



# ServeNebraska Commission Board Meeting Minutes

<b>NOTE TAKER:</b> Nancy Hock		<b>LOCATION:</b> United Way of the Midlands--Omaha	<b>DATE:</b> 07-23-09	<b>TIME:</b> 12:20 p.m.	<b>DURATION:</b> 3 hours
<b>PURPOSE:</b> Quarterly Commission Meeting	<b>ATTENDEES:</b> <b>Commissioners Present:</b> Nancy Faber, Sally Ganem (joined late), Rick Nation, Gerald Osborn, Susan Schnase, Carol Speicher, Angela Volovich, Rose White, and Lois Wine <b>Staff Present:</b> Peter Cales, Greg Donovan, Nancy Hock, Janet Schmidt, and Barbara W. Thomas				
AGENDA ITEM	SPECIFIC DISCUSSION ITEMS				
1.	<p><b>Meeting Called to Order</b> at 12:20 p.m. by Barbara W. Thomas, Executive Director, ServeNebraska. Chair Barry Kriha and Vice-Chair Ron Sedlacek were not able to attend today's meeting.</p> <ul style="list-style-type: none"> <li>• <u>New Commissioner Introductions.</u> Rose White, Public Affairs Director, AAA Nebraska, and Susan Schnase, Director of Development, University of Nebraska Foundation.</li> </ul> <p><b>Roll call</b> was taken by Janet Schmidt to determine quorum. Eight commissioners in attendance, two (2) short of a quorum. No action items will be voted on today.</p> <p><b>Special Guest Report – Omaha Health Kids AmeriCorps Program:</b> Kara Eastman—Executive Director, Omaha Healthy Kids Alliance. Kara provided a history of lead poisoning in communities and stated that Omaha is one of the worst sites that need Superfund attention. She cited tremendous success from the AmeriCorps Program sponsored by her agency. Three members of this program offer assistance and education about lead poisoning to residents in Omaha who are located in the Superfund area where a lead refining plant was once located. As a result of the work of the AmeriCorps Program, an improved relationship with the Environmental Protection Agency has been developed and residents are more open to lead testing and education.</p>				
2.	<b>Approval of April 30, 2009 Minutes: No vote taken on this action item due to lack of a quorum.</b>				
3.	<b>Approval of Agenda: No vote taken on this item due to lack of a quorum.</b> The general consensus was that the agenda was acceptable with no additions or changes.				
4.	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• <u>Organizational Development Committee – Reported by Barbara Thomas in absence of Committee Chair, Jamie Moore:</u> <ol style="list-style-type: none"> <li>1. <u>Commissioner Role in Fundraising &amp; Succession Planning Policies.</u> Barbara explained the draft policy recommendation developed by the previous Committee Chair on <i>Commissioner Role &amp; Responsibility in Fundraising</i> was being tabled until the research with other state commissions' policies and board operational structures was completed to see if other ideas could be considered. The second item the Committee was focusing on for policy development was the <i>Commissioner Role &amp; Responsibility in Succession Planning</i> for sustainability during Commissioner turnover. It will also be tabled for the same reason. Both will be returned to discussion when the research project is completed.</li> <li>2. <u>2010 Board Self-Assessment.</u> The Committee recommended keeping all of the questions in the assessment the same for comparison to previous years. Members will receive the assessment to complete at the January 2010 meeting.</li> <li>3. <u>Other State Commissions Research.</u> Barbara is conducting research with other state commissions and received information from 21 states regarding how their state commission is operationally structured (such as type of committees) and if they had policies regarding fundraising and commissioner recruitment expectations of board members. This information will be reviewed by the Committee when the research is completed as a place to start discussion by the Committee's work.</li> <li>4. <u>New Commissioner Orientation.</u> The three new Commissioners attended today's Organizational Development Committee meeting and offered good suggestions for making the orientation most valuable to them.</li> <li>5. <u>Fall Strategic Planning Retreat.</u> The main topic areas for this fall's planning retreat will be the Serve America Act and the Commission's Disability Program Vision for development. It will be similar to a 3-5-year plan for growth with action steps. Commissioners will be asked to offer additional ideas and/or adjustments in the draft for eventual action and approval at the next meeting. The retreat will be held on October 22, 2009 in Lincoln at the National Research Corporation, 1245 Q Street, Lincoln, NE.</li> </ol> </li> </ul>				

- Program Committee – Reported by Carol Speicher in absence of Committee Chair, Nancy Wang.
  1. *2009-10 AmeriCorps Formula Applications Submitted to CNCS.* The Commission submitted to CNCS by July 7, the due date. Option 2 for 2009-10 Formula funding will be followed providing all applicants at an amount less than their requests, LFS being funded at about half of their request (\$156,155) so they can continue to operation their AmeriCorps program and one new application was not approved. The Formula applications summary recommendation was approved by the Executive Committee on July 2. Action to ratify that approval is requested of the Commission. **No vote was taken on this action item due to lack of a quorum.**
  2. *2009-10 Formula Supplemental Funding Request to CNCS.* The Corporation asked Commissions to request any supplemental funds at the same time the Formula applications were submitted. The Commission officially requested enough supplemental funds to ensure all of the programs that submitted applications for 09-10 would be funded at their requested level including LFS. The Supplemental Formula request recommendation was approved by the Executive Committee on July 2. Action to ratify that approval is requested of the Commission. **No vote was taken on this action item due to lack of a quorum.**
  3. *2009-10 Competitive Funding Reconsideration Appeal of Lutheran Family Services Application.* The Lutheran Family Services Competitive application was not funded by the Corporation. The Commission staff has undertaken an active effort to seek reconsideration of that decision both prior to the official announcement and afterward. Contact has been made with three members of the Nebraska Congressional delegation (Senators Nelson and Johanns, and Congressman Fortenberry). Both Senators' representatives contacted the Corporation as did Governor Heineman and the President of LFS. After receiving input and concern from all of these stakeholders and the Commission, the Corporation did not change the denial decision. Only the reconsideration appeal process remained. The official reconsideration appeal developed by LFS and edited by Commission staff was submitted by the Commission in mid-June with a response expected from the Corporation by July 17. The Corporation for National and Community Service (CNCS) upheld their original decision to deny Competitive funding to LFS. The only other opportunity to get the LFS AmeriCorps Program funded for 09-10 is for the Commission to apply for supplemental Formula funds. These are funds not used by other states that the Corporation can re-allocate to states requesting addition Formula funding. Nebraska applied for \$383,397 in supplemental funding (see item #2 above).
  4. *2009-10 Stimulus Recovery Funded Programs.* City of Lincoln Go Green Program was Competitively funded with the Hastings Literacy Council, UNMC—MMI AmeriCorps, State Probation's RISE AmeriCorps Program were funded through Formula funds. The Omaha Healthy Kids and United Way of the Kearney Area AmeriCorps Programs were awarded match waiver or replacement formula funding.
- Public Relations Committee – Reported by Interim Committee Chair, Gerry Osborn
  1. *2010 Governor's Conference.* Commissioners were reminded that the Governor's Conference will be held next year on April 8-9, 2010 at the Doubletree Hotel in Omaha. Staff is facilitating a planning committee through monthly conference calls. Commissioners are invited to participate on the calls. A survey for ideas for keynote speakers & workshop sessions was sent out for planning committee, Public Relations Committee and staff to complete. A Call for Presenters & a Save the Date announcement is being developed. The Commission's social media resources (Facebook and Twitter) will also be used to get information about the Conference out to a variety of audiences.
  2. *Revised ServeNebraska PSA's.* Barry has been working on the revisions to the PSAs that were suggested by the Commissioners in January when they viewed the PSA's. No report on the status of the revisions is available since Chair Kriha was unable to make this meeting.
  3. *ServeNebraska Awards Program Revisions.* Barb, Janet, Peter, Gerry met and discussed improvements to the ServeNebraska Awards program. Suggestions for improvement to the awards program were discussed by the Committee.

5.

**ServeNebraska Operations Reports**

- Executive Director's Report (Barbara W. Thomas):
  1. *AmeriCorps Competitive Funding – LFS Not Approved for Funding.* All of the Nebraska Congressional delegation was contacted by the Executive Director to communicate and mobilize their support regarding the loss of Corporation funding for LFS AmeriCorps with positive responses from Senators Nelson and Johanns and Congressman Fortenberry. Lutheran Family Services received letters of support from Senators Nelson and Johanns, and Governor Heineman in support of LFS. The Commission followed up by submitting an official Reconsideration appeal.
  2. *AmeriCorps Recovery Act Funding.* ServeNebraska received \$152,000+ in Recovery Act Formula funds for five current AmeriCorps programs and \$261,985 *Competitive* funds for a new program ('Go Green' AmeriCorps, City of Lincoln).
  3. *National Service Day of Celebration Highlights & AmeriCorps Week of May 13, 2009.* All national service alums and AmeriCorps, Peace Corps and Senior Corps members were invited to celebrate national service with a day of training and service featuring returned Peace Corps volunteer, Lincoln Mayor Chris Beutler as the featured speaker. This is considered a significant event for ServeNebraska to promote national service in Nebraska. Mayor Beutler indicated he would support this event next year and offered to assist in getting more returned Peace Corps Alums to attend
  4. *Commissioner Jamie Moore Represents Nebraska and FEMA Region VII on National Workgroup.* Commissioner

Jamie Moore is participating on a national workgroup to review and revise the FEMA Targeted Capabilities List that is used as a basis for all Department of Homeland Security/FEMA grants. The first workgroup meeting was held in Denver on June 30-July 1.

5. *2009 CNCS Commissioner Institute and State Commissions Executive Directors Meeting.* Barry Kriha and Ron Sedlacek will represent ServeNebraska at the Commissioner Institute sponsored by the Corporation on September 13-14, 2009. Greg Donovan, AmeriCorps Program Officer will represent Barbara at the AmeriCorps Grantees and Executive Directors Meeting on September 16-18, 2009. Both meetings will be in Alexandria, VA.
6. *2009 National Conference on Volunteering & Service.* Peter Cales, Training and Disability Program Officer, attended disability sessions at the National Conference on Volunteering & Service June 21-24 in San Francisco, CA to learn new ways to engage individuals with disabilities in service opportunities.
7. *Lt. Governor's Be Prepared Award Nominations Requested.* Nominations for these prestigious awards are due August 3, 2009. Presentation of winners by the Lt. Governor will be in September at a special press conference in the Governor's Hearing Room at the State Capitol to celebrate National Preparedness Month.
8. *Commissioner Reappointments & New Appointments.* Five of our Commissioners have been reappointed by the Governor for another term: Chair, Barry Kriha, Vice-Chair, Ron Sedlacek, Org Dev Committee Chair, Jamie Moore, PR Committee Interim Chair, Gerry Osborn and Rick Nation. Two new appointments were made by the Governor: Susan Schnase, Development Director at the University of Nebraska Foundation and Rose White, Director of Public Affairs at AAA Nebraska. The Commission is still looking for individuals to representative Labor and Local Government.
9. *Citizen Corps Program Officer Resignation.* Megan Doxtator, Citizen Corps Program Officer, submitted her resignation in early July and her last day with ServeNebraska was July 17. She accepted a position with the Nebraska Emergency Management Agency.
10. *End-of-Year AmeriCorps Celebrations.* Greg Donovan invited Commissioners to attend the AmeriCorps programs' End-of-Year Celebrations: (1) Wednesday July 29 - Rural Corps of South Central Nebraska AmeriCorps (United Way of the Kearney Area); (2) Thursday August 6 - LFS AmeriCorps (Lutheran Family Services of Nebraska); and (3) Thursday August 13 - RISE AmeriCorps (Nebraska State Probation). Dates are yet to be determined for the remaining programs: Hastings Literacy Program (Hastings), MMI (Omaha), Omaha Healthy Kids Alliance (Omaha), and Reach for the Stars & Kids at the Core (Lincoln)
11. *America Forward.* Barbara distributed a publication by America Forward to all Commissioners. This publication is a briefing book intended for policymakers at all levels of government and for citizens who are committed to creating social change. It discusses public policy issues and provides fresh thinking about problem solving that can appeal across a multitude of divides to unite our country help take us *forward*. Barbara said she requested 2 dozen copies to give to the Commission Board as leaders in Nebraska for volunteering, civic engagement and community service. She felt some of the ideas in the publication may assist the Commission as it prepares a plan for growth in response to the newly passed Serve America Act. For more information, their website is: [www.americaforward.org](http://www.americaforward.org).

*Note: AmeriCorps, Citizen Corps, Disability, and Training Program staff reports are included in the handout with the Executive Director's Report for Commissioners to review.*

- *Commission Financial & Administrative Match Reports Ending June 30, 2009 (Janet Schmidt)*

1. *Quarterly Expenditure Report - Table 1 Administrative Operations.* This table shows the status of administrative fund sources that support the operations of the ServeNebraska office as of June 30-2009. The documentation to support this report come from the Nebraska Information System (NIS) that is the state accounting system used by ServeNebraska's host agency, the Department of Health and Human Services. There may be other expenditures in the process of being paid that are not included on this report. The Commission receives an appropriation of \$30,000 per year (\$60,000 per biennium) in state general funds each new state fiscal year (July 1). This report shows that all the state general funds were not expended during FY09. This is the first year that state general funds can be carried over to a new biennium, so the \$4,892 unexpended is still available to the Commission. The Commission currently has an issue with back payments owed from NEMA. Barbara and Janet will meet with DHHS financial administrators to discuss solutions to this issue. Citizen Corps funding is awarded for three-year grant periods with options for extensions. The Commission spends the oldest funds first which is why the FFY08 federal funds show no expenditures - we have through the end of August 2011 to spend the funds. The FFY06 funds are almost fully expended and must be spent by December 31, 2009.
2. *Quarterly Expenditure Report - Table 4 Special Population Preparedness Pilot Project Subgrants.* The last two program payments to each subgrantee were delayed in processing. Contract amendments were enacted to correct the processing issue. Barbara stated these are currently considered federal cash funds and if all of the funding is not fully expended on these projects, they can still be used in the future.
3. *Quarterly Expenditure Report - Tables 5 & 6 Citizen Corps Subgrant Funding.* Each year's federal grant is awarded to subgrantee Citizen Corps Regions for a one-year period. At the end of the grant year, any unexpended amounts are returned to a statewide special projects pool managed by the Commission until the end of the federal three-year grant

	<p>period. Any CC Region can apply for Special Projects funds for special projects.</p> <p>4. <i>Quarterly Expenditure Report –Administrative Grant Match Report.</i> Janet said that the Commission has more match (\$86,089) than the Administrative Grant expenditures (\$58,840) for 2009. Spending for administrative operations is somewhat cyclical and we have some projects that will spend more of the Administrative grant budgeted funds (\$155,057) in the next two quarters. She explained the types of match that appears in each of the columns and added that we are counting on additional in-kind match from the PSA's that Barry is working on to ensure we exceed this year's match so we can apply it to the deficit match that we have for 2007. There is a possibility that the new Citizen Corps PSA's will also bring in match from in-kind donations of airtime by television and radio stations.</p>
6.	<p><b>Unfinished Business Agenda Items</b></p> <ul style="list-style-type: none"> <li>• <u>2009 Commission CNCS Disability Grant Budget Request for Supplemental Funding (Peter Cales).</u> ServeNebraska requested \$12,600 in Supplemental Disability funds to further support our commission efforts to promote the engagement and inclusion of individuals with disabilities in national service and volunteer programs. The Supplemental Disability request recommendation was approved by the Executive Committee on July 2. Action to ratify that approval is requested of the Commission. <b>No vote was taken on this action item due to lack of a quorum.</b> Allocation of funding: <ol style="list-style-type: none"> <li>1. \$4,000 to increase promotional efforts on disability inclusion;</li> <li>2. \$2,500 to support "reasonable accommodations" for AmeriCorps members;</li> <li>3. \$3,000 to foster new relationships with disability organizations; and</li> <li>4. \$3,100 for disability emergency preparedness podcasts.</li> </ol> </li> <li>• <u>Commissioner Appointments &amp; Reappointments.</u> These were reported and discussed during the Executive Director's report.</li> </ul>
7.	<p><b>New Business Agenda Items</b></p> <ul style="list-style-type: none"> <li>• <u>ServeNebraska Strategic Plan, Goals &amp; Serve America Act Planning (Greg Donovan).</u> Greg distributed an update on progress toward meeting the Commission's three Strategic Focus Areas – Resource Generation, Entrepreneurial Approach, and Organizational Promotion. He also reviewed and updated Commissioners on developments nationally in the implementation of the Edward Kennedy Serve America Act. He mentioned in this discussion that the Commission's work on the Business Volunteer Council project had been tabled because of the current economic situation and the limited staff available to work on it. Commissioner Rose White would like to see a way for corporations to register their volunteer employee programs. Greg said that this idea could be implemented in several ways to get corporations and businesses involved with the Commission. It might be a way to build a base of volunteers at the corporate level to help ServeNebraska highlight the volunteer and community efforts of Nebraska corporations. It is an idea to keep in mind as we look at how we implement the Serve America Act in Nebraska.</li> <li>• <u>Nonprofit Association of the Midlands (NAM) and Human Services Federation Membership.</u> Barb reported that the Commission has applied for membership to both of these organizations to expand our resources and visibility. NAM is headquartered in Omaha and HSF is in Lincoln. We are also partnering with NAM to offer a variety of trainings for our national service members and non-profits in the community.</li> </ul>
8.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• No persons signed up to make public comment.</li> </ul>
9.	<p><b>Agenda Items for the Next Meeting</b></p> <ul style="list-style-type: none"> <li>• <u>New Commissioner Orientation</u> September 3, 2009, Nebraska Children &amp; Families Foundation Building, Lincoln</li> <li>• <u>Next meeting</u> October 22, 2009 at National Research Corporation in Lincoln.</li> </ul>
10.	<p><b>Adjourn</b></p> <ul style="list-style-type: none"> <li>• Commission Business Meeting was adjourned at 3:12 p.m.</li> </ul>

**Action Items**

No.	DESCRIPTION	OWNER	TARGET DATE	STATUS
1.	Peter Cales will distribute the Keynote Speaker/Session Ideas <u>Survey</u> to all Commissioners via email.	PC	08/03/09	
2.	Greg Donovan will send an email about the Lt. Governor Be Prepared Awards to Commissioners.	GD	08/03/09	
3.				

Submitted by,

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Approved by,

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Barry Kriha, Chair