

Commission Meeting Minutes

July 13, 2016

SpringHill Suites Boise (208) 342-1044

424 E Parkcenter Blvd | Boise ID 83706

Commission Members: Michael Jensen, Patricia Eriksen, Carrie Anne Reese, Kristen Tracy, Doug Brown, Henry Henscheid, William Langer, Charlette Kremer, Kara Brascia, Georgia Dimick, Mary Jane Miles, Bryan Wewers, Donald Heuer, Jesse Maldonado, R. Dirk Marsden, Camille McCashland, Colleen Schowalter

Attendees: ~~Michael Jensen~~, Patricia Eriksen, Carrie Anne Reese, ~~Kristen Tracy~~, Doug Brown, Henry Henscheid, ~~William Langer~~, Charlette Kremer, Kara Brascia, Georgia Dimick, Mary Jane Miles, Bryan Wewers, ~~Donald Heuer~~, Jesse Maldonado, R. Dirk Marsden, Camille McCashland, Colleen Schowalter, April Durrant, Ben Quintana, Renee Bade, Heather Luff, Jade Rodgers, Ken Edmunds

~~Not in attendance~~

Welcome – coffee and conversation

Call to order @ 9:00 AM

Pat Eriksen, Commission Chair

Review and approve agenda for July 13th commission meeting

Reviewed agenda

Motion to approve: Char Kremer

Seconded: Camille McCashland

Motion Approved: July 13th Agenda Approved

Review and approve previous meeting minutes

April 14th Minutes

Motion to approve: Jesse Maldonado

Seconded: Carrie Reese

Motion Approved: April 14th Minutes Approved

AmeriCorps Membership Moment

Ron Herr

Ron Herr is an AmeriCorps member from the Veteran's Serving Veteran's Program

Responsibilities of the AmeriCorps members in this program on a daily basis:

- Initial assessment with veterans as they walk into the Department of Labor local offices
 - Check Veteran status and other factors to match them with services
 - Identify the needs of the veteran
 - If there are significant barriers to employment (drugs, alcohol, mental), they are referred to a DOL representative
 - If there are no barriers, the AmeriCorps members are able to help them
- AmeriCorps allows the members freedom to help the walk in veterans
- Ron helps veterans get employment – this AmeriCorps position has helped him enjoy helping others
- His experience through AmeriCorps helps him increase his future goals in continuing to help veterans

Services offered to the veterans: Mock Interview, Resumes, Free Services to find employment

Ron offered two success stories of veterans he has helped find employment

Questions asked by Commission

- *How many years have been an AmeriCorps member?* 2 years.
- *Why choose this specific program?* Was looking for employment and checked into the program.
- *Are there metrics on success rates?* Ron does not keep track of that data. DVOC gathers the data on these programs. Ron focused on working with the Veteran.

Program is winding down (ends July 31) but this is such a great program.

Ron stated the AmeriCorps members are great for the program and representatives of the community.

Chair's report

Pat Eriksen

Jade Rodgers new staff member

Mary Jane Miles new commissioner

VISTA/Senior Corps update

April Durrant

Idaho Department of Labor updates

Ken Edmunds

- Renee handled the buyback error excellently
- How can the DOL help Serve Idaho? (anything they can do to help us meet goals?)

Administrator's report

Renee Bade

- Governor Otter and Wendy Spencer will be meeting in Washington DC
- New Project Coordinator will be hired on the T/TA grant by end of August
- Volunteer United has created 590 partnerships so far
12,873 opportunities view in 3 months– our logo at the top
Char commented that VU mentioned the partnership between Serve Idaho and United Way turning out to be great
- Updating the Policy and Procedures and Standard Operating Procedures
Doug finished the SOP for the Serve Idaho Commission
- Check the Program Committee Policies & Procedures
Delivery of verbal reports in October
CNCS no longer a part of this procedure
Follow-up with program via letter and email
Allow the commission members to be a part of the program review since it is beneficial to them
- Motion to approve the adjustments to the Committees Policies and Procedures (see handout)

Program Committee Policies & Procedures

Motion: Bryan Wewers

Seconded: Henry Henscheid

Motion approved

Membership & Commission Development Committee Policies & Procedures

Motion: Henry Henscheid

Seconded: Bryan Wewers

Motion: approved

Marketing Committee Policies & Procedures

Motion: R. Dirk Marsden

Seconded: Char Kremer

Motion: approved

- Reviewed Idaho at Play from June 2016
Lewiston partnered with Lewiston Parks and Rec Summer Rec mobile for their kickoff
Great turn out for the event
- Serve Idaho website getting updated
Meeting minutes – on website for past 2 years
Links to: National service websites, New Commissioner Orientation, Press releases, Calendars
August Beta testing

Financial report

- See handout for budget to actuals and in-kind report
- Buy-Back Issue

Use money in conference account and \$4,000 left in over AmeriCorps Grants account to cover the \$60,000 deficit in one of the AmeriCorps grant accounts (the buy back)

Need a motion to transfer funds from the conference account to the formula funds to cover this error.

Motion: Camille McCashland

Seconded: R. Dirk Marsden

Motion: Approved

Program report

Heather Luff

Break 10:30 until 10:50

Standing Committee Report Outs

- **Marketing** Carrie Reese
 - BSU Campaign report was passed around
 - Future goals for Marketing
 - Nick's review with CEO and articles
 - More opportunities on Serve Idaho website, Volunteer United Website
 - How are students locating volunteer opportunities?
Justserve.org
- **Membership** Kristen Tracy
 - Kimber Lee Russell-Simons
 - Motion to recommend as a member of commission: Bryan Wewers
 - Second: R. Dirk Marsden
 - Motion Approved for Kimber Lee Russell-Simmons to be recommended to Governor
 - Kristi Keeler
 - Motion to recommend as a member of commission: Char Kremer
 - Second: R. Dirk Marsden
 - Motion Approved for Kristi Keeler to be recommended to Governor
- **Program** Doug Brown
 - Grant application review process
 - Three reviewed, two approved
 - Lewis Clark State College and DOL (CIS) approved
 - Left over money to Palouse and Idaho Children
 - Motion to approve the minutes from this Grant application review meeting:
 - Motion: R. Dirk Marsden
 - Second: Bryan Wewers
 - Motion Approved

Draft of Disallowance letter was reviewed and needed changes

- Motion: Colleen Schowalter
- Second: Carrie Reese
- Motion: Approved

Char made suggestion about ending time of the grants (Program Comm. will discuss at their next meeting)

Ad Hoc Committee Report Outs

- **Serve Idaho Conference** Kara Brascia
 - Purpose
 - After the One Stone review, decided we needed a narrower focus
 - Incorporating Older Adults looking for Service
 - Training for AmeriCorps Programs/Members
 - Incorporating Senior Corps Programs

- Format
 - Two days for everyone OR one day AmeriCorps/one day everyone
- Date – Feb 14 & 15, 2017
- Location – Boise State
 - We can use their Conference areas for free through Kara
- Current Status
 - Gathering ideas for content
 - Profiling needs of the focus audiences
 - AmeriCorps, Senior Corps, Volunteer Coordinators, Older adults into workforce
 - Currently serving Seniors
- Ideas
 - Mary Jane talked about a Tribal Elders Comedian being involved in Serve Idaho Conference
 - Doug: Tribal Elder as one of the Speakers
 - Colleen: Sponsors and vendors for the event
 - Therapy dogs – Session info
 - Multi-generational - Bring in College Students because we are on the BSU campus
 - Tailor some of the sessions/focus onto them
 - Serving Seniors

Idaho's Brightest Stars

Colleen Schowalter

- Date: Martin Luther King Day, Jan 16, 2017
- Location: BSU – Student Union Simplot Ballroom
- Time: 5:00 to 7:00
- Budget: \$150.00
 - Last year, the cost was over \$2,000.00
 - Need Sponsorships to cover this
 - Also In-kind Photography
 - Food – how will we pay for it?
- Commissioner's Meeting on January 17, 2017, so commissioners can attend both Brightest Stars and the Commission Meeting
 - Motion: Char Kremer
 - Second: Henry Henscheid
 - Motion: Approved
- Service Project before- we are still brainstorming ideas

By-Laws

Henry Henscheid

- Page 4 of 6, 9.04
 - change the language
- Program Committee
 - Change written to verbal
 - Change to quarterly and annually
 - Change wording to match the Policies and Procedures
- GARP also needs changed (previously Peer Review)

Motion to approve the proposed by-law changes

Motion: Camille McCashland

Second: Jesse Maldonado

Motion: Approved

**Rescind the motion, by-laws changes will be addressed during the October Meeting

Motion: Henry Henscheid

Second: R. Dirk Marsden

Motion: Approved

Disaster

Renee Bade

- Don Heuer made certificates for everyone who participated in the shake-down procedure demonstration

- Heat Stroke information
- Every 3 years they do a main EMS disaster plan and event
 - Suggestion that we be a part of that activity

Lunch – Trivia

Jesse Maldonado

Veterans Serving Veterans- Idaho Department of Labor

Chris Ramos & Bill Reed

6 years' completion of a very successful program

Number of contacts –2400 was the goal

First 3 or 4 years they have progressively met that goal

Last 2 years the numbers have went down

There are 135,000 vets in Idaho

Over 500 who have received jobs

When unemployment goes down, the AmeriCorps members are mostly doing outreach

How will these needs be met now that this program is ending?

Employment services staff will assist in job search

If additional services necessary, DVOP will help them

Idaho Healthcare for Children & Families

Dr. Barb Cunningham

Idaho Community Health Corps has ended, a program that was funded through National Direct

The AmeriCorps members associated with this program are located all over the state

How do you recruit members?

- Create a recruitment flyer that placement sites use in their network
- Craigslist is a great recruitment tool, but be careful to not get viruses
- IDOL Website, university career centers
- AmeriCorps National Website
- Local newspapers, local bulletin boards
- Zip Recruiter

Primary functions

- Health screenings for children at head starts
- 3 national service days for members to participate in, participate in Service Projects

Performance Measures

- Output for health education are the amount of people who attend
- Output for health screenings are the amount of people who get screened
- Outcomes are amount of people referred to health professionals

How do you retain members?

- Right member, right time, right site
- Some people interview well, and do not perform well, or vice versa
- The placement sites chose their members
- Their PSO is thorough, with team building, expectations are known
- Serve Idaho Conference is great for the team to meet/connect from across the state
- Reflection stories are reported to Barb

How do you get Host Sites?

- Word of mouth, between non-profits
- Serve Idaho staff redirection
- She has a waiting list of 3 sites who want to be a part of the program
- Cold calling at the begin

How do you come up with Match?

- Sites come up with this
- In-kind from site supervisor time, and ISU staff time

If you are having difficulties with a member, how is this handled?

- Deals with Human Resources all the time
- Handle it at the ground floor
- Call site supervisor, talk to member, able to work it out then
- Diffuse the bad situation quickly so it doesn't fester
- Document always!! So you don't forget anything, refer to grievance procedures

Palouse Clearwater Environmental Institute

Joan Alexander

Nature Center in Moscow, ID, is the home base for PCEI

- Restoration projects, Nampa
- Foothills Learning Center, Boise

Sustaining communities and conservation

- Outreach, on the ground, restoration and education about sustainable topics

Had one member exit early due to medical reasons

Competed in the Serve Idaho pledge competition in October (and won!) and Idaho @ Play

Deer Flat Wildlife Refuge in Nampa

- Place members there through PCEI

Foothills Learning Center

- Education in nature, on site field trips
- Restoration projects

Environmental Resource Center in Ketchum

Members at UI 4-H who travel around the state for environmental causes

- Coeur d'Alene and Boise
- Table to increase awareness about the 4-H groups
- Work with children

Thought the connections made at the Serve Idaho Conference were terrific

Mayor's Day Recognition participation

Idaho @ Play was a great way to connect their program members with other members across the state, and in different organizations

The idea is important that the members' service lives on after their year of service ends

- Making a difference even after they become an alumna
- One of her members created the Sustainability Festival that is now an annual festival

Challenges

- Making sure all the members complete their full year of service (a few end of the year glitches)
- Being a multi-site program is difficult, especially if the Directors aren't able to conduct site visits regularly
- Getting networking times with each other (members), since they are across the state

Blackfoot Community Center

Ashlee Howell

Have they developed Toolkits for this program?

No they didn't develop Toolkits.

Struggled to get parent involvement. There is not a lot of success in this area. It does need more work.

Break 2.45 until 2.55

Student Conservation Association (SCA)

Tim Carroll

How to choose projects?

Forest service and BLM choose, however trail maintenance, fishery and rangeland are constants

What are some of the challenges?

Building a community and communication

How is Retention?

Two members in 2 years have went home – great retention

How do you recruit?

National SCA does most of the recruiting. Like USA jobs application and is like an internship.

Do all of the SCA receive AmeriCorps Awards?

Most of them do but there is also high school and community programs.

SCA has 3 to 4 thousand AmeriCorps members nationwide

Shoshone-Bannock tribes and SCA Idaho partnership

Every partner (Sho-Ban, BLM) provides match, depends on how many members help for each project.

Usually a 50/50 match

Do any stay in Idaho after their term?

Yes. There are members who work in Idaho, two hired by Shoshone Bannock tribe

This is a stepping stone into a Federal Jobs or Conservation Corps

A degree helps but is not required

5 month program

This works well for people that want to take a gap year because of the seasonal work and weather

18 to 25 year olds are driven by the work and understand why it is so important

They need to know they are making a difference

There is always work to be done out in the Frank-Church Wilderness

Challenge is the partnerships with BLM, Forest Service, and Fish and Game organizations. This program fills the gaps they create.

Commissioner Survey Results

Char Kremer

- 12 current commissioners and 2 former commissioners completed the survey
- This started because we don't have an elevator speech as commissioners
- In October we could take this information and put together the elevator speeches together.
- Send a copy to all of the commissioners of the survey results.

State Service Plan Goals & Objectives Update

Renee Bade

- We are meeting this successfully thus far
- Ken Edmunds asked how the IDOL can do more for Serve Idaho.
 - Have them hand out volunteer to career info or volunteerunited.org info?

Wrap up and closing comments

Pat Eriksen

Complete the Commissioner Survey so that we know what committees everyone is interested in
Great job Nick and Staff
Thank you Jesse on trivia

- Next Meeting:
 - Executive Committee Meeting, October 12, 2016 – at DOL at 3:30 to 5:00
 - 4th Quarter Commission Meeting, October 13, 2016 – at Springhill Parkcenter 9:00 to 5:00

Adjourn @ 4:17 PM

Motion to adjourn: Byran Wewers

Second: Dirk Marsden

Motion: Approve