



**1600 East Century Avenue, Suite 2
P.O. Box 2057
Bismarck, ND 58502-2057
Phone (701) 328-5345
Fax (701) 328-5320
E-Mail: jhirsch@state.nd.us**

**MEETING MINUTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE
JANUARY 5, 2005**

Meeting Date, Time & Place: January 5, 2005, 9:30 a.m., North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, North Dakota 58503.

Members Present: Max Laird, Rosella Grant, John Pohlman, Lisa Ringstad, Gloria Maragos, Dr. Sharon Hart, Leo Cummings, Helen Funk (on behalf of Carol Olson), Debbie Grassrope (on behalf of Dr. David Gipp), Dave Massey, and Jim Hirsch.

Members Absent: Al Lukes, Carol Olson, Cathi Christopherson, Dr. David Gipp, Sharon Buhr, Jim Dahlen, Brittni Alm, and Wayne Kutzer.

Guests Present: Dale Patrick, Deb Schiefelbein, Ruth Lacher, Cornelius Grant, Jerry Houn, Leona White Hat, Randi Roerick, Nancy Olson, and Jill Splonskowski.

Opening Remarks & Introductions: The Vice-Chair, Rosella Grant provided a welcome to everyone. The Vice-Chair proceeded with asking members and guests to introduce themselves, specifically, the newest Commission member: Dr. Sharon Hart from Wahpeton.

Administrative Announcements: Jim Hirsch stated that Al Lukes is out of the office due to a car accident in late November 2004 and a fire at the Beulah plant in December 2004.

Also, on January 4, 2005, the Legislative Session began in Bismarck.

Approval of Agenda: Rosella Grant asked for a motion to approve the agenda as presented.

Motion: Max Laird moved for approval of the agenda. Gloria Maragos seconded the motion. Motion carried.

Approval of Minutes: Rosella Grant asked for a motion to approve the September 8, 2004, minutes.

Motion: Max Laird moved for approval of the September 8, 2004, minutes. Gloria Maragos seconded the motion. Motion carried.

Max Laird suggested that all action items be included or reported in a separate area in future minutes in addition to any Director's reports to make sure all topics are being covered.

Chair's Report

2003-2005 Biennium Budgets

Jim Hirsch reported on the State Commission Administrative, PDAT, and Disability Budgets. Because the State Commission did not expend all Administrative, PDAT, and Disability funds, they will go back to the Commission since it is not on a Biennium budget, but rather a yearly budget. As of September 30, 2004, the State Commission has expended 31% of the Administrative Budget. The PDAT Budget as of September 30, 2004, has been 27% expended. Since the State Commission didn't approve the Disability grant application until July 2004, only 9% of the Disability Budget has been expended.

2005 Application, Budgets, and Plan

The 2005-2007 projected budgets were reviewed with members by Jim Hirsch. The Administrative Biennium Budget is \$330,000, the PDAT Budget is \$170,000, and the Disability Budget is \$25,000.

Member Attendance

Jim Hirsch reviewed attendance records with the State Commission members along with State Commission policies relating to member attendance.

Commission Policies

Complaint and Grievance Procedure

Jim Hirsch explained that a Complaint and Grievance Procedure was developed and sent to the State Attorney General's Office for recommendations. To date, Jim Hirsch has not received any feedback from Mary Kae Kelsch at the Attorney General's Office.

Debt Collection Policy

Jim Hirsch reported on the Debt Collection Policy which tries to incorporate the Executive Committee into the process, but to date, Jim Hirsch has not had a response from the Attorney General's Office on their recommendations to the Policy. Members agree to table the approval of the revised Procedure and Policy until receiving the Attorney General's opinion. Members will approve them at the April 6, 2005, State Commission meeting.

Staff Selection Policy

Jim Hirsch explained that the Staff Selection Policy follows the North Dakota Merit System and Human Resource Guidelines. The input into Staff Selection comes from the State Commission members; however, the final determination shall be made by the Commissioner of the North Dakota Department of Commerce. The Oral Board Interview Team would consist of at least 50% of State Commission members.

Rosella Grant asked for a motion to adopt the draft Staff Selection Policy.

Motion: Gloria Maragos made a motion to adopt the draft Staff Selection Policy. Max Laird seconded the motion. Motion carried.

Back-Up Procedures

Jim Hirsch informed members that the Delegation of Authority Policy delegates the responsibility for continuation of services and programs in case of emergencies or in the absence of the Director for extended periods of time as follows:

- *James Hirsch*
- *LaVonne Stair*
- *Jerry Houn*

Grants Committee Report Update

Jerry Houn outlined the following continuation grants as well as the new applicants who have applied for the 2005-2006 Program Year.

The continuation programs who have submitted a Notice of Intent to Apply are:

- 1) Cooperstown Community Activities Authority
- 2) North Dakota Council on Abused Women's Services
- 3) Western Wellness Foundation
- 4) Fargo-Moorhead YMCA
- 5) Jamestown Public School District #1
- 6) Youthworks

The following new programs have also applied:

- 1) 3rd Avenue Housing
- 2) Mandan Historical Society
- 3) Red River Regional Council (Formula & Planning Grant)

E-Grants recently rolled out Phase II and will be implementing Phase III shortly. Eventually, the plan is to combine e-Grants and WBRS. The State Formula deadline to submit AmeriCorps applications is February 15, 2005.

AmeriCorps*State Subgrantee Reports

Jerry Houn outlined the following statistics for North Dakota AmeriCorps subgrantees:

- 1) Cooperstown Community Activities Authority - 34 members, 10 FTE's
- 2) Western Wellness Foundation - 35 members, 11.1 FTE's
- 3) Youthworks - 8 members, 3 FTE's
- 4) Fargo-Moorhead Family YMCA - 8 members, 4 FTE's
- 5) Jamestown Public School District #1 - 20 members, 6 FTE's
- 6) North Dakota Council on Abused Women's Services - 8 members, 4 FTE's
- 7) Tri-College (Red River Basin Watershed Institute) - 4 members, 4 FTE's

Jerry Houn mentioned that he will be conducting programmatic reviews within the next few months at all subgrantee sites.

Unified State Strategic Plan Update

Jim Hirsch explained that the Unified State Strategic Plan was sent to all members. A Workforce Needs Assessment survey using NDinfo.org was implemented and produced some useful results which were used in the draft Plan. The Plan incorporates the history and it identifies goals and objectives addressed in the Corporation's programs.

The Unified State Strategic Planning Committee met in December 2004, and a final Plan is expected by May 2005.

Rosella Grant asked for a motion to accept and approve the Unified State Strategic Plan draft.

Motion: Max Laird made a motion to approve the Unified State Strategic Plan draft. Gloria Maragos seconded the motion. Motion carried.

CNCS Project Update

Nancy Olson from North Dakota State University (NDSU) gave members an overview of the NDSU sponsored programs including the Retired Senior Volunteer Program (RSVP) and VISTA services. The RSVP Program has four new sites in Wahpeton and has expanded in the Minot area. Recruitment is done face-to-face, by referrals, and with newsletters. By May/June 2005, NDSU is planning on conducting a Cass-Clay advertising campaign. RSVP volunteer numbers to date are as follows:

- Fargo = 700 volunteers
- Minot = 325 volunteers
- Grand Forks = 150 volunteers
- Bismarck = 1100 volunteers
- Jamestown = 100 volunteers

Monthly vs. Quarterly Reporting Vote

Jim Hirsch identified subgrantee concerns dating back to June 2004. The report requested by the State Commission from subgrantees is part of the monthly requirement for risk management (6 months for new subgrantees). The program and fiscal reporting can also identify technical assistance needs, planned activities for the next 30 days, and project accomplishments for the previous 30 days. The Executive Committee met and decided to continue the monthly narrative reports from new subgrantees and to develop written guidance on the reporting requirements clarifying the intent and structure. The financial reimbursement process states that the WBRS Periodic Expense Report could be used under the following conditions:

1. Subgrantee contracts be modified requiring the use of the WBRS PER for financial reimbursement requests;
2. Procedures are developed to accommodate semi-monthly draw down options;
3. Research options for adding a subgrantee certification language in the contract or attaching a statement to the signed hard copy of the WBRS PER submitted for reimbursement;
4. Establish a date for implementation.

WBRS and e-Grants will eventually be combined into one system; however, subgrantee training will be administered at the Department of Commerce on January 10-12, 2005, to address some of the issues/concerns subgrantees have with e-Grants and WBRS. For the AmeriCorps Terms of Service issue, a 90 day no-cost extension can be provided to

subgrantees by the Executive Committee or the State Commission, on a case-by-case basis.

Max Laird suggested that the above issues be addressed by State Commission staff at the subgrantee training which will be held in Bismarck on January 10-12, 2005.

Learn & Serve Update

Dale Patrick from the Department of Public Instruction reported that last year's \$47,000 grant award went to Valley City, North Dakota. Federal funds for a continuation project have been awarded in the amount of \$45,992. The 2005 Learn & Serve grant will work in cooperation with Youthworks and Valley City State University.

Commission Planning and Discussion

-State Commission staff should brainstorm on available resources for programs both statewide and nationally.

-Max Laird suggested that the State Commission schedule the January 2006 State Commission meeting during the week of and in the city where Marketplace will be held.

-The Grants Committee will meet during mid/late March 2005.

-Sharon Hart suggested a face-to-face orientation for new members to be completed as soon as they are appointed and prior to the member's first Commission meeting.

-Jim Hirsch mentioned that the State Commission website has been recently re-designed for member convenience.

-Jim Hirsch explained that a Bill draft is being introduced to the Legislature by Senator Rich Wardner to eliminate the need for AmeriCorps member unemployment insurance coverage.

Adjournment: Rosella Grant asked for a motion to adjourn the meeting.

Motion: Dave Massey made a motion to adjourn the meeting. Leo Cummings 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 April 6, 2005, in Bismarck, North Dakota.

Action Plans:

- + All action items will be included in future minutes in addition to any Director's reports to make sure all topics are covered.**
- + Members will review and approve the Complaint and Grievance Procedure in addition to the Debt Collection Policy at the April 6, 2005, meeting.**
- + Jerry Houn to conduct programmatic reviews in the next few months for all subgrantees.**
- + Jerry Houn to address issues/concerns/resolutions with subgrantees at the January 10-12, 2005, training event.**
- + State Commission staff should brainstorm some available resources for programs both statewide and nationally.**
- + State Commission staff to schedule the January 2006 State Commission meeting during the week of/city of Marketplace.**
- + The Grants Committee to meet during March 2005.**
- + State Commission staff to provide face-to-face orientation for new members to be completed as soon as they are appointed and prior to the member's first Commission meeting.**