

Commission Meeting Minutes
April 12, 2018
Oxford Suites
1426 S. Entertainment Ave. | Boise, ID 83709

Attendance: Jesse Maldonado, Bill Langer, Colleen Schowalter, Kristen Tracy, Bryan Wewers, Amy Little, Mike Jensen, Char Kremer, Doug Brown, Carrie Reese, Kimber Russell, Cody Roell, Kara Brascia, Dirk Marsden, Don Heuer. Staff -Renee Bade, Heather Uhi, Kiristen Mann, Jade Rodgers. Guests – Jim Chally and Carl Steude from AmeriCrops Legacy Corps (9:10 am) and Robynn Browne and Hannah Staller from United Way (10:45 am).

9:03 am – Meeting called to order by Jesse Maldonado, Commission Chair

Motion made to approve Serve Idaho Commission Agenda for April 12, 2018 as written - Colleen Schowalter

Motion seconded- Mike Jensen

Motion carried

Motion made to approve the Serve Idaho Commission January 18, 2018 minutes as written – Mike Jensen

Motion seconded -Don Heuer

Motion carried

Membership Committee

Motion made to approve Lisa Sanchez as local government official serving on the Boise City Council, to the Serve Idaho Commission – Char Kremer

Motion seconded -Kara Brascia

Motion carried

Motion made to adopt Serve Idaho Membership Committee policy for Commissioner renewals including proposed changes – Char Kremer

Motion seconded – Mike Jensen

Brief discussion on length of document

Motion carried

Motion to adopt interview procedures as amended for prospective Serve Idaho Commission members – Char Kremer

Motion seconded -Don Heuer

Brief discussion centered on policy vs procedure

Motion carried

Motion made to adjourn Serve Idaho Commission meeting at 4:08 pm – Char Kremer

Motion seconded – Colleen Schowalter

Motion carried

Next Serve Idaho Commission meeting will be held on XX

Minutes respectfully submitted on April, 20, 2018 by Kristen Tracy, Serve Idaho Commission Secretary

Serve Idaho Commission Meeting Report-Outs

April 12, 2018

Serve Idaho Chair: Jesse Maldonado

VISTA/Senior Corps: April Durrant

- **Updates:**
 - A budget was signed by the president on March 23, 2018, which provides CNCS with \$1,063,958,000 for FY 2018, a \$33.6 million increase from FY2017 enacted levels. AmeriCorps State/National received an increase of \$26,000,000, NCCC \$2,000,000, State Commission support \$1,000,000 and increased funding for Innovation & Demonstration programming and CNCS salaries and expenses.
 - National Service Day of Recognition was a great success with 6 new elected officials joining the ranks of people who recognize the importance of community service. The Idaho CNCS office, Serve Idaho, AmeriCorps VISTA and State members joined Boise Mayor Bieter at The Arc VISTA project to thank members for their service and join in a tour. Thanks to all who participated in the Boise event and those around the state, like Lewiston. We appreciate all your efforts in recognition on April 3, 2018.
 - The Idaho CNCS office has recently received notification of several more Senior Corps grant relinquishments and hope in 2019 to be able to re-compete these grants. April will be asking commissioners for their assistance around the state to advertise the funding opportunities, once a NOFO has been opened.
 - EICAP RSVP-Idaho Falls
 - CSI RSVP, SCP, & FGP-Twin Falls/Magic Valley
 - North Idaho College RSVP-Coeur d'Alene
 - Jannus RSVP-Boise/Treasure Valley
 - The State Office has been working to develop new programming around the opioid/substance abuse prevention and recovery focus area.
 - Bonneville Youth Development Council-Juvenile substance abuse prevention-5 members.
 - Nez Pearce Tribe-Economic development, cultural activities, community garden development and substance abuse education-3 members
 - Mahoney House (Salmon)-Program development, including substance abuse prevention education/outreach-1 member
 - In development-Office of Drug Policy and Treasure Valley Partnership-opioid education/prevention/recovery activities.

Idaho Department of Labor Report: Melinda Smyser

- **Updates:**
 - A big thank you to Renee and Jade for helping plan and coordinate this year's IDOL Statewide Management meeting

- The department is excited to apply for an additional \$875,000 in funding from the USDOL to continue the Apprenticeship efforts here in Idaho to assist industry and employees train their workforce;
- Several legislative bills that passed will help employers including the department's sponsored UI tax reduction bill that will save employers over \$35 million per year for the next 3 years;
- Congress did pass an Omnibus budget bill that will reduce some of our workforce program grants by about 10%, but we could have faced deeper cuts based on the strong economy and low unemployment rate which is a factor in how the Feds allocate this funding);

Administrator Report: Renee Bade

- **Updates:**
 - Presentation to Council of Indian Affairs
 - Provided a 15 minute overview of Serve Idaho for Council of Indian Affairs on March 16
 - Attendees included representatives from:
 - The Coeur d' Alene Tribe, Shoshone Bannock Tribe, Kootenai Tribe, Nez Perce Tribe and Shoshone-Paiute Tribe
 - Senator Guthrie, Representative Anderson, Senator Buckner-Webb, Representative Gannon
 - Thank you to Mary Jane Miles for the invitation
 - Unvalidated AmeriCorps Members
 - The Corporation for National and Community Service (CNCS) set out a series of emails in late February regarding validating social security numbers and citizenship for AmeriCorps members who have served. Failure to provide information results in freezing of education award funds for members.
 - 17 members from Idaho had issues
 - All programs have been notified and are in the process of rectifying to ensure members receive their education award
 - State Service Plan Update
 - 213 Survey's completed – a full report will be provided at the end of the meeting with trends from the survey
 - Collaborating with the Idaho Nonprofit Center and Idaho Community Foundation for a statewide community listening tour. Below are tentative dates and locations:
 - Grangeville: Thursday June 14 from 9 am – 11 am
 - Emmett: June 26, 27 or 28
 - Sun Valley: Wednesday August 29 from 2:30 – 4:30 pm
 - Pocatello: Wednesday September 5 from 1 – 3 pm

Fiscal Report: Renee Bade

- Funding Update
 - President Trump signed the FY 2018 omnibus spending bill on March 24.

- Provides funding through September 30, 2018
 - Total of \$17,538,000 for state commissions – Serve Idaho will get a slight increase. Awaiting CNCS to find out how much of an increase.
 - Total of \$412,010,000 for AmeriCorps State and National
- February Financials attached
 - Commission Support Grant:
 - Looking strong for the first two months of the year.
 - TTA Funds
 - Are monitoring closely to ensure we have enough funds to run through the end of the 18-month grant period.
 - Kirstin will be billing to the Afterschool grant and Idaho Department of Labor matching funds to ensure we have enough money for personnel costs.
 - Match
 - Will run broadcasting campaign in third quarter, which will result in \$175,000 in matching funds.
 - In-Kind match still being determined for conference as we have outstanding in-kind match forms that need to be submitted.

Grants Officer Report: Heather Uhi

- **Updates:**
 - Site Visits:
 - Commissioners are welcome to attend upcoming site visit to help with member interviews. If you are interested contact Heather Uhi.
 - Upcoming Site visits:
 - July 25: Student Conservation Association (Salmon/Challis area)
 - Completed Site visits:
 - Idaho Healthcare for Children & Families – Conducted on March 7. Still open pending corrective action on a few compliance items.
 - Lewis-Clark Service Corps site visit – Conducted April 3
 - Palouse-Clearwater Environmental Institute – Conducted April 4
 - Criminal History Check Disallowance
 - All disallowances for 2016-2017 have been paid and resolved.
 - 2017-2018 Disallowances:
 - Idaho Healthcare for Children & Families:
 - Current estimated disallowance is \$4000
 - Did not run state of residence checks on time
 - Did not run National Sex Offender Public Website checks with the name issued on the government issued photo identification.
 - Serve Idaho has currently expanded the scope to review all member files.
 - Will have final disallowance calculation in May
 - Lewis-Clark Service Corps
 - Did not document accompaniment correctly for 5 members.
 - Must expand the scope of review
 - Will have final disallowance calculation in late May

Program Committee: Bill Langer (Chair), Camille McCashland, Colleen Schowalter, Heather Uhi, Judy Bittick, Kara Braschia, Kirstin Mann, Kristen Tracy, Kristi Keeler, Mike Jensen

- **Date of Committee Meetings Last Quarter:** No meetings since last commission meeting
- **Updates:**
 - Send out notice of funding opportunity (NOFO) for target priority funding on February 16th. Received a few preliminary inquiries but failed to file a letter of intent with Serve Idaho.
 - Wrote policies and procedures and NOFO for the planning grant. University of Idaho has been provided with the opportunity and is currently completing the application. Due date for their application is April 13. Serve Idaho staff will conduct the review of applications.
 - Currently awaiting final re-writes from programs for their new/recompete and continuation grants.
 - Currently conducting monitoring visits of LCSC, PCEI and IHCF.
- **Committee goals not achieved in the last quarter and why.**
 - None
- **List any committee goals that will be achieved in the next quarter.**
 - Camille, Kara, Heather and Kirstin will mentor and check-in training for commissioners on what to say, what not to say and what to record, talking points...for both mentoring current grantees and checking-in with potential grantees. Will be completed by the end of June.
 - Kara, Kristen and Char will check-in and provide encouragement for potential applicants that have attended bidders workshops. Staff will provide guidance. Will be completed starting July and running through October.
- **Commission Input Requested**
 - None

Marketing Committee: Mary Jane Miles (Chair), Amy Little, Bryan Wewers, Cody Roell, Colleen Schowalter, Dirk Marsden, Jesse Maldonado, Kimber Russell-Simmons

- **Date of Committee Meetings Last Quarter:** March 1, 2018
- **Updates:**
 - List any major activities since the last report.
 - The survey was sent out and we were all tasked with sharing it with our networks
 - Spoke to council of tribes
 - List any committee goals not achieved in the last quarter and why.
 - Jesse has not recorded new PSA -- he doesn't live in Lewiston anymore, will be sitting down with Renee soon to work out the scripts
 - List any committee goals that will be achieved in the next quarter.
 - Following up with AFL-CIO to track volunteer hours (Dirk)
 - Jesse and Renee will meet to discuss radio script

- The strategic plan for marketing goals over the last three years will be sent to committee
 - The year-in-review information needs to be distributed -- each committee member signed up for a respective sector of the community
 - Social media needs to be looked at and jump started to increase awareness and engagement -- new profile picture that is Serve Idaho and not AmeriCorps would also be a good step!
- **Commission Input Requested**
 - All commissioners should go through their Facebook and invite their friends to like our page

Membership Committee: Char Kremer (chair), Doug Brown, Don Heuer, Carrie Reese, April Durrant, Renee Bade

- **Date of Committee Meetings in Last Quarter** February 9
- **Updates:**
 - Secured reappointment paperwork from current Commissioners and forwarded to Governor
 - Recruited Susan Potucek, Commissioner from Twin Falls area (Thanks, Renee)
 - Developed procedures for identifying continuing Commissioners and recruiting new ones
 - Doug developed draft policies and procedures and interview/exit interview procedures
 - Working on mentoring checklist
 - Commission orientation Powerpoint updated
 - Recruited Lisa Sanchez, Boise City Councilwoman, to represent the local government sector. (Thanks, April)
- **Committee goals not achieved in the last quarter and why.**
 - Develop Craigslist ad (candidates in Twin Falls and Pocatello were identified; goal on hold until we hear if Pocatello candidate accepts)
 - Post Commissioner recruitment announcement on AmeriCorps Alums Facebook page (see above)
 - Identify state legislator to serve as ex-officio member (initial contact with Melissa Wintrow)
 - Develop plan to address Commissioner wait list
 - Commissioner group photo (April meeting)
 - SWIDOVs member as ex-officio
- **List any committee goals that will be achieved in the next quarter.**
 - Recruit legislator
 - Commissioner replacement plan finalized
 - Plan to address waitlist

Commission Input Requested

- List any items in which you need commissioner assistance. (i.e.: donations, helping marketing, partnerships, feedback).

- Identify possible replacements for Henry
- List any policies/procedures in which you are seeking a commission vote or commission approval. Include a copy of the policies/procedure with your report-out template.
 - Prospective Commissioner Interview Procedures
 - Membership Committee Policies and Procedures

2018 Serve Idaho Conference: Judy Bittick (Chair), Bill Langer, April Durrant, Heather Uhi, Jade Rodgers, Kara Brascia, Kirstin Mann, Mary Jane Miles

- Day 1: General Conference
 - 20 scholarships provided to national service members and students
 - Total presenters/keynote speakers: 22
 - 12 different breakout sessions
 - 10 exhibitors
 - Service project benefiting Because International's Shoe that Grows
 - Drive for the Women & Children's Alliance and CATCH
 - Great feedback from participants and presenters on the sessions and format with many folks saying this was the best Serve Idaho Conference they had attended. Final conference evaluation will be reviewed to see areas for improvement.
- Day 2: AmeriCorps Post Conference
 - Day two attendees included AmeriCorps state and national members, VISTA members, and senior corps members.
 - Total presenters/keynote speakers: 9
 - 6 different breakout sessions
 - Greenbelt cleanup service project
 - Successful AmeriCorps Member Recognition event featuring keynote speaker/AmeriCorps alum Kayeloni Scott and a carnival with prizes for the members
 - Great feedback from members and program directors. Still awaiting tabulation of final conference evaluation.

Idaho's Brightest Stars Committee: Kimber Russell-Simmons (Chair), Bryan Wewers, Char Kremer, Cody Roell, Colleen Schowalter, Heather Uhi, Jade Rodgers, Jesse Maldonado, Mary Jane Miles, Mike Jensen

- No report

By-Laws Committee: Dirk Marsden (Chair), Doug Brown, Kara Brascia, Kristen Tracy

- No report

Disaster Committee: Don Heuer (Chair), Carrie Reese, Kristi Keeler

- No report