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**MEETING MINUTES  
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL  
STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE  
JANUARY 11, 2006**

**Meeting Date, Time & Place:** January 11, 2006, 9:30 a.m., North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, North Dakota 58503.

**Members Present:** Helen Funk (on behalf of Carol Olson), Charles Axtman, Dave Massey, Debbie Painte (on behalf of Dr. David Gipp), Dr. Sharon Hart, Gloria Maragos, Jackie Velk, Leo Cummings, Lisa Ringstad, John Pohlman.

**Members Absent:** Bruce Walker, Carol Olson, Dr. David Gipp, Jim Dahlen, Lee Lampert, Rosella Grant, T. J. Russell, Wayne Kutzer, Jim Hirsch.

**Guests Present:** Jerry Houn, Deb Schiefelbein, Julie Eikamp, Jill Splonskowski.

**Opening Remarks & Introductions:** Dave Massey provided a welcome. Members and guests introduced themselves around the room.

**Administrative Announcements:** Jill Splonskowski explained that travel vouchers are available for members and lunch will be catered in. Also, Jim Hirsch is absent due to an Education Task Force meeting today.

**Approval of Agenda:** Dave Massey asked for approval of the agenda as presented.

**Motion: Charles Axtman moved to approve the agenda. Dr. Sharon Hart seconded the motion. Motion carried.**

Leo Cummings requested that any action items be moved up to the morning session due to his absence this afternoon and lack of a quorum. Dave Massey also requested taking a 5 minute morning break.

**Approval of Minutes:** Dave Massey asked for a motion to approve the October 19, 2005, minutes.

**Motion: Gloria Maragos moved to approve the October 19, 2005, minutes. Leo Cummings seconded the motion. Motion carried.**

### **Chair's Report**

#### Executive Committee Appointments:

Dave Massey mentioned that the current Executive Committee members are:

1. Charles Axtman
2. Dave Massey
3. James Hirsch
4. Lisa Ringstad
5. Rosella Grant
6. Wayne Kutzer

#### Grants Committee Appointments:

Dave Massey stated that the current Grants Committee members include:

1. Dave Massey
2. Jackie Velk
3. Lee Lampert

### **2006 Funding Application & Budgets**

#### Administration, PDAT, & Disability:

Jerry Houn explained that there is a 50-50 match required for the Administration Budget request of \$118,631. The PDAT Budget request is \$84,000 for 2006, and the Disability Budget request for 2006 is \$25,000. To date, the State Commission has received partial funding from the Corporation and is expecting to hear about the remainder of the funding award shortly.

### **Learn & Serve Update**

Dave Massey from the Department of Public Instruction reported that the Learn & Serve program has 2 grants (Youthworks ~ contract ended on December 31, 2005) and (Valley City Public School System ~ completing their 2<sup>nd</sup> year of funding).

The North Dakota Supreme Court is working on a mentoring grant that would be utilized by the Bismarck, Fargo, and Grand Forks Police Departments. Fargo Public Schools will administer the grant on behalf of the Police Departments.

The Department of Public Instruction is going to complete a formula grant application worth \$24,000 by February 6, 2006.

A small states grant application worth \$225,000 is being reviewed and a Committee of 5 individuals has been established to work on the application. The deadline for this grant is March 7, 2006.

### **CNCS Project/R & SVP Update**

John Pohlman introduced Julie Eikamp, the R & SVP Director in North Dakota. Julie reported that there are 7 offices in the state and 6 of those offices are under NDSU sponsorship. There are 2,800 volunteers in those 6 offices and over 3,000 in the state. Their volunteers served 453,000 hours last year. Members must be willing to volunteer and be at least 55 years of age. R & SVP serves non-profits and is trying to branch out to faith-based organizations. Some activities the volunteers perform are hospital waiting room aids, front desk help, parks and recreation activity money collectors, civic center ushers, help with newsletters for churches, and mental health association program volunteers.

The CHIPS program is a new program that mentors children ages 6-14 whose parents are incarcerated. Mentors are asked to complete 1 hour per week for 1 year by doing the following activities: taking the children to public places, practicing listening skills, and also placing some boundaries when necessary.

The average age of the R & SVP volunteers is 75 and they are hoping to see a reduction in age in the future. Newsletters are published to let the volunteers know what types of opportunities are available in the community each month. All mentors undergo a background check and attend training sessions to acquire necessary skills. Volunteers do not receive a living allowance, but do get reimbursed for travel expenses.

### **Commission Policies**

#### Policy 1-16-06 (0) Additional Voluntary Match Requirement:

Dave Massey asked for a motion to approve the policy.

**Motion: Dr. Sharon Hart moved to approve the Additional Voluntary Match Requirement Policy. Charles Axtman seconded the motion. Motion carried.**

Policy 1-17-06 (0) Application Score Sheets:

Dave Massey asked for a motion to approve the policy.

**Motion: Gloria Maragos moved to approve the Application Score Sheets Policy. Leo Cummings seconded the motion. Motion carried.**

Dave Massey was absent at this time and Dr. Sharon Hart chaired the meeting in his absence.

Policy 1-18-06 (0) Subgrantee Project Evaluation Requirement:

Dr. Sharon Hart asked for a motion to approve the policy.

**Motion: Charles Axtman moved to approve the Subgrantee Project Evaluation Requirement Policy. Jackie Velk seconded the motion. Motion carried.**

Policy 1-19-06 (0) Section III, Administrative Costs Budgeted Exceptions:

Dr. Sharon Hart asked for a motion to approve the policy.

**Motion: Leo Cummings moved to approve the Section III, Administrative Costs Budgeted Exceptions Policy. Gloria Maragos seconded the motion. Motion carried.**

Policy 1-20-06 (0) Counting On-Call Hours Towards Service:

Dr. Sharon Hart asked for a motion to approve the policy.

**Motion: Charles Axtman moved to approve the Counting On-Call Hours Towards Service Policy. Lisa Ringstad seconded the motion. Motion carried.**

Policy 1-21-06 (0) Peer Review Process:

Dr. Sharon Hart asked for a motion to approve the policy.

Motion: Jackie Velk moved to approve the Peer Review Process Policy. Leo Cummings seconded the motion. After some discussion, Dr. Sharon Hart suggests that a roll call vote is taken and the results of the roll call are as follows:

Charles Axtman – Aye  
Debbie Painte – Aye  
Leo Cummings – Aye  
Dave Massey – Aye

Gloria Maragos - Nay  
Jackie Velk - Nay  
Lisa Ringstad - Nay  
Dr. Sharon Hart - Nay  
Helen Funk (for Carol Olson) - Nay

**Motion is defeated.**

Jerry Houn will revisit the policy language and supply changes to the number of years required and performance measures for grants to undergo the peer review process. The policy will be tabled and brought back for approval at the April 19, 2006, State Commission meeting. Jerry Houn will send out a revised policy with language changes to all members for feedback.

Dave Massey returned as Chairman to the meeting.

Policy 1-22-06 (0) Process for Applications:

Dave Massey asked for a motion to approve the policy.

**Motion: Dr. Sharon Hart moved to approve the Process for Applications Policy. Gloria Maragos seconded the motion. Motion carried.**

**AmeriCorps\*State Subgrantee Reports**

Financial & Programmatic Monitoring Update:

Jerry Houn reported that the 2004-2005 contracts are being closed out. Site visits will be conducted in January 2006 and close-out will be completed by February 2006.

During May-June 2006, programmatic reviews will be conducted at 6 project sites. Fiscal monitoring includes reviews of accounting records. Programmatic reviews include past performance measures, visits with members, and assuring compliance. All close-outs must be done by September 30, 2006.

**Grants Committee Report Update – Changes to the Request for Proposal**

A new Request for Proposal process was implemented in 2005 whereby the State Commission developed a project development phase so that any new projects can take 3 months to complete work up front (develop job descriptions, identify community development partners, and targeted groups). A Notice of Intent to Apply must be submitted by January 27, 2006, to the State Commission by potential applicants. Applications are required to be placed into e-Grants by February 17, 2006.

Jerry Houn will be conducting e-Grants training on January 31, 2006, for applicants. The peer review team will meet in March 2006 and will score the applications over a 3 week time frame. The Grants Committee will meet in April 2006 and will make their recommendations for funding to the Commission at their April 19, 2006, meeting. Potential applicants can find the Request for Proposal, Notice of Intent to Apply, and application instructions on the website at <http://www.ndcommerce.com/wfd/ameri-corps/index.html>.

Dave Massey commended Jerry Houn on his outstanding work for the State Commission as the AmeriCorps Program Officer.

**Adjournment:** Dave Massey asked for a motion to adjourn the meeting.

**Motion: Gloria Maragos moved to adjourn the meeting. Dr. Sharon Hart seconded the motion. Motion carried.**

The meeting was adjourned.

**Action Plans:**

- ◆ **Jerry Houn will revise the language contained in the Peer Review Process Policy and e-mail out to all members for feedback. The Policy will be tabled and brought back for approval at the April 19, 2006, meeting.**