



ServeNebraska Meeting Minutes

NOTE TAKER: Janet Schmidt		LOCATION: United Way of the Midlands, Omaha	DATE: 7-24-08	TIME: 12:15 p.m.	DURATION: 2-1/2 hours
PURPOSE: Quarterly Commission Meeting		ATTENDEES: <u>Commissioners Present:</u> Pat Beans, Susan Cook, Sally Ganem, Gary Heusel, Barry Kriha, Art May, Jamie Moore, Rick Nation, Ron Sedlacek (by phone), Jeff Slobotski, Carol Speicher, Nancy Wang, and Lois Wine. <u>Staff Present:</u> 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 12:15 p.m. by Barry Kriha, Chair of the Commission. Roll call was taken by Nancy Hock. Thirteen members were in attendance. A quorum of members (12 voting and 1 non-voting) was present.				
2.	<p>Munroe-Meyer Institute (UNMC) AmeriCorps Program – Presentation by Dr. Joe Evans, Program Director</p> <p>Dr. Evans had a very informative power point presentation about the Munroe Meyers Institute on the University of Medical Center Campus in Omaha. It has 250 employees and occupies three buildings. The beginnings of the MMI—AmeriCorps program started with the receipt of a \$6,000 National Service Inclusion Project Grant to provide technical assistance to AmeriCorps programs in Nebraska. The project was named “Services for and with Persons with Disabilities.” The goals of this program were 1) Provide opportunities for persons with disabilities to participate in national service, 2) provide behavioral health services for children and families in underserved areas of Nebraska particularly in rural communities and 3) provide opportunities for inner city placements for underserved populations. The program has grown tremendously and currently has 7 full-time, 8 half-time, 8 quarter-time and five minimum-time members. Twenty-nine percent of the members that serve in the program are individuals with disclosed disabilities. Dr. Evans cited some benefits of the AmeriCorps program: 1) Increased services are provided to the disabled, 2) able to expand the number of trainees and 3) increased ability to expand into new programmatic directions.</p>				
3.	<p>Approval of April 24, 2008 Minutes:</p> <p><u>Motion:</u> Rick Nation To approve the April 24, 2008 minutes as sent.</p> <p><u>Second:</u> Jamie Moore</p> <p><u>Vote:</u> Yes - 12</p>				
4.	<p>Approval of Agenda:</p> <p><u>Motion:</u> Jamie Moore To approve the July 24, 2008 agenda.</p> <p><u>Second:</u> Rick Nation</p> <p><u>Vote:</u> Yes- 12</p>				
5.	<p>Commissioner Briefing: “Commission Awards Program” presentation by Janet Schmidt, ServeNebraska Awards Program Coordinator. Janet stated the purpose of the Awards Program was to celebrate and recognize excellence in community service and volunteering in Nebraska. She presented information on the quarterly Nebraska Governor’s Points of Light Award that was established in 2002 by Governor Mike Johanns. The program honors volunteers who give their time, talent and energy to help Nebraskans build stronger communities. The annual First Lady’s Outstanding Community Service Award reflects the First Lady’s passion for education and honors distinguished community volunteer service across Nebraska. The annual Lt. Governor’s “Be Prepared” Awards is a new awards program that recognizes Nebraskan’s volunteer contributions to communities through public safety service focusing on preparedness, response, recovery, leadership and assistance during a disaster, emergency or crisis. The annual Nebraska IMPACT Awards are new awards presented for the first time at the Governor’s Conference on Community Service as part of the First Lady’s Outstanding Community Service Awards ceremony. These awards focus on honor individuals and groups that go above-and-beyond in addressing the needs of their communities.</p>				
6.	<p>Committee Reports:</p> <ul style="list-style-type: none"> <u>Organizational Development Committee:</u> 				

- 1) The Organizational Development Committee's written plan to comply with Match Requirement for Administration Grant was presented by Committee Chair, Pat Beans. He outlined the three action items as follows:
 - The Public Relations Committee will lead the effort to raise match through new PSA's developed this year.
 - The CNCS will be provided a Detailed Explanation of the Multiple Program Partnerships & Sources of Commission Funds.
 - A Formal Request for a Partial Waiver of the Administrative Grant Match Requirement will be given to the CNCS Standards Review Team.

Motion: To approve the Organizational Development Committee's recommendation to implement the plan they have developed to comply with the match requirement for the Administration Grant required by CNCS.

Vote: Yes-12 No-0

- 2) Revised Commission Bylaws:

Motion: To accept the Organizational Development Committee's recommendation to approve the revised Bylaws as sent to the Commission membership.

Vote: Yes-12 No-0

- 3) The Committee discussed additional revised language to clarify that Commissioners may attend a meeting electronically will be developed and offered to official adoption at the October meeting.
- 4) The New Commissioner Orientation will be held Lincoln in September 4, 2008. All Commission Committee Chairs are invited to attend at a location to be determined.
- 5) Commission Self-Assessment – The Committee is working on two improvements to Commission practices based on the results of the 2008 self-assessment and will have recommendations ready for the Commission Retreat in October.

• Program Committee

- 1) The 2008-09 AmeriCorps Grant Review recommendations were presented to the Commission by Committee Chair, Nancy Wang. A total of nine applications were received for review. One application from the Village of Winnebago was deemed non-compliant because it requested one AmeriCorps member when the RFA specified funding programs with a minimum of 3 members. [NOTE: Program Officer Greg Donovan helped Commissioner Art May successfully connect with the Lutheran Family Services AmeriCorps Program to have a host site AC program in Winnebago.]

The 2008-09 Nebraska base formula funds allocation from the CNCS is \$500,000. The additional \$19,083 needed to fully fund City of Lincoln—Kids at the Core (6 MSYs) will be from carryover funds from the 2007-08 program year. The Program Committee recommended that the following 2008-09 AmeriCorps funding be approved:

MMI—University of Nebraska Medical Center	14 MSYs	\$176,372
State Probation – RISE	9 MSYs	\$113,400
United Way of the Kearney Area	6.33 MSYs	\$ 79,698
City of Lincoln – Kids at the Core	6 MSYs	\$ 76,601
Omaha Health Kids	3 MSYs	\$ 37,473
Hastings Literacy Program	3 MSYs	\$ 36,539
TOTAL	41.3 MSYs	\$519,083

The Committee recommends that Lincoln Action Program—CommUNITY AmeriCorps Program and the Kearney Public Schools applications not be funded.

Motion: To ratify the Executive Committee's approval of the Program Committee's recommendations for funding of the 2008-09 AmeriCorps programs.

Vote: Yes-12 No-0

• Public Relations Committee

- 1) Awards Promotion Plan – Discussion of this plan was tabled to the next Committee meeting.
- 2) Governor's Conference Evaluation Report – Commissioner Lois Wine encouraged the commissioners to read the Conference Evaluation Report as it had some valuable and interesting information in it. The First Lady's Outstanding Community Service Awards Ceremony with a speaker has been scheduled in April, 2009, probably on April 24. Some suggestions for possible speakers were: Maria Shriver and Caroline Kennedy. The Committee would like to have the ceremony take place at the Embassy Suites in Papillion, Nebraska.
- 3) ServeNebraska Brochure Template – This is in progress. A ServeNebraska packet of informational materials for Nebraska's legislators is being developed. The Committee hopes to have a draft copy of the brochure available for the Commission to review at the October Commission meeting.

	<p>4) PSA Development: The PR Committee will develop a new Public Service Announcement for the Commission that shows real people volunteering throughout Nebraska and serving in our programs. PR Committee members will make personal contacts to find a TV station that will adopt this project as its own; in effect partnering with us as a paying customer of the TV station to sponsor the PSA or commercial. PR Committee members will develop personal contacts with the TV stations to explain our needs and build ongoing relationships.</p> <p>5) Commission Website Updates: Commissioner Barry Kriha invited commissioners to take a look at the Commission website at: www.serve.nebraska.gov. A new feature on the website that is to be available shortly is the Resource Library and a way to track website traffic has been installed.</p> <p>6) National Preparedness Month – On September 12 before the UNL vs LSU volleyball game and September 13 at the UNL vs New Mexico football game, staff and volunteers will be handing out ICE flyers. In addition, to promoting National Preparedness Month, Lt. Governor Sheehy will be doing radio spots, a pre-game show and preparing newspaper editorials. The Lt. Governor wants to present the “Be Prepared” awards to recipients in their home communities during September.</p>
7.	<p>NVSC Operations Reports:</p> <p>1) <u><i>Executive Director’s Report</i></u>: Barbara Thomas submitted her written report and highlighted the items below:</p> <ul style="list-style-type: none"> • Volunteering in Nebraska Report: The Corporation for National and Community Service will release its annual Volunteering in America Report on Monday, July 28th. Nebraska remains the second highest ranked state for volunteer percentage with volunteers giving 63.4 million hours of service per year. Omaha was ranked 18th within mid-sized cities, with an average volunteer rate of 35.8 percent. • Commissions Survey from State Senator Aguilar: The Commission received a request from State Senator Ray Aguilar’s office to complete a survey about our operations and structure. It is a periodic requirement of the Legislature to assess the reason for the existence of a board, commission, committee, task force, council or other authority created by law. It is due August 1 and can be submitted online. • Request Volunteer to Provide Support of October Commission Meeting Lunch: Barbara asked if there was a commissioner who would be willing to provide financial support for the Commission’s lunch at the October meeting at the Governor’s Residence. First Lady Sally Ganem offered to host the luncheon at her home. • Summary of Commissioner Match Contributions for CNCS Administration Grant: A chart showing all applicable Commissioner activities that could count as in-kind match was distributed to the commissioners. Barbara asked that they complete an In-Kind Match Donation Form for each in-kind contribution they are eligible to claim. Barry Kriha, Chair, asked Janet to send out the electronic version of the ServeNebraska match form to all commissioners. Barbara reminded the Commissioners that we have a problem in securing enough match for the Administration Grant as they heard in the Organizational Development Committee Report. • September Executive Director’s Meeting/National Commissioner’s Institute/ Capitol Hill National Service Day: This meeting is scheduled in Arlington, VA for Sept 22–25, 2008. Executive Director, Barbara Thomas and AmeriCorps Program Officer, Greg Donovan will attend the policy meetings. Commissioner Nancy Wang will attend part of the ED Meeting and then participate in the State Commissioners Institute on Sept 24. All three will represent the Commission for Capitol Hill National Service Day on Sept 25. “Hill Day” involves teams of national service sector people visiting with the members or staff from their home state’s congressional delegation to share information about their role and experience with national service in Nebraska and discuss the federal investment in AmeriCorps, Learn and Serve America, and Senior Corps. • Partnership with Midwest Consortium for Use of Commission’s RegOnline Account: The Commission has entered into an agreement with the Midwest Consortium (MC) to allow the MC to use our RegOnline event registration account for its annual 3-state service learning conference. We are able to use the account at no cost because the Corporation has a contract for it use. We use this account for registrations for all of our trainings, the Governor’s Conference and meetings. <p>2) <u><i>Commission Financial Report (Janet Schmidt)</i></u> The Commission Financial Report and the Governor’s Conference Financial Report ending June 30, 2008 were distributed.</p> <p><i>COMMISSION QUARTERLY FINANCIAL REPORT</i></p> <ul style="list-style-type: none"> • There has been a change in how Administrative State General Funds are tracked. In working with DHHS—Accounting, the State General funds will now be tracked over the period of two years instead of one. During the two-year period ending June 30, 2009; \$60,000 (\$30,000 per year) is allocated to the Commission. For the two-year period, \$20,000 (\$10,000 per year) is contributed towards the DHHS direct costs allocation pool. The Commission is then able to receive match dollars for the Commission’s percentage of indirect costs in the cost pool. Barbara said that DHHS estimated the amount for this year could be around \$100,000 to \$110,000. This leaves a balance of \$40,000 (\$20,000 per year) in general funds to expend for the Executive Director’s salary and benefits as well as America’s Service Commission and Voices for National Service annual dues. A question was asked about claiming the \$20,000 contribution into the DHHS indirect costs pool as match. Janet said that it had been verified that this was

not allowable as it is already included as part of the DHHS cost allocation pool contribution.

- The lower Disability Grant expenditure balance was attributable to the fact that the Commission received a No Cost Extension of the 2007 Disability Grant to June 30, 2008 to allow us to use unexpended funds from 2007. This allowed any 2008 costs expended through June 30, 2008 to be recoded to the 2007 Disability Grant leaving approximately \$8,500 still in the 2008 grant.
- Janet reminded commissioners that Citizen Corps administration funding would use the 2006 grant funding before using the 2007 grant funds. Dennis Fowler, Citizen Corps Program Officer, mentioned that six 2007 subgrants had been extended to August 31st to provide additional time to spend funds. At the Department of Homeland Security federal monitoring visit at NEMA in July, the federal program officer said this was a common happening around the country and DHS expects the oldest funds to be spent out first.
- The Youth Service Day Grant has an outstanding expenditure yet to be paid to the City of Lincoln in the amount of \$278.50. After that payment is processed, total expenditures for 2008 would be \$2,128.50. These are cash funds held in the Nebraska Volunteer Foundation so we will have any unexpended funds to use in next year's YSD activities.
- Janet reported that on the 2008 Administrative Grant Match page of the Financial Report that a column had been added for Private Grant or Foundation Match. Included in this column for match is the Youth Service America grant since it is private funding from the State Farm Foundation. The funding expended in 2007 (\$1,724.96) and in 2008 (\$1,850.00) will be added as match.

2008 GOVERNOR'S CONFERENCE FINANCIAL REPORT

- In the 2008 Governor's Conference on Community Service Financial Report, close to 60% of the conference was funded by our federal grant dollars. \$14,665.00 (cash revenue, cash donations and in-kind value for prize donations) will be counted as match for the Commission's Administration grant.
- The Commission is under the Conference budget by about \$4,202.78 which does not include the non-cash prize donations in-kind amount of \$970.00.
- There are still a couple of outstanding billings to be paid such as one from the Conference photographer. The contract with the photographer allowed up to \$900 to be invoiced.

3) AmeriCorps Program Report (Greg Donovan)

- Reported that the Commission is currently involved with three different AmeriCorps program years: (1) the 2007-08 programs are finishing their program year, have end of year celebrations planned and that it looks like AmeriCorps programs will have exemplary retention rates for their members; (2) the 2008-09 programs (4 continuing and 3 new) are getting ready to start the new program year with a Pre-Award Program Staff Orientation Training in August and the member Kick-off/Swearing In Ceremony in early October; and (3) the development of the Request for Applications for the 2009-10 year is scheduled to be issued in September 2008.

4) Citizen Corps Report (Dennis Fowler)

- Reported that a Planning Meeting to develop the State Community Emergency Response Team (CERT) Train the Trainer Standards was held on June 20th, in Grand Island. Seventeen CERT trainers, Citizen Corps Council members, ServeNebraska staff, and other stakeholders met to provide ideas about the process for creating a state approved train the trainer program and develop a family and community preparedness short-course that can be presented by Citizen Corps volunteers to community groups and organizations.
- Six Citizen Corps Regional Meetings were held from July 2-11. The meetings took place in Lincoln, Columbus, Grand Island, Hemingford, North Platte, and Omaha to discuss 08-09 program goals, the subgrant process for the coming fiscal year and to promote more work in disability preparedness. Commissioner Art May attended the meeting in Columbus and is very interested in developing a Citizen Corps Council in his home town of Winnebago and helping to have an initiative from the CCP Northeast Region this year.

5) Training Program Report (Peter Cales)

- Peter is working on a Unified Training Plan and is developing a training calendar for 2008-09. One of the differences in this year's training offering is that opportunities for groups outside the national service arena will be made available.
- We will again have the CNCS grant to provide training to Nebraska AmeriCorps VISTA members.

6) Disability Program Report (Peter Cales)

- A survey was conducted of current AmeriCorps programs and their efforts in disability inclusion and provision of reasonable accommodation.
- Scholarships have been set aside for persons to attend the National Service Inclusion Projects' Conference in October 2008.
- Reported that currently 10% of this year's AmeriCorps members have disclosed disabilities.

8.

Unfinished Business Agenda Items:

	<p>1) <u>CNCS Standards Review Visit Preparation – August 11-15, 2008:</u></p> <ul style="list-style-type: none"> Barbara stated that the Commission's Executive Committee is invited to attend the CNCS Standard Review Entrance Conference (August 11) and Exit Conference (August 15) in the State Capitol. Any other Commissioner who would like to attend will be very much welcome. A presentation will be given to the CNCS Standards Review Team at the Entrance Conference. A synopsis of topics to be presented during the presentation was given to commissioners for their review. They were invited to share with her any additional ideas that might be important to include in the presentation. She introduced the Administrative Standards Assessment Tool that State Commission's complete to prepare their documentation for the Site Visit. She highlighted in yellow the items that we have compiled. This document is evolving. Jennifer Rutt, the Commission's AmeriCorps VISTA member completed the self-assessment and is leading the internal preparations for the Commission to be ready. <p>2) Business Volunteer Council Development Update:</p> <ul style="list-style-type: none"> Barry reported that he attend the National Conference Business Volunteer Council and Pro-Bono Services sessions. The training opportunity provided him with a better understanding of what direction Nebraska's BVC needs to go. Barry and Barbara will schedule a meeting with the Commission BVC Workgroup to work on next steps.
9.	<p>New Business Agenda Items:</p> <p>1) <u>ServeNebraska Policies:</u> Barbara stated that the handout provided to the commissioners listed all the current Commission policies and the changes that are recommended to those policies. She also pointed out that attached to that handout was a listing of operational policies and procedures currently being used by the Staff.</p> <p>Motion: Rick Nation To approve the recommendations for changes to the Commission Approved Policies presented by the Chair and the Executive Director.</p> <p>Second: Jamie Moore</p> <p>Vote: Yes-12 No-0</p>
10.	<p>Public Comment:</p> <ul style="list-style-type: none"> No persons signed up to make public comment.
11.	<p>Agenda Items for the Next Meeting:</p> <ul style="list-style-type: none"> Next meeting: October 23, 2008 – Governor's Residence, Lower Level in Lincoln
12.	<p>Adjourn:</p> <ul style="list-style-type: none"> Commission Meeting was adjourned at 2:45 p.m.

Action Items

No.	DESCRIPTION	OWNER	TARGET DATE	STATUS
1.	Send out to all commissioners the electronic version of the match form.	JLS	08-01-08	07-25-08
2.				

Submitted by,

Approved by,

Barry Kriha, Chair