

Nebraska Volunteer Service Commission Meeting Minutes

NOTE TAKER: Andrea Ernesti		LOCATION: Lincoln – MDS Pharmaceutical Services	DATE: 01-24-08	TIME: 12:15 p.m.	DURATION: 2 hrs 20 minutes
PURPOSE: Quarterly Commission Meeting		ATTENDEES: <u>Present:</u> Ed Burchfield, Sally Ganem, Gary Heusel, Mike Kissler, Barry Kriha, Curt Krueger, Art May, Jamie Moore, Diann Muhlback, Rick Nation, Gerry Osborn, Carol Speicher, Nancy Wang and Heather Wiley. <u>Staff Present:</u> Peter Cales, Greg Donovan, Jennifer Rutt, Janet Schmidt, and Barbara Wilson Thomas; Andrea Ernesti - contractor.			
AGENDA ITEM	SPECIFIC DISCUSSION ITEMS				
1.	Meeting Called to Order at 12:15 p.m. by Curt Krueger, Chair of the Commission. Roll call was taken by Janet Schmidt. A quorum was present.				
2.	Approval of October 25, 2007 Minutes: There was general consensus to approve the minutes as previously sent.				
3.	Approval of Agenda: There was general consensus to approve the agenda as previously sent.				
4.	<p>NVSC Operations Reports: <u>1) Executive Director's Report:</u> Barbara submitted her written report and highlighted the items below:</p> <ul style="list-style-type: none"> • New Citizen Corps Program Officer: Dennis Fowler from Largo, Florida has been hired as our new Citizen Corps Program Officer. His first day with the Commission will be Monday, February 4, 2008. • Executive Committee's Meeting with Governor: Commission Executive Committee members Curt Krueger, Nancy Wang, Cynthia Buettner, Barry Kriha, Pat Beans and Barbara Thomas will meet with Governor Heineman on February 6th at 2:30 p.m. in the Governor's office. • Visit the Ohio Commission: Barbara Thomas will be visiting the Ohio Commission (2-21-08) for Peer-to-Peer mentoring with the Executive Director, Kitty Burcsu, and the Ohio Commission staff to learn about their programs and Commission. • CNCS Administrative Standards Review Site Visit -- 2008: The Commission's Administrative Standards Review Site Visit is scheduled for August 11-15, 2008. There will be an entrance conference that the Executive Committee will need to attend. Other Commissioners are welcome to attend also. The Commission's VISTA, Jennifer Rutt, has done the initial review of the standards and has begun to collect documentation. Staff will begin meeting next month to review the standards documentation to ensure that each standard is fully met with the documentation collected and determine what additional documentation is needed. • 2008 CNCS Administration, PDAT and Disability Grants: The Commission received one-half of the base Administrative Grant award at the end of December. The total is \$152,476. Remaining funds should be awarded by March-April 2008. The original grant request that was submitted was for \$162,426 which included an early estimate of unexpended 07 carryover funds (\$9,950). Barb explained that she requested some of the unexpended carryover funds to use for on-site technical assistance to develop the new Business Volunteer Council. The 2008 PDAT grant award was the same as 2007 - \$84,000. The base Disability grant award (\$30,000) was increased in 2008 by \$13,629 to a base total of \$43,629. An additional \$8,700 in carryover of unexpended funds was also awarded. We submitted a supplemental request for an additional \$32,000. We should know if the Commission will receive supplemental disability funding by April. Barbara reminded Commissioners that we are required to match the Admin grant at a rate of \$1 state dollar for every \$1 federal dollar. She distributed to commissioners a summary of Commissioner Mileage Claimed for Match in 2007. All Commissioners were asked to submit match forms today for mileage traveled to All Commission events in 2007 and are encouraged to continue to submit match forms for ALL travel to meetings and events in 2008. She ask for Commissioners' help and explained that every effort is needed to document in-kind match • Points of Lights Awards: The Governor and First Lady Sally Ganem presented three quarterly Points of Light Awards at the State Capitol on November 14, 2007. The awards were presented to: Youth category - College View Academy H.S. Students, Lincoln. Adult Category - Lucille Schwark & Barbara Burton, Lincoln. Group Category: Pine Ridge Job Corps, Chadron. NVSC staff is developing a booklet to publish the 2007 Points of Light award winners to more widely publicize the extraordinary efforts of the distinguished winners throughout each year. The booklets will be available at the Governor's Conference. 				

- **LB 901:** Barbara worked with Senator Joel Johnson's legislative aide, Roger Keettle, to develop legislation to grant certain liability limitations and immunities for emergency management workers. LB 901, if passed, would cover "officially registered CERT team" and "MRC team members".

- **2008 Governor's Conference:** Tom Osborne, Brock Bierman, Director-Community Preparedness Division, FEMA, and Henry C. Lozano, Deputy Assistant to the President and Director of USA Freedom Corps are all confirmed speakers for the Governor's Conference. Clay Anderson, NASA Astronaut, is a potential speaker. The NASA Astronaut's Office has indicated he wants to come, but their legal team needs to review the Commission as an appropriate site for an astronaut.

2) Commission Financial Report: Janet distributed the Commission Financial Report ending December 31, 2007.

- She reported that the majority of 2007 Administrative Grant funds will be spent and that there are outstanding payments that were not included in the \$151,689.76 shown in Table #1 of the report. We will know the exact amount of unexpended funds when DHHS Accounting completes the federal Financial Status Report (FSR) at the end of January.
- Peter said that the grant fund balances for PDAT and Disability funds does not include any outstanding billings.
- Janet reported that the Commission has received a 2008 Youth Service Day Grant in the amount of \$2,000. The total amount available to spend this year would be \$2,275.04 which includes \$275.04 carryover from the 2007 Youth Service Day Grant.
- She reported that the total Administrative Grant funds expended as of December 31, 2008 was \$151,690. The Commission is required to match dollar for dollar expended and the total 2007 match reported at this point in time is \$138,421 which is a deficit of \$13,269. There are some 2007 Commissioner match amounts that haven't been submitted yet so the amount will change.
- Citizen Corps FY05 DHS grant funding is completely expended. Of the total \$211,443 of Citizen Corps FY06 DHS grant funding, there is approximately \$170,000 that has been not expended. Janet highlighted DHS/NEMA Citizen Corps Subgrants Table #4 showing that counties marked with asterisks have extended their contracts from December 31, 2007 to May 31, 2008 to encourage the funding to be spent down. The FY06 funds are available to the Commission through June 30, 2008. Citizen Corps FY07 DHS grant funds were distribute per the Commission sitting as the State Citizen Corps Council's decision at the October meeting. Counties have consolidated into eight regions to help the counties work together to more effectively spend their monies. Lancaster County declined 2007 funding. Barbara reported that Citizen Corps 2006 funds will be used to provide scholarships to encourage people to attend the 2008 Governor's Conference.

3) AmeriCorps Program Report: 2006-07 programs that ended as of August 31, 2007 were officially closed out in January 2008. The FY07-FY08 program year began September 1, 2007. Just before the onset of the current program year, the Corporation notified state commissions that the WBRS electronic reporting systems would no longer be supported. Reporting systems need to be developed by each Commission to track their data. Greg reported that he and Janet have developed reports to collect data similar to what was previously collected through the Corporation's database and are being used. All the programs are doing well. All programs except the City of Lincoln have reached out to all parts of Nebraska with satellite host sites. The Commission Disability funds are being used to provide accommodation to AmeriCorps members with disabilities. The most common type of accommodation provided is transportation and lodging.

4) Training & Disability Program Report: Peter reported that the training program focus at this time is the 2008 Governor's Conference on Community Service planning tasks, specifically on the development of the agenda, sessions and speakers. He also said that Debra Berens-Hoy was unable to continue as the Event Planner contractor due to illness. However, he did appreciate that she was able to complete contract negotiations with the hotel before she left. The Youth Service America grant funds will be offered to organizations and agencies as mini-grants to assist in planning Youth Service Days activities in April 2008. The AmeriCorps InterCorps council will be managing this process along with the Commission's VISTA, Jennifer Rutt. Peter reported that developing more collaborative relationships is the next step to localize the Disability program objectives. He thanked the commissioners for their attendance and support of Disability Preparedness Summit in November 2007. Peter is working to build up the Disability Program by solidifying relationships with local Health Departments and DHHS. He is also working on closely with the Disability Preparedness Team as well as setting up more training for disability preparedness for AmeriCorps members.

5) Citizen Corps Program Report: The Commission is working on getting contracts with the new CCP regional councils. We need to have a program contact at NEMA so we can stay in better contact. Once the new Citizen Corps Program Officer comes on board, he will work on developing relationships with the Citizen Corps Program staff. It was suggested that in the future when Dennis goes out to visit in different counties, Commissioners in the area should be contacted and made aware of the visit.

5. **Unfinished Agenda Items:**

1) New Disability Program Logo and Poster Contest Results: As a result of the disability poster and logo contest, the new poster and logo have been selected and was shared with the Commission.

2) Business Volunteer Council Development: Commissioner Barry Kriha reported that two conference calls have been held. Things are still moving forward. He mentioned that Commissioner Ron Sedlacek and the Nebraska Chamber of Commerce

	<p>have expressed an interest in having us explain the BVC to one of their groups at a conference meeting later this year. They have been very helpful.</p>
6.	<p>New Business Agenda Items</p> <p><u>1) 2008 Annual Commission Budget & 2008 Grants.</u> Barb reviewed the commission budgets and distributed a handout detailing the 2008 commission Budgets.</p> <p>Moved: Rick Nation</p> <p>Motion: To confirm the action of the Executive Committee in approving the 2008 Commission budgets.</p> <p>Second: Jamie Moore</p> <p>Vote: Yes - 13</p> <p><u>2) Nebraska National Service Report.</u> Commissioner Gary Heusel gave a report on the Midwest Consortium for Service Learning in Higher Education. The Consortium has a budget totaling \$470,000 federal CNCS Learn and Serve Higher Education funds which covers programming in Nebraska and South Dakota. \$325,000 of the total budget is allocated as institutional subgrants. The Consortium received its first Learn and Serve Grant in 1997 and began with five member institutions. In 2003, the Consortium was given its second Learn and Serve Grant. Today, there are 26 member institutions in Nebraska, South Dakota and Missouri. Members do not pay dues, but agree to be involved and attend meetings. Consortium has several VISTA members who are located across three states. Institutions provide match for these VISTAs. A diverse group of institutions are represented on the Consortium's Steering Committee. The Board of Directors consists of 1 member from each institution. The staff consists of Executive Director, Assistant Director, 2 VISTAs and one Vista Leader.</p> <p><u>3) Nominating Committee Slate of Officers for April 2008 Officer Election.</u> The Nominating Committee reported the 2008 Slate of Officer Candidates as follows: Chair – Barry Kriha and Vice-Chair-Susan Cook, Art May and Ron Sedlacek. An Officers' Election will be held at the April 24, 2008 Commission meeting.</p> <p><u>4) Commission Committee Reports:</u></p> <ul style="list-style-type: none"> • Organizational Development Committee: Pat Beans, Chair, reported that an orientation for new commissioners was held yesterday. The new Commissioner Handbook was reviewed and discussed. He invited all commissioners who had not received a new handbook to take one and to e-mail the committee about any additional information they would like to see added to the handbook. For membership recruitment, the four commissioners whose terms end in April will be sent reappointment notices to ask if they are interested in re-appointment. Pat encouraged all commissioners to send the committee names of persons who may be interested in applying. The Committee is also beginning the annual review of the bylaws. Pat mentioned that the bylaws were thoroughly revised last year and they probably will not need much revisions but this is an annual process the Committee is charged to do. He invited all commissioners to send the committee any thoughts or comments regarding revision of the bylaws. Pat asked that all commissioners fill out and return to Janet the pink colored Commission Continuing Education Survey form, the Commissioner Matrix and the Commission Self-Assessment forms that were passed out during lunch. Curt Krueger thanked Pat and his wife, Ellen, for hosting the annual Commissioner Dinner at the William Jennings Bryan home, Fairview. It was a very enjoyable evening in the beautiful and historic surroundings. • Public Relations Committee: Ed Burchfield, Co-Chair, passed out three different combinations of color versions of the ServeNebraska logo to the Commission with the top choice of the logo (results from a survey given to commissioners and Commission Staff) on top of the packet. The color choices for the Commissioners are dark blue/gold, dark green/gold and dark blue/dark green. He mentioned that once the logo has been established there will be no change to it. <p>Moved: Pat Beans</p> <p>Motion: To adopt the dark blue and gold color combination of the ServeNebraska logo as the official logo of the Commission.</p> <p>Second: Rick Nation</p> <p>Vote: Yes-13</p> <p>Ed reported that the new logo will be revealed at the Governor's Conference on the 2nd day after the keynote is given. A press release will go out prior to the conference. Curt Krueger, Chair of the Commission, thanked Ed for all his work with the David Day & Associates firm on the new logo.</p> <p>Governor's Conference Update – Dr. Tom Osborne has been confirmed as a keynote speaker to open Day 2 of the Conference. It was reported that the Commission is very close to confirming Clay Anderson as a keynote speaker. The on-line registration for the conference should be live on Monday, January 28th. Eight door prizes are needed. Commissioners were asked to contribute prizes valued at a minimum of \$50. Let staff know when you have a prize to donate. Sponsorship letters will be developed for Commissioners who have persons they want to use the letter for. Commissioners were reminded that tables at the luncheons will again be available for purchase. When the registration is "live", Commissioners are reminded to register for the conference and sessions. We would like Commissioners to introduce speakers again this year and will pair you up with the speaker in a session you are registered for.</p>

	<ul style="list-style-type: none"> • Program Committee: Nancy Wang, Chair, distributed the AmeriCorps Program Committee Summary of Funding Recommendations to the Commission. Four AmeriCorps grant applications were received in response to the RFA released in September 2007. These applications were sent to peer reviewers and submitted to a staff review where no significant issues were noted. The Program Committee met in December 2007 and decided that all four applications could be forwarded to the Corporation for competitive funding consideration. Greg Donovan, NVSC AmeriCorps Program Officer, reported that Lincoln Action Program did not submit a 08-09 AmeriCorps grant application. Their agency's priorities and objectives have a new focus and this will be the last year for the AmeriCorps grant program. <p>Move: Jamie Moore</p> <p>Motion: To confirm action of the Executive Committee in approving Program Committee's 2008-09 grant funding recommendation.</p> <p>Second: Gerry Osborne</p> <p>Vote: Yes-13</p>
7.	<p>Public Comment:</p> <ul style="list-style-type: none"> • No persons signed up to make public comment.
8.	<p>Agenda Items for the Next Meeting:</p> <ul style="list-style-type: none"> • Next meeting: April 24, 2007, Valmont, Omaha • Agenda Items:
9.	<ul style="list-style-type: none"> • Adjourn: Commission Meeting was adjourned at 2:35 p.m.

Action Items

No.	DESCRIPTION	OWNER	TARGET DATE	STATUS
1.				
2.				
3.				

Submitted by,

Janet Schmidt, Fiscal Officer

Approved by,

Curt Krueger, Chair