



Commission Meeting Minutes

Friday, October 26, 2012

1:30 pm -4:00 pm

State Capitol, Room 317

Helena, MT

Commission Meeting Itinerary:

- 1) Community Visits 9am-10am
 - a) Rocky Mountain Development Council- Commissioners Hicswa and Matheson, Staff Auer and Cowan
 - b) Montana Legal Services Association- Commissioners Nystuen, Miske, and Vauthier, Staff Steele
 - c) St. Paul's Methodist Church- Commissioner Girard, Staff Gustafson and Gallagher
 - d) Helena Food Share- Commissioners Steele and Braun, Staff Dean and Harper, CNCS Staff Busch
- 2) Roberts Rules of Order Training by the Professional Development Center- 10:30-1:00pm
- 3) One Warm Coat Donations in the Capitol Rotunda 1:15pm

All participants were given a meeting booklet that was referenced throughout the meeting.

Meeting Booklet: [Part 1](#), [Part 2](#), [Part 3](#).

AGENDA	DIALOGUE	ACTION ITEMS
I. Chair Kim Miske Welcomes and Opens Meeting 1:30 pm		
a. Roll Call	<u>Commission Members Present:</u> Chair Kim Miske, Vice Chair Karin Olsen Billings, Stefani Hicswa, James Steele, Jr., Chantel Schieffer, Doug Braun, Robert Nystuen, Adam Vauthier, Nancy Matheson, and Jackie Girard. <u>Commission Members Excused:</u> James Corson (proxy to Karin Billings), Jack Chambers (proxy to Kim Miske), Keith Kelly, David Van Son, Scott Smith, and Austin Lyle. <u>Guests and Staff Present:</u> OCS- Rebecca Steele, Tony Dean, Jim Auer, Julia Gustafson, Devin Cowan, Katie Gallagher and Janet Harper. CNCS - Amy Busch , <i>Montana State Parks</i>	

	<i>AmeriCorps – Katie McKeown, FoodCorp –Crissie McMillan, Justice for Montanans Project – Ed Higgins, DPHHS PRC – Abby Zent.</i>	
b. Approval of June 15, 2012 Minutes	Commissioner Nystuen moved to approve the minutes, Commissioner Hicswa Seconds, the motion carried and the minutes were approved.	June 15, 2012 minutes approved
c. Announcements	<p>Chair Miske opened the meeting and remarked the morning visits with local organizations and the Roberts Rules training were very interesting and helpful.</p> <ul style="list-style-type: none"> • Chair Miske welcomed Katie Gallagher, Ready Montana coordinator and Janet Harper who supports the office as Program Assistant. • Chair Miske provided an update on Jan Lombardi, the new director of the Gear UP Program and the Commissioner of Higher Education. • Chair Miske welcomed Schieffer to the Montana Commission. • Chair Miske thanked the Transition Work Group which included Scott Smith, Stefani Hicswa, David Van Son and Karin Olsen Billings. • Chair Miske reminded Commissioners that all discussion/questions must go through the chair. 	
II. Governor’s Office of Community Service Updates		
a. Energy Intern Update	Devin Cowan announced the Energy Internship Program is ending December 31, 2012 per the Governor’s directive. There are 116 interns who have contributed more than 22,000 hours towards energy projects by the end of 2012. Devin will be staying on until the end of program.	
b. Financial Update	<p>Tony Dean presented information on the Funding Overview including the 2013 funding amount.</p> <ul style="list-style-type: none"> • OCS was in the middle of applying for the 2013 Administrative Grant from CNCS • There is a 25% decrease for competitive grants primarily because Campus Corps didn’t get funded. • The Learn and Serve grant was zeroed out. • The Special Needs grant was zeroed out in order for OCS to catch up to current Homeland Security Funding. • The Citizen Corps grant was removed as a line item in Homeland Security 	

	<p>Funding but OCS received Ready Montana funding from EMPG instead.</p> <ul style="list-style-type: none"> • Based on instructions from the Governor’s Office the College Access Challenge Grant (energy interns) is ending 12/31/12. • Dean reviewed other sources of funding (Youth Serve Montana Scholarships, DOJ and PDHHS – Organ Donor Awareness, Serve Symposium and the State Farm Global Youth Service Day Scholarships.) • Dean said the bottom line is a reduction in 32% since Campus Corps was not funded. • Commissioner Nystuen asked if there are any other opportunities to generate new fund grants. Dean responded any new sources of revenue would be dependent on spending authority. • Commissioner Matheson asked if general funding is in the current Governor’s budget and Dean indicated it was included. • Commissioner Olsen Billings questioned the end of the Special Needs grant on 6/30/12. Dean said it was a typo and should be 12/31/12. • R. Steele clarified the grant cycle for the EMPG and said there isn’t written documentation for the grant but it is set through 2013 (Homeland Security.) • Commissioner Steele inquired about the Governor ending the Energy Intern program and Tony said future funding for the College Access Challenge Grant was going to the Department of Education. • Commissioner Vauthier asked for clarification on the PDAT grant and Dean explained it was a training grant. 	
<p>c. AmeriCorps Programs Update</p>	<p>Jim Auer presented the AmeriCorps update and referred to the following in the booklet.</p> <ul style="list-style-type: none"> • AmeriCorps in Montana 2012 map which included AmeriCorps National, AmeriCorps State and AmeriCorps VISTA. Senior Corps was included as a footnote, covering most counties in Montana. • National Service in Montana 2013 Program and Funding Responsibility chart. • 2012 Grant Year AmeriCorps Program Grants awarded for competitive, state formula grants, OCS Administrative and Project Grants, and Ready 	

	Montana grants.	
d. Communications Update	<p>Julia Gustafson provided an update on communications and media outreach.</p> <ul style="list-style-type: none"> • Recent media outreach included a Fire Ready Radio spot run statewide, AmeriCorps Recruitment Spot run during the Olympics, and a National Preparedness Month TV spot run during September. Upcoming media outreach includes the new Ready Montana TV spot produced by the students of MAPS Media Institute in Hamilton to be run on cable and the AmeriCorps radio spot and winter ready radio spot to be run over the holidays. • National service programs organized great events for both the 9/11 Day of Service and National Public Lands Day. Upcoming service days include Make a Difference Day and MLK Day. • The impact of AmeriCorps in Montana was presented at the Montana Nonprofit Association conference in September. • Emergency preparedness materials were distributed to teachers at the MEA-MFT conference. • The volunteer of the game continues to be a success and Gustafson thanked the Commissioners for their participation. • The results of the 2012 Summer Survey were reviewed. There were a total of 152 responses and numerous comments. • Commissioner Hicswa asked when the deadline for the service awards was and Gustafson responded the deadline was December 18th. 	
e. Ready Montana Update	<p>Katie Gallagher provided an update on Preparedness Parties throughout the state.</p> <ul style="list-style-type: none"> • Since 2011 there have been 84 emergency preparedness parties and over 25,000 emergency starter kits have been distributed. • There is an effort to work more closely with senior corps, youth in classrooms, faith based organizations and tribes. 	

	<ul style="list-style-type: none"> • Winter Ready and Warm Hearts, Warm Homes are underway. • Commissioner Matheson inquired about follow up with the parties. Gallagher explained there is a final event form which identifies the targeted group, attendance and outcomes of the parties but it is difficult to measure if participants modified their will actually take preparedness measures. 	
f.	Rebecca Steele thanked the OCS team for its work during the transition since she and Tony were put in as leaders.	
III. Competitive Funding 2:05 pm		
a. Proposed Change in Process (Action Item)	<p>Commissioner Olsen Billings welcomed everyone and thanked the Transition Workgroup for the extra effort to make the change to a new administration smooth.</p> <ul style="list-style-type: none"> • Commissioner Miske and Commissioner Olsen Billings have been informed by OSC staff that the Corporation is late in the release of the 2013 Competitive Notice of Funding Opportunity. With the NOFO over a month late and the due date for competitive submissions not changed, the review process needed to be amended. It was proposed that OCS staff review, score and rank the 2013 Competitive proposals rather than using a Grant Review Workgroup. This would be a one-time change due to circumstances out of the Commissioners/OCS control. • Commissioner Steele asked for further clarification of the proposed change in process. • Staff will send Commissioners who are interested in reviewing the applications a PDF version or copy upon request. • Commissioners will have a week to review staff recommendations before the vote on December 14th. • Commissioner Girard questioned if it was for competitive grants only. • R. Steele responded that it was only competitive grants. • R. Steele said there is a new piece to the NOFO which includes a 10% set aside for the Governor and a Mayor. It will be a different process and will be housed in a Mayor's office or a state office. 	The Montana Commission on Community Services accepted the changes in the 2013 competitive funding process, permitting OCS staff to conduct the entirety of the competitive grant review process, in consultation with the executive committee, without the input of a grant review workgroup.

	<ul style="list-style-type: none"> • Commissioner Matheson asked for the time frame and R. Steele said applicants get the same amount of time to respond. • Commissioner Hicswa moved due to the shortened period of time allotted for the review, to accept the proposed changes in the 2013 Competitive funding process, permitting OCS staff to conduct the entirety of the competitive grant review process, in consultation with the executive committee, without the input of a grant review workgroup. • Commissioner Olsen Billings seconded the motion. • Chair Miske restated the motion to accept the proposed changes in the 2013 competitive funding process, permitting OCS staff to conduct the entirety of the competitive grant review process, in consultation with the executive committee, without the input of a grant review workgroup. • Chair Miske called for a vote and the motion carried unanimously. 	
<p>IV. State Service Plan</p>		
<p>a. 2012 State Service Plan Recap</p> <p>b. 2013 State Service Plan Draft</p>	<p>R. Steele walked through the handout on page 42.</p> <p>R. Steele walked through the draft of the State Service Plan and explained it was a collaborative effort. The staff looked at the summer survey, feedback from the last Commission meeting and asked Senior Corp and the CNCS office for their input. It describes who we are, what we do, what we stand for but also leaves flexibility for the new governor. She also stated the 2013 State Service Plan is a requirement of the OCS as directed by the CNCS and the Administrative Grant instructions and will be used as an operational outline for OCS in 2013.</p> <ul style="list-style-type: none"> • Commissioner Matheson suggested serving rural service organizations that don't have staff should be addressed on question #6 on the Executive Director Characteristics and was informed it would be addressed on the next agenda item. • Chair Miske asked for a motion to accept the 2013 State Service Plan draft to be reviewed and approved by the Governor. • Commissioner Steele made the motion to approve the State Service Plan draft and Commissioner Hicswa seconded the motion. • Chair Miske called for a vote and the motion carried unanimously. 	<p>The Montana Commission on Community Service approved the State Plan Service draft.</p>

V. Transition		
<p>a. Information for the next administration</p> <p>b. Executive Director ideal characteristics</p> <p>c. Next Steps</p>	<p>Chair Miske stated the purpose of the transition plan was to provide information for the next administration.</p> <ul style="list-style-type: none"> • A Transition Workgroup was established at the last meeting and included Scott Smith, Stefani Hicswa, David Van Son, and Karin Olsen Billings. The Transition Workgroup helped staff lay out the plan. • The final result was a short, eye catching informative one page document created by staff and reviewed by the Workgroup. • Commissioner Matheson commented the map of programs should be included and R. Steele indicated there will be an appendix and it will be included. • Commissioner Girard noted reference to PDAT and Disability were not included and should be included in the first paragraph. R. Steele noted her concerns and said the numbers were included but that it could be clarified. • Chair Miske encouraged Commissioners to review the document. <p>Chair Miske stated a cover letter from her on behalf of the Commission will be attached along with the transition document welcoming the new administration, asking for their support and offering our assistance in selecting a new Executive Director. The objective is to provide a detailed description of skill, characteristics and vision and not to provide a list of names. She also requested the Commissioners fill out the Executive Director characteristics document to use comments for the letter on behalf of the Commission. R. Steele has been working with AmeriCorps state programs to collect their feedback and Chair Miske will review and use their comments.</p> <p>After the election on November 6, Tony and Rebecca will work on getting the transition documents to the Governor and his transition team. The goal is to set up an in-person meeting with the Governor and Chair Miske before the next Commission meeting on December 14. Chair Miske asked if anyone was interested in helping with the process to let her know.</p>	

VI. Symposium		
	<p>Rebecca Steele announced the 2013 ServeMontana Symposium will be held February 28 and March 1 at the Great Northern Hotel. Staff is working with them to provide locally grown food for the event. Based on the conference room layout the schedule will look different from last year. Wednesday will be similar with service projects open to all national service members and Commissioners. R. Steele reviewed the draft agenda and explained the breakout sessions. Staff is using the summer survey and training needs assessment results to determine topics and will begin to contact trainers and keynote speakers once the topics are laid out. The office is excited about the 2013 Symposium and hopes Commissioners will come to serve on Wednesday and stay for training and the awards lunch on Thursday.</p>	
a. Awards Workgroup	<p>Chair Miske asked the Commissioners to spread the word and collect nominations for the awards. Commissioners Olsen Billings, Schieffer, Hicswa, and Braun all offered to serve on the Awards Workgroup to read and rank the nominations.</p> <ul style="list-style-type: none"> • Commissioner Hicswa asked if the awards were appropriate for college students and in particular the Phi Beta Kappa awardees and R. Steele responded they were. • Commissioner Girard commented she appreciates that National Service host sites are invited because they represent rural areas • Commissioner Matheson asked for staff to share speaker ideas as commissioners will also have suggestions. • Commissioner Girard asked about getting information out about the Symposium dates and awards and R. Steele said it goes out in the monthly newsletter. 	
VII Commissioner Reports and Updates		
	<p>Commissioners shared recent volunteer engagements and what they are doing to make an impact in their hometowns.</p> <ul style="list-style-type: none"> • Commissioner Olsen Billings described the volunteer of the game where she 	

	<p>met Pat Sorich. She was also involved with the healthier school challenge in Ennis that received an award from the US Department of Agriculture. The Food Corps members there also helped with the challenge and the Farm to Fork projects.</p> <ul style="list-style-type: none"> • Commissioner Girard reapproved five AmeriCorps VISTA programs. There will be sixty new members in January. A new RSVP program was awarded in Wolf Point and she helped with a preparedness party for third graders. • Commissioner Nystuen described work by the student senate at Flathead Community College and how engaged the students were in the community. He also expressed concerns about how nonprofits will weather the possible upcoming sequestration. • Commissioner Girard said CNCS is at the top of the chopping block and there may be a need to develop private resources. • Commissioner Hicswa said auditors are scrutinizing community nonprofits. She also gave descriptions of what college students were doing such as Thanksgiving baskets and hygiene kits for the homeless. • Commissioner Vauthier comments that his company is helping the Boys and Girls Clubs in Anaconda continue its digital arts program. • Commissioner Schieffer told the Commissioners she worked for a nonprofit agency and has served on a number of boards for women’s and girl’s clubs. She thanked the Commissioners for asking her to serve. • Commission Braun commented about the morning visit to Helena Food Share. • Commissioner Matheson commented that the Department of Ag had Peace Corps Alumni and VISTA alumni as interns and she has seen that having service experience makes a difference in their job skills. • Commissioners presented information on their morning visits to local programs (RMDC, St Paul’s Methodist Church, Food Share and MSLA) and said they were very valuable. 	
VIII New Business		
	<p>Commissioner Steele informed the Commissioners he was no longer in tribal government and inquired if he needed to resign. R. Steele said she would look</p>	

	into it.	
IX Public Comment	<ul style="list-style-type: none"> • Katie McKeown with State Parks said they have twenty members that were graduating and invited Commission members to Bozeman on November 2 for the ceremony. • Crissie McMullan with Food Corps thanked the Commission and said their 10 members have helped over 3000 kids with school gardens since August. • Ed Higgins with Justice For Montanans Project relayed a story about his interview with an AmeriCorps member in the Caribbean who wants to bring the type of service he witnessed in the Caribbean to Montana. • Amy Busch said there is a new RSVP program in Eastern Montana. The students at Miles Community College are helping with winter car checks for RSVP volunteers. A veteran in Sidney delivers meals on wheels and fixes up bikes to be donated to Africa. • Commissioner Hicswa is planning a service trip to Alaska with her family and is looking for ideas. 	
X Adjourn	Meeting adjourned at 4:00. The next meeting is scheduled for December 14 and will be with the SummitNet interactive video service.	

Contact:

Governor's Office of Community Service
 PO Box 200801
 Helena, MT 59620
 Phone: 406-444-9077
 Fax: 406-444-4418
 Email: serve@mt.gov
 Website: <http://serve.mt.gov>

Commissioner Contact Information per MCA 2-15-155

Montana Commission on Community Service

<p>1. Local Government Representative <i>Chair</i> Kim Miske 261 Red Top Road Wibaux, MT 59353 Work: 406-796-2431 Cell: 701-872-6220 miske@midrivers.com Term Expires: 7/1/2013</p>	<p>2. Agency Representative <i>Vice Chair</i> Karin Olsen Billings Office of Public Instruction PO Box 202501 Helena, MT 59620 Work: 406-444-0829 kbillings@mt.gov Term Expires: 7/1/2015</p>	<p>3. Agency Representative Keith Kelly Department of Labor and Industry 1327 Lockey Avenue Helena, MT 59620 Work: 406-444-3299 kkelly@mt.gov Term Expires: 7/1/2013</p>
<p>4. Agency Representative Nancy Matheson Department of Agriculture PO Box 200201 Helena, MT 59620 Work: 406-444-0131 nmatheson@mt.gov Term Expires: 7/1/2015</p>	<p>5. Agency Representative Col. Scott Smith Military Affairs PO Box 4789 Fort Harrison, MT 59636 Work: 406-324-3115 scott.j.smith@us.army.mil Term Expires: 7/1/2015</p>	<p>6. Business Representative Robert Nystuen Glacier Bank PO Box 27 Kalispell, MT 59903 Work: 406-756-4254 Cell: 406-249-0731 rnystuen@glacierbank.com Term Expires: 7/1/2015</p>
<p>7. Disabilities Community Representative Jack Chambers Opportunity Resources 2821 S Russell St Missoula, MT 59801 Work: 406-721-2930 jackchambersori@yahoo.com Term Expires: 7/1/2014</p>	<p>8. Labor Representative Doug Braun 2509 Patricia LN Billings, MT 59102 Home: 406-656-9111 Cell: 406-861-37777 ddb147@hotmail.com Term Expires: 7/1/2013</p>	<p>9. National Service Program Stefani Hicswa 2715 Dickinson Miles City, MT 59301 Work: 406-874-6158 hicswas@milescc.edu Term Expires: 7/1/2013</p>

<p>10. Nonprofit Agency Representative Chantel Schieffer PO Box 5226 Bozeman, MT 59717 Cell: 406-548-1350 chantelschieffer@gmail.com Term Expires: 7/1/2015</p>	<p>11. Nonprofit Agency Representative Adam Vauthier 405 Poplar Street Anacanda, MT 59711 Cell: 406-560-2366 adam.vauthier@gmail.com Term Expires: 7/1/2013</p>	<p>12. Public Representative James Corson 410 15th St W#8 Billings, MT 59102 Work: 406-657-6790 james_corson@baucus.senate.gov Term Expires: 7/1/2014</p>
<p>13. Public Representative David Van Son 2404 1st Avenue Great Falls, MT 59401 Home: 406-771-1623 Cell: 406-868-2643 local8iaff@gmail.com Term Expires: 7/1/2014</p>	<p>14. Tribal Government Representative James Steele, Jr. 32417 Mission Dam Rd St. Ignatius, MT 59865 Home: 406-529-6443 jamessteelejr@hotmail.com Term Expires: 7/1/2014</p>	<p>15. Youth Representative Austin Lyle 206 West Lawrence Apt 4-C Helena, MT 59601 Cell: 406-459-3019 austineverettlyle@gmail.com Term Expires: 7/1/2013</p>
<p>16. CNCS Representative <i>Ex- Officio</i> Jackie Girard Corp. for National and Community Service 208 N Montana Suite 206 Helena, MT 59601 Work: 406-449-5404 jgirard@cns.gov</p>	 <p>The logo for the Montana Commission on Community Service features the text "MONTANA COMMISSION ON community service" in blue and black. To the right of the text is a stylized graphic of a person in blue with arms raised, holding a yellow star above their head.</p>	<p>Governor's Office of Community Service PO Box 200801 Helena, MT 59620 Main: 406-444-9077 serve@mt.gov Online: serve.mt.gov</p>