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**MEETING NOTES  
STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE  
EXECUTIVE COMMITTEE  
MAY 17, 2004**

A meeting of the North Dakota State Commission on National & Community Service – Executive Committee was held on Monday, May 17, 2004, at the North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503.

**MEMBERS PRESENT:** Jim Hirsch, Lisa Ringstad (via telephone), Al Lukes and Cathi Christopherson.

**MEMBERS ABSENT:** Rosella Grant and Dave Massey.

**GUESTS PRESENT:** Jill Splonskowski.

**Report on meeting with Chief of Staff:**

Jim Hirsch told members about his visit with Bill Goetz at the Governor's Office. That visit included membership and re-appointment of all Commission members. Jim Hirsch showed Bill Goetz a promotional CD developed by KAT Productions which laid out some goals of the Commission and the Workforce Development Council.

Cathi Christopherson suggested that we show the promotional CD to Commission members during the June 2004 meeting during the "Chair's Report".

### **Update on New AmeriCorps Sub-grantees:**

Jim Hirsch stated that our 2 new projects (Red River Basin Watershed Institute and the North Dakota Council on Abused Women's Services) are currently still waiting for grant approval from the Corporation for National and Community Service. The grant contracts may not be implemented until possibly late Summer or Fall 2004. The current RFP process has 10 projects which includes 1 planning grant. A peer review will be conducted and then the Grants Committee will meet and bring their recommendations to the Commission at the June meeting.

### **June 2004 Agenda:**

Jim Hirsch outlined the June 16, 2004, meeting agenda which will include some action items for 2 new policies: Findings, Resolutions and Debt Management and AmeriCorps Member Term Extensions.

Jim Hirsch also mentioned that sub-grantee members need to report their member hours on a timely basis. The Commission needs to be able to address extensions in order to re-assign members and to re-enroll or provide continuation of discontinued member hours. Monthly reviews will be conducted in order to better monitor member hours and activities.

### **Executive Committee Charter:**

Jim Hirsch explained the purpose of the Executive Committee Charter to members which outlines some long-term goals, priorities, parameters, and authority/empowerment of the State Commission – specifically to new Commission members.

### **Commission Budget through April 2004:**

Jim Hirsch outlined the Administrative Budget which is pretty close to expected expenses. As of March 31, 2004, the Commission has expended \$78,304 with 38% of the Biennium lapsed. The Commission has issued an RFP to provide for fiscal monitoring and training. Costs are expected to be less than \$15,000 for the training. The PDAT budget has expended \$34,417 during the first 3 months of 2004. Implementing a Polycom System (which would cost approximately \$80,000) in all 8 regions would significantly reduce travel costs for members. The disability budget of \$30,000 has not been approved to date.

### **Office of Inspector General Visit:**

Jim Hirsch explained that the OIG will be conducting a pre-audit during the week of May 17-21, 2004. An entrance conference will be conducted on May 18, 2004. Issuing a Request for Proposal for Professional Services is one step the Commission has made to show that we are developing a fiscal monitoring process.

### **Unified State Plan Update:**

Jim Hirsch explained that Tara Holt and Lana Rakow are collaborating to develop a survey instrument which will be used at informational meetings around the state and also will be e-mailed to about 4,000 individuals. A draft report will be developed in July 2004. A completed report will be available by August 2004. Cathi Christopherson asked that Tara Holt be placed on the June 2004 agenda to report to Commission members about the progress being made on the Unified State Plan.

### **September 2004 Agenda Items:**

Jim Hirsch mentioned that the 2004 Governor's Workforce Summit will be held in Fargo, North Dakota at the Radisson Inn on September 30-October 1, 2004. The Summit will identify projected needs, best practices, and youth retention in rural areas. Jeff Thredgold, Rebecca Ryan, Craig Schroeder, and Emily DeRocco are tentatively scheduled presenters for the Summit. The Youth Development Council and Workforce Development Council will hold a joint meeting during the afternoon/evening before the Summit (September 29, 2004). The State Commission members agree that they should also tie into this meeting in lieu of the regularly scheduled September meeting. The format for the Summit will include pre-conference training events, keynote speakers, and break-out sessions. Our current budget to sponsor a Governor's Workforce Summit is \$20,000.

Cathi Christopherson volunteered to be a member of the Governor's Workforce Summit Steering Committee to give input and/or suggestions based on previous conferences her organization has hosted.

**The meeting was adjourned.**

### **Action Steps:**

-  **Show the promotional CD to Commission members during the June 2004 meeting.**
-  **Place Tara Holt on the June 2004 meeting agenda to report on the progress made on the Unified State Plan.**
-  **Place Cathi Christopherson on the Workforce Summit Steering Committee.**