



**Montana Commission on Community Service
AmeriCorps Program Directors' Training**

**Location: Mountain West Bank, lower level conference room, 2021 North Montana
Helena, Montana
March 18, 2009
Meeting Minutes**

Attendees:

Kathy Bean	Governor's Office of Community Service (OCS)
Beki Brandborg	Trainer
Lorri Ward Brown	Governor's Office of Community Service (OCS)
Eric Cardella	Montana Campus Corps (MTCC)
Linda Carlson	Governor's Office of Community Service (OCS)
Tony Dean	Governor's Office of Community Service (OCS)
Andee Dunick	Governor's Office of Community Service (OCS)
Audrey Finlayson	Senior Corps
Colleen Hamer	Learn & Serve
Holly Hill	National Center for Appropriate Technologies (NCAT)
Jono McKinney	Montana Conservation Corps (MCC)
Jeanne Moon	Literacy Support Corps/WORD
Sue O'Leary	Senior Corps
Connie Roope	Jobs for Montana Graduates Foundation (JMGF)
Sarah Sadowski	Jobs for Montana Graduates Foundation (JMGF)
Sheila Stone	Senior Corps
Vicki Turner	Prevention Resource Center (PRC)/VISTA
Josh Vanek	Montana Campus Corps (MTCC)

Absent:

Gini Aten Erving	Montana Campus Compact (MTCC)
Laura Fellin	Montana Making \$ense
Lee Gault	Montana Conservation Corps (MCC)
Allison Kinney	Literacy Support Corps/WORD
Dean McGovern	Montana Campus Compact (MTCC)
Wendy Wigert	Montana Conservation Corps (MCC)
Andrea Vernon	Montana Making \$ense
Maria Yost	Montana Making \$ense

Welcome – Andee Dunick opened the meeting at 9:30 a.m. with a welcome and introduction of Beki Brandborg, the event's trainer covering marketing and branding.

Training – Beki Brandborg presented a training entitled "Educating the Public: Marketing & Branding" (see attachment).

Program Reports

Connie Roope reported that JMGF has a new location in Helena (931 North Last Chance Gulch, Suite 2). They will be changing the name of their program. Connie encouraged everyone to stop by and check out their new accessible location.

Jeanne Moon reported on Literacy Support Corps' efforts developing sites within Missoula, Hamilton and Bitterroot Communities. They are utilizing Vision Net through the University of Montana as a technology tool for training.

Eric Cardella stated Campus Corps is working with a web developer to create an electronic document for reporting data that's user friendly for members. He recently completed his first year work anniversary. Josh spoke about the University of Montana's Service Learning College Student model.

Jono McKinney stated MCC has drafted a 3 to 5 year strategic plan. Jono and others worked with Senator Baucus on the stimulus proposal. The Missoula office has moved to 508 Toole Ave, Missoula, MT. MCC is looking at changing the structure of the Youth program to involve more service based learning and possible year-round positions.

Holly Hill stated NCAT is developing a needs assessment with 4 other states. NCAT is looking forward to knowing what funding will be awarded.

Program Management Training

▪ Updates

Tony Dean gave an update regarding the Recovery Act and a brief timeline. The Commission will be reviewing the grant proposals and all meeting agendas will be posted on the Commission Web site's ecalendar. Those programs interested in learning more were invited to be part of a discussion after the meeting.

OCS has been developing a frequently asked questions (FAQ) document that will be sent out to programs in the near future.

During a previous Committee meeting the Montana Commission Chair, George Dennison indicated that he would like to discuss at the next Commission meeting the topic of geographic disbursement. The Commission will discuss what information they would like to receive and where it should be listed. In the meantime, programs that are developing their performance measures for 2009-2011 do not need to worry about the geographic component.

▪ Risk Assessment Tool

Tony went over the Risk Assessment Tool (see attachment) that he uses each year to determine the level of monitoring. Based on this tool programs receive a risk rating of high, mid-range, or low. The Commission uses this information when making funding recommendations.

Training

Andee Dunick discussed the results of the training needs assessment (see attachment) and the training calendar for 2009 (see attachment).

Disability Inclusion

Kathy Bean presented a PowerPoint training on Disability Inclusion: Interviewing and Selection. Handouts were provided on guidelines for grantees. The handout "Civil Rights Guidelines for

Grantees On Acceptable Interview Questions” may be found at eo@cns.gov and the fact sheet “Interviewing and the Law” can be accessed at www.serviceandinclusion.org. Program Directors also took an informal quiz to review the materials presented.

Next meeting and conference call:

Compliance Training

April 23, 2009 from 9:00 a.m. – 3:00 p.m.

Mountain West Bank, lower level conference room, 2021 North Montana Avenue

Conference Call

May 21, 2009 from 2:30 p.m. – 4:00 p.m. (call in number to be provided)

Meeting adjourned at 3:00 p.m.