**ND Complete Count Task Force**

ND Department of Commerce

1600 E Century Avenue Suite 2 – Bismarck ND

 **August 22, 2019**

The North Dakota Census 2020 Task Force Executive Committee met at 1:00 p.m. on August 22, 2019, in the Icelandic Room at the Commerce Department.

**Present at the meeting**: Louise Dardis, Linda Svihovec, Stephanie Dassinger, Russ Ziegler, Steve Andrist, Pat Bertagnolli.

**Present by phone**: Arik Olson, Andrea Olson, Brad Hawk on behalf of Scott Davis

**Commerce Staff**: Kevin Iverson, Heather LeMoine, Sherri Frieze

**Approval of Minutes:**

**Motion** made by Arik Spencer and seconded by Steve Andrist to approve the corrected minutes of August 5th Motion carried.

**Budget & Procurement Budget – Census 2020**

Members discussed the updated budget and concluded that no changes should be made.

**Motion** made by Arik Spencer and seconded by Steve Andrist to approve the proposed Census budget.

Motion carried.

**Census 2020 Complete Project Funding Assistance Application – SFN 61685**

More revisions were made to the document and these will be updated to SharePoint after the meeting.

* Lower case letter i for the verbiage: “Describe the intended impact”
* Application number to be included
* Applications due no later than February 28, 2020
* Reporting documentation to be attached
* Submission of invoice to Commerce must be submitted no later than April 30, 2020
* Maximum of $5,000 per application for a qualifying activity
* Louis Dardis contact information to be added

Members approved the Project Funding Assistance application by unanimous approval.

**Census Administrative Assistant - Kevin**

* Gabrielle Proffitt will join the Commerce Department, September 16th, to provide administrative support to the Census Complete Count committee for a year.

**Upcoming Opportunities and Events – Louise**

* GNDC 2019 Policy Summit – Sept 10 – Louise to attend
* ND Petroleum Council – Sept 17-19 given a comp. booth and registration; - need volunteers.
1. Possible to have the McKenzie – Williams CCC to staff booth – Pat Bertagnolli to help with getting volunteers.
* Vital Services Conference – Sept 17-19 looking at legislators to attend and the task force to attend.
* SHRM Conference – Sept 17-19 in Grand Forks – Pat Bertagnolli to find more information.
* NDLOC – Sept 20
* ND Census Office opening – Oct.3
* Cass County Republicans Politics & Plate – Oct. 2 – Louise presenting
* NDACo – Oct. 7 – complimentary booth, with Louise providing booth assistance. Erin and Kristin will be presenting.
* NDCEL – Oct. 17 – Louise at the booth.
* EDND – Oct. 21-23 – complimentary booth, want a presenter, but unsure on time needed to present.
* NDSBA – Oct. 25, Louise at the booth.
* MSS – Oct. 29-31; complimentary booth, Erin and Kevin to present.
* GNDC CEO Roundtable, Nov. 6 – Louise to attend. Census 2020 brief to happen at the roundtable.

It was mentioned that the local CCC and eastern events need to be considered and added to the list.

**Marketing & Media Updates – Heather LeMoine**

* RFP – procurement office is finalizing today.
* Logo – conversation will need to be had regarding brand standards soon.
* Website – <https://www.nd.gov/news-events/census-2020> - more pages have been added, including the task force and link to members, recent map of complete count committees, with more pages and links to be added.

**CCC’s Status Update**

A second page was updated to the document on SharePoint.

**Subcommittee Reports**

1. **Tribal – Brad Hawk**
* Currently the commission would like to have tribes to appoint someone for committee representation – Tribal taxation meeting next Tuesday at the Capital and an ask will be brought forward for committee representation.
* Monthly board meeting of Tribal chairs could be attended by the tribal subcommittees for presentation.
1. **Community/Faith Based – Andrea**
* Recruiting new Americans to help, 3 representing different groups
* United Way of Cass-Clay will help to complete the Census.
* Director of GPHA in Jamestown; gave a passionate speech last week of importance of Census.
1. **Business/Labor – Arik & Pat**
* Draft articles when completed, will be welcomed to like to get the Census information
* Getting more representation on the Census count to the east side of the state.
* Census education needs to be done to those that don’t call ND home, but live here.
1. **Education/Library - Russell**
* Individual committee members/organizations can help – conferences held throughout August and conversations about how to get out of state students to be counted.
1. **Media – Steve**
* Compose a list of potential stories and feature stories from subcommittee members that media outlets can grab to conduct an interview or news story. – Stories can be sent to Linda or Louise and they will compile and send to Steve.
1. **Government – Stephanie**
* Would like to add someone from tribal committee to explore ways the government treats native Americans that are in cities and counties not on the reservation.

**Future Executive committee meetings**

* September 5th 1-3:00 – Icelandic Room
* Doodle Poll will be sent out the first week in September for planning of future dates

**Reminders:**

* Oath of Office & Statement of Interest – please return to the Governor’s Office
* Plan drafts revised to August 30th

Meeting was adjourned at 3:00 p.m.