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**MEETING MINUTES  
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL  
STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE  
April 7, 2004**

**Meeting Date, Time & Place:** April 7, 2004, 9:30 a.m., North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, North Dakota 58503.

**Members Present**

Al Lukes, Brittni Alm, Cathi Christopherson, Dave Massey, Gloria Maragos, Jim Dahlen (via telephone), Lisa Ringstad, Max Laird, Rosella Grant, Helen Funk (on behalf of Carol Olson), Wayne Kutzer, John Pohlman, Jim Hirsch.

**Members Absent**

Carol Olson, Dr. Donna Thigpen, Dr. David Gipp, Leo Cummings, Sharon Buhr.

**Guests Present**

Cheryll McDowall, Andy Rendon, Jill Splonskowski.

**Opening Remarks & Introductions:** The Chair, Al Lukes provided a welcome to everyone. The Chair then introduced the newest member of the Commission – Brittni Alm. Brittni Alm gave a brief background on her role with AmeriCorps as well as Youthworks in Bismarck. Members and guests then introduced themselves around the room.

**Administrative Announcements:** None.

**Approval of Agenda:** Al Lukes asks for approval of the agenda.

**Motion:** Dave Massey made a motion to approve the agenda. Jim Dahlen seconded the motion. Motion carried.

**Approval of Minutes:** Al Lukes asks for approval of the January 7, 2004, minutes.

**Motion:** Wayne Kutzer moved for approval of the January 7, 2004, minutes. Gloria Maragos seconded the motion. Motion carried.

## **Chair's Report**

### Administrative, PDAT, & Disability Budgets:

Jim Hirsch reported that the Administrative, PDAT and Disability budgets look good. We are somewhat below projected expenses to date. The 2003-2005 Biennium figures are reported in these budgets and the Department of Commerce budgets are calculated on a yearly basis. The Administrative and PDAT dollars have been awarded; however, we are still waiting to hear back on the Disability budget.

### Red River Basin Institute Ratification on Electronic Vote:

Al Lukes asks for ratification of the Red River Basin Watershed Institute project modification request.

**Motion:** Max Laird moved to ratify the River Basin Watershed Institute project modification electronic vote. Rosella Grant seconded the motion. Motion carried.

## **Administrative Standards Review**

Jim Hirsch and Al Lukes reported that the State Commission on National and Community Service underwent an Administrative Standards Review during March 22-26, 2004. There were several strengths identified during the review which were as follows:

- Support from the North Dakota Department of Commerce
- Competent and dedicated leadership
- Responsiveness to AmeriCorps sub-grantees
- Intelligent choice of start-up priorities

The State Commission met 99 out of 116 elements. There were 11 administrative standards, and we met 4 of those standards. Some future considerations made by the Corporation for National and Community Service to the State Commission were as follows:

- 1) Consolidate policies and procedures
- 2) Enhance communications among staff, commissioners, and programs

- 3) Move beyond funded programs into broader service communities
- 4) Develop a distinct identity and community visibility for the Commission

Jim Hirsch outlined each standard which was met as well as those unmet. He also gave reasons as to why those unmet were in that current status. The State Commission will be given a written report of standards met and future recommendations from the Corporation for National and Community Service on the Administrative Standards Review process.

Max Laird then questioned whether the name of the Commission could be changed to reflect a more marketable Commission?

Jim Hirsch mentioned that this could be an option is members desire to do so and that this item will be put down as a future agenda topic to discuss the possibility of changing the name. Jim Hirsch also mentioned that he will visit with marketing managers in the meantime to develop some ideas.

Al Lukes asks that any name change suggestions or comments should be e-mailed to Jim Hirsch.

Next, Max Laird suggests that Jim Hirsch record specific responses to the administrative standards to detail why certain standards were not met so that a third party can understand the reasons for the unmet standard.

### **AmeriCorps Project Report**

Cheryll McDowall reported on program status for AmeriCorps. Youthworks currently has 8 slots with an active project director. The Cooperstown Community Activities Authority currently has 23 AmeriCorps project members with a project director. The 2 new programs which will be starting in spring 2004 are the Red River Basin Watershed Institute Project which has 4 full-time members and the North Dakota Council on Abused Women's Services which have 8 sites statewide with 8 half-time members. The total amount used for formula funds to date is \$246,077 out of the \$500,000 available. The AmeriCorps program currently has 19 FTE's, and an average cost of \$12,684 per FTE.

Cheryll McDowall reported that she had conducted informational meetings around the state in March/April 2004. The Notice of Intent to Apply was due from organizations on April 2, 2004. The State Commission office received 13 Notice of Intent to Apply Forms for Program Year 2004-2005 vs. only 8 Notice of Intent to Apply Forms for Program Year 2003-2004, so the State Commission is becoming more widely known. In the near future, the State Commission will be conducting a peer review process. Following the peer review process, the Grants Committee will make recommendations on projects to fund for the State Commission's approval at the June 2004 meeting.

Jim Hirsch outlined a format developed for the AmeriCorps State Formula Sub-Grantee Report. Each of the AmeriCorps projects would give information to the State Commission relating to their contracts which identify their goals, their site visits, their compliance reports, and any corrective action. The member status report section shows the slots filled

vs. active members and number who have dropped. The report includes project outcomes, comments, and monitoring visits.

Max Laird suggests that the report also track successes and failures to answer the “why” questions on a more detailed basis.

Lisa Ringstad mentioned that her program in Cooperstown is currently waiting for approval of 2 (450) hour slots. The Cooperstown Community Activities Authority focuses mainly on education. To date, 284 children are tutored and 100% of them are maintaining passing grades. The volunteers are anywhere from 17 years old to elderly, and Lisa Ringstad said that she is very happy with their AmeriCorps members as well as the level of service the members are providing.

### **Unified State Strategic Plan Update**

Jim Hirsch told members that the Unified State Strategic Plan is currently in the development phase. An initial Committee meeting was held in January 2004 between Plan stakeholders. The Plan process will include hiring a facilitator which would be supported by the PDAT plan. The Committee will conduct community meetings and develop a model based on other states, as well as identify facilitators. In May 2004, the Committee will conduct informational meetings and a report will be developed in June 2004. A draft will be presented to Commission members in June 2004 at the next State Commission meeting. The Committee hopes to have a Unified State Strategic Plan ready for ratification by August 2004.

### **Learn & Serve Update**

Dave Massey from the Department of Public Instruction gave an update on the Learn & Serve program administered by their agency. Recently, a staff person (Dale Patrick) has been hired as the program director. The Department of Public Instruction has submitted their reports and their project plan to the national office.

### **CNCS Project Update**

John Pohlman updated the Commission on the Corporation for National and Community Service activities. South Dakota is currently looking at developing a State Commission; however, a recent meeting showed that the budget is short, so Commission development is on hold. John Pohlman also mentioned that North Dakota State University in Fargo has developed a VISTA project which focuses on homeland security, RSVP development, and recruitment. John Pohlman believes that there is a lack of awareness in the communities of AmeriCorps and VISTA and is concerned about Legislative funding for the VISTA program.

**Old Business:**

Subcommittee:

At the January 2004, meeting Max Laird made a motion to form a Subcommittee of 3 Commission members called the "Grantee Monitoring Committee" appointed by the Chair for the purpose of monitoring grantees for all compliance and improvement issues.

Max Laird mentioned that he would be inclined to vote against or table the previous motion to form a Subcommittee.

Al Lukes asks that the motion made in January 2004 be withdrawn or defeated by members.

**Motion: Max Laird moved to withdraw his previous motion to form a Subcommittee of 3 Commission members called the Grantee Monitoring Committee appointed by the Chair for the purpose of monitoring grantees for all compliance and improvement issues. Cathi Christopherson seconded the motion. Motion carried.**

By-Laws:

Al Lukes asks for a motion to ratify the By-Laws.

**Motion: Max Laird made a motion to ratify the By-Laws. Dave Massey seconded the motion. Motion carried.**

**New Business:**

Fiscal Manual:

Jim Hirsch outlined a few changes which were made to the State Commission's Fiscal Manual (specifically on page 12 of the manual).

**Motion: Dave Massey made a motion to approve changes to the Fiscal Manual. Rosella Grant seconded the motion. Motion carried.**

Policy 1-01-03 (1):

Al Lukes asked for a motion to adopt this policy which allows for conducting a Pre-Award Risk Assessment.

**Motion: Cathi Christopherson made a motion to accept the policy. Max Laird seconded the motion. Motion carried.**

Policy 1-05-04 (0):

Al Lukes asked for a motion to adopt the Peer Review Policy.

**Motion: Dave Massey made a motion to accept the policy. Gloria Maragos seconded the motion. Motion carried.**

Policy 1-06-04 (0):

Al Lukes asked for a motion to adopt the Match Policy.

**Motion: Rosella Grant made a motion to accept the policy. Cathi Christopherson seconded the motion. Motion carried.**

Policy 1-07-04 (0):

Al Lukes asked for a motion to adopt the Program Development Assistance and Training Policy.

**Motion: Max Laird made a motion to accept the policy. Dave Massey seconded the motion. Motion carried.**

Policy 1-08-04 (0):

Al Lukes asked for a motion to adopt the AmeriCorps Member Term Limits Policy.

**Motion: Max Laird made a motion to accept the policy. Gloria Maragos seconded the motion. Motion carried.**

Policy 1-09-04 (0):

Al Lukes asked for a motion to adopt the Grant Close-Out Policy.

**Motion: Max Laird made a motion to accept the policy. Gloria Maragos seconded the motion. Motion carried.**

Policy 1-10-04 (0):

Al Lukes asked for a motion to adopt the Attendance Policy.

**Motion: Dave Massey made a motion to accept the policy. Cathi Christopherson seconded the motion. Motion carried.**

### **Commission Planning & Discussion**

Al Lukes mentioned that there was a question posed as to whether we could change the name of our State Commission to something more marketable.

Members discussed some possible suggestions for a new name which were as follows:

- ✘ The Governor's State Commission on Volunteerism
- ✘ The North Dakota Volunteerism Council

- ✘ Serve North Dakota
- ✘ North Dakota Service Commission
- ✘ North Dakota Volunteer Commission

Dave Massey's suggestions were: Serve ND or Volunteer for ND. Lisa Ringstad's suggestion was Serve ND.

Al Lukes asks that all suggestions be submitted to Jim Hirsch via e-mail so that a vote can be tallied.

Jim Hirsch mentioned that if anyone has any suggestions for a facilitator for the Unified State Strategic Plan, that they should please submit those names to him.

Cathi Christopherson suggested Tara Holt as a possible facilitator.

**Adjournment:** Al Lukes asks for a motion to adjourn the meeting.

**Motion: Gloria Maragos made a motion to adjourn the meeting. Cathi Christopherson seconded the motion. Motion carried.**

The meeting was adjourned.

#### **Next Meeting:**

The next meeting of the State Commission on National and Community Service will be held on June 16, 2004, in Bismarck, North Dakota.

#### **Action Plans:**

- + Name change group discussion to be placed on the June 2004 meeting agenda.
- + Jim Hirsch to visit with marketing managers to develop some ideas on a new name for the Commission.
- + State Commission name change suggestions/comments from members should be e-mailed to Jim Hirsch.
- + Jim Hirsch to record specific responses to the Administrative Standards to detail why certain standards were not met so that a third party can understand the reasons for the unmet standard.
- + Jim Hirsch to update the AmeriCorps State Formula Sub-grantee Report to track program successes and failures on a more detailed basis.
- + Facilitator suggestions should be submitted to Jim Hirsch for the Unified State Strategic Plan.