

**MONTANA COMMISSION ON COMMUNITY SERVICE
Sustainability, Accountability & Assessment (SAA) Committee**

Date: March 16, 2009

Time: 3:00 p.m. – 4:05 p.m.

Location: Conference Call

Committee Members Present: George Dennison, Sheila Rice

Committee Members Absent: Johnel Barcus

Staff: Kathy Bean, Andee Dunick, Tony Dean

No previous minutes needed approval.

Committee Discussion:

Update on Audit Process

- a. Mr. Dennison spoke to the Commission's appeal letter that was sent to Corporation for National & Community Service (CNCS) for consideration.

Scholarship and Inclusion Survey Update

- b. Kathy gave an update on training provided regarding the survey to determine member's with disabilities serving in Montana programs.
- c. As to date only 19 scholarships have been registered. She will ask OPI (Office of Public Instruction) to send a mass email to career counselors.

Performance Measures

- d. Tony presented an overview of performance measures and some of the key components programs must follow. Committee members received a copy of the handout titled Performance Measures 101 prior to the meeting. See attachment PM 101
- e. The Committee agreed that they would like to start reviewing performance measures. The next SAA meeting will focus on reviewing performance measures for all 2009 new and re-competing grant requests. The meeting date was set for April 9, 2009 (following the Commission meeting).
- f. The Committee also agreed that they would review quarterly progress reports from the programs. Tony will develop a schedule to ensure that AmeriCorps programs receive feedback from staff and the SAA Committee in a timely manner. The Committee reviewed the new progress reports which are replacing the WBRS report. OCS staff agreed to modify page 2, Section II and include language in regards to what actions the program is taking to meet their performance measures.
- g. The Committee decided to add the topic of geographic disbursement to the agenda for the next Commission meeting on April 9, 2009.