

**Montana Commission on Community Service**  
**October 5, 2006**  
**Board of Investments 2401 Colonial Drive**  
**Helena, MT**  
**Meeting Minutes**

**Present:** Pat Murphy Vice Chair; John Allen, Johnel Barcus, Chris Kolstad, Robert Harris, Mike McGinley, Keith Kelly, John Ilgenfritz and Sue Tinsley.

**Absent:** Erik Burke, George Dennison Chair, Tracy King, Bob Maffit, Sheila Rice, and Amy Busch.

**Guests Present:** Lorelee Robinson, and Fred Armstrong with Jobs for Montana Graduates Foundation (JMGF), Jeanne Moon (Literacy Support Corps) and Jackie Girard (Corporation for National and Community Service).

**Staff Present:** Linda Carlson, Will Soller, Shannon Stober, Kathy Bean and Mark Squires.

Vice Chair Pat Murphy asked for everyone to make introductions. New Commissioners (Chris Kolstad and Sue Tinsley), staff (Mark Squires) and guests (Lorelee Robinson, and Fred Armstrong) were recognized accordingly.

John Allen asked the Commissioners to delay approval of the May 4<sup>th</sup> and July 24<sup>th</sup> meeting minutes to the next meeting. Sue Tinsley so moved. Seconded by Bob Harris. Passed.

**Program Presentation** - Lorelee Robinson and Fred Armstrong provided a presentation on Jobs for Montana Graduates Foundation (JMGF). JMGF is a dropout prevention program that helps high school students make successful transitions from school to work. JMGF is jointly sponsored by the Governor's Office and OPI and administered through the Dept. of Labor and Industry. It is currently in 38 of the 177 High Schools in MT. It is looking to expand to all high schools, middle schools and reservation schools. JMGR is presently in 7 reservation schools.

They are excited to be awarded the AmeriCorps grant, as it will support their mission. The JMGF program works mostly with seniors to provide students opportunities to develop skills to earn an educational award and to set a pattern of having students become committed and involved in their communities by serving in community based organizations. A student is required to sign up for a year's term of service, a total of 300 hrs. of volunteer service. Satisfactory completion entitles the student for an educational award. This is the first year and there are 100 slots available at this time. There is a one-year follow up with the students that get involved.

**Committee Reports:**

## **Executive Committee**

**Pat Murphy**

- Citizen Corps Update – Linda Carlson stated that the Citizen Corps grant was written with no funds for an employee. However the DES office would like us to, through an interagency agreement, take over the project. With the transfer of funds to the OCS we would be able to hire a staff person to create a state plan to connect all areas working in the area of emergency and disaster response. Nationally, the Citizen Corp is housed within the OCS. Personnel for this position will most likely be added in the year 2007. John Ilgenfritz talked about outreach and support to local Citizen Corps members and favored this approach. He and Amy Busch will be asked to be part of planning.
- Update on Personnel – Shannon Stober’s last day. The staff and Commission gave Shannon a round of applause for her excellent work. Mark Squires was introduced as part time Administrative Support for the Office of Community Service.
- Action Plan – On track. Evaluation and Feedback to the Executive Director is ongoing.

## **Program, Policy and Planning**

**Pat Murphy**

- AmeriCorps 2007 Grants RFP – The P3 Committee has been working to revise and restructure the RFP for this session based on the Governor’s new initiatives. The review team consists of Pat Murphy, Bob Schleicher and Tim McCauley. Grants are due into the office, November 24, 2006. The deadline for grants to be due to the Corporation is on Jan 25, 2007. The RFP *draft* is on the website. Will Soller talked about the format and walked through changes and national priorities. Keith Kelly moved to accept the *draft*. Mike McGinley seconded with the addition of Bozeman to the *Big 7*. Motion was approved.
- Disabilities Outreach Update - Kathy Bean explained her job position to the new Commissioners. Kathy was approached by the Rural Institute in Missoula, who applied for a \$40,000 mini-grant at the national level to partner on outreach goals. If the Institute receives the grant there will be a liaison to disability groups and to the Governor’s Council on Disabilities and Developmental Disabilities Council. Kathy talked about finding a nontraditional education award option for students. With the help of George Dennison’s contact person, Tom Seekins, who is part of the Rural Institute and Commissioner Bob Maffit, they are finding a way to filter the educational reward through the University for a student to use in a nontraditional manner. The Opening Doors Newsletter reminds Program Directors and Supervisors of the resource that Kathy is and to make sure disclosure notices are posted for accessing reasonable accommodations. Outreach media was presented on the Weather Channel causing two inquiries. She is also working on a PSA on inclusion in our AmeriCorps programs with Video Express.
- State Service Plan – Linda reported that the Cross Stream Training Committee submitted the State Service Plan after collaborative efforts by the deadline of September 18, 2006. The Corporation will review and provide feedback within the next six to eight weeks.
- Action Plan –
  - ✚ Developing Committee Work Plan is Action Plan going on right now.
  - ✚ Review, revise and vote on the bylaws, completed at July meeting.
  - ✚ RFP is developed and approved today.
  - ✚ Partnership’s relevant to rural programming priorities/ MACO extension addressed in presentation.
  - ✚ Monitor, research and document the effectiveness of ed award is continuing.
  - ✚ Develop Disabilities Demonstration Project – Bob Maffit and Kathy are working on.

- ✚ Ideas on federal, state or tribal rural programs are to be directed to Will. Conversation led to communication using MACO as a way to network with tribes.

### **Sustainability, Accountability and Assessment**

**Johnel Barcus,**

- Foundation Update – Oct. 17<sup>th</sup> the foundation will meet. George will have a report at the next Commission meeting.
- Budget to date –The OCS will continue to work with Keith Kelly and DLI. Keith stressed the importance of keeping accountability by the office staff. Discussion ensued about federal money, matches and fiscal responsibility. Will explained budget, finances, grants, matching funds and in-kind donations. Will said some money could be spent on equipment to loan out for reasonable accommodation issues. Kathy suggested buying a digital voice recorder and will take the lead on this issue.
- Executive Planning Process General Fund 2007 request – Keith and Linda explained that after an initial first request that was denied, they had met with the budget office and the request was approved. The request was approved with the help of the Governors office. They are optimistic about future funding. The full amount of the match was met for \$125,000.00.
- The National Corporation is no longer funding the Presidential Freedom Scholarships. Commissioner Dennison was instrumental in acquiring a tuition match from The Governor's Office of Community Service Scholarships will be available to 50 students across Montana who meet the requirement of 100 hours of community service to receive a \$1000.00 scholarship to an in state school.

### **Marketing, Information, and Training**

**Shannon Stober**

- Community Building Institute (CBI) – Shannon reported that the largest training to date was held in February. Rave reviews for the models presented but negative reviews on the facility and power point presentations. Shannon presented calendar activities for 2007. The All Member Gathering is scheduled for President's Day in February. This is a one day training and networking program to get all MT Vista and AmeriCorps members and staff together. CBI happens the next day and Shannon encouraged commissioners to attend.
- Governor's Awards - Shannon explained the nomination form and that it has been distributed widely but there has been no response or submitted applications. They will be distributed again by email. Commissioners suggested making personal phone calls and Shannon asked them to please do so to promote the awards. Will Soller will handle the selection process.
- Governor's Conference 07 / Volunteer Montana / Organ Donor Program – Linda talked to the Governor and he is on board for the fall of 2007. The planning for the Conference and its many details will start in November. The organ donor program has been transferred to the OCS by DPHHS. It is now called the "Living Legacy Program. There will be a committee formed to plan education and outreach opportunities. The Bone Marrow Registry people have approached us for help and a coalition will most likely be formed. Linda will pass on information so people can get involved in the planning process. Shannon reported on Volunteer Montana program and that she has not received much feedback yet, with her leaving it was agreed by the committee to get back into planning by the first of the year.

## **Executive Director Report**

**Linda Carlson**

- Civil Rights Advisory Council – Linda reported that they will put a large emphasis on MLK day. Kathy reported that the council discussed partnering with the Human Rights Bureau because HRB cannot recommend policy while the Civil Rights Advisory Council can.
- Warm Hearts/Warm Homes – WH/WM is one of the entities in the state working on winterization and heating issues. Linda stated that there would be a media campaign to let people know what's in place in case they need assistance.
- Governor's Conversation on Philanthropy – Discussion has entailed the bigger picture about philanthropy in MT and getting money to programs that need it and how to build endowments for sustainability. Initial conversation addressed the sun setting tax credit and getting legislation drafted to clear up the original intent. An event will be held Nov.15, 2006, by invitation only and include mostly large funders and foundations.
- Dates for 2007 Commission Meetings- Will Soller asked the Commissioners for permission to skip the December 2006 meeting in order to align meeting dates with grant proposal deadlines. The Commission agreed to meeting on the following dates in 2007: Jan 4. April 5. July 12. Oct 4.

The Commissioners and Staff presented Shannon with a card and gift in appreciation for all of her accomplishments and service. Everyone agreed that she would be missed, however, everyone was excited to hear that she would still be involved with Commissioners and staff working as the director for Campus Corps.

### **Next Meeting:**

**Thursday, Jan 4 2007, noon.  
2401 Colonial Drive, 3rd Floor  
Board of Investments Building  
Helena, Mt 59620**

Meeting was adjourned at 3:00pm  
Respectfully submitted:  
Mark Squires  
Office of Community Service