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MEETING MINUTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE
April 16, 2008

Meeting Date, Time & Place: April 16, 2008 at 9:30 AM, Best Western Double Wood Inn, Bismarck, North Dakota.

Members Present: Brad Williams, Alan Klein, Thalia Esser (for Cynthia Lindquist-Mala), Debbie Painte (for Dr. David Gipp), Wayne Kutzer, Rosella Grant, Charles Axtman, David Massey, Helen Funk (for Carol Olson), Jackie Velk, Jill Deitz, Gloria Maragos, Leo Cummings, Tim Mathern, Bette Grande, Leann Bertsch, and Jim Hirsch

Members Absent: Dr. Joseph McCann, Lee Lampert, Joseph Harr

Staff Present: Jerry Houn, Ryan Volk, Cornelius Grant, and Rene Gonzalez

Ex-Officio Members Absent: Deb Schiefelbein

Opening Remarks & Introductions: Rosella Grant welcomed the committee members and asked for introductions to be made around the room.

Administrative Announcements: Jim Hirsch stated that lunch will be held in the Senate Room and to see Rene for Travel Vouchers.

Approval of Agenda: Rosella Grant asked for motion to approve the agenda. David Massey requested that the report he would be presenting be moved to the morning session as he had an afternoon obligation.

Motion: Senator Mathern moved approval of the agenda with changes. This motion was seconded by Representative Bette Grande. All in favor. Motion carried.

Approval of Minutes: Rosella Grant asked if there were any changes to the January 9, 2008 minutes. Being none, she requested a motion for approval.

Motion: Brad Williams moved approval of the January 9, 2008 minutes as written. This motion was seconded by David Massey. All in favor. Motion carried.

Chair's Report:

2008 Budget Summary: Jerry Houn stated that the budget is on track and nothing was out of the ordinary.

AmeriCorps Annual Sub Grantee Meeting: Jim Hirsch stated that there is a national conference on volunteering and service coming up in June in Atlanta, Georgia. Jerry Houn stated that there is enough money in the budget to send two commissioners to the conference. He also stated that there is an America's Service Commission conference in Washington D.C., coming up this fall. He asked that if anyone was interested to be let him know as soon as possible.

Electronic Vote Ratification: Jerry Houn provided some history regarding Richland County. He stated that each project is required to go through the project development phase. Richland County ended up losing funding for their director so he moved on and the funding that had been made available to them was taken back as they couldn't support the project. Therefore, Youthworks and the Fargo-Moorhead YMCA both requested additional funding. Jerry stated that an email was sent out requesting an electronic vote, asking for a quick response. The majority of the members had responded to the electronic vote, but Jerry Houn wanted to ensure that everyone had the opportunity to vote on approving the requests for additional funding.

Motion: Bette Grande moved approval of the additional funding for Youthworks and the Fargo-Moorhead YMCA. This motion was seconded by Gloria Maragos. All in favor. Motion carried.

Nomination Committee Report: Wayne Kutzer stated that the majority of the nominations for the State Commission Chair went to Brad Williams. If elected, Brad would be serving a 3-year term. A call for the nomination and final vote will take place that the June meeting.

Grants Committee: David Massey presenting information regarding the Grants Committee. He stated that the committee held a conference call to review the applicants for the coming year. Jerry Houn stated that the applicants applied over \$501,000 of funding. He further stated that the Fargo-Moorhead YMCA has applied for competitive funding but have not yet been notified. They are still hopeful that they will get competitive funding but at the point, it doesn't look like they will be approved. If they do get approved, the State Commission will have a little under \$250,000 of funds available. Jerry state the commission will then be faced with the questioned of what to do with those funds if this occurred, do we open up the application process again to allow others to try to attain these funds, or return the remaining funds? Jerry Houn further stated that the peer reviewers did not rate the Jamestown and Maddock projects well. There were concerns regarding their low score and questioned regarding their inability to complete their performance measures arose. The performance measures are measures that they assign themselves and over the past 3-years, of the 11 performance measure that they assigned, they were only able to accomplish 3. Jerry Houn further stated that after reviewing Jamestown School District #1, there were other serious issues. Their history shows very poor achievement. Therefore, the grants committee recommended that Jamestown will no longer receive funding for this project.

The following projects are being considered for funding:

1. Grand Forks Housing - \$36, 399
2. Cooperstown - \$94,122
3. Fargo-Moorhead YMCA (optional) - \$251.997
4. Jamestown School District #1 – \$46,066
5. Youthworks - \$53,133
6. Maddock (brand new project) - \$20,021

Option 1:

Motion: David Massey moved that if the Fargo-Moorhead YMCA receives competitive funding Jamestown School District #1 grant application will not be approved and the following projects will receive funding:

- Grand Forks Housing - \$36, 399
- Cooperstown - \$94,122
- Youthworks - \$53,133
- Maddock (brand new project) - \$20,021

The remaining funds will be reopened for new and/or expanding current applicants. **Bette Grande seconded the motion. All in favor. Motion Carried**

Option 2:

Motion: David Massey moved that if the Fargo-Moorhead YMCA does not receive competitive funding, they will be funded with formula funds, Jamestown School District #1 grant application will not be approved and the remaining funds will be opened to approved applicants for expansion. Bette Grande seconded the motion. All in favor. Motion carried.

David Massey stated that it is time we consider new projects or get other communities involved in the application process so the same projects are not being funded year after year. He further stated that a plan needed to be established to help wean projects off the funding so they can be self-sustained and open up opportunities for other projects to receive funding. Jerry Houn stated that if we carry money over from one year to the next, we risk having to cut projects the following year and possibly alienating them, which will send a message throughout North Dakota.

David Massey stated that we want to consider how we include other communities in the state. He further stated that funding projects should be an expectation and that advanced notice must be given to other communities who want to apply. Jim Hirsch stated that he would propose that the Grants Committee come up with a policy which would have project self-sustainability be part of program and plan.

Rosella Grant stated that a motion be needed for the grant committee to bring back a policy for the next meeting.

Motion: Senator Tim Mather moved that the grand committee create a policy that would address self-sustainability for grantees. Wayne Kutzer seconded the motion. All in favor. Motion carried.

Learn and Serve: David Massey presented a report on the Learn and Serve Program. He stated that currently there are four juvenile courts using the Learn & Serve Program. He reviewed the various locations using these funds. He further stated that a continuation grant for next year has been submitted.

2008 Applications Update:

- **Administrative:** Jerry Houn stated that the administrative funding has been received.
- **Program Development Training (PDAT)** – Jerry Houn stated that a PDAT funding convention was going to be held in Atlanta in June. He further stated that Ryan Volk and himself would be attending and that the commission has enough money in the budget to send two other commissioners if they so choose.

AmeriCorps* State Sub-grantee Updates

- **2006-07 Final Reports** – Jerry Houn reviewed the 2006-07 final reports for each sub-grantees

- **2007-08 Project Summaries** – Jerry Houn reviewed the current 2007-08 project summaries that are currently being funded by the AmeriCorps program
- **Policy – New/Changes** – Jerry Houn reviewed the following policy changes and/or additions:
 - **Policy 1-18-06 (0) Sub-Grantee Project Evaluation Submission Requirement** – Jerry Houn stated this was included in error.
 - **Policy 1-31-06 (1) – New Sub-Grantee Progress Reporting** - Jerry stated that changes needed to be made to this policy due to the WBRS program eventually going away. Jerry further stated that quarterly reports will still be required and currently new projects are required to submit monthly reports throughout the project development phase.

Jim Hirsch stated that the Corporation is doing away with the WBRS system, which helps track information regarding the various projects. Even though the system is being phased out the Commission is still required to track information and do all the reporting. He further stated that the Corporation is shifting the burden down to the State Commission and not providing the resources to establish a new system. This relieves them of administrative costs.

Roselle Grant suggested we look towards bigger states that have more resources to see how they are doing their tracking.

Motion: Bette Grande moved to approve the changes to Policy 1-31-06 (1). David Massey seconded the motion. All in favor. Motion carried.

- **New Policy - Cost Per Member Service Year (MSY) Application Requirement** – Jerry Houn stated that this is a new policy. He stated that some years ago the Commission elected to have a statement written into the instructions concerning this requirement and that he felt a formal policy needed to be adopted. That this policy will require that each individual application submitted for considering will be required to be at or below the maximum cost per MSY, set by the Corporation for National and Community Services. Jim Hirsch suggested that the maximum MSY should not be stated in the policy as it may change from one year to the next.

Motion: David Massey moved that the new policy, Cost Per Member Service Year Application Requirement be approved as

corrected. Bette Grande seconded the motion. All in favor. Motion carried.

- **New Policy – Performance Measure Result Types and Statements** - Jerry Houn stated that moving forward; each performance measure will have an output and end outcomes, which will provide more meaning to the performance measures. David Massey suggest that the word “measureable” be added to, so the policy would read “measureable outcomes”

Motion: Senator Tim Mathern moved to approve the new policy, Performance Measure Result Types and Statements. Wayne Kutzer seconded the motion. All in favor. Motion carried.

- **New Policy – Member Development Performance Measures –** Jerry Houn stated that this new policy would require sub-grantees to provide members with needed service specific training. This would be above and beyond regular training and help members deliver services.

Motion: David Massey moved that the new policy, Member Development Performance Measures, be approved. This motion was seconded by Wayne Kutzer. All in favor. Motion carried.

After motioned was carried, David Massey question whether or not this policy was even needed and asked why it couldn't be included in the guideline. Jerry Houn stated that a policy was needed to be put in place in order to support the requirements.

Jim Hirsch stated that the RFP's are not inclusive, which could cause problems with the auditors. David Massey proposed that the commission not move forward with the policy.

Chairman Rosella Grant asked the members if anyone opposed not moving forward with the policy. No's carried.

- **New Policy - Volunteer Recruitment Performance Measure –** Jerry Houn stated that again, this policy was created standardization within the RFP guidelines. No motion was maid so policy wasn't carried forward.
- **New Policy – Sub-Grantee Quarterly Progress Report –** Jerry Houn stated that this policy was created since there was a need to start quarterly reporting so there was a common practice in place by

the time WBRS was no longer being used. He further stated that this policy will change in the future once a new reporting system is established but that for now, this policy is needed.

Motion: Wayne Kutzer moved approval of the new policy, Sub-Grantee Quarterly Progress Reports. Gloria Maragos seconded the motion. All in favor. Motion carried

- **New Policy – Member Service Hour Tracking** – Jerry Houn stated that there is still a need for sub-grantees to report their time. Currently, Ryan Volk is working on developing a way for them to track their time. Until then a policy needs to be in place for when WBRS goes away. He further stated that it is very important to know members time and that it is being properly tracked.

Jim Hirsch stated that this is very important to the Commission and the Administrative Standards as a whole. If member's time is not tracked, there could be serious repercussions with the State Commission.

Motion: David Massey moved approval of the new policy, Member Service Hour Tracking. Gloria Maragos seconded the motion. All in favor. Motion carried.

Band Day – Jerry Houn reminded committee member of the Band Day Parade, which will be held on May 9th. There will be AmeriCorps training provided in May 10th.

Carry Over Funds – Jerry Houn stated that after the last State Commission meeting, several members had questions regard using the left over funds for planning projects. Jerry provided an overview of how the money was spent and what has been left over since 1999.

Old Business:

Office of Inspector General - Jerry Houn provided an overview of the Office of Inspector General's audit report and their findings. He reviewed the responses to the audit and stated that the Corporation will decide the official response to the findings. The final report will be completed by September 30th.

New Business:

Commission Discussion & Planning: Jim Hirsch stated that the Department of Commerce is going through the budget process. Any budget requests from the Commission need to be submitted so they are included when with the budget.

Senator Mathern stated that we need to information tribal colleges of the AmeriCorps program and ask for an enhanced budget to do this and use the rationale for keeping people in North Dakota. Jerry Houn stated that some colleges will match the AmeriCorps dollars, but that no colleges in ND bother applying.

Adjournment: Chairman Rosella Grant asked for a motion to adjourn.

Motion: Better Grande moved that the meeting of the State Commission adjourn. Gloria Maragos seconded the motion. All in favor. Motion carried. The meeting was adjourned at 1:45 p.m.