



**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
APRIL 20, 2005**

Meeting Date, Time & Place: April 20, 2005, 10:00 a.m., Job Service North Dakota, 1601 East Century Avenue, Bismarck, North Dakota 58503.

Members Present: Max Laird, Rosella Grant, John Pohlman, Lisa Ringstad, Gloria Maragos, Helen Funk (on behalf of Carol Olson), Debbie Painte (on behalf of Dr. David Gipp), Dave Massey, Cathi Christopherson, Wayne Kutzer, and Jim Hirsch.

Members Absent: Carol Olson, Dr. David Gipp, Dr. Sharon Hart, Leo Cummings, Jim Dahlen, and Brittni Alm.

Guests Present: Dale Patrick, Deb Schiefelbein, Ruth Lacher, Cornelius Grant, Jerry Houn, Leona White Hat, Randi Roerick, Cheryl Benjamin, Monique Vondall, 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 around the room.

Administrative Announcements: Jim Hirsch stated that Al Lukes submitted his resignation letter in March 2005 due to increased work commitments at Dakota Gasification Company. Also, lunch will be catered in and Jill Splonskowski has travel

voucher and honorarium forms available if members need reimbursement for the Commission meeting.

Approval of Agenda: Rosella Grant added an Executive Committee Report under the Chair's Report.

Approval of Minutes: Rosella Grant asked for a motion to approve the January 5, 2005, minutes.

Motion: Dave Massey moved for approval of the January 5, 2005, minutes. Gloria Maragos seconded the motion. Motion carried.

Chair's Report

2003-2005 Biennium Budgets:

Jim Hirsch reviewed the 2003-2005 Biennium Budgets with members. The Administrative Budget is 75% lapsed as of February 28, 2005. Salaries were 62% expended. Operating expenses are 26% expended. The PDAT Budget is 52% expended in salaries/wages, and total operating costs are at 17%. The Disability Budget reflects 35% expenditures in salaries/wages, and total operating is at 3%.

Senate Bill 2172:

Jim Hirsch stated that Senate Bill 2172 passed successfully through the House and the Senate. Senate Bill 2172 will be implemented as of March 17, 2005.

Executive Committee Report:

Jim Hirsch explained that the Executive Committee met on April 15, 2005, and requests for member extensions are being recommended for the Fargo-Moorhead Family YMCA and Youthworks.

Rosella Grant asked for a motion to accept the Executive Committee's recommendation for acceptance of the Fargo-Moorhead Family YMCA and Youthwork's member extensions.

Motion: Dave Massey moved to accept the Fargo-Moorhead Family YMCA and Youthwork's member extensions. Cathi Christopherson seconded the motion. Motion carried.

Rosella Grant asked for a motion to accept the Chair's Report.

Motion: Wayne Kutzer moved to accept the Chair's Report. Max Laird seconded the motion. Motion carried.

Commission Policies

Complaint and Grievance Procedure:

Jim Hirsch explained that we have received several other state samples, but nothing has been developed to date. Once the State Commission gets input from Mary Kae Kelsch at the Attorney General's Office, the draft Complaint and Grievance Procedure will be made available at the next meeting.

Policy 1-11-05 (0) Findings, Resolution and Debt Management Policy:

Jim Hirsch stated that the purpose of the Debt Collection Policy is that the State Commission has responsibility for insuring prompt, appropriate, and aggressive debt collection action be taken to recover any funds misspent by the grantee or subgrantees. The State Commission has adopted a monitoring policy that requires the Department of Commerce as the grant recipient, to implement a timely and aggressive debt collection policy.

Max Laird suggests that a set timeline by both parties should be implemented into the Findings, Resolution, and Debt Management Policy which addresses the final findings based on missing a due date. (The Executive Committee would also have the authority to extend these timelines).

Jim Hirsch will get input from the Attorney General's Office and will implement the corrective action paragraph into the Policy.

Motion: Max Laird moved to approve adoption of the Policy pending reconciliation of date and time issues per discussion. Gloria Maragos seconded the motion. Motion carried.

Motion: Max Laird amended the previous motion to postpone action on this motion until a subsequent regularly scheduled meeting. Dave Massey seconded the motion. Motion carried.

Policy 1-12-05 (0) Election of Chairperson:

Motion: Max Laird moved to adopt the Election of Chairperson Policy as an amendment to the By-Laws rather than inclusion in the State Commission Policies. Dave Massey seconded the motion. Motion carried.

AmeriCorps*State Subgrantee Reports

Jerry Houn gave some updates of the North Dakota AmeriCorps Subgrantee Contracts:

- 1) Cooperstown Community Activities Authority – finished the 2003-2004 Contract and all members have completed their hours. They accomplished their goals and are up and running with the 2004-2005 Contract. They underwent a programmatic review

in March 2005 and a fiscal review in December 2004. All Financial Status Reports and Progress Reports are current.

- 2) Fargo-Moorhead Family YMCA – they currently have all members on board and are looking to extend their 2004-2005 Contract. They are working with the One Star Foundation to complete their performance measures. Programmatic and fiscal reviews have not been conducted because the project is still new.
- 3) Jamestown Public School District #1 – they have members on board, but have some slots available. They have a summer program which will fill some of those slots. A programmatic review was conducted in March 2005.
- 4) North Dakota Council on Abused Women’s Services – two Contracts are open. The 2003-2004 Contract will be finished prior to beginning the 2004-2005 Contract. Programmatic and fiscal reviews were conducted with a few issues that have been resolved.
- 5) Tri-College (Red River Basin Watershed Institute) – Jerry Houn conducted a programmatic review reflecting some disallowed costs on member hours - which has been corrected. They are not participating in the 2004-2005 grant Contract. They have not filed any fiscal claims to date; therefore, a fiscal review has not been completed.
- 6) Western Wellness Foundation – they have members serving and they have chosen not to fill some of their available slots. They underwent a programmatic review, but not a fiscal review due a lack of fiscal claims to date.
- 7) Youthworks – they are finishing up their 2003-2004 Contract. They have filled all slots and member hours. They had a fiscal finding of over-reporting match and have submitted a corrective action plan to that finding.

Jerry Houn mentioned that he will be conducting fiscal reviews in June/July 2005 for all subgrantees.

Learn & Serve Update

Dale Patrick from the Department of Public Instruction reported that Valley City State University is participating in the Learn & Serve Grant. The Valley City project has conducted grounds maintenance and they planted 150 trees. The Learn & Serve Grant allows students to help out with tutoring, mentoring, computer training, and they have a \$14,000 carry-over in their budget. In February 2005, the Bismarck Public School District awarded Youthworks a \$27,000 grant.

A continuation application for the third year of funding has been submitted for another \$47,000 grant for the Department of Public Instruction.

CNCS Project Update

John Pohlman gave members an update on the progress of several CNCS projects. VISTA projects are full and Senior Corps remains successful. Beyond Shelter VISTA members teamed up with NDSU VISTA's for their 2005 Martin Luther King Day project which focused on creating awareness of the mentoring programs in the areas served.

Monique Vondall explained that she is currently working with the University of North Dakota as a VISTA supervisor to provide research grants, computer training, and internships on the reservations throughout North Dakota, in addition to identifying and addressing poverty-related issues. The project has established relationships with the Mandan, Hidatsa, Arikara Nation, Standing Rock Sioux Tribe, Trenton Indian Service Area, and the Turtle Mountain Band of Chippewa. Recruitment is based on a statewide and national level.

Leona White Hat gave an update on the Corporation for National & Community Service activities. The Corporation is currently developing a Five Year Strategic Plan and a grants management/expired funds piece. Service Learning and 21st Century Funds are being focused on as well as higher education initiatives in the Plan. A budget hearing is going to be held by David Eisner on April 20, 2005, and budgets will be tight this year since it will be the most competitive year for funding since the Corporation's inception.

Grants Committee Report Update

Jerry Houn explained that three individuals with grants experience were part of the Peer Review Committee. The five continuation applications reviewed were:

1. Cooperstown Community Activities Authority
2. Fargo-Moorhead Family YMCA
3. Jamestown Public School District #1
4. Western Wellness Foundation, Inc.
5. Youthworks

Max Laird stated that as a member of the Grants Committee, refining the Committee is a constant ongoing process, and the determination of the Grants Committee is to recommend funding for all five continuation grant applications.

Motion: Max Laird moved to fund all five continuation grants. Dave Massey seconded the motion. A voice vote carried the motion; however, Lisa Ringstad abstained from voting.

Jerry Houn mentioned the possibility of recommending planning grants in the near future to help out any new applicants with the updated requirements of the AmeriCorps program.

Motion: Max Laird moved that Jerry Houn be authorized to amend the RFP to include opportunities for Planning Grants in the future. Dave Massey seconded the motion. Motion carried.

Next, Max Laird mentioned that there is still approximately \$78,000 of AmeriCorps funds unencumbered in Program Year 2005-2006.

Motion: Max Laird moved that Jerry Houn be authorized to notify agencies previously indicating an interest in applying and open an application period for use of the remaining funds. Dave Massey seconded the motion. Motion carried.

Jerry Houn explained that the RFP will be opened up to the public with a May 18, 2005, submission deadline. By mid-June 2005, the Grants Committee will meet to review the new applications. All new subgrantees will begin their Contracts on the same date as the five continuation subgrantees.

Old Business

New Member Orientation:

Jim Hirsch stated that a Powerpoint presentation and binders are being put together for newly-elected members to help them become familiar with the work of the Commission.

New Business

Commission Planning and Discussion:

Rosella Grant asked for volunteers to serve on a Nominating Committee (3 members) to elect the new Chairperson. The State Commission staff will conduct an electronic vote in order for members to be part of the election of the new Chairperson.

Lisa Ringstad volunteered to be a part of the Nominating Committee.

The process of electing a new Chairperson will be completed by July 15, 2005. Rosella Grant will call upon members to volunteer for the Nominating Committee. If members want to volunteer, they should call Rosella Grant.

Jim Hirsch mentioned the option of hosting a Summer Retreat with a new member orientation and a review of federal rules/regulations in late July/August 2005 in lieu of the June meetings.

Motion: Max Laird moved that the State Commission hold a re-organizational meeting in August 2005 (a date to be determined by staff). Cathi Christopherson seconded the motion. Motion carried.

Jerry Houn then discussed some available program resources for subgrantees. A Cross-Stream training event and a Senior Companion/VISTA Program training are currently being researched for events to be held in 2005.

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

Motion: Cathi Christopherson moved to adjourn the meeting. Gloria Maragos seconded the motion. Motion carried.

The meeting was adjourned.

Action Plans:

- + The Complaint and Grievance Procedure will be reviewed with the Attorney General's Office and placed on the next meeting agenda for approval.**
- + The Findings, Resolution and Debt Management Policy will be placed on the next meeting agenda for approval.**
- + Jim Hirsch to amend the By-Laws to include the Election of Chairperson Policy language.**
- + Jerry Houn to conduct fiscal reviews of all Subgrantees during Summer 2005.**
- + Jerry Houn will amend the 2005-2006 RFP to include opportunities for Planning Grants in the future.**
- + Jerry Houn will notify agencies previously indicating an interest in applying for funds and open up an application period for use of the remaining \$78,000.**
- + State Commission staff will conduct an electronic vote in order for members to be part of the election of the new Chairperson.**
- + The process of electing a new Chairperson will be completed by July 15, 2005. Rosella Grant will call upon members to volunteer for the Nominating Committee. If members want to volunteer, they should call Rosella Grant.**
- + Jerry Houn to conduct research on State Commission training events.**