



**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
OCTOBER 19, 2005**

Meeting Date, Time & Place: October 19, 2005, 9:30 a.m., North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, North Dakota 58503.

Members Present:

Bismarck: Gloria Maragos, John Pohlman, Jim Hirsch, Lisa Ringstad, Debbie Painte (on behalf of Dr. David Gipp), Helen Funk (on behalf of Carol Olson), Lee Lampert, Dave Massey, Charles Axtman, T. J. Russell, Wayne Kutzer, Rosella Grant, Leo Cummings.

Minot: Jackie Velk.

Members Absent: Carol Olson, Dr. Sharon Hart, Dr. David Gipp, Jim Dahlen, Bruce Walker.

Guests Present: Jerry Houn, Cornelius Grant, JoLynn Webster, Dale Patrick, Dr. Bryce Fifield, Julie McKenzie, and Jill Splonskowski.

Opening Remarks & Introductions: The Vice-Chair, Wayne Kutzer provided a welcome to everyone. The Vice-Chair proceeded with asking members and guests to introduce themselves around the room.

Administrative Announcements: Jim Hirsch explained that travel vouchers are available for members and lunch will be catered in.

Approval of Agenda: Wayne Kutzer asked for approval of the agenda as presented.

Motion: Charles Axtman moved to approve the agenda. Gloria Maragos seconded the motion. Motion carried.

Approval of Minutes: Rosella Grant asked for a motion to approve the April 20, 2005, minutes.

Motion: Dave Massey moved to approve the April 20, 2005, minutes. Gloria Maragos seconded the motion. Motion carried.

Chair's Report

2003-2005 Biennium Budgets:

Jim Hirsch reported that not all funds were expended during the Biennium due to the fact that the fiscal year overlaps between PeopleSoft and the Corporation on National & Community Service. The 2005-2007 Budget was recently e-mailed out to members and little activity has been done since July 2005 is the first month of the fiscal year. The Administrative Budget requires a 50% match; however, the PDAT and Disability Budgets do not require matching funds.

2006 Meeting Dates:

Jim Hirsch reviewed the proposed 2006 meeting dates and members do not have any discrepancies at this time.

Commission By-Laws & Policies

By-Laws:

Jim Hirsch presented the revised By-Laws for approval with some proposed changes regarding the membership (total voting members and terms of appointment).

Rosella Grant asked for a motion to approve the revised By-Laws.

Motion: Gloria Maragos moved to approve the revised By-Laws. Wayne Kutzer seconded the motion. Motion carried.

Findings, Resolutions & Debt Management Policy:

Jim Hirsch presented the updated Findings, Resolutions & Debt Management Policy after receiving input from Mary Kae Kelsch at the Attorney General's Office regarding findings and procedures for disallowed costs.

Rosella Grant asked for a motion to approve the Findings, Resolutions & Debt Management Policy.

Motion: Lee Lampert moved to approve the Findings, Resolutions & Debt Management Policy. Gloria Maragos seconded the motion. Motion carried.

Grievance & Complaint Policy:

Jim Hirsch has researched and updated this Policy which establishes a pre-complaint process to resolve issues at the lowest level, then goes onto the Executive Committee, then onto a Grievance Hearing & Binding Arbitration.

Rosella Grant asked for a motion to approve the Grievance & Complaint Policy as corrected.

Motion: Charles Axtman moved to approve the revised Grievance & Complaint Policy. Lisa Ringstad seconded the motion. Motion carried.

Administrative Announcements

Rosella Grant welcomed new members and thanked the Nominating Committee (Carol Olson, Lisa Ringstad, Gloria Maragos) for their work over the last few months.

Rosella Grant also mentioned that a letter from Max Laird was submitted to the Commission since his term ended and members are free to read at their leisure today.

Rosella Grant requested that membership lists be included in all future meeting packets and that the Commission look at holding shorter meetings (possibly 9:30 a.m. – 1:00 p.m. and skip lunch).

Executive Committee Appointments:

Rosella Grant reported that Charles Axtman has been appointed to serve on the State Commission Executive Committee.

Grants Committee Appointments:

Rosella Grant asked for volunteers to serve on the Grants Committee. Volunteers should contact her or the State Commission staff if interested in serving.

CNCS Project Update

John Pohlman reviewed some highlights of Hurricane Katrina volunteers (VISTA) from UND and NDSU who served in units throughout Louisiana, Mississippi, and Texas working in nutrition centers and with the American Red Cross.

A conference was recently held in Bismarck which had over 800 volunteers in attendance and South Dakota officials are still working on implementing a State Commission.

AmeriCorps*State Sub grantee Reports

Fiscal Monitoring Update:

Jerry Houn reported on the following fiscal reports:

- 1) Cooperstown Community Activities Authority – 2003-2004 Contract was closed on June 15, 2005. Based on a miscalculation of AmeriCorps funding share of a computer they purchased and over-claimed member costs, they were required to refund some AmeriCorps funds, which they did. Upon receiving a check, the review was brought to a satisfactory close. The 2004-2005 Contract ends September 30, 2005, and a review will be conducted in November/December 2005.
- 2) Fargo-Moorhead Family YMCA – 2004-2005 Contract ends December 31, 2005, and a final review will be conducted in November/December 2005.
- 3) Jamestown Public School District #1 – 2004-2005 Contract ends December 31, 2005. A preliminary visit in July revealed concerns pertaining to in-kind match documentation, but proper documentation is now available. A final review will be conducted in November/December 2005.
- 4) North Dakota Council on Abused Women's Services – 2003-2004 Contract was closed on September 12, 2005. The 2004-2005 Contract ends June 14, 2006, and a review will be conducted in May 2006.
- 5) Western Wellness Foundation – 2004-2005 Contract ends September 30, 2005. A preliminary visit in July revealed concerns pertaining to in-kind match documentation, but proper documentation is now available. A final review will be conducted in November/December 2005.
- 6) Youthworks – 2003-2004 Contract closed January 15, 2005. The 2004-2005 contract ends December 31, 2005, and a final review will be conducted in November/December 2005.
- 7) Tri-College (Red River Basin Watershed Institute) – Tri-College had some issues getting slots filled and signed up members early. Upon receiving a claim, the contract was brought to a satisfactory close in 2003-2004, and the 2004-2005 Contract was terminated.

Programmatic Monitoring Update:

Jerry Houn explained that all sub grantees were notified that they must have members up and running within 30 days after their commitment date. Corrective action plans have been submitted and the approved plans will be used to determine compliance during the next review. Jerry Houn will work diligently in the future to make sure he is providing effective guidance to all sub grantees.

Learn & Serve Update

Dale Patrick from the Department of Public Instruction reported that a project in Valley City provided services to the historical society, members worked with seniors, and a mentoring program was implemented with 18 mentors. The other project funded through Bismarck Public Schools supports suspended and expelled youth in Bismarck and Fargo. A project to put together a guide for community service flashcard will be developed and distributed

nationwide in the near future. NDSU is interested in partnering on a Learn & Serve grant by using higher education funds.

Jim Hirsch mentioned that a North Dakota/Minnesota workgroup has been established and met last week to leverage funding and maximize resources available. This workgroup would fit within the scope of the Learn & Serve grant.

JoLynn Webster from the North Dakota Center for Persons with Disabilities then spoke about the goal of their grant which is to encourage people with disabilities to be engaged and supported in service to their communities. Training and technical assistance was provided between national service programs and their program participants. Recruitment materials were provided, ways to accommodate members, and how to provide support to their members. Their one year grant has been completed, but they are interested in working with the State Commission on disability-related issues. Between 10 and 15 individuals were served through their grant for students of transitional ages through adult.

Grants Committee Report Update

Jim Hirsch reported that the State Commission currently has 6 programs – 5 existing and 1 new (Grand Forks Public School District) and the total number of slots requested is 127.

Jerry Houn mentioned that there are already 14 potential applicants who are interested in funding for the 2006-2007 program year. The Notice of Intent to Apply would be due by mid February 2006 and a project calendar will be developed for structuring the 2006-2007 contracts. Community visits will be conducted in late Fall 2005 and the hope is that the contracts can go onto national competitive funding. The deadline for national competitive applications is January 2006. The Grants Committee should also look at mixed portfolios to streamline with the Strategic Plan. The Grants Committee membership will be finalized within the next few days.

AmeriCorps PDAT Plan Development

Jerry Houn explained that feedback from a survey indicated that members desired more guidance in performance measures, fiscal concerns, familiarization with OMB Circulars, and sustainability issues. A training event will be held for all sub grantees in Bismarck on November 15-16, 2005, covering the topics of leadership and sustainability. In June 2006, a cross-stream training event will be held to cover topics such as recruitment and managing volunteers as well as program/member management and support. Jerry Houn will e-mail all members the results of the survey needs for their information.

2006 NOFO AmeriCorps*State Formula

Jerry Houn reported that community visits will be conducted in November/December 2005. The Notice of Award would be sent out in mid December 2005. The Notice of Intent to Apply would be due by January 2006. Applications would need to be submitted into e-Grants by mid February 2006. The peer review team and Grants Committee would meet throughout March/April 2006, and the applications would be approved by the State Commission at their April 19, 2006, meeting.

AmeriCorps New Rules Update

Jim Hirsch and Jerry Houn reported on some of the new rules issued by the Corporation for National & Community Service and the goal identified to address the need for the rules.

Some of the goals are:

- 1) Make the AmeriCorps program stronger
- 2) Better leverage federal dollars
- 3) Increase AmeriCorps stability and predictability and
- 4) Position AmeriCorps for continued growth

Some of the significant topics are:

- 1) Sustainability (match)
- 2) Grant Selection Criteria
- 3) Performance Measures & Evaluations
- 4) Member Service (activities and tutoring requirements)
- 5) Flexibility

Some member service changes are: no more than 10% of term of service for fundraising and volunteer recruitment or support is required unless they receive a waiver from the Corporation.

Tutoring curriculum must be high quality and research based, and should identify strategies/tools to assess student progress and measure student outcomes. Match requirements are 15% of member support (non-federal cash) and 33% of operational costs (cash or in-kind). Years 4-10 match increases incrementally to 50% (with a waiver, alternative match increases to 35%). The Corporation will consider 2 types of waivers: regulatory match waiver and a statutory waiver.

The State Commission can carry out any national service program except AmeriCorps grant programs and Senior Corps programs. The Corporation will require one set of aligned measures that relate to a program's primary activity. Evaluations must cover at least 1 year. Grantees with an average annual grant of \$500,000 are required to have an independent evaluation. Smaller grants are required to perform an internal evaluation. The grant selection criteria percentages will shift priorities and the program portfolio will seek more diversity and sustainability.

New Business

Sustainability Plan & Corporation Strategic Plan:

Jerry Houn mentioned that sustainability will be a topic focused on at the November 2005 training event.

Jim Hirsch explained that the Corporation's Strategic Plan is available on the Corporation website if members are interested in viewing it. The website address is: http://cns.gov/about/role_impact/strategic_plan.asp.

Rosella Grant asked that future meetings be shortened from 9:30 a.m. – 1:00 p.m. instead of 3:30 p.m. This item will be reviewed by the Executive Committee and a decision will be brought back to the Commission.

Leo Cummings then requested that Jerry Houn work with him to provide technical assistance on a Native American grant application and requested from Jim Hirsch the option for funding to attend more national conferences. The State Commission staff will address both of these requests.

Medora Retreat:

Jim Hirsch explained that North Dakota's strengths and weaknesses were identified at the Medora Retreat on August 16-17, 2005. Some areas of concern discussed at the Retreat were:

- Aging workforce
- High dropout rates on American Indian Reservations
- Youth leaving the state
- Small communities experiencing skill gaps
- Need for youth programs

Some strengths in North Dakota are that the state has a highly-educated and productive workforce, high rate of graduation, and a number of good career opportunities available in the state. It was determined at the Retreat that the Council should focus on how to reduce dropout rates, place more emphasis on training and retraining of incumbent workers, and target limited resources to meet the needs of high-growth industries. Another threat North Dakota faces is the need to let policymakers know the importance of workforce training as an investment.

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

Motion: Lee Lampert moved to adjourn the meeting. Charles Axtman seconded the motion. Motion carried.

The meeting was adjourned.

Action Plans:

- ◆ **Membership lists will be included in all future meeting packets.**
- ◆ **Volunteers should contact Rosella Grant or the State Commission staff if interested in serving on the Grants Committee.**
- ◆ **Grants Committee members (once appointed) will look at mixed portfolios to streamline with the Strategic Plan.**
- ◆ **Jerry Houn will e-mail all members the results of the survey needs.**

- ◆ **The Executive Committee will look at the possibility of shortening Commission meetings from 9:30 a.m. – 1:00 p.m. instead of 3:30 p.m. and a decision will be brought back to the Commission at the January 2006 meeting.**
- ◆ **State Commission staff will address Leo Cumming's request to provide technical assistance and funding for national conferences.**