

- Call to Order The winter 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; Samantha Lindgren; Gary Ramsey; Lisa Tomlinson; and Mark Zehnacker.
- Absent: Lenora Kutz; and Jim Wang.
- Staff Present: Mikayla Jablonksi Jahner; Brad Peterson; Dawn Schiele; Jess Roscoe; Kim Kramer; Heather Deaton; Rich LeMay; Gale Coleman; Ed Reinhardt; Jordan Moe; Adele Page; Steve Simonson; Wambo Kimba; and Gordon Dexheimer.
- Minutes The minutes from the September 21, 2021 meeting was reviewed. Motion was made by Gary Ramsey, seconded by Tracy Laaveg 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 stated that Brady, Martz & Associates submitted a quote for the 2021 Audit in the amount of \$26,775.00 The Audit will be conducted on February 28 - March 4. Mary Kae made a motion to accept the quote from Brady, Martz & Associates, with a second by Laurel Forsberg. Roll call vote. All voted aye. Motion carried.
- Fiscal Report Kim presented the Budget-to-Actual Report and noted one correction/change she made. Kim went over the revenue and expenses and also discussed several grants that LSND has been awarded. Some are new grants and/or pending and a few grants that are ending soon. Overall, LSND is within budget.
- Kim also went over the 2022 Operating Budget. Grants were again discussed. Also discussed were employee increases and the Salary Plan. After lengthy discussion, it was requested that the Salary Plan be submitted to the committee members no later than the last week of February 2022 for review. A motion was then made by Tracy to approve the 2022 Operating Budget, with a second by Laurel Forsberg. Roll call vote. All voted aye. Motion carried.

Page 2

- 2020 Form 990 The 2020 Form 990 was discussed. Motion to approve made by Mary Kae Kelsch, with a second by Tracy Laaveg. All voted aye. Motion carried.
- Executive Committee Board Chairman Wade Enget discussed the Nominating Committee and expressed that he is no longer interested in serving as Board President. Mr. Enget turned the discussion over to committee member Rob Manly. Rob Manly stated that after discussion amongst the committee, it was suggested that Tracy Laaveg as President; Laurel Forsberg as Vice President; Mary Kay Kelsch as Secretary/Treasurer. Motion made by Rob Manly to accept the nominees, with a second by Gary Ramsey. All voted aye. Motion carried.
- Planning/Bylaws Committee Gary Ramsey stated there was nothing to report.
- Public Relations Committee Mary Kae Kelsch stated there is nothing to report.
- ED Report Rich LeMay briefly discussed his Executive Director's Report which was sent to all Board Members via email, which gave an overall update within LSND.
- The 2022 Priorities were discussed and reviewed. A motion to approve was made by Mary Kae Kelsch, with a second by Samantha Lindgren. All voted aye. Motion carried.
- The Certificate of Program Integrity was also discussed and reviewed. A motion was made by Tracy Laaveg, with a second by Mary Kae Kelsch. All voted aye. Motion carried.
- Rich LeMay discussed the New Town LSND office which has been vacant for several months.
- Several LSND Manual updates were reviewed and discussed. A motion was made by Mary Kae Kelsch to approve the updates to the Intake Manual, with a second by Samantha Lindgren. All votes aye. Motion carried.
- A motion was made by Tracy Laaveg to approve the updates to the Case Management Manual, with a second by Mary Kae Kelsch. All voted aye. Motion carried.
- A motion was made by Laurel Forsberg to approve the updates to the Accounting Manual, with a second by Mark Zehnacker. All voted aye. Motion carried.

Board of Directors Meeting
6:00pm - 8:00pm
LSND Bismarck (Webinar)
December 2, 2021

Page 3

The Remote Work Policy for LSND was also reviewed and discussed. Motion to adopt the new policy, with word change to “shall”, was made by Mary Kae Kelsch, with a second by Tracy Laaveg. All voted aye. Motion carried.

It was moved by Tracy Laaveg to approve the Human Resources Policy, with a second by Gary Ramsey. All voted aye. Motion carried.

The LSND Succession Plan was reviewed and discussed. After discussion, the Executive Board Committee discussed forming a committee to review this. Tracy Laaveg volunteered to Chair this committee, with Wage Enget offering to be on the committee.

The 2022 PAI Plan was reviewed and discussed. A motion was made by Mary Kae Kelsch to approve, with a second by Samantha Lindgren. Roll call vote. All voted aye. Motion carried.

Rich LeMay also informed the Board of the recent upgrade that was installed for Kemps.

2021 Calendar The 2022 calendar was reviewed.

Adjourn Motion was made by Mary Kae Kelsch to adjourn the meeting. Gary Ramsey seconded the motion. All voted aye. Meeting adjourned.

Mary Kae Kelsch, Secretary/Treasurer