



ServeNebraska Commission Meeting Minutes

NOTE TAKER: Nancy Hock		LOCATION: Governor's Residence--Lincoln	DATE: 10-23-08	TIME: 10:00 a.m.	DURATION: 2.0 hours
PURPOSE: Quarterly Commission Meeting	ATTENDEES: Commissioners Present: Lorinda Brown, Ed Burchfield, Sally Ganem, Jessica Hildebrand, Barry Kriha, Jamie Moore, Rick Nation, Gerry Osborn, Ron Sedlacek, Jeff Slobotski, and Nancy Wang, Guest: Lt. Governor Rick Sheehy Staff Present: Peter Cales, Greg Donovan, Dennis Fowler, Nancy Hock, Janet Schmidt, Jennifer Rutt and Barbara W. Thomas.				
AGENDA ITEM	SPECIFIC DISCUSSION ITEMS				
1.	Meeting Called to Order at 10:00 a.m. by Barry Kriha, Chair of the Commission. Roll call was taken by Nancy Hock. Ten members were in attendance. A quorum of members was present. Barry Kriha opened the meeting by introducing new members that were present: Lorinda Brown, Jessica Hilderbrand, and Jeff Slobotski.				
2.	Approval of July 24, 2008 Minutes: <u>Motion #1:</u> Jamie Moore To approve the July 24, 2008 minutes as sent. <u>Second:</u> Ed Burchfield <u>Vote:</u> Yes - 9 Abstain - 1				
3.	Approval of Agenda: <u>Motion #2:</u> Rick Nation To approve the October 23, 2008 business meeting agenda as sent. <u>Second:</u> Gerry Osborn <u>Vote:</u> Yes - 10 No - 0				
4.	Committee Reports: <ul style="list-style-type: none"> • <u>Organizational Development Committee – Reported by Committee Member, Ron Sedlacek and Executive Director, Barbara Thomas:</u> <ol style="list-style-type: none"> 1) <u>Bylaws.</u> The Committee offered several more minor revisions to the Bylaws as approved in July 2008 but after discussion on their last committee conference call, decided on the language that was sent to the Commissioners. The following revisions were sent to the Commission membership 30 days in advance of this meeting. Discussion followed. <ol style="list-style-type: none"> a) <u>Article VI. Section D. Majority Vote</u> is changed to read: "Actions, including the election of officers, shall require a majority vote of all eligible voting members present, in person or electronically." [words in BOLD are new] b) <u>Article VIII. Section B. Amendments</u> is changed to read: "1. These Bylaws may be amended, repealed, or altered, wholly or in part by a two-thirds vote of the general voting membership at any duly called meeting of the Commission. [words in BOLD are new]" c) <u>Article VIII. Section B. Amendments</u> Item #3 is deleted. <p>Motion #3: Organizational Development Committee Recommendation To approve the Organizational Development Committee's recommendations for revisions to the Commission Bylaws as sent previously to the Commission membership. <u>Second:</u> Not needed with Committee motion <u>Roll Call Vote:</u> Yes - 10 No - 0</p> 2) <u>New Commissioner Orientation</u> All four new commissioners were present at the New Commissioner Orientation in September: Jessica Hilderbrand, 				

Lorinda Brown, Tess Larson and Jeff Slobotsky. Jessica, Lorinda and Jeff commented that the Orientation meeting provided a good overview of what the Commission is about and what it does. Lorinda also attended the National Disability Inclusion Conference in Washington D.C. in early October and gained valuable information to take to back to the organization she works for in Grand Island.

3) *Policies in Development: Commission Succession Plan and Commissioners Funding Support Role*

The Committee is also working on determining what role current commissioners will have in recruiting new commissioners and what expectations the Commission in the area of fundraising and resource development.

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

1) *09-10 AmeriCorps Request for Applications (RFA) Competitive Grant Recommendation.*

AmeriCorps Competitive funding recommendations are due to the Corporation by January 13, 2009 from each state Commission. The AmeriCorps Grant Request for Applications (RFA) was released in September 08 with a due date of November 4. Submissions will be reviewed for eligibility & accuracy by Commission staff and reviewed & scored by volunteer grant reviewers. The external reviewers' scores and comments will be discussed by the Program Committee in December to make recommendations of which applications should be referred to the Competitive pool for funding by the Corporation. Greg Donovan asked the Commission to contact him with suggestions of individuals willing to serve as volunteer grant reviewers.

Motion #4: Program Committee Recommendation

To give the Commission's Executive Committee authority to act upon the Program Committee's recommendations for 09-10 AmeriCorps competitive funding with full Commission confirmation of their decision at the January 29, 2009 Commission meeting.

Second: Not needed with Committee motion

Roll Call Vote: Yes - 10 No - 0

2) *Report on National Commissioner Institute and Meetings with Nebraska's Congressional Delegation*

Nancy Wang reported on the New Commissioner Institute sessions she attended on September 23-24, 2008 in Washington, DC. She found the session about the history and development of national service very helpful for her work as a Commissioner. Break-out sessions included discussions about networking, how to engage commissioners, how to build partnerships with businesses and state players, excellence of programs, and sustainability of programs. The ServeAmerica Act was the topic at the Voices for National Service briefing session where attendees were provided tips for the best use of their time in their meetings with their State congressional representatives. Nancy, Greg Donovan and Barbara Thomas visited with legislative aides from Congressman Fortenberry's, Congressman Adrian Smith's and Senator Ben Nelson's staffs. A Commission overview and a one-page handout were provided on ServeNebraska to their legislative aides.

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

1) *2009 First Lady's Awards Ceremony and Luncheon Date, Speaker & Location*

The date of the Awards Banquet has been confirmed as April 30, 2009. The Commission meeting will be held in conjunction with the Awards Ceremony/Luncheon. The preferred location is the Embassy Suites in LaVista, Nebraska with a second option being Omaha Holiday Inn, Central. Staff will finalize a contract with LaVista Embassy Suites. Suggestions from Committee members on luncheon speakers included Maria Shriver, Caroline Kennedy or other celebrity on the national stage.

2) *Awards Promotion Plan.*

Janet Schmidt presented the Awards Promotional Plan to the Commissioners. A concern voiced was that with so many awards available, the focus of any messages sent out regarding the awards program should be on sending the right information to the right person. Many people are not aware of any of the Commission's awards programs.

- a) A business card has been developed that contains awards program contact information, where to obtain additional information on the awards and where to find a nomination form for the awards. Samples of these cards will be provided the January 2009 meeting.
- b) Committee Member, Gerry Osborn and Janet have been working to identify key community leaders to schedule personal visits to discuss the Commission's award program.
- c) A First Lady's Awards Photo Display Board has been developed. Janet is scheduled to meet with First Lady Sally Ganem on November 5th to request that the board be displayed in the Governor's Mansion entryway. Barb

	<p>Thomas recommended that if Commissioners speak at various events, they should work with the Commission staff to provide updated awards program information and leave the informational business cards with their audiences.</p> <ul style="list-style-type: none"> d) Gerry Osborn works with the Nebraska Association of School Boards, the League of Municipalities, and several other groups. He suggested contacting ministerial associations because they have knowledge about volunteerism in their communities. e) Jessica Hildebrand is involved in promoting youth essay contests and has a list available with addresses for distribution. She will coordinate with Peter and Janet. f) Lorinda Brown will coordinate with the Catholic Diocese to distribute nominations for awards. g) Barb Thomas recommended that articles about volunteers performing community service in newspapers could be sent to the Commission for follow-up on as a resource for possible nominations. h) Sponsors are needed to purchase the awards for two of the Awards: the First Lady's Awards and the Nebraska Impact Awards. Sponsorship would be for \$250 or less depending on the awards. i) The ServeNebraska eNewsletter could target its message about the awards program for schools and youth groups. j) Jeff Slobotski suggested that the Commission make its presence known on social media such as Facebook. <p>3) <i>ServeNebraska Brochure Template</i></p> <ul style="list-style-type: none"> a) ServeNebraska staff, Barry Kriha and Erwin and Smith, Inc., Barry's public relations firm, are working on finalizing a ServeNebraska Commission brochure. b) ServeNebraska has purchased the e-Newsletter subscription service, <u>Constant Contact</u>. The goal of this medium is to get information out in a more timely and professional manner. <p>4) <i>Public Service Announcement (PSA) Development</i></p> <p>Barry Kriha voiced a special thanks to Peter Cales for all his support to the Public Relations Committee. A PSA is being developed entitled, "Why Volunteer?" and will be shot during October and November. It will explain how volunteers can make a difference in their communities. The PSA will include one-sentence statements from leading Nebraska celebrities and include a couple of AmeriCorps members. The plan for the PSA distribution is for Public Relations Committee member to take it to television and some radio stations to encourage anchors to partner with the Commission to make and air the PSAs. Several different versions of the PSA will be available. Stations will track the PSAs air time and provide documentation to the Commission that can then be used as administrative match. The Commission is seeking additional notable Nebraskans for recording a "Why Volunteer" statement and commissioners may contact Peter Cales with suggestions.</p>
5.	<p>NVSC Operations Reports:</p> <ul style="list-style-type: none"> • <u><i>Executive Director's Report:</i></u> <ul style="list-style-type: none"> 1) ServeNebraska received a draft report in early September from the Administrative Standards Review Team and was given the opportunity to respond with corrections and changes as well as to respond to the two critical unmet elements. The Administrative Standards Review Team stated that they were very impressed with the Commission's systems, organizational structure and extent of programming. A response to the draft report was submitted. A final report was received in early October indicating that we had only one "critical element" unmet which involves the Commission's match deficit. We had two findings. One was met with additional documentation. The other is the match deficit in 2007 that the Commission will need to meet. 2) ServeNebraska Staff applied for and received a \$1,000 grant from Nebraska Appleseed to provide poverty simulation trainings across the state in partnership with community action organizations in Nebraska. The money will be spent between October and November and can be counted towards 2008 administrative match. 3) Barbara announced to Commission members that Dennis Fowler, ServeNebraska Citizen Corps Program Officer, submitted his resignation effective October 31, 2008. This vacant position will be advertised for three weeks in the Lincoln and Omaha papers beginning in November. It is Barbara's hope that the position will be filled by mid-January. 4) 2009 Administrative, Training and Disability grant applications are due to the Corporation for National & Community Service by November 4th. The Administrative grant application will be very lean due to the anticipated funding cut. The Disability and Training budgets will remain close to last year's amounts. 5) Barb reviewed the two critical budget issues that face the Commission in 2009. <ul style="list-style-type: none"> a) <i>Budget Issue #1: Not Compliant with Match Requirement:</i> The Corporation for National and Community Service (CNCS) requires that state commissions pay back the amount of unmatched federal funding expended.

Currently, the Commission's unmatched amount is projected to be approximately \$49,528. If the Commission is not able to secure enough state cash, in-kind or private donations to match the amount of federal expenditures over a three-year period ending December 31, 2009, the Commission will need to be repay the Corporation with non-federal resources in early 2010. Acquiring private cash to pay this match deficit does not appear to be a feasible option. Barbara has met with Elton Larson, a budget analyst from DAS, to make the Budget Office aware of the Commission's administrative budget and match issues. Barbara also met with Vice-Chair, Ron Sedlacek, to discuss the Commission budget issues and what the next steps could be.

- Develop and implement a legislative plan to have commissioners and staff meet with key State senators to educate them about the Commission and its work and make them aware of the Commission's budget and match issues; each Commissioner could personally contact 3 Senators, develop a relationship with the Senator and their staff and ask for their support for additional funds for the Corporation.
- Research the payback issue with America's Service Commissions (ASC) and find out what has happened with other state commissions on the issue of repaying unmatched funding to the Corporation.
- Work with Allen Beerman at the Nebraska Press Association about the possibility of running a ServeNebraska ad and sending all Commission news releases through the Association's service to obtain additional administrative match.
- Continue efforts to increase State funding allocation through the Senators and the Governor.
- Ask newspapers to donate a small portion of a page for an ad to inform the public about the Commission and its programs
- Network with other commissions to see what strategies they use to meet their match.

b) *Budget issue #2: Insufficient Cash Funds to Operate:* The Commission Administrative Grant has been cut by \$22,246 for 2009. The 2010 CNCS Administrative Grant to Nebraska will be cut another \$9,500 in 2010. In 2009, all staffing levels can be maintained with a small amount of operating funds (slightly more than \$3,000) to be prioritized towards Commissioner expense reimbursements to attend required Commission meetings. Without sufficient operating funds and no increase expected from state funds, the Commission will not be able to operate at the same level or provide the administrative infrastructure required for the grants managed and administered by the Commission. Beginning in 2010, staff positions may have to be cut to ¾ time with no additional cash resources available to support operational activities or reimbursements to Commissioners as required by state law. Barbara stated that Commission programming will not be able to continue at the current level with the administrative funding provided by the Corporation. The Commission is in a critical situation and needs long-term strategies in securing additional administrative funding. Lt. Governor Sheehy reported that all state agencies have been asked to come in flat or with a 3% reduction in their 2009-10 budgets. Even though Nebraska is currently one of six states in the country with a positive cash reserve, these funds may be depleted with the new school aid formula in place. Sales are down and therefore, sales tax receipts are down as well.

- *Commission Financial Report (Janet Schmidt)* The Commission Financial Report ending September 30, 2008 was distributed. Janet Schmidt reported that the PDAT grant will have more expenditures by the end of the year than are reported due to some trainings that are scheduled for November and December. She also pointed out that the \$1,000 Appleseed grant had been added to the report and that the Commission has received for the second year a Youth Service America (YSA) Grant for 2009. Including carryover from the previous year, \$2,116.54 will be available for the YSA mini-grants. Barbara stated that the Disability Grant may have an unexpended balance of \$20,000. If so, we will apply to use it as one-time carry-over during 2009.

A question was asked about what will happen to the 2006 Citizen Corps not expended by the county subgrantees. Barbara responded that the funding will be pooled in a statewide fund that will be available to the State Citizen Corps Program through June 30, 2009 and will be spent towards expenses incurred by the Workgroup that is working to develop the new State CERT Training Standards. Janet mentioned that Table #3 has been added to report the activity on the 2007 DHHS Division of Public Health Special Population Preparedness Pilot Project subgrant contracts. This funding comes from DHHS and is combined with a small portion of the Commission's Disability Grant to grant to two Nebraska Special Population Coalition partnerships of the local Health Departments and the Citizen Corps Councils.

Barbara stated that 2007 Citizen Corps funding is available through 2010 and that sub-grant contracts are issued annually. Any extensions to these contracts are based on the progress of the region on its stated goals and performance. If the Citizen Corps regions do not use this funding, it will go back into the State Citizen Corps pool of funding beginning January 1, 2009.

Janet reported that Administrative Expenditures through September 30, 2008 totaled \$108,739. The Commission has met match at a total of \$120,697.

- *AmeriCorps Program Report (Greg Donovan)*

Greg mentioned that he continues to work on keeping the website updated and encouraged Commissioner input and reaction to the online presence. A more thorough report is included in the program packets given to the Commissioners.

- *Citizen Corps Report (Dennis Fowler)*

Dennis submitted his written Citizen Corps Program Report for the Commission's review due to time constraints. Dennis said that he appreciated the opportunity of working with everyone at the Commission, the Citizen Corps contacts, Nebraska emergency management personnel and dedicated volunteers in the field. Greg Donovan mentioned that in partnership with Nebraska Online, the Commission is seeking to create an online CERT training registry to integrate information to improve statewide CERT and disaster preparedness training as well as ensure quality assurance. A grant application has been submitted to the State Records Board for \$25,000 in state funding for this project. If this grant is received, the Commission could count expenditures against the grant as match. Dennis Fowler added that the database will focus on CERT Trainee and Trainer information. ServeNebraska would control the data with certain external audiences receiving a specific level of access to the data. The goal is to make the Commission's Citizen Corps program more accessible.

- *Disability Program Report (Peter Cales)*

Peter Cales submitted his written Disability Program Report for the Commission's review due to time constraints.

- *Training Program Report (Peter Cales)*

Peter Cales submitted his written Training Program Report for the Commission's review due to time constraints.

6. **Unfinished Business Agenda Items:**

1) *CNCS Standards Review Final Report:*

ServeNebraska staff believes that overall, the Administrative Standards Review went well. The meeting with Lt. Governor Sheehy left a good impression with the CNCS site leader. Anecdotally, the Review Team Leader shared that Nebraska was one of the top three site visits he had conducted had. Rick Nation stated, "We owe the ServeNebraska staff a big round of applause. We wanted to be one of the top ten state commissions, so being in the top 3 isn't bad."

2) *Business Volunteer Council Development Update:*

Barry Kriha met with Barbara Thomas and Greg Donovan to discuss a model for inviting key business leaders to participate on a Business Volunteer Council steering committee. Decisions to be made by this committee include how often the committee should meet, and what type of training should be incorporated. A blueprint available online created by the Points of Light Foundation can be adapted by the committee. Any fees collected by the Business Volunteer Council would be held in the foundation general fund account and expended for the work of the council which can then be counted as administrative match. Barry met with Rose White of AAA Nebraska who is interested in working on steering committee. Any commissioner is encouraged to contact Barry about this opportunity.

7. **New Business Agenda Items:**

1) *State Citizen Corps Council Meeting*

Motion #5: Ron Sedlacek

To adjourn the Commission Meeting and reconvene as the State Citizen Corps Council.

Second: Jamie Moore

Vote: Yes --10 No – 0

The State Citizen Corps Council was convened. On October 15, 2008 the ServeNebraska Program Committee held a meeting to develop recommendations for funding the 2008-09 Nebraska Citizen Corps program. Dennis Fowler, Citizen Corps Program Officer, distributed the Program Committee's Recommendations. Dennis reported that six out of eight Citizen Corps Regions submitted grant applications for funding. The Northeast and the Southwest regions did not submit applications. Nancy Wang, Program Committee Chair, summarized the committee's review and decisions regarding funding.

Barbara reviewed the Executive Summary as an overview of the Citizen Corps RFA for the Commissioners.

- On Page 4, state and region wide performance measurements are stated. The Commission will be contracting with the University's Bureau of Sociological Research (BSR) to get a baseline of CCP knowledge within the state about Citizen Corps and personal preparedness through the BSR's annual Social Indicator survey tool.
- On pages 5 and 6 are stated specific grant goals that need to be met. It is the intention of the Commission to use carryover funds to provide funding for state-wide CERT training.
- The purpose of the Regional CCP grants is to use the majority of the funding they receive towards the grant goals, community organizing and promotion within their own areas.

Nancy Wang gave a special thanks to the ServeNebraska staff for their work on this. All original funding requests are the same except for the South Central and East regions. Funding was limited to \$90,000. The South Central and East Regions were significantly amended from the original amounts requested. All regions except North Central met mandated goals. In some applications, funding didn't always match their stated goals. Most regions budgeted most of their funds for CERT training which was pointed out by the reviewers so the Committee recommended limiting the funding for CERT to no more than 40% of the budget with the remaining 60% towards community organizing, promotion and awareness costs. Regions have also recognized the need for community outreach by developing materials for special populations, especially for those populations that are non-English speaking or speak English as a second language.

Motion #6: Program Committee Recommendation

To approve 2009 Citizen Corps subgrant funding with the maximum amount funded in each regional grant as follows and that Commission staff should work with representatives from each region to revise and adjust the application narrative and budget details that may reduce this maximum.

- Funding for the Central Region is no more than \$15,567
- Funding for the East Region is no more than \$15,624
- Funding for the North Central Region is no more than \$13,371
- Funding for the Panhandle Region is no more than \$13,936
- Funding for the South Central Region is no more than \$15,560
- Funding for the Southeast Region is no more than \$14,000

Second: Not needed with Committee motion

Roll Call Vote: Yes - 11 No – 0

Motion #7: Program Committee Recommendation

To approve the use of the unallocated \$2,482 to fund the promotion, enhancement and strategic initiatives of Nebraska Citizen Corps efforts throughout the state at the direction of the Commission Staff.

Second: Not needed with Committee motion

Roll Call Vote: Yes - 11 No – 0

Lt. Governor Sheehy commented that with changes in January 2009 in the presidential administration, there is uncertainty regarding the Dept. of Homeland Security (DHS) future funding. He believes the real questions are what direction the funding will be applied and how that direction will affect the funding structure for the states. While Nebraska is geographically large, its population is small. Homeland Security advisors will meet in December in Monterey as this transition begins. Decisions will affect DHS 2009 funding.

State Citizen Corps Council business is concluded.

Motion #8: Rick Nation

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

Second: Susan Cook

Vote: Passed on roll call vote. Yes -- 10 No – 0

2) 2009 Commission Grants & Budgets

Barbara explained that the 2009 Commission grants and budgets will be developed and completed during October with the due date of submission to the Corporation on November 4, 2008. She requested that the Commission give approval to the Executive Committee to approve the 2009 budgets before the January 29, 2009 Commission meeting and to have the full

	<p>Commission confirm the budgets at the January 29, 2009 meeting.</p> <p>Motion #9: Jamie Moore To give authority to the Executive Committee to approve the Commission 2009 budgets with full Board confirmation at the January 29, 2009 Committee Meeting.</p> <p>Second: Gerry Osborn</p> <p>Vote: Passed on roll call vote. Yes – 10 No – 0</p> <p>3) <i>2009 Commission Meeting Schedule and Locations</i> Next meeting will be in Lincoln. Barbara requested volunteers to host the January, July and October 2009 commission meetings.</p>
8.	<p>Public Comment</p> <ul style="list-style-type: none"> No persons signed up to make public comment.
9.	<p>Agenda Items for the Next Meeting</p> <ul style="list-style-type: none"> Next meeting: January 29, 2009 in Lincoln.
10.	<ul style="list-style-type: none"> Adjourn Commission Business Meeting was adjourned at 12:00 p.m.

Action Items

No.	DESCRIPTION	OWNER	TARGET DATE	STATUS
1.				
2.				

Submitted by,

Approved by,

Barry Kriha, Chair