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**MEETING MINUTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE
JANUARY 10, 2007**

Meeting Date, Time & Place: January 10, 2007, 9:30 a.m., North Dakota Association of Counties, 1661 Capitol Way, 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), Gloria Maragos, Jackie Velk, Jim Dahlen, Leo Cummings, Lisa Ringstad, Rosella Grant, Jim Hirsch, and Deb Schiefelbein.

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

Guests Present: Becky Telin, Dale Patrick, Jerry Houn, Jill Deitz, Jill Schwab, Joe Sykora, Kara Muskie, Kaye Knudson, Lyle Halvorson, and Marlowe Kro.

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 January 10, 2007, agenda.

Motion: Gloria Maragos moved to approve the January 10, 2007, agenda. Jim Dahlen seconded the motion. Motion carried.

Approval of Minutes: Rosella Grant asked for a motion to approve the September 13, 2006, minutes.

Motion: Charles Axtman moved to approve the September 13, 2006, minutes. Jackie Velk seconded the motion. Motion carried.

Chair's Report

CNCS Site Visit:

Rosella Grant gave an overview of Kira Weiss's site visit report which had positive comments. The Commission staff is working on getting a youth member appointed to the State Commission and hope to have this accomplished by the April 18, 2007, meeting.

Resolution Update – Rough Rider Industries:

Rosella Grant reviewed the updated Resolution and electronic vote which passed by a majority. The Resolution will be finalized and posted on the website.

2006 Budgets

Administration, PDAT, & Disability:

Jerry Houn reported that the Administrative, PDAT, and Disability Budgets were recently approved by the Corporation; however, the Governor has not accepted the proposed enhanced budget to support operation of the State Commission. The State Commission is now at a 50% match requirement and the total amount of federal funding available under the State Commission's Administration is \$125,000 per year. In order to access the full amount of federal funds, the State Commission would need \$125,000 in non-federal match. The current level of non-federal match is approximately \$61,000, the same as it was in 2002 when the Commission was formed. A request was submitted for an enhanced budget to the Governor in the amount of an additional \$100,000 for the biennium. This was not approved.

For the next biennium, the first priority for use of State Commission funding will be 1) 50% of the staff and fringe for the Program Officer, 2) Operating Costs associated with the staff assigned to the State Commission support, 3) Travel required for the administration of the AmeriCorps Program. Remaining funding would be available to support ongoing activities of the State Commission and costs for State Commission meetings. This will need to be monitored very closely.

We met with staff of the Governor's Office to discuss the impact of their funding decision. We know this will impact our ability to effectively administer the AmeriCorps*State Formula Program and meet the Administrative Standards set by the Corporation for National and

Community Service. We discussed three options which the Governor's Office needs to consider in light of the funding limitations faced by the State Commission:

1. Transfer the State Commission Administration to an agency or organization that has sufficient non-federal match resources;
2. Dissolve the State Commission - impact would be the loss of State AmeriCorps*State Formula and Learn and Serve America funds. (This would not necessarily mean the loss of AmeriCorps projects); or
3. Operate within existing resources and be prepared for non-compliance with Administrative Standards, meeting State Service Plan and full compliance with AmeriCorps*State Formula guidelines.

State Commission Staff are working with staff from the Governor's Office to come up with options which could include combining the Faith-Based Office with the State Commission. The challenge is that the Faith-Based Office is not funded at this time.

We see the limitation of funding for the State Commission as the most important challenge facing the long-term success of the State Commission.

Learn & Serve Update

Dale Patrick reported that the Valley City grant is in its fourth and final year of funding. The grant received a 1 year no-cost extension from the Corporation for National and Community Service. The grant amount is \$45,817.66 and funds must be expended by June 30, 2007. Some activities conducted through this grant were: reading to young students, meals on wheels, asset mentoring, childcare, and working with developmentally disabled individuals.

The North Dakota Supreme Court issued funds to the Fargo School District for high-risk youth referred by juvenile drug court. The participants have an average of 4.5 offenses prior to entering drug court. The grant is in its first of three years for a total planned expenditure of \$40,523. Match dollars are currently coming from the Fargo Police Department. The goals of this project include:

- 1) To provide participants with positive role models
- 2) To enhance the writing and reading skills of the participants
- 3) To provide meaningful community service projects for participants
- 4) To reduce alcohol and drug recidivism amongst the participants by 20%
- 5) To improve attitudes of participants towards law enforcement and their community

Dale Patrick read one of the memoirs of a participant in the Fargo program which just reinforces the positive impacts.

CNCS Project Update

Deb Schiefelbein mentioned that the 2007 Briefing Book will be updated and e-mailed out to members.

Senior Companion Program Update:

Becky Telin gave members an overview of the Senior Companion program in North Dakota. Seniors who are 60 years and older who meet income guidelines are recruited and trained. They receive a stipend and other benefits. They provide one-on-one support to other seniors that have emotional or physical limitations. There is no charge to the client and they serve in the areas of personal care, home management, nutrition, social information and advocacy, visits to the lonely and elderly in their homes, and help individuals remain in their homes. Senior Companions contribute to a senior's social, mental, and physical well being and are able to remain active in their communities in addition to having a supplemental income. Senior companions served over 90,000 hours and over 900 clients in North Dakota in 2006. They also work on the Native American Indian Reservations and will be adding services in Fort Yates, ND.

Resolution Update – Foster Grandparents/Senior Companions:

Helen Funk reviewed the language contained in the Resolution regarding changes in the age requirements and income eligibility for seniors volunteering as Foster Grandparents and Senior Companions.

Motion: Helen Funk moved to accept and approve the Resolution. Jim Dahlen seconded the motion. Before the motion carries, members request that the Resolution be sent to the Corporation. Dave Massey also requests that the Resolution be sent to Congressional Delegation for their review and response. Motion carried.

Deb Schiefelbein reviewed some handouts and encouraged North Dakota to participate in the Martin Luther King Jr. Day of Service on January 15, 2007.

AmeriCorps*State Subgrantee Reports

Jerry Houn reviewed some examples of slots/members/funding comparisons in states similar in size to North Dakota (Wyoming, Montana, etc...)

Financial & Programmatic Monitoring Update – 2005-2006:

Cooperstown Community Activities Authority: Met all goals programmatic with some repeat findings and Jerry Houn will review those with CCAA on February 1, 2007. Financially they had some findings which were immediately corrected.

Fargo-Moorhead Family YMCA: Filled all 8 slots, met all 3 goals. Clean on both programmatic and fiscal reviews.

Grand Forks Public School District #1: They have not been eligible to fill their slots until they complete their project development phase. For their 2007 contract, they have filled all 16 of their slots. They did not meet overall goals because of late enrollments and not being able to fill their slots. Clean on both programmatic and fiscal reviews.

Jamestown Public School District #1: Some members did not complete their hours of service due to late enrollments and non-committals. They were not able to meet goals because expectations were set too high. Fiscal review was clean. Programmatic review had one finding which will be monitored online in the future. They filled all of their slots.

North Dakota Council on Abused Women's Services: They have 8 members, of which 2 did not complete. They did not report final outcomes which is a finding and a letter has been sent. Clean fiscally, but they had a few programmatic findings. A review will be conducted by Jerry Houn in February 2007. They will not be applying for funds in program year 2007-2008.

Western Wellness Foundation, Inc.: On-site reviews were conducted and a Settlement was reached to grant them a 42% match instead of the 67% match requirement. The State Commission staff worked with the Attorney General's Office and the Corporation on National and Community Service to resolve the match issue and bring the 2004-2005 and 2005-2006 grants to a close. This project was not chosen for funding in 2006-2007. The Office of Inspector General will be conducting a review at the Dickinson site in 2007.

YouthWorks: Three (3) members were unable to complete their time, but they have filled all of their slots and revised their performance goals. The fiscal review had 1 finding, but they have been clean ever since. There are a couple of programmatic findings which have been addressed and are expected to be fully resolved.

Jerry Houn explained that in 2006-2007, the full \$500,000 allocation has been spent. There are currently 6 projects with 122 slots and 42.325 FTEs. The Fargo-Moorhead Family YMCA had the biggest change ~ 8 slots to 29 slots.

Jerry Houn reviewed the Final Financial Service Report percentages for 2003-2006.

PDAT Training Events

Jerry Houn gave members an overview of the following 2007 PDAT events:

- ☞ **e-Grants Training – February 2007**
- ☞ **Leadership, Partnership, and Team Building Workshop – March 2007 (2 days)**
- ☞ **Member Development – May 2007 (2 days)**
- ☞ **Cross Stream Conference – June 2007 (2-3 days)**
- ☞ **National Conference – July 14-18, 2007 (5 days, Philadelphia, PA)**
- ☞ **End of Year Meeting – September 2007 (2 days)**
- ☞ **Project Coordinator's Conference Call – December 2007**

AmeriCorps Subgrantee Reports

Jamestown Public School District #1:

Joe Sykora from the Jamestown Public School District #1 reported that they have 4 performance measures. Some challenges to the project are: member recruitment, support, promotion of AmeriCorps, and the amount of paperwork required. They are in

their 3rd year of AmeriCorps funding. They work with the RSVP Advisory Committee in Jamestown which meets quarterly. Their project is geared toward after-school tutoring and mentoring. They currently have 20 slots.

Fargo-Moorhead Family YMCA:

Jill Deitz explained that their AmeriCorps program during the first 2 years had 8 members. They offer before and after-school programs. They have a homework club and a game called "Homework-opoly". They were able to take 45% homework completion rates to 91% completion over the past 2 years. For program year 2006-2007, they have 29 members. They have started one-on-one mentoring in addition to school-age and young adult programs. They have seniors who are volunteering and will provide them with monthly social activities. They recently partnered with Senior Corps and have a 92 year old retired teacher who has volunteered to read to the children at their facility. They encourage and foster partnerships and relationships between the members and the children. They recently received a grant from the City of Fargo to establish 2 youth/teen centers focusing on fitness and childhood obesity.

Jill Deitz shared several success stories and the YMCA is pursuing several areas within the Fargo Public School District to expand their program.

2007-2008 RFP Schedule

Town Hall Meetings:

Jerry Houn reported that town hall meetings were held in Bismarck, Fargo, Grand Forks, and Minot in October/November 2006, with good attendance at all sites. Workshops were also held and well attended in Bismarck, Fargo, and Grand Forks. With the high turnout of attendees at the town hall meetings and workshops, there could be potentially 20 applications for AmeriCorps funding. The Legal Notice for AmeriCorps was released on December 28, 2006.

Policy Issues

Jerry Houn asked members their opinion on the following draft policies:

- 1) **Submission:** Should current subgrantees re-apply on e-Grants for hold even and re-apply on an Excel spreadsheet for expansions? Members feel this may be the best way to handle the contracts.
- 2) **YMCA Expansion:** Should the YMCA be approved at 29 slots or 34 slots? Members believe the YMCA should be approved at 29 slots at hold-even and expand on the existing 5 slots in an Excel spreadsheet for consistency.
- 3) **\$12,600 cost per MSY:** Members agree and recommend that this policy be developed by the State Commission staff for approval at the April 18, 2007, meeting.

Timeline

Jerry Houn outlined the Timeline for the 2007-2008 Formula Applications. This Timeline can be found on our website at www.ndcommerce.com.

Commission Planning & Discussion

Jim Hirsch reported that on January 3, 2007, he met with the Governor John Hoeven and Governor Hoeven did not approve the request for the enhanced Administrative Budget. Jim Hirsch reviewed with members the 3 options available to the State Commission in order to continue operations. Jim Hirsch is working to correct the lack of communication within the Governor's Budget and asked for member support or ideas on how to maintain the State Commission through use of legislative contacts.

AARP North Dakota

Marlowe Kro explained the purpose and opportunities available for retired seniors. AARP will sponsor a national "Day of Service" on May 10, 2007, in Bismarck, Minot, Dickinson, Grand Forks, and Fargo in cooperation with Habitat for Humanity. They request advocacy volunteers during the legislative session. They have administrative volunteers, executive council, government affairs, workshop and booth attendees. They work in conjunction with RSVP volunteers, specifically by working with the Bismarck RSVP office. There are about 80,000 members in North Dakota and of those, 47% are still working. AARP currently has 278 volunteers.

Adjournment

Rosella Grant asked for a motion to adjourn the meeting.

Motion: Gloria Maragos moved to adjourn the meeting. Jackie Velk seconded the motion. Motion carried.

The meeting was adjourned.

Action Plans:

- + State Commission to work on getting a youth member appointed by the April 18, 2007, meeting.**
- + Jill Schwab will finalize and post the Rough Rider Industries Resolution to the website.**
- + Once received, Jill Schwab will e-mail the 2007 Briefing Book to members.**
- + The Foster Grandparent/Senior Companion Resolution will be sent to the Corporation for National and Community Service as well as Congressional Delegation for review and response. It will also be finalized and posted on the website by Jill Schwab.**
- + Jerry Houn will draft Submission, YMCA Expansion, and \$12,600 Cost Per MSY policies and present them for approval at the April 18, 2007, State Commission meeting.**
- + Members to provide Jim Hirsch with any ideas or support on how to maintain the State Commission through use of legislative contacts.**