

**ALASKA STATE COMMUNITY SERVICE COMMISSION MEETING**

**October 15, 2008**

**Anchorage Alaska**

*Minutes*

**COMMISSION MEMBERS:**

**IN ATTENDANCE:** Mac Carter, Chair, Dawn Grossmann, Vice Chair, Angelina Estrada-Burney, Commissioner Designee, Kathleen Bugbee, Melora Gaber, Lebron McPhail, Kirsten Vesel, Wilson Justin, Denise Morris, Konnie Shuey and via telephone Judy Bredberg.

**EXCUSED ABSENCE:** Elaine Dahlgren, Billie Joe Caldwell, Jeffrey Wheaton, Sharon White-Wheeler

**QUARUM PRESENT: Yes**

**OTHERS PRESENT:** Joe Parrish, Scott Young, Faith Lee, Cathie Clements, Linda Setterberg, Bonnie Hughes, Brian Butters and Yelena Petkova

**Staff Present:** Nita Madsen, Margy Hughes and Colleen Stuvick

**PROCEEDINGS:**

**Meeting called to Order at 9:05 AM by Chair Mac Carter:** Chairman Carter welcomed new Commissioner Kirsten Vesel

**Presentation and Adoption of Agenda:** Nita Madsen reported that the guest from ConocoPhillips would not be in attendance. Chairman Carter asked for motion to adopt agenda as presented. Commissioner Grossmann moved. Commissioner Bugbee seconded. **Motion Passes.**

**Approval of April 14 & 15, 2008 and July 8, 2008 Commission Meeting Minutes:** Chairman Carter asked for a motion to approve the meeting minutes. Commissioner McPhail moved. Commissioner Grossmann seconded. **Motion Passes.**

**Committee Review and Update Action Plans:** Due to time constraints Chairman Carter moved directly to the next agenda item *Committee Reports*.

**Sub-committee:** Kirsten Vesel volunteered for the Resource Committee and Jeff Wheaton requested to be on the Program Committee.

**Committee Reports:**

*Program Committee:*

Communication Plan: Commissioner Grossmann reported the Governor's office has been contacted to schedule a meeting but has been unable to meet with the Governor. It has been difficult to speak to the Governor because she has been a little preoccupied. Commissioner Grossmann has however had open discussions with Representative John Harris. Harris knows who the Commission is and what we are doing. Every time the Commission meets, Grossmann explains a little more about the Commission and who we are and then Representative Harris asks more questions. Commissioner Grossmann stated "I feel it is a good inroad. "

Grantee plan for recruitment of members with disabilities and volunteer generation: Margy Hughes, committee liaison, reported that during this RFP period, applicants are required to include these two performance measures in the grant packet.

Peer review process: Margy Hughes stated the peer review process is for new grant applicants not re-competing grant applicants. Once the RFP closes we will know whether we have new applicants to interview.

### *Out-Reach Committee*

Develop a state overview: new maps were created for 07-08 indicating legislative districts and locations. The two maps will be incorporated to one map.

Update Serve Alaska brochure: a fact sheet was developed and added to the legislative packets. One side has a map of the program logistics on the other side it has quick facts about the program, number of members and the costs.

Collect testimonials from beneficiaries and members: to date not many have been collected. Program Directors will begin including testimonials in their progress reports.

Heart Beat of Alaska: Jeannie Green Productions is nearly finished with the media video. The video highlights the AmeriCorps Members and their service. Her interview with AmeriCorps Member Ben Johnson from Petersburg could bring a lot of good feed back to our state. Ben has focused on energy related issues during his term of service.

### *Resource Committee*

Bipartisan Legislative Support: Commissioner Bugbee reported the committee has met and discussed partnering opportunities for matching funds or possibly growing programs. And some of the discussions led to approaching some of the Native Corporations to sponsor the cost of Member travel.

Chairman Carter stated Alaska Airline is willing to give 5% to 10% discount on airfare. The committee will develop a prospectus for the Commission's review and approval before submitting it to the Alaska Airlines Board of Directors. The proposal will include offering this discount to the Commission's sub-grantees to assist with Member travel to assist with recruitment.

Hold "Heads Up" Meetings with Targeted Legislators: Commissioner Grossmann expanded on her earlier report. During her meeting with House Speaker John Harris, he indicated to Commissioner Grossmann that obtaining the Match is not too difficult to do and suggested the Commission take the following steps:

- Met with the Governor to get her endorsement; start with her office first.
- Pursue the additional funding from the State.
- Get funding written in the governor's budget.
- Schedule meetings with the Legislators during the session
- Commissioners make appointments with legislators
- Start now the budget process goes on now; work now with a one page fax sheet in conjunction with the legislative meetings.

Discussion following Commissioner Grossmann's report:

Use the power point to present to the legislators when in Juneau

Motion was made by Commissioner Vesel to increase the amount of money requested.

Commissioner's write letters to the legislators within the next week

Schedule and hold individual meetings in Juneau:

Commissioners will prepare an "elevator speech" before going before legislators.

Develop a "calling" card; talking points so each person speaks the same things

Commissioner White-Wheeler and Brian Butters, Nine Star AmeriCorps Member, created the power point "What AmeriCorps has Done for Me" that can be used as a possible marketing tool to promote AmeriCorps.

Chairman Carter stated staff cannot be a part of the letter writing process.

**Community Institute Reports:** Commissioners Bugbee, Gabor, McPhail and Estrada-Burney attended the Corporation for National and Community Service new commissioner training in Washington DC. Each reported on the sessions they attended. They reported each session offered valuable information and increased their AmeriCorps knowledge. Commissioner Gabor noted the value of having youth representation on the Commission. Commissioner Justin encouraged the Commission to recruit for a Youth Commission member. Staff has been working with the State Boards and Commissions to fill the vacancy.

**Staff Reports:** *Margy Hughes, Associate Coordinator:* The Request For Proposal (RFP) has been released and pre application teleconference completed. The Notice Of Funding Opportunity (NOFO) has been opened in E-Grants for programs seeking to apply on line.

The 2008-2009 activity calendar highlighting meeting, sub-grantee site visits, deadlines and community service activities for the upcoming year was given to each Commissioner.

*Colleen Stuvick, Administrative Assistant,* briefly introduced herself to the Commission and reported that the 2008 Annual Report is completed and has been given to State Legislators, commissioners and will be posted to Serve Alaska's website.

*Nita Madsen, Executive Director,* reported that the Commission received the Site Visit Report from Jim Stone, CNCS Program Officer, following his July visit. The report stated ASCSC has met all state administrative standards and no corrective actions are required. Every three to five years the commission is evaluated by CNCS through a standards review. Essential elements must be met to maintain funding.

Jim Stone and Nita Madsen traveled to Huslia with Joie Brown, Program Manager for RurAL CAP to visit one of the BIRCH sites. The site visit to Huslia provided the opportunity to participate and partner with Big Brother Big Sisters in activities coordinated by a BIRCH member. We were able to distribute 100 Scholastic books to children and families; this was made possible through a partnership Commissioner Dahlgren has with Scholastic books. Commissions are encouraged to take books with them when they go out to rural communities.

Big Brothers Big Sisters has worked with the municipality of Anchorage and is working with the State of Alaska to advocate for Municipality of Anchorage & State of Alaska agencies to be able to take time off from work, maximum of 6 hours a month, to do community service.

Staff developed an AmeriCorps Readiness Self Assessment document and Power Points presentation; AmeriCorps 101 & 201 which has some basic information to help those who might apply for our grants to better understands program development.

2009 Financial Analysis – Monthly reports will be given to the Resource Committee and make recommendations to the commission. In-Kind forms were given to Commissioners to use when they donate funds as in-kind; telephone communication, vehicle mileage, travel and per diem, etc.

### **Business Meeting:**

#### **Corporation for National and Community Service - Administrative, Disability & PDAT Grant Applications -**

Chairman Carter asked for a motion for budget approval of \$250,000 for the administrative funds. Commissioner Bugbee moved. Commissioner Shuey seconded. **Motion Passes.**

Chairman Carter asked for a motion for budget approval of \$94,461 for PDAT funds. Commissioner Estrada-Burney moved. Commissioner Bugbee seconded. **Motion Passes.**

Chairman Carter asked for a motion for budget approval of \$43,929 for Disability funds. Commissioner Gaber moved. Commissioner Morris seconded. **Motion Passes.**

**2009 Annual Training** – Provide training that will concentrate on the immediate needs of current programs; keeping them informed of regulation changes, supply better support to AmeriCorps members and provide site supervisors training. Chairman Carter asked for a motion to maintain a Commission meeting followed by a program director and program staff meeting for three days in October 2009; actual dates to be set at the next Commission meeting. Commissioner Shuey moved. Commissioner Bugbee seconded. **Motion Passes.**

**Review and Update Meeting Schedule** – February 10, 2009 meeting is moved back to February 3, 4 & 5, 2009 in Juneau to include legislative visits. The Commission will meet face to face April 14, 2009 in Anchorage, and teleconference June 2009, date to be determined at the February meeting.

**Selection of Chair and Vice Chair** – Commissioner Grossmann was nominated as Chairman. No nominations for Vice Chair. Commissioner Grossmann will call Commissioner White-Wheeler if she is interested in the position.

**Program Reports:**

*Joel's Place* - Linda Setterberg, Executive Director, Joel's Place is a new AmeriCorps sub-grantee. The AmeriCorps program is 'Summer of Service.' Joel's Place has operated for 10 years as a grassroots volunteer organization. Currently forming a task force with community partners; Alaska interfaith power & light and sponsors the summer food service program. Last summer the program fed 105 children a day on average.

*SAGA* – Joe Parrish, Executive Director – Mission: improve lives, lands and communities in Alaska. SAGA has four primary programs that place AmeriCorps members in various organizations around the state that support their mission statement: Young Alaskans Building Affordable Housing (YABAH); Eagle Valley Center, training and retreat center; Connections – goal is to improve school success and healthy lifestyles of young people; Serve Alaska Youth Corps and Alaska Service Corps which are AmeriCorps\* State funded.

SAGA has served 22 different communities around the state, *Connections* members touched over 3,000 school-aged youth through the programming that they do each year; *YABAH* and the *Serve Alaska Youth Corps*, when they graduate from the program, 90% of them transition to positive places and reconnect, which is a program goal.

One of SAGA's AmeriCorps Members started "EELS" - Energy Efficient Lifestyles Solution – made up of volunteers that help individuals who normally would not be able to install energy efficient devices; light bulbs, timers.

**Recognition of Accomplishments of outgoing Chair, Mac Carter:** the Commission presented Chairman Carter a plaque for his many years of service to the Commission and commitment to the State of Alaska.

Next meeting is set for February 3, 4 & 5, 2009 in Juneau.

**Commissioners reconvened at the Alaska Native Justice Center for afternoon training.**

**Meeting adjourned at 1:25 PM.**