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

**MINUTES
July 20, 2011**

Meeting Date, Time & Place: July, 20, 2011 at 9:00 a.m. - Job Service North Dakota, Bismarck, North Dakota.

Members Present: Wayne Kutzer, Chair, Chad Kramer (for Scott Davis), Jill Deitz, Debbie Painte (for David Gipp), Rosella Grant, Gloria Maragos (telec), Dale Patrick, Larry Skogen (telec).

Members Absent: Greg Allen, Leanne Bertsch, Leah Beyer, Leo Cummings, Jan Engan

Ex-Officio Members Present: Beth Zander

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:

A revision to the Agenda under the 11:05am item. Jill Deitz will report in Leah Beyer's absence on the Life of an AmeriCorps member. Wayne Kutzer asked for a motion to approve the July 20, 2011 Agenda as presented as with the revision.

MOTION: Dale Patrick moved to approve the July 20, 2011 agenda as presented with the revision of Jill Deitz reporting in Leah Beyer's absence. Debbie Painte seconded the motion. All in Favor. Motion carried.

APPROVAL OF MINUTES:

Wayne Kutzer asked for a motion to approve the April 27, 2011 Minutes.

MOTION: Larry Skogen moved to approve the April 27, 2011 as presented. Gloria Maragos seconded the motion. All in Favor. Motion carried.

CHAIR'S REPORT:

2011 Governor's Workforce Summit Update: Beth Zander reported on the Governor's Workforce Summit Update – Workforce Summit will be held October 5th & 6th in Minot. (<http://www.commerce.nd.gov/programs/governors-2011-workforce-summit/>). Online registration will be available mid August. A block of rooms have been reserved and will be released September 22, members are encouraged to register prior to this date in order to secure a room. The agenda will include the following:

- Keynote Speaker Edward Gordon, author of *Winning the Global Talent Showdown*. Edward is an economist who focuses on current and future economic impact from a workforce perspective – in the US and worldwide. In his book, he specifically cites North Dakota as taking some successful steps to address the looming talent shortage.
- Keynote presentation and summit closeout from LeRoy Maughan of FranklinCovey: *Speed of Trust*. Learn the value of trust in the workplace and community, and the cost of no trust.
- Breakout sessions such as:
 1. *Creating an Environment of Innovation: Leadership's Role*, provided by TrainND.
 2. *Employing and Retaining Young Professionals*, a panel of young professionals prepared to speak to their values on the job.
 3. *Why North Dakota?* Recent relocators sharing their experiences in moving to North Dakota.
 4. *Broadening the Jobs Pipeline* by Edward Gordon, the keynote speaker mentioned above.
 5. *Social Media in the Workplace*.
- We're also finalizing efforts to include discussions and learning opportunities on STEM (science, technology, engineering and math) in the workplace, Work Keys, cultural diversity, and labor market information as they apply to workforce – bringing workers in, keeping workers, preparing tomorrow's workforce, etc.

Jerry Houn noted that the State Commission budget will cover the cost of the Summit registration and travel expenses. Also, there will not be a State Commission quarterly meeting in October; the Governor's Summit will be counted as the quarterly meeting.

Beth Zander reported that funds were pulled back from the Workforce Investment Act (WIA). This includes the pool of money that funds both Workforce and Youth council's work. Beth mentioned that funds will probably be greatly reduced; therefore, the reimbursement expenses (registration, travel, meals, etc.) for the Councils will not be covered.

2011 Legislative Update: Beth Zander reported that we received the FTE's requested for the division. We received 1.5M in Workforce Enhancement Grants. The Jobs for America's Graduates (JAG) was eliminated and funding for \$125,000 to promote WorkKeys also did not make it through to final legislation. \$150,000 was approved for an Electronic Portfolio Pilot Project, and we will be working with North Dakota State College of Science and Valley City State College on this pilot. There will also be continuing appropriation for Operation Intern of \$900,000 with an emergency clause added. Appropriations of \$12 million went for Centers of Excellence.

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

- **State Commission Administration** – There is a maximum of \$134,250 appropriations available. Currently we have \$44,684 total expenditures with \$89,566 balance. We currently have expended 33.28%.
- **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 \$15,071 total expenditures, with a \$58,728 balance. We currently have expended 20.42%.
- **Disability Inclusion** - The Disability Inclusion Grant shows appropriations of \$50,567. Currently we have \$9,963 total expenditures with \$40,432 balance. We currently have expended 19.77%.

2010-11 Project Spending Report: Ryan Volk handed out a spending report for October - May 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 17 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.

Open Commission Seats – Jerry Houn reported the following vacant seats on the Commission roster. Jerry encouraged the Commission to submit names of individuals that has expressed interest in the Commission, or individuals that may be a good fit for one of the vacant positions and needs to be contacted.

NAME	Category	Appointment
Cummings, Leo Three Affiliated Tribes Box 391 Newtown ND 58763 701-627-4756 Program477@hotmail.com	Community-Based Agency or Organization	July 1, 2004 - June 30, 2013
Patrick, Dale Department of Public Instruction 600 East Boulevard Avenue Bismarck ND 58505-0440 701.328.1644 dpatrick@nd.gov	State Education Agency	July 1, 2010 – June 30, 2014
Allen, Greg Cavendish Farms 5855 3 rd Street SE Jamestown, ND 58401 701-252-5222 Allen.greg@cavendishfarms.com	Business (1)	July 1, 2009 - June 30, 2012
Jan Engan Department of Human Services 600 East Boulevard Avenue Bismarck ND 58505-0250 701-328-2538 jengan@nd.gov	Aging Services	July 1, 2009 - June 30, 2012
Beyer, Leah 1951 Dakota Drive #302 Fargo, ND 58103 701-320-6953 Leah.e.beyer@ndsu.edu	Youth age of 16–25	July 1, 2010 – June 30, 2013
Deitz, Jill (AmeriCorps Coordinator) Fargo-Moorhead Family YMCA 4243 19 th Ave SW Fargo ND 58103 701-356-1467 deitz@fmymca.org	National Service Program	October 1, 2007 - June 30, 2014
Gipp, David (President) United Tribes Technical College 3315 University Drive Bismarck ND 58504 701-255-3285 Ext. 8 dmgipp@uttc.edu	Educational, training and Developmental needs of youth (1)	July 1, 2004 - June 30, 2013
Kutzer, Wayne L. (State Director) State Board for Career & Technical Education 600 East Boulevard, 15 th Floor Bismarck ND 58505-0610 701-328-2259 wkutzer@nd.gov	Educational, training and Developmental needs of youth (2)	July 1, 2003 - June 30, 2012 CHAIRPERSON
Maragos, Gloria Juvenile Court PO Box 1741 Minot ND 58702-1741 701-857-6650/H 701-838-6078 Gmaragos@ndcourts.com	Educational, training and Developmental needs of youth (3)	July 1, 2004 - June 30, 2013 VICE-CHAIRPERSON
Skogen, Larry C. Dr. President Bismarck State College P.O. Box 5587 Bismarck, ND 58506 701-224-5430 Larry.Skogen@bismarckstate.edu	Educational, training and Developmental needs of youth (4)	Dec 1, 2009 - June 30, 2013
Davis, Scott J. North Dakota Indian Affairs Commission State Capitol Building 600 East Boulevard Avenue, 1st Floor, Judicial Wing - #117 Bismarck, ND 58505 (701) 328-2428 – office (701) 328-1537 - fax sjdavis@nd.gov	American Indian Tribes	September 1, 2009 – June 30, 2012

NAME	Category	Appointment
Bertsch, Leann ND Dept. of Corrections and Rehabilitation PO Box 1898, Bismarck, ND 58502-1898 701-328-6362 lebertsc@nd.gov	ND Department of Corrections and Rehabilitations	Open Ended
VACANT	Local Labor Organization	Term Ended (Rosella Grant)
VACANT	Local Government	Resigned (Jackie Velk)
VACANT	Business (2)	Term Ended (TJ Russell)
VACANT	Business (3)	Resigned (Terry Saul)
VACANT	Educational, training and Developmental needs of youth (5)	Term Ended (Lee Lampert)
VACANT	State Legislature - Senator	Did not run for office
VACANT	State Legislature - Representative	Resigned (Bette Grande)

2010-11 Program Activity Update

- **Learn & Serve** – Jerry reported that there will be no funding for Learn & Serve for the next year.
- **Disability Inclusion** – Jerry reported that it is slow right now. With Tom Wirtz resignation Jerry and Ryan are covering those duties until a replacement is found.
- **Program Development & Training** – Jerry reported that a training session is setup for October.

State Director's Report

- **Corporation for National & Community Service Updates** –The following report was sent by Deb Schiefelbein as she was unable to attend the State Commission meeting.

Last week, both I and my director in the Minot area had conversations with the Minot Mayor's office and Lutheran Disaster Response regarding RSVP+ North Central's role in coordinating the volunteer efforts taking place in Minot. We believe we are close to having an agreement in place soon. Whether we do or not, however, the fact is that Minot is in a desperate situation. The call center we've been asked to staff comes on top of an increase in other sorts of volunteer requests from existing partners, all of which are under enormous pressure. And any additional coordination role comes on top of all of that. We

have one full-time director, a part-time staff person, and a few office volunteers, who simply cannot do this job alone. It's time for all of us to dig deep and do what we can to help.

I'm asking all of you to think about your networks, personal and professional, and send each of them a note, just as I am sending to you now. If you have relatives, friends, neighbors, or belong to church groups, committees, or boards who have any connections to the Minot area, please make contact now—it's crunch time. We know very well that person to person recruitment is the most effective way of recruiting new volunteers, and your personal involvement will help, even if you are not physically in the Minot area.

We're looking for anyone who knows anyone who can help. Undoubtedly, those who are able are likely helping their neighbors or already volunteering informally in some other way. Minot's ability to recover from this disaster, however, will rely in part on their ability to document the recovery effort with registered volunteers and verifiable hours for FEMA. That's why some entity always needs to coordinate the volunteer response. We know this, but many others do not, so we need to explain it as quickly and clearly as we can to everyone we know in the affected areas. Please consider your various circles and ask yourself if you or someone you know can ask someone in Minot to register with us and help the city and surrounding area begin the long road to recovery. Many of our registered volunteers have lost their homes, others evacuated and have not returned, still others are busy at various assigned locations. There simply aren't enough to do the job that needs to be done now. Many more are desperately needed, and they need to be registered ASAP and assigned a role. Please ask folks to get in touch with Miriam Smette via e-mail Miriam.Smette@ndsu.edu, her cell # is 701-721-8817, office phone is 701-852-3799.

Thank you for whatever you can do personally to help us ramp up the volunteer response in the Minot area.

Sister Program's Status Reports – Jerry Houn briefly reviewed the following programs.

- **RSVP+ Programs** – (Flood Assistance) RSVP has been extremely involved with the flood effort in Bismarck. Jerry mentioned that they have an agreement with Bismarck that coordinates their volunteer efforts. More on the volunteer efforts can be found on <http://www.rsvpnorthdakota.org>
- **NCCC** – (Williston) Jerry reported that there was a group of NCCC sent to Williston through Lutheran Disaster Response. They helped with mold removal. The groups are trained before they are sent to help with mold removal. There will be a group sent to Minot to help with their flood efforts. Also, groups will be sent to Bismarck for cleanup when that time comes. They will visit Jamestown as well for different projects, not necessarily flood related.
- **Colorado Campus Compact Proposal** – The Compact Service Corps-AmeriCorps Program, hosted by Colorado Campus Compact, is a national service program that connects students with communities through meaningful

service-learning, civic engagement, and community service experiences. Each year, Compact Service Corps will enable more than 5,000 college, university and high school students to serve with local nonprofit and government agencies throughout Arizona, Colorado, Montana, Nebraska, North Dakota and South Dakota. Members serve in positions that focus on increasing academic engagement in K-12 schools; providing primary and preventive healthcare to those living in designated underserved areas; and recruiting, training and managing volunteers for nonprofit and government agencies to build capacity and infrastructure. Jerry mentioned that we have over 300 AmeriCorps members in the state of ND helping out.

Wayne Kutzer Recommended that Jerry send out a Campus Compact news alert to the Commission members in order to stay informed with the Campus Compact program.

A Day in the Life of an AmeriCorps – Jill Deitz reported in Leah Beyer’s absence. The YMCA holds an annual press conference during AmeriCorps week (May 14-21, 2011) to recognize and honor our AmeriCorps members. AmeriCorps Week provides opportunity for AmeriCorps members, alums, grantees, program partners, to demonstrate AmeriCorps impact on critical issues, bringing more Americans into service, and thank the community partners who make AmeriCorps possible.

This year the Corporation had put out a theme for AmeriCorps Week, called “My AmeriCorps Story”. Several guest speakers were invited to participate and tell their AmeriCorps story. Some of the stories touched on how the AmeriCorps program has helped parents with children with disabilities. Also, the AmeriCorps program has helped the Silver Sneakers program. The Silver Sneakers is a fun program that helps older adults 65 and older take greater control of their health by encouraging physical activity and offering social events at the YMCA. The AmeriCorps member role is to serve as the social activity coordinator for the Silver Sneakers Program. Also, the YMCA recently started giving out a Spirit of Service Award, which will be awarded to an AmeriCorps member who is going above and beyond in their service.

AmeriCorps*State Project Updates:

- **Corporation for National & Community Service Funding** – Jerry reported that the Corporation lost \$40M in funding for the Learn & Serve program. AmeriCorps also took a loss of \$23M in funding. At this time, we have heard nothing regarding the AmeriCorps budget, however, we do know the upcoming 2011-12 year projects will receive funding; this funding was in the bill signed earlier this year. What happens this fall will affect the funding for the 2012-13 year.
- **2011-12 Applicants** – Jerry Houn presented the following report for the applicants that have been funded for the 2011-12 grant year.

Applicants - Funded	CNCS	MSY	Cost Per MSY	Grantee Share	Total	ET	HT	RHT	QT	MT
Cooperstown Community Activities	62,343	4,743	13,144	53,107	15	1	1	1	6	6
Grand Forks Housing Authority w/Expansion	27,363	2,408	11,363	49,493	9	0	1	0	4	4
JPS	92,489	7,242	12,771	96,995	22	0	0	14	4	4
YMCA of Cass and Clay Counties	342,016	26,500	12,906	247,706	53	0	53	0	0	0
YW	75,155	5,701	13,183	64,010	16	0	2	9	4	1
Totals	<u>599,366</u>	<u>46,594</u>	12,864		115	1	57	24	18	15
Funding that remains	634									
Expansion Requests - Remaining										
YW Expansion	20,338	1,530	13,293	17,331	4	0	2	0	2	0
YMCA of Cass and Clay Counties Expansion	<u>30,782</u>	<u>3,500</u>	8,795	44,811	<u>7</u>	<u>0</u>	<u>7</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>51,120</u>	<u>5,030</u>	10,163		11	0	9	0	2	0
Excess funding needed	50,486									
Applicants - Rejected										
Bismarck Law Enforcement Chaplaincy	27,895	2,120	13,158	27,895	10	0	0	0	0	10
MV YMCA	26,966	2,120	12,720	16,755	8	0	0	0	8	0

Wayne Kutzer motioned for approval of the proposal presented and that the additional funding of \$50,486 is to be spent on the YMCA and Youthworks expansion.

MOTION: Dale Patrick moved to approve the additional funding of \$50,486 be spent on the YMCA and Youthworks expansion. Rosella Grant seconded the motion. All in Favor. Motion carried.

COMMISSION DISCUSSION & PLANNING: Jerry asked the Commission what they would like to see on future agendas.

Action Items:

- ✓ It was asked if the Commission could have fewer meetings. This may enable commission members to attend regularly. Jerry Houn and Beth Zander will check the by-laws for this option.
- ✓ A request that a progress report be presented quarterly on the grantees project goals
- ✓ Submit names for the vacant commission member positions

PUBLIC INPUT: None

ADJOURNMENT: With no further business and consent of the members, the meeting was adjourned at 10:30p.m.