

Montana Commission on Community Service
September 25, 2007
Grand Montana Conference Center, Billings MT
Helena, MT
Meeting Minutes

Present: George Dennison; Chair, Keith Kelly; Vice Chair, Chris Kolstad, Robert Harris, Sheila Rice, Jim Murphy, Cedric Jacobson, James Corson, Jackie Girard.

Absent: Johnel Barcus, John Ilgenfritz, Gary Pfister.

Staff Present: Linda Carlson, Kathy Bean, Sue Tinsley, Scott Peterson, Tony Dean, Lorri Ward Brown, Mark Squires.

Guest: Dean McGovern

Welcomes and introductions were made. No additions or revisions were made to the agenda. President Dennison stated that the retreat notes provide the action plans and goals for each committee and will be referred to throughout the year.

Committee Reports:

Executive Committee

President Dennison

Update on Personnel: Tony Dean – Grants Manager

Lorri Ward Brown – CERT/ServeMt Program Manager

● Action Plan: Legislative Audit is completed. Appraisal is completed. Action plan on track, but did not have time for meeting of the Executive Committee prior to this meeting.

Scott reported on the Service Project - emergency kits assembled this morning and distributed to Big Sky Senior Services.

Scott also reported on Citizen Corp:

- DPHHS has invested fifty thousand dollars to go to local CERT programs
- Bringing in a national trainer on Nov. 7 in Helena and Nov. 8 in Billings to work on Train the Trainer for the Map Your Neighborhood project which prepares neighborhoods for disasters.
- Reviewed National Preparedness Month programs that took place across the state.

Program, Policy and Planning

Keith Kelly

● Tony gave presentation on grant processes and schedules. Linda mentioned that the corporation is changing their financial systems and that Tony will learn the new processes as they are developed and introduced. George asked if OCS was doing any planning grants this year and Linda replied that no one had applied so the money went to Montana Making Sense.

Keith and Linda discussed the need of a PPP committee meeting before the next commission meeting.

Sustainability, Accountability and Assessment

Sheila Rice

● Linda gave the Foundation update as ongoing, and mentioned the members and how they are involved in fund raising endowments. Linda discussed the Audit and how it affects the relationship between OCS and OPI concerning the Learn and Serve program. Linda went

over the budget and financials. OCS has to monitor Learn & Serve Grants and be the submitting agency. An agreement was made with Michael Hall at OPI and OCS. Kathy went over the community service scholarship changes, improvements and the new funding program provided through the efforts of George Dennison with the Student Assistance Foundation. Kathy spoke to the process used in inclusion of home schooled students in the scholarships. Keith made a motion to use a percentage basis for the numbers of home school students included in the scholarships awarded. George seconded the motion and the motion was passed. Kathy reported on disability inclusion information brochure and updates and information sharing processes. Kathy will attend a Train the Trainers event on inclusion in Oct.

- Action Plan – Sheila spoke to the ongoing action plans and asked if there were any questions.

Marketing, Information, and Training

Jim Corson

- Jim reported on Governor's Civic Engagement awards to be presented this evening.
 - Governor's Conference 2008 will be in Helena. - Linda will give input to Conference on Race for next year.
 - Action Plan – This committee will start to meet on a regular basis to work on the marketing plan. Lorri will learn and maintain an electronic distribution list of key partners for marketing purposes.
 - Sue reported on Hometown Heroes and discussed presentation, promotion, marketing and advertising regarding these awards. George suggested inclusion of "stories" for promotion and Sue reported that the stories are being posted on the website. Sue also reported on CBI held in Butte last month, the ACMAC retreat and some details about the Conference.
- Save the dates: Oct 20 – Community Garden Service Project Kalispell – Kathy – Disability Inclusion
Oct 27 – Make a difference Day
Feb 5, 6, 7 – CBI

Executive Director Report

Linda Carlson

- Linda went over the program for the event tonight.
- Linda talked about John Allen's retirement and asked that he be invited to the December meeting for recognition from the Commission.
- MNA wants to do more joint projects with OCS, around data base and volunteerism and donors.

Additional Comments

- Jim Corson represented the commission at Pre orientation for new members of Campus Compact in Billings.
- Keith talked about Labor Day Report - affordable housing and how it relates to economic development.

Next Meeting:

December 12, 2007

2401 Colonial Drive, 2nd Floor

Board of Investments Building

Helena, Mt 59620