

Board of Directors Meeting
Conference Room – Bismarck Office
September 18, 2015

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Open The board meeting was opened by President Gary Ramsey at 1:15 p.m. in the LSND Bismarck Conference Room.

Board Present Wade Enget, Laurel Forsberg, Clyde Houle, Mary Kae Kelsch, Rob Manly, Gary Ramsey, Lisa Tomlinson.

Board Absent Jodi Colling, Veronica Kirkaldie, Lenora Kutz, Alan Lerberg, Paul Murphy.

Staff Present Kim Kramer, Rich LeMay, Gini Martin-Hansen, Adele Page, Ed Reinhardt, Breezy Schmidt, Audrey Solheim, Steve Simonson.

Minutes Motion to approve the minutes of the June 16, 2015 meeting was made by Laurel, second to the motion by Wade, All voted in favor of the motion, the minutes are therefore approved.

LSC 1612-1620 There was no action to report on either Regulation 1612 or 1620 since the previous meeting.

Committee

Appointments Lenora Kutz was appointed to the Audit and Finance Committee, Clyde Houle was appointed to the Personnel Committee. These positions were previously vacant.

Fiscal Update: Kim provided a fiscal update for the Board as of the end of July 2015. She also reviewed the estimated budget through July, and reported that LSND is within budget as of July 31.

Kim presented the 2016 Preliminary Budget, which is a rough estimation at this point because many actual grant/contract award amounts have not been received at this time.

Under Personnel Expenses she budgeted for two additional attorney positions and also for salary increases or promotions within for current staff. Blue Cross Blue Shield premiums were budgeted at a possible 15% increase. The actual premium amount should be available in November. Other salary line items were based on increment increases according to the 2015 Salary Schedule.

Under Operation Expenses – Lease amounts are locked in until the end of 2016 for all locations and telephone expenses are expected to be reduced by about \$4,000 when Bismarck Law Office is transferred to the IP phone system. Other line items are based on current expenses

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through June 2015 with a 3% increase. Equipment budgeted for are new computers which are scheduled to be updated every 3-4 years, a new copier for Minot Law Office and possibly a new copier for Bismarck Law Office as their current maintenance contract ends in April. Also budgeted for is \$5,000 for Digital Software for the document processor to input case and other files to reduce physical storage needs.

The final budget for 2016 will be presented at the board meeting in December. Laurel moved to adopt the preliminary budget, Clyde seconded the motion, and motion carried unanimously.

Strategic Plan

Donate button on the web site is working and board member were asked to test it to make sure there were no problems.

One of the board members asked what fees are charged by Paypal for the use of their service for the Donation button. No one was aware of any fees. It will be researched further.

LSC suggested more than a one point person to make sure the items on the Strategic Plan were done in a timely manner. Rich is looking for a software package to find option that will allow people responsible for various actions to follow, and make sure the items on the plan are completed.

LSC Meeting
Report

Ed Reinhardt represented LSND and the Native American Community of North Dakota regarding the delivery of legal services at a recent LSC board meeting held in Minneapolis in July. He provided a summary of this presentation. It included the oil boom, and the Fort Berthold Reservation. Board has received a copy of the script and pictures used in this presentation.

Gary complimented Ed on a great job and for representing LSND at the board meeting. Laurel remarked that she loved power point of the Bakken.

Ex Director
Board Search
Committee
Report

Mary Kae presented the report on behalf of the committee. She indicated that there were two applicants, Rich Lemay, currently Acting Executive Director and Jeff Gold who works in Baltimore, MD, and formerly held a position at UND Law School. Letters were sent to

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both applicants indicating that they would be contacted soon regarding an interview.

The committee is awaiting direction from the board as to who will do the interview. It was suggested that Skype could be used for Jeff since he is on the east coast.

Discussion took place as to whether staff should be included in the interviews of the candidates, or if there should be a selection committee. Discussion also took place on whether to do an initial interview with a small group, and then a second interview with a larger group. Clyde and Lisa both commented that they would have a hard time having 15 people interviewing them at one time.

Mary Kae stated that her office has used Skype to interview applicants and that it has worked out well. She also stated that from the information received from staff on what they are looking for in an Executive Director, she thought she could come up with some questions that would be a good basis for the interview.

Motion –Clyde made a motion to leave the interviewing in the hands of search committee; Laurel seconded the motion, Motion carried.

Jim Fitzsimmons
Memorial Fund
Status

There is \$2500 in the fund so far. Question is how shall we invest the funds and for what purpose should we use these funds.

Kim Kramer indicated she had been in touch with an Edward Jones representative who manages foundations for non-profits. He is willing to meet with us to provide options. After the meeting perhaps a special board meeting could be set up to take action so it would be in place before the end of the year. It would be good to do a promotion in the upcoming newsletter to inform people about this fund.

Motion was made by Wade, seconded by Lisa to have members of Audit and Finance Committee together with CFO meet with various investors to determine how to invest the funds, and then bring it back to the whole board for action. Motion carried.

Acting Executive
Director's Report

Rich reported that together with administrative office staff the LSC Refunding Application has been submitted again. LSC asked for more

clarity in the responses so they provided additional guidance and it was submitted again.

He is proposing hiring two additional staff attorneys, and this was approved by the approval to the budget. He said it was apparent to him that there are not enough bodies to generate the work necessary to use all the money in the Bremer and Bakken grants, and without enough bodies we will have to return some of the money.

Interns from summer have finished. We have been able to maintain one of them, Jesse Liebe on a part-time basis. He finishes his schooling in December. He is available to work 8 hours a week on cases as well as doing research for us. I hope he will want to work for us in the future.

As far as Grants are concerned, the Bakken and Bremer Grants are going along well – Gini passed the Bar Law Exam and the MPRE ceremony is on the 28th of September.

Bremer Grant – Breezy is busy with housing cases throughout the state and there are successes to report with some of the cases. In the Owen case we are looking at sending the information to LSC for a “good story”. It involved a low-income elderly couple in a mobile home park, the landlord wanted to evict them, sued them in federal court, won the suit, and then they destroyed the mobile home. The Court granted damages for contempt and attorney fees of \$6,000. There have been a number of other cases dealing with mobile homes. The Bremer grant has helped us provide direct services. The grant has also allowed LSND to use Breezy as a resource for other staff in working housing cases.

Bankruptcy – Both bankruptcy hearings this morning went well. These were Steve’s cases, and Rich did hearings. This is working very well.

Adele continues to work on a medical legal partnership with Sanford.

Technology continues in the planning, whether or not we have a new director. It will save \$4,000 with installing this new telephone system. When New Town and Belcourt services are up to speed we could add them too. Minot is undergoing reconstruction – 26 block section. The final result of the network outage was due to a router which had failed at SRT. We have had a wide area network since 1998.

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The program is moving along fine, there are some things with a certain amount of urgency, so that the planning can be put into effect.

How are people managing the work load? For some it is harder than others. Our staff is still dedicated to program and do what they need to do.

Someone questioned - If we hire new people at \$50,000 – do we need to look at salaries of current staff? Answer: There is about \$20,000 in the budget you just passed to take care of that.

Lisa moved that the acting director start advertising for two new attorneys. Second to the motion was made by Clyde, Motion carried.

We need to provide Ed with some backup in the Indian Law Unit, so we need to figure out some way to contribute more staff time to the Indian Law Unit.

The Bremer grant will run out in 2016. We don't want to lose people because of a lack of funding. There are a number of things Bremer could fund us for; we just need to identify the greatest need. Gini and Breezy just did a training session for CAWS and received an excellent response from CAWS.

Family Law has an average case load – Fargo office is down in numbers right now and I am looking at why are we not getting certain numbers in certain areas. There needs to be more public awareness and public education.

In the Strategic Plan we determined to do more promotion or public awareness, and this will aid in our ability to go out and seek funding as well.

We need the support of agencies we work with. In 2004, when we consolidated, we moved away from disability cases and develop Social Security Panel to make sure people had good representation by private attorneys, those that had training and ability to do those cases. Now a lot of those attorneys are no longer in practice or busy doing other things. We no longer have ties to those agencies. We need to purposely do things to build bridges with other agencies.

Other: LSC 2016 Certification requires president's signature as well as the Executive Director's signature and was presented to Gary to sign.

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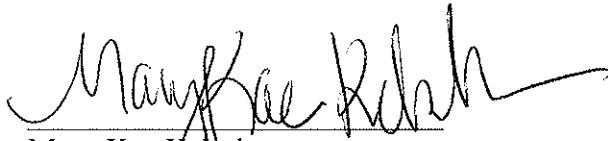
We are expecting the LSC Office of Compliance and Enforcement to visit in summer of 2016, and need to make sure all the items are in order prior to that visit.

One item is updated resumes for each board member. Please provide that resume as soon as possible.

The Bush Prize Grant representatives have contacted Kim and want to do a two hour interview regarding our program. In addition to Rich and Kim, Mary Kae offered to come to the office for this telephone interview. It will be held the end of September or beginning of October. Mary Kae will provide available times for scheduling purposes.

Next meeting The next meeting will be December 10 at 8 p.m. in the Bismarck LSND Conference Room following the Christmas gathering.

Adjourned Lisa moved the meeting be adjourned, seconded by Laurel. Motion carried.


Mary Kae Kelsch
Secretary/Treasurer