MAINE COMMISSION FOR COMMUNITY SERVICE

Regular Meeting - State Planning Office, 184 State St., Augusta

Wednesday, January 21, 1998 Agenda

We want vibrant, productive communities with involved, responsible citizens.

The mission of MCCS is to foster community service and volunteerism to meet human and environmental needs in Maine.

	Welcome, Announcements, Agenda Adjustments	
9:30 am	☑Call to Order	Chretien
	☑Introductions: New Commissioners, Staff, and Guests	
	☑ Announcements and Meetings	
	☑Additions or Deletions to Agenda	
	Business Reports and Actions	
9:45	1. Minutes from December Commission Meeting	Scott
9:50	2. Election of Officers for Commission (January - December 1998)	Scott
	3. Staff report:	
	a. Maine State Youth Connection/Public Education/Outreach	Chandler
	b. Grantee training/America Reads	Schink
	c. Annual Report to the Legislature and Governor	Crofton
	4. CNS reauthorization activity; Commission opportunity	Coles
	1. Reports from Task Forces	
10:15	a. Learn & Serve K-12 - new application	Maroon
10:25	b. Unified State Plan Task Force -- comments from Commissioners and refinements	Hews
	Monitoring/Evaluation Responsibilities	
10:40	➢Learn/Serve CBO -- update on special grantee situation	Card
10:45	**Break**	
	Focus on Mission Responsibilities -- Commission discussion	
11:00	1. Presentation from Learn & Serve CBO Grantees	Card
	Planning/Future Initiatives	
11:30	1. Governor's Service Institutes	Luppi/Crofton
	a. Update, decisions, assignments	
	Wrap-up and Adjournment	
11:45	☑Agenda Items for Next Meeting:_____	
12:15	☑Meetings to Schedule before Members leave: Program Oversight;	
12:30	☑ Adjourn	

Note: To avoid unexcused absences, please notify the office when you will not attend. This also helps with planning for lunch.

Reminder: Public Comment on the State Unified Plan will be taken from 1-2pm in the meeting room.

Maine Commission for Community Service
December 17, 1997
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
December 17, 1997	Brenda Ringrose		

The regular monthly meeting of the Commission convened at 9:30am at the State Planning Office.

Members Present:

Paul Chretien	JoAnne Peterson	Edith Scott	Kathryn Tremper
Mark Hews	Judi Stebbins	Everett Flannery	Ed Maroon
Perry Gates			

Members Absent:

Lawrence LaPierre	Patricia Toto	Peter Bender	Joyce McPhetres
Susan Jennings	Dawn Girardin	Catherine Lebowitz	Susanne Sandusky
Susanne Kibler-Hacker	Kate Roberts		

Guests and Staff:

Anne Schink	Brenda Ringrose	Ken Spalding	Maryalice Crofton
Sue Card	Heather Chandler	Ken Murray	Susan Therriault

I. Welcome, Announcements, Agenda Adjustments

Chair Paul Chretien called the meeting to order. Introductions were made. The Commission observed a moment of silence in memory of Norm Duzen.

II. Business Reports

The November minutes were approved. **Motion by Mark Hews** to accept the minutes; **second Everett Flannery, passed unanimously.**

Staff Report. Maryalice reported that Faye Luppi will be the Project Manager for the Service Institutes for six months, starting December 29. She will be supervising two VISTAs, Martha Putnum and one position yet to be filled. There will also be a VISTA position assigned to work with the Maine State Youth Connection.

Reports from Task Forces.

Nominations Committee Edie reported for the Nominations Task Force. Their recommendations for officers are: Everett Flannery for chair, Perry Gates for vice-chair, and Edie Scott for secretary. **Motion by Mark Hews** that the nominations be approved as submitted for a vote at the January meeting; **second JoAnne Peterson, passed unanimously.** Maryalice reported that the Commissioner nominations sent to the Governor's Office had been posted December 12. If there are no objections they can be sworn in by the January meeting. Paul noted that Norm's death creates a vacancy. Ken Murray from RSVP agreed to get a nominee by the January meeting. Perry found a youth who is willing to serve and will get his name and address to MCCS staff before the end of December.

Partners in Service Maryalice reported that the application for funds was distributed to AmeriCorps directors. January 30 is the due date. Two volunteers from the Commission are needed to review applications along with representatives of the funding partners.

Unified State Plan Task Force Mark passed out a new draft of the plan. This draft is organized by the four major goals: Expanding Service, Promoting the Value of Service, A Reliable Source of Information, and Model for Training. The position statement is the same. The final draft will be available after public comment on January 21. February 15 is the deadline to submit it to the Corporation.

III. Monitoring/Evaluation Responsibilities

AmeriCorps Renewal Proposals State Competitive proposals are due January 16 and State Formulas are due April 15.

Learn & Serve Grant Application Sue Card reported that they would like the Youth Connection to play some type of role in the grant application process. Next month some BOND grantees have offered to share their experiences with the Commission. Mid-March will be the application deadline. Maryalice asked the Commission to consider how they would like the proposal developed(people from the field or people from the Commission.) **Motion by Mark Hews** that the Commission endorses submitting a new grant application for Learn & Serve funding by a group charged with putting together a proposal that will be submitted to the Commission; **second Edie Scott, passed unanimously.** Sue Card, Heather Chandler, Ed Maroon, and Judi Stebbins will form a task force to shape the next proposal. Sue will convene the meeting.

IV. Focus on Mission Responsibilities

Review of Reauthorization Maryalice presented a review of the reauthorization. The current CFR sections can be found on the MCCS web page. Some of the changes include:

Service Learning

- added as purpose in act
- authorizes training/technical assistance fund use for these programs
- states receive at least $100,000/year
- 70% of appropriation to States; 30% competitve
- authorizes demonstration projects to improve or expand service-learning programs
- State Commissions and State Higher Ed agencies may apply for higher ed service learning funds

AmeriCorps Crew Programs

- grants to Federal agencies are prohibited
- limited CNS share of per-Member costs
- all programs eligible for PDAT support
- increases funds allocated to States(70% to formula; 30% for State Competitive)
- increased funds for Members with disabilities
- adds criteria for grant awards - ability to generate volunteers
- provides for adjustments to living allowance to Members

National Civilian Community Corps

- adds disaster relief to purpose
- increases minimum age of NCCC Members to 18
- Corps members with supervisory experience may be appointed as Team Leaders
- emphasizes state projects to be environment and disaster relief
- adds director of FEMA to NCCC advisory board
- adds non-profit representative to the board

State's Administration

- Commission minimum increases to $200,000

- reduces matching fund requirements
- removes authority to make challenge grants
- modifies Grievance procedures for members
- establishes process to resolve displacement complaints
- provides for Service Agreements with Governors

National Trust & Ed Awards
- Allows Trust Funds to be used for National Service Scholars
- CNS may change minimum age for ed award eligibility from 17 to another age
- clarifies pro-rated ed award criteria
- individuals may receive no more than aggregate value of two ed awards
- clarifies relationship between ed award and Federal student aid

VISTA amendments
- adds to purpose, creating sustainability of sponsors
- allows coordinated recruitment and public awareness
- VISTAs to receive info/support to make post-service transition, Family Medical Leave
- encourages cost-shares
- limits VISTAs to three years of service
- projects to be selected on merit and sustainability

Senior Corps
- adds emphasis on community needs, allows NSSC to address nationally significant areas
- NSSC participants who commit to leadership positions are supported to offset costs of volunteering
- reduces age for FGP and SCP from 60 to 55
- FGP eligibility changed from 125% of poverty level to 150%
- allows for FGP participants who are not low-income

V. Planning/Future Initiatives

Governor's Service Institutes JoAnne stated that she was concerned about the Commissions level of involvement in the Service Institutes and would like their role to be reduced. Maryalice announced that UMA has offered to be the host with no fees for the site. The calendar is being developed. People's Heritage has signed on as an underwriter. Other underwriters include: Bell Atlantic & Fleet Bank. MBNA is considering being a sponsor and Blue Cross/Blue Shield has asked to look at the proposal. The goal is to have six institutes by summer and a wrap-up event in the fall.

Other business Judi volunteered to go to the Atlantic Cluster meeting scheduled for the end of March. Susan Therriault announced the availability of funds for AmeriCorps*VISTA grants for America Reads projects. The Program Oversite task force agreed to meet at 2:00pm at the next Commission meeting. Everett asked that the program liaisons be sent a copy of their program's grant application.

VI. Agenda Items for Next Meeting

Items that were recommended for the January agenda: Unified State Plan, election of officers, nomination from Senior Corps & Perry Gates, Learn & Serve

The January meeting will be held at the State Planning Office in Augusta at 9:30am.

Adjournment: The meeting adjourned at 12:15 p.m.

MAINE COMMISSION FOR COMMUNITY SERVICE

Regular Meeting - State Planning Office, 184 State St., Augusta

Wednesday, February 18, 1998 Agenda

We want vibrant, productive communities with involved, responsible citizens.

The mission of MCCS is to foster community service and volunteerism to meet human and environmental needs in Maine.

	Welcome, Announcements, Agenda Adjustments	
9:30 am	☑Call to Order	Flannery
	☑Introductions of any Guests; Announcements and Meetings	
	☑Additions or Deletions to Agenda	
	Business Reports and Actions	
9:45	1. Minutes from January Commission Meeting	Scott
9:50	2. Staff report:	
	a. VISTA positions' status and implications	Crofton
	b. News from CNS - Commission staff training in Baltimore	Chandler/Schink
10:05	3. Final Call for Regional State Commission Meeting: Princeton NJ	Flannery
	4 Reports from Task Forces	
10:10	a. Nominations Task Force: Recommendations on last two candidates	Chretien/Scott
10:15	b. Learn & Serve K-12 (new application)	Chandler/Maroon
10:20	c. Unified State Plan - Final action of Commission on Plan	Hews/Maroon/et al
10:45	**Break**	
	Grant Responsibilities	
11:00	1. AmeriCorps State Competitive Renewals: recommendations from Program Oversight Task Force	Hews/Flannery/ Roberts
11:15	2. Partners for Service grants	Crofton
11:20	3. Training and Technical Assistance Plans - All Streams of Service	Schink/Chandler
	Focus on Mission Responsibilities -- Commission discussion	
11:30	1. Governor's Service Institutes	Luppi/Crofton
	a. Brief history/orientation for new people; Key Events of the last month; Status of co-sponsors; Overview of Events/Members of Committees/Programs; Key dates/meetings in next 4 weeks; Last call for help/hosting	
	Planning/Future Initiatives	
	1. [no items scheduled this meeting]	
	Wrap-up and Adjournment	
12:00	☑Agenda Items for Next Meeting:_____	
12:15	☑Meetings to Schedule before Members leave: _____	
12:30	☑ Adjourn	

Note: To avoid unexcused absences, please notify the office when you will not attend. This also helps with planning for lunch.

Maine Commission for Community Service
February 25, 1998
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
February 26, 1998	Brenda Ringrose		

The regular monthly meeting of the Commission convened at 9:30am at the University of Maine, Augusta.

Members Present:

Joyce McPhetres, Mark Hews, Judi Stebbins, Everett Flannery, Susanne Sandusky, Susan Therriault, Susanne Kibler-Hacker, Donald McDougal

Members Absent:

Lawrence LaPierre, Patricia Toto, Kathryn Tremper, Catherine Lebowitz, Kate Roberts, Paul Chretien, JoAnne Peterson, Edith Scott, Ed Maroon, Perry Gates, Dawn Girardin, Vincent DiCara, Susan Jennings, Rebecca Lewis, Dixie Dumond

Guests and Staff:

Anne Schink, Brenda Ringrose, Dave Gerkins, Maryalice Crofton, Ruth Saint Amand, Faye Luppi

I. Welcome, Announcements, Agenda Adjustments

Mark Hews called the meeting to order. Introductions were made. Maryalice announced that the Service as a Strategy subcommittee meeting will meet after the Commission meeting. Maryalice asked the Commission to look at a request for endorsement later in the agenda.

II. Business Reports

The January minutes were approved. **Motion by Donald McDougal** to accept the minutes; **second Susanne Sandusky, passed unanimously.**

Staff Report. Maryalice reported on the status of the VISTA positions. The Youth Connection VISTA withdrew before they started. There is another VISTA position available to work with the Service Institutes. The Dirigo Coalition agreed to provide desk space for the VISTA.

Anne reported on the training in Baltimore she and Heather attended. Recruitment is a major issue at all levels. There also needs to be developed a model for grievance procedures.

Atlantic Cluster Meeting Commissioners were reminded that this was there last opportunity to sign up to go to the Atlantic Cluster meeting. Maryalice will be leaving Augusta at 7:00am.

Reports from Task Forces.

Nominations Task Force Maryalice reported for the Nominations task force. The committee has recommended two people to be forwarded to the Governor for his consideration. Wanda Lincoln, Director of Senior Corp Program, will take Norm Duzen's place; and Tim Brown a Junior at the regional high school in Camden/Rockport will fill the youth slot. Maryalice noted that it may take up to six months for the Governor's Office to approve the nominations. **Motion by Mark Hews** to accept the nominations and forward to the Governor's Office; **second Susanne Kibler-Hacker,**

passed unanimously. Joyce suggested that they both be invited to attend the Commission meetings even though they can't vote.

Learn & Serve K-12-new application Judi reported on the Learn & Serve application. The group(Heather Chandler, Sue Card, & Ed Maroon) met several times to explore the grant application. They found out that the Corporation will be giving preference to states that have never received Learn & Serve funding. The group decided to postpone the application for a year; they will continue to work on the application.

Everett asked for an update on Alive & Well. They have met all of the conditions and deadlines set for it. The project is still being evaluated.

Motion by Mark Hews to accept the report on community-based Learn & Serve application; **second by Donald McDougal, passed unanimously.**

Unified State Plan Task Force Mark reported for the Unified State Plan task force. They met again and incorporated some of Steve Shaad and Frank Slobig's comments into the plan. There were no public comments. Most of the changes in the new version are editorial. Some things were moved to an appendix. Measurable results still need to be identified. **Motion by Susanne Kibler-Hacker** to accept the Unified State Plan; **second by Donald McDougal**. The commissioners agreed to vote after the break to give everybody a chance to review the plan.

After break a vote was taken and the motion **passed unanimously.** Joyce suggested that the commission develop action plans to meet the objectives. Maryalice suggested that they meet in September with all the partners. Mark said the Unified State Plan task force should meet within the next month to look at what they want to accomplish. Susanne Sandusky suggested an event around the signing of the Unified State Plan. The original document needs to leave here next week but Maryalice will organize a ceremonial signing for the March Commission meeting.

III. Grant Responsibilities

AmeriCorps State Competitive Renewals Mark reported for the Program Oversight Task Force. Two renewal applications were submitted, College Conservation Corps and Blaine House. The committee recommends that both applications be forwarded to the Commission at the levels requested(Blaine House $281,256, College Conservation Corps $417,600.) The Task Force report passed out included the stipulations that the programs must respond to and reviewers scores and observations. It was noted that both applications were done well, but there was some recruitment sustainability issues. **Motion by Mark Hews** to accept the Program Oversight Task Force report with stipulations as listed; **second by Judi Stebbins, passed unanimously with Susanne Kibler-Hacker abstaining.** The Commission recognized the work of the reviewers. A thank you letter will be sent to them. Mark suggested for the March agenda that the commission discuss what their position is on sustainability and if their should a limit on the number of times a program can reapply. The expectations of applications will be put in next months Headquarter Happenings.

Partners for Service Grants The deadline was during the ice storm so there were no applications. A call for proposals will be reissued with the due date late in March. Everett, Judi, and Joyce volunteered to review the applications.

Training and Technical Assistance Plans Anne is currently planning some training; possible dates include March 27(all streams of service) and May 29(AmeriCorps only). The closing event for AmeriCorps programs will be July 15. Training for the Web Based Reporting System(WBRS) will be March 13 at the State Office Building, Room B9.

Request for Endorsement Maryalice reported on a request from Susan Jennings to endorse two applications to the 21st Century Community Learning Center's Program. One is a collaboration between Co-operative Extension and two schools in Oxford and Bethel and the other is a collaboration between Oak Hill High School and Sabattus High School. The goal is to make technology more prevalent in communities for students finishing school. **Motion by Judi Stebbins** to endorse these two projects; **second by Susanne Kibler-Hacker, passed unanimously.**

IV. Focus on Mission Responsibilities

Governor's Service Institutes Faye Luppi passed out a packet on the Institutes. She gave a brief background of the Institutes. The current sponsors are: Corporation for National Service, MCCS, People's Heritage, NYLCare Health Plans, and UMA is providing the location at no cost. Two of the Institutes have been changed, from May 2 to May 9 and from May 23 to May 30.

The press conference on February 3 was well attended. The conveners are representatives of the service centers. Additional help is needed to find more sponsors. Joyce will contact Governor George Rahmney of Massachusetts to see if he will speak at the first Institute.

V. Agenda Items for Next Meeting

Items that were recommended for the March agenda: Discuss the Commission's position on sustainability and if there should be a limit on the number of times a program can reapply.

A Program Task Force meeting needs to be scheduled. Judi Stebbins, Susan Therriault, and Mark Hews will meet on with Maine Volunteer Connection before April 13.

Susan Therriault announced the closing date for America Reads was last Thursday. It looks promising for Maine Campus Compact to get VISTAs.

The March meeting will be held at the State Planning Office in Augusta at 9:30am.

Adjournment: The meeting adjourned at 12:15 p.m.

Maine Commission for Community Service
March 18, 1998
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
April 7, 1998	Maryalice Crofton		

The regular monthly meeting of the Commission convened at 9:30am at the State Planning Office, Augusta.

Members Present:

Vin DiCara	Edith Scott	Perry Gates	Suzanne Kibler-Hacker
Ed Maroon	Mark Hews	JoAnne Peterson	Don McDougal
Kay Lebowitz	Dawn Girardin	Judi Stebbins	Susan Jennings
Rebecca Lewis	Everett Flannery	Dixie Dumond	Kate Roberts

Memers Absent:

Lawrence LaPierre	Patricia Toto	Kathryn Tremper	Paul Chretien
Joyce McPhetres	Susanne Sandusky	Susan Therriault	

Guests and Staff:

Tim Brown, MCCS nominee		Wanda Lincoln, MCCS nominee	
Anne Schink	Maryalice Crofton	Faye Luppi	Sue Card
Martha Putnam	Ken Spalding		

I. Welcome, Announcements, Agenda Adjustments

Everett Flannery called the meeting to order. With the departure of MCCS administrative secretary, the recorder role is temporarily vacant. Maryalice will take minutes when she arrives.

II. Business Reports

The minutes of the February meeting were accepted as distributed.

Susan Jennings, the Commission representative on the Dirigo Prevention Coalition Board, updated those present on Dirigo's activities.

Governor's Service Institutes. Martha Putnam distributed information about the conveners, background on the Institutes, and other details. The first Institute focuses on service as the strategy for making the resources for children more available. The Governor is the keynote speaker, Everett will be the MC, Mark Hews is conducting a workshop, JoAnne Peterson is helping with both the afternoon planning session and hosting guests. AmeriCorps members and staff are going to cover key stations. Commission Members who plan to attend should register as soon as possible. The Service As Strategy committee is meeting this afternoon.

Report from Learn & Serve K-12 Task Force. Sue Card reviewed the material Heather had mailed out. The task force proposes to use the unexpended funds from the CBO grant to create a

summer Learn & Serve program. Grants would be available to students who have been involved in Learn & Serve grant activities during this school year. Funds could be used for materials needed to accomplish the projects. No funds may be used for student wages. Two or more students may apply for up to $1,000.

Motion by **Hews** to accept the recommendation to implement mini-grants for summer projects with the understanding that the funding amounts are guidelines and with the understanding that there is no cash match requirement (although match is encouraged). Projects are to be completed by 8/31/98. **Second** by **Kibler-Hacker.**

Discussion of the proposal considered larger grant amounts for students, whether the funds would be sufficient for a student project, acknowledgement of the short time in which the project would need to be completed. There was agreement that the $500 per student should be maintianed but that the cap on groups of students should not be set. This apporach would encourage students to work together and provide incentive for creating teams.

Amended by **Gates** to indicate that "a team of students may apply for a maximum of $500 per team member up to a maximum of $ _____ per team." **Second** by **Stebbins**.

Adoption of amendment: 15 yea; 0 nay; 1 abstention (SJennings).

Vote on **Amended Motion**: 15 yea; 0 nay; 1 abstention (SJennings).

Sue Card asked for volunteers from Commissioners to serve as Grant Reviewers. Vin DiCara, Edie Scott, and Suzanne Kibler-Hacker volunteered. The schedule for applications will lead to recommendations to the Commission in May and awards to student/s in June.

Unified State Plan - Implementation Update. Mark Hews noted that the next meeting of this Task Force is March 30 at 1pm in Gray. The group has not met since the last Commission meeting.

AmeriCorps Formula Grant Renewals. Reviewers are needed for the next round of applications. This time the three state forumla programs will be submitting for Year-Two renewal. Kate Roberts, Judi Stebbins, and Everett Flannery volunteered.

III. National Service Oversight and Coordination

America Reads Update - VISTA, Senior Corps, AmeriCorps crew grant plans. Anne Schink reviewed the federal initiative, America Reads. The original proposal by the President would have provided funds to schools for reading specialists plus funds to both the work-study program for colleges and the Corporation for National Service to increase the number of volunteer tutors. The goal for all efforts is that every child reads at grade level and independently by the end of grade three.

Work-study funding was increased and made available to schools as of July 1997. When college students work as tutors, the host agency match (usually 30-60%) is waived. Several colleges in the Portland area are known to be working with local schools in this way.

The US Dof Education fund proposal was killed in Congress.

A considerable amount of money was directed to CNS for programs that would have national service participants either serving as tutors or recruiting and training local citizens to be tutors. The VISTA request for proposals had a deadline of January 1998 and, in Maine, Campus Compact's proposal has been selected. The Senior Corps progam deadline was more recent. Aroostook RSVP and Healthreach RSVP applied. The AmeriCorps crew applications are due early May for states that do not currently have programs with literacy focus (Maine is one).

In November and December, several scoping meetings were held to orient potential grant partners to AmeriCorps and America Reads. Of the nearly 20 agencies who sent representatives, two have expressed an interest in developing the state proposal. The Maine application must be one comprehensive approach. In other words, unlike other AC state opportunities, we may not compile a series of differing approaches into one state application. The Dept. of Human Services Office of Child Care and the Maine Humanities Council are the interested partners. Many others prefer to be local hosts if the application is successful. The proposal would focus on pre-school reading readiness activities.

Mark Hews mentioned that there had been some discussion in the Education Committee of the Maine Association of Conservation Districts about America Reads. Their interest would target first through third graders.

The proposal will need to be reivewed by the Commission in May and forwarded to CNS just after the May meeting.

Training and Technical Assistance Plans. Anne reported that the March regional training for national service participants and staff will be in South Portland on March 27.

Corps Council is a new network of AmeriCorps and VISTA members. The networks established so far have been meeting ground for program staff. Each corps selects members to represent them and the number of VISTAs on the Council are proportionate to how many are in the State. Such Councils exist in many other states. Programs are selecting their representatives. The initial training/retreat will be in Orono on March 31/April 1.

Aguirre Int'l Project TASC staff were in Augusta on March 13 to train AmeriCorps program staff on the Web-Based Reporting System (WBRS -- pronounced webbers). Because of a bug in the vertical security programming that would restrict viewing of information to the program to which the data belonged, use of WBRS is delayed about two weeks. The system is garnering a lot of federal attention. Twice in March, the consultants have been asked to appear in Washington and demonstrate the system to department heads and then senior management at CNS. It reportedly has features which are more attractive than electronic reporting systems developed by two other states. The system design is a collaboration between Maryalice and the California-based programmers. CNS is funding the development 100%.

FEMA/MEMA Follow-up. Heather Chandler is meeting this morning with the coordinating committee of FEMA/MEMA that is dealing with the needs that are still unmet after the ice storm. One of the FEMA staff now in Maine has worked with other State Commissions to develop response systems for disasters. The meeting is an opportunity to begin development of a relationship with the state agency, MEMA. Mark Hews asked if it would be possible for the Commission to take on the role of coordinating all needs for volunteers in a disaster. Maryalice noted that the suggestion had already been made by one of the FEMA staff, since Commissions do this in other states. It is important to determine whether another agency perceives that as their role already before we act on the FEMA suggestion.

A*NCCC Project in Bangor. Both the project director and site director were unavailable to present this morning. They have asked this item be postponed to next month. Done.

IV. Focus on Mission Responsibilities

New Member Orientation. Maryalice asked new commission members to meet briefly after the meeting. Orienting newly appointed members was postponed until the last two people were on board. If a common date can be found, the review can be done before the next Commission meeting. Kate Roberts agreed to help with this.

Commission Expectations of Grantee Development of Sustainability. At the last commission meeting, the issue of what the commission means by sustainability for grantees was raised. The issue was put on this month's agenda for discussion. Mark Hews summarized the prior comments: sustainability means more than annually meeting match; it means the community is able to carry on the activity after the grant. The related question raised is "how long do we fund a program".

Everett Flannery noted that it might be better to peg funding to sustainability progress rather than a calendar period (three years, six years, etc.). JoAnne Peterson remarked that because the environment around community needs might change, we can't predict who the

Commission will want to fund. Perry Gates added that sustainability implies the activity has value for the community and appreciation of that value with its subsequent support from the community is a function of marketing. If programs are not marketing themselves to the community then they are not building sustainability.

Kay Lebowitz remarked that growth of the program through community support is important. Mark Hews stated that a program has to have sufficient sustainability *in* a community that is independent of AmeriCorps' presence. The question is how to guage whether the community capacity is developing. JoAnne Peterson pointed out that new programs -- those that have not existed prior to AmeriCorps -- may need to be looked at differently than those which add an AmeriCorps component because the new programs are at a different place in development.

Maryalice Crofton pointed out that some of the issues raised are addressed in the original grant application; however, the follow-through reporting and monitoring are not tracked. It may be that the elements to guage sustainability are within the application but the Commission needs to watch progress in those areas more closely and discuss that progress more frequently with programs. For example, applicants are required to describe how community residents will have input into program implementation but nowhere are programs asked to report what the residents say and how that information is used.

Mark noted that the Commission has to be comfortable with the fact the service may change after AmeriCorps when local or future partners assume responsibility. Everet Flannery remarked that the MCCS role may be to develop a consortium that can respond to community needs. Kay added that it would be important to see community buy-in early and emphasize that post-funding sustainability work needs to start early, too.

Vin DiCara asked if it is reasonable to assume that communities may have differing levels of ability to sustain programs. Would that mean that the playing field is level and that each program could be equally sustainable? Perry Gates said he believes it is important from the beginning to ask for a marketing plan and request progress on that plan through routine reporting. Vin DiCara noted that what was being asked for is a business plan.

Ken Spalding was recongized. He noted that if the Commission looks at what organizations are not operating programs, it seems the size of an AmeriCorps program is an issue. The Commission should consider asking for a federal waiver to have programs smaller than eight members (the current minimum crew size). Anne Schink added that the fiscal capacity is a significant issue. Handling federal grant dollars requires an accounting system that has some sophistication.

Everett Flannery proposed that Anne Schink facilitate a process at the next meeting through which the Commissioners could identify and clearly state for grantees expectations for development of sustainability. As part of that, we should look at the constraints programs face, the built in program design supports for reaching sustainability, and the options we have for requiring sustainability. Mark added that the bottom line question is "What do we really want from our investments?"

V. Wrap-up and Adjournment

Next meeting: Items held over include Sustainability, Maine's Promise Alliance (from Institute discussion), NCCC work in Bangor.

Adjournment: The meeting adjourned at 12:00pm

Maine Commission for Community Service
April 15, 1998
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
May 5, 1998	Maryalice Crofton		

The regular monthly meeting of the Commission convened at 9:30am at the State Planning Office, Augusta.

Members Present:

Perry Gates, Mark Hews, Suzanne Kibler-Hacker, Everett Flannery, Paul Chretien, JoAnne Peterson, Wanda Lincoln, Edith Scott, Ed Maroon, Kay Lebowitz, Dawn Girardin, Judi Stebbins, Susan Jennings, Tim Brown

Memers Absent:

Lawrence LaPierre, Patricia Toto, Kathryn Tremper, Rebecca Lewis, Don McDougal, Joyce McPhetres, Susanne Sandusky, Susan Therriault, Dixie Dumond, Vin DiCara, Kate Roberts

Guests and Staff:

Anne Schink, Paula Mulherin, Maryalice Crofton, Faye Luppi, Guy Quattrucci, Kate Webb (late), Martha Putnam, Ken Spalding, Sue Card

I. Welcome, Announcements, Agenda Adjustments

Everett Flannery called the meeting to order. With the departure of MCCS administrative secretary, the recorder role is temporarily filled by Paula Mulherin.

II. Business Reports

The minutes of the March meeting were accepted as distributed.

Everett Flannery updated the group on the Atlantic Cluster - related an anecdote about clustering and its meaning in Hockey in relationship to the actual group. It has been recommended that meeting be held in Puerto Rico the next time the group gets together to discuss their reports. Everett noted that this was a "reality check" for him as he noted that the group was not doing anything out of the ordinary; everyone's interests were the same but we were the only ones doing the Seven Institutes. The others wished us luck and said to go for it. They are looking to Maine to see what we were doing and the perceive Maine as a leader in many areas. We are the only ones piloting so complete an Internet reporting system although California has put their volunteers on Internet. We are doing good things and the right things, the groundwork is pretty much the same for each state and the reality check is that we are on line. Maryalice's absence was noticed.

March Commission minutes - move to accept: Mark Hews 1st and Suzanne Kibler-Hacker 2nd. Passed: Unanimous.

VISTAS - Maryalice found a VISTA for the last Institute slot left. Her name is Sara Braaf. She will arrive from Missouri right after Memorial Day.

Heather reported that the Maine Youth Connection participated in telephone interviews of applicants for that VISTA position. They have found someone but she has not accepted as of yet. This person is in Montana coordinating Youth Connection and should have an answer tomorrow, and could start in August.

Unified State Plan. Mark Hews reported that the Unified State Plan Task Force met on March 30th. Sue Card and Ed Maroon were the other members present. They decided they have more questions than answers in terms of next steps. Part of that may be reflected in the charge to the task force. What is their authority now that the plan is developed? Unified State Plan it is a good starting point in that it brings together all the partners.

There are some obvious joint activities such as recruiting, market, funding and a joint training calendar. These things could be put in place right away. What's the connection with the GSI to the broader state plan? Is the task force to coordinate and plan all activities? What authority does it have to design and implement; or does it need to bring it to the commission for approval? Is it an Implementation or a Planning Committee? Since the members of the Task Force represent their own organizations, what is the role of this group? Who do the members represent -- the Commission? their organizations/departments?

Flannery: I think people are sent to do committee work with a certain amount of authority to represent their group just as the others on the committee do and bring back information to the commission; making reports and recommendations at that point.

Mark: We are now making a transition to implementation and require additional thought as to what happens next.

Ques: How did the Unified State Plan come to be?
Response: A mandate from the Corporation for National Service to have a plan that coordinates work between its own field office, the Commission, and the state Dept. of Education.
Ques: Where do we fit in?
Response: The Commission had never done its own strategic planning so this was an opportunity to accomplish two things at once -- the mandated activity and our own planning.

Flannery: What do you need? What are you looking for? I think you will get a nod on it.

Mark: We need to know the direction we are going in. The Unified Working plan was working plan. The Corporation had some specific guidelines and we chose to look at it differently. We moved beyond what the Corporation put in and used it as a base rather than the end and I would do that. These questions stem from a gray area. It may simply be a Committee that meets whenever -- How is this group constituted? What do we expect from Ed, Sue and or Liz? Whose help should we have?

Maryalice: From the Corporation/federal side, there are three ways they put funds into the State. The Unified State Plan was a way to get everyone to the table to talk things over. A way to get them together and working it together so the federal resources would be maximized. In many states, the three entities -- CNS field Office, commissions, and Dept.s of Ed. kept very separate. In Maine, we were working together before the plan existed, planning from the Commission's position as to what we wanted and taking seriously that all three recipients of funds also are appointed Members of the Commission. It has always been viewed as the common meeting ground. We've never coordinated the funding side closely but have shared discussions about goals. In the plan, the two are together -- goals and whose resources will go where on the action side. The federal review will look at this coordination and the plans for building the state's service infrastructure. They want to know if there is a direction or is it just "willy-nilly."

Ed: Is it safe to say we are looking at the Service Institutes as a way of looking at the larger agenda. Yet, they have taken on a life of their own and therefore we are not sure where we stand. The rest of the Summits are going to be implemented after the plan is accepted. How would we implement that plan? How do we hook into it? Are the Institutes still a part of it? I'm looking at this strictly from the point of service learning programs. This isn't a Department plan - the Commissioner didn't sign off on it, I did. What are the rules of engagement here?

Flannery: GSI and Unified State Plan are separate from each other.

Mark in response: Someone should say that we are operating this show; we were given this by CNS originally, if the corporation is not going to say this is the next move - then do we want to do this.

Ed: The direction for our work should come from the Commission, not the Corporation .

Mark: Let's tackle this one step at a time. The Unified State Plan is responsible for a broader goal than simply coordinating for more effectiveness -- it is the responsibility of the organization. We have a bigger opportunity. The first step; if we agree, is what goals we want to pursue. One phase is on strategy but there could be hundreds of others.

Motion:Mark - The Commission charges the Unified State Plan group with the task of implementing it broadly.

Dropped.

Ed wants to review and get back to Commission. Operate by what the strategy was for the Task Force. Rather than multiple task forces, act as a committee of the whole.

Perry: What is the depth and breadth of work the Commission is charged with?

Anne: What would suit my needs is knowing there is a certain amount of authority for each department but that we are all heading in the same direction. The big umbrella, vision and mission -- we need more concrete terms.

Person in white shirt: There are specific targets, people, dates, etc. and someone is in charge of meeting those needs. Right now it does not serve as a compass; measurable objectives.

Sue: Identifying some themes. Will concentrate on how do we accommodate this? Is it possible this is where we are at, but we do not have the responsibility.

Maryalice: This is totally confusing. It's not clear if all the work of the past two years means anything based on this discussion. We have to know what activities stay or go. If there is a request for state funds, if we need money - the months of June, July will be the development of the biennial budget.

Mark: I apologize for not being clear about this. The core issue is, what do we expect from the group beyond being a coordinating vehicle. What relationship do we have to the GSI and by extension, what does our work on the Unified Plan have with our partnership going on?

Perry: The answer - is if we had the money, would we want to implement the USP? What do we need for resources? What do we need to accomplish something today? How can we help in your Committee work?

Ed: Better documentation.... I think that would be an outcome. If that is the case, is that the motion?

Table this issue.

Question: Aren't you looking for how much authority to provide, and do you want it now or do you want to go ahead.

Perry - Isn't the issue leadership? We should at this time table this and look at the Corporation to see if they have any feedback or other things in the noon conference call. If not, then we can take responsibility.

Maryalice: I can't figure this out. This group has done a lot of groundwork in the past two years which seems to have been forgotten. The priority human, public safety, and environmental needs were identified. There are two areas in which we have taken specific actions - expectations grant applicants, developing the liaison system, surveying the service field about barriers, committing to starting the Maine State Youth Connection, etc. -- and global areas such as vision and mission. We've established partnerships with the Dirigo Prevention Coalition, Communities for Children Initiative, Youth Connection and the other areas; how do we fit in? From what I have heard this morning, I do not think you support any of this.

Motion Ed: Table this until next meeting for more discussion. Moved: Wanda

Second: Perry

Mark: Do we keep track of GSI, Dirigo, Children's Cabinet simply to keep track of what's happening or have better coordination, or are we an active planner?

Susan Jennings: My feeling is to come back with a plan for documentation. It is all of our responsibilities to make that work.

Person with long hair: Draft the plan to see if there is a need to reconstruct a different committee to monitor or do we have a working method in the present task forces.

Susan Jennings: Map out the needs that are not a constant. You will be looking at reassessing needs, your charge would be to keep looking at changes that are happening and make sure we are aware of them. What others are doing; seeking out funding; and what we are doing.

Moved the question. Votes: Ayes _ everyone Nays none

Recommend we take the next meeting for discussion and set aside at least an hour.

(Facilitate wording, enc. and sup)

New Corporation State Staff. Maryalice reported for Susan Therriault. The person selected is Kathy Ferguson who has been a Commission Exec. in Vermont at the beginning. Before that she was a Senior Corps director. She might start on May 1. The CNS assignments are being rearranged and she will only have Maine and New Hampshire. Mal Coles will take Vermont and Massachusetts.

Staff review - Everett explained that the Commission needs to take some action on the Director's performance review by setting expectations for the coming year. The state personnel system is changing so that these are set at the start of a year and the person is evaluated against them one year later. Paul, the personnel committee should be in this.

Paul: That committee is now just me. We have some people who are missing and we should be extending the invitation to the missing people. We can report back at the next meeting.

AmeriCorps Update - NCCC project with Blaine House Service Corps: Guy Quattrucci, Blaine House Program Director presented a summary of the project. During the ice storms in January, he was in contact with the NCCC who were looking to see how they could be helpful. Blaine House had been helping Manna Inc. which provides many services in Bangor. Their food pantry roof collapsed during the ice storm -- it was operating out of a converted gas station. They asked us to rebuild their structure. We could not do it as quickly as they needed. We applied to NCCC to set up a relief effort. They came in end of February and worked with Blaine House. In six weeks we tore down the building and rebuilt it from the bottom up. Worked with Manna to upgraded building and a child care facility. NCCC volunteers actively volunteered in the Community. On Thursdays, they presented a vegetarian meal at the Manna meal kitchen (one had not been provided for those who were vegetarians).
NCCC Members did additional volunteering in the evenings at other places in the city. They left last week.

Blaine House Service Corps continues to finish off the inside of the building. At a CNS meeting in Washington last month, the project was cited as a national model - as to how a community comes together. Both the teams were recognized. Got significant press in Bangor in all three media at least eight times. Blaine House and NCCC members were volunteers of the week. Channel 7 would like to focus in on Maine AmeriCorps programming.

Mid-Wiinter Regional Training (March 27): Anne reported that 150 national service people from all over the state attended. Most of the trainers were from within the Maine Members. The evaluations showed it

was positive over all except for a major concern about the service learning model. The next Statewide Training will be Friday, May 29, in Bangor.

Other Training: Anne reported that she attended a CNS/TASC organized training on evaluation designs in NH. It was set up for grant program directors and Commission staff. She was the only one who attended from Maine. Four Commission people were there and worked together. All discussed objectives, measurements, standards, benefits and it was really good stuff - great that there were so few it allowed for more communication.

National Youth Service Day -- Heather noted there are new projects that came out of a planning meeting about a month ago. An updated list was distributed. National Youth Service Day is next Tuesday, April 21 and everyone is invited to attend.

Corps Council. Heather reported on a new association of and for AmeriCorps Members has been set up. There are representatives of VISTA and all the AmeriCorps crew programs. The purpose is to network Members and increase collaboration. Orientation was on April 1 at the Black Bear in Orono. The council organized itself into three committees -- public relations, member training, and _____. They will help plan End of Service which is on July 15 and Regional Training, May 29th.

America Reads - Two Senior Corps programs in Maine (Kennebec and Aroostook) received awards. In addition, Campus Compact's proposal for VISTAs was successful. The remaining grant opportunity is for AmeriCorps crew. A set of partners has emerged from the scoping meetings in December and January. For a while we were worried no one would come forward because all were saying the financial and administrative pieces were too great. Maine Humanities Council, the Office of Child Care, and some rural health centers were the ones who finally banded together. MHC has the fiscal capacity and all three have ties to very well recognized reading programs. Anne is meeting at noon to answer their questions about putting together a grant. Their proposal is very well suited to the rural areas.

Program Liaison Quarterly Reports: Maryalice noted only one has been received. If Liaisons need the reporting form ask Maryalice for a copy of it. Everett urged everyone to get this done for next month.

National Service Scholarship Program - FAME again joined forces with the Commission to make this CNS-sponsored scholarship available to one senior in each Maine High School. FAME distributed the material that MCCS printed up and FAME is processing applications. Our part not is to prepare the press announcements of recipients and make up the award certificates for graduation ceremonies. This year there were 62 applicants (an increase from last year). In all, there are 42 females and 20 male recipients. The list of recipients was passed around . If Commissioners want to volunteer to present the certificates at award ceremonies, please let the staff know.

Focus on Mission Responsibilities: The Commission examined what its expectations are from grantees. The process used two years ago identified what we expected of anyone who would apply for a grant but did not take the next step. Because the Commission is emphasizing sustainability in programs and positive change -- capacity building -- in communities, it needs to describe for programs/grantees expectations for progress in these areas over the life of the grant.

Anne Schink facilitated a process that helped the group identify the key expectations and challenges over the three year period. The outcomes/notes will be typed up to pass along to everyone next month. The program task force will probably need to translate these into more formal statements or guidelines for commission adoption.

Governor's Service Institutes: Maryalice/Faye gave an overview of the first event. Evaluations and other materials were mailed as part of "HQ Happenings". 45 of the 54 communities invited were present. The highlight video could not be ready for today but will be available later. Very supportive input from participants.

The film, "A Promise to Maine's Children", was extremely well received and we are getting requests for copies. It will be available to purchase for $15.

The next two Institutes are back-to-back on May 8 and May 9. The one on the 8th is at the MBNA building in Northport. The unsolved glitch is that people need to park about 8 miles away in Belfast and be bussed to Northport. There isn't enough parking at the meeting hall. There are brochures with the agendas for these Institutes; please take one if you haven't seen one. An issue that became clear at the first Institute is there is much confusion about the relationship between the Institutes and Communities for Children. The plan to deal with that is to have Susan Savell, the coordinator for Communities for Children, and Maryalice do a joint presentation at future Institutes. It will happen right before planning sessions and explain how the two fit together.

The planning committee for the June 27th Institute on Youth giving back to their communities will be meeting this afternoon.

Maine Promise Network: The info distributed says "Maine Promise Alliance" but the last meeting of the group determined that it should be changed to "Maine Promise Network" to avoid confusion with the Children's Alliance. Part of the responsibility of the Network is the Promise Book but there is more to the network in terms of increasing coordination and collaboration of everyone.

The question to the commission is do we want to be a member of the Maine Promise Network as it goes through in the future? It matched the needs we have identified to increase Community participation - there is a lot of talk of desired services but the other part of that is what we bring to the table in the form of knowing how to involve citizens through service. Everett asked whether the group wanted a motion to join or not, or take it up next meeting. The consensus was the discussion is important and it shouldn't be rushed by our lack of time this morning. Take it up next month and plan sufficient time. Move to table (Suzanne, Joanne 2nd). All Ayes no Nays.

Mark: This is another instance where the questions are ... what is the authority of Commission members or staff who participate in such a Network; where is the Commission going by being a member; what is the commission's relationship with Communities for Children?

Flannery: We do not need to make it too complicated.

V. Wrap-up and Adjournment

Next meeting: Future Status of Unified State Plan Task Force; Participation in Maine's Promise Network; authorization and final action on AmeriCorps*State Formula Program Renewals; review and plan for further action on Sustainability Expectations; begin nomination process for September appointments; report back from Personnel Committee; report on Community-based Learn & Serve summer program grants; overview of State Planning Office budget process for biennial budget due midsummer.

Adjournment: The meeting adjourned at 12:30 p.m.

Maine Commission for Community Service
May ~~April~~ 15, 1998
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
May 26, 1998	Maryalice Crofton		

The regular monthly meeting of the Commission convened at 9:30am at the State Planning Office, Augusta.

Members Present:

Perry Gates	Mark Hews	Suzanne Kibler-Hacker	Everett Flannery
Kay Lebowitz	JoAnne Peterson	Wanda Lincoln	Edith Scott
Ed Maroon	Dawn Girardin	Judi Stebbins	Susan Jennings
Tim Brown	Susanne Sandusky	Joyce McPhetres	Dixie Dumond
Don McDougal			

Members Absent:

Lawrence LaPierre Paul Chretien Patricia Toto Kathryn Tremper
Rebecca Lewis Vin DiCara Kate Roberts

Guests and Staff:

Susan Therriault	Anne Schink	Paula Mulherin	Maryalice Crofton
Faye Luppi	Kate Webb	Martha Putnam	Tony VanDenBossche

I. Welcome, Announcements, Agenda Adjustments

Everett Flannery called the meeting to order. The recorder was Paula Mulherin.

II. Business Reports

The minutes of the April meeting were accepted as distributed. There was a brief discussion about the lengthy dissertation about the discussion on the Unified State Plan, but no changes requested. Judi Stebbins moved to accept the minutes as is; the Vote was unanimous.

Harris Wofford possible visit to Maine national service programs along with Susan Collins. Last Thursday's meeting was not very positive so this series of site visits is on hold. It could change again if Mr. Wofford is able to resolve Senator Collins concerns to her satisfaction. The Senator is not a strong supporter of national service and there is some feeling it may be she is not fully informed of the extent to which Maine communities benefit.

General discussion of providing information to the Senator continued. Dixie and Susanne have agreed to speak with Bill Bosse at Susan's office in Caribou as well as her mother. Kay agreed to speak with Judy in the Bangor office. Susanne suggested that there be a meeting following this one to coordinate approaches. The Aroostook people will be reaching out through her family connections.

Tony VanDenBossche - Gave an overview of the Biennial Budget process. The Governor will submit the budget about September 1, 1998 so state agencies, including SPO, will start working on it about July 15th. The fiscal years covered are June 2000 through June 30, 2001. If MCCS wants to make a request in this budget, it should determine its needs for the next two years from the general funds (State dollars from the Legislature). The Commission is in agreement that this year we will be going to the Legislature for some matching funds. Tony advised the commission to identify needs, describe what funds will be used for. He offered to meet with MCCS reps as a group or individually. General discussion followed on approval process and question and answer period.

Motion: Mark Hews - Reconstitute the Legislative Committee to establish needs and recommendations. 2nd by Don McDougal. Vote: Unanimous. Discussion followed.

The Marketing Committee will join the Legislative Committee for this work since the information and outreach efforts are likely to overlap..

PROGRAM OVERSIGHT TASK FORCE/ AMERICORPS STATE FORMULA GRANT REVIEWS - Joyce presented the grant reviewer recommendations on funding and issues to address. The recommendations for action and funding were distributed around the room. Reviewers were Susan Jennings, Vin diCara, Joyce, and Kate Roberts. The reviewers report was considered by the Program Oversight Task Force this morning. Everett noted that the budget issues are easy to fix but of greater concern is the lack of quality evaluation and the dependence on quantitative reporting. The programs being recommended for renewal are SERVE/Maine, Teach Maine, and Maine's Promise.

The AmeriCorps America Reads proposal has also been forwarded to CNS. It is designed for 12 members and would impact 22,000 children under age 5. The fiscal agent and sponsor is the Maine Humanities Council with the Dept. of Human Services, the Rural Health Centers and others as partners. This is the final national service RFP for America Reads. VISTA proposals were submitted in January and the award went to Maine Campus Compact. The Senior Corps program deadline was soon after and Aroostook and HealthReach RSVP programs were successful. All the proposals seem to have benefitted from the scoping meetings the Commission conducted last winter. There, 20 different organizations discussed Maine's literacy needs and many of the 20 will be implementation partners.

MOTION (Mark Hews): Accept the grant reviewer recommendations as presented and direct the programs to address the issues outlined by August 15 and before renewal grants are authorized at the state level.

Second (Judi Stebbins). Vote: Unanimous. Discussion followed. Maryalice pointed out that some of the issues will delay the final negotiations between CNS and the state which are slated to happen at the end of June.

MOTION TO AMEND (Mark Hews): Program responses are due 15th. Second (Joanne) Vote: Unanimous.

NOMINATIONS TASK FORCE: Maryalice reminded Commission Members that we need to start assessing reappointments and new nominee recommendations in June to meet the September expiration of terms. Any members who have expiring terms are asked to notify Paul Chretien or Edie Scott about their wish for reappointmet before the June meeting. Recommendations for the September appointments should go to the Governor by August, at the latest.

PERSONNEL (Flannery): The state personnel system has changed its process for staff evaluations. The Commission has been asked to contribute performance expectations for the Director. This will become the basis for Maryalice's evaluation next year. The Personnel Committee (Flannery and Chretien) met with Maryalice to discuss these points. Essentially these are the major duties outlined in the job description with some additions. Everett asked for a motion. Mark: Let's table this for the moment. Second by Judi Stebbins. Vote: Unanimous.

STATE UNIFIED PLAN DISCUSSION: Mark - The document really is intended as a coordinating vehicle for National Service Programs we are responsible for. The goals of the USP center around what we can do to provide technical support, promote the value of service, partner with communities, help develop and expand community service volunteers in the State of Maine. The CNS format for Unified State Plans had 6 areas to address but MCCS and partners have just 3 because we felt there was was overlap. The USP Task Force wants to check that everyone is familiar with the document. (Newer members had seen drafts but not the final version so extra copies were obtained.)

Based on last month's discussion, the USP Task Force recommends the current USP be dissolved. We have developed a plan charging a new USP Implementation Team serving as a Steering Group to set plans and

monitoring implementation results. The membership of the team will be the current committee members (CNS state office, MCCS, Dept. of Education, Maine Campus Compact and KIDS) plus representatives of the Maine Volunteer Connection and the Maine Association of Non Profits.

Discussion of the recommendation followed. Issues raised included the need for the task force to oversee implementation rather than having all committees connect to the USP; the potential to create partnerships and support to communities using the USP; who has ownership of the USP; expectations of partners who might be part of a USP Task Force; and the manageability of having many participants on the Task Force, some of whom were not involved in its development. At one point, the issue of who would be held accountable for accomplishing the work in the plans was defined as a central issue. It was pointed out that five entities could be seen as having a role if the common ground was a grantee relationship with CNS or the federal agency itself.

Mark Hews reiterated that the Task Force stands behind their recommendations as they were distributed. Judi Stebbins noted that some of what is being advocated may be premature. The commission needs to be inclusive rather than exclusive but the timing may not be right. One option may be to come back in a year to hear where things are. Everett Flannery asked if there was support for that option at least until after the Governor's Service Institutes are completed.

Perry Gates observed that there seems to be support for the first two recommendations from the Task Force. The problematic issue is membership on the Task Force. The suggestion was made to create a new task force with regular members being the CNS state officer, the Dept. of Education representative, and a member of the Commission appointed by the Governor. Other people representing other organizations could be invited to participate according to the issue under consideration. JoAnne Peterson noted that the timing of expansion is the issue. Wanda Lincoln expressed her support for Perry's idea on recommendation three and noted that the smaller group as a core would avoid offending anyone at the start.

MOTION (Wanda Lincoln): To accept the recommendations of the USP Task Force but modify Recommendation #3 to name the members of the Task Force as the CNS state officer, the representative of the Dept. of Education, and a member appointed by the Governor. Second by Perry.

Discussion began with Ed Maroon saying he was uncomfortable with the members named. Others had participated in developing the plan and both have grants from CNS. Everett asked if that was a motion to ammend and accept the first five potential members listed on Recommendation 3.

Judi Stebbins made the motion to amend the new task force membership to include the five mentioned. JoAnne Peterson seconded.

Mark Hews expressed his disappointment and noted he'd hoped the USP would break the mold, not to be owned by the Commission as its internal plan but rather be truly a state plan. The goal was to be more than what CNS was asking for. Another commission member asked how national direct grantees could be held to the same level of accountability as the three fund administrators.

The <u>amendment failed to pass with 4 Ayes and 8 Nays.</u> The <u>Original Motion passed with 8 Ayes and 3 Nays.</u>

State Training on May 29. Anne Schink briefly reviewed plans for the next statewide national service training. Commissioners were given the announcement and invited to stop in and visit. She is searching for one last workshop presenter who is knowledgeable about jobs in the non-profit world.

Public Education and Outreach. Heather reported the results of distributing press releases on recent Commissioner appointments. Two have been published.

Learn & Serve Mini-grants Heather distributed the report of the Learn & Serve Mini Grant Proposal Review. The Committee was Sue Card, Susanne Kibler-Hacker, and Heather. Only received one proposal which was from Oxford Hills. It is being recommended for funding. Grant monies remaining could support up to 15 more

so the RFP has been reopened. Sue Card is helping inform potential applicants. **MOTION** (Judi Stebbins): Accept proposal to fund Oxford Hills project. Passed unanimously.

Quarterly Liaison Reports. Everett reported on his progress with visiting AmeriCorps*ACT. Of the five planned sites, four became operational. (Augusta dropped out.) The plan is for him to visit the AmeriCorps site in Brunswick. He also gave an update on his Learn and Serve contact, Live and Well in Mout Vernon. That site continues to have problems.

Maryalice noted that written reports from JoAnne Peterson and Edie Scott had been received. Others that come in can be distributed at the next commission meeting.

Kay Lebowitz reported on her Liaison visit with the Associated Farmworker Opportunity Program in Ellsworth. The program director reported that this small program's 2 workers have both resigned. He needs Spanish speaking workers because the program assists Maine's migrant workers. It is a wonderful program to have it's important for them to have health service with all the spraying. He has a $300,000 budget. Approximately 150 seasonal workers have received the pesticide training this year and 25% are migrants.

Commission Expectations of Grantees

The summary from last month's work session was reviewed. Following discussion, the Program Oversight Task Force was asked to draft expectations based on the results of this work. The draft will be distributed for action at the next meeting.

Maine's Promise Network

The Commission had deferred action on its consideration of becoming a member of the network to this meeting. Faye distributed background material and the Promise Book brochure. Maryalice explained the network is an outgrowth of discussions by the Governor's Service Institute Working Group. The members had raised the issue in January of who would be responsible for tracking and reporting progress to the national movement, who would follow through on the Promise Book to recognize commitments fulfilled and so forth, as well as who would coordinate with the various community networks. The result of the discussions was the proposal to have those organizations that have been involved in planning the GSI commit to staying together after September 18 as the Maine Promise Network. To date, eight organizations have signed on.

MOTION (Mark Hews): The Maine Commission for Community Service become a member of the Maine Promise Network. Second by J. Stebbins. Passed unanimously.

The Governor's Service Institutes:

Promise Book. This is the next major piece of work to develop resources for the communities. The National book is a catalog where every factory, high school, nonprofit, military, and corporation have made a commitment (public statement) of resources to assist communities with implementation of their plans. The Maine delegates made a commitment to create one of those books when they returned from Philadelphia and it has been part of the Institute plans from the beginning.

It is a place to publicize how the organizations are contributing to the community and it creates a menu of resources available to local people. It is a way to facilitate long term partnerships. It has taken a number of months to negotiate collaboration agreements among the members of the resource committee. Now the time is very tight and to do a quality job Commissioner help is needed to make the requests and connections. The Promise Book is scheduled to be presented to the Communities and the Governor on September 18, 1998.

GSI Update: Faye reported on the May 8th and 9th Institutes. Both involved an incredible amount of energy. Everyone was very excited to be there. The feedback includes comments like "this is the best conference ...we have been to many of these conferences so we know."

A few of the glitches to work out include community plans. Delegates are coming but the people are not staying for the afternoon session, they are doing these up in the car and e-mailing them in. We will be encouraging people to stay for the afternoon sessions. Another issue is youth participation. One struggle is getting conveners to invite youth to come. A number of team leaders have indicated they do not know who to ask.

V. Wrap-up and Adjournment

Susan Therriault announced there is going to be a 2 day conference "Program for Impact" for Senior Corps programs on June 1st and 2nd, Bedford, N.H. - Wanda will be attending

Mark reminded the group that there was a tabled issue on personnel. Judi Stebbins move to accept as presented; second by Don McDugal. Ed Maroon questioned wording concerning the comprehensive plan for the Commission. Clarifying wording was offered. Another question was raised concerning oversight of programs. Maryalice explained that it appears the wording was lifted from the state statute and may be out of context. Ed Maroon suggested that paragraph be excluded. **MOTION TO AMEND** by Ed Maroon to revise the performance expectations and include the new wording and exclude the paragraph concerning oversight certain programs. Amendment passed unanimously. Vote on the original motion as amended passed unanimously.

Motion to adjourn.

Maine Commission for Community Service
June 17, 1998
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
June 29, 1998	Paula S. Mulherin		

The regular monthly meeting of the Commission convened at 9:30am at the State Planning Office, Augusta.

Members Present:

Everett Flannery	Mark Hews	Susan Jennings	Edith Scott	Dixie Dumond
Paul Chretien	Kate Roberts	Ed Maroon	JoAnne Peterson	Dawn Girardin

Members Absent:

Lawrence LaPierre	Patricia Toto	Kathryn Tremper	Rebecca Lewis	Vin DiCara
Perry Gates	Wanda Lincoln	Edith Scott	Dawn Girardin	Judi Stebbins
Tim Brown	Susanne Sandusky	Joyce McPhetres	Don McDougal	

Guests and Staff:

Sara Braaf	Paula Mulherin	Maryalice Crofton	Martha Putnam

I. Welcome, Announcements, Agenda Adjustments

Everett Flannery called the meeting to order. The recorder was Paula Mulherin.

II. Business Reports

The minutes of the May meeting were accepted as distributed.

Susan Therriault gave a report on grants (Penquis/PROP Foster Parent Program). New money was targeted to America Reads program in relationship to Grand Parents...

In two weeks a new AmeriCorps Vistas (10 Vistas will be working on America Reads) and will hand out something at the next meeting.

A. <u>Joint Marketing and Legislative Report</u>

Mark Hews reported on the Task Force meeting last week. The recommendation is to pursue state funding for a Commission staff person to assist with providing technical assistance to communities that are trying to develop their service efforts. Not only is this position needed to support the Commission plans but it also will significantly help our need to match the federal funds with state funds. **(Motion by Hews:)** Accept the recommendation of the Task force. Seconded by Susan Kibler-Hacker.

Discussion:
Vin DiCara asked for a description of the process for having the request inserted in the budget. Maryalice explained the request will go to Evan Richert for inclusion in the State Planning Office budget. That financial plan then goes to the Governor for review. If it makes it that far, then it goes to the legislature. Something to bear in mind is the Governor's poliscy of no growth in the number of state employees. In practical terms, that has meant agencies have to barter with others for positions that are unfilled.

Vote on the Motion - In favor: Unanimous.

B. <u>Program Oversight Report - proposed expectations of grantees</u>

The results of the committee's work was sent out with the minutes. The document states the Commission's expectations of grantees on a three-year basis. It is based on the work done in April at the Commission meeting.

Motion by Hews - To adopt the statement of Commission expectations of national service grantees. Seconded: Edie Scott. Vote in favor: Unanimous.

C. Nominations Status

Edith Scott: Four commissioners have requested they be reappointed (Kaye, Paul, Everett and myself) . Two positions will be vacant -- Larry LaPierre's seat and Susan Jennings' position. Susan noted that she feels the tie with Extension is very important but thinks someone at the state level of that organization may be appropriate. She has a candidate in mind but the person does not start work until July 1.

Maryalice Crofton: If you have any ideas on people who would be interested in serving - let us know. Some suggestions have been made but no applications have been received. Paul Chretien noted he may have to change his mind on reappointment based on new developments at work. He will meet with Maryalice later to discuss.

D. Reauthorization outreach

Dixie Dumont: Wants to wait to talk with Suzanne Sandusky before meeting with Senator Collins staff in the County.

E. Commission Ambassadors' Review of proposed Performance Standards for State Commissions

Kate Roberts: Could not get on the Project TASC discussion page but could access the document. (Maryalice said she couldn't get on either.) The standards are proposed to become effective October 1 of this year. Kate will represent Maine views as best she can but noted that the agenda for the conference is extremely busy. Another year, she thinks two people should go. If you have anything you want Kate to look into while she is in New Orleans with the other states - please let her know. The agenda is on the POL Web Site.

Question: Mark H. - Are these timelines doable?
Response: Maryalice. Been through a process like this before. We have a lot of work to do to review our status and organize the documentation. Some standards are micromanagment -- eg, getting any info from Washington out into the field within a specified number of days. In some cases, the requirements will cost real dollars. For instance, mailing things out continually to meet the 5 day turn around would increase our shipping costs.
Comment: Concern across the board requirements does not take into consideration the individual state's characteristics (i.e., geography) - discussion followed. It was suggested that Kate take to the conference our concerns over this issue.
Mark H. - Why wasn't Governor King and/or the Legislature approached about these standards?
Maryalice - Because of the relationship from the Federal side to State. Currently, the Governor's offices are not involved in things of this nature.
Comment: The Association of State Service Commissions distributed a fax on Monday. In New Orleans, they will announce they have secured funding to hire the first staff person and present their 12 month action plan, and announce TA and secured independent funding from a foundation.

F. National Service Program:

1.) AmeriCorps Grant Status: No change in grant status. Waiting to hear about decision on competitive AmeriCorps grant for America Reads. The review is complete but Corporation Board which has to authorize the awards meets this weekend in New Orleans. We should hear next week officially and begin negotiations. The other Competitives -- Blaine House and College Conservation Corps -- are awaiting final negotiation but should be ready before the Formulas. CNS has annouced they will issue requests for proposals for AmeriCorps Promise Fellows - 1,000 positions created to support summit follow up. Unsure if Maine will't see any of it because the initial announcement seems to indicate a preference for urban areas.

2.) End of Service Plans for 1998; Corps Council end of year: Heather's report and Anne's was distributed. Susan Therriault reported on the Celebration of Service (End of Service) plans. The date is July 15th , Damariscotta State Park in Jefferson from 10 to 4. The date has been purposely selected to coincide with the Commission meeting to cut down on travel. She suggested the Commission meets in that area.

Commissioners agreed. Be sure to look cloely at the next agenda for site and directions -- it will be somewhere in Jefferson.

Maryalice: An AmeriCorps National Direct has been operating here in Maine since Aug. 1997. We were not aware of it and neither was CNS. The site is the Good Sheperd Food Bank in Lewiston which has Education Award Members from the National Council of the United Churches of Christ. It is the Corporation and the National Non-profits responsibility to notify us - they just now did.

3.) Learn and Serve Final Report (Maryalice): The request for summer project proposals elicited only one application in the second round. There are remaining fund of about $13,000 which needs to be expended by September 30th or returned. Susan Jennings indicated both programs to which she is liaison are looking for summer funds. It is unclear why they did not apply. She will contact Sue Card to discuss and ask for expedited grant request.

4.) Senior Corps and VISTA update: Already done - Cathy Ferguson started on June 1st and will be at the next meeting.

Focus on Mission Responsibilities:
Maryalice circulated several copies of the materials used during MCCS Commissioner orientation. Most Commissioners have seen this information but not in this format (Power Point slides). If someone needs a copy, they should take one of these.

On the subject of the electronic reporting roll out, by October 1st all AmeriCorps grant reporting for state programs will be through the Web system. No questions no discussion.

Governor's Service Institutes: Planning and Future Presentations. Martha and Sara handed out information. Note: June 20th Faye Luppi will leave and Anne Schink will be take on the project role.

- September 17th, afternoon and evening dinner (Note! Date change! Governor not available on 9/18)
- June 27th to September 24th they will be working on the Community Plan Book and Promise Book
- The Promise Book letterhead - suggestion was made to have Presidential Delegates names on the side of the letter head.
- Copies of the evaluations were handed out for the previous Institutes.

Mark Hews commented on the Working Group Meeting he was at. The point of 9/17 Institute is to launch the effort to achieve our goal of 20,000 more children having acess to the fundamental five resources by the year 2000. For some reason, the Commission's contribution is not understood and this became very apparent at the Working Group. Susan Therriault, Everett, Maryalice and I will be meeting with Communities for Children leadersto clarify the initiatives and who will be responsible for various activities. Hope this will lay the foundation for the new group to carry on.
Flannery: We are just beginning, we have a lot of work ahead of us.
No other discussion.

Cheryl Blankenship still had not arrived but a call to the airport indicates the plane did arrive, just many hours late. [Note: She did arrive during lunch and met with everyone who was present.]

Last minute items: Mark Hews: Shared information on the National Training Lab in Bethel on Saturday August 29th, if you are interested.

Next Agenda
Motion to adjourn Seconded and passed unanimously.

Maine Commission for Community Service
July 15, 1998
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
July 16, 1998	Paula S. Mulherin	September	Yes

The regular monthly meeting of the Commission convened at 9:30am at the Willow Grange, Washington Road, in Jefferson.

Members Present:

Everett Flannery	Susanne Kibler-Hacker	Catherine K. Lebowitz	Joanne Peterson
Donald McDougal	Wanda Lincoln	Ed Maroon	Dawn Girardin
Susan Jennings	Kate Roberts	Vin DiCara	Susanne Sandusky
Kathie Ferguson			

Members Absent:

Paul Chretien	Patricia Toto	Kathryn Tremper	Rebecca Lewis
Judi Stebbins	Joyce McPhetres	Edith Scott	Perry Gates
Lawrence LaPierre	Dixie Dumond	Tim Brown	

Guests and Staff:

Sara Braaf, VISTA	Martha Putnam, VISTA	Anne Schink, Staff	Maryalice Crofton
Paula Mulherin	Susan Therriault, CNS	Kenneth Spalding	Sue Card

I. Welcome, Announcements, Agenda Adjustments

Meeting was held at the Willow Grange in Jefferson; Everett Flannery called the meeting to order. The recorder was Paula Mulherin. Project BOND discussion was added to the agenda.

II. Business Reports and Actions

1. The minutes of the June meeting were modified as follows:

   Correct spelling of Susanne Kibler-Hacker's name.
   Show Susan Therriault as a guest.
   JoAnne Peterson was not in attendance.
   Suzanne Kibler-Hacker was in attendance.
   Joyce McPhetres was in attendance.

   This month a sign-in sheet was passed around to assist the note taker. Minutes were accepted with corrections above.

2. Report from CNS State Staff

   Everett introduced Kathie Ferguson (CNS) to the group. Kathie started June 1, 1998 and has been catching up on old work. She will soon focus on catching up on Maine with Susan Therriault.

   A recent report was done on Senior Corps impact in Maine. Those programs in NH, VT and ME are ahead of the other states on the Program Initiatives. It is being recognized at the national level. Maryalice asked if the information could be included in the next HQ Happenings. Kathie said she could provide a summary.

Susan Therriault suggested the Commission also hear a presentation on the VISTA America Reads grant to Campus Compact. There was agreement to ask her to present in September. That program is up and running.

Maryalice asked if any information was available about the VISTA Welfare to Work RFP. Kathie responded that the announcement came out without much response time. Eligible applicants are national non-profits. No Maine organizations have been reported at any of the pre-application meetings.

Project Bond (Sue Card):

Only one of the nine sites took advantage of funds for Summer activities. The actual grant goes through December 31, 1998 not September 30. This will provide an opportunity for the nine sites to take advantage of funding to transition them to the post-grant period. Sue did a telephone sampling of the nine sites to determine if there was interest in one semester of funding. The response was positive. The next step is to determine what the process will be for granting the funds.

Everett asked if there was a list of the sites polled. Also, what action does the Commission need to take. Sue responded that there are a couple of sites which remain of concern. For any of them, it will be important the programs not be required to jump through hoops to get the funds. Susan Jennings commented based on her liaison role with some of the Learn and Serve programs. She noted the funds would help programs finish the work they've started. In some cases they will expand on what they are doing now.

Everett asked when the commission needs to act. Maryalice indicated the action is needed today. The question of Mt Vernon was raised as it has been of concern for over a year. Everett reported on his recent visit with the program director, Tyson. He said he has changed his mind and, for the first time, is encouraged. One issue he pointed out to Commissioners is that the town is very small so the number of teens living in the town is not large. That means that having 8-10 students involved in a project does mean a high percentage of the resident teens are involved. The Commission needs to remember the differences in size when dealing with rural areas. The insight was something he gained in his most recent visit.

Sue noted that Rumford is another problem site. Because of disagreements on the school board, the students are not receiving academic credit any longer. The issue came to light in the last month of school. They need to figure out how to meet this requirement for service learning. They no longer qualify for funding without it.

MOTION: Don McDougal moved that a proposal be submitted to the Corporation that would make the remaining Learn & Serve Project BOND funds available through grant extensions to the existing sites. The funds would support fall activities that expand existing programs. Proposals are to be reviewed by the Program Oversight Task Force before funding extensions are granted. Susan Kibler-Hacker seconded.

Discussion: Sue Card gave some examples of what should be done. Everett clarified that members of the Program Oversight Task Force are Perry Gates, Everett Flannery, Kate Roberts, and Mark Hews. The Commission would vote on final recommendations in September.

Vote on the Motion: Unanimous to pass with one abstention. Susan Jennings - Abstained.

3. State of request to SPO Director Richert for a staff person in the biennial budget

Maryalice met with Evan and conveyed the Commission's request to have a position included in the bienniel budget for SPO. He said he would consider it and noted there were similar requests from other projects in the office. There was discussion of some of the factors influencing the odds of having this

make it through the budget process. Commissioners discussed visiting with Evan directly. Not only is it part of our agreement with SPO but it there is a lot to discuss in light of the outcome of the Institutes and our plan. Everett asked if Evan made any indication that he support the MCCS request. Maryalice replied that Evan understood but has to deal fairly with all requests. There are other departments competing for this staff position.

Discussion followed regarding position that were Federally funded vs. the General Fund. It was explained this position is from the General Fund and that it would used as a match., which would improve the Commission's ability to match the federal dollars as required.

Commissioners asked Maryalice to set up an appointment with Evan. A meeting will be set up with Evan; those who agreed to attend were Everett, S. Kibler-Hacker, Vin DiCara and Maryalice Crofton. Those who may wish to join can do so, notification of the date and time will be sent to those who volunteered at today.

4. Ambassador Report on New Orleans national meeting (Kate Roberts)

- ASSC means the Association of State Service Commissions. It is a brand new formal network of Commissions throughout the country. At this conference it was the first time everybody could get together. Handed out information regarding ASSC. Discussion followed about the important of this and how it will be supported.
- The proposed accreditation standards for State Commissions were a "Big Issue". Kate submitted Maine's comments in writing. Many of the smaller commissions did not want to use the standards as a way to determine funding. There is definitely a rift between the smaller commissions and the larger ones over the standards.
- There was a lot of discussion about the use of standards for the Corporation as well.
- The implementation plan has been revised. The comments and revisions will be distributed in late Augusta. A couple of the smaller commissions will be a pilot site for them.

Discussion followed on standards and Kate passed around the booklets and information that she picked up. Kathie Ferguson noted these standards have been worked on since the Commissions were started and it is nice to see it being packaged. Kate added that the Commission needs to keep a close watch on this process. She volunteered to review the comments when they are reissued since she has been so involved.

Kate also provided feedback from other states and impressions of Maine's standing. The materials she brought with her about the Institutes and Maine's Unified State Plan were snapped up by other small states. Commissioners and staff from other states approached her often to ask for information on Maine's activities. She realized that we are doing things others are not and we are ahead of many other states. Joanne Peterson commented that this situation is something that should be reported to the Governor since he places such a strong emphasis on Maine being in the lead. It is a good point to make when laying out our case for a General Fund staff person. Everett added that this is the second time in a few months that this has happened. When he represented the Commission at the regional Atlantic Cluster Conference, he received the same feedback. States looked to Maine for ideas and advice. We need to be making presentations and exhibiting.

Wanda Lincoln cautioned that highlighting our leadership and success could easily work against us in making our case for additional staff. If we are able to accomplish so much without that position, why is it needed. Maryalice pointed out that much of what we are doing is with short-term, patchwork assistance in staffing. If we base our argument on the fact we have demonstrated what we can do and the standards we set for our work, then making the case for sustaining this work over the long-term should be safe ground. It's the on-going capacity that is needed.

Kate closed her report with a comment that next year, Maine needs to send more Commissioners to the conference. It is the major meeting for states and volunteer programs. Discussion followed about strategies for doing this. Next year the site is Las Vegas from June 6 to the 10th, 1999. Maryalice commented that the Commission should have a discussion on this before the Administrative Budget is submitted in November. The only way to get some funds would be to provide partial assistance.

5. Task Force Reports

a. Nominations. Maryalice reported in the absence of Task Force members. Paul Chretien has notified Everett that his work situation now precludes his being reappointed. He has asked the labor union leaders for suggestions on replacements. He holds the seat which is set aside for labor representation.

b. Reauthorization Outreach. Susanne Sandusky indicated the task force will not have a report until September.

c. Unified State Plan. The group met after the last commission meeting and discussed assignment of objectives to task forces. Their report will be presented in September. Everett endorsed the approach and indicated he looks for ward to the report. He noted there is a lot of work to do and thanked the committee for their efforts so far.

National Service Programs (MAC)

1. Maine has been awarded an AmericReads AmeriCorps Grant. This means there is a full complement of national service activity in the state. Senior Corps has both RSVP and Foster Grandparent grants for America Reads; VISTA is present through Campus Compact; now the Commission will fund the Maine Humanities Council to carry out a statewide AmeriCorps crew project. The announcement was made by Congressmen Baldacci and Allen using information they received from CNS. This year, the Congressional Representatives knew about awards before states or grantees. CNS public affairs information was not entirely accurate with regard to the grants. As a result there are some interesting headlines. We have collected two or three (handed out copies of them) and would appreciate receiving others the Commissioners may find. It will be used to give some feedback to CNS about the process.
2. The renewal grants for AmeriCorps crew programs are still incomplete. The responses from local sponsors are not complete so the grant process is on hold.
3. Handed out additional thank you notes from the Scholarship winners - we have received about 6 of them and this is 6 more than last year. It is nice to see these.

Everett distributed copies of a letter from the President thanking state service commission members for their work on behalf of national service and local communities.

Focus on Mission Responsbilities

1. AmeriCorps Promise Fellows. State Commissions have been notified that a request for proposals is being issued shortly. These fellowships are specialized AmeriCorps members -- not the standard crew position. They are to work on the fundamental five resource areas highlighted in the Presidential Summit and the Governors Service Institutes. State Commissions are the only eligible applicants but Fellows must work in partner non-profit community organizations. They will receive a different stipend than crew members; the work must be completed by 12/31/99. It was proposed that Maine's proposal be developed by soliciting concept papers from each of the six GSI planning committees. It is felt they are in the best position to target the work of Fellows and coordinate partnerships. Priority should be given to creating or strengthening an infrastructure to increase not only the resource but greater community service in each area. The most recent report of a dealine is mid-September but it may be prior to the next Commission meeting.

A question about whether Fellows could be people with two years of national service. Maryalice indicated that wasn't possible because these come with education awards and people can only earn two awards.

Planning/Future Initiatives

1. Governor's Service Institutes

a. The dates on the agenda should be June27/September 17th

b. Sara handed out a package of information regarding the institue, the Promise Book and the evaluations on the last Institute. Martha reported a couple of examples of what is happening in communities as local follow-up:

1) Manchester called and let us know that they have 70 people assembled together to discuss violence in their schools and were looking for technical assistance from us. Everett noted that Manchester has been selected to develop Community Policing Training program (federally funded) and he will be involved. He asked Martha to keep him in mind and help connect the two efforts.

2) Bangor has 52 people on their community team.

The Community Plans are in various stages and we are helping wherever we can.

c. Meeting with Communiteis for Children principals

•Maryalice and Anne represented the commission. The CFC representatives were Peter Walsh from Dept. of Human Services, Denise Lord from Dept. of Corrections, Mona Baker from Dept. of Education, and Susan Savell from Communities for Children. Kay Rand was expected but unable to attend at the last minute. The meeting was very intense and productive. It was good to resolve some misunderstandins, especially the belief that MCCS is trying to develop a duplicate structure. It was made clear we have undertaken the Institutes only as our part of supporting Communties for Children.

•Another problem area came from the objections of Maine United Ways to developing the Promise Book. CFC leaders did not want to proceed in light of those objections. A compromise was developed and proposed back to United Ways of Maine. The Promise Book will be a web site rather than a hardcopy publication. It will use self-publishing technology so that groups can add their commitments after September 17. That means on September 17th the site will be unveiled along with initial commitments. Since then, the United Way has approved the compromise and things are back on track. (For the record, Maryalice noted that Susanne Sandusky was not at the United Way meeting in Bethel where the vote to object to the Promise Book was taken. Susanne commented that she didn't learn about the letter to the Commission for several weeks.)

•The organizing structure for communities will be Communities for Children which supports local efforts with training and needs assessment. The Promise Network and Commission will focus on building the capacity of CFC partners to coordinate volunteer activities and engage citizens in volunteer programs that benefit children and families.

•Communities for Children is soliciting for new partners - many Institute service center delegations who weren't enrolled are now signing up. The deadline for submitting letters of intent is August 15.

•Outcomes of the CFC/MCCS meeting were distributed to Kay Rand, Evan Richert and other key players.

Discussion followed and Anne Schink noted that the CFC representatives in the meeting didn't seem to understand the Commission is offering financial resources to the CFC effort.

Wrap up

1. August meeting; **Motion** by Vin DiCara to cancel the August meeting. Seconded by Don McDougal. Discussion: The next meeting will be September 16. The last Institute is the 17th at 5 p.m. Vote: Unanimous

2. September Agenda: Presentation by Campus Compact on America Reads VISTA, Task Force Assignments, Nominations, Staff Position (update), Learn & Serve and Promise Fellows (update), Project Bond Renewal (6 sites), Report of external evaluator for Learn & Serve.

3. **Motion** to adjourn (Flannery) Seconded and voted: Unanimous.

Maine Commission for Community Service
September 16, 1998
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
July 16, 1998	Renee Mitchell	October 21, 1998	No

Members Present:

Everett Flannery	Perry Gates	Susanne Sandusky	Don McDougal
Joyce McPhetres	Tim Brown	Kathie Ferguson	Susanne Kibler Hacker
Ed Maroon	Wanda Lincoln	Kay Lebowitz	

Members Absent:

Vin DiCara	Dixie Dumond	Dawn Girardin	Mark Hews
Rebecca Lewis	Kate Roberts	Judi Stebbins	Edith Scott
Kathryn Tremper			

Guests and Staff:

Maryalice Crofton	Anne Schink	Martha Putnam	Allison Freeman
Sara Braaf	Ken Spalding	Sue Card	Liz McCabe-Park
Paula Mulherin	Renee Mitchell		

Welcome, Announcements, Agenda Adjustments

Meeting was held at the State Planning Office conference room in Augusta, Maine. Everett Flannery called the meeting to order at 9:35am. The recorder was Renee Mitchell. Renee was introduced as the new administrative assistant. Allison Freeman was introduced as new VISTA to develop the Maine State Youth Connection. Allison just completed a year with AmeriCorps*NCCC in Charleston, NC.

Ken Spaulding extended an invitation to everyone present to visit Capitol Park to view the work being done by the AmeriCorps*College Conservation Corps. He distributed copies of the feature article on this project that appeared in Sunday's Kennebec Journal.

Oct. 23rd is the date of National Service Opening Day. It will be held in Lewiston and the service projects following the ceremony will focus on literacy. Ken spoke on behalf of the Maine National Staff Council and encouraged all the Commissioners to attend

The annual fall training/orientation conference will be November 9-12 there at Sunday River in Bethel. The Commission was asked if it wanted to use the gathering for training or work seminars for itself. There was no sentiment expressed for doing so. Commissioners are encouraged to attend as it is one way to meet staff and participants in all branches of service.

Business Reports and Actions

Minutes from July. The minutes were mailed to members. **Motion** by Don McDougal and seconded by Susanne Kibler-Hacker to accept as distributed. There was no discussion and the vote on motion was unanimous to pass.

MCCS/CNS staff report. Maryalice Crofton reported on the Tri-State Commission staff meeting held in August at White Mountain School in Franconia, NH. One outcome was plans for a joint conference for staff of national service programs in all three states. The fall tri-state training will be at Sunday River. Kathie Ferguson mentioned that National trainers on literacy are available at no cost to the states. Ann stated training will be more targeted to small groups of program staff as part of their professional development. Maine has completed a cross-national service needs assessment. The other two states are in the process of doing so.

The Maine CNS and MCCS staff are now meeting monthly to coordinate work. This started in August. Kathie noted that the State CNS staff have just submitted their proposed work plan for FFY99. The three federal priorities will include a focus on technology. Their plan goes to a regional review panel. VISTA years are now allocated by cluster, not by state. This change gives small states a better chance at meeting needs.

VISTA is a 3 year project. For 1999, looking for opportunities to place VISTAs in cost share projects. These placements mean the sponsor covers the living cost of $13,000 to 14,000 dollars. For each cost-share VISTA placed in a multi-VISTA project, CNS will provide one fully federally funded. Priorities for the next year are "Welfare to Work" and "Technology". America Reads is full at this time.

Allison Freeman informed the Commission of the opportunity to encourage youth service through the Maine Promise Network and a Best Buy program. She has taken the lead since Best Buy needed a contact immediately and the Network will not meet until the end of September. Youth between 8 and 14 will be eligible to apply for community service grants as part of the store/chain's expansion into Maine. The Network will meet on 9/29 and finalize some of the details (fiscal agent, outreach to youth, review panel for grants, etc.).

Reports from Task Forces

Joint Legislative/Marketing: Everett Flannery, Maryalice Crofton and Vin DiCara met with State Planning Office Director Evan Richert in August. The agenda was partly to update Mr. Richert but largely to discuss the request for a general fund, Part II Budget staff position. Evan understands the MCCS needs but stated that we need to meet with the necessary people to convince them of the importance of this position. He asked for a one page summary of what MCCS has done as well as what would not be done if the position were not authorized.

Everett has arranged for a meeting with one of the Governor's key staff, Kay Rand, tomorrow Sept. 17th. The point of the meeting is to present the MCCS case and get her advice. Maryalice recommended that one additional Commissioner join the task force. Vin DiCara, Mark Hews, and Judi are unable to attend and Paul Chretien is no longer on the Commission. There was no immediate response to this. [Post meeting note: Perry Gates, vice chairman, joined Everett.]

Nominating: Edie was not present. Perry Gates reported. There are five openings as a result of resignations and declinations on reappointment. Three people have asked to be reappointed: Everett Flannery, Edie Scott and Kay Lebowitz. Perry reviewed the applications received from people interested in the vacancies. The Brenda Sollitch, new director of the 4-H Foundation will take Susan Jennings place. Jean Mattimore will take the technical college seat held by Pat Toto. Paul Offill has applied for Larry Lapierre's seat (volunteer over 55). Tom Broussard has applied for Joanne Peterson's seat (non-profit and volunteer expertise). **Motion** to approve the applicants and forward to the Governor with support from the Commission. No discussion. Unanimous vote to approve.

Reauthorization Outreach: Susanne Sandusky reported for the task force. She said they have been surprised at the reaction of Senator Collins staff, particularly those they know personally. They

have not been interested in discussing the subject. Suggestion was made to put something in writing and send it to her.

Unified State Plan Implementation Task Force: Mark Hewes was not present due to car troubles. Maryalice reviewed the information distributed. The Task Force last met in June and suggests that the objectives be assigned to a combination of existing Task Forces and ones that need to be developed. Don McDougal suggested that some students be involved in several of the objectives. Others concurred and Maryalice noted that Task Force members are not exclusively appointed Commissioners. Students could serve, too. **Motion** to accept assignments recommended by the Unified State Plan Implementation group made by Joyce McPhetres; seconded by Don McDougal. No discussion on motion. Vote to pass was unanimous.

There was some brief discussion on "next steps" that led to a request that MCCS staff include descriptions of the charges to existing Task Forces in the next HQ mailing. For new Task Forces, the staff were asked to draft possible charges for the Commission to consider. Finally, the next mailing should include current Task Force assignments. Commissioners should come to the October meeting prepared to act on the draft charges for task forces and volunteer for a task force (if not already assigned to one).

Program Oversight - Project Bond extension reviews: Susanne Sandusky and Sue Card reported. Susanne distributed a summary of the recommendations for Project Bond. The reviewers had met by phone conference to review the proposals and make recommendations. There were 6 proposals for funding. The first two received the full amount requested. Mountain Valley has some issues-not clear if students are receiving academic credit for their efforts. Oxford Hills-was not clear what a "jumbo pack" is. Kennebunk High School was not approved. They were staff heavy and many questions regarding expenditures. **Motion** by Don McDougal accept the decision of the Oversight Committee; second by Susanne Sandusky. There was no discussion. Vote to pass was unanimous.

Sue Card announced she would be leaving KIDS Consortium as of Friday. Everett acknowledged her assistance over the past three years and thanked her for her good work.

Program Oversight - PDAT guidelines: The draft guidelines on allocating Maine's Program Development Assistance and Training funds were reviewed by the Task Force before the meeting. Kathie Ferguson reported that two editorial changes were made to the draft circulated. All the branches of service will be listed in two places to ensure clarity about who is covered; the word "member" will be replaced with "participants". The guidelines were developed over the summer with input from grantee staff. **Motion** to accept, with editorial changes, made by Susanne Sandusky; second by Don McDougal. No discussion, vote to pass was unanimous.

National Service Programs

America Promise Fellows Maine's proposal has been submitted. The total request is for 15 Fellows. Concepts came in from Safe Places, Marketable Skills, Service as Strategy, Mentoring. In addition, Fellows were requested to work with Communities for Children and Aroostook's Promise. As outlined, the Promise Network met in August to review concepts received. Between that meeting and final submission of concept papers, the Dept. of Human Services volunteered to be the Promise Fellows' fiscal agent. The proposal is now under review in Washington and decisions are expected in October.

Liaisons to be filled: As a result of changes on the commission, there are some liaison positions that are vacant. Liaisons serve as links between the Commission and national service grantees in Maine. Everett asked that a full list of assignments be included in HQ so Commissioners can review the full list. Vacancies now in existence are ... Joanne Peterson/Portland West, Paul Chretien/Blaine House Corps, Norm Duzen/DownEast Health Corps, Susan Jennings/Learn & Serve in Rumford area.

Project Bond Evaluation Report. Sue distributed the evaluators full report. The consultant who conducted the formal evaluation will present the findings at the Oct. meeting. She will be prepared to discuss her work and answer questions from the commission then.

America Reads Overview. Kathie Ferguson introduced Liz McCabe Park of Campus Compact. Campus Compact is the grantee for the America Reads VISTA project in Maine. Kathie noted that Senior Corps programs also have America Reads funds. Liz passed out a flyer listing the colleges/ universities at which the VISTAs are placed. All are recruiting students to serve as tutors in local schools. She gave an overview of the program design and tied it to the work-study America Reads funds. She noted that they are working on a service learning component for the project, as well. A challenge they are addressing is how to keep the communities tied with the higher ed institutions once the VISTAs leave.

BREAK

The Commission meeting resumed. Ed Maroon announced that school-based Learn & Served meeting will be Sept. 17th. Schools are submitting renewals. He says schools have come a long way in reaching out to the community. So has service learning. There will be a conference in November in Massachusetts for superintendents from all over New England. It is the first of its kind and an addition to the annual meeting that used to be in Springfield. That service learning conference will be in Connecticut this year. No details available.

Focus On Mission Responsibilities

Joint Project with Youth Service America At the June 27th Institute, keynote speaker Steve Culbertson of Youth Service America demonstrated SERVEnet. It is a web-based self-publishing program that can be used to recruit volunteers and find opportunities to be a volunteer. Steve invited MCCS to partner with YSA to encourage people to use SERVEnet. It operates from any web browser and there is no use fee or subscription fee. It uses the same database technology as the Maine Promise Book. After discussions at Promise Network meetings, MCCS has accepted the partnership offer.

The Promise Network will use SERVEnet as a resource for Communities for Children and other coalitions. The Commission will be the chief partner with YSA because the program is useful to non-social service groups such as towns and environmental organizations. It fits our need to develop the information infrastructure for the volunteer and service field requested by communities at the 1997 round tables. SERVEnet saves MCCS some work because YSA has developed the web program that we had budgeted to build with special initiative funds. By using YSA's technology we can direct those funds to roll out activities.

Kathie Ferguson said it could be a duplication if someone already has a system in place. For example, New Hampshire has a web site for volunteer opportunities. There is some indication that SERVEnet and other web programs can be linked. She is exploring this with YSA and the people interested in New Hampshire.

From now through April, the focus will be to have organizations register their volunteer openings on SERVEnet. Then, the promotion can flip to having people who want to be volunteers go to SERVEnet and find service opportunities. The project has some excellent opportunities to partner with interested groups around the state. Commissioners present are very interested in learning how to use the program.

Maine Promise Network Comtel and Envisionet are doing a great job. All will be unveiled by the Gov on Sept. 17. So far there are 91 entries but that is because the system became operable just last night. MCCS staff will be inputting data throughout today. Martha and Sarah have done a marvelous

job along with Edna, Anne, and Paula. Responses are over 500 people for tomorrow night. Everett will be hosting Harris Wofford earlier in the day. Harris arrives at Portland mid-afternoon and they will immediately head for Portland Press Herald to meet with the editorial board. The reception for Institute underwriters -- including Harris Wofford -- is at 5 pm. The formal program begins at 6pm. A number of Commissioners have signed up to host speakers and others. Communities for Children is holding a day long orientation for new partners earlier that day in the Civic Center. The majority of their new partners are delegations that participated in the Institutes. A member of the Texas Service Commission (our counterpart) is arriving tonight to observe it all. A lot of people are beginning to notice the change this series launched.

The Maine Promise Network meeting will be Sept. 29. One of the issues will be leadership and future staff support to the network. Maryalice invited people representing the commission to attend because a third agenda item is the Network's relationship to Communities for Children. Maryalice recommended that the Commission listen to that discussion and then consider that there are joint efforts between MCCS and Communities for Children that go beyond the Promise Network. She recommends developing a Memorandum of Understanding or Agreement between CFC and MCCS to describe those additional efforts. It is suggested, also that Susan Savelle attend a Commission meeting and give an overview of the initiative's development. The last time MCCS heard from anyone formally it was during the CFC design phase in July 1996. Everett concurred that Ms. Savelle should be invited.

Understanding America Reads. A proposal to devote a block of time at the October meeting to this issue was presented. The MCCS staff and CNS staff would give a comprehensive overview of what projects have been funded in the past year, at what level, where they are operating, what communities and age levels are being served, etc. In addition, the Dept. of Education's grant director for their new literacy project would attend to present the structural work they will be doing. Invited guests would be Dept of Education and literacy program leaders in Maine as well as the national service staff.

The proposal was accepted and staff are directed to make the necessary arrangements.

Wrap-Up and Adjournment

Agenda Items: Unified State Plan assignments/task forces; Liaison assignments; Literacy Review; Position Request Update; AmeriCorps Promise Fellows Update; Promise Network; Nominee progress report. We will have a full agenda!

Next meeting October 21, State Planning Office, Augusta

Motion to adjourn made by Susanne Kibler Hacker. Second by Don McDougal. Unanimous to pass.

Maine Commission for Community Service
October 21, 1998
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
October 21, 1998	Renee Mitchell		

Members Present:

Everett Flannery	Perry Gates	Susanne Sandusky	Don McDougal
Joyce McPhetres	H. Timothy Brown	Kathie Ferguson	Susanne Kibler Hacker
Ed Maroon	Dawn Girardin	Edith Scott	
Brenda Zollitsch	Ed Maroon	Mark Hews	

Members Absent:

Vin DiCara	Dixie Dumond	Kay Lebowitz
Rebecca Lewis	Kate Roberts	Judi Stebbins
Kathryn Tremper	Wanda Lincoln	

Guests and Staff:

Maryalice Crofton	Anne Schink	Martha Putnam	Allison Freeman
Sara Braaf	Ken Spalding	Heather Chandler	Evan D. Richert
Renee Mitchell	Doris Ray		

Welcome, Announcements, Agenda Adjustments

Meeting was held at the State Planning Office conference room in Augusta, Maine. Everett Flannery called the meeting to order at 9:35am. The recorder was Renee Mitchell.

Heather Chandler gave an overview of the schedule of events for National Service Opening Day. Opening Day will take place October 23, 1998 at Central Maine Technical College in Lewiston. The service projects following the ceremony will focus on literacy.

The Tri-State Staff Training Conference is scheduled for Nov. 9-11 at Sunday River in Bethel. AmeriCorps training will be running parallel. We really need representation from the Commission. We need resource people and coordinators. Please call Anne if you can participate. Maine invited New Hampshire and Vermont. We will be the only ones with AmeriCorps Members. The other two states did their own AmeriCorps training. Since training funds have not increased, the next conference will need to be done more creatively in terms of finances. We need more cost affective ways of training.

The Regional Commission Conference will be held in New York Dec. 3-5. Everett encouraged Commissioners to attend. This is an excellent opportunity to talk with other states and see what they are doing in terms of exploring ways to strengthen our network. Maine was the only state to do GSI. Other states have made the observation that Maine is doing a good job.

Maryalice discussed the status of the AmeriCorps Promise Fellows. Maine had requested 15. We were awarded 11 These individuals should be starting in January, 1999. The assignments will be as Follows:

7 For Mentoring
1 For Safe Places
1 For Marketable Skills
1 For Communities for Children
1 For Community Service Resources

Business Reports and Actions

Minutes from September. The minutes were mailed to members. **Motion** by Don McDougal and seconded by Susanne Kibler-Hacker to accept as distributed. There was no discussion and the vote on motion was unanimous to pass.

Reports From Task Forces

Joint Legislative/Marketing: .

This Tuesday the State Planning Office will meet with DAFT Budgeting and we should know the results by Tuesday afternoon. Everett inquired as to whether or not we should go to Kay Rand with this, since we've done a comprehensive plan with her. **Motion** by Mark Hews to accept the work description for the position of Senior Planner and seconded by Edith Scott. There was no discussion . Motion received unanimous support and was passed. .There was some brief discussion by Susanne Sandusky as to whether or not we should use stronger language.

Program Oversight - Program liaison assignments need to be covered. Where there is a blank in the form, these are the sections that need coverage. If the site is geographically close to you, that would be the suggested site. The sheet was passed around for commissioners to fill in.

School Based Learn & Serve

There is a concern that there is no replacement yet for Sue Card. with the Kid's Consortium. Ed Maroon spoke with Caroline Allum. Ed will meet with her next week.

National Service Programs

Doris Ray was a guest at this Commission meeting. She reported on the formal evaluation of Learn & Serve and Project Bond. Ms. Ray was hired by the Kids Consortium to do the evaluation.

Project Bond Originally there was funding for ten sites. Some sites had two cycles of finding, which included one for the summer. Sue Card and Doris devised surveys of students. Four sites were selected for in-depth interviews. These sites were: Ellsworth, Wiscasset, Rockland, and SAD #17/Norway. Situations varied as to whether or not students got credit for their participation. The evaluation focused on the following questions:

1: How did it help in student social development?
2. Did involvement help them with resiliency qualities?

Doris mentioned that she watched kids at a Planning Board meeting and was really impressed. All of these projects were structured as collaborations. Some of the time spent on the project was spent outside the schools. A refinement to the evaluation was suggested. Assessment of student growth in learning would be useful. Everett asked for clarification on specifying projects. He also asked if we were planning to interview guidance counselor, kids, etc. Doris stated she would urge leadership teams to oversee the projects. Don McDougal mentioned that the assessment piece for Learn & Serve has

good strategies. Everett noted that some concerns we've identified in Liaison Reports are affirmed in the evaluation.

This is the end of Maine's Learn & Serve Community-based grant. No new applications will be accepted by CNS this winter so we can take time to digest these findings. This was a laboratory for us to learn about these grants and this area. We have a mix of schools and community based participation. It is very high maintenance to get these two to work together. Ed Maroon asked if PDAT funds could be used to provide training around some of the findings. Anne Schink pointed out there will be such opportunities at the November event.

CNS Report Kathie Ferguson passed out a report. AmeriCorps crew programs have been level funded. VISTA funding has nearly doubled. This means locally we have more money. Susan Therriault will be putting together training for VISTA supervisors during the next year. There has been a 10-11 million dollar increase for the Foster Grandparent Program. The rest of the report is general information. Kathie mentioned that one of the National Service Fellows is working out of Brattleboro, VT. That Fellow will attend the Tri-State Conference to get to know people.

State Planning Office Everett introduced the Director of the State Planning Office, Evan Richert, who had joined the meeting. Evan said he was just observing since he had not attended a Commission meeting for several years. The group invited him to come anytime his schedule permits.

Unified State Plan Mark Hews prefaced his report with a word of thanks to Maryalice and Susan Therriault for their presentations at the New England Resource Conservation Districts Conference in Bar Harbor on October 16. The conference theme was "The Power of Partnerships" which relates back to the Unified State Plan.

The USP was submitted last winter. In June, the steering committee met to deal with implementation. In the last few Commission meetings, the Tasks and Objectives have been assigned to various Task Forces. The business for today is reviewing and affirming the charges to Task Forces plus having Commissioners select the Task Force they will work on. In a couple of instances, new Task Forces have to be created. A chart had been distributed with Head Quarter Happenings and the agenda.

Motion by Hews to activate the Task Forces on the chart and affirm the charges as presented to those Task Forces. Second by S. Kibler-Hacker. No discussion. Motion approved unanimously.

One of the charts was circulated and commissioners were asked to sign up for a Task Force.

Dept. of Education Literacy Initiative Becky Dyer of the Maine Dept. of Education was introduced. Her section has just been awarded a $198,000 family literacy grant over 2 years by the federal government. It was made under EvenStart opportunities. Maine's EvenStart programs are in 6 locations from Portland to Fort Kent. Family literacy is the focus because parents who participate in such programs are getting and keeping jobs. Part of the project's goal is to align the adult education competencies (3 areas: parent, worker, citizen) with the family literacy efforts in this project. Becky mentioned that Karen Heck of Avalon Group has been hired as the coordinator. The first task is a statewide cataloging of all the literacy resources.

BREAK

Understanding America Reads This focus area has become very active in Maine National Service Programs. Maryalice and Kathie presented an overview of the funding and activities in Senior Corps, Learn & Serve, VISTA, and AmeriCorps crew programs. [print out of overheads used are appended to minutes] Points emphasized in the presentation included the following:
~ America Reads is a goal not a program in itself. As such it shows up in many federal funding opportunities as an emphasis area. National Service is the only area to receive specific Reads money.
~ Senior Corps programs received awards early. The funds were small but cover a lot of the state. VISTA efforts are focused through one grant to Maine Campus Compact. The AmeriCorps crew program is one statewide program operated by Maine Humanities Council. Jeff Aronson, the Program Director was present and said a few words. Ed Maroon pointed out that there is a high school Learn & Serve program focusing on America Reads; it is in Turner.
~ training volunteers to help children read and reaching many children are the highest priorities of these funds. Participants may not do research or curriculum development. Evaluation has to be strong.
~ All together, National Service programs drew $308,000 in Reads money to Maine.

Everett asked why the focus is on literacy in young people where Maine ranks well; why not adults where there is a problem? Kathie responded that the answer is historic. There has been a lot of activity in adult literacy and Adult Education programs are fairly well established. The same is not true of young children. Ed Maroon pointed out that if children do not read well by the end of third grade, learning stops. It is at that point that the purpose of reading switches to reading for content and learning.

Joyce asked if there was coordination between the different literacy efforts. She mentioned a visit by Pat Pierson of Cooperative Extension and Peter Walsh of DHS to MBNA to discuss a project they have in mind. It would bring literacy skills and family literacy activities to every home. Becky Dyer had not yet contacted them. Maryalice noted that it was on the radar screen because the legislative task force report that is the basis for that project was featured in an Institute. Jeff Aronson noted that his members are working in a variety of settings with many of the players mentioned. His members will be in Fort Kent, Harrington, Houlton, Millinocket, Augusta, Rockland, Vinalhaven, Brunswick, and Sanford. Two will be working through rural medical centers. Maryalice pointed out that the reason for inviting Becky to give an overview of their grant was that it could provide the infrastructure to promote communication and collaboration among everyone focused on literacy.

Opening Day Heather reviewed plans for Opening Day in Lewiston on Friday. The speakers include Mayor Leigh Young and literacy expert Jane Root. The ceremony will be at Central Maine Technical College and 150 people are expected.

Project BOND: Final Action The grantees have responded to the Commission's questions and now final action on grants is needed. Mountain Valley High School has demonstrated how they will meet their match. Sumner High School identified the lump sum costs as project materials and copying. Oxford Hills High School has provided a list of the items in the Jumbo Pack from Project Adventure. The project director told Heather that the items would be used in other areas of the school.

Everett questioned if the Project Adventure materials were a valid expense for the school rather than the grant. Joyce pointed out that the program is a proven method of team building. Kathie suggested the Commission require the site to show how the materials will be used in the future since there is not time to evaluate before the grant ends. Susanne Sandusky asked if other organizations in the

area are likely to have this "pack" so it could be borrowed from elsewhere. Ed Maroon said there is a huge advantage for the school if they get the materials all in one collection. Other discussion focused on how to ensure the materials were used for service learning and not general school activities.

Motion by S. Kibler-Hacker to release the funds to the remaining Project Bond grantees, ask Oxford Hills to adequately explains how the materials would promote service learning and, if the answer is satisfactory, release their funds. Second by McDougal. Discussion followed and centered around whether the school would end up benefiting instead of service learning.

Motion to amend by Hews that the funds be released to all grantees but Oxford Hills. Second by Gates. Vote to pass: unanimous.

Susanne KH pointed out that there was another half to her motion. **Motion by** Maroon to release $1000 of the $3000 requested and let the school fund raise the balance for the "pack". Second by McDougal. Susanne KH noted that there isn't enough time before the end date of the grant to accomplish that. **Motion and second withdrawn.**

Motion by Hews to authorize release of the funds to Oxford Hills if the school submits a reasonable plan for future use of the "pack" to Commission staff. Vote to pass: unanimous.

Next meeting: Susan Savell will attend and update the Commission on Communities for Children. Although the Commission is a partner with the Children's Cabinet on that initiative, there has not been a report on it for two years.

Everett noted that there are still openings for Program Liaisons even after the list finished circulating.

Motion to adjourn by Hews. Second by Sandusky. Vote to pass: unanimous. The meeting adjourned at 12:25pm.

MAINE COMMISSION FOR COMMUNITY SERVICE

Regular Meeting - Wednesday, November 18, 1998 Agenda
State Planning Office, 184 State St., Augusta ME 04330

We want vibrant, productive communities with involved, responsible citizens.

The mission of MCCS is to foster community service and volunteerism to meet human and environmental needs in Maine.

	Welcome, Announcements, Agenda Adjustments	
9:30	☑Call to Order	Flannery
	☑Introductions of any Guests/New Commissioners;	
	☑Announcements and Meetings	
	◆ Regional Commission Conference in New York - who is going	
	◆ Office move	
	☑Additions or Deletions to Agenda	
	Business Reports and Actions	
9:35	1. Minutes from October Commission Meeting	Scott
9:40	2. VISTA reports: SERVEnet, Maine Youth Service Connection, Maine's Promise Book	Putnam, Braaf, Freeman
9:55	3. Schedule for Grant Reviews - January through May	Crofton
10:00	4. Reports from Task Forces a. Unified State Plan Implementation	Hews/Maroon
	National Service Programs: Oversight and Coordination	
10:05	1. Liaison reports of any site visits	Program Liaisons
10:15	2. Results of TriState Training Conference	Crofton for Schink
10:20	3. New AmeriCorps grant opportunities and scoping meetings	Crofton
10:25	4. Senior Corps/VISTA update	Ferguson
10:30	5. AmeriCorps Promise Fellows - implementation progress	Crofton
10:30	**Break**	
	Focus on Mission Responsibilities	
10:45	1. Work sessions by Task Forces: a. review charge, objectives, and activities b. who else needs to be part of process (create list of potential members) c. set meeting dates/times for Dec. through February 2. Reconvene in large group and compare member invitation lists; plan coordination of asks	Crofton, facilitator All Commissioners
	Planning/Future Initiatives	
11:45	1. Re-connecting with Communities For Children	Savell
	Wrap-up and Adjournment	
12:25	☑Agenda Items for Next Meeting:_____	
	☑Meetings to Schedule before Members leave:	
12:30	☑ Adjourn	

Please notify the office if you will not attend.

Maine Commission for Community Service
November 18, 1998
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
November 18, 1998	Renee Mitchell		

Members Present:

Everett Flannery	Susanne Sandusky	Don McDougal	H. Timothy Brown
Kathie Ferguson	Catherine Lebowitz	Ed Maroon	Edith Scott
Brenda Zollitsch	Mark Hews	Wanda Lincoln	Paul Offill

Members Absent:

Vin DiCara	Dixie Dumond	Rebecca Lewis	Kate Roberts
Judi Stebbins	Kathryn Tremper	Joyce McPhetres	Dawn Girardin
Tom Broussard	Perry Gates	Susanne Kibler-Hacker	Jean Mattimore

Guests and Staff:

Maryalice Crofton	Anne Schink	Martha Putnam	Allison Freeman
Sara Braaf	Ken Spalding	Susan Savell	Renee Mitchell

Welcome, Announcements, Agenda Adjustments

Meeting was held at the State Planning Office conference room in Augusta, Maine. Everett Flannery called the meeting to order at 9:30 am. The recorder was Renee Mitchell.

Everett introduced the two new Commission present at the meeting: Brenda Zollitsch and Paul Offill.

Maryalice, Everett, and Heather are the only individuals planning to attend the Atlantic Cluster Conference in Sara toga Springs, New York. The conference will be held December 3rd-5th. If anyone else is interested please notify Maryalice as soon as possible.

The Commission is slated to move out of 184 State Street and relocate to 191 State Street. The plan is to move our offices sometime during the month of December. The telephone numbers will remain the same. However, out fax number will be changed. Commission members will be notified of these changes as soon as the information becomes available. The monthly meeting of the Commission will still be held in the conference room at 184 State St.

Maryalice noted additions to the agenda

Discussion about AmeriCorps
Possible Federal grants
Organize renewal teams
Budget overview

Business Reports and Actions

Minutes from October There was a spelling error in the minutes from last month's meeting. The error will be corrected. Also, Wanda was noted as being present at the last Commission meeting. She was not present. Last month's minutes will be amended . **Motion** made by Mark Hews and seconded by

Don McDougal to accept October minutes with the ammedments The vote on the motion was unanimous to pass.

Administrative Grant The Maine allocation for administrative funds is $148,000 but we can only match $119,000 this year. It makes emphasizes the need to work for the budgeted position to solidify the state match. State match is currently made up of in-kind. For instance, the creation of the Maine Promise Book was a donation of service worth about $3,000.

Legislative Relations Activity has been on-hold until the elections. Maryalice did accompany Evan and Tony to a budget meeting with the governor's staff regarding the position request. As soon as the legislature is official, the Task Force will need to gear back up.

SERVEnet Sara Braaf made a well rounded presentation regarding the SERVEnet project. Her project centers around providing people with information about SERVEnet and it's capabilities. Winthrop students are participating with organization of a marketing campaign for their town. Tentatively, 1- 25 people (from the public) will be able to attend a community forum at Winthrop School to have pupils explain SERVEnet. A five or six page "Tool Kit" will be submitted as the model for the project. High school students were targeted as a way for them to give back to the community. Wanda is concerned about the benefit SERVEnet will have in her geographic area. For example, Washington county has limited access to the Web. Therefore, theses areas will gain no benefit from the information SERVEnet can provide

.

Service Learning Winthrop is a pilot project that has a Service Learning Unit. Ed voiced a concern that Service Learning is being confused with community service in schools. Students are being **required** to do service and that is not actually volunteerism. Volunteerism is empowerment. Maryalice noted that in Winthrop, the system does require community service but the class involved in the project is doing the service as part of their academic work making it service learning. It's a case of both things being present.

Jump Start Paul Offill explained this program to the Commission. This is an eight-week class for shoplifters, offenders, etc. Five hours of Community Service is required for youths in the program. The have adult volunteers for this program, but can always use more! He's interested in SERVEnet as a means of finding more volunteers.

Promise Book The Maine Promise Book presently has 233 commitments. The goal its to reach 2,000 commitments. Martha has Maine Promise Book materials available for anyone would like to do a presentation. A Maine Promise Book Portfolio has been mailed to Frank Dirks, Vice President with the Association of State Commissions. He has arranged with America's Promise to have our materials made available to other states through "best practices" resources.

AmeriCorps Grant Review Our annual responsibilities include review of AmeriCorps renewal applications but also new Education Award and State Competitive applications. There is only one opportunity for new programs this year and commissions are not required to promote it.

1. State Competitive grants differ in that CNS has published deadlines that we must adhere to, state priorities don't apply.
2. The decision is made totally at the Federal level but there has to be a complete competitive review instate first.
2. Competitive applications must be in Washington D.C. By the end of January.

3. The question is whether or not to accept new competitive applications.
The federal preferences this year include developing AmeriCorps crews whose Members range in age 55 and older. Service activity priorities are America Reads, Technological Literacy, and Environment (surface water, drinking water, waste management). CNS wants to tap into the experience that older volunteers have obtained.

Motion was made by Edith Scott and seconded by Wanda Lincoln to promote the grants by January 2, 1999. No discussion. Motion approved unanimously.

Unified State Plan During a teleconference we agreed on 3 things:
1. Taking what we currently have and divide into other task forces.
2. Attempt to do a good mapping of organizations and get them involved.
3. Add volunteers on task forces.. USP is to be divided among task forces.

Individuals do *not* need to be commissioners to be on a task force.

Program Liaisons As a result of the assignments last month, the programs in Cumberland County have liaisons. Site visits need to be made before the end of the year. Our big challenge is in Washington County because there isn't a a Commissioner near the programs there.

Tri-State Training Conference Maryalice will provide a summary of the conference at next month's meeting. 254 people attended from Vermont, New Hampshire, and Maine. The conference was basically two parts: Program Staff training and AmeriCorps members. The Maine staff did much of the conference work. We realized it was the 10th conference we did this year with each having over 100 people. Ken Spaulding was recognized. He reported that he has heard all positive comments from his attendees. Because of the scale, the conference utilized a **LOT** of PDAT funds. It's probably the last time we'll do a conference for members. It is very rare that we get to do a Staff Development Conference. By adding staff from the three states together, we got the needed critical numbers for training.

Senior Corps/VISTA Specifically, there is not much new taking place. The good news is that we have the potential to triple VISTA's in Maine. We will be going from 40 to 150 members by September, 1999. We need organizations to place these members. This could become a recruitment headache. We've been granted 15-20 computers from the Dept. Of Education to be divided between three states. We are considering utilizing this year's funds for testing and evaluation. The schedule is out for Senior Corps.

AmeriCorps Promise Fellows The big issue is recruiting in the month of December. Fellows are to be on board by January 15. There will be a national training and kick off of the Fellow program in Washington DC in late January. The host sites in Maine are completing their work plans. The mailing had a grid with host supervisors and contact information. If anyone knows of a potential Fellow, have that person contact the host.

BREAK

Communities for Children/Susan Savell The Education Commissioner has been very busy with the issue of violence in schools. The creation of Communities for Children was in 1997. It was born out of the Children's Cabinet Some Cabinet directions are:

Integrating case management so families that receive services from several state agencies have coordinated care. Only one coordinator is needed for the three levels; State, Regional and Local.

Making communities stronger through prevention. The realm of prevention is to stop a crisis from happening. Communities for Children is a partnership between State Government and Local communities. After the year, we found communities really wanted to be involved. There are now 52 communities encompassing 210 municipalities in the network. There has been a helpful collaboration between MCCS and Communities for Children, according to Ms. Savell. MCCS is a *Program Partner*. A Resource Development Team provided the following:

Training was made available for Partners
Data was assembled
A Risk Factors Table was assembled.

GSI provided training for partners concerning the "prevention factor".
Six VISTAS were made available to Communities for Children. Communities who have had VISTAS have been able to move forward more quickly. New Hampshire is closely observing Maine's Communities For Children model as guideline for their own program.

Everett thanked Susan for bringing the Commission up to date. The last presentation made was when the Commission was asked to become a partner in July 1996.

Maryalice announced it was time for the work session on Task Forces to begin. Some people do not have assignments, so please chose one where you are needed.

TASK FORCES MET TO IDENTIFY OTHER POTENTIAL MEMBERS.

Motion was made at 12:30 to adjourn, by Wanda Lincoln. It was seconded by Edith Scott. No discussion. Vote was unanimous.

Next meeting will be Dec. 16th at SPO

MAINE COMMISSION FOR COMMUNITY SERVICE

Regular Meeting - Wednesday, December 16, 1998 Agenda
State Planning Office, 184 State St., Augusta ME 04330

We want vibrant, productive communities with involved, responsible citizens.

The mission of MCCS is to foster community service and volunteerism to meet human and environmental needs in Maine.

	Welcome, Announcements, Agenda Adjustments
9:30	☑Call to Order
	☑Introductions of any Guests
	☑Announcements and Meetings
	☑Additions or Deletions to Agenda
	Business Reports and Actions
9:35	1. Minutes from November Commission Meeting
9:40	2. Resignations from Commission -- search for new candidates
9:55	3. Adopt calendar of meetings for 1999
10:10	4. Staff Reports Chandler -- Peer Exchange to NY/CT; Corps Council Schink -- (distributed in mailed packet) Crofton -- presentation to Cabinet; Administrative Funds application;
10:15	5. Officer elections for commission -- prepare for Jan elections
10:20	6. Reports from Task Forces a. Capacity Building/Maine Service Exchange b.Youth Service/Service Learning c.Marketing – Everett was absent d. Unified State Plan Implementation
	National Service Programs: Oversight and Coordination
10:30	1. Liaison reports of any site visits
10:35	2. Review panel for AmeriCorps applications -- Need members to serve
10:40	Authorization process 3. Senior Corps/VISTA update
10:45	**Break**
11:00	**Focus on Mission Responsibilities** 1. Maine Promise Network -- update
11:30	**Planning/Future Initiatives** 1. Legislative relations -- coordinating educational process
12:00	**Wrap-up and Adjournment** ☑Agenda Items for Next Meeting: ☑Meetings to Schedule before Members leave:
12:30	☑ Adjourn

Please notify the office if you will not attend.

Maine Commission for Community Service
December 16, 1998
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
December 16, 1998	Renee Mitchell		

Members Present:

Don McDougal	H. Timothy Brown	Kathie Ferguson	Catherine Lebowitz
Ed Maroon	Edith Scott	Vin Di Cara	Brenda Zollitsch
Mark Hews	Paul Offill	Tom Broussard	Joyce McPhetres
Susanne Kibler-Hacker			

Members Absent:

Dixie Dumond	Rebecca Lewis	Judi Stebbins
Kathryn Tremper	Wanda Lincoln	Dawn Girardin
Perry Gates	Jean Mattimore	Everett Flannery

Guests and Staff:

Maryalice Crofton	Anne Schink	Martha Putnam	Allison Freeman
Sara Braaf	Ken Spalding	Renee Mitchell	Guy Quattrucci
Heather Chandler	Susan Therriault		

Welcome, Announcements, Agenda Adjustments

Meeting was held at the State Planning Office conference room in Augusta, Maine. Edith Scott called the meeting to order, due to Mr. Flannery's absence., at 9:30 am. The recorder was Renee Mitchell.

All attendees introduced themselves, due to the addition of new Commission members.

Maryalice distributed handouts regarding the National Senior Service Corps' state funding. Senator Peggy Pendleton has introduced a bill to restore funding to the program. If enacted, the bill would restore funding to the 1992 level.

Business Reports and Actions

Minutes from November **Motion** made by Don McDougal and seconded by Catharine Lebowitz to accept November minutes. The vote on the motion was unanimous to pass.

Resignations From Commission Kate Roberts has resigned. Also, we have no success replacing Paul Chretien. A small nominating committee needs to be formed to find new commissioners. Paul's replacement will be the Labor position. Kate's is in the area of Community-Based Agencies. Volunteers for the committee are as follows: Vin Di Cara, Kay Lebowitz, Edith Scott and Joyce Mc Phetres.

Calendar Of Meetings For 1999 The proposal was discussed concerning changing the Commission meeting form the third Wednesday of the month to an alternative date.

Motion was made by Susanne Kibler-Hacker and seconded by Mark Hews to leave the meeting date as it now stands.

Staff Reports Heather Chandler discussed the **Peer Exchange** that she attended in New York. She examined the "monitoring tool" that is being used for grants. We will be creating this "tool" for Maine. She discovered that Maine is the only state that does site visits.

The AmeriCorps Corps council is made up of twenty-three AmeriCorps and Vista members collectively. This council was formed to do outreach work. Senior Corps and Learn & Serve will also help..

Anne Schink reviewed her memo in this month's HQ. The main topic being the Tri-State Conference held in November. Maine will not be able to host such a intense project again, due to the massive amount of funding required

The AmeriCorps Council meeting will be held December 15th. The highlight will be the "road show" being planned for the Spring of "99". The plan is to do regional and local conferences. Due to Maine's geography, the goal is to strengthen community networks.

The **National Service Presentation** to the Children's Cabinet will take place in January of "99". The focus will be on ways the National Service is connecting to priorities and initiatives in the Children's Cabinet.

We could only draw $119,000 on our Administrative Funds Application, due to the lack of a state match. The ADA funding we receive means that programs can accommodate anyone who would like to serve. The administrative part of the funding consists of us handling the responsibilities given to us by the Federal Government. We must present a financial report to the Governor by January 31, 1999.

The question was raised as to whether the commission can use mileage and time as an 'inkind" match. All the commissioners are willing to do this. However, the documentation may be burdensome. Determination needs to be made as to the value of each person's time per hour. Mileage is a standard $.24 per mile.

Officer election for the Commission must occur in January. Vin suggested that we use the same committee as is used for the search of new commissioners. The term limit for each office is two years.

Task Forces The first meeting of **Capacity Building** was mostly organizational. **Youth Service & Service Learning** looked at the goals and objectives as put forth in the Unified State Plan. Concerning the **Maine Service Exchange**, we are using Maryland and Ohio as the models. MSE serves a lot of goals and is a great tool for all nonprofits. **Motion** was made by Susanne Kibler-Hackler and seconded by Vin Di Cara for the Commission the keep the Maine Service Exchange. Vote was unanimous to pass.

Unified State Plan Implementation Mark suggested that the Commission hold a retreat to consider re-implementation of the Unified State Plan. The question to consider is whether Commission work is getting results. While task forces are focusing on their assignments, the commission needs to work on specifics. The date was discussed. It was decided that the March meeting date would be used for the retreat. Commissioners want to do it in one day and the business meeting can be abbreviated. Everyone agreed to hold March 17 for the retreat, 9:30-4:00. Susanne Kibler-Hacker will see if Unity can host it. Project TASK can help by designing and facilitating the meeting.

National Service Programs: Oversight and Coordination

Liaison Report Don did site visits regarding Service Learning Grants. Project is ongoing in Cumberland.

AmeriCorps Applications Coastal Enterprises is reapplying and is requesting that the date be changed from January 2nd to January 15th. However, CEI's application will be *new* and must have a peer review. Applicants were notified in November that the deadline for application was January 2, 1999. It is impossible for the review process to take place in 48 hours. **Motion** was made by Mark Hews and seconded by Susanne Kibler-Hacker to retain the original date of January 2, 1999. The vote was unanimous to pass. Maryalice reviewed the authorization procedure for The AmeriCorps Grants. She stated that the first week is mainly paper review. A review panel is needed for the AmeriCorps process. Vince, Kay, Don and Joyce are the volunteers who will serve on the panel. **Motion** was made by Mark Hews and seconded by Susanne Kibler-Hacker to vote in the committee members. Vote was unanimous to pass.

Senior Corps Kathie Ferguson attended the Atlantic Cluster Conference in New York. The conference focussed on integrating service as a goal by bringing two organizations together. 140 people were present at the conference. The topic of the workshops was sustainability. The closing statements, base in specific action planning, at the conference were the most valuable. It was unfortunate that Maine was unable to attend, since joint planning is good. The Commission should revisit its Ambassador system, especially now that two Ambassadors have resigned.

Break

Focus On Mission Responsibilities

Maine Promise Network

Tom Broussard gave us an update on the Maine Promise Network. He used the term "Ambassadors Without Portfolios" to describe the network.. He reviewed the history of the Governor's Service Institutes (GSI) over the last 1.5 years. The Promise Network is formalizing it's cell walls. Mr. Broussard feels we are responsible for (3) things:

1. Promise Fellows We have been approved for 11 across the state of Maine. Several have been recruited and there are several more to go. There will be an orientation January 28-29 in Augusta. The grant is for eleven months. There are 650 Promise Fellows nationally. They will all attend a conference in Washington D.C. to gain more knowledge.
2. Promise Book The Promise Book makes resources available to communities. We have to go after Promise materials, in order to see if the "promise" is being fulfilled. There are 200 plus participants in the Promise Book so far. We need to clarify promises. We also need to teach users how to retrieve information from the Web.
3. Link The Promise Book is a door through which people can pass through.

Planning Future Initiatives

Reauthorization Maryalice will mail final draft. We need to work on Senator Collins for her support. We have been unsuccessful up to this point.

MCCS Request in State Budget The position requested remained in the State Planning Office Budget. We have not heard the Governor's decisions. Those should be known next week. His budget is due out January 8th. Perry, Mark and Judi are the Legislative Task Force, but a few more members are needed. We need to reach out to our oversight committee which is State and Local Government as well as Appropriations. Also, a contact at the Capitol would be very beneficial. Kay Lebowitz offered to serve on the Legislative Committee.

Wrap-Up and Adjournment

Agenda Items For The Next Meeting

1. Retreat
2. Promise Network
3. Update on orientation
4. Grant Issues

Meetings

The nominating group will have a conference call on Thursday at 2:30 p.m. When meetings are scheduled, please let the rest if the group know.

Motion was made by Mark Hews and seconded by Don McDougal to adjourn the meeting. The vote was unanimous to pass. The meeting adjourned at 12:30 p.m.