

## MINUTES

### LEGAL SERVICES OF NORTHWEST MINNESOTA IN-PERSON BOARD OF DIRECTORS MEETING The Lodge in DETROIT LAKES, MINNESOTA

May 24, 2023  
5:00 p.m.

#### I.

#### ROLL CALL, INTRODUCTIONS, WELCOME

The Board of Directors of Legal Services of Northwest Minnesota (LSNM) met in person at The Lodge in Detroit Lakes, MN, on May 24, 2023, at 5 p.m.

The meeting was called to order by President Bob Blatti at 5 p.m. In addition, the following members were present: Jeff Hane, Missy Becker-Cook, David Frank, Sheila Korby, Leigh Nelson, and Joe Glasrud.

The following staff members were present: Anne Hoefgen, Shelley Treib, and Ruth Ruch.

#### II.

#### APPROVAL OF MINUTES OF FEBRUARY 15, 2023, BOARD MEETING

The minutes from the Board meeting of February 15, 2023, were presented for approval. Missy made a motion to approve the Minutes. The motion was seconded by Sheila. There being no objection, motion carried.

#### III.

#### A2J TECH PRESENTATION – LEZLIE PAULUS

a. Approval of A2J Consulting Services contract for June 1, 2023-September 30, 2024. Lezlie introduced herself and gave her background, education and experience. The Board also received a copy of her resume. Anne explained she would like to hire Lezlie as a consultant from June 1, 2023, to September 30, 2024, to provide solutions to LSNM's intake process, project management, implementation support, technology assessment and recommendations, workflow integrations, customized training, tools, and templates. The Board received and reviewed Anne's memo regarding and process for selecting A2J and her reasoning for the contract. After discussion, Dave made a motion to approve the A2J contract with Lezlie which was seconded by Jeff with the agreement to stick to the timetable and re-evaluate after the contract ends in case more services are required. There being no objection, motion carried.

#### IV.

#### STATISTICS/FINANCIAL REPORT

a. Financial Statements to Date. Shelley directed the board to the LSNM's Total Program Revenue and Expenses January 1-April 30, 2023, spreadsheet showing LSNM's year-end fund balance at \$1,022,392. She said currently we are on pace for the previously approved budget,

however, personnel costs are down, but LSNM has posted a few positions including an attorney for the Alexandria office, an IT Specialist/Office Manager, and Outreach & Communications Director. Next, she talked about the LSNM as of May 16, 2023, spreadsheet showing the increase from the State of Minnesota Legislative fund. She asked the Board to review her memo regarding increasing personnel expenses and how she has plugged in salary increases for current staff. Shelley also explained she travels to the regional offices every other month and staff have requested LSNM look into dental, vision and either/or short-term and long-term disability. Shelley has an upcoming meeting with a broker from Great Northern Insurance and will keep the Board informed on this benefits issue. The balance sheet was also reviewed. Shelley asked if there were any questions on what was presented. There was not.

Missy made a motion to approve the revised budget with the increase in salaries as proposed in Shelley's memo. That motion was seconded by Sheila. There being no objection, motion carried.

b. Audit Report. A copy of the audit report had previously been sent via email to all Board members. Shelley asked if there were any questions about the report. There were none.

c. & d. Organization Tax Form 990 and Charitable Organization Report. Shelley explained a copy of LSNM's 2022 990-Form must be included with the Charitable Organization Report. Sheila made a motion for a resolution to adopt the report and have the officers sign the 990 and to pay the required fee for the Charitable Organization Report, which is due by July 15, 2023. That motion was seconded by Leigh. There being no objection, motion carried.

## V. DIRECTOR'S REPORT

a. New Team Structure at LSNM. LSNM's Anchor Team created a Team Structure chart which was shared with the Board. Anne announced the following new staff members: Ian Cady is an attorney in Bemidji; Ramey Rudolph started as an Intake Specialist/Legal Secretary in Alexandria, Lori Danielson, an Intake Specialist/Legal Secretary and Yadira Cardona as a Bilingual Receptionist/Intake Specialist in Moorhead.

b. Legislative Session Summary. Anne reiterated the information she sent to the Board in a previous memo about the historical increase of 84.4% in funding for Civil Legal Services, noting there was a perfect storm of champions testifying for the increase.

c. LSC Reg. 1644 – needs Board approval. LSC requested LSNM amend LSNM's Program Policy on 45 CFR Regulation 1644 on Case Disclosure. Anne handed the revised policy out. Dave made a motion to approve the revised policy which was seconded by Missy. There being no objection, motion carried.

d. Mediation Pilot Project report. Anne reminded the Board that at their November 2022 meeting, they approved a Mediation Pilot Project. Anne provided a brief report, including that to date, nine cases have been supported with mediation funding and all settled.

e. Strategic Planning update.

- i. Brief Summary of today's work by staff. Anne said intake staff met to evaluate process improvement to intake. Legal advocates had a separate discussion.
- ii. Board approval of new proposed mission statement "Empowering people to meet their critical legal needs." Based on the suggestion of the members who were present for the last Board strategic planning meeting, Anne asked the Board to approve LSNM's new mission statement. Joe

made a motion to approve the new mission statement which was seconded by Jeff. There being no objection, motion carried.

VI.  
LSNM

a. Eligibility Guidelines – Board approval. Anne asked the Board to approve the following changes to LSNM’s eligibility guidelines as indicated on the handout: 1.) I. Income, Section D.1. add 6.) Current taxes, and; 2.) II. Assets, C. Exclusions, remove the words “liquid or non-liquid” assets.

VII.  
LSC

- a. Report on Non-Priority Casework. Anne reported two non-priority cases for this quarter, LSNM #22-0283693 and #23-0284687.
- b. Annual LSC Reg and Grant Assurances Training
  - i. LSC Grant Assurances Regarding Cyber Security Training. Anne reported that as part of LSC Grant Assurance, LSNM is required to do Cyber Security Training. LSNM’s uses LSC’s suggested training done by KnowBe4.

VIII.  
CLIENT ISSUES

There were none.

IX.  
BOARD ISSUES

- a. Election of Board Officers/Renew Committee Appointments. Sheila made a motion to re-approve the current slate of Board officers for re-appointment. Leigh seconded the motion. There being no objection, motion carried.
- b. Signing of annual Conflict of Interest statement. Those members that were present were asked to review and sign the statement. Ruth will email the statement to all other board members for their signature.

X.  
OTHER BUSINESS

There being no other business, Jeff made a motion to adjourn which was seconded by Joe. There being no objection, motion carried, and the meeting was adjourned.

Respectfully submitted,

/s/ Missy Becker-Cook  
Missy Becker-Cook, Secretary-Treasurer