



# ServeNebraska Commission Meeting Minutes

NOTE TAKER: Nancy Hock		LOCATION: Embassy Suites—La Vista	DATE: 4-30-09	TIME: 2:00 p.m.	DURATION: 3 hours
PURPOSE: Quarterly Commission Meeting	ATTENDEES: <b>Commissioners Present:</b> Ed Burchfield, Cynthia Buettner, Nancy Faber, Sally Ganem, Jessica Hildebrand, Mike Kissler, Barry Kriha, Gerald Osborn, Carol Speicher, Angela Volovich, and Nancy Wang <b>Staff Present:</b> Peter Cales, Greg Donovan, Megan Doxtator, Nancy Hock, Janet Schmidt, and Barbara W. Thomas.				
AGENDA ITEM	SPECIFIC DISCUSSION ITEMS				
1.	Meeting Called to Order at 2:00 p.m. by Barry Kriha, Chair of the Commission. Roll call was taken by Janet Schmidt. A quorum of 10 was in attendance.  New Commission Member Introduction: Angela Volovich, Corporation for National and Community Service, was introduced as the new Nebraska CNCS Director replacing former director, Heather Wiley.				
2.	<b>Approval of January 29, 2009 Minutes:</b> <b><u>Motion #1:</u></b> Cynthia Buettner To approve the January 29, 2009 minutes as sent. <b><u>Second:</u></b> Ed Burchfield <b><u>Vote:</u></b> Yes – 9 No - 0				
3.	<b>Approval of Agenda:</b> <b><u>Motion #2:</u></b> Cynthia Buettner To approve the April 30, 2009 business meeting agenda. <b><u>Second:</u></b> Gerald Osborn <b><u>Vote:</u></b> Yes – 9 No – 0				
4.	<b>Special Report – Mike Kissler, Nebraska Learn &amp; Serve Director, State Dept. of Education</b> <ul style="list-style-type: none"> <li>• In the overall scheme of things, the Nebraska Learn and Serve Program is small in the education environment receiving this year only \$54,000 in grants.</li> <li>• The Nebraska Learn and Serve Program will be focusing on three main areas:           <ol style="list-style-type: none"> <li>1. Creating “beacons of light” through the establishment of demonstration/pilot service learning projects,</li> <li>2. Standardizing environmental programs that relate to State curriculum and</li> <li>3. Ongoing sustainability of the Nebraska Learn and Serve program.</li> </ol> </li> <li>• Mike distributed an excerpt from the State Farm sponsored publication from the National Youth Leadership Council “Growing to Greatness 2009: The state of Service-Learning.”</li> <li>• An update on the Niobrara Project: Area schools are receiving training on how to become involved and are being brought into the system. Sharla Hanzlik, Niobrara Project Director, received the Environmental Educator of the Year award at a recent State conference.</li> <li>• The future of Nebraska Learn and Serve Program:           <ul style="list-style-type: none"> <li>▪ To continue working with programs that will improve sustainability such as after school programs with structure based on curriculum.</li> <li>▪ Further developing the Twenty-first Century’s Migrant Program to establish locations across Nebraska to partner on Service Learning initiatives.</li> <li>▪ Efforts to strengthen ties with special education programs will continue.</li> </ul> </li> <li>• A consultant presented at the national conference and the National Special Olympics Organization met with Dept of Education staff to collaborate on promotion and planning for the 2010 Special Olympics to be held in Lincoln and Omaha; we are in a good position to determine how to best support their needs.</li> </ul>				

<p>4.</p>	<p><b>Committee Reports:</b></p> <p>1. <u>Organizational Development Committee – Reported by Committee Chair, Pat Beans:</u></p> <p>Pat Beans, Committee Chair, was not in attendance. Barb reported that the Committee was working on a couple of policies on the topic of the commissioner’s role in fundraising and role in new commissioner recruitment. She anticipates that drafts of these policies will be discussed at the next Committee meeting and may be presented at the next Commission meeting. The Committee will not be reviewing the Commission Bylaws in light of the changes made last year.</p> <p>2. <u>Public Relations Committee – Reported by Committee Chair, Ed Burchfield:</u></p> <ul style="list-style-type: none"> <li>• Governor’s Conference 2010 Facility Bids. The Commission received bids from three facilities: 1) Omaha Doubletree-Downtown, 2) Omaha Quest Center/Hilton Hotel and 3) Embassy Suites-LaVista. The Committee recommends accepting the bid from the Omaha Doubletree-Downtown location because they addresses all areas required in the bid specs and were the lowest bidder. The entire Governor’s Conference budget the past two years has been in the \$35,000 - \$40,000 range. The Conference is supported approximately by 50-60% in federal grant funding with the remainder provided through donations of in-kind and cash registrations. Consensus agreement was confirmed that the Omaha Doubletree-Downtown will be the host site for 2010 Governor’s Conference. Peter Cales, ServeNebraska Staff, stated the facility contract will be finalized within the month.</li> <li>• A letter of invitation to be a keynote speaker was sent from Governor Heineman and First Lady Sally Ganem to Colin Powell. We received notification that he was unable to be a speaker for us. Names of other well-known persons should be forwarded to Peter to be invited as a keynote speaker.</li> </ul> <p>3. <u>Program Committee – Reported by Committee Chair, Nancy Wang.</u></p> <p>2009-10 AmeriCorps Stimulus Recovery Applications Submitted to CNCS: On April 3, 2009, the Commission submitted \$151,360 in Formula funding and match waiver requests to CNCS out of a total available of \$172,377 Stimulus Recovery Formula Funding allocated to the State of Nebraska. In addition, one Stimulus Recovery Competitive Funding request in the amount of \$261,985 was submitted. Nancy Wang summarized the applications and answered questions.</p> <p><b><u>Motion #3: Ed Burchfield</u></b></p> <p>To ratify the Executive Committee Approval of 2009-10 AmeriCorps Stimulus Recovery Funding Formula and Competitive applications submitted to the Corporation for National and Community Service on April 3, 2009.</p> <p><b><u>Second: Cynthia Buettner</u></b></p> <p><b><u>Vote: Yes –10 No – 0</u></b></p>
<p>5.</p>	<p><b>NVSC Operations Reports:</b></p> <p>1. <u>Executive Director’s Report (Barbara W. Thomas):</u></p> <ul style="list-style-type: none"> <li>• <b>2009 ServeAmerica Act:</b> This legislation reauthorizes the Corporation for National and Community Service and the national service programs they administer. The Act creates many new programs and will have an impact on future ServeNebraska planning. In order for the Commission to be ready to implement the ServeAmerica Act as effectively as possible when the funding becomes available we will spend more time discussing it later in today’s meeting.</li> <li>• <b>Report on North Central Regional Conference in Madison, Wisconsin:</b> Peter, Greg, Barbara, and Commissioner Nancy Faber attended the Conference. Greg Donovan, ServeNebraska AmeriCorps Program Officer, presented a session on “Building a Powerful Program Portfolio” - his session was very well received. Peter Cales, ServeNebraska Training and Disability Program Officer, co-led a session on Disability programming and shared information regarding what Nebraska is doing with our disability programming. Nancy Faber reported that this conference was a great opportunity for her to learn more about state commissions and her role as a commissioner. She attended separate commissioner sessions along with commissioners from other North Central states discussing the roles and responsibilities of commissioners in each state. She believed it might be helpful for Nebraska commissioners to take a closer look at our commissioner expectations. Kristin McSwain, the Chief Operations Officer of the Corporation in Washington D.C., presented information regarding the recovery stimulus funding and the Serve America Act. Nancy thanked the Commission for the opportunity to attend this event. She encouraged commissioners to attend future events such as this. She also mentioned that it was clear to her how good the work of the Commission is and that we are light years ahead of some other state commissions. She said commissioners can be proud that our Board is doing so well. The State Commission Executive Directors Meeting and the New Commissioners’ Institute sponsored by the Corporation will be in September 2009.</li> <li>• <b>New Collaboration with Department of Education’s Learn &amp; Serve Program:</b> ServeNebraska staff will follow up with Commissioner Mike Kissler on his creative suggestion have ServeNebraska and the Learn and Serve Program develop a small project to help train special education teachers on how to work with youth who are disabled so that they can participate in service learning activities. Mike wanted to work with the Commission because the structure for this type of project is already part of our programming. However, with the large influx of recovery stimulus funds that the Dept. of Education has received now is probably not a good time to go forward with this project. Mike mentioned</li> </ul>

the project must be developed within the next three weeks in order for the Dept. of Education to provide support.

- **Commissioner Reappointments & New Appointments:** Ten commissioner terms are ending after today's meeting. Four commissioners will be leaving. These commissioners are: Ed Burchfield, Pat Beans, Cynthia Buettner and Rob Hall. Ed Burchfield and Cynthia Buettner were thanked for their exemplary service to the Commission. Five have requested reappointment. The Commission is in need of recommendations for community and business leaders to fill the following slots: Representative of a Business, Representative of Labor and Representative of Local Government. A moment was taken to honor Art May for the service he provided to the Commission as well. He will be missed by the Commission. Barbara will meet with the Governor's staff next month to review applicants and recruitments. Commissioner Nancy Faber asked about the requirements for commissioners? Barbara said one of the things she was working on researching was just that type of thing with other Commissions. She will share information with all commissioners regarding appointment requirements. Another concern brought forward was that the commissioner role in fundraising needs to be developed.
- **Meeting and Annual Report to Governor Heineman:** Barbara reviewed the 2008 Accomplishment Report that was given to the Governor at the Executive Committee's meeting with him on April 20. Barry stated that the Governor supported everything we do. Cynthia Buettner asked if the Governor offered any suggestions for the Commission. The Governor stressed how he would like to see new people (rotation of commission membership) on the Commission Board to provide new ideas. Commissioner terms will be staggered for reappointment in the future. Ron Sedlacek asked the Governor to support the spirit of volunteerism in the State and the ServeNebraska Commission in his speeches. Special thanks were given to Sally Ganem for her ongoing support to the Commission. The Governor was also asked for ideas on how the Commission could acquire additional office space.
- **ServeNebraska Staff Member Named to National Board of Directors:** Barbara announced that Janet Schmidt, ServeNebraska Fiscal/Operations Officer, was elected as a Board member of the National Grants Management Association (NGMA) at their National Conference in Rockville, Maryland in April 2009. She has agreed to serve on the professional association's board for two years beginning July 1, 2009. She will provide good representation for the Commission as well as for the Midwest region. At this point in time, there are very few state representatives involved with NGMA as membership is primarily made up of non-profit and federal representatives. She has served the past two years on the NGMA Education Committee and was involved as a subject matter expert in developing the NGMA Certified Grants Management Specialist Certification.
- **Youth Service Days Mini Grant Project:** Peter Cales summarized the Mini-Grants awarded for Youth Service Day projects that were done last weekend April 24-26, 2009. These projects made a small amount of money go a long way.
- **State Business Volunteer Council Project:** Earlier this year, the Commission's financial picture for 2010 looked very bleak so Chair, Barry Kriha decided it was not a good time to begin a new project when there was a possibility that we wouldn't have a funding source for staffing it. For now, we will incorporate the project objectives into other program areas: 1) to increase employee volunteer programs and 2) to help businesses be prepared for emergencies and disasters by working through existing Commission programs and with external collaborative partnerships.

2. *AmeriCorps, Citizen Corps, Disability and Training Program Reports were submitted to the Commission for review.*

3. *Commission Financial Report Ending March 31, 2009 (Janet Schmidt)*

**Quarterly Financial Report: Table 1:** The amount of funds expended / unexpended through March 31, 2009 and the notes listed on the bottom of the report regarding Commission Operation Funds were reviewed. Barb explained that the FF07 Citizen Corps federal funds wouldn't be spent until all FFY06 funds were gone. **Table 2:** 2008-09 CNCS AmeriCorps Subgrants funding for the program year beginning September 2008. Variances in program expenditures are based on reimbursements still outstanding and member retention. **Tables 3-5:** Citizen Corps Subgrants Funding. There was discussion on why there is such a large amount of Citizen Corps unexpended funding. Barbara explained that each Dept. of Homeland Security Citizen Corps grant has a budget period of three years. The oldest grant funding must be spent first. Citizen Corps grant funding is being awarded to very small programs and commission staff is making an effort to provide technical assistance as well as hold them more accountable to get their subgrant funds spent. Commissioner Jessica Hildebrand asked if a committee of representatives from the Regions can be formed to take a look at how best to spend out the grant funds. Barbara explained that she needs to have a portion of each year's federal grant funds remain unexpended to cash flow the revenue needed to support the Citizen Corps Program Officer position on staff. Megan Doxtator, Citizen Corps Program Officer, has been on the job for only three months, but has begun working with the Citizen Corps field representatives to attain the goal of spending more of the grant funds. Commissioner Nancy Faber stated that it appears to be a big job with a lot at stake and she suggested that a way be found to allow commissioners who have an interest to get acquainted with Citizen Corps Regions and issues.

**Administrative Grant Match Report as of March 31, 2009:** The administration grant is the only grant the Commission must match dollar for dollar. The match situation looks good at this time, but as we get further into the calendar year, the expenditures will increase and the match amount will not increase as fast. Current expenditures were \$26,724 spent with a current match spent of \$48,567.

<p>6.</p>	<p><b>Unfinished Business Agenda Items:</b></p> <p>1) <i>Report on State Senator's Breakfast (Barry Kriha):</i> The breakfast was held on Tuesday, March 24<sup>th</sup>. Twenty-two Senators and Legislative Aides attended. Each Commission involved (The Commission on Indian Affairs, Mexican-American Commission, ServeNebraska and Nebraska Commission for the Blind and Visually Impaired) spent 4-5 minutes explaining what their commission does. ServeNebraska Commission Chair, Barry Kriha, thought it was a great event and highly recommends doing it again next year. Six commissioners attended. Barbara mentioned that she was impressed with the number of Senators in attendance and that all of them stayed throughout the program. For the huge benefit it was to all Commissions involved, the cost for the catering was minimal (\$72 each).</p> <p>2) <i>Executive Committee Meeting with the Governor April 20, 2009 (Barry Kriha).</i> A report and discussion was held earlier during the Executive Director's Report.</p> <p>3) <i>2009 Commission CNCS Administration/PDAT/Disability Grant Budgets Revisions (Barry Kriha):</i> The Commission staff submitted a revised budget to the Corporation for National and Community Service for the Administration, the Training and the Disability Grants to request carryover funds. Barbara distributed the revised budget with revisions highlighted in yellow. 2008 Administration Grant carryover was requested to include a consultant to develop a multi-year report similar to annual report (SFY 2006-2009), provide funding to send two commissioners to a training event, and purchase a new digital camera. All budgeted amounts for the required match are estimates based on the previous year's actual expenditures. Peter also revised the PDAT grant to apply for \$4,274 in 2008 carry-over funding that will be used to support the 2009-10 AmeriCorps Kick-off event in September 2009. The Disability grant also had slightly more than \$13,000 available for carryover.</p> <p><b>Motion #4: Ed Burchfield</b> To ratify the Executive Committee's approval of the 2009 Administration/PDAT/Disability Grant Budgets revisions.</p> <p><b>Second: Gerald Osborn</b></p> <p><b>Roll Call Vote:</b> Yes - 10 No - 0</p>
<p>7.</p>	<p><b>New Business Agenda Items:</b></p> <p>1. <u><i>Close Business as the ServeNebraska Commission and Re-Convene as the NE State Citizen Corps Council:</i></u></p> <p><b>Motion #5: Ed Burchfield</b> To adjourn ServeNebraska Commission Meeting and re-convene as the Nebraska State Citizen Corps Council.</p> <p><b>Second: Cynthia Buettner</b></p> <p><b>Roll Call Vote:</b> Yes - 10 No - 0</p> <p><u><i>Nebraska State Citizen Corps Council</i></u></p> <ul style="list-style-type: none"> <li>• <i>2009 Commission DHS Grant Application/Investment Justification submitted to NEMA &amp; DHS in March 2009:</i> Megan Doxtator reported that the 2009 Dept. of Homeland Security Citizen Corps funding justification was written with four main goals in mind: 1) To strengthen existing programs, 2) increase local public outreach and education, 3) enhance program visibility and 4) support strategic planning based on performance metrics. ServeNebraska will use statistical analysis from a statewide survey managed by the University of Nebraska, Bureau of Sociological Research to guide the local Citizen Corps Program planning. Data will be disseminated to local councils for planning and guidance. The Executive Committee approved the 2009 DHS Grant application and justification to be submitted to the Dept. of Homeland Security for consideration.</li> </ul> <p><b>Motion #6: Gerald Osborn</b> To ratify the ServeNebraska Executive Committee's approval to submit the 2009 DHS Grant Application/Investment Justification to the Nebraska Emergency Management Agency &amp; Dept. of Homeland Security.</p> <p><b>Second: Cynthia Buettner</b></p> <p><b>Roll Call Vote:</b> Yes - 10 No - 0</p> <p><i>Adjourn and Re-Convene as the ServeNebraska Commission:</i></p> <p><b>Motion #7: Cynthia Buettner</b> To adjourn Nebraska State Citizen Corps Council meeting and reconvene as the ServeNebraska Commission.</p> <p><b>Second: Barry Kriha</b></p> <p><b>Roll Call Vote:</b> Yes - 10 No - 0</p> <p><b><u>ServeNebraska Commission Meeting Reconvened</u></b></p> <p>2. <i>.Strategic Plan Update &amp; Serve America Act Planning:</i></p> <ul style="list-style-type: none"> <li>• Greg Donovan revisited the strategic planning the Commission completed in October 2008 and the status the identified Strategic Plan goals since the last Commission meeting. He then reviewed key aspects of the Edward M. Kennedy</li> </ul>

	<p>Serve America Act and affect this Act could have on the Commission's strategic planning. Three different Serve America Act Summary documents were sent out: America's Service Commissions Impact of Serve America, Edward M. Kennedy Serve America Act Summary – Sept 2008 (CNCS) and Serve America Act Summary – April 2009 (CNCS). The main goal of the discussion at this Commission meeting is to be more proactive as the legislation is acted upon and evolves.</p> <ul style="list-style-type: none"> <li>Commissioner Angela Volovich commented that reauthorization is in the legislation, but some appropriations have not yet been made. The new Corporation CEO leadership should be helpful in providing direction. The Corporation is involved in the economic recovery efforts as well.</li> </ul> <p>Discussion was recorded in a separate document from the Commission meeting minutes.</p> <p><b>Announcement: ServeNebraska PSAs</b></p> <p>Honorary Chair, Sally Ganem, thanked Barry for the amount lot of time and work he did on the ServeNebraska PSA's. She appreciates the change that has been made in the Commission's brand and is pleased that the Commission is continuing to market itself as ServeNebraska. Kudos to the Board and all involved in this effort.</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: July 23, 2009 at United Way of the Midlands—Omaha.</li> </ul>
10.	<ul style="list-style-type: none"> <li><b>The meeting adjourned at 4:55 p.m.</b></li> <li>Commission Business Meeting was adjourned at 4:55 p.m.</li> </ul>

#### Action Items

No.	DESCRIPTION	OWNER	TARGET DATE	STATUS
1.	Send out email to all commissioners regarding the commissioner appointment requirements and information.	BWT	07/01/09	In Progress
2.	Send out email to all commissioners containing the national service list serve link so they can have access to Corporation news and press releases.	BWT	07/01/09	In Progress

Submitted by,

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Approved by,

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Barry Kriha, Chair