

Serve Idaho Commission Meeting Minutes
July 20, 2023
9:00 AM – 4:00 PM (MT)
Holiday Inn Express & Suites Boise Airport
3050 S. Shoshone, Boise, ID 83705

Staff Present: Renee Bade, Dan Cabrera, Micaela de Loyola-Carkin, Kim Empey, Heather Uhi, Jani Revier

Meeting called to order at 9:02 a.m.

In attendance:

- ~~—Alina Rahim (absent)~~
- Amanda Gardner
- Amy Little (online)
- April Durrant
- Becky Martin (online)
- Cara Nielsen
- Charlette Kremer
- Chelsea Weeks (first meeting)
- Destinie Hart (first meeting)
- Donald Lovejoy (online)
- Eric Anderson (online)
- Farhana Hibbert (online)
- Jennifer Hensley (first meeting)
- Julia Hooper
- ~~—Karma Fitzgerald (absent)~~
- Katie Mathias (online)
- Kevin Bailey
- Kimber Russell
- Kristi Keeler
- ~~—Kristyn Carr (absent)~~
- Mat Erpelding
- ~~—Mike Wilkinson (absent)~~
- Rebecca Wood (online)
- Stephanie Taylor-Thompson (first meeting)
- ~~—Susan Potucek (absent)~~

Motion to review and approve agenda:

- Motion: Kimber Russell
- Second: April Durrant
- Approved by a unanimous vote.

Motion to review and approve previous meeting minutes from April 13, 2023:

- Motion: Char Kremer

- Second: Kristi Keeler
- Approved by a unanimous vote.

Introductions & Opening Question -What are you looking forward to this summer?

AmeriCorps member moment provided by Justin Mazzola.

Motion to approve Serve Idaho Executive Order for recommendation to Governor Little.

- Motion: Mat Erpelding
- Second: April Durrant
- Approved by unanimous vote.

Motion to approve bylaws as updated.

- Motion: Mat Erpelding
- Second: Kristi Keeler
- Approved by unanimous vote.

Motion to approve commissioner policy manual updates:

- Motion: Kristi Keeler
- Second: Cara Nielsen
- Approved by unanimous vote.

Presentation on planning grant process and grant committee recommendations provided by Mat Erpelding.

Motion to approve formula grant recommendations as recommended by the GARP committee:

- Amanda Gardner abstain
- Amy Little (online) yes
- April Durrant yes
- Becky Martin (online) yes
- Cara Nielsen yes
- Charlette Kremer yes
- Chelsea Weeks yes
- Destinie Hart yes
- Eric Anderson (online) yes
- Farhana Hibbert (online) yes
- Jennifer Hensley yes
- Julia Hooper yes
- Katie Mathias (online) yes
- Kimber Russell yes
- Kristi Keeler yes
- Mat Erpelding yes
- Rebecca Wood (online) yes
- Motion: Amy Little
- Second: Jani Revier
- Approved by unanimous vote.

New Commissioner On-Boarding presentation provided by Amy Little.

Role of staff vs. commissioners and overview of staff responsibilities presentation provided by Kimber Russell and Renee Bade.

- Align our goals directly to the outcomes identified
- **Direction**
- **Oversight** housed under the IDOL. GARP review process. Staff is in charge of compliance review for this. We are ethical and good stewards of the dollars that have been appropriated to us. Maintain our purpose. How do we carry out our vision and mission? 75% attendance policy but please aim for 90-100%. Staff are not members of the committee.
- Staff are our “Phone a friend” people. There to support the work that we are doing on the commission. Provide context, explain rules, help with background info, coordinate logistics, follow-up on administrative tasks, and they may take committee meeting minutes.
- **Committee Function** – carry out commission’s mandates, plan for its future, ensure financial security
- **Shared Work** – Outreach, Education, Recruitment – share Serve Idaho info with our networks
- Maintain a mutually supportive relationship with process improvement, clear expectations and outlines, help facilitate in-person meetings, actions align with our priorities
- Renee’s role is to develop staff, establish operational plans, manage resources, represent the organization, identify internal/external issues, support board governance functions, collaborate with chair on board meeting prep. Peer-to-peer accountability is key. Take a little off of the staff’s plate.

Rod McPherson & Carol spoke on the Foster Grandparent Program. Caryl Harrigan serves at Central Elementary with this program. Carol talked about forming a relationship with the children she works with and the gains that the children make. Rod spoke on the importance of having the foster grandparent program available. He had two in his class for the last 1 ½ years and cannot speak highly enough of the benefits of this program.

2023 Site Visit Update presentation provided by Kim Empey. Programmatic monitoring, performance measures, desk audits, risk assessments

Committee Breakouts

Committee Report Outs

- Program Committee report provided by Mat Erpelding. 5 questions? As the program committee becomes more involved entire have the commission vote on commission recommendations. Not voting on finances, just the host location. Ad-hoc commission meetings if this occurs outside of monthly meeting. End of August will be the first one. AmeriCorps member presentations to commission. How they recruit, where members served? Activities members do, # of total lives impacted, personal stories, lessons learned, challenges faced, retention numbers, alumni engagement 2024-2025 emphasis? Disaster services, disaster resilience and requirement for commissioners to participate in a grant review. Take grant TTA every two years.
- Outreach Committee report provided by Farhana Hibbert. Reviewed the operational dashboard. Focusing on Sept. 11th Day of Remembrance. Inviting elected officials to service projects.
- Governance Committee report provided by Amy Little. Exit survey edit taking place. Renee is doing a draft and we will review in September. Committee chairs to be the one to contact committee members

that are not attending . Peer-to-peer, not staff should have to do this task. Below 75% Commission members attendance get below the 75%, it will be the responsibility of the two vice-chairs to reach out. 7 members are up for end of terms in March 2024. The committee has assigned members they will reach out to.

- Idaho Philanthropy Day report given by Kevin Bailey. Need to get into people's living rooms towards more of a marketing campaign. 6 categories, www.idahophilanthropy.org

Outstanding non-profit work, volunteer of the year, managers, hear the stories, be affected by them, link to Idaho Gives, etc. time, talent, and treasure. Review committee if interested please reach out to Kevin by November.

- Idaho Department of Labor report provided by Janie Revier. Trying to help people back into the workforce. Volunteer opportunities do lead into work opportunities.
- AmeriCorps report provided by Donald Lovejoy. Moving onto another position. His last day is next Wednesday.
- Serve Idaho Executive Director report provided by Renee Bade. Penelope left the Serve Idaho team last week. Part-time position working on VISTA program. Will be advertised soon. Survey coming from Renee next week evaluating commission meetings, want to be inclusive of all, take recommendations from that. Outreach conducted this last quarter, Idaho Department of Education K-3rd grade literacy in Magic Valley – pilot program. Regional economic development organizations Renee will Reach out to Association of Cities with Kevin's help. \$1.6 million Competitive grant was awarded (mental health). August 7th review \$734k match required. We have received \$80K left at this point. ARPA \$1.98 million. Conference is scheduled for March 11-12, 2024 at Riverside Hotel. That week is also AmeriCorps week.

Micaela gave an update on September 11th project. Alum engagement work group September 11 day will incorporate AmeriCorps 30th anniversary with this. Opportunity to engage alum -July 10-14. July 24-28 supporting our community schools. August 7-11 determine drive location, alum get together, other service project, develop marketing campaign , August 14-September 8th, September 12-15 post-service media blitz.

Char Kremer – fiscal responsibility act of 2023. Most programs will need to be cut if budget has to be passed by October 1st. Could result in 1% cut across the board. Reconciliation bill \$13/hour minimum living allowance. Micaela, Char, Destinie, Stephanie and Chelsea are working watching this.

A motion to conclude meeting made by: Amy Little

- Motion seconded by: Kristi Keeler
- Approved by a unanimous vote.

Meeting dismissed by Chair Kimber Russell at 3:30

Minutes respectfully submitted by Kristi Keeler.

Approved by full commission on October 12, 2023.