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NORTH DAKOTA OFFICE OF FAITH BASED & COMMUNITY INITIATIVES

MINUTES April 22, 2009

Meeting Date, Time & Place: April 22, 2009 at 8:00 AM, Job Service North Dakota, Bismarck, North Dakota.

Members Present: Leann Bertsch, *Carol Cartledge (for Carol Olson)*, Cynthia Lindquist, Senator Tim Mathern (teleconf.), and Brad Williams.

Members Absent: Representative Bette Grande, Alan Klein, and Carol Olson

ExOfficio Members Present: Jim Hirsch

Guests: Brad Louis-Corporation of Nat'l and Community Service

Staff Present: Jerry Houn and Cheryl Leach

CALL TO ORDER:

Opening Remarks & Introductions: Brad Williams welcomed everyone and asked for introductions.

Administrative Announcements: Brad Williams reminded members that travel vouchers are available and to see Cheryl after the meeting.

APPROVAL OF AGENDA:

Brad Williams asked for a motion to approve the April 22, 2009 agenda.

Motion: Carol Cartledge moved to approve the agenda as presented, motion seconded by Leann Bertsch. All in favor. Motion carried.

APPROVAL OF MINUTES:

Brad Williams requested a motion for approval of the November 19, 2008 minutes with the correction of Dr. Lully to Dr. Dwelle on page three.

Motion: Carol Cartledge moved to approve the November 19, 2008 minutes as corrected. Motion was seconded by Leann Bertsch. All in favor. Motion carried.

CHAIRS REPORT:

Identify Clear Directives of the Commissions Priorities: Brad Williams mentioned that in reviewing the November 19, 2008 minutes, he created 32 questions pertaining from the committees comments during that meeting and is proposing a planning session for June 9, 2009 from 1:00-5:00 p.m. to review the 32 questions as well as the By-Laws in order to evaluate what the Office of Faith-Based and Community Initiatives Advisory Commission is trying to accomplish in directive of a work plan, goals, objectives, and responsibilities. The outcome will be presented before the June 10, 2009 State Commission.

Jim Hirsch mentioned that as a State Commission, we are going to have to develop our State Service Plan and the input from the June 9th planning session with the Faith-Based Advisory Commission would feed right into the Service Plan.

Establish Clear Directives for Jerry: Brad commented that the commission will need to make recommendations regarding staffing and directives. Jim Hirsch mentioned that the format to follow is that there is no staff for the Faith-Based and it would need to come to the State Commission for recommendation at that point.

Budget Status: Brad Williams requested a follow up of the \$75,000 request for budget consideration. Jim Hirsch reported that there are several issues that impact the background on the establishment of the Office of Faith-Based and Community Initiatives. Initially it was placed in the Governor's Office with no budget, and in working with the Governors Office we struggled on how to provide adequate support for the State Commission without having any appropriation. One suggestion was to have a Faith-Based Initiative to parallel with what the State Commission is doing by moving it over to Commerce housing it with the State Commission. Unfortunately in the session it was moved but with no funds. There are no staff dollars. We have been doing what we can under the existing umbrella of the federal funds with the State Commission to support the office of Faith-Based and Community initiatives. Jim mentioned that last fall he and Brad had a meeting with Commissioner Goettle and Ron Raushenberger from the Governor's Office and laid out a request; taking the \$25,000 of what we currently have in the operation line item of the Office of Faith-Based and moving it over to the salary line item making it easier to track as a

match, that way it can be leverage as an additional \$25,000 from the Corporation which was included in the Governor's budget. A second request was to try and get a little closer to maximizing the amount of dollars available to support the State Commission from the Corporation for National and Community Service, so we asked for \$32,500 from the general fund appropriations to help us move closer to that level. This also was in the Governor's budget, specifically to support activities for the Faith-Based and Community Advisory Committee. We requested a special fund authority of \$75,000. This would allow us to receive private contributions that could be leveraged to support expanded Faith-Based initiatives. This also could be used to help leverage some additional federal funds if we use it as the match. Jim commented that the request has made it through the Senate and the House, and is now at the Conference Committee. Jim mentioned that there is some opportunity for requesting a waiver on the federal match funds.

Jim commented to keep in mind that the goals of the State Commission are pretty parallel with the goals of the Faith-Based and Community Initiative Commission. The real challenge within the department is the limited resources in staffing. We are administering an AmeriCorps program and picking up a Community Learn and Serve Program with the already existing staff.

Grant Writers: Jerry Houn mentioned that there is the possibility of using some of the money for grant writers to help organizations get started. Most organizations don't have grant writers or the experience in grant writing to get started. Jerry reported on the grant writers standard fee arrangements. The Foundation and Corporate Donor Proposal Submissions standard fee is \$3,500 to develop, draft, and edit a proposal for submission to multiple foundations and corporations, and \$1,500 is the cost of prospect research, photocopying, and postage to distribute the proposal to multiple donors. Jerry mentioned that other grant writing groups wouldn't commit to a fee. There are critical time consuming factors that need to be done before actually writing a grant proposal. Until all this information is applied, you don't know if the funding is meaningful and will serve the organizations purpose.

Committee Planning and Priorities: Tim Mathern commented that he is quite concerned that the Office of Faith-Based and Community Initiatives is not doing enough. He stated that he doesn't feel comfortable in what has been done thus far. "What we need to do is focus on one function and do what we can to produce some sort of outcome that is positive for our state during the next year".

Brad Williams commented that the committee is in agreement and the June 9th meeting should be dedicated to identifying that objective and that there are funds available through AmeriCorps and Serve America if we properly engage the faith community and other community initiatives. Jim Hirsch mentioned that even with the budget we need to keep in mind that the Faith-Based Advisory Committee is an umbrella under the State Commission, so when we tap into the federal dollars to support activities it has to be those that are allowable under that umbrella. Brad Williams mentioned we need to come up with a program of work to bring to the State

Commission, and the June 9th meeting should be our goal to set forth in doing something we can measure and control. Jim mentioned that the timing is right because over the next several months we will have to write a plan on the Serve America Act which greatly expands this role. The action plans that are recommended would fit with the State Service Plan. The current Service Plan has call-to-action areas that involve commission members. Jim mentioned that in the current plan with the State Commission we have several broad areas that require commission involvement. In the State Plan implementation we focus on talent attraction, volunteer attraction and volunteer expansion. These are areas that this committee can grasp and have a key role in helping to expand.

Jim mentioned that a CD was created several years ago that covered the role of the Workforce Development Council and the State Commission, but now we have the Faith-Based Initiative and maybe we need to update the CD for a promotional piece. Senator Tim Mathern commented that he would like to see an update of the CD mentioned. He stated that he could meet with some of the faith-based leaders from the Fargo community and ask them what they would like the legislature to do in response to their needs.

ACTION PLAN:

- **June 9th Planning Session to identify goals, objectives, and responsibilities of the Faith-Based & Community Initiatives Advisory Commission.**

ADJOURNMENT: Brad Williams adjourned the meeting at 9:00 a.m.

Senator Tim Mathern moved for adjournment. The motion was seconded by Carol Cartledge. All in favor. Motion carried.