, 2020 meetings were reviewed. Motion was made by Rob Manly, seconded by Laurel Forsberg to approve the minutes as amended. Motion carried.
- The minutes from the May 21, 2020 Audit & Finance Committee meeting were also reviewed. Motion was made by Laurel Forsberg, seconded by Jim Wang to approve the minutes as amended. 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 April 2020 Budget-to-Actual Report. She discussed the revenues as well as the expenses. Kim stated that the higher revenue amount is due to the Covid-19 funding as well as grants. Overall, Kim stated LSND is within budget.
- Kim presented the Amended 2020 Operating Budget. She reviewed grants received as well as expenses not yet received. Gale Coleman also discussed the Equipment expenses. She stated that the new phone system should've been paid for within the 2019 budget, however, it was paid in 2020. Gale informed the board that the telework grant that LSND received should cover most of those expenses. After discussion, a motion was made by Mary Kae Kelsch, seconded by Tracy Laaveg to approve the Amended 2020 Operating Budget. Roll call vote. All voted aye.
- Form 990 Form 990 documents were emailed/sent to the board members. Discussion was held on getting them completed and sent back to the office.

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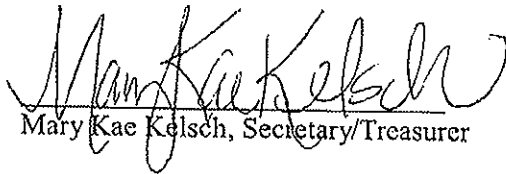
- Salary Plan Kim gave an update on the salary committee. She stated all of the employee interviews have been completed. The consultant is in the process of getting the new job descriptions sent to the employees.
- Audit and Mary Kae Kelsch stated that the committee met via phone on April 6, 2020. They reviewed & discussed the completed audit. Mary Kae stated that overall, LSND had a good audit.
- Executive Board Chairman Wade Enget discussed the Executive Director evaluation. He stated that the evaluation has not been completed due to the Covid-19 pandemic, however, hopes to have it completed within the next month. Mr. Enget also discussed the LSND Human Resources Manual in regards to Fringe Benefits as well as Death Leave, Cultural Leave and the Form Requesting a Reasonable Accommodation. After discussion, it was moved by Gary Ramsey to add and include "Partner" within Death Leave; to remove Cultural Leave; and to define "HR Person" (as referred to on page 26-27 of the Human Resources Manual), as a person designated by the Executive Director without any supervisory authority, with a second by Jim Wang. Roll call vote. All voted aye.
- Committee
- Planning/ Gary Ramsey stated there was nothing to report.
Committee
- Public Mary Kae Kelsch discussed the low pro bono donations. She suggested the
Relations idea of possibly putting together an article explaining/requesting donations.
Committee
- Committees Chairman Wade Enget discussed the several committees within the board. He stated that these are assigned positions. Mr. Enget will make committee assignments, and bring them back to the next board meeting for approval.
- ED Report Rich LeMay gave updates within LSND on Covid-19 & the policy & procedure that is in place. Rich also expressed to the board that he felt LSND is doing fine financially.
- He also informed the board that LSND did not write for the VITA Grant.
- Meetings The upcoming meeting dates for 2020 were reviewed.
- Other Board member Paul Murphy submitted his resignation on April 2, 2020. Motion was made to accept the resignation by Tracy Laaveg, with a second by Laurel Forsberg. All voted aye.

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Rich LeMay reminded the board to that a bio/resume is needed as LSC is requesting this.

Adjourn Motion was made by Mary Kae Kelsch at 2:57 p.m. to adjourn the meeting. Gary Ramsey seconded the motion. All voted aye. Meeting adjourned.


Mary Kae Kelsch, Secretary/Treasurer