



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@nd.gov](mailto:jhirsch@nd.gov)

**MEETING MINUTES**  
**NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL**  
**STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE**  
**January 9, 2008**

**Meeting Date, Time & Place:** January 9, 2008 9:10 a.m., Grand International Hotel, Minot, North Dakota.

**Members Present:** Helen Funk (on behalf of Carol Olson), Representative Bette Grande, Alain Klein, Senator Tim Mathern, Thalia Esser (on behalf of Cynthia Lindquist-Mala) Jill Dietz, Brad Williams, T. J. Russell, Lee Lampert, David Massey, Jackie Velk, Wayne Kutzer, Charles Axtman, Gloria Maragos, Leo Cummings, and Joseph Harr

**Members Absent:** Rosella Grant, Dr. David Gipp, and Dr. Joseph McCann,

**Staff Present:** Jerry Houn, Ryan Volk, and Rene Gonzalez

**Ex-Officio Members Present:** Deb Schiefelbein

**Guests Present:** Dr. Terry Dwelle, Melissa Olson, Miriam Smette, and Becky Telin.

**Opening Remarks & Introductions:** Wayne Kutzer chaired the meeting on behalf of Rosella Grant. He welcomed the committee members from the Office of Faith Based & Community Initiatives to the State Commission and asked for introductions to be made around the room.

**Administrative Announcements:** Wayne Kutzer gave an overview of the days events. He also announced that travel vouchers are available to all members.

**Approval of Agenda:** Wayne Kutzer asked for motion to approve the agenda.

**Motion: David Massey moved approval of the agenda. This motion was seconded by Jackie Velk All in favor. Motion carried.**

**Approval of Minutes:** Wayne Kutzer asked if there were any changes to the September 12, 2007 minutes. Being none, he requested a motion for approval.

**Motion: Brad Williams moved approval of the September 12, 2007 minutes as written. This motion was seconded by David Massey. All in favor. Motion carried.**

**Chair's Report:** Jerry Houn stated that a nominating committee needed to be established in order to elect a new Chairperson for the Committee, effective, July 1, 2008. Wayne Kutzer asked for volunteers to serve on this committee. The following people volunteered to be on the nominating committee:

- Wayne Kutzer
- Gloria Maragos
- Senator Tim Mathern

**2007 Budgets:** Jerry Houn referred to the October 2007, budget handouts. As of October, 2007 42.89% of the State Commission Administrative budget, 65.87% of the PDAT budget, and 81.51% of the Disability had been spent. Representative Bette Grande questioned whether the money that is not spent is kept and awarded during the next funding session. Jerry Houn stated that if the money is not spent it is turned back in. He stated that returning the money was a decision made by the Commission in the past. He gave an example as to why they made this decision stating that if we rolled over \$80,000 one year so the next year there was a budget of \$580,000, some project(s) would have to be cut the next year. Representative Grande questioned whether or not funding was guaranteed each year and do we prevent grantees from being self sufficient. Jerry Houn stated that ever grantee is required to reapply each year, that funding isn't guaranteed. He also stated grantees are given training on ways to become self-sufficient. Leo Cummings questioned as to why we could not set aside funds that were left over at the end of the year to do planning grants. Jerry Houn stated that all new applicants go through a planning development phase and that they must do the leg work to ensure the project is up and running by January 1. He further stated that the funding includes: administrative, training, disability inclusion, formal funding and competitive funds (if approved). Many questions arose regarding various project histories and tribal involvement. Jerry Houn agreed to compile a list of funding history and what has been rolled back each year so there was a deeper understanding of the process. He further stated that there is currently an application in North Dakota for tribal funding. Brad Williams stated that training was feasible in order to put a project together. The training should include ways to work around funding issues and to explain the program and various options.

**Office of Inspector General – Audit Findings:** Jerry Houn stated that there were four findings by the OIG. One finding was dealt with by Mr. Hirsch and it appears that

one may be taken off the list. Two findings were being challenged and one is an agreed upon finding provided they change the wording from inadequate to lack of segregation of duties. The final report will be arriving within the next few weeks.

**2008-2009 RFP Schedules:** Jerry Houn stated that the RFP was released on December 24, 2007. He further stated that 25 people attending the Town Hall meetings and 51 people attended the Grant Writing seminars, representing 39 different organizations. He also briefly reviewed the calendar of events.

**CNCS Project Update:** Deb Schiefelbein stated that the President has signed a new funding Bill.

**Senior Companion Program:** Becky Telin from Minot, Senior Companion Program reviewed how the program works and how it can benefit seniors. She stated that the program recruits healthy senior citizens, provides them training, and places them with other senior citizens that are close to needing to be placed in a nursing home. The program allows these seniors to remain in the home and provides them with the companionship needed. The senior companions provided 11,000 hours of service last year and are putting in more hours in the rural communities. As a senior companion, the senior receives:

- Pre-service and on-going training.
- An annual physical examination;
- Supplemental insurance;
- Help with meal and transportation costs; and
- A small stipend for those who qualify.

**RSVP (Retired & Senior Volunteer Program):** Mariam Smette, Project Director for RSVP, reviewed how the program works. She stated that RSVP provides people who are 55+ with opportunities to service their communities. The benefit to them includes supplemental accident/liability insurance. She stated that currently there are 400 volunteers in North Central North Dakota and 345 seniors served in 2007.

**North Dakota State Department of Health – Healthy ND:** Brad Williams introduced Dr. Dwelle and Melissa Olson with the ND State Department of Health. Melissa Olson stated that Healthy ND is a statewide initiative focusing on improving the health of every North Dakotan. She stated that they are trying to develop the strategic framework for bringing faith-based organizations under one umbrella. Dr. Dwelle stated that he has been visiting with church leaders throughout North Dakota. He is compiling the information gained to complete a detailed report. He stated that it is his intentions to get churches involved in Healthy ND. He stated that spirituality is a part of healing and can't be separated from the physical aspects of life. Health folks who say the church is irrelevant in health messaging are not in touch with reality.

He stated that some of the opportunities gained would include:

- Health tied to scriptural teaching could be a credible voice to the congregation.
- Some churches will want to use compassionate ministries as a bridge to sharing their faith.
- Consider helping pastors develop healthy behaviors as a model for their congregation.
- Linking such organizations like Catholic Family Services, Lutheran Social Services and the Good Samaritan Society.
- Parish nurse programs
- Disease management centers.
- Rural grief and counseling.

He stated that some of the concerns he is finding among church leaders include:

- Fears of interacting with government and the great mistrust of federal government.
- Threat of having laity take leadership in these types of programs
- Denominational turf issues.
- Liability issues.

Dr. Dwelle stated that some of the next steps would include:

- Pastor buy-in
- Develop a pilot
- The Governor himself needs to support the program.
- Bringing together a working group of key pastors and health professionals.

### **OLD BUSINESS:**

**Policy Updates:** Jerry Houn stated that there will be some policy updates brought forth at the next meeting.

### **NEW BUSINESS:**

#### **Commission Discussion & Planning:**

1. Jerry Houn will compile and distribute a history on funded projects at the next quarterly meeting.
2. David Massey will forward the Learn and Serve updates to Rene Gonzalez for distribution to committee members.

**Adjournment:** Wayne Kutzer adjourned the meeting at 11:55 a.m.