

**Montana Commission on Community Service Meeting Minutes**  
**10am-3pm, October 2, 2008**  
**Board of Investments, 2401 Colonial Drive**

**Commissioners Present:** Chair George Dennison, Chris Kolstad, Robert Harris, Cedric Jacobson, Doug Braun, John Ilgenfritz, Jim Corson, James Steele, Jack Chambers, Kim Miske, Johnel Barcus, Amy Busch for Jackie Girard. (CNCS)

**Absent:** Vice Chair Keith Kelly, Jim Murphy, Sheila Rice, Gary Pfister, Jackie Girard

**Staff Present:** Linda Carlson, Andee Dunick, Lorri Ward Brown, Tony Dean, Paul Fowler, Matt Ford

**Guests:** Sarah Sadowski, Andrea Vernon, Maria Yost, Jeanne Moon, Josh Vanek, Eric Cardella, Connie Roope

Chair George Dennison opened the meeting and made introductions. Two new Commissioners were introduced: James Steele, representing the Tribal Nations and Jack Chambers, representing the disability community. New Office of Community Service staff members were also introduced: Paul Fowler, Citizen Corps Program Manager and Matt Ford, Administrative Assistant. Guests were also welcomed.

With a quorum present, Chair Dennison asked for a motion to approve the minutes from the last meeting, held April 14, 2008. Commissioner Ilgenfritz made the motion to approve the minutes. Commissioner Jacobson seconded. Motion was carried to approve the minutes.

The following committee reports were presented:

**Executive Committee**

**Chair Dennison**

- Chair Dennison reiterated that Commissioners are required to conduct program site visits and to please contact programs directly to schedule.
- Reviewed the committee's action plan; action plan is on task.
- Timely evaluation of the Executive Director has been completed.
- New Commissioner mentoring partners were established. John Ilgenfritz will mentor James Steele and Chair Dennison will mentor Jack Chambers.
- Executive Director Carlson stated new Commissioner training will be held in Missoula (date TBD).
- The Commission requested training on the Peer Review process, which was held prior to this meeting.

**Program, Policy and Planning**

**Tony Dean**

- Grant Program Officer, Tony Dean, discussed the peer review process and gave an RFP update.
- The mailing list for the RFP for new funding opportunities consisted of 2,000+ organizations; 16 submitted a letter of intent. The Office of Community Service held a training session for RFP applicants in which three organizations were represented. Materials will be distributed to the other applicants as well as Commissioners.

- Chair Dennison asked OCS staff to create a calendar and process outline for planning grants. Initial concept proposal should be made in advance, with a full proposal addressing core priorities in time for Commissioners to review and approve.
- A motion was made by Commissioner Harris to charge the OCS with creating a calendar and process outline for applications (RFPs) for planning grants. Chair Dennison added the stipulation that these applicants may or may not be granted funds once the process is complete. Commissioner Chambers seconded the motion; motion carried. Commissioner Ilgenfritz stated the PPP committee should work with OCS staff to develop these materials. Tony Dean to give the PPP committee a draft of materials to review.
- Paul Fowler, Citizen Corps Program Manager, gave a summary of Citizen Corps activities and plans. Commissioner Harris requested that the Citizen Corps Program offer assistance to the Red Cross in their efforts across Montana.
- Lorri Ward Brown, CERT Manager, gave an update on CERT activities; the next training will be held in Cut Bank in conjunction with the MEA/MFT conference October 15-17.

### **Sustainability, Action and Accountability Committee**

**Commissioner Barcus**

- OCS Executive Director Linda Carlson reviewed the budget to date. She explained the fiscal years, matching dollars and management of grants.
- Linda Carlson stated the PDAT, Disability and Admin grants come from CNCS and Citizen Corps comes from Homeland Security.
- Tony Dean reported on the program budgets and explained how remaining dollars in the grant budgets pertained to the fiscal year. He will distribute the revised budget once reports are received from the programs in mid-October.
- Kathy Bean was not present; she was attending the disability conference. Commissioners liked her PSA currently airing and her newsletter is posted online.

Chair Dennison asked for public comments and the following representatives shared their thoughts: Sarah Sadowski, Connie Roope, Eric Cardella and Josh Vanek.

During lunch, Campus Corps and Jobs for Montana Graduates Foundation representatives presented information about their programs, including recent evaluations.

### **Marketing Information and Technology committee**

**Commissioner Jacobson**

- Commissioner Jacobson reviewed the action plan.
- Training & Marketing Officer, Andee Dunick reported on the following marketing activities: Research and assessment is underway and will be the foundation of marketing plan development. A full marketing plan will be distributed at the summer retreat in July 2009. The Governor's Conference is scheduled for October 5-7, 2009 in conjunction with the Montana Nonprofit Association's annual conference in Missoula. Current marketing efforts include an awareness campaign, utilizing TV and radio. A new PSA featuring Jack Gladstone will be taped next week and will air later this year. The Commission was chosen as a Lead Agency for Global Youth Service Day (GYSD), which includes grant funds from State Farm to support activities for GYSD across Montana. The Montana Conservation Corps and Campus Corps will be featured in a full page article in the Department of Labor's publication *Main Street*. The publication is distributed to approximately 50,000 individuals. A comprehensive training calendar and a calendar of program activities will be distributed to programs and the Commission in the next few weeks.

- Executive Director Linda Carlson gave an update on the OIG audit and the corrective action plan is on task. She stated that the Commission would be paying back \$16,000 from non federal dollars to the CNCS. Programs will also owe money.
- During the trip to Washington D.C., Commissioner Pfister and Linda Carlson met with Learn & Serve Program Officer Emily Sansose, to clarify policies and procedures with Montana statutes and OPI. Linda will be working with the new program officer for Learn & Serve
- Linda Carlson stated that survey monkey will be used to address issues around meeting times and locations. Results will be distributed at the next meeting on December 18, 2008.
- Linda Carlson is working with the Montana Nonprofit Association to partner on a statewide database that will connect volunteers with volunteer opportunities, volunteer management training, donations, and public policy for nonprofits. She suggested Commissioners look up Oregoninvolved.org to view a sample database.
- Commissioner Miske reported on the Commissioner Institute held in Washington D.C. in conjunction with the Executive Directors' Conference. The report is attached.

Chair Dennison asked for additional public comments and thanked Commissioners and program representatives for attending.

The next meeting will be December 18, 2008 in Helena. Meeting adjourned at 2:00 p.m.