

		<h1 style="margin: 0;">Nebraska Volunteer Service Commission Meeting Minutes</h1>			
NOTE TAKER: Janet Schmidt		LOCATION: Lincoln – MDS Pharmaceuticals – Education Building	DATE: 01-18-07	TIME: 12:15 p.m.	DURATION: 2-1/4 Hours
PURPOSE: Quarterly Commission Meeting		ATTENDEES: <u>Present:</u> Pat Beans, Ed Burchfield, Cynthia Buettner, Susan Cook, First Lady Sally Ganem, Robert Hall, Gary Heusel, Vicki Hover-Williamson, Barry Kriha, Curt Krueger, Diann Muhlbach, Rick Nation, Gerry Osborn, Nancy Wang and Lois Wine. <u>Staff Present:</u> Peter Cales, Greg Donovan, Janet Schmidt and Barbara Wilson Thomas			
AGENDA ITEM	SPECIFIC DISCUSSION ITEMS				
1.	Meeting Called to Order at 12:15 p.m. by Cynthia Buettner, Chair of the Commission. Roll call was taken by Janet Schmidt. A quorum was present. Cynthia introduced the Acting Director for the Nebraska's State Corporation Office, Vicki Hover-Williamson, the Iowa State Director for the Corporation. She is here today from Des Moines, Iowa. Barb Thomas introduced Greg Donovan as the Commission's new AmeriCorps Program Director. Cynthia thanked Nancy Wang and MDS Pharmaceuticals for hosting the Commission Meeting today and providing the lunch.				
2.	Approval of September 26, 2006 Minutes: <u>Motion:</u> Ed Burchfield To approve the September 26, 2006 minutes as sent. <u>Second:</u> Susan Cook <u>Vote:</u> Passed on roll call vote. 13-Yes; 2-Abstain.				
3.	Approval of Agenda: <u>Motion:</u> Rick Nation To approve the agenda as sent. <u>Second:</u> Gerry Osborn <u>Vote:</u> Passed unanimously on roll call vote. 13-Yes.				
4.	Unfinished Business: <ul style="list-style-type: none"> • <u>The Commission's Financial & Match Reports</u> ending December 31, 2006 were distributed and discussed. • <u>September 2006 Commission Retreat.</u> StrengthsFinder books, <i>Now, Discover Your Strengths</i>, were distributed to all commissioners and staff present. Barb Thomas asked that everyone read Chapter 3 of the book as it is critical. The strength finder ONLINE personal assessment will take approximately 45 to 60 minutes to complete. She asked that if anyone has taken it before to not take a book and forward their previous results directly to her. She would like all individual StrengthsFinder assessment results be sent to her by March 30, 2007. Lois thanked Barb for bringing this project to the Commissioners and giving them the opportunity to do the strengths assessment. The September Retreat Consultant's Report was distributed to all commissioners for review. 				
5.	New Business: Committee Reports <ul style="list-style-type: none"> • <u>Executive Committee Report.</u> Personnel vacancies were discussed. An AmeriCorps Program Officer candidate was selected from 84 applicants. The formal reclassification of the Citizen Corps Program Officer position that the Executive Director approved is underway. The final reclass approval will come from HHS/HR and State Personnel before we can open the position. Al Berndt from NEMA, the Citizen Corps Program funder, has approved the level of position requested in the reclass and included those funds in the 06-07 grant award to NVSC. The Committee reviewed and discussed the Commission Office Administrative, PDAT, Disability and Citizen Corps 2006-07 budgets. The Committee also discussed the seven applications that were received by the deadline date: December 11, 2006. Two of those applications were from organizations new to AmeriCorps programming: People's City Mission (Lincoln) and State Probation Administration. The Executive Committee decided through discussion that all the committees will review the core responsibilities for their respective committees, discuss what those responsibilities involve, prioritize all and select no more than five from the list to keep and recommend to the Commission how the others not included should be handled. • <u>Organizational Development.</u> Rick distributed the Commissioner Skills Matrix and encouraged those who had not sent in 				

their response to do so as soon as possible. The Committee decided that quality commissioner recruitment is the key for good board leadership. The Committee intends to develop a commissioner candidate list this year. The results from the Commission Self-Assessment has been tabulated and reviewed. Rick handed out the highest and lowest scoring statements from the Commission Self-Assessment. The Committee recognized #4 on the lowest scoring statements "Communicates the value and performance of the Commission to its stakeholders and the interests it serves" as being the one that all committees could focus on while they did committee work.

- Outreach Committee: The 2007 Governor's Conference on Community Service has been moved to the Omaha Doubletree Hotel due to a contractual issue with the Lincoln hotel host site. The registration costs will \$150 for the early bird registration and \$200 for a full cost registration. Barb Thomas requested that all commissioners send registration and conference information to any contacts that may be interested in attending. **Barry Kriha requested that all commissioners contribute one in-kind prize donation for the conference.** He also mentioned that the Committee is looking for keynote/speaker financial sponsorships.

Barry indicated that Commission PSAs are ready to go and will be distributed. He said the Debra Hartmann Award criteria and nomination form is being developed. The goal is for the next award to be presented in 2008 at the Governor's Conference.

Peter Cales reported on the Youth Service Days' activity the Commission will be sponsoring. Youth Service Days is on April 21-22, 2007. Mini-grants for Youth Service Day projects ranging from \$50-\$100 each will be available for youth projects from the Commission. Application information will be sent out early next week. The Commission will also host a youth project in Lincoln at Home Depot for the building of steps for assistance to pets.

Barry reported that the Committee pared down their responsibilities from 12 tasks to 4. He also said the committee recommends that its name be changed to the Public Relations Committee.

Motion: Barry Kriha

To rename the Outreach Committee as the Public Relations Committee because it more accurately reflects what the Committee does.

Second: Ed Burchfield

Vote: Passed on roll call vote. 12 – Yes; 1 – Not Voting.

- Program Committee: Curt Krueger presented the Program Committee's recommendations 2007-08 AmeriCorps program funding scenarios. The scenarios were explained and discussion followed.

Motion: Curt Krueger

To approve 2007-08 program funding scenarios as presented.

Second: Rick Nation

Vote: Passed unanimously on roll call vote. 13 – Yes.

- 2007 Commission Office Budgets: The 2007 Administration, PDAT and Disability budgets were presented and discussed by the Commission. The 2006-2007 Citizen Corps budget was presented and discussed. Barb pointed out that NEMA has given us the funds to pay for the Citizen Corps Program Officer at the higher reclassified position.

Motion: Rick Nation

To adopt the 2007 Commission Office Budgets and the project plans as presented.

Second: Curt Krueger

Vote: Passed unanimously on roll call vote. 13 – Yes.

- Executive Director's Report:

- 1) **New AmeriCorps Program Officer:** Barb Thomas introduced Greg Donovan as the new AmeriCorps Program Officer.
- 2) **Governor Appointments to Commissions/Boards:** Barb handed out a letter from Governor Heineman regarding appointments to Boards and Commissions. The letter stated the Governor will provide opportunities for new persons to serve on commissions and boards. Barb explained that she was told it will be less likely that he will reappoint persons who have served on the same commission for longer periods in order to give more Nebraskans opportunities for appointment.
- 3) **NVSC Annual Report:** Barb told the Commissioners that Cynthia suggested the Commission issue a two-year (2005-2006) performance report since we haven't been able to get the 2005 annual report out. Discussion followed with Commissioners suggesting different ways to report our performance and accomplishments instead of doing an annual report. Ideas included developing a two-sided card that is easy for all staff and commissioners to use and hand out.
- 4) **National Executive Director's Meeting:** Barb said she would be attending the Corporation's Executive Director meeting and new Executive Director Orientation in February in Washington, DC. While in Washington, D.C., she will be attending the Friends of National Service Awards.

	<p>5) Plan for 06-07 NVSC Citizen Corps Program: The Commission will be submitting the Citizen Corps portion of the Homeland Security grant application to fund the 2007 year by March 15 to the Nebraska Emergency Management Agency (NEMA). The grant will explain that NVSC will implement a Request for Application process to grant out funds. The Commission is developing a Nebraska Citizen Corps subgrant RFA process that will require Citizen Corps Councils to work with their local Emergency Management Agency to ensure they link to the current local emergency management plan when developing their Community Preparedness Campaigns that will have the following elements: 1) procedures in place for spontaneous volunteers, 2) process to work with persons with disabilities, 3) establish connections with all community churches to link them to the emergency and CCP preparedness, 4) process to include animal disaster preparedness and 5) plan for local CERT training for Citizen Corps members. This process and how NVSC will manage the Citizen Corps Program will be explained to Citizen Corps Council reps at the Governor's Conference in March.</p> <p>6) State Citizen Corps Council: The final thing Barb informed the Commission is that Al Berndt (Assistant Director of NEMA) has asked the Nebraska Volunteer Service Commission to serve as the State Citizen Corps Council. This would require certain designated persons to be represented on the Commission at meetings when State Citizen Corps Council business is concluded such as the Lt. Governor or his representative. She asked that the Commission consider this opportunity. Discussion followed and Commissioners were in agreement to accept the role requested by Al Berndt. They asked to know what representatives were required in addition to those already serving on the Commission. Once those are known, the Commissioners can discuss any further issues and take formal action at the next meeting on having the Commissioners sit as the State Citizen Corps Council. It was requested that Al Berndt be invited to the next meeting.</p>
6.	<p>Announcements:</p> <ul style="list-style-type: none"> • <u>Meeting Locations:</u> A tentative meeting location for the April 2007 Commission meeting is at Valmont, Inc. Ed Burchfield will confirm hosting this meeting at Valmont. The meeting location for the July 26, 2007 meeting will be at Omaha Public Power District unless there is another volunteer.
7.	<p>Public Comment:</p> <ul style="list-style-type: none"> • No persons signed up to make public comment.
8.	<p>Adjourn:</p> <ul style="list-style-type: none"> • Commission Meeting was adjourned at 2:30 p.m.

Action Items

No.	DESCRIPTION	OWNER	TARGET DATE	STATUS
1.	Contact Commission Office to confirm hosting of April 26, 2007 Commission Meeting at Valmont, Inc.	Ed Burchfield	02-22-07	02-21-07
2.	Contact Barb Thomas, Barry Kriha or Ed Burchfield regarding if you can provide funding for a keynote/speaker sponsorship.	Commissioners	As soon as possible	In Progress
3.	Contact Peter Cales about donation of prize for drawings at the reception and at the end of the last day of conference.	Commissioners	As soon as possible	In Progress
4.	Commissioners send individual StrengthsFinder ONLINE Assessment results to Barb. If anyone has results from a previously taken StrengthFinders assessment, send those results to Barb.	Commissioners	03-30-07	In Progress
5.	Contact Barb Thomas if you are interested in hosting the Commission Meeting in Lincoln on October 25, 2007.	Commissioners	07-26-07	In Progress

Submitted by,

Janet Schmidt, Fiscal Officer

Approved by,

Cynthia Buettner, Chair