

**Serve Idaho Governor's Commission on Service and Volunteerism**

**Notice of Public Meeting/Executive Board Meeting Minutes**



**Idaho Department of Labor – 317 W. Main St.  
Boise, Idaho 83735  
2 West Conference Room**



**Meeting convenes on October 12, 2016 at 3:30 p.m.**

**Attendees:** ~~Doug Brown~~, Georgia Dimick, Patricia Eriksen, Mike Jensen, Charlette Kremer, Camille McCashland, Carrie Reese, Kristen Tracy, April Durrant, ~~Roy Valdez, Kayla Ludwigson~~, Renee Bade, Heather Luff, Kirstin Mann, Jade Rodgers, Colleen Schowalter

Welcome

Started: 3:23pm

Approval of Executive Board Minutes from Prior Meeting

- Minutes are public record
- Should explain acronyms that might not be well known to the public
  
- Motion: Mike Jensen
- Second: Carrie Reese
- Motion Approved

Review Commission Meeting Agenda

- Motion: Charlette Kremer
- Second: Mike Jensen
- Motion Approved

Commission Support Grant Status

- Kirstin Mann has started as Project Coordinator
  - Training and Technical Assistance grant funding her position and her activities
- \$190,000.00 match to date
  - A significant amount of match came from the Idaho Youth License Plate Fund
    - can be used for after school programs
    - Sheriff departments will be better informed after Serve Idaho presents at their annual conference
- Boot Camp in August for the new programs (and returning programs) was excellent

- Hoping to have the boot camp next year as well
- The NOFO for the Commission support grant has not yet been released for the 17-18 grant year
  - Serve Idaho staff working on writing it currently

#### Marketing – Carrie Reese

- New website now up and running
- DOL re-did the website, took 9 months
- Check out all the pages on the website
  - Resources for volunteer coordinators and program directors
  - Shows events and information
  - Commissioner resource page is very helpful to commissioners

#### Membership – Kristen

- New Members: Kristi Keeler and Kimber Russell-Simmons
- New application: Judy Bittick
  - Char worked with her when the Lewis Clark Service Corps had a Boise branch
- Motion to recommend Judy's appointment to the commission - Approved
- We need to make sure we are filling all areas of the Executive Order
  - All areas are filled and areas across the state are filled
  - Would like another youth commissioner
  - Would like another person from the Idaho Falls/Salmon area

#### Program - Heather

- Members Performing Work Out of State Policy
  - Three of the five programs asked about this
  - Lewiston/Clarkston, Moscow/Pullman, Eastern Idaho/Western Wyoming, Salmon-Challis area/Southwestern Montana
  - Motion to present to the commission to vote on this policy – Heather will present
- Policy on Grant Submission Time
  - Will stay at 5 PM MST as it is the time zone in which the agency receiving the grants is located in
- Risk and Disallowances
  - 4 of 5 programs are facing disallowances
  - Legal had to get involved in one program
  - There has been problems with programs not performing background checks on site supervisors and on members with access to vulnerable populations
  - Programs were told that if they did a self-check and disclosed errors, their disallowance would be cut in half
  - Risk assessments are almost done for the 15-16 grant year
    - Three low risk

- One high risk
- One will be either medium or low
- Grant applications due Nov 1 for the 16-17 grant year
  - Need commissioners on the grant review committee

#### Ad Hoc Committee Updates

- Brightest Stars: Colleen
  - January 18<sup>th</sup> in the Boise State Student Union Building
    - Parking in the Lincoln Parking Garage
  - Nominations extended to Oct 21, 2016
  - Service projects on MLK Day will be posted on website and social media
  - Mike has secured the Boy Scouts to post colors
  - Pledge of Allegiance
    - Renee has asked the Lt Governor about having his grandkids do it
  - Pam McGerry – Leather Bound Award for the winners
  - Need Photographer
  - Sponsorships
    - Idaho Power \$500
    - AFL-CIO \$500
    - Talked about other potential funding sources
      - Lamb Weston moving their home office to Idaho
  - Catering/Food
    - Approved vendors through BSU are Costco, WinCo, Albertson's– for coffee and snacks prior to event
  
- 2017 Conference Update - Jade
  - Theme: Volunteering Across Generations: Effectively leveraging the time, talents and treasures of older adults
  - Audiences
    - Nonprofit managers
    - Senior center directors
    - People wanting to work with Seniors
    - AmeriCorps members
  - RFP for speakers was released
    - Oct 28 is the deadline
  - AmeriCorps content will be the focus the first day
    - Dealing with difficult people
    - Communicating
    - Networking how to and why it matters
    - Transitioning from AmeriCorps into career
  - Key note speaker - Deputy director of Senior Corps
  - Service project proposal on website
    - 1 hour of time up to 20 volunteers

- Website page is up to date
- Location: BSU Student Union Building
  - Jordan Ball Room – A thru D
  - Parking in the Lincoln Parking Garage
  - Free to use because Kara works at the Service Learning Center
  
- By Laws – Renee
  - GARP Name change: Grant Application Review Process
  - Quarterly verbal report instead of written
  - These changes were proposed at the last commission meeting but we had to give a 1 month notice to review

#### Other Items

- Mike's award for being the Commission Chair
- Elections tomorrow

Adjourn

Motion Carrie Reese

Second Char Kramer

Approved