



The Governor's Commission on
Service and Volunteerism



Executive Committee Meeting Minutes

July 18, 2017 4:00 PM MST

Ore-Ida Boy Scout Offices

8901 W Franklin Rd. | Boise ID 83709

Attendees: Charlette Kremer, ~~Jesse Maldonado~~, Colleen Schowalter, Ken Edmunds, Pat Eriksen, ~~Kimber Russell-Simmons~~, Henry Henscheid, Mike Jensen, April Durrant, Camille McCashland, ~~Renee Bade~~, Heather Uhi, Kirstin Mann, Jade Rodgers

- Welcome, *Chair Charlette Kremer*
- Call to order 4:01 PM
- Approval of Executive Committee Meeting Minutes from Previous Meeting (4/12/17)
 - Motion to approve as read: Mike Jensen
 - Second: Colleen Schowalter
 - Approved
- Review Commission Meeting Agenda
 - Motion to approve as read: Pat Eriksen
 - Second: Camille
 - Approved
- Financials Update, *Heather Uhi*
 - Commission Support Grant
 - Spent: \$87,034.97
 - Remaining: \$162,965.03
 - Training and Technical Assistance Grant
 - Spent: \$63,480.97
 - Remaining: \$26,609.03
 - Awarded \$129,000, Funds will run from August 2017-December 2018
 - Match Update
 - \$591,626.91
 - 2017: \$99,542.02
 - Will collect PSA's, match from the Idaho State Broadcasters Association, Youth License Plates
 - Will have more than we will need for our 3 year cycle
 - Volunteer Generation Fund
 - Pass through funding throughout Idaho
 - These organizations will provide a \$25,000 match
 - It will be close to 25% match for the total grant award (for Serve Idaho)
 - Is it cash match or in-kind?
 - Any eligible organization can apply for these funds
 - Should hear by the end of August if we have received those funds
 - FY18 Budget
 - The house has proposed us at the same levels as FY17



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- Will be voted on sometime this week in the house
- It will look like the Continuing Resolution will carry through
- This has also affected the IDOL as well as the SDE

- Standing Committee Updates
 - Marketing, *Chair Kimber Russell-Simmons*
 - TruckStop.com: multi-million dollar business, they have weekly/monthly community engagement in western TV (Scott Moskarit-Camille)
 - Regence Blue Shield (Char has contact)
 - Clif Bar does this as well, jade has contact
 - Spoke with Idaho Central in regards to their community involvement and volunteer process. It was concluded that the Commission needs to reach out to other organizations as ICCU gave a good starting baseline of information; however, it seems that ICCU does not execute a full program that tracks results in a manner that is equitable for all organizations.
 - B. Wewers provided the following suggestions: KeyBank, WellsFargo, Idaho Power, and USBank as other avenues to pursue. Commission still needs to find contact information to reach out to the above-mentioned organizations.
 - Also, we need to follow up with BSU-Service Learning to see if there is a Fall course that can facilitate an organizational project that will aid in creating a start to finish organizational manual to create and implement a corporate employee volunteer program.
 - Jade has been instrumental in drafting initial brochures.
 - Action items of importance are to achieve contact with additional organizations to extrapolate best practices in regards to employee volunteer programs that are in place and functioning well.
 - Membership, *Chair Henry Henscheid*
 - New Members
 - Amy Little: Idaho Nonprofit Center, Ex-Officio
 - Kara has agreed to be her mentor as they know each other
 - Her partnership with the commission will be helpful for both parties
 - Cody Roell: Idaho Botanical Garden, Youth Commissioner
 - Cody was accepted in May by the Governor's office
 - He just graduated with a BBA from BSU
 - His ambition in life is to be an executive director of a nonprofit organization
 - Potential Members
 - Chris Kiyoshi: Boise, Public Sector (ITD)
 - Chris's application needs to be reviewed at this meeting.
 - He is passionate about going to Asia, and has extensive experience with federal grants.
 - Membership Vote:
 - Discussion

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- He is local and sought us out
- Interesting, strange resume, unsure of how he fits on the commission, kind of like “why?”
- Char has a contact in Pocatello
- Unsure of why his resume says he is placed in CDA
- We have specific role we need to fill
- Let’s invite him to participate in the grants review process
- A lot of variety and perspective from his work in the government
- Can we verify his residence?
 - He lives in Boise per Renee
- Invite prospective applicants, see if they can stomach a whole meeting
- Open Meeting Law
 - Which meetings can we invite prospective applicants?
- Henry moved to recommend Chris Kiyoshi to serve on Program Committee in lieu of serving on the commission and he be invited to a commission meeting.
- Second: Mike Jensen
- Approved as recommended
- Policy and Procedures Update
 - Doug has updated our membership committee policies and procedures, which were recently shared with you.
 - Please review them now.
 - These will be a great addition to help the committee moving forward.
 - Before, during or after the exit of the commissioner?
 - Maybe add the word pending
 - Change the phrasing to include when there is not resignation
 - Take out “upon the exit of a commissioner”
 - As part of the commission’s development and membership procedures”
 - Membership and development committee will identify
 - Raising the caliber of the applicant
 - Executive Committee Meeting recommends changes
 - Delete “upon the exit of a commissioner” and add “be” in the last sentence
- Program, *Chair Mike Jensen*
 - Grant Application Review Process
 - Program Committee went through the GARP training slide by slide and identified items that need to be addressed.
 - Recommended changes made by Grants Officer on 5/18/17.

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- Committee agreed to continue holding the GARP training by webinar as long as it is engaging with plenty of time for questions and comments.
- Committee recommended adding a second GARP training as a check-in with reviewers, which should occur two weeks after the initial training
 - This meeting should focus on specific technical questions that are submitted in advance of the meeting
 - There will not be an opportunity to provide detailed comments about the grant applications in case it sways other reviewers' opinions
- Recommended that during the training, reviewers should be made aware of how long it takes to review each grant
- AmeriCorps State Formula grants were submitted before June 11 for the 2017-2018 year.
 - Should hear back from CNCS by July 31
 - Contracts are ready to be pushed out to the programs once we get word from CNCS
- The Notice of Funding Opportunity for the 2018-2019 funding year might be delayed due to the President's budget
- CNCS is moving to a new grants management system
 - It is proposed that the new system will be rolled out for the 2018-2019 grant review, this fall
 - Might need to do the GARP by paper
- Ad Hoc Committee Updates
 - Serve Idaho Conference, *Chair Judy Bittick*
 - Date identified: March 14-15, 2018
 - On hold for the dates March 6-7, 2018
 - Venue identified: BSU Student Union Building, Jordan Ballroom
 - First committee meeting: August 10, 1-2 pm MST
 - We hope to choose a theme and start making other decisions regarding logistics
 - Kirstin and Jade have a meeting with a representative from the Idaho Nonprofit Center the beginning of August
 - We will discuss collaboration, in which the Idaho Nonprofit Center will send their regional forum attendees to our Serve Idaho Conference
 - This representative will also serve on the Conference Committee
 - This brings in a significant amount of match for Serve Idaho, as well as access to more speakers
 - We will track attendees recruited by the INC through a separate registration code
 - Idaho's Brightest Stars, *Chair Dirk Marsden*
 - Date Identified: January 17, 2018
 - Venue identified: BSU Student Union Building, Simplot Ballroom



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- Pictures in the Berghuist Lounge
- First Committee Meeting: July 6, 2017
 - Had some really great feedback about nomination review process
 - Feedback about next year's processes will hopefully yield an even more efficient event
- Looking for sponsorships! Jade will send out the Sponsorship Flyer with the levels of sponsorships and benefits. Please spread the word to your organizations and networks!
- Unsure of the Lt. Governor's involvement in this year's event, but we will still be able to find a notable name if he is unable to attend
- By-Laws, *Chair Kristen Tracy*
 - No updates to the by-laws this quarter.
- Disaster, *Chair Don Heuer*
 - Summer Safety
 - Heat Stroke prevention
 - Summer Survival Kits
 - Drink plenty of water
 - Use lots of sunscreen
 - Use hats to protect from the sun

Adjourned at 4:58 PM

- Motion to adjourn: Colleen Schowalter
- Second: Mike Jensen