



ServeNebraska Commission

Board Meeting Minutes

NOTE TAKER: Nancy Hock	LOCATION: MDS Pharma Services	DATE: 01-28-10	TIME: 12:40 p.m.	DURATION: 3 hours
PURPOSE: Quarterly Commission Meeting	ATTENDEES: Commissioners Present: Lorinda Brown, Nancy Faber, Jessica Hilderbrand, Mike Kissler, Barry Kriha, Jamie Moore, Rick Nation, Gerry Osborn, Susan Schnase, Carol Speicher, Angela Volovich, and Nancy Wang Commissioners Present via Teleconference: Jeff Slobotski and Rose White Staff Present: Barbara Thomas, Greg Donovan, Janet Schmidt and Nancy Hock			

SPECIFIC DISCUSSION ITEMS

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 12:40 p.m. by Barry Kriha, Chair of the Commission.

ROLL CALL – DETERMINATION OF QUORUM

Roll call was taken by Janet Schmidt to determine quorum. Thirteen (13) Commissioners were in attendance. A quorum of members (13 voting and 1 non-voting) was present.

APPROVAL OF MINUTES FROM LAST MEETING – October 22, 2009

- Motion #1:** Gerry Osborn
To approve the October 22, 2009, minutes as written.
- Second:** Jamie Moore
- Vote:** Yes – 13. Motion carried unanimously.

APPROVAL OF AGENDA FOR THIS MEETING – January 28, 2010

- Motion #2:** Barry Kriha
To approve the January 28, 2010, business meeting agenda as written.
- Second:** Rick Nation
- Vote:** Yes – 13. Motion carried unanimously

PUBLIC COMMENT

No public comments.

EXECUTIVE SESSION (CLOSED – INVITATION ONLY)

Barbara Thomas, Executive Director, was invited to participate in the closed Executive Session.

- Motion #3:** Rick Nation
Move to convene the Executive Session
- Second:** Lorinda Brown

Commission staff left the room.

- Motion #4:** Rick Nation
Move to reconvene in open meeting for ServeNebraska
- Second:** Jamie Moore
- Vote:** Yes – 13. Motion carried unanimously

- Motion #5** Rick Nation
Motion to write a letter (Barry Kriha, Commission Chair) to Governor Heineman confirming request for a wage freeze.
- Second:** Jamie Moore
- Vote:** Yes – 13. Motion carried unanimously.

Angela Volovich, CNCS Nebraska State Program Director, joined the Commission meeting at 1:22 p.m.

COMMITTEE REPORTS

1. Program Committee – Reported by Committee Chair, Nancy Wang

2010-2011 AmeriCorps Applications for Competitive Submission to CNCS on January 26, 2010

The AmeriCorps Request for Applications (RFA) was released with a Commission deadline of November 13, 2009. Thirteen applications were received for the 2010-2011 AmeriCorps Program year. Applications the state Commission wants to recommend for Competitive funding had to be submitted to the Corporation for National and Community Service (CNCS) by January 26, 2010. The Program Committee recommended to the Executive Committee that ServeNebraska forward the following AmeriCorps applications to the CNCS for competitive funding in this priority order:

A. CONTINUATION GRANT:

1. City of Lincoln *Reach for the Stars* AmeriCorps program for “Continuation” Competitive funding

B. NEW GRANTS:

1. LFS AmeriCorps for “New” Competitive funding
2. MMI AmeriCorps for “New” Competitive funding
3. City of Lincoln *Go Green* AmeriCorps for “New” Competitive funding

Motion #6: Gerry Osborn

To ratify the Executive Committee’s approval of the 2010-2011 AmeriCorps Applications for Competitive consideration submitted to CNCS on January 26, 2010.

Second: Nancy Faber

Vote: Yes – 12; Abstain - 1. Motion carried.

Rose White, Commissioner, departed from the Commission meeting teleconference at 1:36 p.m.

Close Business as the ServeNebraska Commission and Re-Convene as the NE State Citizen Corps Council: Program Reports are interrupted and will be reconvened afterward.

Motion #7: Jamie Moore

To adjourn ServeNebraska Commission Meeting and re-convene as the Nebraska State Citizen Corps Council.

Second: Lorinda Brown

Vote: Yes – 11

Nebraska State Citizen Corps Council

1. 2010 Citizen Corps grant applications

- Barbara Thomas identified areas of interest associated with the funding for this application. Two external reviewers were used for the grant reviews. Because of a variety of issues that have arisen from the field, all four reviewers agreed to recommend changing from regional grants to state special project areas in the next grant year. Mini-grants based on a certain topic to allow more entities to be involved would be easier for subgrantees to accomplish.
- The Request for Applications (RFA) was sent out October 20, 2009. The deadline for submission of the applications was November 30, 2009. Five out of eight regional Citizen Corps grant applications were received. The Review Committee recommends the Council approve the following grant awards to the following CCP Regions.
 1. Funding for the Central CCP Region is no more than \$15,000
 2. Funding for the East CCP Region-Douglas County CC is no more than \$10,468
 3. Funding for the East CCP Region-Sarpy County CC is no more than \$5,152
 4. Funding for the South Central CCP Region is no more than \$15,000

Motion #8: Susan Schnase

To approve 2010 Citizen Corps sub-grant funding:

Second: Gerry Osborn

Vote: Yes - 11 No – 1 Abstained

Abstaining: Jamie Moore, Commissioner, abstained from voting due to a Conflict of Interest stating that she has staff involved with both Douglas and Sarpy County Citizen Corps initiatives.

Adjourn and Re-Convene as the ServeNebraska Commission

Motion #9: Jamie Moore

To adjourn Nebraska State Citizen Corps Council meeting and reconvene as the ServeNebraska Commission.

Second: Gerry Osborn

Roll Call Vote: Yes - 12 No – 0 Motion carried.

Jeff Slobotski, Commissioner, left the Commission meeting teleconference at 1:51 p.m.

ServeNebraska Commission Meeting Reconvened – Remaining Committee Reports

2. Public Relations Committee – Gerry Osborn

2010 Governor's Conference

Handout: Taking the Challenge to Be the Best Flyer

- Kim Klein, National Speaker on Fundraising. After the sessions on Friday afternoon, Kim will provide a private consultation to our Commission Board regarding aspects of fundraising.
- Thursday the conference will open mid-morning with welcome. The plenary keynote is during lunch.
- Friday the conference will open with a plenary keynote in the morning with 1st Lady's Awards during the Luncheon.
- Commission members should register online as soon as the registration process goes "live".
- Commissioners asked about attire for the conference. Barb indicated that a group photo will be taken of commissioners on both days so we would like business attire.
- Constant Contact will be used this year instead of RegOnline as the electronic registration system. The loss of RegOnline because the contract was dropped by CNCS has been very costly for the Commission. We have used RegOnline for registrations for all trainings, conferences and many meetings.
- The Commissioners were asked to review the 1st Lady's and Impact Awards categories and consider nominating someone. They were also asked to send the information about nominations to all their professional and personal contacts.
- Jamie Moore suggested that United Way of the Midlands and ServeNebraska share their award nominations. UWM would send nominations to ServeNebraska that would fit the Governor's Points of Light, the First Lady's and the Impact Awards. ServeNebraska would forward nominations that would fit the categories UWM recognizes during National Volunteer Week. Jamie suggested the UWM awards could be prefaced with a blanket statement such as, "...all of these applications will be submitted to ServeNebraska, the Nebraska Volunteer Service Commission, for consideration at state recognition". Jamie and staff will discuss this further and develop a process to make this workable.

Governor's Conference Fundraising Committee

Handout: Commissioner "Talking Points" for Potential Sponsors

Handout: Sponsorship Opportunities Information

- Lois Wine will chair a fundraising committee and Nancy Faber will help her as vice-chair. Other members of the committee include Rose White, Barry Kriha and Susan Schnase. All committee members reside in the Omaha area.
- Barbara asked each Commission member to donate a gift for the prize drawing.
- Barbara provided clarification of terminology between vendors/donors and possible duplication of requesting donations/sponsorships.
- Commissioners were asked to check service clubs (Shriner's, Sertoma, Kiwanis, Rotary, Optimists, etc.) for potential sponsors/donors.

ServeNebraska Revised PSAs

- Barry Kriha stated the PSAs are almost completed. These are more up to date and will not have to be changed as often. These will be provided on the website.
- Barbara Thomas stated the CCP PSAs are active and the Brochures edits are being finalized.

3. Organizational Development Committee – Jamie Moore

Commissioner Self Assessment

- The Committee asked Commission members to rate their performance. The commissioners will be asked to complete two assessment documents during the meeting today: (1) 2010 Board Self-Assessment and (2) 2010 Board Commissioner Interest Area Matrix. Questionnaires were distributed to commissioners with a request to complete and return them by the end of the Commissioners meeting. Questionnaires will be distributed to Commissioners who were not in attendance at this meeting and ask that they be returned to Janet.

Bylaws Revisions

- Tabled until the Strategic Planning meeting in October.
- The Committee will provide revisions to the By-Laws for a second vice president position. This being a rotation of the Committee Chairs. Three officers for four meetings

Commissioner Vacancies (2) – Recruiting

- Define role of Commissioners in recruiting new Commissioners
- Three relate current vacancies: Local Government and Local Labor are required; Native American is not mandated.
- Leadership training – it should be an expectation that every commissioner attend a national training. If funds are not available in the Commission budget, then the commissioner should attend at their own expense.
- Don't just sit back and expect the Commission to do things for you. Commissioners need to step up and do things yourself that will help the Commission.
- More Commission engagement for attendance at meetings. Consider providing information at recruitment what the expectations are. Nomination form (application) is online and the position is Governor appointed, however, we can still impact the application process.
- No Shows: If no phone call or confirmation, look at ways to remove them from the Commission. Research past processes in association with a letter from the Governor.
- Commissioners should take an oath of commitment. This needs to be reassessed and reinforced, with signatory agreement.
- Look at emphasizing more how Commissioners can contribute
- Attendance: we do not have the authority to ask someone to leave the Commission. *Utilize a form that explains that we appreciate input and missed you at the meeting. Will you attend? Do you want to be involved? Do you wish to resign? Will you attend the next meeting?*

ACTION: Rick Nation will provide an example letter to Barb.

ACTION: Susan Schnase: Check to determine if there is an opportunity for students to write service learning grants for the Commission.

- What would we ask for funding for? Scholarships, capacity, volunteer recruitment, training, Conference. A wish to have a stronger foundation that could raise the money.
- Strengthen new commissioner orientation meetings. Add roles and responsibilities. Commissioners should deliver the message.

4. Nominating Committee – Barry Kriha

Slate of Nominations for Commission Chair and Vice-Chair

- Barry indicated that he and Ron were selected at the October meeting to serve as the nominating committee
- Jamie reminded us of the requirements from the Bylaws on how officers are to be nominated and elected.
Section C. Selection
 1. *Officers shall be elected by members of the Commission.*
 2. *An independent nominating committee composed of a Nominating Chair and two Commissioners will be elected at the last meeting of the Commission in the year prior to an officer election.*
 - a. *In January prior to a Commission Officer election, the Nominating Chair will make a written request to Commissioners for officer nominations.*
 - b. *The Nominating Committee may nominate additional names. The nominations will be screened for eligibility and all qualified names will be sent to the Commission office to be distributed in the agenda packet for the annual meeting.*
 3. *At the second quarterly meeting also known as the Annual Meeting of the Commission, additional nominations will be taken from the floor when accompanied by written notice of acceptance and eligibility.*
 4. *A secret ballot that includes all nominees will be conducted. A runoff will be held if needed. Each officer must receive at least 51% of cast ballots.*
 5. *Members of the Nominating Committee are not eligible to run for any other Commission office while serving in this position.*
- Nominating Chair Barry Kriha established a deadline of February 12, 2010, for receipt of nominations for Chair and Vice-Chair of the Commission. Nominations will be accepted from the floor at the next meeting if the nominee agrees in writing and the election we be at the April Commission meeting.

OPERATIONAL REPORTS

1. Executive Director's Report – Barbara Thomas

2010 Administration, Disability & PDAT Grants Position

- The three grants were submitted to CNCS on November 13, 2009. CNCS requested some minor revisions and the grants were re-submitted with those revisions on December 12, 2009.

2010 Administration, Disability and PDAT Grant Funding Allocation (Received January 25, 2010)

- The Commission received final 2010 grant allocations from CNCS based on federal funding legislation passed to fund the Corporation and the Serve America Act. Nebraska is at the small state minimum for each of these grants with the following funding changes:
 1. Admin was increased from \$135,511 to \$250,000,
 2. PDAT was reduced from \$84,000 to \$73,800 plus \$3,500 in 2009 Carryover,
 3. Disability is increased from \$43,929 to \$50,567 plus \$7,700 in 2009 carryover.
- Revised budgets will be submitted to CNCS by February 12, 2010.
- Final instructions for the Alternate Match Waiver requests were received and this request is due to CNCS by February 12, 2010.

2010 AmeriCorps Formula Funding Allocation

- The final AmeriCorps formula allocation was received for 2010-11 program year. Nebraska will receive \$1,188,844. This was a pleasant surprise since the 2009 allocation was \$500,000 and the new small state minimum under Serve America is \$600,000.

Commission Staffing Status

- Training/Disability Officer – Peter Cales resigned his position effective 12-31-09. The Commission will contract with Peter through the end of April 2010 primarily to assist with the Governor's Conference during the transition.
 - Citizen Corps Program Officer – Eighty-eight applications were received and screened. Interviewing will occur in early February. The expectation is to have someone hired by March 1st.
 - Effective January 27, 2010, NEMA will no longer reimburse Janet's time (25%) to process payments and input reports in the GMA (Grants Management System, NEMA's electronic payment system). Because this grant work has become more extensive, she has had to spend more time on it. We've reclassified her position to spend that amount of time on the Citizen Corps grant and hired the temporary administrative assistant to take on some of the other duties she let go.
 - (Jamie Moore) Does the Grant allow for administrative costs? Barbara answered that yes there are funds to pay for the CC Program Officer, who does have financial responsibilities and a small amount for management and administration. Its limited to 5% of the grant amount which is \$159,999 for the limit would be \$7,999.
 - The NEMA site visit is scheduled for next month.
 - Option to take this directly to the Lt. Governor to express disappointment and concerns. It would be better to have it come from the Chairman of the Commission.
- ACTION:** Barry Kriha will contact the Lt. Governor for a meeting and will follow-up with the Commission members.
- Option to end the Grant – or give it back
 - When does the grant end? We are funded by federal fiscal year. Each spring, we have participated in the grant writing for the new FEMA Homeland Security grants. This year we would not participate and determine the transition plan to move the grant back to NEMA.
 - Option for SN Staff to set a deadline to close it so we are not dealing continually dealing with this.

Senior Management Staff Retreat

- Barb, Greg and Janet met on January 22, 2010 to assess Commission work functions and discuss possible staff restructuring for the future. The staff was successful in completing an in-depth analysis and proposing redesigned Commission staffing and functions.
- Results of the restructure will be provided to the Commission at the April meeting.

2007-09 Commission Annual Report

- CJJ Communications and Barbara Thomas have been working together closely to develop and complete the 3-year annual report. Final proofing of the report by staff was completed on January 27, 2010. It is scheduled to go to the State printer on January 31, 2010.

Continuing Issue: Finding Match for Administrative Grant

- If the Commission entered into some sort of Good Works within the state, could it be counted as MATCH? Mike Kissler asked to enter into the initiative to support Special Olympics - volunteers are needed. It would fit well in future years with things already under development regarding videos. After the National Games, you've got the Special Olympics every year. Mike and Angela are working with them outstate, but SN could work specifically, instate. If interested, Mike and Angela will offer assistance. The generation of corporate monies would be a good MATCH opportunity with the SN logo promoting their opportunities. For next year, Mike would put some money on

the table for support but needs helpers 'on the other side' to do it. For instance, "A semester of service" following "Martin Luther King Day" and continuing throughout the summer.

2. Commission 2009 Fourth Quarter Financial Report – Janet Schmidt

Administration Expenditures, Grant Expenditures, Match Revenues

Handout: Financial Status Report – 12-31-09

- VISTA Training Funds: Angela Volovich asked if the VISTA Training funds amount was the final amount. Janet stated there were some expenditures still being processed for payment against this grant.
- Rick Nation asked about the amount of Administration state funds since so much was listed. Janet stated the amount reflects spending from July 2009 through December 2009, the first six months of the new state fiscal year. The Commission receives a state fund allocation of \$40,000 for a biennium (2 state fiscal years). A second question was asked about the possibility of moving the state funds into a 3-year cycle. Barbara stated that the funds are controlled by DHHS and the Commission has no control over it. The state Legislature approves a biennial budget for the state and no funds are usually able to be carried over from one biennium to another.
- The report of Administrative Match shows that the Commission raised enough match to cover all Administrative expenses for the three-year period of the grant that ended December 31, 2009. At the end of the year, the Commission had \$15,000+ more match than was required, however, there are additional expenses to be processed against the grant and it may end up that we are close to expending as much as we matched.

UNFINISHED BUSINESS

1. 2010 ServeNebraska Administrative Budget

Handout: Program 024-CY10 SN Operations Budget, January 1 – December 31, 2010.

- Barbara explained the figures listed on the 2010 Operations/Administration Budget. The budget was voted on and approved at the Executive Committee Meeting

Motion #10 Rick Nation

To ratify the Executive Committee's approval of the 2010 ServeNebraska Administrative Budget.

Second: Susan Schnase

Vote: Yes – 11. Motion carried unanimously.

2. 2006-10 Strategic Plan:

Plan for New Commission Strategic Plan & Revision of State Service Plan to Comply with the Serve America Act

- A new Commission strategic plan and revision of State Service Plan will need to be completed in order to comply with the Serve America Act requirements. Greg provided State Service Plan Development documentation to be discussed at a later date.

NEW BUSINESS

1. 2010 Legislative Event: Barb recommended we move this event to 2011 and plan to do it or something else in the year we do not have a conference.
2. Annual meeting with Governor: Barb will set up a meeting after the Annual Report is printed for the Executive Committee to meet with the Governor.

ANNOUNCEMENTS

1. **2010 Commission Board Meetings Dates:** All locations confirmed.
2. **NEXT MEETING**– April 29, 2010 hosted by Susan Schnase at University of Nebraska Foundation Office, AkSarBen Village, 67th & Center, in Omaha

AGENDA ITEMS FOR THE NEXT MEETING

None were given

ADJOURN BUSINESS MEETING

Meeting was adjourned at 3:25 p.m.

Submitted by,

Nancy Hock

Approved by,

Barry Kriha, Chair

ACTION ITEMS:

1. ACTION: Rick Nation will provide an example letter to board members who don't attend meetings to Barb.
2. ACTION: Susan Schnase: Check to determine if there is an opportunity for students to write service learning grants for the Commission.