

Page 1

- Call to Order The fall board meeting was called to order by President Wade Enget at 11:30 a.m.
- Roll Call Wade Enget; Laurel Forsberg; Mary Kae Kelsch; Rob Manly; Paul Murphy; Gary Ramsey; Lisa Tomlinson; Jim Wang
- Absent Board Members: Lenora Kutz; Tracy Laaveg; Bob Woods
- Staff Mikayla Jablonski Jahner; Kim Kramer; Rich LeMay; Adele Page; Brad Peterson; Ed Reinhardt; Dawn Schiele; Audrey Solheim
- Minutes Motion to approve the minutes of the June 12, 2019 board meeting was made by Laurie Forsberg; seconded by Jim Wang. Motion carried.
- Regs 1612 – 1620 There were no LSND actions reported concerning Regulation 1612 (restrictions on legislative and lobbying activity) or Regulation 1620 (emergency non-priority cases or administrative advocacy matters) to report.
- Fiscal Report Kim provided the July 2019 Budget- to- Actual Report. Overall, LSND is within budget as of the end of July.
- Kim presented the 2020 Preliminary Budget and explained her estimated revenues to the board. Wade asked if there were substantial changes that would make a difference in the budgeting process. Kim responded that LSND would be notified by LSC about the LSC Base, LSC Native American and the LSC Agricultural Worker Grant proposal by the middle of December. Rich stated that Congress increased LSC funding at a higher level than ever before, but they are still working on it and likely nothing confirmed until the beginning of the year. The revenue in the 2020 preliminary budget is based on current funding from LSC.
- Surcharge funding was discussed and LSND submitted an application the end of August to establish a new contract, and any increase from that funding would affect 2020 income.
- Funding recently awarded includes:
- Mikayla wrote and applied for a VOCA Formula grant and LNSD was awarded a one year grant.

- Rich wrote and applied for a grant with the Attorney General's office and LSND was awarded another two year Human Trafficking grant.
- Adcic wrote and applied for a grant with the Otto Bremer Foundation for the Medical Legal Partnership (MLP) program, and a one year grant was awarded.

Wade inquired about the difference in the amount for the Juvenile Contract. Kim responded that there was extra funding in 2019 that would end December 2019 and that LSND was not sure if they would continue that part of the contract into 2020.

Kim reported that \$2 million in revenue is the total estimated for the year 2020 for this preliminary budget.

The projected expenditures in staffing include a new MLP Attorney and a VOCA paralegal. The amounts presented are based on current salaries with no increases budgeted in for 2/3 of staff. 1/3 of the staff received increases in April under the new Salary Plan. The rest of the staff will receive adjustments if warranted after the second phase of the Salary Plan is completed. A Salary Committee has been appointed to work on the second phase of the Salary Plan. Kim stated to adjust the rest of the staff's salary would come to a rough estimate of another \$75,000.

Blue Cross/Blue Shield (BCBS) premiums were budgeted with a 9% increase for 2020. Rob Manly indicated that BC/BS premiums skyrocketed at his firm and we need to be aware of this possibility for LSND as well; he was concerned that 9% increase may be low.

Operating Expenses included in this budget include possible space for our Grand Forks office. It is not a certainty that we will be able to continue using the UND Law School as the location. Management has been looking at some rental space in Grand Forks should it be necessary to move. Minot office's lease ends in April of 2020 and they may need to move as well, since the building they are renting has been sold.

Laurie asked about the proposed new phone system wondering if that is in this budget. Rich said no that we were working on getting quotes. LSC requires us to request three quotes before awarding the project. The bid we received from the one vender sounds reasonable.

The budget, as written, would provide best estimate of a \$23,000 net loss. This is preliminary, as there are a few possibilities for additional revenue.

Kim presented the LSC Fiscal Grant Application that was submitted in June and discussed some of the questions with the board that needs to be addressed before the competitive bid process for LSC Base and LSC Native America in May 2020. These questions included updating of manuals, how often committees meet, does the board attend trainings, when was most recent executive director evaluation and who was involved, is there a full board, etc.

Kim discussed with the board that most management staff has a company credit card, and she would like to get one for Ed Reinhardt also as he travels the most. Gary Ramsey moved that Ed Reinhardt, Deputy Director of the Native American, also be approved to have a credit card account. Motion seconded by Mary Kae, motion carried.

Audit and Finance Mary Kae, Committee Chair, reported a meeting will be held the end of October or the beginning of November to provide a recommendation on the 2020 budget for the next board meeting.

Executive Board Chair and Chair of the Executive Committee Wade Enget reported he had received a couple of phone calls regarding the LSC Agricultural Worker Application; one was from LSC and the other from a gentleman in upstate New York. They had a lot of questions about what LSND does. Wade advised them that this is a statewide program, not a program serving only those in the Red River Valley. There are a number of workers from South Africa who come to help with agricultural work during the year. It also includes a large area in NW North Dakota. Agricultural workers have changed the face of the people coming here.

Rich added that he felt the follow-up was a better experience this time than in 2016, when he first made the application for these funds. This time on the first day they were here they out met with staff – Adele and Steve in Fargo; Breezy and John in Grand Forks, as well as board member Tracy.

On the second day they drove to Bismarck and met with Brad and Rich that afternoon. Rich talked to them about numbers. SMRLS did 14 cases in 2017 and 19 in 2019. In comparison LSND serves the entire state. In addition to our offices, the Health Center in Grafton

has offered space for outreach, and we could also use the clinic at Fairview, which will provide us office space.

Rich included a conversation regarding H2A workers. The H-2A program allows U.S. employers or U.S. agents who meet specific regulatory requirements to bring foreign nationals to the United States to fill temporary agricultural jobs.

Some grantees go out to sites where H2A workers are located. LSC wanted to make sure these people were served as well. There are 1452 people registered in this program in North Dakota. Rich assured LSC we will work on ways to reach out to these people as well.

Executive Committee Wade, in continuing his Executive Committee report indicating he has found a Native American Client board member who is willing to serve on our board. Her name is Samantha Lindgren. She is from New Town. He has contact information for her and has checked to make sure she is income eligible. Samantha has several children; she works with the Door Program in Bismarck and stays with her mother during the working week. We will get a letter from an appointing agency nominating her to the board and hopefully she will be available to attend the December board meeting.

Planning/Bylaws Gary Ramsey, Chair of this committee had nothing to report.

Public Relations Mary Kae, Chair of the Public Relations Committee had nothing to report.

Regarding Public Relations, Adele reported that Eric from Prairie News Service wants to do an article on us with the Violence Against Women program and tie in the Human Trafficking grant. This publication goes out across the state so radio and other news groups may pick it up.

MLP Adele announced we got the Otto Bremer Foundation Medical Legal Partnership Grant. This money will fund the MLP through August 1, 2020. Bush funding is done on August 31, 2020. Bremer is open to funding yearly if the project does well. She will also go back to Bush to see if there is any potential to apply for additional funds.

There are two bills in congress now, one in the Senate and one in the House. Both would fund MLPs that assist - Homeless Veterans. Adele attended a workshop in DC because of our MLP VA clinic.

Page 5

The VA is strongly encouraging its centers to open MLPs and has created a toolkit.

FamilyHealth Care is looking at additional sources of funding, including HRSA.

The patient/clinic numbers are up with MPI. We are in the process of putting out an electronic newsletter. We will also put out a press release and need to do other public information.

Adele is going to DC on Wednesday for the Medical Legal Partnership summit and will see what she can learn from this group.

Bank of America

Breezy was not available to provide a report on the BoA project, so Rich supplied this information:

Rich met with the new Dean of the Law School. The Dean is looking for a clinical instructor to start in 2020. Since we have not been part of the planning there are many uncertainties; but we will reach out to see how we fit into the law school future.

We have looked at other office space in the downtown area. This would give us a plan to go forward if UND is not willing to have us continue in their facilities. Space in Grand Forks runs about \$9 a square foot. When everything is working fine at the university, it is a difficult place for clients to get to access the office. This has always been a problem, but this summer the University was shut down for a period of time because of construction issues. Even if we are not included with the law school we will still have outreach to the Senior Center in Grand Forks, and also have Community Action as a location we can meet with people off campus.

NARF Ed Reinhardt

Rhonda was working during June, July and August to get as many juvenile cases as possible. She was doing really well to help spend these remaining NARF funds from the grant but that ended the last part of August when Rhonda had a foot operation. She will be out of the office for a month or so. As a result, this grant award will be reduced by the unspent funds amount.

ND Surcharge
Program Funding

Several years ago the funding from surcharge was split among the three legal services agencies providing services. We received 90%; SMRLS received 7% and Dakota Plains received the remaining 3%. The person responsible for sending this funding out recently retired.

There is no record of why the split was made, and currently LSND is the only Legal Services provider in North Dakota. Dakota Plains, a Native American program in the southwest corner of the state hasn't had a ND licensed attorney in years, and SMRLS, a Minnesota based migrant legal services program hasn't served more than a dozen people each year in the past few years.

There was no application process in place, and in speaking with the agency they indicated they would be grateful if Rich would submit an application. They came up with a one page application and he also attached a narrative as a good way to educate that group about how we serve those areas that the Statute sets out. There has been no response to date regarding this application

We received more funding for Human Trafficking cases than we did last year. There are now seven open cases with an immigration aspect and recently three additional client contacts were started.

Salary Plan – phase 2 is looking at the process of how we move people through the schedule. Our old salary schedule made increases twice during the year: the first half part of year and, the other half last part of the year. We will be looking for recommendations at the December meeting from the Salary Committee and board members as well.

Staff Training will be held December 4th and 5th with the CLE on the 6th. Information on Human Resources will be done via webinar several days prior to the staff training.

The first half day of training will include a session on leadership – provided by the motivational speaker from last year, David Leingang, who was very good.

Christine Sambor will do a session on domestic violence to provide ways to help staff work with clients, as well as things they have to deal with all the time. Christine will also provide a segment at the CLE on Friday the 6th.

Second day will feature Kemps reporting, data collection for different grants, substantive training. It will be done by other staff within the program.

Page 7

Board Training

Board Training may be scheduled for later in the afternoon? We will reach out to LSC for webinars they may have for this training and to other sources as well. It was suggested NLADA may have board training to share as well. Would the board be willing to come in earlier on the Thursday 5th prior to the board meeting?

Laurie thought it was a good idea to get something regarding board training from LSC. This would be beneficial and useful as well. Webinar could last an hour or so.

Adele mentioned that BoardSource also had sources for board training. .

CLE on Friday – 2 people have already committed to do presentations. Aging Services will do one on adult protective services, and information about what services they provide to citizens in the state and how they can be accessed.

Wade indicated that staff should set up the board training. He explained that he has court that afternoon so would not be available. He suggested a couple of hours for training and that we could make this an annual event. He recommended staff check to see if there would be enough board members available to proceed.

Calendar for 2020

Adjourn

Wade adjourned the meeting.



Mary Kae Kelsch, Secretary/Treasurer