



1600 East Century Avenue, Suite 2
P.O. Box 2057
Bismarck, ND 58502-2057
Phone (701) 328-7266
Fax (701) 328-5320

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

**MINUTES
April 27, 2011**

Meeting Date, Time & Place: April, 27, 2011 at 9:30 a.m. - Job Service North Dakota, Bismarck, North Dakota.

Members Present: Wayne Kutzer, Chair, Leo Cummings, Chad Kramer (for Scott Davis, Jill Deitz, Jan Engan, Debbie Paint (for David Gipp), Rosella Grant, Wayne Kutzer, Lee Lampert, Gloria Maragos, Dale Patrick, Terry Saul, Larry Skogen (telec).

Members Absent: Greg Allen, Leanne Bertsch, Leah Beyer, Betty Grande, T.J. Russell

Ex-Officio Members Present: Beth Zander, Deb Schiefelbein

Staff Present: Jerry Houn, Ryan Volk, 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: Travel vouchers are available for members and to see Cheryl Leach after the meeting.

APPROVAL OF AGENDA:

Wayne Kutzer motioned to approve the April 28, 2011 Agenda.

MOTION: Rosella Grant moved to approve the April 28, 2011 agenda as presented. Terry Saul seconded the motion. All in Favor. Motion carried.

APPROVAL OF MINUTES:

Wayne Kutzer motioned to approve the October 06, 2010 and January 19, 2011 Minutes.

MOTION: Gloria Maragos moved to approve the October 06, 2010 and January 19, 2011 minutes as presented. Lee Lampert seconded the motion. All in Favor. Motion carried.

CHAIR'S REPORT:

Meeting Attendance: Wayne Kutzer briefly reviewed the meeting attendance, reminding the members of the policy regarding attendance.

2011 Governor's Workforce Summit Update: Beth mentioned that the 2011 Governor's Workforce Summit will be held October 5-6, 2011 at the International Inn, Minot, ND. The Summit Title is "Turn the Key". Sponsorship invitations have been sent and we are currently working on the agenda and brochure.

2011 Legislative Update: Beth Zander reported HB 1018 Department of Commerce Appropriation, which included funding for many important economic development programs in North Dakota, was killed by the House. SB 2057, previously the Centers of Excellence Funding bill, was then amended by the House Appropriations Committee to become the appropriations bill for the Department of Commerce, which \$2 million went for Workforce Enhancement Grants, however, the current session provides a total of \$1.5 million for Workforce Enhancement Grants.

The Governors budget had funds for the JAG program continuance at minimal level, and that has now been cut. The funding also included \$125,000 to promote WorkKeys, this also did not pass. \$150,000 went for an Electronic Portfolio Pilot Project, including a requirement to report to the Budget Section concerning the use of funds and effectiveness of the program. There will also be continuing appropriation for Operation Intern of \$900,000 with an emergency clause added. Appropriations of \$12 million also went for Centers of Research Excellence. Legislative intent language was included in that the program is considered an ongoing program. The Research COE funding is broken down as follows:

- \$4 million for a Limited Deployment Cooperative Airspace Project (\$2.7 million for UND & \$1.3 million for NDSU). If these funds are not utilized by July 1, 2012, they become available for Centers of Research Excellence.
- \$4 million for grants to UND and associated foundations. \$3 million of this amount is available for base realignment grants tied to the Grand Forks Air Force Base. \$1 million, plus any funds not utilized for base realignment grants within the first 18 months, is available for Centers of Research Excellence.
- \$4 million for grants to NDSU for Centers of Research Excellence.

2011 Budget Update: Jerry Houn reported on the budget for the State Commission Administration, Program Development & Training (PDAT), and Disability Inclusion as of February 2011. Funding is for January-December 2011.

State Commission Administration – There is a maximum of \$134,250 appropriations available. Currently we have \$17,279 total expenditures with \$116,971 balance. We currently have expended 12.87%.

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 \$4,902 total expenditures, with a \$68,898 balance. We currently have expended 6.64%.

Disability Inclusion - The Disability Inclusion Grant shows appropriations of \$50,567. Currently we have \$5,232 total expenditures with \$45,335 balance. We currently have expended 10.35%.

2010-11 Project Spending Report: Ryan Volk handed out a spending report for October - February 2010-11. AmeriCorps budget and spending for six projects include: Kidz Count - Cooperstown, YMCA of Cass & Clay Counties, CSI: Grand Forks, Youthworks-Mountain Plains Youth Services, Missouri Valley Family YMCA and South East Education Cooperative Student Progress Corps. Ryan reported on what all the projects have spent thus far; Cooperstown has 22 slots of which 16 have been filled. Grand Forks has six slots of which all have been filled. The YMCA has 52 slots, all have been filled. Youthworks has 17 slots, and all those have been filled. Missouri Valley YMCA has eight slots of which all were filled. South East Education Cooperative –Student Progress Corps has 26 slots of which 24 have been filled.

AmeriCorps*State Project Updates:

2011-12 Applicants - Jerry Houn reported that the State Commission is in the process of fielding applicants for the 2011-12 grant year. We do not know what the funding will be at this time. The Grantee Committee met and provided the following recommendations.

The Grantee Committee Report

Dale Patrick and Lee Lampert were in attendance. Jackie Velk has resigned her position with the State Commission.

Seven applications were received. Two of the seven applications applied for competitive funding (YMCA of Cass and Clay Counties and Jamestown Public Schools). Both of these projects were funded with formula funding last year. Of the remaining five formula applicants, four applicants were funded last year (Grand Forks Housing Authority, Cooperstown Community Action Agency, Missouri Valley YMCA and Youthworks). One applicant was new (Bismarck Law Enforcement Chaplaincy). Two applicants (Grand Forks Housing Authority and Youthworks) requested expansions.

Per policy 1-23-06, “All continuation project applications will be held to their prior year CNCS / federal funding levels.” To include “During times the Corporation for National and Community Services increases the cost per MSY, all continuation project applications will be allowed to increase their previous year CNCS / federal funding

amount for the current application by said amount of increase per MSY for each MSY they had previously requested.”

The cost per MSY (Member Service Year) increased from \$13,000 to \$13,300, thus a \$300 increase in the cost per MSY. To reflect this increase one will take the number of MSY approved for last year times \$300. This amount of increase is added to the funding the applicant received last year.

Staff informs each applicant of the new amount they are limited to request once the sub-grantee has notified the State Commission of their intent to apply for the next years funding. The funding requested was \$673,995 (not including expansion requests). Including expansion requests, the total funding requested was \$705,347.

The grants committee had to take into consideration the following scenarios:

1. What if only the YMCA of Cass and Clay Counties receives competitive funding.
2. What if only the Jamestown Public Schools receives competitive funding.
3. What if both applicants receive competitive funding.
4. What if no applicant receives competitive funding.

Scenario #1, if the YMCA of Cass and Clay Counties receives competitive funding the Grant Committee recommends funding the following projects:

Cooperstown Community Activities	\$62,343
Grand Forks Housing Authority	16,349
Youthworks	75,155
Jamestown Public Schools	92,489
Subtotal	246,336
Grand Forks expansion	11,014
Youthworks expansion	<u>20,338</u>
Total	277,688

Funding Remaining 322,312 based on receiving \$600,000

The Grants committee recommends rejecting the Bismarck Law Enforcement Chaplaincy and Missouri Valley YMCA applications because they scored very poorly by the peer reviewers. In this case the State Commission would reopen the request for proposals and allow both of these applicants to resubmit a new application in hopes of scoring better.

Scenario #2, if the Jamestown Public Schools receives competitive funding the Grant Committee recommends funding the following projects:

Cooperstown Community Activities	\$62,343
Grand Forks Housing Authority	16,349
Youthworks	75,155
YMCA of Cass and Clay Counties	372,798
Subtotal	526,645

Grand Forks expansion	11,014
Youthworks expansion	<u>20,338</u>
Total	557,997

Funding Remaining 42,003 based on receiving \$600,000

The Grants committee recommends rejecting the Bismarck Law Enforcement Chaplaincy and Missouri Valley YMCA applications because they scored very poorly by the peer reviewers. In this case the State Commission would reopen the request for proposals and allow both of these applicants to resubmit a new application in hopes of scoring better.

Scenario #3, both the YMCA of Cass and Clay Counties and Jamestown Public Schools receives competitive funding the Grant Committee recommends funding the following projects:

Cooperstown Community Activities	\$62,343
Grand Forks Housing Authority	16,349
Youthworks	75,155
Subtotal	153,847

Grand Forks expansion	11,014
Youthworks expansion	<u>20,338</u>
Total	185,199

Funding Remaining 414,801 based on receiving \$600,000

The Grants committee recommends rejecting the Bismarck Law Enforcement Chaplaincy and Missouri Valley YMCA applications because they scored very poorly by the peer reviewers. In this case the State Commission would reopen the request for proposals and allow both of these applicants to resubmit a new application in hopes of scoring better.

Scenario #4, if no applicant receives competitive funding the Grants Committee recommends funding the following projects:

Cooperstown Community Activities	\$62,343	
Grand Forks Housing Authority	16,349	
Youthworks	75,155	
Jamestown Public Schools	92,489	
YMCA of Cass and Clay Counties	342,196	Rolled back to last year amount +
Subtotal	588,532	

Grand Forks expansion	<u>11,014</u>
Total	599,546

Funding Remaining 454 based on receiving \$600,000

The Grants committee recommends rejecting the Bismarck Law Enforcement Chaplaincy and Missouri Valley YMCA applications because they scored very poorly by the peer reviewers.

If the State Commission should receive the \$628,908 (\$28,908 received last year was to be considered a one-time funding) the Grants Committee would recommend the following:

Total from above	599,546
Youthworks expansion	<u>20,338</u>
New Total	619,844

And offer the YMCA of Cass and Clay Counties \$9,024 to expand, based on their competitive application. All three expansions would be approved based on receiving the same level of funding in the future.

Wayne Kutzer asked for motion to accept and approve the four scenarios presented.

MOTION: Rosella Grant motioned to approve the four scenarios as presented. Dale Patrick seconded the motion. Majority in favor. (1)- No Motion carried.

Report from Faith-Based and Community Initiatives Meeting – The Faith-Based Commission met and discussed concerns (quorum issues, membership, funding, etc.) with the commission and the possible benefits of merging the Faith-Based Commission with the State Commission. There was a motion for recommendation to merge the Faith-Based and Community Initiatives Advisory Commission with the State Commission on National & Community Service. Beth Zander will research the intent of the Faith-Based Commission and will check with the Governor’s office regarding the merge, ensuring there will be no problems in proceeding with the merge. If there are no problems, the recommendation can be brought to the State Commission’s July meeting for acceptance.

State Director’s Report

- **Corporation for National & Community Service Updates** - Deb Schiefelbein’s reported that the Corporation is funded at 94% of FY10 dollars. This means is that there is \$40M reduction in funding for Learn & Serve. However, there is the FY11 Learn and Serve dollars based on the resolution that congress gave to keep operating. There will be a \$23M reduction in AmeriCorps. The AmeriCorps program is funded by the Serve America Act. This would affect the State Commission and the National AmeriCorps grantees as well as the tribal grantee money. There is also a \$12.6M cut for the programs funded through the Domestic Volunteers Service Act which are Senior Corps programs and VISTA. In addition to the domestic discretionary programs there will be a .2% cut across the board that the Corporation will take.

Deb reported that the compliance monitoring visits that were scheduled in North Dakota for the 2nd week of April were cancelled due to pending Government shut down and have been rescheduled for the end of June.

Deb reported as of April 11th the SD Governor signed the executive order to create a State Commission in South Dakota.

Sister Program's Status Reports – Jerry Houn briefly reviewed the following programs and provided handouts for the Commission's review.

- RSVP+
- NCCC
- Colorado Campus Compact Proposal

Policy Updates: Jerry Houn reviewed the following policy updates for each policy.

- 1-02-03 (3) – Conflict of Interest – ***Tabled until July meeting***
- **Due to procurement issues, Wayne Kutzer recommends tabling policy 1-02-03 - Conflict of Interest, in order to check any issues regarding using the term procurement, which didn't seem to be the right fit.**
- 1-08-04 (3) – AmeriCorps Member Term Limit
- 1-35-08 (1) – Sub-Grantee Quarterly Progress Reports
- 1-36-08 (1) – Member Service Hour Tracking

Wayne Kutzer asked for motion to approve Policy Updates for 1-08-04 (3); 1-35-08 (1) and 1-36-08 (1).

MOTION: Dale Patrick motioned to approve Policy Updates 1-08-04 (3); 1-35-08 (1) and 1-36-08 (1) as presented. Rosella Grant seconded the motion. All in favor. Motion carried.

GRANTS COMMITTEE MEMBERSHIP – Jerry Houn requested new membership to the Grants Committee. Many of the current membership terms will be expiring in June or have expired and we are now requesting new members to replace those appointments.

The following State Commission members have volunteered to be appointed to the Grants Committee.

- Dale Patrick
- Gloria Maragos
- Chad Kramer (for Scott Davis)

Wayne Kutzer asked for motion to appoint the three new members to the Grants Committee.

MOTION: Leo Cummings motioned to approve Dale Patrick, Gloria Maragos, and Chad Kramer (for Scott Davis) as new members to the Grants Committee.

COUNCIL ACTIONS ITEMS AND RECOMMENDATIONS: None

PUBLIC INPUT: None

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