



Commission Meeting Minutes

Oct 12, 2017

The Hyatt Place Townesquare

925 N. Milwaukee St. | Boise, ID 83704



Attendees: Charlette Kremer, Jesse Maldonado, Colleen Schowalter, Judy Bittick, Kara Brascia, Doug Brown, Henry Henscheid, Mike Jensen, Kristi Keeler, William Langer, R. Dirk Marsden, Camille McCashland, Mary Jane Miles, ~~Carrie Reese~~, Cody Roell, Kimber Russell-Simmons, Kristen Tracy, April Durrant, ~~Lori Henson~~, Amy Little, Ben Quintana, ~~Roy Valdez~~, Renee Bade, Heather Uhi, Kirstin Mann, Jade Rodgers

Call to order at 9:01 am, Charlette Kremer, Commission Chair

Did Introductions

- Review and approve previous meeting minutes (7/18/17)
 - Motion to approve as read: Jesse Maldonado
 - Second: Judy Bittick
 - Motion: Approve
- Review and approve meeting agenda
 - Motion to approve as read: Colleen Schowalter
 - Second: Jesse Maldonado
 - Motion: Approve

AmeriCorps Membership Moment, SCA Member (Student Conservation Association Video that the member created)

Strategic Plan Retreat (see documents at the end)

Lunch Break 12:20PM. During lunch, Renee went over State of Serve Idaho. See slides at the end.

Char called to Order at 1PM

Strategic Plan Retreat, Continued

ELECTIONS

- Secretary Nomination
 - Colleen Schowalter nominates Kristen Tracy, who accepted
 - Motion to accept Kristen Tracy as Secretary: Jesse Maldonado
 - Second: Dirk Marsden
 - Approved for Kristen Tracy to serve as 2018 Secretary
- Vice-chair Nomination
 - Dirk Marsden nominated Jesse Maldonado, who declined
 - Kimber Russell-Simmons nominated Colleen Schowalter, who accepted
 - Motion to approve Colleen Schowalter as Vice-Chair: Henry Henscheid
 - Second: Camille McCashland
 - Approved for Colleen Schowalter to serve as 2018 Vice-Chair
- Chair nomination
 - Doug Brown nominated Jesse Maldonado, who accepted
 - Motion to approve Jesse Maldonado as Chair: Henry Henscheid
 - Second: Judy Bittick



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- Approved for Jesse Maldonado to serve as 2018 Chair

State Service Plan Volunteers:

Colleen
Camille
April
Jesse
Kimber

Report Outs

- Chair's Report, *Charlette Kremer*
 - I was asked by the state director of CASA (Court Appointed Special Advocates) to clarify the duties of Serve Idaho. State CASA is considering applying for a VISTA grant in the future. Natasha was interested in learning about the framework of both VISTA and AmeriCorps programs. It gave me the chance to use our elevator speech.
 - I met with Ann McCormack (Nez Perce Tribe) and Sarah Davidson (VISTA member) and arranged for them to meet with admissions and financial aid at LCSC. We discussed special scholarships that allows Nez Perce Tribal members to take career and technical education classes at no cost (classes range from hospitality management to paralegal to welder to diesel mechanics).
 - I presented a workshop on grant research and proposal preparation for students in BSU's masters of social work class (held at LCSC). I reminded the students to consider writing grants that award person-power such as AmeriCorps and VISTA.
- VISTA/Senior Corps Update, *April Durrant*
 - Fiscal Year 2018 Update
 - CNCS is still on a continuing resolution until December 8, 2017. We anticipate either another continuing resolution or a budget to be passed before the expiration of the current CR. We have no other budget information at this time.
 - National Service Quarterly Calls – MLK Day 2018
 - On November 9, 2017 at 11:00 am (MST) our office will host the national service collaboration call, in conjunction with Serve Idaho. We will discuss plans for the MLK Day of Service and have projects discuss their action plan and things they have done in the past. Please join us!
 - [Join Skype Meeting](#)
 - Join by Phone
 - Toll-free number: [8666708282](tel:8666708282)
 - Conference ID: 14414059
 - Upcoming Dates:
 - February 8, 2018-11 am
 - May 10, 2018-11 am
 - August 9, 2018-11 am
 - November 8, 2018-11 am
 - AmeriCorps VISTA – 5 new programs this year
 - Big Momma's House (Pocatello) – 5 members, all slots filled for November PSO



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- Idaho Department of Corrections-(Statewide)-District 1-7. 7 members, 1 Leader- All slots filled for November PSO with the exception of Lewiston.
- ARC- (Treasure Valley)-7 members, 1 slot filled for November PSO, all others remain open.
- NW Realty Services-(Boise)-4 members-All slots filled for November PSO.
- Idaho Youth Ranch-(Boise)-2 members-1 slot filled, the other remains open.
- Colleen asked April if she had recommendations on recruiting AmeriCorps VISTAs since our unemployment is so low. She agreed is it difficult. She recommended instead of pitching Ed Award, pitch that they will build skills and make professional connections.
- State Office Updates
 - Our office is making a big push to develop opioid prevention and recovery programs for VISTA and also asking Senior Corps Directors to incorporate the information into their volunteers in services. The epidemic is a large priority for the current administration and CNCS. The state office is releasing a special RFP for this type of programming and will be tabling with our information at the Central Idaho Peer Support Connection Conference on Friday, October 27. We have met with the following organizations and would welcome any ideas you may have.
 - Board of Education/21st Century ASP-Camille, Matt and Lisa
 - CoC
 - Peer Wellness
 - CATCH-A Path Home
 - Treasure Valley Partnership (Oct. 30)
 - Rosie Andueza (H & W)
 - Boise Homeless Coalition
 - Good Samaritan Home
 - Martijn Van Beek-Prescription Overdose Prevention Program Manager (Oct. 16)
- Idaho Department of Labor Update, *Roy Valdez (reported by Renee Bade)*
 - New management of the department: Melinda Smyser
 - She will start on Oct. 23rd
- Program Manager's Report, *Renee Bade*
 - Volunteer Generation Fund Grant
 - Applied for \$100,000 in funding to sub grant out to nonprofits to assist with volunteer manager training in June.
 - Notified in late August we did not receive funding.
 - Will review successful applications for 2017 in hopes of reapplying in 2018 if funds are available.
 - Committee Assignments
 - Will reach out to those individuals interested in serving in a leadership position following today's meeting to determine committee leads.
 - An email with committee assignments will go out in late November/early December along with a date/time for the first committee meeting.



Commission Meeting Minutes

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- Commission Support Grant
 - Will be applying for funding in November.
 - Anticipate steady levels of \$250,000 next year for commission
- Partnership with Idaho State Broadcasters Association
 - PSAs running October – December on radio and TV
 - Anticipate generating \$170,000 in match from \$15,000 purchase
 - Thank you to Jesse for voice over on radio spots
- Idaho Promise License Plate
 - Generated \$35,809 in match. This is up \$14,000 from 2017.
 - Thank you to Jade for communicating with each county to gather information.
- Match levels
 - Currently have \$147,485.17 in match for 2017, does not include \$170,000 from Idaho State Broadcasters buy.
 - Overall we will have exceeded our match for our three year grant period.
- Volunteer United Update (Refer to handout)
 - 644 nonprofits have registered on VolunteerUnited. This number has fluctuated because we are working to keep the database current.
 - 103,029 agency views have occurred since the day we launched
 - 15,122 volunteer opportunities have been viewed between June 30, 2017 and October 5, 2017.
 - Since June 30, 2017, we've had 73 new opportunities added to the site
 - Since January 1, 2017, we've had 793 users respond to volunteer opportunities. This does not account for the people who find opportunities on VolunteerUnited and connect with the agency via phone or email.
 - On September 9th, volunteers from several service organizations promoted service and VolunteerUnited at Boise's Art in the Park. We interacted with 251 people and shared information about VolunteerUnited.
 - We have signed another one-year contract with Galaxy Digital. With this new contract, we are taking advantage of a new model for the site, which will make VolunteerUnited even easier to use. We will still have one statewide website. When volunteers land on the site, they will enter their zip code. This will then redirect them to a regional site, where they can find opportunities in their region of the state. We plan to have three regional sites. We will work with Galaxy Digital to determine the three regions. This change eliminates a few steps from the search process and will enable volunteers and nonprofits to connect more efficiently.
- Financial Report, *Renee Bade*
 - Commission Support Grant
 - Runs from Jan – Dec 2017
 - Total Spent: \$135,608.48
 - Total Remaining: \$114,391.52
 - Training and Technical Assistance
 - Runs from Jul 2017-Dec 2018
 - Total Spent: \$19,973.50

Commission Meeting Minutes

Oct 12, 2017

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- Total Remaining: \$109,075.50
- Match Update
 - Total 2015-2017 Match: \$639,570.06
 - Total 2017 to date: \$147,485.17
 - Jade is working with Accounting to rectify incorrectly claimed match items in 2015.
 - We will be collecting 1 more quarters of PSA's (\$10,000), the Idaho State Broadcaster's Association PSA's (\$175,000), as well as youth license plate for state fiscal year 2017 (\$35,000)
 - Only required to have \$750,000 in a 3-year, which we will surpass.
- Program Report, *Heather Uhi*
 - Site Visits
 - Site visits have concluded for the 2016-2017 program year. The Lewis-Clark Service Corps site visit is still open pending resolution of the criminal history check disallowance. The SCA site visit is still open pending: documentation of enrollment forms.
 - We will be visiting Lewis-Clark Service Corps October 25th for the first of two 2017-2018 site visits. If you are interested in joining us for member interviews, please let me know.
 - Program Highlights
 - Idaho Healthcare for Children and families part time members Kemie Nkele and Cade Searle recently participated in a wellness fair where they provided body fat analysis to willing participants and educated people on the option of choosing physical therapy over opioid pain medications.
 - Idaho Healthcare for Children and families recently had their members take part in reciting the AmeriCorps pledge.
 - Idaho Healthcare for Children and Families Program Director Barb Cunningham promotes AmeriCorps at the ISU Part-Time Career Fair.
 - Criminal History Check Disallowance
 - LCSC will face a disallowance for 2016-2017 for \$7,500. Serve Idaho is currently awaiting repayment.
 - Risk Assessments
 - Each year, I am required to report out to the Commission in October what the risk assessment levels for each program are.
 - It is always a little premature because several of the risk factors related to finances and meeting performance measures aren't able to be assessed until after October 20th (once final reporting is due).
 - Please keep in mind that the risk assessment information presented today is tentative and likely to change based on the results of the October 20th reports.
 - Idaho Healthcare for Children and Families and Student Conservation Association currently are both assessed as low risk. IHCF and SCA both currently have zero risk points, and based off of the questions remaining to be addressed, I do not anticipate they will move out of the low risk category.

Commission Meeting Minutes

Oct 12, 2017

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- Lewis-Clark Service Corps currently ranks as a medium risk program with three risk points primarily related to their role as a multi-site intermediary, having low recruitment and retention (5 of 28 slots filled and 17.9% retention rate), and managing multiple types of programs from CNCS (VISTA and AmeriCorps State). Depending on the results of the October 20th reporting they have the possibility of moving to either a low or high risk program.
- Palouse-Clearwater Environmental Institute and Future in Action AmeriCorps are both currently ranked as high risk programs. Palouse-Clearwater Environmental Institute has four risk points largely associated with being a multi-site program, enrolling 16 of 17 awarded slots, and 62% of their service sites were new for 2016-2017. It is likely that based off the October reporting, that they will move down to 3 risk points and move into the medium risk category.
- Future in Action AmeriCorps has five risk points due to them being a multi-site program, enrolling 9 of 31 slots, having a retention rate of 33.3%, being a new program without a track record of successful partnerships, and being part of an organization that receives over \$3,000,000 in federal grants. It is likely that based off the October reporting, that they will move down to 4 risk points, but will remain in the high risk category.
- Our current risk assessment tool needs some changes as it currently penalizes organizations twice for certain areas. For example, a change in service site placements can result in a program being awarded 2 risk points on question 8 and 2 risk points on question 9 (for a total of four risk points for the same item). I have requested copies of other states risk assessment tools and hope to use these to work with the program committee in 2019 to create a stronger risk assessment tool.
- Jesse asked if there are other states that have risk assessments.
 - Heather said yes; she has collected 3 so far and hopes to collect 5 to benchmark from.

Standing Committee Report Outs

- Marketing, *Chair Kimber Russell-Simmons*
 - We are continuing to leverage other institutions to create a comprehensive corporate volunteer program. The organizations that we have been able to reach have lacked in recording processes and therefore do not have the empirical data needed to support a program going forward. We will leverage the best practices from the organizations that we have spoken with.
 - However, as we move forward I will attempt to provide an initial rollout program that will mirror a pilot program at my primary place of employment. I will bring back test applications and sections of the proposed program to committee meetings to attain feedback.
 - I am optimistic to have a significant portion completed by the conclusion of 2017. As for the brochures, not much progress has been made. The committee needs to hold a conference call within the next 5 weeks to regain clarity and focus as we progress.
- Membership, *Chair Henry Henscheid*
 - The Serve Idaho membership committee continues to make progress on its 2017 goals.



Commission Meeting Minutes

Oct 12, 2017

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- The Commissioner's Orientation presentation was completed in April 2017 and is currently installed on the server Idaho website.
- The headshots for new Commissioners and other members was completed in July of 2017. These photographs are utilized on the website and other appropriate settings where the Commissioners presents key element have a presentation or event.
- Cody Roell, Youth Commissioner, was accepted for appointment by the Governor's Office. He attended the July 2017 meeting.
- Amy Little, Idaho Nonprofit Center, Ex-officio Commissioner was introduced at the July 2017 meeting.
- Two Idaho State Legislators have been proposed for membership on the Commission. John Rusche & Wendy Horman have been/will be contacted or potential interest in the Commission.
- Commissioner Replacement Plan- ongoing.
- Commissioner Interview procedure – ongoing
- Commissioner Mentorship Program Development- much insight may be gained from the current mentorship activities coordinated through Kara Brascia.
- Program, *Chair Mike Jensen*
 - Overview of 2018-2019 Grant Applicants
 - Nine groups of letter of intents to apply have been submitted
 - SCA, PCEI, Kuna School District, Idaho Healthcare for Children and Families, LCSC, Boise State University Service Learning, University of Idaho 4H extension, Idaho Department of Parks & Recreation, Teach for America
 - Have 5 new applicants due in large part to the Bidders Workshops
 - \$1.8 million currently being requested in funding
 - All nine applicants have submitted the letter of intent to apply and have completed the mandatory TTA call
 - We anticipate a high level of application being returned given the higher caliber of organizations applying – have experience writing Federal grant applications
 - Review of the Timeline for Grant Application Review Process
 - Friday October 20 – Peer review committee conference call
 - November 1 – applications are due to Serve Idaho
 - November 3 – applications distributed to peer review committee
 - December 6 – grant review committee meeting
 - December 7 – commission confirmation of funding
 - December 11 – notice of re-write sent to applicants
 - December 22 – final re-writes due to Serve Idaho
 - By October 6 community reviewer applications due
 - Who would like to serve on the grant review process for the commission:
 - Camille McCashland, Kristen Tracy, Colleen Schowalter (potentially Bill and Mike as well)
 - If you want to serve as a reviewer let Heather know

Commission Meeting Minutes

Oct 12, 2017

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- Few community people that have sent in applications, however we can always use more. If you know of a person who might want to serve on the grant application review committee, please let Heather know. Currently have a few of individuals that are interested. They will be notified by October 13 if they have been selected.
- Time for October 20 grant review committee meeting will be sent shortly.

Ad Hoc Committee Report Outs

- Serve Idaho Conference, *Chair Judy Bittick*
 - Date & Location: March 14 and 15, BSU Jordan Ballroom A-D and Storage Room.
 - Theme: Giving Back Unites: Fostering Diversity and Inclusion
 - Audience: Nonprofit/Public Leaders/Volunteer Coordinators; Those looking to foster diverse organizational cultures
 - Purpose: Provide nonprofit/public leaders with information to foster diversity and inclusion in their organization.
 - We will be partnering with the Idaho Nonprofit Center, and we are excited to incorporate their Boise Regional Forum into the conference.
 - Timeline for 2018 Conference has been developed:
 - RFP Opens: September 11th
 - RFP Closes: October 30th
 - Review Committee Begins: November 1st
 - Review Committee Ends: November 15th
 - Selection and Notification of Speakers: November 20th
 - Finalized agenda: Jan 3rd
 - We are still accepting Request for Proposals for speakers until the end of the month. Please reach out to individuals you think would be a good fit for the topic and audience!
 - We have reached out to and through the following networks: SWIDOVs, Idaho Nonprofit Center, Boise Chamber of Commerce, Boise State Service Learning, Boise State Masters of Public Administration students and faculty, Idaho Department of Labor newsletters and bulletins
 - Committee recommended 75-minute sessions might be beneficial for conference topic. It will be about 15 sessions total.
 - AmeriCorps Day agenda is still up in the air at this point. Member appreciation will take place at the end of the conference day. Want to make sure that the members and program directors will stay for the entire day.
 - Human Rights Commission – good keynote speaker?
 - Philanthropy Northwest – Amy has the contact
 - Kimber will ask Stinker to support
 - Wasmuth Center on Human Rights
 - We are collecting statewide survey responses for session ideas the members would like to see.
 - AmeriCorps Day subcommittee had our first meeting, September 21st.



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- Idaho's Brightest Stars, *Chair Dirk Marsden*
 - Date: January 17, 2018, ceremony at 6 pm (4-7 pm run time)
 - Location: Boise State University, Simplot Ballroom
 - Nominations (28 total)
 - Individual: 8
 - Individual 55+: 11
 - Student: 3
 - Teacher: 2
 - Veteran: 2
 - Business: 2
 - Nonprofit: 0
 - We really need your help! Please send the information on to people you know in your area!
 - We do have the ability to extend the nomination deadline from Oct. 20th to Oct 27th. We usually get an influx right before the deadline as well.
 - Review committee will begin on Nov 6th and will end Nov 20th.
 - Roles Filled
 - Lt. Governor will present awards
 - Photographer
 - Emcee – Rachel Garceau (FOX)
 - Hope to have the rest of the roles finalized by the end of October
 - Looking for Sponsorships still
 - Thanks to Idaho Power and Bade Brothers Building for donating!
 - Share the sponsorship form with the commission.
 - Mike has a contact with Valley Office for printing donation
- By-Laws, *Chair Kristen Tracy*
 - No updates to the by-laws at this time.
- Disaster, *Chair Don Heuer (Cody Roell filling in)*
 - Even though we live in Idaho, we have numerous active faults in the area. Idaho sits at the center of a seismic belt in the intermountain West that runs from NW Montana to Southern Nevada and contains thousands of faults in the Earth's crust.
 - One recent large earthquake that occurred was down in Mexico in mid-September that was a 7.1 Magnitude that killed 370 people, 6,000 injured, and collapsed more than 40 buildings in the Greater Mexico City area.
 - Every household should have an emergency pack containing bottled water and canned goods just in case a big earthquake should strike.
 - If an Earthquake occurs, one should seek shelter, preferably under a sturdy piece of furniture such as a table. To announce an Earthquake you would say Earthquake three times and immediately seek shelter.
 - Earthquake Drill practice and everyone retreated under the tables.
 - Suicide prevention might be a topic to take up in this committee.



Commission Meeting Minutes

Oct 12, 2017

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- Closing Comments
 - Fire is also a huge issue right now.
 - Thank you for the confidence, I had an awesome time. I look forward to turning it over to Jesse.

Adjourn at 4:02 pm

- Motion to adjourn: Dirk Marsden
- Second: Jesse Maldonado
- Adjourned