



# ServeNebraska Commission

Board Meeting Minutes

March 27, 2013

<b>NOTE TAKER:</b> Janet Schmidt	<b>LOCATION:</b> Nebraska State Office Building, 6 <sup>th</sup> Floor Dept. of Education - Lincoln	<b>DATE:</b> 03/27/13	<b>TIME:</b> 9:00 – 9:03 a.m. 9:03 a.m. – 12:44 p.m. 1:00 – 2:00 p.m.	<b>DURATION:</b> Executive Session: 3 HRS 41 MINS Commission Meeting: 1 HR 3 MINS
<b>PURPOSE:</b> <i>Quarterly Commission Meeting</i>	<b>ATTENDEES</b> <b>Commissioners Present:</b> Tami Bailey, Keelan Chapman, Nancy Faber, Sally Ganem (partial day), Tanya Hansen, Denise Kollath, Jamie Moore, Julie Nash, Gerry Osborn, Donlynn Rice, Carol Speicher, and Lois Wine. <b>Commissioners Present via Videoconference:</b> Sarah Wood <b>Staff Present:</b> Jerry L. Sellentin, Greg Donovan, Kim Hall, Cathy Plager and Janet Schmidt.			

## BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:00 a.m. by Chair Jamie Moore.

**PUBLIC COMMENT** – None

**APPROVAL OF CONSENT AGENDA** – Jamie Moore, Commission Chair

1. *Approval of Minutes – January 31, 2013 Commission Meeting*
2. *Approval of Agenda – March 27, 2013 Commission Meeting Agenda*
3. *Approval of Report – Commission Financial Reports (Operation & Subgrant Expenditures and Administrative Match Reports ending February 28, 2013)*

**Motion #1:** Commissioner Gerry Osborn moved that the items on the consent agenda be approved as sent.

**Second:** Commissioner Tami Bailey seconded the motion.

**Vote:** 10 -Yes; 0-No, 0-Abstension. Motion was carried.

**Motion #2:** Commissioner Tami Bailey moved that the Commission enter Executive Session to discuss personnel matters at 9:03 a.m.

**Second:** Commissioner Gerry Osborn seconded the motion.

**Vote:** 10 -Yes; 0-No, 0-Abstension. Motion was carried.

**Motion #3:** Commissioner Tanya Hansen moved that the Commission move out of Executive Session for personnel matters at 12:45 p.m.

**Second:** Commissioner Keelan Chapman seconded the motion.

**Vote:** 10 -Yes; 0-No, 0-Abstension. Motion was carried.

**ACTION ITEMS** – Rank candidates in the order the Executive Director Position will be offered if one applicant does not accept the position.

**Motion #4:** Commissioner Tanya Hansen moved to authorize the Commission Chair to offer the position of Executive Director to the candidates for the position in the following order: Candidate B, then Candidate C and then Candidate A.

**Second:** Commissioner Lois Wine seconded the motion.

**Vote:** 10 -Yes; 0-No, 0-Abstension. Motion was carried.

The business meeting was called to order at 1:00 p.m. by Chair Jamie Moore. The Chair welcomed the ServeNebraska Staff back to the Business Meeting.

## COMMITTEE PLAN ACTION UPDATES

*AmeriCorps & National Service Committee:* The Request for Applications for 2013-14 Formula Funds will be announced to the public next week. Commissioners may volunteer to participate in the grant review for these applications. Regarding the CNCS Initiative, Greg Donovan has been contacted by eligible school districts about this initiative. Previous to this meeting, it was decided that due to the short application time frame, the Nebraska applications for this initiative would not go through ServeNebraska but be sent directly to the Corporation.

*Sustainability & Infrastructure Committee:* Donlynn sent an e-mail out to the Committee members yesterday, March 26<sup>th</sup>, regarding the meeting Janet and Donlynn had to update the Committee's Action Plan. Janet will send out the updated plan to the Committee later today.

*Executive Committee:* The Chair reminded commissioners that this was our Annual Meeting and according to the bylaws, all commissioners were to indicate their committee preference after the Annual Meeting. The Chair asked that this information be forwarded to her as soon as possible.

## UNFINISHED BUSINESS

### 1. *Executive Director Hiring Process Update – Jamie Moore, Chair of Commission*

The search for a new Executive Director began in October 2012 and has come to a final conclusion. The Executive Committee hired Jerry Sellentin as Interim Executive Director in January 2013. A Search Committee was formed at the October 2012 meeting. The position was posted by DHHS in January 2013. There were 242 applications. The applications were screened down to 12 by DHHS then to 11 as one candidate took another job. The Search Committee interviewed 5 candidates as a result, the top 3 candidates meet the full commission today. The three candidates have been ranked and the job will be offered in that order. If an internal candidate is chosen, that individual will receive a starting pay of \$27.00+ instead of the \$25.96 rate published in the job listing. If the individual is an external candidate, the individual will be subject to a six-month probation period. If they successfully complete the probation period, the individual will then be bumped up to the \$27.00+ rate.

The review of ServeNebraska staff position descriptions is the next task for the Executive Committee to undertake. In addition, they will also be looking at the staff hierarchical structure of the staff as well. What will determine whether or not DHHS Human Resources will need to be involved will depend on what is done with staff position descriptions.

### 2. *ServeNebraska Week of Service Update – Julie Nash, Community Volunteering Chair*

An e-newsletter regarding the Week of Service went out earlier this week. Some media have already contacted Kim Hall. Julie asked Commissioners to make a personal contact with their county ambassador and media in their communities. She asked commissioners to promote the Week of Service and participate in at least one Week of Service project. First Lady & the Governor's project will happen on April 24 in the afternoon where they will read to students at a local elementary school. April 10<sup>th</sup> is the date for the Week of Service Proclamation. The Governor's press conference is on Monday, April 15<sup>th</sup> in the Governor's Press room in the Governor's Office. Please wear your name tags or something that will identify you as connected to ServeNebraska. Any media contacts made, please contact Kim with the information so she can track all media results. The word is getting out and now is the time to encourage people to get involved. Kim Hall mentioned a big thank you to Kevin Warneke and the Governor's Office regarding all they have done to promote the Week of Service. She also said ServeNebraska was very grateful for the Governor and First Lady's acceptance of the role of Champions for the ServeNebraska Week of Service.

### 3. *Global Youth Service Day Projects & Stand for the Silent Update – Cathy Plager*

Blue Valley Community Action's project is a month long anti-bullying campaign in April. They have two billboards announcing the event when you enter and exit Fairbury. The YWCA of Adams County is designing their project around hunger and homelessness. The Creighton Talent Search has developed a project around hunger. The United Methodist Ministries are doing a clean-up of their community. Southeast Nebraska Community Action's project is providing financial literacy classes to 5 high schools. Freeman Future Farmers of America's project is holding educational classes about Fire Safety with children and adults.

The Stand for the Silent Rally is on April 6<sup>th</sup>. Everyone that attends this rally will receive a pledge card and glow stick. Schaeffers has donated their camera equipment. A Stand for the Silent video promoting the rally has been loaded onto the ServeNebraska website and commissioners were encouraged to view it. State Senator Amanda Gill and Mike Smith will be at the Rally as well.

### 4. *2013 Serve Midlands Inclusion Conference Overview – March 6, 2013*

Cathy emphasized the summary of the event that Greg assembled and posted on the ServeNebraska website. Commissioner Nash said the conference was very well done and that it was evident that ServeNebraska was a key component in the success of the Conference.

### 5. *2013 First Lady's Awards Ceremony Update (April 12, 2013) – Gerry Osborn, Commission Awards Chair*

Sponsors are still being recruited for the event. The location at the Kearney Country Club is excellent. They have given ServeNebraska a reduced rate on the meal charge and waived the facility fee. The judging and selection of the award recipients has been completed and they have been contacted. All award recipients have confirmed their attendance at the ceremony. One sponsor for the event has been

secured. Gerry is continuing to work on getting more media attention. Mary McDermott, who is the new incoming Executive Director for the Kearney Chamber of Commerce, is the featured speaker. Her topic will be on the importance of volunteerism. Registration for the event is up and First Lady's award program will be printed next week.

6. *Nebraska Volunteer Foundation Fund Update – Lois Wine, President of Foundation Advisory Committee*

Lois Wine said she will be scheduling a meeting soon for the advisory committee. She has some names for potential committee members. In addition she sees a necessity to revise the operating guidelines. Greg said ServeNebraska staff are looking into ServeNebraska's participation in the online giving days for Lincoln and Omaha. A proposal has been submitted to the Sherwood Foundation for \$19,100 to sustain of the Lets Build Nebraska project through the Nebraska Volunteer Foundation Fund.

**NEW BUSINESS**

1. *ServeNebraska Symposium – Kim Hall*

The Symposium is scheduled for May 23<sup>rd</sup> at the Center for People in Need in Lincoln. Last year was the first year it was held and it was very well received. The tool for AmeriCorps programs to register their projects is now available. ServeNebraska Staff are looking for speakers, what worked well last year and finalizing the agenda. Kim has met with one speaker whose topic is working with different generations successfully. The location at the Center for People in Need is ideal for the event as everyone will be able to remain at one location.

2. *Retiring Commissioners Recognition*

Commissioners recognized: Jan Fitts who served 2007-2013, April Kelly who served 2010-2013, Donlynn Rice who served 2010-2013 and will continue to attend meetings until a new Department of Education representative has been selected and Carol Speicher who served 2010-2013. Each was presented with a token of appreciation for their service.

Commissioner Lorinda Krance has officially resigned from the Commission and has told Jamie that she has a name of someone who could potentially take her place on the Commission. ServeNebraska staff member, Janet Schmidt, was recognized for marking 10 years of service with the Commission.

3. *Commissioner Attendance Issues:* No issues to discuss at this time.

4. Commissioner Donlynn Rice was thanked for hosting the meeting.

**ANNOUNCEMENTS – Jamie Moore, Commission Chair**

1. April 22-28, 2013 – ServeNebraska Week of Service
2. May 23, 2013 – ServeNebraska Symposium – Celebration of Service
3. Next Commission Meeting: July 25, 2013 – Grand Island, Host: Commissioner Tanya Hansen
4. Commission Meeting Hosts: Please arrange for conference call option
5. Reminder to submit mileage on In-Kind Donation Forms at each Commission meeting.
6. April 9 – 13, 2013 Donlynn will be out of the State on a work trip.

**ADJOURN – Jamie Moore, Commission Chair**

**Motion #5:** Commissioner Kollath moved that the Commission business meeting be adjourned.

**Second:** Commissioner Nancy Faber seconded the motion.

**Vote:** 10 –Yes. Motion was carried.

Meeting was adjourned at 2:00 p.m. The Voting Record is attached to these minutes.

Submitted by, \_\_\_\_\_  
Janet L. Schmidt, Fiscal/Operations Officer

Approved by, \_\_\_\_\_  
Jamie Moore, Chair

**ServeNebraska Commission Meeting**

**VOTE RECORD**

Date: 03-27-2013

NAME	Attendance	Motion 1	Motion 2	Motion 3	Motion 4	Motion 5	Motion 6
<b>Commissioner Name</b>	<b>P = Present NP = Not Present NV = Non-Voting AB = Abstain</b>	Move to Approve Consent Agenda	Move to adjourn Business Meeting at 9:03 a.m. and enter into Executive Session to discuss personnel matters	Move to adjourn the Business Meeting			
Bailey, Tami	P	Y	Y	Y			
Chapman, Keelan	P	Y	Y	Y			
Faber, Nancy	P	Absent	Y	Y			
Fitts, Jan	NP						
Ganem, Sally	NP						
Hansen, Tanya	P	Y	Y	Absent			
Kelly, April	NP						
Kollath, Denise	P	Y	Y	Y			
Krance, Lorinda	NP						
Moore, Jamie	P	Y	Y	Y			
Osborn, Gerry	P	Y	Y	Y			
Rice, Donlynn	P	Y	Y	Y			
Sedlacek, Ron	NP						
Speicher, Carol	P	Y	Y	Y			
Warneke, Kevin	NP						
White, Rose	NP						
Wine, Lois	P	Y	Y	Y			
Woods, Sara	P—Video Conf	Y	Y	Y			
<b>TOTAL</b>	<b>11</b>	<b>10</b>	<b>11</b>	<b>10</b>			
Nash, Julie *	P						
Seaton, Angela *	NP						

\*Ex-Officio Non-voting Commissioners:

- Rep of Corporation for National & Community Service, Not Present
- Rep for Service Learning in Higher Education (vacant)
- Rep of Senior Corps National Service Program – Julie Nash

QUORUM REQUIRED by BYLAWS: 10

NUMBER PRESENT in Person: 11 including non-voting

NUMBER PRESENT by Teleconference: 1