



ServeNebraska Commission

Board Meeting Minutes

January 27, 2011

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| NOTE TAKER: Valerie Knaub | LOCATION: GI Public Schools Administration Building Grand Island, Nebraska | DATE: 1/27/11 | TIME: 12:20 p.m. | DURATION: 2-1/2 Hrs. |
| PURPOSE: Quarterly Commission Meeting | ATTENDEES: Commissioners Present: Lorinda Brown, Nancy Faber, Jan Fitts, Sally Ganem (1:30 pm), Tanya Janulewicz (2:05 pm), Denise Kollath, Jamie Moore, Julie Nash, Gerry Osborn, Donlynn Rice, Susan Schnase, and Angela Volovich. Commissioner(s) Present via Teleconference: Rose White (1:55 pm) Staff Present: Barbara Thomas, Greg Donovan, Kim Hall, Cathy Plager, Janet Schmidt, and Valerie Knaub | | | |

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 12:20 p.m. by Jamie Moore, Chair of the Commission.

IN-SERVICE TRAINING – MY SERVICE LOG ORIENTATION

The Commission meeting opened with a presentation by Greg Donovan, Senior Program Office and Janet Schmidt, Fiscal/Operations Officer with a pre-test about some accountability items the Commission staff completes for the programs they manage. The commissioners were asked to fill out the pre-test before Greg and Janet presented their orientation to My Service Log – a new AmeriCorps data collection and reporting system. The agreement for My Service Log is with Tronics, Inc in New Jersey also includes training and programming customization for ServeNebraska specific needs.

The Commission entered into an agreement to purchase the hosted web application titled, My Service Log (Log) for its programs and members to use to replace the former WBRS system supported by the Corporation for National and Community Service. The Log provides ServeNebraska staff, program directors and members' direct access to all input their data and run reports. The Log streamlines grantee reporting with Periodic Expense Reports (PERs), Federal Financial Reports (FFRs) and Grantee Progress Reports (GPRs). Reporting periods with due dates and automatic email reminders simplify the reporting process, facilitate communication and provide accountability. Members' service hours and service accomplishments, enrollment and exit information and slot assignments are a few of the program data that is collected.

Greg showed the Commissioners sample online menu screens that ServeNebraska staff, programs directors and members would see online at My Service Log. The information collected and reported includes both programmatic and financial data. Monthly program billings for grant funds are completed through this system and are automatically ready for Janet to download. Program reports provide details on data from each program that Greg can receive and compile to assist the commission is presenting aggregate information to the Corporation and for other commission reports. The agreement for My Service Log is approximately \$3500/year.

ROLL CALL – DETERMINATION OF QUORUM *[Bylaws Article VII. Section C. A quorum shall be ten (10) of the Commission voting members.]*

Roll call was taken by Janet Schmidt to determine a quorum of 10 members as required by the Bylaws. Eight voting commissioners (ten total members) were in attendance at 12:26 pm when the Business Meeting was called to order. Chair Jamie Moore said all action items would be held until a quorum of ten voting members was met. Three additional voting members are expected to arrive in-person or by phone soon after 1:30 pm. Eleven voting commissioners were in attendance at 2:05 p.m. and there was a quorum.

APPROVAL OF MINUTES FROM LAST MEETING – October 26, 2010 (at 2:05 pm)

- Motion #1:** Denise Kollath
To approve the October 26, 2010 minutes as sent to the Commission
- Second:** Tanya Janulewicz
- Vote:** Yes – 11. Motion carried unanimously.

APPROVAL OF AGENDA FOR THIS MEETING – January 27, 2011 (at 2:08 pm)

Motion #2: Sally Ganem
To approve the January 27, 2011, business meeting agenda as written
Second: Gerry Osborn
Vote: Yes – 11. Motion carried.

PUBLIC COMMENT

No public comments.

ACTION ITEMS (at 2:10 pm)

1. Commission Financial Operations & Subgrant Funds Report (Janet Schmidt)

ServeNebraska Staff Janet Schmidt stated that on Table 1: ServeNebraska Operations – Grant Fund Sources, the Disability and PDAT funding received a no cost extensions through June 30, 2011. Table 2: CNCS AmeriCorps Subgrants: These are the final expenditure numbers for these grants and they are officially closed out. Table 3: AARA AmeriCorps Subgrants: These are the final expenditure numbers and they are officially closed out. Table 4: 2010-11 AmeriCorps Subgrants: These are expenditure numbers from Periodic Expense Reports submitted through November 30, 2010. Two programs are not in fiscal compliance. Center for Rural Affairs and Hastings Literacy Program are not in fiscal compliance because fiscal reporting is not up to date.

2. Administration Grant Match Report ending December 31, 2010

Janet stated that the final expenditures for the 2010 Administration Grant were \$176,929.48 with a final match amount of \$127,542.59. Because the commission was granted an Alternative Match Waiver for the 2010 Administration Grant, the commission was required to match \$130,000 if all \$250,000 federal funds were expended (52%). ServeNebraska met the 52% level of match (\$92,003.33) for the federal funds expended (\$176,929.48). The commission expended \$35,539.26 more than required in the administrative match waiver for 2010.

- Handouts:
 1. *December 31, 2010 Financial Operations & Subgrant Funds Report*
 2. *December 31, 2010 Administrative Grant Match Report*

Motion # 3: Jan Fitts
To accept the Commission's Financial Operations & Subgrant Reports and the Administrative Grant Match Report.

Second: Nancy Faber
Vote: Yes – 11. Motion carried.

3. Administrative Budget Report (Barbara Thomas)

The 2011 Administration Grant was submitted requesting \$250,000 federal funds and providing a full \$250,000 in match. Barbara said she had to inflate some of the items to get to the match level in order for the electronic grant system to accept the grant. Our Alternative Match Waiver Request is pending. Once the decision from the Corporation for National and Community Service on the 2011 match waiver application is released the administration budget will need to be revised if the Commission receives the waiver. We requested the waiver for two calendar years: 2011 and 2012 to give us time to develop the additional ongoing funds to get to the full \$250,000 match.

Motion #4: Gerry Osborn
To ratify Executive Committee's approval of 2011 Administration Budget
Second: Susan Schnase
Vote: Yes – 11. Motion carried.

STANDING COMMITTEE REPORTS

1. Program Committee – The Program Committee did not meet today (Chair, Carol Spiecher)

- 2011-12 Applications for Competitive Submission to CNCS January 25, 2011: The AmeriCorps RFA was released with a Commission deadline of December 15, 2010. Seven applications were received. These grants were reviewed by a panel of three peer grant reviewers. On January 20, 2011, the Executive Committee approved two for “**Continuation**” Competitive funding: *LFS AmeriCorps* and *MMI AmeriCorps*. The Executive Committee approved four applications for “**New & Recompeting**” Competitive funding: 1. *MCC AmeriCorps*; 2. *RISE AmeriCorps*; 3. *ECHO AmeriCorps*; 4. *Go Green AmeriCorps*. The order in which these programs are listed is the order of priority recommended by the Program Committee

at their January 11, 2011 committee conference call. The Executive Committee approved 1 application for “Fixed Grant” Competitive funding: *Center for People In Need Partners in Progress AmeriCorps*. The fixed grant term means that all AmeriCorps members must be full-time members and the applicant does not have to provide a line-item budget or document matching resources as long as enrollment and performance targets are met.

Motion #5: Donlynn Rice

To ratify the Executive Committee’s approval of six AmeriCorps Competitive Grant applications and one Fixed Grant application be submitted to CNCS on January 25, 2011.

Second: Denise Kollath

Vote: Yes 11. Motion carried.

2. Organizational Development Committee – The Organizational Committee did not meet today (Chair, Jamie Moore)

- Recruitment of Commissioners: The Commission still needs to fill the following vacancies: a rep of the Local Government (must be rural location) and rep of a Local Labor organization. Those commissioners with terms ending in April 2011 need to contact Barbara about whether or not they wish to continue serving as a commissioner.

3. Public Relations Committee – The Public Relations Committee did not meet today (Chair, Gerry Osborn)

- Status of Revised ServeNebraska PSAs: The “Why I Serve” PSAs that Barry reshot need final editing and production. He has connected with a Redstone Communications representative to find out if they can do the finishing work since he no longer has access to the equipment he was previously using. Redstone is analyzing what remains to be done for editing the PSAs with the ServeNebraska tagline and will send their proposal to Barbara. 2010 Administrative grant carryover funds are available to pay for the final production of these PSAs.
- First Lady’s Awards Luncheon April 28, 2010: The awards information on the website has been updated and Kim has updated the awards packet that was passed out to all commissioners in attendance today. Kim put two features in the Lincoln Journal Star – Neighborhood Extra, one is about the First Lady Awards and the second feature was a piece on Pat Talbott, an outgoing Nebraska Thrives VISTA member. A First Lady Awards press release has been distributed to 25 targeted media outlets. Information has been sent to the Human Federation newsletter as well.

Susan made arrangements for the commission to have the First Lady’s Awards Luncheon at the UNO Thompson Alumni Center. Gerry asked everyone to forward the award nomination information to any contacts they may have. Sponsors are needed for this event. Jamie agreed to share United Way of the Midlands award nominations with ServeNebraska.

4. Nebraska Volunteer Foundation Advisory Committee – (Barbara Thomas reported for Lois Wine, Chair)

- Highlights of Advisory Committee Meeting, January 3, 2011: Advisory Committee members attending that meeting included Lois Wine - Chair, Pat Beans - Treasurer, Ron Sedlacek and Barbara Thomas - Secretary. Janet Schmidt attended to assist with meeting support. Recruiting additional members for this Committee was discussed with ideas for specific persons to be asked to join. Financial planning, banking and accounting representatives will be sought. Lois asked that anyone who had names of persons who may be interested in serving on the Committee to please contact her. The Committee began reviewing Articles of Operation including the number of Committee members (suggested at 9-15). Barb was asked to make some specific edits and changes in the draft for consistency and send the next draft to the members for a 2nd draft discussion at the next meeting. The Committee is trying to solidify the organizational

5. Executive Director’s Report (Executive Director, Barbara Thomas)

a. 2011-2012 Administrative Grant Match Waiver Request Status

- The Administrative grant was submitted at \$250,000 with a full \$250,000 in match. The official match waiver request was submitted to the Corporation for National and Community Service (CNCS) on November 4, 2010. The Corporation has communicated that the waiver will not be released until after the federal budget has been approved. Clarification questions from CNCS about the waiver were received in December that Barb addressed. When we receive notification about the waiver, the administration budget will be revised to the \$130,000 match.

b. 2011 Administration, Disability & PDAT Grant Awards

- The three grants were submitted to CNCS on November 12, 2011. Clarification items from CNCS were received and addressed by Barb in late December. CNCS awarded the Commission our 2011 Administrative; PDAT and Disability grant awards for ½ the total award. We will receive the remainder of the grant awards when the federal budget has been ratified by Congress. The Commission has received interim grant awards of one-half the funding and will receive the remainder of the grant awards when the federal budget has been approved by Congress. The Commission has

requested and received approval to carryover unexpended funding from the 2010 Administrative Grant to finish some projects that were not completed in 2010. A no-cost extension has been received for both the 2010 PDAT and Disability Grants that ended December 2010 to projects that were not completed in 2010.

c. Status of Filling Staff Vacancies

- The Training Officer position has been filled. Kim Hall was hired and began working at the Commission on December 6, 2010. The AmeriCorps/Disability Officer position has been filled. Cathleen Plager was hired and she began working at the Commission on January 24, 2011. The Fiscal/Support Specialist position has been filled. Valerie Knaub was hired and she began working at the Commission on January 5, 2011.

d. 2011-12 Rural Multi-State Competitive Application

- ServeNebraska was part of this competitive AmeriCorps application last year that was disqualified due to the application not being submitted on time. There is a larger array of states involved this year with Murray State University in Kentucky submitting the grant, again. Each participating state will receive a number of members to be placed in rural communities. Nebraska expects to get about 15 members for rural placement.

e. Final Reconciliation of Citizen Corps Federal Grant Funding

- Billings, payments and journal entries of all costs incurred for the former federal Citizen Corps grant have been researched and there was only a minor correction that made the total slightly less. Because of the Nebraska Emergency Management Agency's denial of payments that were paid up front by DHHS, several items and administrative staff time to complete the required reports and payment processing; the Commission owes DHHS Financial Services \$15,090.79. The only option to pay this outstanding amount is from our State general funding. Barbara and Janet plan to meet with DHHS Financial Services to negotiate a payment plan to ensure what the Commission owes is paid over a period of time during 2011.

f. Annual Report to the Governor

- This report updates the Governor on the Commission's accomplishments each year and any special needs we have. Barbara explained that the Executive Committee meets with the Governor annually to share that information. Barbara would like to delay this report and the Executive Committee's annual meeting with the Governor until April or May 2011 so she has more time to put together the annual report materials.

g. ASC to Host State Service Commission Leadership Summit March 29-30, 2011

- America's Service Commissions (ASC) will host a Leadership Summit on March 28-30, 2011 in Alexandria, VA. Executive Director Barbara W. Thomas and Commission Chair Jamie Moore will attend the Summit which will focus on supporting the work of state commissions, share best practices, providing commission executive directors and commissioner chairs opportunities to network with their peers, develop or strengthen partnerships with key national and community service stakeholders and strategize commission growth in accordance with 2009 Serve America Act.

UNFINISHED BUSINESS

1. 2011-2015 Strategic Plan / 2011-2013 State Service Plan

- AmeriCorps – Action Plan Report (Susan Schnase)
Susan explained that her work group had a productive discussion that further detailed steps to complete each of three identified goals. A fourth goal will be added to broaden the scope from AmeriCorps to include other national service initiatives in Nebraska.
- Community Volunteers – Action Plan Report (Julie Nash)
Julie explained that her work group further detailed steps to completing each of their identified goals. She presented the work group's working definition of the term *volunteering* as "a person who voluntarily offers himself or herself for a service or undertaking willingly and without pay." She also commented on information that will be collected from the county contacts for volunteering when they are identified. Each of the group members will make calls to find the county contact for volunteering and what the group would like these reps to do. The group wants to develop some draft talking points for the work group and other commissioners that could be used when talking with someone they want to encourage to be a county ambassador for volunteering.
- Sustainable Infrastructure – Action Plan Report (group did not meet today; Barbara Thomas reported for Barry Kriha)
Barbara reported that this work group had outlined a draft plan that included securing corporate contributions by establishing sponsorship packages connected to a yet to be named Nebraska Day of Service. More work will need to be done on this Action Plan. Barry has asked Jamie to select another leader for the group.

- These action plans will be the basis for the draft strategic and state service plans.
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NEW BUSINESS - None

ANNOUNCEMENTS

1. **Revised 2011 Commission Board Meeting Dates:** All meeting locations have been confirmed. By consensus, it was decided that the July 2011 meeting will be changed from Thursday, July 28th to Friday July 29th to allow Commissioners Sally Ganem and Donlynn Rice to attend a state education administrator's conference.
 2. **Next Meeting & First Lady's Awards Luncheon:** April 28, 2011 at UNO Thompson Alumni Center, Omaha
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AGENDA ITEMS FOR THE NEXT MEETING - None

ADJOURN BUSINESS MEETING

- Commission Business Meeting was adjourned at 2:46 p.m.

Submitted by,

Janet Schmidt, Fiscal/Operations Manager

Approved by,

Jamie Moore, Chair