



# ServeNebraska Commission Meeting Minutes

<b>NOTE TAKER:</b> Nancy Hock	<b>LOCATION:</b> MDS Pharma Services--Lincoln	<b>DATE:</b> 01-29-09	<b>TIME:</b> 12:15 p.m.	<b>DURATION:</b> 3 hours
<b>PURPOSE:</b> Quarterly Commission Meeting	<b>ATTENDEES:</b> <b>Commissioners Present:</b> Pat Beans, Ed Burchfield, Nancy Faber, Sally Ganem, Mike Kissler, Barry Kriha, Art May, Jamie Moore, Rick Nation, Gerry Osborn, Carol Speicher, Nancy Wang, Lois Wine <b>Staff Present:</b> Peter Cales, Greg Donovan, Nancy Hock, Janet Schmidt, and Barbara W. Thomas.			
<b>AGENDA ITEM</b>	<b>SPECIFIC DISCUSSION ITEMS</b>			
1.	<p>Meeting was called to order at 12:15 p.m. by Barry Kriha, Chair of the Commission. Roll call was taken by Janet Schmidt. A quorum of thirteen (13) members was present. Barry Kriha began the meeting by asking all commissioners and AmeriCorps guests introduce themselves. He introduced Nancy Faber as a newly appointed commissioner.</p> <p><b>Report from National Disability Conference Scholarship Attendees Representing 08-09 AmeriCorps Programs:</b> Sheila Shanlik and Anna Johnson (MMI--AmeriCorps Program members) reported on their experience attending the National Conference on Disability Inclusion held in Washington D.C. in October 2008. They said the Conference provided them with a deeper understanding of the different realms of disability and, not only did they learn a lot about disability inclusion, they learned about the difficulties for persons with disabilities in getting around Washington, D.C. They spoke of how grateful they were for Peter Cales' assistance on the trip and in getting around in Washington, D.C. He commented that he was honored to host them and humbled at the opportunity to be a part of such an experience. Commissioner Lorinda Brown also attended this conference. Nebraska had a contingent of up to ten members, program staff and commissioner who attended this conference.</p>			
2.	<p><b>Approval of July 24, 2008 Minutes:</b></p> <p><b><u>Motion #1:</u></b> Ed Burchfield To approve the October 23, 2008 minutes as sent.</p> <p><b><u>Second:</u></b> Gerry Osborn</p> <p><b><u>Vote:</u></b> Yes – 13</p>			
3.	<p><b>Approval of Agenda:</b></p> <p><b><u>Motion #2:</u></b> Jamie Moore To approve January 29, 2009 business meeting agenda.</p> <p><b><u>Second:</u></b> Lois Wine</p> <p><b><u>Vote:</u></b> Yes – 13</p>			
4.	<p><b>Committee Reports:</b></p> <ul style="list-style-type: none"> <li>• <i>Organizational Development Committee – Reported by Committee Chair, Pat Beans:</i> <ol style="list-style-type: none"> <li>1) <i>Policy on the Role and Expectations of Commissioners in Commission Resource Support:</i> The committee will refine their ideas and develop a draft policy on the expectations of commissioners in acquiring resources for the Commission. Since some of the roles discussed would be assigned to the Public Relations Committee, they want to meet with them to finalize a draft of the policy to present to the Executive Committee.</li> <li>2) <i>Policy on the Role of Commissioners in Recruiting New Commissioners to Sustain the Commission Membership:</i> Ideas regarding this policy will be written up and presented to the Commission regarding Commission leadership succession and commissioner recruitment.</li> <li>3) <i>New Commissioner Orientation – September 3, 2009:</i> Planning was begun on the orientation at the committee meeting held this morning. A location will need to be found to hold the orientation.</li> </ol> </li> <li>• <i>Program Committee – Reported by Committee Member, Art May in Chairperson Nancy Wang's absence</i> <i>Recommendation for 2009-10 CNCS AmeriCorps Competitive Funding:</i> Art May reported that ten (10) 2009-10 applications for funding were received and reviewed. Three of the ten applications were recommended by the Program Committee to the Executive Committee to be submitted for competitive funding: City of Lincoln—Reach for the Stars, Lutheran Family Services, and MMI—AmeriCorps.</li> </ul>			

**Motion #3:** Program Committee Recommendation

To ratify the Executive Committee's approval of the Program Committee's recommendations on submitting City of Lincoln—Reach for the Stars, Lutheran Family Services, and MMI—AmeriCorps grant applications to the Corporation for Competitive Funding consideration.

**Roll Call Vote:** Yes – 12; Abstain – 1

• Public Relations Committee – Reported by Committee Chair, Ed Burchfield.

- 1) *2009 First Lady's & Impact Awards Ceremony and Luncheon:* The awards presentation is scheduled to be held on April 30, 2009, at Embassy Suites Hotel in LaVista, NE, with a luncheon first followed by the awards presentation. The luncheon will be held from 11:45 a.m. to 1:30 p.m. Valmont Industries is sponsoring the First Lady's Outstanding Community Awards and commissioner, Jamie Moore, is sponsoring the Nebraska Impact Debra Hartmann Award. Jeff Beals, author and "Grow Omaha" radio host, is the confirmed speaker for the event.
- 2) *2010 Governor's Conference on Community Service Date/Location:* The Conference is scheduled to be held April 15-16, 2010, at Embassy Suites Hotel in LaVista, NE. Collin Powell is being considered as a potential keynote speaker. A budget will be developed. An event proposal has been received from Embassy Suites Hotel and is being reviewed. First Lady Sally Ganem's attendance has been confirmed. The Committee will be developing a plan to build a corporate base of businesses to be involved in the awards and conference sponsorship.
- 3) *Marketing ServeNebraska – PSA's & New SN Brochure:* Barry Kriha showed three (3) video versions of "Why I Serve Nebraska" for Commissioners review and comment. These videos presented a good example of what has been taped to date. Not all PSAs have been shot. These PSAs have the potential to be viewed on the internet, aired on the radio and television. Barry will distribute a pdf version of the brochure via e-mail for Commissioners review and comment.
- 4) *Commission Awards Promotion Update:* There are fourteen (14) awards: Ten (10) First Lady and four (4) Impact Awards. Judges for these awards have been recruited and have agreed to serve on the judging panel. The due date for receiving nominations is March 13, 2009. All awards judging should be completed and nominees advised by April 13<sup>th</sup>. Janet Schmidt provided red promotional award packets for each Commissioner to take and share with contacts. Peter Cales, ServeNebraska Staff announced that all nomination forms are available on-line.

5.

**NVSC Operations Reports:**

• Executive Director's Report (Barbara W. Thomas):

- 1) *ServeNebraska Annual Meeting with the Governor:* Commission Executive Committee members will meet with Governor Heineman for the Commission's Annual Report to the Governor. The meeting is being scheduled for late February.
- 2) *Business Volunteer Council:* The Steering Committee will begin work shortly to hire a part-time consultant/project manager to develop the project plan and timeline for the Business Volunteer Council project. Work is continuing on recruiting a champion and Council membership. Funds to support the one-time use of a consultant are from one-time carryover CNCS Administrative Grant funds.
- 3) *Expansion of ServeNebraska's "Nebraska Thrives" VISTA Program:* This program has expanded from 3 VISTA member positions to five. The core of the program is now built around ServeNebraska serving in the role of a sponsor agency collaborating and linking with new partners to place the VISTA members in the community and expand the reach of national service in Nebraska. Partnerships established or in development include the following entities: Mexican American Commission, Columbus Volunteer Center/United Way/Citizen Corps, Lincoln Area Agency on Aging, City of Lincoln, and Community Action Partnership of Western Nebraska.
- 4) *Four Commission Legislative Breakfast:* The collaboration of four commissions: ServeNebraska, Mexican American Commission, Indian Commission and the Blind & Visually Impaired Commission are partnering to organize an introduction event for the Nebraska State senators and their legislative staff during the week of March 23, 2009. Invitations to senators, legislative staff and commissioners will be sent out when planning has been completed. Commissioners will be invited to help connect with their Senator.
- 5) *North Central CNCS State Commissions Regional Conference:* ServeNebraska staff will attend the North Central Cluster Regional Meeting March 31-April 2, 2009 in Madison, Wisconsin.
- 6) *2009 Youth Service Day:* ServeNebraska is once again the lead agency in Nebraska for Youth Service Day on April 26, 2009 and has received a \$2,000 grant from the State Farm Companies Foundation to organize youth service projects in Nebraska. Mini-grants will be awarded to organizations throughout Nebraska to implement these youth service projects.
- 7) *AmeriCorps Week and National Service Day Celebration:* ServeNebraska will host a day long celebration with training sessions, luncheon speaker and networking opportunities on May 13<sup>th</sup> to celebrate alums of national service –

AmeriCorps, VISTA and Peace Corps during AmeriCorps Week (May 10-16, 2009).

8) *ServeNebraska Citizen Corps Vacancy*: Fifty-nine (59) applications were received for this vacancy. Nine candidates were selected for interview. AmeriCorps Program Officer, Greg Donovan, and Executive Director, Barbara Thomas conducted the interviews in January. Megan Doxtator from Bellevue, Nebraska was hired as the new Citizen Corps Program Officer and began work on Monday, January 26, 2009. She comes to the Commission with recent experience as an Emergency Management Specialist with the Department of Homeland Security (DHS) in New Mexico working with the Response and Recovery Bureau and the Urban Search and Rescue Program.

- *Commission Financial Report (Janet Schmidt)* The Commission Financial Report ending December 31, 2008 was distributed by. Janet provided an overview of each section of the financial report. Pat Beans reported as Treasurer of the Nebraska Volunteer Foundation that two payments totaling \$6,500 were paid to Special Population Preparedness Projects out of the Foundation's Governor's Conference on Community Service Fund because of timeline issues for reimbursement from state funds. When reimbursement is received from the DHHS—Public Health, this account will be repaid including any fees that may have been incurred as the result of the payments being made out of the fund. Pat said this was an exception to using this account for such payments.

**Motion #4: Pat Beans, Treasurer of the Nebraska Volunteer Foundation**

To ratify the Nebraska Volunteer Foundation's Advisory Committee's decision to allow payment from the Governor's Conference on Community Service Fund to pay the Special Population Preparedness Pilot Project billings in lieu of waiting for the reimbursement payment from DHHS-Public Health which would take longer. The pilot project contractors do not have enough funds to continue the projects without a payment soon. When reimbursement from the State is received, funds from that payment will be used to reimburse the Governor's Conference on Community Service Fund for the payments made including all fees incurred with the disbursement of the payments from this fund.

**Second: Rick Nation**

**Roll Call Vote:** Yes – 13

- *AmeriCorps Program Report (Greg Donovan)*: Greg is in the process of completing monitoring site visits to all 2008-09 programs. Greg invited Commissioners to contact him if they would like to set up a time to visit any of the 2008-09 AmeriCorps Programs. Meetings of the AmeriCorps program leaders have begun and occur every month. Greg is working with Peter to plan the National Day of Service during AmeriCorps Week. Second quarter AmeriCorps Program Progress Reports are due on March 15<sup>th</sup>. Staff are meeting with the Midwest Consortium for Service-Learning in Higher Education that has a CNCS grant to expand use of social media to determine how social media might benefit ServeNebraska.
- *Citizen Corps Report (Megan Doxtator)*: Megan reported about the partnership with Nebraska On-Line to create an Online CERT Trainers/Trainees/CERT Teams Registry. This database will allow ServeNebraska to better track Citizen Corps CERT volunteer resources. Megan reported that Citizen Corps is developing state standards for CERT Trainers to ensure consistency of CERT training across the state.
- *Disability Program Report (Peter Cales)*: Peter reported that a half day Disability Awareness Training event has been scheduled for March 15<sup>th</sup>. All AmeriCorps members will be invited to this event. A Special Populations Symposium is scheduled for May 6<sup>th</sup> in Columbus, NE to assist area communities in disaster preparedness community-wide planning for those with disabilities and those who are in vulnerable positions. Commissioners are welcome to attend this event as well. ServeNebraska is funding a separate training event with our other Special Populations Preparedness Pilot Project in Scottsbluff later in the year.

*Training Program Report (Peter Cales)* The Training Report was not included in hard copy distribution at the meeting. Peter will ensure the report gets distributed to Commission members via e-mail.

6. **Unfinished Business Agenda Items:**

- 1) *2008 Strategic Planning Retreat Summary Report & Goals/Legislative Action for 2009-10*: Greg Donovan presented a Strategic Plan Update to Commissioners suggesting "action steps" for Commission members to consider:
  - Resource Generation
    - Think creatively
    - Cultivate relationships with potential funders and emphasize non-federal sources
    - Aggressively pursue funding collaborations

	<ul style="list-style-type: none"> <li>▪ Enhance community awareness &amp; fund development</li> <li>▪ Legislative Education &amp; Advocacy – Each commissioner selects three senators to educate. Communicate regularly with the Governor and continue the annual meeting between the Governor and the Executive Committee. Continue ongoing communication with the national congressional delegation.</li> <li>• Entrepreneurial Spirit <ul style="list-style-type: none"> <li>▪ Expand Training &amp; Professional Development to expand audiences for all offerings as space and implement fee-for-service trainings for all classes offered.</li> <li>▪ Launch Business Volunteer Council—Increase and organize business sector involvement in communities. Increase business sector investment in volunteerism. Grow network and form long-term relationships.</li> </ul> </li> <li>• Organizational Promotion <ul style="list-style-type: none"> <li>▪ Consistent implementation of logo and trademarks</li> <li>▪ Develop marketing plan and shared message</li> <li>▪ Development of marketing collateral publications</li> <li>▪ Continue sharing eNewsletter &amp; updates electronically to a growing list of contacts</li> <li>▪ Refine &amp; promote ServeNebraska website</li> <li>▪ Investigate benefit and utilize social media/networking</li> <li>▪ Educate &amp; Inform (Public Officials, Business, Education, Civic &amp; Trade groups)</li> <li>▪ Aggressively explore additional co-branding opportunities with local and national partners</li> </ul> </li> </ul> <p>Suggestion: Commissioner Mike Kissler has been working with the State Special Education Department to provide service opportunities and training. He would welcome help in furthering this cause in the school systems. This could be seen as a symbiotic relationship where ServeNebraska would provide workshops for a fee to educators who serve special populations to assist with developing a unique expertise in disability inclusion.</p> <p>Suggestion: Ed Burchfield recommended that a method of bringing action steps in front of the Commission at each meeting to build on work already done and keep our focus on accomplishing what we have said we want to do; it could be developed in a format that lists a matrix of ideas with a way to check off when documenting accomplishments.</p>
7.	<p><b>New Business Agenda Items:</b></p> <p>1) <i>2009 Commission Budget &amp; CNCS Grant Applications:</i> Executive Director, Barbara Thomas, distributed and reviewed the 2009 Commission Budget explaining the differences in the major federal grants.</p> <p><b><u>Motion #5:</u></b> Executive Committee Recommendation To ratify the Executive Committee's approval of the 2009 Commission Budgets. (NOTE: this vote was only on everything above the black line in the handout)</p> <p><b><u>Second:</u></b> Not needed with Committee motion</p> <p><b><u>Roll Call Vote:</u></b> Yes – 11</p> <p>2) <i>2009 State Senators' Breakfast – Partnering with Mexican American Commission, Commission on Indian Affairs, and the Commission for the Blind and Visually Impaired:</i> The Commission was invited to participate in this four-Commission event to get the word out about these commissions. However, no money was budgeted for this in the Commission's administration budget. Commissioners agreed they could each donate \$10 towards the costs for this event. Checks should be made payable to the Nebraska Volunteer Foundation.</p>
8.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• No persons signed up to make public comment.</li> </ul>
9.	<p><b>Agenda Items for the Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Next meeting, April 30, 2009 at the LaVista Embassy Suites. There will be no Committee Meetings on this date. The First Lady's Awards Luncheon and Ceremony will happen before the Commission Business Meeting.</li> </ul>
10.	<ul style="list-style-type: none"> <li>• <b>Adjourn</b></li> <li>• Commission Business Meeting was adjourned at 3:15 p.m.</li> </ul>

Action Items

No.	DESCRIPTION	OWNER	TARGET DATE	STATUS
1.	Barry Kriha will e-mail a pdf copy of ServeNebraska brochure to commission for review and comment.	Chair, Barry Kriha	03/16/09	In Progress
2.	Schedule Executive Committee's annual meeting with Governor Heineman.	Barbara Thomas	02/13/09	In Progress
3.	Send all commissioners ServeNebraska Training Report	Peter Cales	02/27/09	In Progress

Submitted by,

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Approved by,

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Barry Kriha, Chair