

Montana Commission on Community Service
January 4, 2007
Board of Investments 2401 Colonial Drive
Helena, MT
Meeting Minutes

Present: Pat Murphy Vice Chair; John Allen, Johnel Barcus, Chris Kolstad, Robert Harris, John Ilgenfritz, Bob Maffit, Sheila Rice, Amy Busch.

Absent: Erik Burke, George Dennison Chair, Tracy King, Keith Kelly, Mike McGinley.

Guests Present: Shannon Stober, Sarah Sadowski, Jeanne Moon, Katie Kleinhesselink, Jackie Girard, Adam York.

Staff Present: Linda Carlson, Will Soller, Kathy Bean, Sue Tinsley, Mark Squires.

Vice Chair Pat Murphy asked for everyone to make introductions. New staff: (Sue Tinsley)

Amy Busch moved to approve the May 4th, July 24th and Oct 5th meeting minutes. Johnel Barcus seconded and the minutes were passed.

Committee Reports:

Executive Committee

Linda Carlson ●

Update on Personnel –Linda Carlson announced she is working on current job duties for staff and that some duties will be reassigned and other will be added to current job descriptions. She also announced that a new employee will be hired to fill the position of Citizen Corp Coordinator. An award letter in the sum of \$170,000 will be used to complete the scope of work for one year.. Linda will try and hire by the first week of February. Sue Tinsley has been hired temporarily hired to fill the Training Specialist position previously held by Shannon Stober.. The position will be opened in the next few months.

● Action Plan – On track. Citizen Corp/Commission relationship is taken care of. Evaluation and Feedback to the Executive Director is ongoing.

Program, Policy and Planning

Pat Murphy

● Pat Murphy stated that the committee has been extremely busy in last month reviewing AmeriCorp applications. The committee made the following motion: the committee recommends that the proposals for formula and competitive grants be submitted for federal funding contingent on staff satisfaction. Johnel Barcus seconded the motion to approve.

● Will Soller walked the commission through grants and grant review processes materials. He summarized six grant proposals and four continuations. (blue packet). If anyone has questions or wants more details, Will asked that he be called. John Allen commented that the committee's approach and philosophy is to help new programs so that they can eventually compete for grants at a national level, with the expectation that they will free up funds for new programs.

● Action Plan – Pat Murphy stated that PPP is on target with Will's help completing the grant process to date, the bylaws were approved at the July meeting and the state service plan has been accepted by the National Corporation. The committee has decided to bring program directors of ed. award only programs together in the upcoming July meeting to talk to them about their

programs and start some evaluations/questions that will help get some qualitative evaluations from those programs. Also, the committee has directed Will to provide the directors with funds to add to their budget for the evaluations if possible.

Sustainability, Accountability and Assessment

Pat Murphy, Linda Carlson

- Foundation Update – Linda Carlson said that the commission decided to form a foundation with an endowment so that they could start to build funds to back up the general fund money in case it would fall short of funds to keep the office going. The paperwork has been started, the first meeting held in October and officers elected.
- Budget to date – Linda reported that grants were rewritten this year to include funds for administrative functions of staff. Also, applied for is a supplemental grant for Kathy’s position.
- General Fund 2007 request – Linda explained the process of getting funds and the importance of public support and support from the commissioners. Pat Murphy asked for “talking points” from Linda. Linda said she would send out an email update approximately once a month that will include procedures on how to contact legislators.
- Governors C S Scholarships/Disability – Kathy went over the processes for getting funds for reasonable accommodations and the materials, newsletter and PSAs she has done to educate people of the processes. Kathy stated that Rural Institute’s application for a mini grant to partner with OCS was not awarded, but that they plan on trying for it again. Kathy listed accomplishments of Disability Inclusion (salmon packet). Kathy and Bob Maffit are working with Tom Seekans on nontraditional options for the educational awards for those students not going on to college. Kathy described the subtleties involved in promotion and disclosure opportunities. OCS received grant money from The Student Assistance Foundation and Montana Campus Compact for the Governor’s Community Service Scholarship.
- Action Plan – Linda has talked to the Governor about doing a volunteer program, and decisions about what that looks like will be discussed at the Governors Conference meeting.

Marketing, Information, and Training

Amy Busch, Sue Tinsley

- CBI/AMG – Sue Tinsley announced that the registration forms will go live in next couple days for the February 19th AMG and February 20 - 22 CBI. The agenda is on the website. Sue invited and encouraged all commissioners to be involved. Linda mentioned that the University of Montana is offering credit to AmeriCorp State and AmeriCorp VISTA students for attending CBI.
- Governor’s Awards/Hometown Hero’s – Amy Busch stated that after reviewing the applications the committee decided to reopen nominations because some of the applicants don’t fit the criteria and the committee was left with few choices. The awards will be given at the Governor’s Conference September 25th in Billings. Hometown Hero’s certificates signed by the Governor will be awarded, but the Governor’s schedule doesn’t allow him to award them in person.
- Governors Conference 07 September 24-26 – Planning starts at meeting tomorrow.
- Action Plan – Amy said that Sue is getting up to date with her new position and doing well with CBI/AMG details.

Executive Director Report

Linda Carlson

- Civil Rights Advisory Council MLK is promoting MLK Day around the state through the use of the National Corp web site. The site is www.MLKDay.gov
- * Organ Donor week 2/12 – 2/16/07 – Linda reported on the promotions being worked on around the state, including a video being filmed with a AmeriCorp JMGE student.

- New Commissioner Training – Linda said that work is being done to fill the open commissioner positions and to schedule training some time in March with Justine Murray.
- Summer retreat Salmon Lake – Linda said dates in July are being looked at.
- Linda talked about ongoing projects including; “Volunteer Montana” publicity projects, OCS website redesign, the Governors Conference on Philanthropy, and The National Rural Foundation Conference this summer. She encouraged anyone with ideas to please contribute to any of the ongoing projects. She also reminded commissioners to contact legislators.

Next Meeting:

April 5, 2007, Noon.

2401 Colonial Drive, 2nd Floor

Board of Investments Building

Helena, Mt 59620

Meeting was adjourned

Respectfully submitted:

Mark Squires

Office of Community Service