

Board of Directors Meeting
11:30 am - 1:08 pm
LSND Bismarck Office (Webinar)
September 22, 2021

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Call to Order The meeting of the LSND Board of Directors was opened by President Wade Enget at 11:30 a.m.

Roll Call Present at the meeting were: Wade Enget, Laurel Forsberg, Mary Kae Kelsch, Jim Wang, Tracey Laaveg, Rob Manly, Gary Ramsey, and Mark Zehnacker.

Absent: Lenora Kutz, and Lisa Tomlinson

Staff Present: Mikayla Jablonksi Jahner, Brad Peterson, Jess Roscoe, Melissa Jorgenson, Willa Rhoads, Rich LeMay, Gale Coleman, Ed Reinhardt, Heather Deaton, Morgan Oen, Alex Turner, Jordan Moe, Adele Page, Steve Simonson, Kiley Hermanson, Gordon Dexheimer, Kassidy Schmit, Rhonda Belgarde-Baker and Kirstine Baker.

Minutes The minutes from the June 16, 2021, meeting were reviewed. Motion was made by Laurel Forsberg, seconded by Mary Kae Kelsch to approve the minutes. All voted aye. Motion carried.

Report on 1612 No activity was reported on 1612.

1620 No activity was reported on 1620.

Audit and Finance

Mary Kae Kelsch discussed the meeting which took place on September 08, 2021. The preliminary budgets were discussed on this date. Donations were discussed which are more than usual. Gale Coleman discussed a problem that was found with the SRT phone bill where they had started to charge for the full amount in April 2020, instead of the discounted amount. The discrepancy was found when a new contract with SRT was being looked at. The amount overcharged was \$11,851.92, which will be credited back to LSND on a monthly basis until the amount is paid back in full.

Discussion was had regarding Aging Services awarding \$350,000 instead of the \$250,000.

Wade asked questions regarding the problem with finding a pass-through for the Human Trafficking grant which was ultimately not submitted because of the lack of an agency to act as a pass-through on such short notice. LSND was notified one week prior to the deadline to submit the grant application, that the current pass-through would no longer be available to act as pass-through.

Discussions regarding possible contracts with the Human Trafficking grant to continue to provide services to this community was had between Richard R. LeMay and the grantor.

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Wade stated Human Trafficking grant money was given to Youth Works and ND Human Task Force in the amount of \$730,000, which was about 75% of the money available in this grant.

Richard stated all cases which were currently utilizing the Human Trafficking granting source were moved into other grants.

Office Space and leases were discussed during the Administrative office meeting.

Motion to accept this report was made by Rob Manley, seconded by Gary Ramsey, no further discussion, all voted aye, motion carried.

Fiscal Report Richard R. LeMay presented, in the absence of the fiscal administrator, the July 2021, Budget-to-Actual Report as well as the 2022 Preliminary Operating Budget Report.

Rich discussed the preliminary budget stating the projections were made according to what LSND received last year. Congress is talking about an increase instead of a decrease. Rich updated the board on the VOCA funding which was awarded in the amount of \$144,000. The grant application was originally for \$175,000.

Rich discussed that Brad had been spending out the CDBG money and it looks like it would be spent out by 2023.

Rich discussed the court improvement project and the fact it is not a reimbursable grant.

Wade asked about the juvenile contact in the south central which has now changed to only a certain amount of referrals per month. Brad discussed that as of July 1, every child now gets a court appointed attorney so the numbers in this grant will be going up significantly. Deprivation cases are also going up.

There has been a position posted for an attorney for the new pre-petition grant, but there has been no applications received yet for that position.

Rich states that with the new ND Bar Foundation money in the amount of \$20,000, a new intake specialist was hired and will be started October 04, 2021.

Rich gave an update on the use of the Judge Kelly Fund which was used for a high school student to intern in the Minot Central Intake office for the summer.

Adele gave an update on Medical Legal Partnership grant which ends on November 07, 2021. Adele stated a new Bremer grant will be applied for and is due shortly with the funds being awarded in January.

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Adele also updated us on the United Way grant awarded and that another LSND paralegal has been hired who will be worked into the front face for the MLP project through LSND.

Expenses were discussed by Richard who stated all LSND staff are capable of working from home so office size will be looked at during strategic planning.

Wade asked why no COLA increased was budgeted for Rich states he is waiting for an update on the increase that may be coming down the pipe from LSC and also added staff were given increases in an amount of 7% in a year's time.

Discussions regarding the consultant helping LSND with job descriptions, salary plan and now evaluations were had. Richard gave an update and stated while the challenges of the last year has hampered progress he hopes to have a plan to the Personnel Committee soon.

Gale Coleman gave an update on an LSC-TIG Technology improvement grant written for \$25,000, which would include a network and security assessment for LSND, upgrades to software and servers which are coming to end of life.

Motion made by Tracy Laaveg to accept fiscal report, seconded by Gary Ramsey, no further discussion, all voted aye by role call, motion carried.

Roll call taken Wade Enget, Laurel Forsberg, Mary Kae Kelsch, Jim Wang, Tracey Laaveg, Rob Manly, Gary Ramsey, and Mark Zehnacker.

Executive
Committee

Board Chairman Wade Enget gave a brief update regarding PEV report from Nancy Glickman of LSC. Discussions were made regarding the technologies LSND has in place and the technology LSC is suggesting. Gale Coleman discussed the security LSND has currently in place. Gale also discussed the upcoming network and security assessments, cybersecurity policies and the training staff receives regarding all.

Wade discussed strategic planning and that will plan on going over our current plan and updating it as needed. Wade also discussed the intake guidelines which are management driven and discussed the fact LSC is wanting a management staff meeting.

Committee nominations were made by board chair Enget where he appointed Mark Zehnacker to the audit and finance committee and appointed Samantha Lindgren to the public relations committee.

Planning/
Bylaws

There was no report.

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Committee

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

ED Report
Richard LeMay discussed the current Covid-19 plan and that at this time outreach has opened in some parts of the State. LSND's MLP project has started outreach as well as outreach in the Grand Forks area performed by Gordon Dexheimer.

Discussion was had regarding the December meeting as Richard stated the presenters for this meeting were all expressing the preference of virtual versus personal. As of right now the December board meeting and CLE is still on for December 1-3, 2021, in person.

Rich discussed the need for a succession plan as requested by LSC, adding LSC is contemplating this be a condition of funding.

Richard discussed the need for updates to the intake and case management manual wherein changes will be highlighted to make it easier for the board to review for approval.

2021 Calendar
The 2021 calendar was reviewed.

Adjourn
Motion was made by Mary Kae Kelsch to adjourn the meeting. Samantha Lindgren seconded the motion. All voted aye. Meeting adjourned at 1:08 p.m.

Mary Kae Kelsch, Secretary/Treasurer