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**MEETING MINUTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE
APRIL 19, 2006**

Meeting Date, Time & Place: April 19, 2006, 9:00 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 (via phone), Gloria Maragos, Jackie Velk, Leo Cummings, Lisa Ringstad, Jim Dahlen, Rosella Grant, John Pohlman, Wayne Kutzer, and Jim Hirsch.

Members Absent: Bruce Walker, Carol Olson, Dr. David Gipp, Lee Lampert, and T. J. Russell.

Guests Present: Cornelius Grant, Jerry Houn, Julie Eikamp, Nancy Olson, Susan Terwilleger, and Jill Splonskowski.

Opening Remarks & Introductions: Rosella Grant provided a welcome and members/guests introduced themselves around the room.

Administrative Announcements: Travel vouchers are available for members and lunch will be served at 12:00 p.m.

Approval of Agenda: Rosella Grant asked for approval of the April 19, 2006, agenda.

Motion: Gloria Maragos moved to approve the agenda. Jackie Velk seconded the motion. Motion carried.

Approval of Minutes: Rosella Grant asked for a motion to approve the January 11, 2006, minutes.

Motion: Dave Massey moved to approve the January 11, 2006, minutes. Charles Axtman seconded the motion. Motion carried.

Chair's Report

Rosella Grant thanked Dave Massey for chairing the January 11, 2006, meeting on her behalf.

Rosella Grant also mentioned the Joint Council/Commission Retreat which will be held in Medora on July 31 – August 1, 2006, and that members are encouraged to attend. This Retreat will be in lieu of the September 2006 meeting. Registrations are due June 15, 2006.

Also, the Executive Committee members will gather today after the State Commission meeting to discuss the Unified State Plan and the June 2006 agenda.

2006 Budgets

Administration, PDAT, & Disability:

Jim Hirsch reported that the Administrative Budget balance as of February 2006 is \$42,737. Due to match requirements, the budget is limited. The maximum budget amount is \$125,000.

The PDAT Budget was recently approved and as of February 2006 the total salaries and operating is \$61,369. A Band Night Parade is planned for AmeriCorps members to march in during May 2006. A Cross Stream Training event is scheduled for June 2006 and a sustainability training is scheduled for September 2006.

The Disability Budget was recently approved for \$30,000 and a budget report will be provided at the June 2006 meeting. Cornelius Grant started his duties with the AmeriCorps program on March 1, 2006, as the Disability Inclusion Program Coordinator.

Learn & Serve Update

Dave Massey from the Department of Public Instruction reported on behalf of Dale Patrick. The Department of Public Instruction has recently been funded \$41,411 for the 2006-2007 Program Year which has a match requirement.

CNCS Project/VISTA

John Pohlman reviewed 2 brochures on the Corporation's Strategic Plan for 2006-2010.

Nancy Olson from the Fargo VISTA office reported that members are full-time and receive a living allowance. They currently have 9 slots (ages 23-75). They are in their 4th year of funding and are working on resource development models, marketing/public relations models, rural expansion models, and "impact" programming models. There are almost 3,000 VISTAs statewide located in Bismarck, Dickinson, Fargo, Grand Forks, Jamestown, Minot, Stanley, and Stanton. They have a 30% match requirement and conduct several fundraisers throughout the year.

Susan Terwilleger mentioned that they have VISTAs who are currently visiting the prison systems statewide to obtain permission from the parents/legal guardians to mentor their children through the CHIPs program (Children of Incarcerated Parents). The process involves background checks for mentors. Mentors must commit 1-3 hours per week for 1 year. The project provides training, data collection, and ultimately an assessment of results. A life-size puppeteer program through KOB (Kids on the Block) has recently started and had great success.

AmeriCorps*State Subgrantee Reports

Programmatic & Financial Monitoring Update:

Jerry Houn reported that final reports were provided for contracts closed out in Program Years 2003-2004 and 2004-2005 as follows:

Cooperstown Community Activities Authority- Were in compliance and closed out both previous grants. New progress reports for 2005-2006 will be provided at the June 2006 meeting.

Fargo-Moorhead Family YMCA - Closed out the 2004-2005 contract and all goals were met with only a few timesheet issues which were corrected.

Jamestown Public School District #1 – Closed out the 2004-2005 contract after their first year and made sure they were in compliance before enrolling any more members. They also submitted a corrective action plan.

North Dakota Council on Abused Women's Services – Completed their 2003-2004 contract and finished their 2004-2005 contract in September 2005. They had some match issues and submitted a corrective action plan.

Western Wellness – 2004-2005 contract year has ended, but they have some member and fiscal issues, so the closeout process is still ongoing.

Youthworks – 2003-2004 contract had a performance measure which was not met; however, a corrective action plan was submitted and the 2004-2005 contract ended in December 2005.

Grants Committee Report

Dave Massey reported that the Grants Committee consisted of:

- Jackie Velk
- Lee Lampert
- Dave Massey

The Committee met in April 2006 and grant requests between the 8 applications exceeded the \$500,000 available in North Dakota formula funds. The Fargo-Moorhead Family YMCA plans to apply competitively, but if they are not funded, they could come back in the state formula pool and other projects may need to be cut. The new competitive applicant funding notifications should be posted by the Corporation on National & Community Service within the next 3-4 weeks.

The Grants Committee outlined two different scenarios for members to consider depending on whether or not the Fargo-Moorhead Family YMCA gets competitive funding.

Rosella Grant asked for a motion to approve the Grant Committee's recommendation to approve the two scenarios (**see Attachment A**).

Motion: Jim Dahlen moved to approve the two scenarios for AmeriCorps funding. Dr. Sharon Hart seconded the motion. Motion carried.

Old Business - Commission Policy

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

Rosella Grant asked for a motion to approve the policy.

Motion: Leo Cummings moved to approve the Peer Review Process Policy. Gloria Maragos seconded the motion. Motion carried.

New Business – Commission Policies

Policy 1-6-04 (1) Match Policy:

Rosella Grant asked for a motion to approve the policy.

Motion: Jim Dahlen moved to approve the Match Policy. Dave Massey seconded the motion.

After member discussion, it is decided that Jerry Houn will add additional language over the lunch hour today to clarify quarterly reporting. A roll-call vote is taken and the results are as follows:

Charles Axtman – Aye

Gloria Maragos - Nay

Rosella Grant - Aye
Dave Massey – Aye
Wayne Kutzer - Aye
Dr. Sharon Hart - Aye
Lisa Ringstad – Exempt

Jackie Velk - Nay
Leo Cummings - Nay
Helen Funk (for Carol Olson) – Nay
Jim Dahlen – Nay
Debbie Painte - Nay

6 Nay, 5 Aye, 1 exempt

Motion is defeated.

Policy 1-22-06 (1) Process for Competitive Funding Applications:

Rosella Grant asked for a motion to approve the policy.

Motion: Dave Massey moved to approve the Process for Competitive Funding Applications Policy. Jackie Velk seconded the motion. Motion carried.

Policy 1-23-06 (0) Submitting Formula Funded Expansion Applications:

Rosella Grant asked for a motion to approve the policy.

Motion: Jim Dahlen moved to approve the Submitting Formula Funded Expansion Applications Policy. Dave Massey seconded the motion. Motion carried.

Policy 1-24-06 (0) Applicant Definitions:

Rosella Grant asked for a motion to approve the policy.

Motion: Gloria Maragos moved to approve the Applicant Definitions Policy. Dr. Sharon Hart seconded the motion. Motion carried.

Policy 1-25-06 (0) Performance Measures & Plan:

Rosella Grant asked for a motion to approve the policy.

Motion: Gloria Maragos moved to approve the Performance Measures & Plan Policy. Wayne Kutzer seconded the motion.

After member discussion, a voice vote is taken and the motion is carried.

Policy 1-26-06 (0) Budget Adjustments:

Rosella Grant asked for a motion to approve the policy.

Motion: Dave Massey moved to approve the Budget Adjustments Policy. Wayne Kutzer seconded the motion. Motion carried.

Policy 1-27-06 (0) Administrative Costs Claiming Procedures:

Rosella Grant asked for a motion to approve the policy.

Motion: Charles Axtman moved to approve the Administrative Costs Claiming Procedures Policy. Dave Massey seconded the motion. Motion carried.

Policy 1-28-06 (0) Member File Checklist:

Rosella Grant asked for a motion to approve the policy.

Motion: Jim Dahlen moved to approve the Member File Checklist Policy. Leo Cummings seconded the motion. Motion carried.

Policy 1-29-06 (0) Performance Measures Passing Grades:

Rosella Grant asked for a motion to approve the policy.

Motion: Jim Dahlen moved to approve the Performance Measures Passing Grades Policy. Dave Massey seconded the motion. Motion carried.

Policy 1-30-06 (0) Submitting AmeriCorps Formula Applications:

Rosella Grant asked for a motion to approve the policy.

Motion: Wayne Kutzer moved to approve the Submitting AmeriCorps Formula Applications Policy. Gloria Maragos seconded the motion. Motion carried.

Policy 1-31-06 (0) Subgrantee Progress Reporting:

Rosella Grant asked for a motion to approve the policy.

Motion: Gloria Maragos moved to approve the Subgrantee Progress Reporting Policy. Charles Axtman seconded the motion. Motion carried.

Policy 1-32-06 (0) Monthly Reimbursement Process:

Rosella Grant asked for a motion to approve the policy.

Motion: Dave Massey moved to approve the Monthly Reimbursement Process Policy. Wayne Kutzer seconded the motion. Motion carried.

Policy 1-6-04 (1) Match Policy:

After revising the Match Policy, the words State Commission will be added in addition to the policy language added during the lunch hour by Jerry Houn.

Rosella Grant asked for a motion to approve the policy.

Motion: Gloria Maragos moved to approve the revised Match Policy. Jackie Velk seconded the motion. Motion carried.

Commission Planning & Discussion

Leo Cummings requested that the State Commission staff work with the tribal organizations on future planning grants.

Dave Massey suggested that the meetings begin at 9:30 a.m. instead of 9:00 a.m.

The meeting was adjourned.

Action Plans:

- + Council members are encouraged to attend the Medora Retreat on July 31 – August 1, 2006. Registration is due by June 15, 2006.**
- + Jerry Houn to inform members by e-mail whether or not the Fargo-Moorhead Family YMCA received national competitive funding in order to carry out the scenario required to fund the 2006-2007 AmeriCorps applicants.**
- + State Commission staff work with tribal organizations on future planning grants.**
- + Revise future State Commission agendas to begin meetings at 9:30 a.m. instead of 9:00 a.m.**

Attachment A

2006- 2007 Grants Committee Report

The North Dakota State Commission on National and Community Services received 8 applications for funding.

- 6 applications from projects that were funded in 2005-06 (all 6 applied)
- 1 application from a project that received funding in 2003-04 and 2004-05 but not in 2005-06
- 1 new applicant that has not received AmeriCorps formula funding before

The State Commission receives funding for 43.000 Member Service Years (AKA FTEs) and \$500,000 annually in the form of formula funds.

The applicants submitted the following requests:

Member Service Years (MSYs)	Current	Expansion	Total
Cooperstown Community Activities Authority	11.675	1.000	12.675
Fargo-Moorhead Family YMCA	4.000	13.000	17.000
Grand Forks Public Schools District #1	4.000	.500	4.500
Jamestown Public Schools District #1	6.250	-0.625	5.625
ND Council on Abused Women's Services	0.000	4.000	4.000
University of North Dakota (new)	0.000	3.200	3.200
Western Wellness Foundation, Inc.	11.100	3.000	14.100
YouthWorks	3.750	.175	3.925
Total	40.775	24.250	65.025

As you can see, the applicants, in total are requesting more MSYs than the State Commission has available. The Corporation leaves the formula funding decisions to the State Commissions.

There are a number of firsts for us to consider this year.

1. The State Commission has more requests than MSYs available.
2. Also, for the first time, the State Commission has a project in the state of North Dakota applying for Competitive funding: the Fargo-Moorhead Family YMCA.

Because of this competitive funding request and Policy #1-22-06, Process for Applications, the State Commission is presented with a new element in determining who they will fund with the available formula funds. That new element requires the State Commission to consider two different funding scenarios.

Scenario #1:

1. Which proposals should we fund? and
2. At what level if the Fargo-Moorhead Family YMCA ***does not*** receive Competitive funding?

Under Scenario #1: The Grant Committee proposes funding the following if the Fargo-Moorhead Family YMCA ***does not*** receive Competitive funding.

- It is proposed the current applicants MSYs levels be rolled back to their 2005-06 level of funding;
- It is proposed that the University of North Dakota's application be dropped from consideration because their request results in a cost of \$12,998.75 per MSY, which exceeds the \$12,600 amount the State Commission has communicated to the applicants as an acceptable cost level;
- It is proposed that Western Wellness Foundation Inc's. application be dropped because they are the lowest scoring applicant in a service category that includes 3 applicants;
 - Of the 8 applicants, there are 5 services categories: 3 applicants selecting after-school programs; 2 applicants selecting Tutoring and Child (Elementary) Literacy; 1 selecting Family Violence; 1 selecting Service Learning and 1 selecting Companionship/Outreach
- It is proposed, after the above steps are taken resulting in available MSYs, that the Fargo-Moorhead Family YMCA be considered for partial expansion, limited by available MSYs.
- This results in .950 MSY and \$976.34 remaining.

Scenario #2:

1. Which proposals should we fund? and
2. At what level if the Fargo-Moorhead Family YMCA **does** receive Competitive funding?

Under Scenario #2: The Grant Committee proposes funding the following if the Fargo-Moorhead Family YMCA **does** receive Competitive funding.

- It is proposed the current applicants MSYs levels be rolled back to their 2005-06 level of funding;
- It is proposed that the University of North Dakota's application be dropped from consideration because their request results in a cost of \$12,998.75 per MSY, which exceeds the \$12,600 amount the State Commission has communicated to the applicants as an acceptable cost level;
- It is proposed that expansion be considered for projects, keeping diversity as a major consideration: the funding will reflect the expansion of 3 projects: Cooperstown, Grand Forks Public Schools and YouthWorks. Western Wellness Foundation, Inc's., expansion is not being considered because of the diversity element and their previous year's track record in combination with current trends
- This results in 1.175 MSY and \$8,908.00 remaining.