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**MEETING NOTES  
STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE  
EXECUTIVE COMMITTEE  
APRIL 15, 2005**

A meeting of the North Dakota State Commission on National & Community Service – Executive Committee was held on Friday, April 15, 2005, at the North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503.

**MEMBERS PRESENT:** Jim Hirsch, Lisa Ringstad (via telephone), Rosella Grant, and Dave Massey.

**MEMBERS ABSENT:** Cathi Christopherson.

**GUESTS PRESENT:** Jill Splonskowski.

**April 2005 Meeting Agenda:**

Jim Hirsch reviewed the agenda for the April 20, 2005, meeting with members. The meeting will have discussion on the 2003-2005/2005-2007 Budgets, Policies, Subgrantee Reports, and the Grants Committee Report Update.

### **2005-2006 RFP Report:**

Jim Hirsch explained that five continuation grants have applied for the 2005-2006 program year. Two prior programs could not meet match requirements; therefore, they had to withdraw. Several new programs applied, but decided to withdraw as well. After funding the five continuation grants, there is still \$78,210 of AmeriCorps funds that has not been applied for. The intent is to conduct another RFP process for new subgrantees to use up the additional funds; however, all new programs would need to use the same start date as the existing programs in 2005-2006.

### **2005-2007 Budget:**

Jim Hirsch stated that the Administrative Budget requires a 50% match and is currently at \$260,000. The PDAT Budget is \$170,000 with no match requirement, and the Disability Budget is at \$50,000 with no match requirement.

Members feel that the State Commission should discuss the possibility of implementing a quarterly draw-down requirement for subgrantees at the April 20, 2005, meeting.

### **2003-2005 Budget:**

Jim Hirsch explained that as of February 28, 2005, the State Commission's Administrative Budget is at \$139,533 expended with a balance of \$201,861. The PDAT Budget balance is \$114,333 and the Disability Budget is \$45,608.

### **Fargo-Moorhead Family YMCA Member Extension Request:**

Jim Hirsch explained that the Fargo-Moorhead Family YMCA submitted a request for a 90 day extension in order for their members to complete the required 900 hours. The new project end date would be December 31, 2005.

Rosella Grant asked for a motion to approve the Fargo-Moorhead Family YMCA's request for a 90 day member extension.

**Motion: Dave Massey made a motion to approve Fargo-Moorhead Family YMCA's request for a 90 day member extension. Lisa Ringstad seconded the motion. Motion carried.**

### **Senate Bill 2172:**

Jim Hirsch informed members that Senate Bill 2172 (AmeriCorps Exemption for Unemployment Insurance Coverage) passed and will become effective as of March 17, 2005.

### **Election Committee for Chairperson:**

Jim Hirsch stated that a draft Policy called the "Eligibility to Vote for Chairman" gives the authority to the State Commission to elect their own chairperson and vice-chairperson. Jim Hirsch recommended that the Executive Committee set up a Nominating Committee and make an announcement at the April 20, 2005, State Commission meeting. The intent of the Executive Committee is to have a Chair in place by July 15, 2005.

Jim Hirsch also mentioned the option of hosting a joint Council/Commission Retreat in late July/early August 2005. The Retreat would serve as an orientation meeting for new members as well a way to identify new Federal rules and regulations for existing members.

**The meeting was adjourned.**

### **Action Steps:**

- **State Commission members should discuss the possibility of implementing a quarterly draw-down requirement for subgrantees at the April 20, 2005, meeting.**
- **Set up a Nominating Committee and make an announcement at the April 20, 2005, State Commission meeting in order to have a Chair in place by July 15, 2005.**
- **Members to think about ideas for a Council/Commission Retreat in late July/early August 2005.**