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

**MINUTES  
October 06, 2010**

**Meeting Date, Time & Place:** October 06, 2010 at 9:30 a.m. - Job Service North Dakota, Bismarck, North Dakota.

**Members Present:** Wayne Kutzer- Chair, Leann Bertsch, Leah Beyer, Chad Kramer (for Scott Davis), Jill Deitz, Debbie Painte (for David Gipp), Rosella Grant (teleconf), Lee Lampert, Gloria Maragos, Terry Saul, Larry Skogen (teleconf), Jackie Velk, Sheryl Pfliger (for Linda Wright)

**Members Absent:** Greg Allen, Leo Cummings, Bette Grande, Dale Patrick, T.J. Russell

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

**Staff Present:** Jerry Houn, Ryan Volk, Larry Anderson, Tom Wirtz, and Cheryl Leach

**CALL TO ORDER:**

**Opening Remarks & Introductions:** Wayne Kutzer, Chair called the meeting to order and welcomed everyone and asked for introductions.

**Administrative Announcements:** Wayne Kutzer noted that travel vouchers are available for members and to see Cheryl Leach after the meeting.

Wayne announced that Beth Zander will be the new Director of Workforce Development starting October 15, 2010.

**APPROVAL OF AGENDA:**

Wayne Kutzer asked for changes or additions to the October 06, 2010 agenda.

**MOTION: Gloria Maragos moved to approve the October 06, 2010 Agenda as presented. Lee Lampert seconded the motion. All in favor. Motion carried.**

**APPROVAL OF MINUTES:**

Wayne Kutzer asked for a motion to approve the April 07, 2010 minutes.

**MOTION: Gloria Maragos moved to approve the April 07, 2010 minutes as presented. Jackie Velk seconded the motion. All in favor. Motion carried.**

**CHAIR'S REPORT:**

**Meeting Attendance:** Wayne Kutzer reviewed the Attendance Record making each member aware of their attendance and the attendance policy.

**2010-2011 Quarterly Meeting Dates:**

Wayne Kutzer reviewed the future quarterly meeting dates and noted that when the new director is on staff there may be changes to the draft.

**Joint Retreat: Medora, August 2-3, 2010:** Wayne Kutzer reviewed the summary of the Joint Retreat that was held August 2-3, 2010. The Retreat was attended by forty-one individuals representing the membership of the North Dakota Workforce Development Council, North Dakota Youth Development Council, North Dakota State Commission on National and Community Service, Office of Faith-Based and Community Initiatives, members of the North Dakota State Legislature and members of the North Dakota Economic Development Foundation. During the morning of August 2, 2010, Jim Hirsch provided an update and North Dakota Talent Strategy progress report from 2006-2010. The progress report was followed by Shane Goettle providing an overview of the North Dakota Economic Development Plan and Mike Deisz providing an overview of the process in developing the Consolidated Biennial Strategic Plan for Workforce.

Jim Hirsch during the Talent Strategy Progress Report provided some key opportunities for consideration which could positively impact on "Home Grown Talent" and "2011 Legislative Opportunities". These include:

**Actively Engage and Develop:**

- North Dakota's Underemployed and Low Wage Workforce. (30% + of current workforce);
- School Dropouts (Prevention & Recovery at secondary –Postsecondary Level);
- American Indian Populations;
- New Americans & Refugees (English as a Second Language);
- High School Youth (Expand access to Career & Technical Programs in rural schools)

Opportunities for Legislators to consider for the 2011 Legislative Session include:

- Expand access to both basic and job skill training for at-risk youth

- Fund Adult Learning Centers to support GED & postsecondary academic prep with emphasis on satellite services/distance education.
- Pilot an “Emerging Technology Competency Certification Training Program” which targets the under and unemployed in rural communities. (Mechanical, Hydraulic, Pneumatic, Electrical, Computer foundation skills)
- Expand access to Career and Technical Education programs in areas not served by a Career and Technical Education Center.
- Expand the HB 1400 scholarships to include GED recipients
- Create a new program to allow underemployed and low wage workers access short-term skill upgrade training (CDL, Welding, Etc).
- Support continuation of the four Jobs for America’s Graduates pilots and to expand the number of pilots by an additional three schools in the next biennium.

The afternoon of August 2, 2010 started with reports from the Interim Higher Education Committee and the Interim Workforce Committee.

Mr. Greg Newton, Greg Newton Associates then led the attendees through a discussion on the Federal USDOL direction and implications for North Dakota to lay the foundation for discussion and breakout groups to consider when identifying the Strategic Priorities for the Council and Commission to focus on over the next five years.

Five breakout groups worked on development of the top five priorities. After the initial group reports, the priorities of the breakout groups were consolidated and arranged into five priority areas.

The morning of August 3, 2010, each breakout group was assigned one of the five priority areas and asked to:

1. Review the Biennial Plan Goals, Strategies, Action Goals and Action Plans.
2. Develop ideas to enhance the Plan.
3. Consider quadrant and sector variance in development of ideas.
4. Report back to the full group the top 2 or 3 ideas or recommendations.

Summary:

The result of the breakout group activity focused on several major themes which need to consider both quadrant and sector implications:

1. The need for Workforce Intelligence to specifically provide intelligence related to number, characteristics, and location of specific target groups including, unemployed, UI Claimants, Veterans, American Indians, TANF, Disabled, aging workforce, and others.
2. The need for the “Business Resource Alliance” to become the conduit to building stronger relationships between business associations, business organizations, organized labor and intermediaries serving business and labor.

**2011 Governor’s Workforce Summit:** The event will take place in Minot, North Dakota at the Grand International Inn on October 06-07, 2011. There will be a block of rooms (129) reserved as well as meeting rooms, including the exhibit space by the pool area.

The Draft Event Schedule will consist of:  
October 06, 2010 - 8:30 a.m. – 5:30 p.m.  
(Morning Coffee, Luncheon, & Afternoon Coffee)

October 08, 2008 - 7:30 a.m. – Noon  
(Sit-down Breakfast, Morning Coffee)

**2010 Budget Update:** Jerry Houn reported on the budget for the State Commission Administration, Program Development & Training (PDAT), and Disability Inclusion for June 2010. Funding is January-December 2010.

**State Commission Administration:** Jerry Houn reported that there is a maximum of \$148,375 appropriations available. Currently we have \$54,622 total expenditures with \$93,753 balance. We currently have expended 36.81%.

**Program Development and Training (PDAT):** The PDAT allocation is \$73,800. Those dollars are primarily to support the training and technical assistance provided to the sub-grantees and commissioners. Currently we have \$31,573 total expenditures, with a \$42,227 balance. We currently have expended 42.78%.

**Disability Inclusion:** The Disability Inclusion Grant shows we are in good shape with appropriations of \$50,567. Currently we have \$16,061 total expenditures with \$34,506 balance. We currently have expended 31.76%.

**Project Spending Reports:** Ryan Volk handed out a report on the 2009-10 October-July spending. AmeriCorps budget and spending for six projects include: Maddock- After School Activities, Kidz Count - Cooperstown, YMCA of Cass & Clay Counties, CSI: Grand Forks, and Youthworks-Mountain Plains Youth Services, and Missouri Family YMCA. Ryan reported on what all the projects have spent thus far. Cooperstown has 22 slots for members and only filled 20 thus far. Grand Forks has six slots of which all have been filled, they should expend their funding. The YMCA had 47 slots; all have been filled. Youthworks has 14 slots, and all those have been filled. Missouri Valley YMCA had eight slots and filled seven. They didn't get started until February so they will have funds remaining. Maddock had to withdraw due to their inability to meet the match requirement to support the cost.

**2010 Program Activity Update:**

**AmeriCorps Project Updates:** Jerry reported that Maddock had to withdraw early in the year. They struggled to come up with the match required. Youthworks was awarded approximately \$5,000 of that remaining funding for an expansion and approximately \$11,000 was left on the table.

For the new 2010-11 year, seven projects funded at \$628,908; we obligated the full amount, however, Fraiser, LTD is withdrawing due to the work being too much for the existing staff, it would be a hardship to place this additional work on the already existing load the staff already carries. \$12,990 was awarded to Fraiser for two ½ time slots. Jerry noted that the Commission could review the remaining funding and

decide to open it back up to the current projects. The current projects can be notified of the available funds and we can entertain any expansions.

Wayne Kutzer asked for a motion to authorize Jerry Houn to notify the three programs that have met all their membership slots (CSI: Grand Forks, YMCA of Cass and Clay Counties, and Mountain Plains Youth Services) that there is \$12,990 available. If requests come in from all of them for all or less, then a vote will not be needed from the Commission. However, if the request is for more than what is available, then a vote will be cast to the Commission via email for a decision.

**MOTION: Lee Lampert moved to approve authorization for Jerry Houn to notify CSI: Grand Forks, YMCA of Cass and Clay Counties, and Mountain Plains Youth Services of the \$12,990 remaining funding available. If the requests come in for more than what's available, then a vote will be cast to the Commission via email for a decision. Jackie Velk seconded the motion. All in favor. Motion carried.**

**Learn and Serve:** Jerry Houn reported that we have received the formula funding for the Learn & Serve Grant and are partnering with Williston Public Schools. The grant is just over \$44,000. One-half will go to Williston Public Schools, and the other half will stay for administrative expenditures. Jerry stated that we have teamed up the Learn and Serve funding with the JAG program at Williston Public Schools. The JAG Program can now provide Williston students the opportunity to participate with the community. They have not been able to do this activity in the past due to lack of funding. They now have the funding to participate in community opportunities, and to provide supervisors to monitor those students. The Learn & Serve Program will help introduce students into the community service projects. Learn and Serve is also providing support to the JAG program recently started in Newtown and United Tribes Technical College.

**Disability Inclusion & PDAT:** Tom Wirtz reported on the Training & Technical Assistance Needs Survey that was sent out and concluded in July. The survey asks the sub-grantees to identify the importance of 24 different training pockets ranging from understanding program requirements, program management, recruitment, managing host sites, budget, program services, audits conducted by CNCS, etc. The top ten rated topics that resulted from the survey are: 1) Developing Meaningful performance Measures, 2) Understanding the AmeriCorps Fiscal Requirements, 3) Understanding the AmeriCorps Program Requirements, 4) Evaluating Program Services, 5) Developing an Inclusive Service Project, 6) Tracking Members Time, 7) My AmeriCorps Portal/eGrants, 8) Developing an AmeriCorps Budget, 9) Recruiting AmeriCorps Members, and 10) Corporation Audit Requirements.

Tom reviewed the 2010-11 AmeriCorps Project's Training Schedule. Tom stated that in past years there have been face-to-face meetings. We now are trying to do two conference calls per quarter. Something new we are also trying is an optional webinar that we are encouraging sub-grantees to participate in. Tom mentioned that the Disability Inclusion is woven into all the other training topics.

Tom confirmed that there will be a Cross-Streams Training Conference October 13-15 in Bismarck at the Doublewood Inn. The focus is recruitment of volunteers, management, and team building. There will also be a Member Event at the end of May.

Tom reported that he will be visiting with different disability organizations across the state. He will visit with at least two providers in each region. He will take a look at the services they are providing and also review the types of assistance they are providing the sub-grantees should they have members with disabilities. Tom reviewed the draft he has put together on AmeriCorps and the ND Inclusion Initiative that he will be adding to the website and asked for any feedback from the Commission.

**North Dakota Corporation for National & Community Service Update:** Deb Schiefelbein reported that she will be coming to Bismarck to attend the Cross-Streams Training that will be held Oct 13-15. Deb mentioned that in regards to the AmeriCorps Education Award, the Corporation has been working on getting details on how the AmeriCorps members can track their education award; this will hopefully be available in the next couple months.

**RFP Review:**

Jerry Houn reviewed with the Commission on how the granting process works. Jerry gave examples of peer reviewers and their role; he also reviewed the RFP Policy 1-01-03, the current Commission Peer Review Policy (1-05-04) and the Grants Committee Reporting Format.

- Policy 1-01-03 (4) RFP Policy
- Peer Review & Reviewers
  - Commission Peer Review Policy 1-05-04 (2)
- Grants Committee Report Format

Wayne Kutzer commented that he will put together a committee to discuss the peer reviewer process further. He commented that the technical piece may be left up to Jerry; however we will work out a process that can provide an unbiased review of the process by the peer reviewers. Wayne commented that we will try to accomplish a process that can be reported by the January quarterly meeting.

Jerry also mentioned that he will be going out to different towns around the state to speak about the different types of services and programs AmeriCorps provides. He will provide information on what they will need to do if they are interested in a program. Jerry commented that he will also be speaking on AmeriCorps funding and what it takes to run an AmeriCorps program. This visits will advertised in the local newspapers to generate interest. Emails have also been sent out to 200 faith-based organizations and 300 emails to nonprofit organizations. By providing this service we are trying to peak curiosity into the AmeriCorps programs.

**President Volunteer Service Award Update:** Ryan Volk reported that no new people have signed in on our internet site. We recently found out that most

organizations can do this process themselves by going to the Presidents Volunteer Service Award website and doing the same process that we would do.

## **NEW BUSINESS:**

**Policies Updates:** Jerry reviewed each of the following policy updates.

1-24-06 (2) Applicant Definitions  
1-25-06 (2) Performance Measures & Plan  
1-32-06 (3) Monthly Reimbursement Process

**New Policies:** Jerry reviewed each of the following new policies.

1-39-10 (0) AmeriCorps Members National Service Days Participation  
1-40-10 (0) Tribal AmeriCorps Applications

Wayne Kutzer asked for motion to approve Policy Updates for 1-24-06 (2); 1-25-06 (2); 1-32-06 (3) and the New Sunset Policies 1-39-10, 1-40-10 as presented.

**MOTION: Gloria Maragos motioned to approve Sunset Policy Updates 1-24-06 (2); 1-25-06 (2); 1-32-06 (3) and the New Sunset Policies 1-39-10, 1-40-10 as presented. Jackie Velk seconded the motion. All in favor. Motion carried.**

**Campus Compact Status Report:** Jerry reported that he has been contacted by four colleges and universities in ND that would be interested in volunteerism. Jerry will visit with the colleges/universities regarding Campus Compact, which is a national coalition of college and university presidents - representing students dedicated to promoting community service, civic engagement, and service-learning in higher education.

**Faith-Based Committee Planning:** Jerry reported that he is working with several different groups in order to gather information regarding faith-based and community organizations. Jerry commented that at this time he has over 200 faith-based organizations emails and over 1000 organizations without emails. Jerry commented that it would be very labor intensive to send information to those organizations that do not have email. We also have 300 non-profit organizations in the state with emails and 200 without emails. Cornelius Grant helped with the project and was able to generate another 55 faith-based and nonprofit organizations from the reservations, some with/without emails.

### **State Service Plan Update:**

- Community Needs Assessment

Jerry reported that the State Service plan goes through 2013 and we will need to report information back to the Corporation on the Service Plan. Jerry reported that over 500 organizations were sent an email asking them to complete a Community Needs Survey. There was over 60 respondents, and over 40 of those wanted to know more about the Corporation for National & Community Service programs.

Jerry reported that he will conduct town hall meetings in October; visiting three community sites in the west and three in the east regarding these various programs. Jerry will provide feedback regarding the town hall meetings at the next quarterly meeting.

Jerry commented that the Community Needs Survey will be a continuous process, once every other year. The survey resulted in the three most critical unmet services needs in the community as housing and shelter rating #1. Homeless and poor rated 2<sup>nd</sup>. Jerry mentioned that he will expand this survey and provide another survey that will gather additional needed information.

Jerry requested from the Commission any changes or additional questions that they would like to see added to the survey.

**Public Input:** None

**ADJOURNMENT:** With no further business and consent of the members, the meeting was adjourned at 1:00 p.m.

**Action Items:**

- ✓ **Wayne Kutzer will try to accomplish a process by the January quarterly meeting.**
- ✓ **Jerry will provide feedback regarding the town hall meetings at the next quarterly meeting.**