

Call to Order The board meeting was opened by President Laurel Forsberg at 6:15 p.m. in the LSND Conference Room.

Roll Call Board members present were as follows: Wade Enget, Laurel Forsberg, Mary Kae Kelsch, Rob Manly, Paul Murphy, Tracy Laaveg, Gary Ramsey, Lisa Tomlinson, and Lenora Kutz.

Board members absent were Bob Woods and Al Lerberg.

The staff members present at the meeting were Adele Page, Audrey Solheim, Ed Reinhardt, Kim Kramer, Rich LeMay, Steve Simonson, Patty Castro, Annique Lockard, and Jack Best.

Minutes: Paul Murphy made a motion that the minutes from the September 30, 2017 meeting be approved. Wade Enget seconded the motion, motion was approved.

Regulations
1612, 1620 There was no action to report since the last meeting regarding regulations 1612 and 1620.

Fiscal Report Kim presented the 2017 October Budget-to-Actual Report for the board to review. Discussion took place on operating expenses that were over budget and whether more needs to be budgeted for 2018. Overall, we are within budget as of October 31, 2018.

The Grant Update spreadsheet was also presented and discussion took place on certain grants and their progress.

2018 Budget Kim presented the 2018 Final Budget to the board. Adjustments were made from the preliminary budget, such as carryover from filing fee funds was not included in the final budget. There are also a few small grants that are pending that were not included in this final budget for revenue.

Personnel costs include a new Medical Legal Partnership attorney that will begin in January and a step increase in salary for all employees based on the current salary plan. Fringe benefits were adjusted as BCBS premium increase is 9% for 2018 instead of 5% previously budgeted.

Operating expenses were based on current year expenditures with a 3% increase. Most of LSND's current leases will expire December 31, 2018 and discussion took place on the cost of Bismarck's lease.

Wade said that he was able to make a deal with Lexis Nexis and obtained a good rate for Mountrail County and suggested that would reduce research costs.

The 2018 Final Budget is at a net loss of \$123,947 and does not include any carryover funds from filing fee funding. Discussion took place on the cost of filing fees in North Dakota compared to Montana and Minnesota; and how that would affect LSND's funding if they would be increased.

Motion was made by Lisa Tomlinson to approve 2018 Budget, second by Paul Murphy, motion carried. There was unanimous consent of those present.

Accounting Manual

The LSND Accounting Manual, as submitted to LSC November 11, was sent out to the board previously. Recommended changes from LSC were received the day prior to the meeting and the manual was revised with the recommended changes and resubmitted to our LSC Fiscal Analyst this afternoon. The recommended changes were highlighted and projected on the screen and Kim reviewed them with the board. The LSC Fiscal Analyst recommended board approval for the current manual with pending changes possible in 2018.

After discussion, Wade Enget moved with a second from Gary Ramsey to approve the LSND Accounting Manual with the recent revisions. Motion carried.

LSC also recommended we have a separate Imprest Payroll Account at the September training, with bi-weekly transfers from the main checking account. This account will be used beginning with the December 15th payroll. The following will be signers on the account: Rich LeMay, Brad Peterson and Mary Kae Kelsch.

Tracy Laaveg moved for the approval of the Imprest Payroll Account. Second to the motion was made by Lenora Kutz, motion carried.

Audit and Finance Committee Report

As Chair of the A & F Committee, Mary Kae Kelsch reported on the need to hire auditors for the 2017 audit and recommended Brady, Martz & Associates. They provided a quote of \$22,725 for auditing the 2017 financial statements which was projected on the screen for review.

Wade Enget moved to approve hiring Brady Martz and Associates to do the 2017 audit. Second to the motion was made by Tracy Laaveg. Motion carried.

Executive Committee Report

Laurie Forsberg reported the United Tribes Technical College has submitted a letter recommending Shanice Lambert as the new client board member representing UTTC. Rob Manly moved, Tracy Laaveg second the motion that Shanice be approved contingent on meeting the required qualifications of a client board member. Motion carried.

Tony Welder has indicated he will send the appointment/reappointment of attorney members by the SBAND Board of Governors shortly. Jim Wang has agreed to take the place of retiring board member Al Lervig.

Tony Weiler also asked LSND to provide an article for their magazine, The Gavel. Adele Page has agreed to write the article.

Bylaws /Planning Committee

The Bylaws have recently been updated and there is nothing else to report from this committee, reported chairman Gary Ramsey.

Public Relations Committee

The Public Relations Committee is in the preliminary planning stages, reported chair Mary Kae Kelsch.

Nominating Committee

The Nominating Committee consisting of Rob Manly, Tracy Laaveg and Bob Woods reported the following slate of candidates for 2018:

President – Laurie Forsberg
Vice President – Wade Enget
Secretary/Treasurer – Mary Kae Kelsch
Member at Large - Executive Committee – Tracy Laaveg

Gary Ramsey move unanimous ballot for the above slate of officers, second was made by Lenora Kutz, motion carried. This group of four makes up the Executive Committee.

Strategic Planning

Rich LeMay reported that there have been several meetings with Carter and Terri McNamara, our strategic planning consultants. They have provided a recommended slate of priorities to consider. The process is moving in the right direction. At this time we are planning our goals for implementation for the first of the year.

One of their goals is to have a board committee for fundraising.

Mary Kae voiced her opinion that she felt we are a small enough group so when or if any one of the board learns of an opportunity for fundraising that somebody will bring it up.

Rich feels that one of the first things he would like to see is that the bar license fees for attorneys be increased and this addition be designated for LSND. He would also see the surcharge filing fees increased with this addition or a portion thereof to go to LSND. The ceiling on those fees would also need to be lifted. In discussion with the Chief Justice he was open to both of these ideas. Rich also said it would be good to have somebody – like a finance committee to discuss these matters and receive input.

The Finance Committee makes sure that the finances are carefully planned, monitored and managed. The Fundraising Committee makes sure that all types of likely donors are proactively considered and effectively pursued. The Marketing Committee makes sure that LSND maintains valuable relationships and collaborations with every relevant stakeholder group.

Rich feels it is important for all staff to buy into the process and suggests that each office do a work plan to get them involved.

South Central Adult Services has agreed to be a sponsoring agency for LSND and approved Lenora Kutz's re-appointment to our board. Motion made by Gary Ramsey, seconded by Mary Kae Kelsch, motion carried.

Deputy Report

Adele Page introduced the new staff attorneys present at the board meeting – Jack Best, Grand Forks; Annique Lockard, Bismarck; and Patty Castro, Bismarck. They each told a little about themselves.

In addition Adele mentioned the new MLP attorney hire, Shanda Fisher who will start in her position in Fargo on January 2.

Executive Director Report

The new Grand Forks office was highlighted in the November Sentential, our LSND Newsletter. They are moving ahead nicely, have been doing outreach at Grafton, in the Walsh County Social Services and Grand Forks in the Senior Center, as well as working with the Community Action program, and have arranged for externs to work in the program next semester. Law students are required to work 240 hours in an externship program. Having a site right in Grand Forks eliminates the need to travel to Fargo to fulfill this requirement. The Grand Forks office has opened 55

cases in the first three months. Breezy Schmidt is Managing Attorney, Jack Best, Staff Attorney and Mandi Olson the Paralegal/Secretary.

The Grand Forks Office had an open house on November 1 in their office; the space is provided by the Law School, so the location is ideal for law students.

As a point of information, Rich indicated that LSND, among a host of other agencies has been named in a law suit in federal court. Although we have been named in the suit, LSND has not been served with a Summons, only the complaint and the Complaint was served before the Summons was issued. Until the case is served, LSND will not be responding.

Several Board members received a complaint about Central Intake from a potential client who wanted assistance. The client is over age 60, income eligible, but not asset eligible. The only grant he would qualify for is Aging Services and that the service requested is not a type of case covered under the Aging Services contract.

Our auditor for the 2016 audit was recently audited by LSC. The only recommendation they received was to obtain a list of people rejected because they were over the assets guidelines.

Certificate of
Program
Integrity

Wade Enget moved, seconded by Tracy Laaveg that the Certificate of Program Integrity form be approved as prepared. Motion carried.

2017

Priorities

Wade Enget moved approval of the 2018 priorities, second to the motion by Mary Kay Kelsch, motion carried.

Client Trust
Accounts

The manner in which Client Trust Accounts are being handled is now being centralized to the Administrative office, instead of each regional office handling that responsibility. Kim, as Chief Fiscal Officer will now be in charge of these accounts.

2018 Calendar

The following were determined as dates for the LSND Board meetings in 2018:

Tuesday, March 27, a webinar at noon

Wednesday, June 13, in-person afternoon meeting in Bismarck following the SBAND meeting/CLE

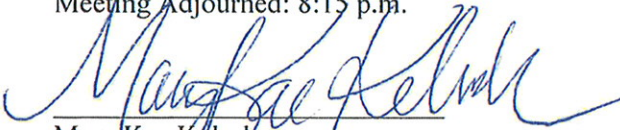
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Tuesday, September 25, a webinar at noon

Thursday, December 6, in-person evening meeting prior to the
December CLE in Bismarck

Mary Kae Kelsch made a motion to accept the 2018 board meeting
calendar, second by Wade Enget, motion carried.

Meeting Adjourned: 8:15 p.m.



Mary Kae Kelsch
Secretary/Treasurer