

The following information is not new law, but agency guidance designed to clarify Executive Order No. 2019-11 and the Edward M. Kennedy Serve America Act. For more information, contact Renee Bade at (208) 332-3578 ext. 4061 or at renee.bade@labor.idaho.gov.



*The Governor's Commission on
Service and Volunteerism*

Commissioner Policy Manual

Part 1: Introduction and Administration

1.1 Reasons for Adoption	3
1.2 Updates and Oversight	3

Part 2: Organizational Essentials

2.1 Mission	3
2.2 History	3
2.3 Serve Idaho Overview	3
2.4 Serve Idaho Programs	4
2.5 AmeriCorps Overview	4
2.6 AmeriCorps Grant Application Process	5

Part 3: Commission Structure and Processes

3.1 Commission Governing Method	5
3.2 Commission Open Meeting Policy	5
3.3 Commission Open Meeting Procedure	6
3.4 Commission Composition/Member Criteria	7
3.5 Commissioner Qualifications	7
3.6 Commission Member Expectations	7
3.7 Commissioner Proxy & Committee Substitute Policy	
3.8 Serve Idaho Committees	6
3.9 Chair’s Role	9
3.10 Commissioner Code of Conduct	9
3.11 Commissioner Conflict of Interest	10
3.12 Commissioner Social Media Policy	12
3.13 Commissioner Travel	14
3.14 Commission Finances	16
3.15 Commission Funding Flow	16
3.16 AmeriCorps Program Funding Flow	17

Part 4: Commission – Executive Director/Staff Relationship

4.1 Delegation to the Executive Director	17
4.2 Communications and Counsel to the Commission	18

Part 5: Additional Resources

5.1 Commissioner Resource Page	18
5.2 Commissioner Annual Calendar	19
5.3 Appendices	20

INTRODUCTION AND ADMINISTRATION

The Commission Policies Manual contains all of the current standing (on-going) policies adopted by the Serve Idaho, the Governor’s Commission on Service and Volunteerism.

1.1 Reasons for Adoption:

- Efficiency of having all on-going board policies in one place.
- Ability to quickly orient new board members and key staff to current policies.
- Elimination of redundant, or conflicting, policies over time.
- Ease of reviewing current policy when considering new issues.
- Clear, pro-active policies guide the executive director and staff.

1.2 Updates and Oversight: Serve Idaho Governance Committee is responsible for Commission Policy Manual changes, oversight, and maintenance.

ORGANIZATIONAL ESSENTIALS

2.1 Mission

The mission of The Governor’s Commission on Service and Volunteerism is “To inspire and recognize volunteers and empower communities through service and AmeriCorps to address Idaho’s unmet needs.”

2.2 History

Serve Idaho, the Governor’s Commission on Service and Volunteerism, was established through Executive Order by Governor Cecil D. Andrus in 1994 as a result of the National and Community Service Trust Act of 1993 and the creation of AmeriCorps. The Commission was established to advise and assist in the development and implementation of a comprehensive, statewide plan for promoting volunteer involvement and citizen participation in Idaho.

Serve Idaho, a division of the Idaho Department of Labor, is funded by grants from AmeriCorps the agency and through cash and in-kind donations from state and local partners. Serve Idaho does not receive general funds from the state.

2.3 Serve Idaho Overview

Serve Idaho is a division of the Idaho Department of Labor and is staffed by employees of the State of Idaho. However, it is a recipient of funding from AmeriCorps the agency and as is directed by the priorities of AmeriCorps which include; economic opportunity, education, environmental stewardship, healthy futures, veterans and military families and disaster services. AmeriCorps regulations require that Idaho develop three-year service plans outlining short- and long-term goals and objectives, including focus areas for the commission that are submitted to the governor for approval. The plan is reviewed annually to monitor accomplishment (Appendix A).

The Serve Idaho Commission utilizes a dashboard to stay up to date on progress of each goal in the three-year service plan. This is sent out to commissioners in advance of commission meetings.

2.4 Serve Idaho Programs

The Commission's work is carried out primarily through the following programs which engage Idahoans of all ages in service and volunteerism.

- **AmeriCorps** – Provides opportunities for Idahoans of all ages to help meet critical needs and make communities stronger. AmeriCorps members address issues such as — children's health, improvement of schools, environmental protection, veteran and military family support and volunteer recruitment and training. A list of current Idaho funded AmeriCorps programs can be found at <https://serveidaho.gov/AmeriCorps>.
- **Training and Professional Development** – The annual Serve Idaho Conference on Service and Volunteerism provides professional development training for national service members (AmeriCorps, AmeriCorps VISTA, AmeriCorps Seniors, National Civilian Community Corps),. Serve Idaho partners with the Idaho Nonprofit Center on their regional and statewide conferences to provide professional development for volunteer managers and administrators.
- **Award Recognition** – Serve Idaho partners with the Idaho Nonprofit Center to recognize outstanding volunteers and philanthropists annually during the [Idaho Philanthropy Day events](#) that take place throughout the state.

2.5 AmeriCorps Overview

Organizations receiving grants, having developed programs that are in line with AmeriCorps priorities then select individuals based on their qualifications for the tasks that they will perform in furtherance of those priorities. Programs provide ample training to prepare members prior to their terms of service, which do not last longer than one year, during which time they receive a living stipend. Full time members may serve up to 1700 hours within a 12-month period. During their service they receive health insurance and upon completion receive an education award.

Part time members may serve up to 900 hours in a 12-month period. However, they do not receive health insurance but do receive an education award.

Minimum time members may work up to 300 hours in a 12-month period. They also do not receive health insurance but do receive an education award. There are also additional types of member positions that vary in length. A full description of the various positions and their time commitment can be found at [Our frequently asked questions | AmeriCorps](#).

Members have the opportunity to gain work experience in the way of job specific skills and “soft skills”. They can obtain professional development in the area of leadership and personal skills having the opportunity to make a difference in their community.

2.6 AmeriCorps Grant Application Process

One of the primary functions of the Commission is to review and recommend qualified applicants for AmeriCorps funding. The Serve Idaho staff is responsible for administrative functions, grants management, program oversight, special events and initiatives. Nonprofit organizations, state and local governments, institutions of higher education and Native American tribes are eligible to apply for AmeriCorps funding through Serve Idaho once it publishes the “Notice of Funding Opportunity” (NOFO).

Then, a Grant Application Review Committee (GARP), assembled of commissioners, community members, and staff decides on which applications to recommend to the full commission for approval. Those grant applications approved by the commission are then forwarded to the AmeriCorps the agency who awards funding based on those recommendations.

Once a program is in place Serve Idaho staff monitor their compliance with grant goals and objectives, AmeriCorps guidelines and state and federal laws. This is accomplished by holding program directors meetings, site visits fiscal and programmatic reporting and electronic communications.

COMMISSION STRUCTURE AND PROCESSES

3.1 Commission Governing Method

Serve Idaho is a public body, and therefore is required to follow Idaho Open Meeting Laws ([Appendix B](#)) when conducting business. Quarterly meetings are governed utilizing Parliamentary Procedure and Commissioner approved by-laws ([Appendix C](#)).

3.2 Serve Idaho Open Meeting Law Policy

As outlined in [Idaho's Open Meeting Law, Idaho Code §§ 74-201 through 74-208](#) all Serve Idaho Commission, executive committee, and standing committee meetings must adhere to open meeting requirements.

All leadership to include commission chair, commission vice chair, commission second vice chair, secretary and standing committee chairs must take Open Meeting Law training annually. All other commission members are highly encouraged to take Open Meeting Law training annually.

[Recorded training](#) is available from the State of Idaho Attorney General's Office. The commission chair should be notified by each member upon completion of their training. If commission leadership is required to take training as a requirement of another board or committee on which they serve, this annual requirement may be waived. However, the respective commissioner should notify the commission chair.

3.3 Serve Idaho Open Meeting Procedure

As required by Idaho's Open Meeting Law the following must be completed:

Task	Timeframe	Completed By
Meeting Date Identified	5 Calendar Days in Advance of Meeting	Committee or Commission Chair
Agenda Finalized	5 Calendar Days in Advance of Meeting	Committee or Commission Chair
Agenda Posted Online & At IDOL Office	No later than 48 Hours in Advance of Meeting	Serve Idaho Staff

Agenda Requirements

All agendas must include at a minimum the following items:

- Date of meeting
- Time of meeting
- Review and approval of previous meeting minutes
- Put high level overview of the tasks, but do not assign times
- Call-in information
- Physical meeting space location
- Items must be arranged in order of consideration
- Any items that require a vote must be listed as an "action item"

An example agenda can be found on [Basecamp](#).

Quorum

Quorum must be met at all commission, executive committee and standing committee meetings. Quorum is considered half of the voting membership plus 1. For example, if a committee has 7 members 4 members must be present for quorum. For clarification this does not include ex-officio members.

Committee leadership should follow up with committee members in advance of the meeting to ensure quorum is met.

The commission chair will attend meetings as available, but will not count towards quorum.

Meeting Minutes

Before each committee meeting the committee chair must assign a member to take minutes. A template is provided on [Basecamp](#). Minutes must include the following information at minimum:

- Date of meeting
- Committee members and staff in attendance
- Any motions and votes
- Any recommendations for full commission approval

Committee meeting minutes should be posted on Basecamp by the committee chair. Commission meeting minutes are posted on Basecamp by the commission secretary and posted to the Townhall Idaho website by the executive director.

3.4 Commission Composition/Member Criteria

The commission is made up of individuals appointed by the governor to represent a diverse population and unique disciplines as outlined in the Executive Order No. 2019-11 ([Appendix D](#)). Commissioners are appointed for a 3-year term. Commissioners generally spend 1-2 hours monthly on activities in at least one standing. In addition, they are expected to attend at least 75% of the quarterly meetings in January, May, July and October in Boise. These meetings last an average of 7.0 hours, and commissioners are expected to attend and participate in the full meeting.

3.5 Commissioner Qualifications:

- Possess an understanding and appreciation of, or willingness to learn, the history and mission of Serve Idaho.
- Demonstrate high ethical standards and integrity in his or her personal and public conduct.
- Commissioners will have a working knowledge of, or a willingness to learn about, National Service and community volunteerism, in order to:
 - Represent Serve Idaho and its programs in the community.
 - Comprehensively review commission planning and board materials.
- Commissioners will use personal and professional experience to provide input and insights into various business matters of Serve Idaho.

3.6 Commission Member Expectations

- Attend [National Days of Service in their area](#), [National Service Day of Recognition](#), and AmeriCorps site visits, as appropriate and within the commissioner's available time.
- Participate effectively in commission meetings, including:

- Articulating and responding to alternative viewpoints through effective communication using relevant questions and comments on materials and activities under board consideration.
 - Serving on one standing committee.
 - Preparing for commission and committee meetings through advance review of meeting materials.
- Help acquire in-kind and financial support for commission activities.
 - Be willing and have the ability to devote the time required to be an effective commissioner, both during commission meetings and outside of commission meetings.
 - Adhere to Serve Idaho policies applicable to commission members, including maintaining the confidentiality of information and conflict of interest disclosure procedures.
 - Be willing to consider new ideas and changes in historic practices, consistent with the mission, principles and values of Serve Idaho.
 - Be committed to understanding the needs and diversity of communities served by Serve Idaho.
 - Represent the commission and staff to various public officials, organizations and events.
 - Fulfill all other obligations as defined by the Executive Order, Commission bylaws, policies and procedures and other applicable requirements.

3.7 Commissioner Proxy & Committee Substitute Policy

Commission Meeting Proxy Policy:

A Commissioner may elect another voting commissioner to serve as proxy a minimum of 24 hours in advance of a commission meeting to vote in their absence. The commission chair and executive director should be notified. It is the responsibility of the absent commissioner to provide details needed to vote on their behalf to the commissioner representing them at the meeting. Additionally, they should provide any committee updates or business items to that member in advance of the meeting. Proxy votes should be used sparingly.

Committee Substitute Policy:

A commission member participating in a standing committee who is unable to attend the meeting must notify the chair of the committee and the executive director a minimum of 24 hours before the absence. The committee member may identify a community member to serve as their substitute for the committee meeting. The substitute information shall be provided to the committee chair and executive director no less than 24 hours before the meeting.

In advance of the meeting, it is the responsibility of the absent commission member to provide meeting details and answer questions for the substitute. The substitute may vote on behalf of the absent committee member.

3.8 Serve Idaho Committees

Executive Committee:

Shall provide general supervision of the affairs and business that comes before the total commission. They have the authority to establish Ad Hoc Committees as need to carry out the business of the commission.

The Executive Committee is comprised of the Commission Chair, Commission Vice-Chair, Second Vice Chair, Commission Secretary, past Commission Chair, and Standing Committee Chairs. It should also include representatives from: State Department of Education, AmeriCorps the agency, Serve Idaho executive director, and a member from the State Department of Labor.

All members of the Executive Committee will be voting with the exception of the AmeriCorps agency representative, the Serve Idaho Executive Director, and the Idaho Department of Labor representative.

Ad hoc committee chairs shall be part of the Executive Committee during the time their committees are working on a project.

Standing Committees*:

- Program Committee: Participates in grant application review (GARP) committee. Participate in on-site monitoring of programs when available. Encourage new applicants to apply. Standard operating procedures outlining the roles and responsibilities of the committee can be found in [Basecamp](#).
- Outreach Committee: Develop and implement a strategic plan to promote Serve Idaho and its programs throughout Idaho. This includes, but is not limited to Serve Idaho events, campaigns, and days of service. Standard operating procedures outlining the roles and responsibilities of the committee can be found in [Basecamp](#).
- Governance Committee: Develop and implement a strategic Commissioner recruitment process for identifying and developing potential future Commissioners, monitor commissioner attendance, interview prospective commissioners, conduct commissioner exit interviews, oversee new commissioner mentorship program, and oversee updates to bylaws. Standard operating procedures outlining the roles and responsibilities of the committee can be found in [Basecamp](#).

Ad Hoc committees & Work Groups:

- The Commission may create other committees and task forces as they deem appropriate and may appoint commissioners and community members as appropriate. Such committees and task forces shall have the power and duties designed by the Commission and shall give advice and make non-binding recommendations to the Commission.
 - o State Service Plan: Created once every three years to develop a survey and implement community meetings to solicit feedback for 3-year state service plan. Shall be convened 1 year prior to the expiration of the state plan.

- Ad hoc committees and work groups shall be re-evaluated one year after their formation by the full commission to determine if they have met their intent and should be disassembled, or if they should extend the duration to meet their required goals.

Each year, Commissioners will have the opportunity to select which standing committee they would like to join.

3.9 Chair's Role

The Serve Idaho Chair is elected by the Commission to serve two years. The chair provides leadership to the Commission, who sets policy and to whom the executive director is accountable. The chair works in collaboration with the vice chair, second vice chair and executive director to develop meeting agendas, and provides oversight of Commission and Executive Committee meetings.

The chair ensures that the programs and tasks undertaken by the Commission align with the goals of the State Service Plan. They appoint chairpersons of each committee, and maintain regular contact with committee chairpersons. Additionally, they serve as an ex-officio member of each committee, and they attend their meetings as appropriate. A full overview of the roles and responsibilities of new commission leadership can be found on [Basecamp](#).

3.10 Commissioner Code of Conduct

The Commission is committed to providing a working environment in which all individuals are treated with respect and dignity. Commissioners and employees have the right to work in a professional atmosphere and are expected to respect the individual qualities, characteristics and differences of others and promote a professional working environment in which to work.

All employees and commissioners in the Serve Idaho Commission are expected to conduct themselves in a respectful manner in the workplace by:

- Behaving in a way that shows respect towards others;
- Valuing each other's work and roles;
- Communicating in a polite and courteous manner;
- Developing relationships built on trust;
- Promoting a climate that is fair, supportive and responsive;
- Creating a welcoming environment through words, actions and physical surroundings;
- Resolving conflicts in a positive and respectful manner; and
- Celebrating differences.

Disrespectful behavior must be addressed promptly. Examples of behavior or actions that will not be tolerated include:

- Speaking in a threatening manner
- Bullying
- Swearing or using profane language

- Making rude, obscene or disparaging comments
- Excluding or refusing to associate with individuals
- Making personal or unprofessional insults, jokes or teasing

3.11 Commissioner Conflict of Interest

Serve Idaho should strive to achieve the greatest objectivity and impartiality possible in the review and selection of grantees in the state. Serve Idaho is a state entity and, therefore, should apply the state's rules on conflict of interest. Commission members need to know exactly what provisions govern their participation in the grant review and selection process in their state in order to avoid any conflict of interest. There may be state laws and regulations that are even more stringent than the federal provisions. The National and Community Service Act of 1990, as amended, and the AmeriCorps regulations governing State Commissions provide the following basic framework for avoiding conflict of interest:

How is conflict of interest defined?

As defined by the Act, a Commission member is considered to have a conflict of interest if the member is currently, or was within one year of the submission of an AmeriCorps grant application to the Commission:

- an officer,
- a director,
- a trustee,
- a full-time volunteer, or
- an employee of an organization submitting a grant application to the State Commission
- an employee of an organization that serves as a host/placement site for members.

The regulations further clarify that even the *appearance* of a conflict of interest must be avoided. If, for instance, a Commission member founded, contributed to the founding, assisted in the development of, or donated large sums of money to an organization applying for funds, he or she would have a conflict in voting on the selection of programs.

The main rule to follow is: *any time a voting Commission member is not, or does not appear to be, for any reason, impartial to a program that is applying to the Commission for funding, the member has a conflict of interest.*

General Rules Applicable to All Commission Members

Commission members may not, under any circumstances, assist an organization in the preparation of a grant application, except to take part in a Commission-approved program of technical assistance that is equally available to all potential applicants. This requirement is in accordance with the rule that

Commission members may not provide anyone outside the Commission with “insider information,” that is, information that has not been released by the Commission or that is not already on the public record.

The statutory provision applies to all AmeriCorps grant programs administered by the Commission.

What happens if a Commission member has a conflict of interest?

If a Commission member has a conflict of interest, the member must recuse himself/herself from Serve Idaho’s administration of the grant program, including such activities as:

- any discussion or decision by Serve Idaho regarding the provision of funds or education awards to any program or *entity funded under the same funding category*;
- any discussion or decisions by Serve Idaho regarding the provision of funds or education awards to *that specific program*;
- the continuation of funds or education awards to *any such program or entity funded under the same funding category*; and
- participating in the oversight, evaluation, continuation, suspension, or termination of *any grant under the same funding category*.

If Commission members have a conflict of interest, in what activities can they participate?

The above prohibitions are not intended to restrict Commission members with a conflict, or the appearance of a conflict from participating in State Commission meetings, hearing and forums in which the general duties, policies and operation of the Commission are discussed.

What happens if enough Commission members recuse themselves from voting that the Commission loses its quorum?

If adhering to this general restriction creates a situation in which a Serve Idaho does not have enough eligible voting members to achieve quorum, which is defined as one half of the total number of members plus one, Serve Idaho may, in a random and non-discretionary manner, select the number of recused Commission members necessary to achieve quorum. If previously recused Commission members are allowed to vote for the purpose of achieving a quorum, Serve Idaho must document the event and report to AmeriCorps within 30 days of the vote. In no instance, however, may a Serve Idaho Commission member vote on an application submitted by his or her own organization.

3.12 Commissioner Social Media Policy

The following policy is intended to apply to all gubernatorially appointed Commissioners of Serve Idaho, as well as any staff members or other representatives of Serve Idaho. Please be aware that all

statements and provisions set forth herein supplement, but do not supersede or control over, any other policies or statutes that may apply to a particular Commissioner, staff member, or other representative, such as those that may have been implemented by the Office of the Governor, the Idaho Department of Labor, the Idaho Division of Human Resources, or any other relevant appointing authority.

Guidelines

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Serve Idaho, as well as any other form of electronic communication.

The same principles and guidelines found in Serve Idaho's policies and/or bylaws apply to your activities online. Before creating online content, consider the risks and rewards involved. Keep in mind your behavior, actions, and public statements can impact and shape the public's perception of not only yourself but fellow board members, associates, customers, and the other people who work on behalf of Serve Idaho or Serve Idaho's legitimate business interests. Any use of social media that adversely affects the ability of Serve Idaho to fulfill its mission or which interferes with the legitimate work of Serve Idaho or its representatives may be subject to disciplinary action up to and including severance of any relationship with Serve Idaho.

Inappropriate social media posts that include discriminatory remarks, harassment, political slander, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may also subject you to disciplinary action up to and including severance of any relationship with Serve Idaho.

Clarify all Social Media Posts are Personal Statements

When posting to personal social media and / or blog sites, individuals shall not claim or imply through their social media signatures or otherwise, that they are speaking on behalf of the Serve Idaho. In any personal social media and / or blog posts dealing expressing personal views on issues relating to Serve Idaho. When expressing personal views or opinions you are expected to indicate clearly to the audience that the views expressed are not the official position of Serve Idaho.

Be respectful

If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that could reasonably be viewed as malicious, obscene, threatening or intimidating. This includes posts that might be considered online harassment or bullying or that disparage customers, members, associates or suppliers. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember the Internet archives almost everything; therefore, even deleted posts can be re-discovered. Never post any information or rumors you know to be false about Serve Idaho, or its commissioners, members, customers, suppliers or other people working on behalf of Serve Idaho.

Post only appropriate and respectful content

- Maintain the confidentiality of Serve Idaho private or confidential information. Do not post internal reports, policies, procedures or other internal communications. Any official disclosure of such documents should be processed through official Serve Idaho Channels.
- Do not create a link from your blog, website or other social networking site to a Serve Idaho website without identifying yourself as a Serve Idaho commissioner.
- Express only your personal opinions. Never represent yourself as a spokesperson for Serve Idaho. If Serve Idaho is a subject of the content you are creating, be clear and open about the fact that you are a commission and make it clear that your views do not represent those of Serve Idaho, fellow associates, members, customers, suppliers or people working on behalf of Serve Idaho. If you do publish a blog or post online related to the work you do or subjects associated with Serve Idaho, make it clear you are not speaking on behalf of Serve Idaho. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Serve Idaho.”
- Refrain from posting any personal information of any of Serve Idaho’s clients, commissioners, members, customers, suppliers or other people working on behalf of Serve Idaho.

Retaliation is prohibited

Serve Idaho prohibits taking negative action against any representative for reporting a possible deviation from this policy or for cooperating in an investigation. Any representative who retaliates against another representative for reporting a possible deviation from this policy or for cooperating in an investigation may be subject to disciplinary action, up to and including severance of their relationship with Serve Idaho.

Media contacts

Individuals should not speak to the media on Serve Idaho’s behalf without contacting Serve Idaho Executive Director, who will provide guidance on how to respond.

For more information

If you have questions or need further guidance, please contact the Serve Idaho Commission Chair or Executive Director.

3.13 Commissioner Travel Policy

Serve Idaho Commissioners traveling for commission meetings and required commission events will be reimbursed for their costs associated with their travel. Examples of meetings include:

- Quarterly commissioner meetings
- America’s Service Commission (ASC) Leadership Convening (leadership only)
- Regional ASC Conferences (leadership only)
- Serve Idaho Conference
- AmeriCorps program site visits

Serve Idaho must comply with all [State of Idaho Travel Policy and Procedures](#).

In-State Travel

If traveling for meetings taking place in Idaho Serve Idaho will make all hotel arrangements and pay associated costs with lodging. It is the responsibility of the Commissioner to pay for any incidentals or additional hotel charges that may be incurred.

It is the responsibility of the commissioner to arrange and pay for their airline flight if applicable. Serve Idaho will reimburse the commissioner for flight costs following attendance at the meeting/event. When making flight arrangements commissioners must follow the state of Idaho travel guidelines which include:

1. Serve Idaho cannot reimburse for flight insurance;
2. Serve Idaho can only reimburse for a flight that does not exceed the “maximum time necessary to conduct State business for the stated purpose of the travel.”
3. If commissioners are extending the trip on the front or back end of the meeting, they must complete a [cost analysis form](#) and document screenshots of what the flight would have been if they had traveled on the dates required by the commissioner meeting.
4. Serve Idaho can only reimburse for the cheapest economy class ticket.
5. Serve Idaho can cover one checked bag.

If the commissioner would like to extend their travel for personal circumstances, they should reach out to Serve Idaho’s financial specialist in advance of booking their travel to receive instruction on how to complete the cost analysis form.

Commissioners driving for Serve Idaho events will be reimbursed at the state mileage rate from their home or residence to the Serve Idaho event and from the Serve Idaho event to their home or residence. Commissioners traveling more than 25 miles one way for a commission meeting or commission sponsored event can submit a request to be reimbursed for their mileage.

Commissioners traveling for Serve Idaho events will be reimbursed at the state per diem levels for meals based on the [State of Idaho Travel Policy and Procedures](#). Meals provided by the event, such as a lunch provided at a conference or commission meeting, are not reimbursable costs to the commissioner.

Meals will only be reimbursed based on “maximum time necessary to conduct State business for the stated purpose of the travel.”

Luggage costs should be paid upon arrival at the airport as often these costs cannot be reimbursed if the trip is cancelled.

Cancellation of Trip

If a commissioner is unable to attend a commission event that will impact travel or hotels, they should notify the executive director a minimum 72 hours in advance of the meeting. Notification occurring less than 72 hours in advance of the event will result in additional costs to Serve Idaho as generally hotel costs cannot be refunded. Costs associated with cancelled hotels may be passed along to commissioners.

Costs associated with the cancellation on flights will be reimbursed on a case by case basis and may be refundable only in the case of emergency to include weather and health emergencies.

Out of State Travel

Due to the increased costs associated with out of state travel and the sometimes-delayed time in reimbursement, Serve Idaho will make flight and hotel arrangements for commissioners' out of state travel. Commissioners will work with the executive director in arranging travel.

Required Documentation

Commissioners will provide the required travel documentation to the Serve Idaho financial specialist within 1 week of completion of their travel. Required documentation includes:

- Flight receipts
- Boarding passes
- Hotel receipts
- Agenda from meeting (if not a commissioner meeting)
- Taxi/ride share receipts (tips and gratuity are not reimbursed)
- Baggage receipts
- Cost analysis form (if applicable)

***Please note, that the above documents need to be provided whether the expenses were paid for by the Commissioner or by Serve Idaho.

Costs that do not have an associated receipt with them cannot be reimbursed. It should be noted Commissioners do not need to keep receipts for food costs as they will be reimbursed at the state per diem rate for in state travel and the [federal per diem rate](#) for out of state travel regardless of their expenses.

3.14 Commission Finances

Serve Idaho receives funding from AmeriCorps the agency for operational costs and to provide funding to subgrantees operating AmeriCorps programs. The three grants provided by CNCS are listed below:

Commission Support Grant: provides funding for the operation of Serve Idaho and the Commission. It has a 100% match requirement, meaning that for every dollar we spend, we must find one dollar of in-kind or cash donation.

Commission Investment Fund: provides funding to provide training and technical assistance to AmeriCorps subgrantees and members. It provides funding for the Serve Idaho project coordinator position. This grant does not have a match requirement.

Formula Funds: are funds subgranted by Serve Idaho to qualified organizations operating AmeriCorps programs. Subgrantees are required to match these funds, and Serve Idaho provides financial and programmatic oversight.

Misc Funds: Includes funding for Serve Idaho Conference, the Idaho's Brightest Stars, program directors meetings, and compliance monitoring. These funds are generated through donations/sponsorships, and through costs charged to AmeriCorps subgrantees.

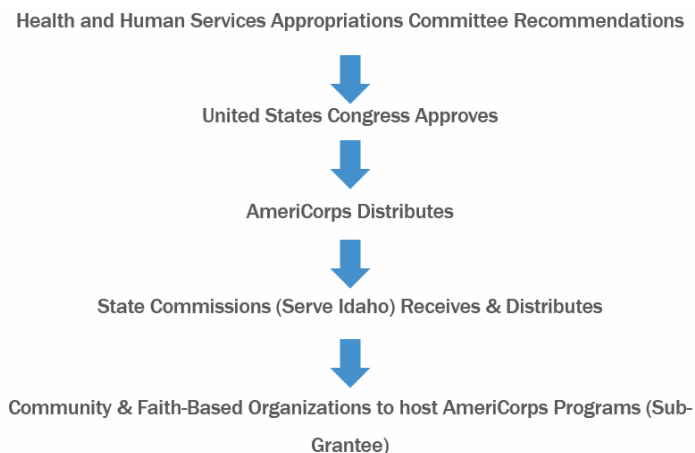
The Serve Idaho executive director provides updates on all funding quarterly at the commission meeting.

3.15 Commission Funding Flow



1. Serve Idaho Submits Grant Application with Line-Item Budget
2. AmeriCorps Reviews & Approves
3. Serve Idaho Receives Funding
4. Serve Idaho Expends Funding
5. Idaho Department of Labor (IDOL) Finance Dept. Ensures Spending Aligns with Federal & State Regulations and Laws – *5 individuals provide oversight depending on type of expenditure*
6. IDOL Finance Dept. Provides Monthly Budget to Actuals – *3 individuals provide oversight*
7. Serve Idaho & IDOL Finance Meet Quarterly to Review Budget and Discuss Challenges – *3 individuals provide oversight*
8. Executive Director Reconciles Budget Monthly

3.16 AmeriCorps Program Funding Flow



1. Funding for AmeriCorps the agency is provided as part of the Labor Health and Human Service (HHS) appropriation and is reviewed by the house and senate appropriations committee.

2. Congress reviews and approves the budget as a whole.
3. AmeriCorps the agency receives funding and allocates to state commissions based on a population-based formula, these are known as formula funds.
4. Serve Idaho receives formula funds from AmeriCorps and releases a Notice of Funding Opportunity (NOFO). Organizations apply for funding by submitting a grant application to the commission. Commissioners, staff and community members review applications as part of the Grant Application Review Process (GARP) and make recommendations to the commission for funding. The commission approves recommendations.
5. Organizations receive grant funding. Serve Idaho provides monitoring of programs to ensure compliance with state and federal regulations.

COMMISSION – EXECUTIVE DIRECTOR/STAFF RELATIONSHIP

4.1 Delegation to the Executive Director

While the commission's job is generally confined to establishing high-level policies, organizational implementation and subsidiary policy development is delegated to the executive director.

All commission authority delegated to staff is delegated through the executive director, so that all authority and accountability of staff – as far as the commission is concerned – is considered to be the authority and accountability of the executive director. The Serve Idaho executive director job description can be found in [Appendix E](#).

4.2 Communications and Counsel to the Commission

The executive director communicates updates bi-weekly to the board through the Commissioner Corner, which is sent out via email. All documents for commission meetings are provided a minimum of one week prior to the commission meeting via email. Additionally, the executive director and/or Serve Idaho may communicate regarding standing/ad hoc committee meetings.

Serve Idaho also utilizes a platform called Basecamp to host all commission documents including but not limited to:

- [Committee standard operating procedures](#)
- [Executive Order](#)
- [Bylaws](#)
- [Commissioner contact information](#)
- [Commission meeting materials](#)
- [Previous commission meeting minutes](#)
- [Commissioner trainings](#)
- [Strategic operational dashboard](#)
- [State Service Plan](#)
- [Standing committee agendas and meeting minutes](#)
- [Marketing Materials](#)

- [New Commissioner Materials](#)

Once joining the commission, each commissioner will be added to the Basecamp platform to access documents. Basecamp also has an option to share messages with the full commission and has a centralized calendar of upcoming commission events.

ADDITIONAL RESOURCES

5.1 Commissioner Resource Page

The following resources can be found on the Serve Idaho Commissioner Resource page at <https://serveidaho.gov/commissioners>:

- Previous Meeting Minutes
- Previous Meeting Agendas
- New Commissioner Orientation
- Updated Copy of State Service Plan
- Application for Appointment
- Notifications and Reminders of Upcoming Events
- Serve Idaho Bylaws
- Executive Order
- Talking Points for Potential Grants
- List of Commission Members and Staff
- Commissioner Policy Manual

5.2 Annual Calendar

January:

- Serve Idaho Commission Meeting
- Martin Luther King Day National Day of Service
- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)

February:

- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)
- Serve Idaho Conference
-

March:

- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)
- AmeriCorps formula application grant application review process (GARP) meeting
- AmeriCorps site visits occur – Commissioners are invited to assist with member interviews

April:

- AmeriCorps formula grant confirmation – generally occurs at the April Commission meeting
- AmeriCorps site visits occur – Commissioners are invited to assist with member interviews
- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)

May:

- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)
- Serve Idaho Commission Meeting
-

June:

- Idaho@Play statewide day of service
- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)

July:

- Serve Idaho Commission Meeting
- AmeriCorps site visits occur – Commissioners are invited to assist with member interviews
- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)

August:

- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)

September:

- September 11 National Day of Service and Remembrance
- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)

October:

- Serve Idaho Commission Meeting
- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)

November:

- AmeriCorps site visits occur – Commissioners are invited to assist with member interviews
- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)

December:

- Grant Application Review Process (GARP) committee meets to review AmeriCorps competitive grants
- Committee Meetings (dependent upon committee requirements – generally 1 hour duration)

5.3 Appendices:

- Appendix A: [Serve Idaho 3 Year Service Plan](#)
- Appendix B: [Idaho Open Meeting Law](#)

- Appendix C: [Serve Idaho Commission By-Laws](#)
- Appendix D: [Executive Order](#)
- Appendix E: [Executive Director Job Description](#)
- Appendix F: [Commission Member Contact Information](#)