

**Serve Alaska
Commission Meeting Minutes
April 14, 2009
Atwood Building, Anchorage, Alaska**

COMMISSION MEMBERS:

IN ATTENDANCE: Dawn Grossmann, Chair, Angelina Estrada-Burney, Kathleen Bugbee, Lebron McPhail, Kirsten Vesel, Denise Morris, Judy Bredberg, Elaine Dahlgren, Konnie Shuey, Jeffrey Wheaton

EXCUSED ABSENCE: Billie Joe Caldwell, Wilson Justin, Melora Gaber, and Sharon White-Wheeler
QUARUM PRESENT: Yes

OTHERS PRESENT: Program Directors and staff: Cathie Clements, Charlie Ess, Joe Parrish, Marylee Bates, Ruth Schoenleben and Becky Judd who has applied to be on the Commission.
Staff Present: Nita Madsen, Margy Hughes, Colleen Stuvick

PROCEEDINGS:

Meeting called to order at 9:00 AM by Chairman Dawn Grossmann. Chairman Grossmann welcomed everyone and introduced visitors.

BUSINESS MEETING:

Approval to adopt the Agenda: Chairman Grossmann asked for a motion to approve the April 14, 2009 meeting agenda. Commissioner Bugbee moved. Commissioner Dahlgren seconded.
Motion Passed.

Approval of February 3, 2009 Commission Meeting Minutes: Chairman Grossmann asked for a motion to approve the meeting minutes. Commissioner Shuey moved. Commissioner Estrada-Burney seconded. **Motion Passed.**

Sub-Committee Workgroup Session: Chairman Grossmann asked each committee to update their current Action Plan, complete a new Action Plan and give a copy to Staff for inclusion in these minutes. Chairman Grossmann reminded the Committee's that the purpose of the Action Plan is to define the committee's purpose, describe the projects with the expected outcomes and timeline for completion of each project.

The Finance/Resource, Outreach/Communication and Program sub-committees met for 15 minutes to prepare their respective committee report for presentation to the Commission later in the meeting.

Chair Report: Chairman Grossmann read the email from Anna Fairclough thanking Chairman Grossmann for contacting her office regarding funding for AmeriCorps programs in Alaska.
Thank You Note Cards - Chairman Grossmann encouraged the Commissioners to use the note cards provided them to make contact with the Legislators and/or staff they met while in Juneau last February and also mention any program activities going on in their district.

"Adopt a Program" - Chairman Grossmann also encouraged the Commissioners to get to know the Program Directors, staff and AmeriCorps Members in their area and become more familiar with their Program and attend their program activities. It will benefit the Commission and the Programs.

Recovery Fund Vote – Chairman Grossmann thanked everyone for voting quickly on the recovery funds. They've been submitted and we are ready if the Governor approves using the funds.

Youth Commissioner – State Boards and Commissions have received several requests and are in the process of reviewing the applications.

Side Note: Senator Begich has an AmeriCorps Alumni on his staff. Staff will find out who it is.

Disability Inclusion Committee – A Committee is needed in order to develop continuity between the Commission and the already established Alaska Disability Inclusion Team. The Team meets periodically and attends training. The Team members are from agencies in the disability community, including the Governor's Council on Disabilities.

Chairman Grossmann tabled further discussion until the end of the meeting to allow Commissioners time to think about volunteering to sit on this new committee.

Senator Lisa Murkowski during her floor statement in support of the Senate amended bill (Serve America) she included specific comments on AmeriCorps, RurAL CAP and others. She also thanked Nita Madsen and others, for reviewing, commenting and giving timely feedback on the legislation.

Committee Reports:

Resource Committee – Commissioner Bugbee reported that the committee teleconferenced on March 25th.

The committee is working on developing prospectus bullet points for Alaska Airlines in order to possibly obtain tickets for AmeriCorps members. Commissioner Bredberg drafted a letter to be sent to Alaska Airlines.

The Resource Committee encourages the Commission Members to write or email Legislative Representatives, thanking them for supporting our Commission during this economy when our Grantees' service can be very beneficial.

Denise Morris and Wilson Justin have agreed to attend a future Resource Committee meeting to give advice on approaching Native Corporations for partnering opportunities.

The Committee asked each Commission Member that may have connections with Target or the BP "Fabric of America Fund" to consider contributing to our Grantees. Kirsten will approach her contact at BP.

It is a good idea that we are all familiar with our mission statement & have elevator speeches to educate everyone, particularly potential Transition Team personnel about the Commission. This is an avenue to buffer the "turnovers" that may take place when political positions change; the benefits would lessen the time lost on retraining & learning curves of crucial appointments.

Discussion following Commissioner Bugbee's report; Commissioner Morris commented that one of the challenges for non-profit regional corporations is that we are not a 501c3;and they do not support state programs. Commissioner Dahlgren added that perhaps we could ask for them to support their share holders through the agency that they are members of, for example RurAL CAP.

Out-Reach Committee - Commissioner Shuey reported on the Committee's Action Plan:

Include VISTA and Senior Corps member locations to the current map of communities served with a footnote that these are not AmeriCorps programs. Staff will report back to the committee whether or not this is a feasible request.

The Serve Alaska brochure and a briefing page have been completed. The briefing page includes accomplishments, economic impact and Education Award dollars the state received.

Member testimonials have been collected and are posted to the Serve Alaska website and included in the new Media Packet. Collecting testimonials is an ongoing process.

New Media Packet was distributed. The packet is a tool to use when speaking to communities about Serve Alaska, AmeriCorps and Learn and Serve America programs in Alaska.

Commissioners will email outreach activity reports to staff. Staff will periodically email a reminder for the activity reports. Commissioners briefly discuss the outreach activities they have done. Commissioner Estrada-Burney suggested that we mail an informational packet to high school counselors about AmeriCorps and the Education Award.

The Heart Beat of Alaska informational video is completed; it was shown during the lunch break. The video is 30 minutes long and it may be possible to segment the video into several short Public Service Announcements.

Data collection spreadsheet for 2010 Legislative District/AmeriCorps Members – staff created a data collecting spreadsheet for all programs to use. The draft spreadsheet will be introduced to the Program Directors tomorrow for their review and approval. Some of the information included on the spreadsheet is the AmeriCorps Member's name, contact information, host site, their Legislator with contact information, and program site information.

Program Committee – Commissioner McPhail announced that Commissioner Wheaton has replaced Commissioner Grossmann as co-chair and he thanked Commissioner Grossmann for all of her help while on the Committee.

The committee feels a newsletter to our stakeholders will give us more exposure and ensure that our stakeholders know who we are and what we are about, and invite them to Commission meetings and activities.

Commissioners were encouraged to increase their knowledge of our sub-grantees and their programs by visiting program sites from time to time and participating whenever possible in their activities such as Oath of Service and graduation.

The committee also encouraged Commissioners to attend the Governor's Picnic: July 24 in Mat-Su, July 25, in Anchorage; July 26 in Fairbanks. The tentative plan is that the Governor will present Certificate of Service to the 2009 AmeriCorps Award recipients.

A calendar of the Oaths of Service will help the Commissioners schedule to attend. Committee will meet telephonically soon and go over the Standards of Review.

Commissioner Wheaton reported that the committee will meet soon to review the committee's portion of the Administrative Standards.

Staff Reports:

Nita Madsen, Executive Director.

Grant Awards -The amendments to the Program Development Assistance and Training (PDAT), Administrative (ADMIN) and Disability Inclusion grants awards have been received. The initial awards were based on continuing resolution funding until March 2009.

Financial Report - Item 6 ADMIN Grant, travel expenditures are currently in the negative but will neutralize as the year goes on (state year July1-June 30 and grant award year January 1-December 31). Out of the annual \$250,000 travel budget the February 3rd trip to Juneau cost \$12,799.68, not including meeting space that is charged to another line item in the budget. The total cost for travel to Juneau was nearly \$17,000. The Juneau trip was successful and the Commission accomplished a lot; stayed on the Governor's budget, got on the House and Senate budgets. The Commission is now funded for \$121,000, which is a significant improvement over previous years. By comparison this meeting cost is \$1,775.67 and the October meeting, also Anchorage based, was less than \$500. Other travel expenses are staff travel for Program Site Monitors.

The 08-09 programs, under the competitive & formula, spending are on target; some programs just started in January 2009 and some program years have not started yet.

Stimulus Program Funding – Two programs applied for stimulus funds. Grantees made thoughtful decisions; focus was to provide a quality product.

Grievance Policy – The Commissions responsibility is to ensure that our grantees have a grievance process that meets the stipulations of the law. A draft policy was submitted to the Commission for consideration. Action will take place later in the meeting.

In-Kind – What can be used as in-kind? Anything that relates to the work we do; travel mileage, phone calls, attend the conference and paid by someone else. Time does not count. To meet match \$4000 is needed before the end of 2009.

Margy Hughes, Program Coordinator.

Recovery (Stimulus) Money – only current programs could apply and no new programs were allowed. Two of our five programs felt comfortable enough to move forward in the capacity of their programs. RurAL CAP and Sitka applied for the funds.

Sitka requested four additional members into the formula funds; their total was \$56,000 for their program. They fit under the formula fund. RurAL CAP requested 16 slots (people) and requested \$228,000 from recovery completeive grant money.

The Commission is a member of the Anchorage Association for Volunteer Administration (AAVA) and as a member has a table for seven people for the annual Golden Hearts Volunteer Service Award banquet dinner. Commissioners were invited to attend the April 29th banquet.

Colleen Stuvick, Administrative Assistant, reported that Serve Alaska's website has a new look; a new rotating banner, "Save the Date" banner, and a spot for videos highlighting our Programs. Commissioners were given the *In-Kind Contribution* form and encouraged to use the form when doing Commission business; parking, mileage, telephone charges, etc. Each Commissioner received an invitation to the AmeriCorps Week Service Project and Awards ceremony to be held at the Anchorage Senior Center.

Program Presentation – Nine Star Education & Employment Services, presented by Ruth Schoenleben, Vice President for Personnel & Training and accompanied by AmeriCorps Members,

Gerald, Karen and Paige. Nine Star's mission statement is "get a job, keep a job, and advance on a job". Nine Star's AmeriCorps Members serve in case management for the Division of Public Assistance, work with ex-offenders, work with high risk youth, and everything they do is to help people prepare for financial self sufficiency and employment. We have 84 AmeriCorps Members enrolled, of those, 76 are Alaska residents, 13 are ex-offenders, 18 are from the Public Assistance roles, 14 are those with disabilities, 2 were at risk youth, 29 are non Caucasian (21 of the 29 are Alaska Natives). Ages range from 19 to 69 years old.

The AmeriCorps Members that came with Ruth shared with the Commission why they wanted to serve in AmeriCorps. Gerald is an Alumnus and is now a staff person; Karen is in her second year and this year serves with the Learn and Earn program, and Paige is in her first year and works with at risk youth.

Chair Grossmann gave instructions for the working lunch – Review and score each of the 2009 AmeriCorps/Alumni Awards Nomination applications. After lunch the scores will be tallied and one Alumnus and seven AmeriCorps Members with the highest score will be chosen to receive an award. Awards will be presented during AmeriCorps Week activities.

The Heart Beat Alaska informational video was running through the lunch hour.

2009 AmeriCorps/Alumni Award recipients with the highest scores:

Alumni: Rose Alexie – RurAL CAP; AmeriCorps Members: Angela Boy Scout – RurAL CAP, BIRCH; Dyane Rambo – Nine Star, CPR; Jaquette Carrol-Cagle – SAGA, Connections; Jessica Milligan – RurAL CAP, RAVEN; Mirna Howard - Nine Star, Learn & Earn; Molly Hughey - Sitka; Patricia Lenhart - RurAL CAP, SIS.

Open Discussion:

Annual Review of State Service Plan – The State Service Plan was reviewed and updated. The new Serve America Act, which goes into place October 1, 2009, has new rules for the State Service Plan. Once the guidance is provided the Commission will develop a forum to comply with the new rules.

Transition & Succession Plan – is being written and a draft will be submitted for Commission approval then added to the Standard Operating Procedure (SOP) manual.

Job Descriptions for Staff and Commissioners – Staff job descriptions are written and will be included in the SOP. Chair Grossmann asked Commissioners to email to staff what they think the Commissioner Job Description should include.

External Evaluation – Chair Grossmann encouraged everyone to read this evaluation of Serve Alaska.

Bylaws – updates need to be completed by June 1, 2009. Most changes are language and number changes; Commission name change, new Administrative Order changes and regulation number changes.

Motion to update Bylaws: Chairman Grossmann asked for a motion to update the Bylaws. Commissioner Bugbee moved. Commissioner Dahlgren seconded. **Motion Passed.**

Commissioner Handbook Updates – dispose of replacements.

Grievance Policy – Chairman Grossmann asked for a motion to accept the Grievance Policy as written. Commissioner Bredberg moved. Commissioner Vesel recommended dating the policy. Chairman Grossmann called for a vote to accept the policy as written with the amendment to insert the word *Service* before the word Commission. **Motion Passed.**

Commissioner Training is available during their term of service. Chairman Grossmann encouraged Commissioners to attend National Conferences.

Disability Inclusion Committee – the committee will connect with NSIP. Commissioners Sharon White-Wheeler, Judy Bredberg, Konnie Shuey, Angelina Estrada-Burney, and Dawn Grossmann volunteered.

Calendaring the 2009-2010 Commission Meetings –

July 15, 2009 **teleconference** 10am-12pm

October 8, 2009 face to face in Anchorage tentatively @ Alaska Native Justice Center

October 7, 2009 – Program Director meeting

February 3-4, 2010 – face to face in Juneau

February 4, 2010 Program Director meeting

May 12, 2010 – **teleconference** 10am-12pm

August 6, 2010 **teleconference** 10am-12pm

October 6 & 7, 2010 face to face in Anchorage tentatively @ Alaska Native Justice Center

October 5, 2010 Program Director meeting

Motion to adjourn: Chairman Grossmann asked for a motion to adjourn. Commissioner McPhail moved. Commissioner Vesel seconded. **Motion Passed.**

Meeting adjourned at 4:20 PM.