

**Montana Commission on Community Service/Governor's Office of Community Service
Program Directors' Conference Call – Meeting Minutes
February 10, 2009**

Attendees: Wendy Wigert (Montana Conservation Corps), Shannon Stober (Montana Conservation Corps), Josh Vanek (Montana Campus Corps), Gini Aten Irving (Montana Campus Corps), Eric Cardella (Montana Campus Corps), Maria Yost (Montana Making \$ense), Andrea Vernon (Montana Making \$ense), Laura Fellin (Montana Making \$ense), Jeanne Moon (WORD/Literacy Support Corps), Brook Clark (WORD/Literacy Support Corps), Andee Dunick (Governor's Office of Community Service), Tony Dean (Governor's Office of Community Service) and Kathy Bean (Governor's Office of Community Service).

Absent: Connie Roope (Jobs for Montana Graduates Foundation), Sarah Sadowski (Jobs for Montana Graduates Foundation), Dean McGovern (Montana Campus Compact), Jono McKinney (Montana Conservation Corps), Lee Gault (Montana Conservation Corps)

Welcome – Andee Dunick opened the conference call at 2:30 p.m. and asked for updates from each AmeriCorps program. The following are the program updates:

Montana Making \$ense – Maria Yost shared that the program will be holding a mid-year training for members, which will cover marketing, outreach, facilitation and reflection. The program recently added two 300/hour members and acquired a new program site in Lame Deer (the Healing Tree). They are currently recruiting for this new site.

Montana Conservation Corps – Wendy Wigert stated that 58 members will begin service on February 17. The program is developing a five-year strategic plan. They have received a lot of inquiries about the program and AmeriCorps recently, including many unemployed construction workers. She stated we should be ready to pursue funding for AmeriCorps from the stimulus package if approved. The program has a new board member, Kathy Tanner.

Montana Campus Compact – Josh Vanek announced the program will be hosting a Spring Summit in Bozeman April 17-19, which will include recognition for members serving across the state. It will also include a session on citizenship and a panel discussion featuring various professionals. They have been working on an organ donor drive with the Living Legacy Foundation. Other program activities include developing a Web-based member reporting tool and a timelog database. Eric Cardella added that they held a team leader retreat recently. The retreat included a training session on the stages of group development, led by our own Shannon Stober.

WORD, Inc./Family Resource Centers – Jeanne Moon announced they have enrolled two new members and will be adding four new sites; they are making headway on developing sites. They recently held a team training event for their sites that included stress reduction techniques (led by Tammy Adams). The program has been working on program evaluations. These are done on an on-going basis, but they have recently held additional meetings with their Board members and one-on-one interviews to obtain feedback from their sites. An audit will be conducted this week for the 2007-2008 year. They continue to work on the audit issues and their response to the OIG audit. She also shared a successful MLK Day event that was held in Victor, Montana. They received good press coverage for this event as well (Jeanne to forward press coverage to Andee).

Jobs for Montana Graduates Foundation – absent.

Financial/Program Management – Tony Dean (Governor's Office of Community Service)

Tony shared the following information and asked Program Directors to keep these in mind as these compliance issues may impact future funding decisions:

- **OIG audit findings that continue to surface nationally are as follows:**
 - 1) Timekeeping – Discrepancies between member service records and end-of-term certifications.
 - 2) Delays in signing member agreements/contracts. The member agreements inform the members of their rights and responsibilities and therefore should be completed up-front.
 - 3) Failure to complete the required member evaluations. Providing timely and substantive feedback to members is an important component of program management.
 - 4) Failure to implement criminal background checks. Make sure you have systems in place in the event that a member starts late.

Tony also provided additional instructions for the FFR:

- **Financial Tool & FFR**

The new financial reporting tool was recently distributed to the programs. The FFR that is included in the new financial tool is mostly formula driven with the exception of the program income component. If a program receives excess program income then this needs to be reported on the FFR. If there is no excess program income to report then simply check the data before submitting.

If you receive a red error message while entering your monthly expenses on the FFR please provide an explanation in the program notes box. The final report for the year should have all green messages.

Financials will no longer be reported in WBRS. Programs should continue to use WBRS to enroll and exit members.

Disability Inclusion – Kathy Bean (Governor's Office of Community Service)

- Kathy asked programs to review the revised survey to determine members with a disability and provided instructions for administering the surveys. Surveys need to be turned in to Kathy by mid-June at the latest for reporting purposes.

Training – Andee Dunick (Governor's Office of Community Service)

- Andee thanked everyone for submitting feedback on the training needs assessment. Results are being tabulated and will be provided in the next several weeks.

National Service Days – Andee Dunick (Governor's Office of Community Service)

- Andee reported on MLK Day events, including the Diversity Fair at the Capitol. That event was successful and received great press coverage. Andee asked programs to continue to send any

media coverage for events, etc. to her for a master media file. Eric Cardella will forward a DVD clip of recent coverage for Butte event.

- National service days – ACMAC is currently working on GYSD activities. We are a lead agency for GYSD and received a \$2,000 grant from State Farm for statewide GYSD activities. Andee will provide programs with information on how to apply for mini grants for GYSD activities.

Closing –

Andee Dunick asked if programs had any questions or additional topics to discuss. Wendy Wigert asked if we could add the stimulus package to the next agenda, as we need to respond in a timely manner to obtain additional funding for AmeriCorps.

Next meeting and conference call:

Meeting

March 18, 2009 from 9:00 a.m. – 3:00 p.m., Helena

Old Livestock Building (east side of Capitol and across the street from OCS) at 1310 E. Lockey, lower level conference room #105

Conference Call

May 21, 2009 from 2:30 p.m. – 4:00 p.m. (call in number to be provided)

Conference call concluded at 3:30 p.m.