

**THE OFFICE OF THE GOVERNOR**

**EXECUTIVE DEPARTMENT  
STATE OF IDAHO  
BOISE**

**EXECUTIVE ORDER NO. 2023-05**

**ESTABLISHING THE GOVERNOR'S COMMISSION ON SERVICE AND VOLUNTEERISM**

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*WHEREAS, there is a compelling need for more civic participation to solve community and state problems and to address many unmet social, environmental, educational, and disaster preparedness needs; and*

*WHEREAS, promoting the capability of Idaho's people, communities, and enterprises to work together is vital to the long-term prosperity of the state; and*

*WHEREAS, building and encouraging community collaboration and service is an integral part of the state's future well-being and requires cooperative efforts by the public and private sectors; and*

*WHEREAS, the development of a National Service Program in Idaho requires an administrative vehicle conforming with federal guidelines as set forth in the National and Community Service Trust Act of 1993 as reauthorized and reformed by the Serve America Act of 2009;*

*NOW, THEREFORE, I, Brad Little, Governor of the State of Idaho, by virtue of the authority vested in me by the Constitution and laws of this state do hereby order:*

- 1. The Governor's Commission on Service and Volunteerism will be known as Serve Idaho with a tag line stating, "The Governor's Commission on Service and Volunteerism."*
- 2. Serve Idaho ("the Commission") is hereby established to advise and assist in the development and implementation of a comprehensive, statewide plan for promoting volunteer involvement and citizen participation in Idaho, as well as to serve as the state's liaison to national, state and community organizations that support the intent of the Serve America Act of 2009 ("the Act").*
- 3. The Commission will be comprised of no fewer than 15 and no more than 25 voting members to be appointed by the Governor in compliance with federal guidelines as described in the Act and as detailed below:*
  - a. The Commission's membership shall include:*
    - i. A representative from a community-based agency or organization in the state;*
    - ii. The head of the state education agency or his/her designee;*
    - iii. A representative from county or city government;*
    - iv. A representative from local labor organizations;*
    - v. A representative from the business sector;*
    - vi. A representative from a national service program;*
    - vii. A representative from the volunteer sector;*
    - viii. An individual between the ages of 16 and 25, who is a participant in or supervisor of a service program for school-age youth or a campus-based or national service program;*
    - ix. An individual with expertise in the educational, training, and development needs of youth, particularly disadvantaged youth;*
    - x. An individual with experience in promoting the involvement of older adults (age 55 and older) in service and volunteerism;*
    - xi. The Corporation for National and Community Service ("Corporation") will designate one of its employees to serve as an ex-officio member on the Commission;*

- b. Other members may include educators, including representatives from institutions of higher education and local education agencies; experts in the delivery of human, educational, environmental, or public safety services; representatives of Indian tribes; out-of-school youth or at-risk youth; and representatives of programs that are administered or receive assistance under the Serve America Act.*
  - c. All members of the Commission shall serve at the pleasure of the Governor.*
  - d. Not more than 25 percent of the Commission members may be employees of state government, though the Governor may appoint additional state agency representatives to sit on the Commission as non-voting ex-officio members. Members may not vote on issues affecting organizations for which they have served as a staff person or volunteer at any time during the preceding 12 months.*
  - e. Not more than 50 percent of the Commission plus one member may be from the same political party. To the maximum extent predictable, membership of the Commission shall be diverse with respect to race, ethnicity, age, gender, religion, and disability characteristics. Members will serve for a term of three years. One-third of the appointments to the first Commission will serve terms of one year; one-third will serve terms of two years; and one-third will serve terms of three years. Vacancies among the members shall be filled by the Governor to serve for the remainder of the unexpired term.*
  - f. The Commission will elect from among its members a chairperson.*
- 4. The Commission will have the following duties and responsibilities:*
- a. To develop a three-year comprehensive national and community service plan and establish state priorities;*
  - b. To administer a competitive process to select national service programs to be included in an application to the Corporation for National and Community Service for funding;*
  - c. To prepare an application to the Corporation to receive funding and/or educational awards for the programs designated in the Act;*
  - d. To maintain fiduciary responsibility in the administration of all funds awarded by the Corporation for National and Community Service and other entities and to oversee and monitor the performance and progress of all programs and initiatives. The Department of Labor will serve as Serve Idaho 's fiscal agent;*
  - e. To implement, in conjunction with the Corporation, comprehensive, non- duplicative evaluation and monitoring systems;*
  - f. To assist in the development of programs pursuant to the Act;*
  - g. To develop mechanisms for recruitment and placement of people interested in participating in national service programs;*
  - h. To assist in the provision of health and childcare benefits to eligible program participants as specified by the regulations pertaining to the Act;*
  - i. To make recommendations to the Corporation with respect to priorities within the state for programs receiving assistance pursuant to the Act;*
  - j. To coordinate with other state agencies that administer federal financial assistance programs under the Community Service Block Grant Act (42 U.S.C. 9901 et seq.) or other appropriate federal financial assistance programs;*

- k. To coordinate its functions with any division of the Corporation, that carries out volunteer service programs in the state;*
  - l. To provide technical assistance to agencies, corporations, and other organizations seeking to develop, strengthen or expand their ability to meet critical needs of the community through service;*
  - m. To reach out to and partner with national foundations and other organizations that support the intent of the Act and Serve Idaho;*
  - n. Other activities as determined by the Governor to be necessary for the development and implementation of programs that enhance national and community service;*
- 5. Serve Idaho shall reside within the Idaho Department of Labor, and the Department shall serve as the host agency for administration of the Commission. The Director of the Department shall appoint one (1) Commission Administrator and up to five (5) Commission staff members.*
  - a. The Commission Administrator and all Commission staff shall be non-classified employees of the Department.*
  - b. The Commission Administrator shall select and supervise Commission staff members according to the Department's personnel policies and procedures.*
  - c. Evaluation of Commission staff members will be the responsibility of the Commission Administrator.*
  - d. Evaluation of the Commission Administrator will be the joint responsibility of the Director and the Commission Chair.*
- 6. The Commission and its activities shall be funded from federal, state, and other revenues appropriated to Serve Idaho. The Commission is authorized to accept funds, including public and private gifts and in-kind services from other state and private entities.*
- 7. The Commission shall meet at least quarterly. Failure to attend at least 75 percent of the meetings in any calendar year may result in removal from the Commission. A quorum shall consist of a simple majority of voting members.*
- 8. In the circumstance the Commission fails to receive funding from the Corporation for National and Community Service, the Commission will cease to exist.*



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**PHIL MCGRANE**  
**SECRETARY OF STATE**

*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho in Boise on this 19th day of October, in the year of our Lord two thousand and twenty-three and of the Independence of the United States of America the two hundred forty- eighth and of the Statehood of Idaho the one hundred thirty-fourth.*

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**BRAD LITTLE**  
**GOVERNOR**