

Commission Meeting Minutes
July 15, 2015
Holiday Inn Boise Airport – (208) 344-7444
2970 Elder Street | Boise ID 83705

Commission Members: Michael Jensen, Patricia Eriksen, Carrie Reese, Kristen Tracy, Doug Brown, Henry Henscheid, William Langer, Tina Nailon, Emily Baker, Charlette Kremer, Clint Blackwood, Kara Braschia, Georgia Dimick, Randy'L Teton

Attendees: Michael Jensen, Patricia Eriksen, Carrie Reese, Kristen Tracy, Doug Brown, Henry Henscheid, William Langer, Tina Nailon, Emily Baker, Charlette Kremer, Clint Blackwood, Kara Braschia, ~~Georgia Dimick, Randy'L Teton~~, Sue Simmons

Welcome – coffee and conversation

Call to order @ 9:03 a.m.

Mike Jensen, Commission Chair

- Pam has submitted her resignation. Pam was one of the longest serving members of the board. We thank her for her service. We are now down to 16 on the committee.
- Change the October workshop from two days, down to one day. This will cut down on people's time away from work. It will be on Thursday, Oct. 22, 2015.
- Mike says all committees have been meeting regularly and doing a great job. Please continue to meet but try to meet before or after our committee meeting. Mike mentions the term key three and Henry asks Mike to define key three: Mike Jensen (Chairman), Renee Bade (Program Manager) and Patricia Ericksen (Vice-Chairman). They usually meet over the phone. Sometimes they will invite others to join in. The Key Three meeting takes place once a month.
- State Service Plan is all drafted. Mike asks everyone to review the draft during our breaks to see if there is any other input from the committee.

Review and approve agenda

Motion to approve agenda; Agenda approved.

Introduction of Program Directors

Renee Bade

Student Conservation Association (SCA)

Student Conservation Association (SCA) - Tim Carroll – Salmon-Challis Forest Training Center – The SCA (1957 1st year).
Mission: To build the next generation of conservation leaders, inspire lifelong stewardship of our environment and communities by engaging young people in hands on training to the land.

20 AmeriCorps members
2 Seasonal staff
1 full time staff

Accomplishments, Volunteer updates, New Project Partners and more information about SCA – Refer to PowerPoint for more information

Blackfoot Community Center/Snake River Jr. High
Presentation by Ashlee Howell

- BCC was 1 of only 9 funded turn around grants. The AmeriCorps program has made a huge impact on the Snake River Jr. High. The school really needed more people and BCC has assisted in providing more people.
- Performance measures are based on academics and behaviors
- Implemented a behavior modification room
- Implemented an after school program & full summer program
- The students have developed mentoring and positive relationships with staff
- Student testing and behavior has improved and the program has been a success, but is no longer in priority standing.
- Members work with parents of students that are truant to improve attendance
- The students participate in volunteering and community service projects
- The students learn to sew, read music, play instruments, cook, dance and various forms of play and educational activities.
- Research states that children gain more weight during the summer when they are home
- Refer to presentation
- BCC is working on obtaining sustainability, but the school district does not have the capacity to sustain the program.

Palouse Clearwater Environmental Institute (PCEI)

Presentation by Joan Alexander

Joan Alexander is the Placement Coordinator and Judy Brown is the Program Director

- PCEI AmeriCorps Program Focus Areas- Sustainable community planning and conservation
- Members complete projects that engage members of their communities in sustainable community planning and conservation.
- Introduction to Host Sites
- Deer Flat National Wildlife Refuge, Nampa, ID – 1 member
- Foothills Learning Center, Boise, ID – 2 Members
- Idaho Base Camp, Hailey, ID – 1 member
- Environmental Resource Center, Ketchum, ID- 1 member
- Sawtooth Botanical Garden, Ketchum, ID – 1 member
- PCEI, Moscow, ID – 1 member
- University of Idaho, 4H Extension, Moscow, ID 2 members
- Highlights of the 2014-15 Service Year
- Refer to PowerPoint for more info.
- raining & Skill Building
- Refer to the PowerPoint for more info.
- All and all been a great year but challenging one. Lost some members and that was challenging.

Idaho Healthcare for Children and Families

Presentation by Barbara Cunningham, Senior Grants Project Coordinator- IHCF Program

Institute of Rural Health, Idaho State University

Idaho Healthcare for Children and Families members serve as "health advocates" for children and families, assisting them with navigating through the healthcare system and providing valuable community resources. Prime location sites are in Head Start/Early Head Start programs in Idaho.

Responsibilities of Health Advocate would include such things as:

- Completing health history and nutrition screenings with families
- Developing health resource packets
- Ensuring quality service for families
- Establishing medical and dental homes
- Classroom health education sessions

- Parent night health education sessions
- Promotion of health at various children events
- Updating community resource manuals
- Implementing health and safety manuals
- Implementing emergency preparedness manuals for staff
- Distributing, collecting and analyzing parent surveys

Full-time members: 10

Part-time members: 2

Education only awards: 25

One of the highlights of the year was hero backpacks for 911. They did a Martin L. King March. Mayor's day of recognition. Mayor of Pocatello and Mayor of Chubbuck got together. 11 of her Education only awards worked on give kids a smile event. They have 10 placement sites.

Has retained 100% of their stipend members, who has 64 members

Idaho Department of Labor

Presentation by Chris Ramos and Bill Reed

- VSV has AmeriCorps members throughout the states. Most leave because they find better jobs.
- The AmeriCorps members work with veterans that meet certain criteria and assess the veteran to see what services and assistance they need. They work with the veteran(s) on a daily basis.
- Vet conference in 2009 and the goal was to put more boots on the ground. Having AmeriCorps members in the smaller offices throughout the state is very helpful.
- Responsibilities have changed in the last couple of years
- Main goal is to get Vets jobs

Break

Review and approve previous meeting minutes

Chairman's report

Mike Jensen

Pam McGarry resigned as commissioner

Vice Chair report

Pat Eriksen

- Program Director's Training with Collaborant
- Everyone Be Reasonable
- Afternoon consisted of Conflict Resolution
- Finding Common Ground using a T chart with your wants on one side of the T, and the other person's wants on the other.
- "If want to go fast, go alone, if you want to go far go together."
- The training encouraged honesty, to be true to yourself, and follow your heart

VISTA/Senior Corps update

April Durrant

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- 2016 proposed Congressional Budget
 - Bad for AmeriCorps throughout.
 - Bad for Senior Corps, flat level funded
 - Bad for State Commission, dissolved
 - Bad for NCCC, dissolved
 - Reduce the number of AmeriCorps members significantly
- This has happened before, hopefully support will come through. Staff cannot lobby, but can educate. Talked to officials about the impact from AmeriCorps.
- Commissioners can lobby

- Invite legislators to the programs so they can see the impact AmeriCorps members make.
- Need stories on how AmeriCorps members help to reduce poverty, train people for jobs, create a combined impact document that includes the stories so legislators know that members are throughout the state, provide compelling stories and how they help society and what they are doing.
- Exciting news for VISTA – They can now work outside their program hours.
- **Request update from April**

Idaho Department of Labor updates

Sue Simmons

- Unemployment keeps dropping.
- Employers complain that applicants cannot pass the drug tests
- DOL budget has decreased with more people employed.
- June 14th new labor exchange system was implemented for job seekers and employers to post jobs
 - o The system helps job seekers build a resume, so it takes longer to apply for jobs.
- The Workforce Development Council approved grants geared towards industry training and needs
- Will be doing community outreach throughout the state. Soliciting industry to come in to discuss their needs.

Administrator's report

Renee Bade

- State Service Plan
 - BSU assisted and started the ground work for the State Service Plan
- Focus Groups
- TreeFort / VolunteerFort
- BSU Marketing Project
- BSU Student Involvement with Leadership Center (Freshmen & Graduating Students)
 - Will start with BSU and spread to others
- Looking to bring on an intern who will handle social media and marketing
- Contracting with Drake Cooper to create some PSA's
- Standard Operating Procedures are being created
- Met with JustServe.org – a new volunteer opportunities portal
- Upcoming events

Financial report

- Refer to financial reports
- On par with spending
- Will have to transfer funds into fringe benefits
- Match & In-Kind is on par

Program report

Heather Luff

- Site Visit Issues
- VSV has resolved most site visit issues, but are addressing several minor financial discrepancies by reconciling their July draw, it will be complete by the end of the month
 - PCEI site visit went smoothly, issues were with partner retention, but PCEI is in the process of developing a screening process for placement sites moving forward. Char Kremer offered to share her application with PCEI.
 - ISU had site visit issues with background checks related to an oversight on the requirement for state background checks, but the issues are currently being resolved.
 - BCC had the most site visit compliance issues. This is their 2nd year; they did receive funding for their 3rd year. They will have had 3 Program Directors in 3 years. BCC's fiscal officer was fired. During the site visit, it was discovered that the fiscal officer had been claiming match on the monthly expense reports, but had no internal documentation (in-kind forms, match tracking Excel) to back up the expense report. They have been required to provide in-kind forms and a match tracking Excel and may have to reduce the amount of match they have claimed in order to line up with the internal documentation they are able to produce.
 - SCA site visit will occur this month.

State Service Plan Review & Discussion

Renee Bade

- Refer to draft handout, survey results & PowerPoint
- Other notes that are not on the PowerPoint:
 - Two BSU students helped with the State Service Plan. They were provided with all the data. Came up with a rough draft and presented it in June. It includes Goals and Objectives. Please refer to the hand out entitled “Serve Idaho State Service Plan Goals and Objectives (Draft)”.
- Feedback to be given to ad hoc committee:
- Goal # 1- Increase volunteerism of underserved/under protected populations
 - Emphasis
 - o Baby Boomers
 - o College/High School Students
 - o Tribes
 - o Hispanic community- outreach and engage
- Goal # 2- Increase volunteers with in the following groups/populations
 - o Eliminate “Build Collaborations with Other Organizations
 - o Change “one on one” to “face-to-face”
 - o How do we connect non-profits and volunteers – we need to address in plan under goal 2
 - o volunteers connecting to opportunities
- Goal # 3- Increase community outreach to communities providing information on volunteerism and national service
 - Emphasis
 - o Adults 55 and over
 - o College/High school Students
 - o Tribes
 - o Latino
 - Remove rural communities outreach to increase volunteerism and national service
 - Add economically disadvantaged individuals
 - Combine with goal # 1
- Goal #4 Expand Serve Idaho’s support of education
 - o Agencies willing to serve as intermediary
 - o Rural Ed and Homeless Ed – Role of under identification in homeless population
 - o Change goal –Focus on National service as opposed to general volunteers
 - 1. Identify Homeless Students
 - 2. Graduation and dropout rate
 - 3. Transportation to Services
 - 4. One on one & small group tutoring
Albertson’s Foundation?
 - 5. Pre-K
 - 6. Rural schools
 - o Promote mentoring as volunteer opportunity
 - o Connect Business to educational Vol. Opportunities
- Going to further work on inputs and outputs
- Look at handout under “Follow up Considerations”

- Vets are not underserved populations. Decided to not put them in the State Service Plan.

- State Service Plan: Comments from Mike. Please if you have any ideas outside of the meeting email, call, brainstorm. All ideas and feedback is welcomed!

Break

Marketing report out

Doug Brown

Over \$30,000 of In-Kind match from the BSU Students

Some of the marketing plans were strong

The collaborative relationship with BSU was/is vital

Marketing Priorities will be sent out and need back by Aug. 1, 2015

Social media is a common theme

Personal Sales is important, being on campus and face to face time

Serve Idaho staff has been to 3 different volunteer fairs

TreeFort / VolunteerFort is a great idea

Community Collaboration is an important way to market

To reach Baby Boomers, solicit alumni organizations

Would like to do a quarterly report / stake holder report rather than an annual report. Would like to change the name from legislator report to a quarterly stake holder report

Membership report out

Bill Langer

Pam McGarry resigned

One active application

16 active members

Several commissioner are looking for new commissioners

Have started a new Commissioner Orientation

75% attendance is required. What are consequences if attendance is not met?

Bylaws state that Commissioners SHALL meet attendance requirements

Having the meeting schedule a year in advance is helpful and should be continued

Thursday meetings are easier than Wednesday meetings

Motion to accept the two additional recommendations to policies and procedures – All in favor, no opposed, motion passes

Program report out

Henry Henscheid

Request to add a paragraph to the program policies and procedures (see draft example) Program Risk Assessment

Motion to add the paragraph 'Program Risk Assessment' to the Program Committee Policies & Procedures.

Governor's Brightest Stars report out

Renee Bade

Met with First Lady's office

Discussed moving to January

- So the event is not right before the election
- And will allow for legislators to attend
- Tentative Date is Jan. 21st.
- Move to 5 – 6 pm time frame
- Needs to be within walking distance from the capitol building, potentially Zion's bank downtown
- Want to be sure to be on the legislator calendar and for the legislator to present awards
- Nomination forms are being developed on Survey Monkey
- Would like to have a social area with appetizers
- Desire of condensing the ceremony

- The First Lady suggested that the name change from the Governor's Brightest Stars to Idaho's Brightest Stars.
- Higher education week with the deans, college presidents and vice presidents will be in town and an invitation should be extended

2016 Serve Idaho Conference report out

Charlette Kremer

Conducted a Survey to discover the type of training desired at the conference.

Pleased with the amount of responses received.

Decided the Theme, 'Leading Change, Volunteerism in the 21st Century'

The Celebration of Service is now going to be a luncheon instead of dinner.

- Will allow out of town attendees to enjoy their evening while in Boise
- Lower Cost

Dates will be changed to first part of March

A sponsorship package has been developed

- Would like Commissioners to solicit at least two sponsors

Would like Commissioners to assist in obtaining goodies to include in the bags

- Frisbees

Keynote speakers are being reviewed and considered

- Governor Andrus
- Barbara Morgan
- Bill (Char Kremer's neighbor)
- Daniel Barutta, who may also be able to provide some training

Considering an organized networking option

Want to be more inclusive of different kinds of volunteers and nonprofits

Need to include Corporate Volunteer Management

Wrap up and closing comments

Mike Jensen

Adjourn @ 3:37 p.m.