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**MEETING MINUTES  
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL  
STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE  
SEPTEMBER 8, 2004**

**Meeting Date, Time & Place:** September 8, 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, Gloria Maragos, Helen Funk (on behalf of Carol Olson), Max Laird, Rosella Grant, Sharon Buhr, and John Pohlman.

**Members Absent:** Carol Olson, Dave Massey, Dr. David Gipp, Jim Dahlen, Leo Cummings, Lisa Ringstad, Wayne Kutzer, and Jim Hirsch.

**Guests Present:** Cheryl Benjamin, Dale Patrick, Deb Schiefelbein, Ruth Lacher, and Jill Splonskowski.

**Opening Remarks & Introductions:** The Chair, Al Lukes provided a welcome to everyone. The Chair proceeded with asking members and guests to introduce themselves around the room.

**Administrative Announcements:** Al Lukes mentioned that Jim Hirsch has been out for the past month due to open heart surgery, and the State Commission is without a program officer due to Cheryl McDowall's resignation. A replacement for the program officer will be interviewed on September 9, 2004. The State Commission has also received word

recently that Paula Fisher from the Corporation on National & Community Service will be leaving her position within the next few days.

**Approval of Agenda:** Al Lukes asked for approval of the agenda as presented. Al Lukes mentioned the need to add an item today under “Old Business” for the eligibility issue of TANF recipients to receive AmeriCorps funds.

The April 8, 2004, subgrantee issues/concerns/comments and the State Commission’s response to subgrantees will be addressed and carried forward to the January 2005 meeting agenda under “Old Business”.

**Motion: Max Laird made a motion to approve the revised agenda. Gloria Maragos seconded the motion. Motion carried.**

**Approval of Minutes:** Al Lukes asked for approval of the June 16, 2004, minutes.

**Motion: Cathi Christopherson moved for approval of the June 16, 2004, minutes. Rosella Grant seconded the motion. Motion carried.**

## **Chair’s Report**

### Governor’s Workforce Summit 2004

Jill Splonskowski informed members that there have been 155 registrations to date. About 180 follow-up phone calls have been made to Rural Councils, Tribal Councils, Legislators, Council members, businesses, and Summit announcements have been e-mailed to over 3,000 contacts. The Radisson Inn was holding a block of 75 rooms which to date has been filled. The Summit will host 14 booth exhibitors, and the Sponsorship Committee has raised \$25,000 thus far.

The program booklet went to print by KAT Productions on September 7, 2004, and about 300 copies will be printed. The program booklet is available in a PDF format and will be e-mailed to all Commission members. Quality keynote speakers as well as workshop presenters are scheduled for the event.

Al Lukes provided a big thank-you to MDU Resources Group, Inc. for their \$5,000 contribution and is hopeful that the Workforce Development Council will host another Summit in 2005.

A PDAT contract with the State Commission could be developed for Lisa Ringstad, Max Laird, John Pohlman, and Brittni Alm for expense reimbursement if they decide to attend the Summit. All Youth Development Council and Workforce Development Council member costs can be reimbursed through the use of travel expense vouchers.

## **AmeriCorps Subgrantee Report**

Al Lukes provided members with an overview of the concerns the State Commission subgrantees have inquired about since Cheryl McDowall’s and Jim Hirsch’s absence. A

letter from Paula Fisher requesting several actions items was addressed and submitted to the Corporation on National & Community Service on August 27, 2004. PDAT Training has been scheduled for September 13-15, 2004, at the North Dakota Department of Commerce in Bismarck. A trainer designated by the Corporation will be hosting the training.

The program officer will be hired in the near future to provide coverage for monitoring and reporting requirements. Interviews by an Interview Selection Committee will be held on September 9, 2004. After the interviews, the Selection Committee will make their recommendations to Jim Hirsch. After an interview with both Jim Hirsch and Lee Peterson, a final decision will be made. The salary range for the program officer will be about \$30,000 - \$40,000 depending on experience and the training period will consist of approximately 6 months.

**Motion: Rosella Grant made a motion that Jim Hirsch be directed to develop a policy that in future hires, at least 50% of the final review process would be conducted by State Commission members. Max Laird seconded the motion. Motion carried.**

### **AmeriCorps Project Updates**

Al Lukes asked that Cheryl Benjamin give a program update. Youthworks has 8 slots in 2003-2004, but are now below that number. Their members are completing an after-school outreach program and members are doing a fantastic job. Cheryl Benjamin is concerned about the monthly vs. quarterly reporting requirement status and appreciates all of the help given to her by the North Dakota State Commission and the Corporation staff during this transitional period.

Al Lukes then reviewed the 2003-2004 and 2004-2005 Program Year State Funding Summary Chart with members. The charts outline the State Commission's subgrantees, number of FTE's, and member living allowances each year.

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

Jill Splonskowski informed members that Tara Holt has been working with Jim Hirsch by e-mail and phone. John Pohlman provided the history of the Plan to the State Commission and the Executive Committee members provided lists of facilitators and invitees. All of these documents have been provided to Tara Holt and to the Executive Committee members. The town hall meetings were originally scheduled for July 2004 and the Plan was to be developed by August 2004. The number of town hall meeting sites was 8, but has now been reduced to 4. The State Commission is hoping to have a finalized Plan by late Fall 2004.

### **CNCS Project Update**

John Pohlman reported to members about 2 RSVP/AC\*VISTA projects at NDSU in Fargo. He also spoke about homeland security updates and that emergency funds are available at the state level if organizations are interested.

## **ASC Proposed Rule Changes**

John Pohlman outlined some changes contained in the Summary of the Proposed Rules. Mainly, the Corporation's sustainability strategy increases the grantee share of program costs based on a predictable and incremental schedule to a 50% aggregate level by the 10<sup>th</sup> year in which an organization receives an AmeriCorps grant for the same program. It also reserves a percentage of non-continuation AmeriCorps state and national grant funds each year for applicants that have not received AmeriCorps competitive funding from the Corporation for at least five years.

**Motion: Max Laird moved that the State Commission Chair (Al Lukes) be directed to establish an input process based on the information presented today and electronically solicit comment by category to members and then submit a joint response to the Federal Government by the North Dakota State Commission on its letterhead. Cathi Christopherson seconded the motion. Motion carried.**

## **Learn & Serve Update**

Dale Patrick from the Department of Public Instruction reported that Valley City recently sponsored a Service Learning project at the Lewis & Clark Interpretive Center in Washburn.

Dale Patrick also mentioned that he has had some technical problems with entering information into e-Grants. Dale Patrick will check into funding opportunities for the Learn & Serve program for 2005 and will report to members at the January 5, 2005, meeting.

## **Old Business**

### Monthly vs. Quarterly Reporting

Al Lukes advised members that he recommends that the subgrantees begin reporting on a quarterly basis. After some discussion, Al Lukes suggests that the State Commission table the motion until further meetings.

**Motion: Sharon Buhr made a motion to have the motioned tabled until the January 2005 meeting.**

Before the motion carries, Max Laird made an amended motion.

**Amended Motion: Max Laird made an amended motion to postpone action to authorize quarterly reporting until our January 2005 meeting, but during that period of time, all subgrantees shall be requested to submit only quarterly reports. Rosella Grant seconded the motion. Motion carried.**

Members request that Jill Splonskowski call Paula Fisher to find out when, how often, and what the requirements are for monthly vs. quarterly reporting. In addition, members want to find out what the rules are for new programs as well as old programs and obtain something from the Corporation in writing on these subgrantee requirements.

Ratification of Electronic Vote to Increase the Minot State University, Center for Persons with Disabilities award amount by \$12,224.

**Motion: Max Laird moved for approval of the electronic vote to increase the Minot State University Center for Persons with Disabilities award by \$12,224. Sharon Buhr seconded the motion. Motion carried.**

## **New Business**

Approval of Western Wellness Site Change

**Motion: Max Laird moved for approval of the Western Wellness site change. Rosella Grant seconded the motion. Motion carried.**

Members/TANF Recipients

Al Lukes mentioned that the State Commission has received approval to allow TANF recipients to become AmeriCorps members.

## **Commission Planning & Discussion**

Al Lukes suggested that a policy directive be developed by Jim Hirsch recognizing that the Executive Committee will take responsibility and step in if the Program Officer and the Executive Director are not on staff, or if the State Commission runs into a situation where they become short staffed.

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

**Motion: Gloria Maragos made a motion to adjourn the meeting. Max Laird 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 January 5, 2005, in Bismarck, North Dakota.

## **Action Plans:**

- ✚ The April 8, 2004, subgrantee issues/concerns/comments and the State Commission's response to subgrantees will be addressed and carried forward to the January 2005 meeting agenda under "Old Business".
- ✚ The Governor's Workforce Summit program booklet will be e-mailed to all State Commission members by Jill Splonskowski.
- ✚ Jim Hirsch to develop a policy that in future hires, at least 50% of the final review process would be conducted by State Commission members.

- + Develop a finalized Unified State Plan by late Fall 2004.**
- + The State Commission Chair (Al Lukes) to establish an input process based on the information presented and electronically solicit comment by category to members and then submit a joint response to the Federal Government by the North Dakota State Commission on letterhead.**
- + Dale Patrick to report on the Learn & Serve Grant in January 2005.**
- + State Commission subgrantees will submit quarterly reports until the January 2005 meeting.**
- + Jill Splonskowski to call Paula Fisher to find out when, how often, and what the requirements are for monthly vs. quarterly reporting. In addition, members want to find out what the rules are for new programs as well as old programs and obtain something from the Corporation in writing on these subgrantee requirements.**
- + Jim Hirsch to develop a policy directive recognizing that the Executive Committee will take responsibility and step in if the Program Officer and the Executive Director are not on staff, or if the State Commission runs into a situation where they become short staffed.**