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**NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE**

**MINUTES
June 11, 2008**

Meeting Date, Time & Place: June 11, 2008 at 9:30 AM, Expressway Suites, Bismarck, North Dakota.

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

Members Absent: Cynthia Lindquist-Mala, Gloria Maragos, Dr. David Gipp, Wayne Kutzer, Dr. Joseph McCann, Lee Lampert, Jackie Velk 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 room next door see Rene for Travel Vouchers.

Approval of Agenda: Rosella Grant asked if there were any changes or additions to the agenda. Brad Williams stated that during his report of the Faith-Based & Community Initiative Advisory Committee report, he would like to present information regarding the budget for the Faith-Based Advisory Committee. It was agreed that he would present the information at 10:15 a.m. Rosella Grant asked for a motion to approve the agenda.

Motion: Brad Williams moved approval of the agenda with changes. This motion was seconded by David Massey. All in favor. Motion carried.

Approval of Minutes: Rosella Grant asked if there were any changes to the April 16, 2008 minutes. Jim Hirsch noted that Wayne Kutzer was nominated as Vice Chair by the Nomination Committee at the last meeting. This is to be added to the minutes. Being not other changes, Chairman Rosella Grant requested a motion for approval.

Motion: Brad Williams moved approval of the April 16, 2008 minutes with changes. This motion was seconded by Senator Mathern. All in favor. Motion carried.

Chair's Report:

2008 Budget Summary: Jerry Houn stated that as of the April budget summary, everything is right on target and that he doesn't foresee any future budgetary issues.

National Conference: Jerry Houn distributed a book he received at the national conference in Atlanta, GA, for review. The book provides information regarding topics that were discussed. He reviewed the conference highlights. He stated that several states are looking into utilizing more people with disabilities as this is an untapped resource.

Report of the Faith-Based & Community Initiatives Advisory Committee: Brad Williams reported that there will be a funding forum held on July 24th. He further stated that the USDA and HUD will be hosting a seminar to educate people on applying for grants. Brad stated that he is hoping that the OFB can have some influence on their agenda and possibly participate in a pre-agenda meeting that would include research, application, writing, and discipline. Brad further stated that Jerry Houn will be draft a letter that will go out and that members of the advisory committee will be providing a list of five faith-based organizations within their communities to invite to the grant writing seminar. Brad then asked Jim Hirsch to discuss the budgeting process with the Commission. Jim Hirsch stated that he is in the process of preparing the budget for the next biennium. He stated that the OFB was originally budgeted \$25,000 in operating costs, which were allocated to general funds for the division to allow more time to be put towards workforce needs. This was not enough money to maximize the federal dollars and not enough funds to complete the administrative standards required. Jim Hirsch went on to state that he would like to make an enhancement to the budget to maximize the match. The Commissioner and the Governor would need to approve the enhanced budget; therefore, Brad Williams stated that the OFB has two action plans. The first action plan is to write a Resolution to the Governor's Office showing that they will support the funding requirements of the Commission so the Commission can complete their mission and score favorably during the OIG audits and Administrative Standards review. Secondly, Brad stated that he will meet with the Commissioner and a representative from the Governor's office to discuss the OFB

budgetary needs. Jim Hirsch stated that he will draft a Resolution and send it out electronically for a vote of the State Commission and for further input.

Motion: Senator Mathern moved that the State Commission, in addition to the Office of Faith Based and Community Initiatives Advisory Counsel, direct Brad Williams to meet with Commission Goettle and a representative from the Governor's office to outline the needs of both the State Commission and the Office of Faith Based and request the budget amount that maximizes the federal dollars. This motion was seconded by David Massey.

Chuck Axtman questioned if there was justification for the enhanced budget. Brad Williams stated the enhancement is being requested to adequately meet the needs of the committee so that it can perform at the levels required by the OIG audits and the Administrative Standards Review. Adequate staffing is needed to manage these programs, and this need isn't currently being met. Jim Hirsch clarified that this would be a matter of shifting resources, but not adding any more staff. Jim Hirsch further stated that he will provide the Administrative Standards for new members to review at the next meeting.

Chairman Rosella Grant asked if there was any more discussion. Being none she asked if all were in favor. All in favor. Motion carried.

Jim Hirsch stated that we would need a motion for the Resolution. The Resolution provides approval from the State Commission and will be given to the legislators and policy makers. This is a way to leverage the intent of the motion.

Motion: Brad Williams moved that a Resolution be drafted with the intent of supporting Senator Mathern's motion. Bette Grande seconded the motion. All in favor. Motion carried.

Nomination Committee Report: Senator Mathern stated that the Nomination Committee Reports shows that the majority of the nominations for the State Commission Chair went to Brad Williams and that Wayne Kutzer was nominated as Vice Chair.

Motion: Senator Mathern stated that Nomination Committee recommends Brad Williams as Chairman of the State Commission and Wayne Kutzer as Vice Chairman. Charles Axtman seconded the motion. Chairman Rosella Grant asked if there were any other nominees for Chairman. Being none, all in favor. Motion carried. Chairman Rosella Grant asked if there were any other nominees for Vice Chairman. Being none, all in favor. Motion carried.

Motion: David Massey made a move that the State Commission thank Rosella Grant for her years of service and Chairman of the State Commission. This motion was seconded by Senator Mathern. Committee members extended gratitude to Rosella Grant. Motion carried.

Disability Inclusion: Jerry Houn reported that to date, no person with a disability has asked for modifications but that may change as one person who has enrolled in the AmeriCorps program is legally blind. He further stated that Cornelius Grant has made contact with various regions in the state and has visited a number of host sites to determine if any accommodations are needed and if they are ADA compliant.

Member Event: Jerry Houn stated that 50 members from the AmeriCorps program participated in the band night parade. Amy Thompson gave a presentation and provided training on citizenship. Members shared experiences on becoming mentors and engaging in the community. The event was very successful.

AmeriCorps Week: Jerry Houn stated that the Fargo-Moorhead YMCA was recognized during the National AmeriCorps week for their commitment to the community. AmeriCorps week was held during the week of May 11 – 18, 2008.

Upcoming Events: Jerry Houn stated that on July 24, 2008, he will be hosting a grant writing workshop that will not be grant specific, but rather provide basic information for someone wanting to write a grant. In August, HUD and USDA will also be host a grant writing workshop. The Jerry Houn is hoping to work with them and incorporate some of their grant writing information. In October, First Link will be hosting volunteer management training. All project funded will be attending.

2008-2009 Funding: Jerry Houn presented a spreadsheet that provides information regarding the approve AmeriCorps sub-grantee funding for 2008-2009 and how much they will receive and where the budget dollars are being spent. He stated that since Jamestown Public School will not receive funding there is approximately \$46,000 available for project expansion. The Fargo-Moorhead YMCA has requested expansion dollars and Jerry will be accepting any other requests that come in before the June 13th deadline.

Carry-Over Funds/Cost per MSY Issues: Jerry Houn presented a spreadsheet that provided information regarding the current sub-grantees, how the funding has been allocated, what has been spent, how many slots they have filled and how much funding is left available within each sub-grantees allocation.

Learn and Serve: David Massey stated that there was really no update for the Learn and Serve project. He stated that the total state award is \$41,000.

2007-2008- Project Updates: Jerry Houn provided an update on the current AmeriCorps projects. He stated that 127 slots were requested, and 113 slots have been filled. To date, four members have dropped out of the AmeriCorps program.

Meeting Dates for 2009-2010: Jim Hirsch presented the proposed meeting dates for 2009-2010. He stated that if anyone had conflicts with those dates that they needed to let him know. He also reminded the committee of the next meeting, which will be held

in Medora on August 18-19, 2008. He further stated that the November meeting will be held at Job Service and that there will be no meeting in January due to the legislative session.

State Commission Goals for 2008-2009: Jim Hirsch stated that the Department of Commerce is creating a Strategic Plan and that the Workforce Division has a number of goals, some of which requires support of the State Commission in order to meet the goals. The goals are as follows:

1. Obligated 100% and have firm plans for expenditures of 95% funding available for the AmeriCorps programs.
2. By May 31, 2009, have all OIG audit findings resolved.
3. By May 31, 2008, coordinate and implement with partners and stakeholders a "Volunteer Talent Fair" with the goal of increasing the volunteer talent pipeline for participating non-profits, faith-based, community-based, and public organizations.
4. By May 31, 2009, organize and present a Pilot Workshop on Grant Writing for Faith-Based, Community Based, and Non-Profit organizations to assist them in becoming more competitive in securing Federal Grant and Foundation funding and funding for the private foundations.

Concerns were voice regarding goal #1. It was agreed that the goal should be to expend 100% of the funding. If the goal is to spend only 95%, that leaves the legislature to believe that the entire 100% isn't necessarily needed. Jim Hirsch stated that it is impossible to spent 100%, but that he would take that into consideration.

New Business: None

Adjournment: Chairman Rosella Grant requested a motion to adjourn the meeting.

Motion: Brad Williams moved that the meeting be adjourned. This motion was seconded by David Massey. All in favor. Motion carried. The meeting was adjourned at 12:00 p.m.