

		<h1 style="margin: 0;">Nebraska Volunteer Service Commission Meeting Minutes</h1>			
NOTE TAKER: Janet Schmidt		LOCATION: Omaha – United Way of the Midlands Offices	DATE: 07-26-07	TIME: 12:15 p.m.	DURATION: 2 hrs 30 mins
PURPOSE: Quarterly Commission Meeting		ATTENDEES: Present: Pat Beans, Ed Burchfield, Robert Hall, Mike Kissler, Curt Krueger, Art May, Diann Muhlbach, Rick Nation, Gerry Osborn, Ron Sedlacek, Carol Speicher, Heather Wiley and Lois Wine. Staff Present: Peter Cales; Greg Donovan; Geri Powell, AmeriCorps VISTA; Janet Schmidt; Harry Walles and Barbara Wilson Thomas.			
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. Curt introduced a new Commissioner, Carol Speicher, who lives in Columbus. Carol is employed with the Great Plains RC&D and does community and economic development work. She has joined the Program Committee.				
2.	Approval of April 26, 2007 Minutes: <u>Motion:</u> Gerry Osborn To approve the April 26, 2007 minutes as sent. <u>Second:</u> Rick Nation <u>Vote:</u> Passed on roll call vote. 12 –Yes				
3.	Approval of Agenda: <u>Motion:</u> Rick Nation To approve the agenda as revised with action items moved to the beginning of the agenda. <u>Second:</u> Gerry Osborn <u>Vote:</u> Passed on roll call vote 12 –Yes				
4.	Action Agenda Items: <u>1) Appoint Executive Director to Represent the Commission's Citizen Corps Program on the Lt. Governor's Homeland Security Senior Policy Group</u> Since the Commission now coordinates and administers the State Citizen Corps Program, it is required that a representative from the Commission's Citizen Corps Program be appointed to sit on the Lt. Governor's Homeland Security Senior Advisory Group. <u>Motion:</u> Rick Nation To appoint Barbara W. Thomas, Executive Director of the Nebraska Volunteer Service Commission, or her designee to represent the State Citizen Corps Program on the Lt. Governor's Homeland Security Senior Advisory Group. <u>Second:</u> Lois Wine <u>Vote:</u> Passed on roll call vote 12 –Yes <u>2) Public Relations Committee:</u> The Public Relations Committee handed out to the Commissioners the 2008 Governor's Conference Bid Specifications and Request for Bids document. The deadline for Lincoln and Omaha area hotels to submit their bids was July 13, 2007. In addition, a chart was handed out with summary information compiled from the submitted bids. <u>RECOMMENDATION FROM COMMITTEE:</u> Ed Burchfield To designate the Omaha Holiday Inn Convention Center as the facility to host the 2008 Governor's Conference on Community Service. <u>Second:</u> Lois Wine <u>Vote:</u> Passed on roll call vote 12 - Yes <u>3) Organizational Development Committee:</u> The Guidelines/Bylaws of the Nebraska Volunteer Service Commission have been revised. These revised guidelines/bylaws were submitted to the Commission Board for review and comment 30 days before the July 26, 2007 Commission Meeting. A copy of the revised Commission Guidelines/Bylaws is submitted with these minutes. Commissioner Diann Muhlbach had the following questions about the revisions:				

- 1) Does Nebraska Citizen Corps need to be included on Page 2, Under Section C. Purpose of the Organization? The response was no, because Citizen Corps is a program of the Commission.
- 2) On page 3, Section A. Purpose of Bylaws, Item #1; Is the Commission a state agency? The response was yes it is a separate state agency even though it was created by an Executive Order.
- 3) On page 6, Section D. Additional Categories for Appointed Commissioners; Shouldn't the word "by" be deleted? The response was yes, that correction will be made.
- 4) On page 8, Under Section B. Eligibility, Item #2; Do we want to have all three chairs of the committees be held by non-voting Commissioners when they serve on the Executive Committee too? The response was to reword Item #2 as "Non-voting Commissioners may not hold offices, but may serve as chairs of committees. No more than one committee could be chaired by a non-voting ex-officio commissioner."
- 5) On page 8, Section C. Selection, Item #2; Please define "last" meeting of the Commission. The response was the last meeting would be the final meeting of the year. For example, this year's last meeting is October 25th.
- 6) On page 9, Section G. Vacancy; Don't Items 1 and 2 seem in conflict with each other? The response was yes and Section G will be deleted and Item G 2. will be placed as Item #5 on page 8, under Section D. Term.
- 7) On Page 9, Section H. Duties, Items 1a. and 1c.; Doesn't 1a and 1c say the same thing? The Response was it seems to say the same thing. Those two items will be combined to read as 1a. "The Chair shall be the chief officer of the Commission Board and shall preside at all meetings of the Commission and the Executive Committee. The Commission Chair shall serve as an ex-officio member of all committees except the Nominating Committee. "
- 8) On Page 10, under Section B. Committees and Committee Meetings, Item #7. Wouldn't it be clearer if Item #7 was added to Item #8? The response was yes, that will be corrected.

RECOMMENDATION FROM COMMITTEE: Rick Nation

To approve the Nebraska Volunteer Service Commission Guidelines/Bylaws as revised and amended.

Second: Ed Burchfield

Vote: Passed on roll call vote 12 - Yes

4) Proposed Name Change for Commission to ServeNebraska: Curt Krueger opened discussion about changing the Commission's name to "ServeNebraska" which would be easier for people to remember than the longer Nebraska Volunteer Service Commission and be an easier name to brand. We want to be more visible and expand the visibility of the Commission. Commissioner Ron Sedlacek cautioned against legally changing the Commission's name because the Commission has built some name recognition with the State Legislature under the Commission's current name with some of the Senators and that name recognition could be lost. Commissioner Rick Nation mentioned that ServeNebraska may not sound like a state agency name and could be confusing to some. Executive Director, Barb Thomas mentioned that there are many state Commissions that use the same name as their legal names such as ServeWyoming, ServeMinnesota. There was more discussion among Commissioners in favor of using the name ServeNebraska as a brand name but continue to use the current name with it.

Motion: Ron Sedlacek

To adopt "ServeNebraska" as a branded term/trade name and to continue to use the Nebraska Volunteer Service Commission.

Second: Rick Nation

Vote: Passed on roll call vote 11 – Yes, 1 - Abstain

5.

NVSC Operations Reports:

1) Executive Director's Report: Barbara submitted her written report and highlighted the items below:

- **American Association of State Service Commissions (ASC):** Past chair Cynthia Buettner's name was submitted for nomination for the ASC Board of Directors. There were six openings on the ASC Board, but Cynthia was not selected. ASC staff is providing leadership and ongoing information through emails and conference calls about the federal budget reauthorization for the Corporation.
- **Ideas from Corporation-Sponsored National Conference to Implement in Nebraska:** 1) Integrate and infuse disaster preparedness into AmeriCorps programs. 2) Develop a state Corporate/Business Volunteer Council program and expand the Commission's reach into the corporate and business volunteer arena throughout the state.
- **Expansion of Commission AmeriCorps VISTA Project:** With the support of the State CNCS Office, the VISTA Project has been expanded from one to three VISTA positions. Two VISTAs have been enrolled and will be attending a Pre-Service Orientation (PSO) in Chicago in August. The third VISTA will be recruited by October. In addition, the Commission staff may work with Mike Kissler on requesting a VISTA position to work on a Learn and Serve Project in the future. The Commission is teaming with the State CNCS Office (Heather Wiley) to have a table at the UNL and UNO career fairs.
- **New Commission Office Space:** With adding three VISTA positions, a Disability Specialist contractor and an Administrative Assistant contractor, the Commission has outgrown its current office space. In addition, the Commission expects request a second expansion of the VISTA program to place VISTAs in rural Nebraska to assist in organizing Citizen

Corps Councils. Barb asked that Commissioners consider helping the Commission staff secure larger and inexpensive office space in Lincoln. Currently, we do not pay anything for the office space in the State Capitol. Barb will be sending Commissioners via email the square footage needed for Commission office space needs.

- **Best Practices Credited to the Nebraska Commission by CNCS Staff:** 1) The new 2007-08 AmeriCorps RISE Program with State Probation Administration. 2) Reorganization of Nebraska's Citizen Corps Program to focus on strengthening Citizen Corps Councils through Community Preparedness Campaigns. 3) The Disability Summit planned in early November to bring Citizen Corps reps together with persons with disabilities from their counties to advance local disaster preparedness, planning, response and recovery.
- **Corporation Program Officer Standards Compliance Technical Assistance Visit:** The Corporation's new Program Officer, Susan Rice, will be making a TA site visit in August. She wants to visit with a couple of Commissioners and AmeriCorps Program Staff. She will also be attending a staff meeting and work with the staff to ensure readiness for the formal CNCS Standards Compliance Visit in 2008. Greg is the lead staff member for the preparation efforts for that visit.
- **Revisiting Commission and Office Operational Policies/Procedures:** Commission staff is working on a project to update and add operational policies and procedures that we expect to be completed by the end of the year. Janet is the lead staff member for this project. Policies will be identified that need Commission Board approval.

2) The Commission's Financial Report

- **Administration Expenditure Report ending June 30, 2007:** Janet Schmidt, Fiscal Officer, reviewed the expenditures for the Commission's federal grants.
- **Program Expenditure Report ending June 30, 2007:** Janet reviewed the AmeriCorps 2006-07 Formula and Competitive grant expenditures. On page 2 of this report Citizen Corps subgrant expenditures were reviewed. Buffalo County declined the \$22,500 grant and this money will be put into the statewide training/event money. A question came up as to why Buffalo declined the funding and that perhaps some TA could be given to them in how to spend the money down in a shortened grant period. Harry Walles, Citizen Corps Program Officer, stated that he will be traveling to visit with all Citizen Corps contacts state wide to help them with this issue and to answer any questions about the 2008 Nebraska Citizen Corps Request for Applications (RFA). Another question was how the Citizen Corps statewide funding is used. Janet responded that this funding is used for Citizen Corps regional events and meetings as well as state sponsored trainings.
- **Match Reporting ending June 30, 2007:** Janet reviewed the Quarterly Match Report. She also reported that more match is expected to come from the 2007 Governor's Conference. Janet reminded the commissioners about filling out the In-Kind Donation Sheet where match for things such as mileage and professional services are documented.
- **2007 Governor's Conference Financial Report as of June 30, 2007:** Janet reviewed the revenue sources for the 2007 Governor's Conference and pointed out that the conference was 55% supported by federal funding. She also stated that the Conference was under budget \$572.46.

3) Program Reports

- **AmeriCorps Program Report:** Greg Donovan, Program Officer, submitted his written report and reviewed highlights. 2007-08 AmeriCorps Programs are submitting their policies and procedures they plan implementing for the upcoming program year to Greg for review with the goal to have all forms/systems/process in place prior to the enrollment of AmeriCorps members. The Corporation announced at its National Conference in July that the Web-Based Reporting System (WBRS) will be terminated in April 2008 and responsibility for capturing key data is being transferred to state Commissions. To avoid implementing two systems in 2007-2008 WBRS will be used as minimally as possible in the upcoming program year. Greg and Janet are working to quickly to develop and implement systems to ensure accountability and capture data formerly submitted via the Corporation's systems. The monthly AmeriCorps Program Leader meetings, made up of the AmeriCorps Program Directors and Coordinators, have been meeting monthly and are perceived as valuable to that group. The AmeriCorps InterCorps Council made up of representative members from each AmeriCorps program will focus their activities and planning on national days of service in 2007-2008. *A list of 2007 National Days of Service was distributed.* September 1, 2007 is the target release date for the 2008-09 AmeriCorps Request for Applications (RFA). A Commissioner asked how member retention was for the 2006-07 program year. Greg responded stating that the MMI—AmeriCorps program had no member loss. The other three programs are doing well. Omaha Habitat for Humanity is operating with four members, down from its original eight, but three of those members departed early in the year during the period of instability with that program and the fourth left due to significant familial illness. Heather added that the CNCS State Office and the Commission can work together on targeted recruitment as a means of reducing future member attrition.
- **Citizen Corps Program Report:** Six regional meetings were held across the state to introduce the 2008 Request for Applications (RFA) process. Harry thanked Commissioners Art May and Lois Wine for their attendance at the meetings in their respective regions. He also introduced the eight Citizen Corps Regions that have been developed as a result of these regional meetings. A map portraying newly developed Citizen Corps regions was part of his written report. The eight regions were developed to help Citizen Corps Councils work cooperatively together. Next month Harry will be traveling the state to visit all Citizen Corps Council contacts. As a result of generous donations of gift cards from Walmart and PETCO secured by Geri Powell, NVSC VISTA, one adult/child and one pet Go Kit will be purchased. The "Go Kits" represent

	<p>critical items that would be needed to care for a pet and adult/child for up to 72 hours in the event of an emergency situation, such as a tornado.</p> <ul style="list-style-type: none"> • Training & Disability Program Report: Peter reported that he has developed comprehensive training calendars for NVSC-sponsored programs. A flyer has been developed for National Preparedness Month. The Commission staff is coordinating with Lt. Governor Sheehy's Office and the UNL Athletic Department to distribute these flyers during a September 22nd home football and volleyball games. Volunteers will be recruited to assist in distributing these flyers. A wheel chair ramp build is being planned for September in North Bend, Nebraska. Information will be distributed soon about the Commission's Logo/Poster Design Contest that will promote awareness of the abilities of those with disabilities, grow participation by those with disability in their communities, and increase awareness of disability disaster preparedness efforts in Nebraska. There will be cash prizes available for the top logo design and poster design. Entries are due September 21, 2007.
6.	<p>Unfinished Business:</p> <p><u>Strength Finders – Commissioner's Themes & Next Steps:</u> Commissioner Cynthia Buettner has been working on locating someone who would be able to assist the Commission in taking the next steps with the Strength Finders tool. Commissioner Ed Burchfield volunteered to see if he could locate someone from Gallup who could facilitate the next steps.</p>
6.	<p>New Business:</p> <p>1) <u>Nebraska Thrives VISTA – End of year Recognition for Geri Powell:</u></p> <ul style="list-style-type: none"> • Commission Chair, Curt Krueger, presented Geri Powell with a plaque to recognize her AmeriCorps service with the Commission. Her supervisor, Janet Schmidt, presented her with a "Life After AmeriCorps Survival Kit." <p>2) <u>Nebraska National Service Reports:</u></p> <ul style="list-style-type: none"> • Midwest Consortium for Service-Learning: Commissioner Gary Heusel was not present to give a report. • VISTA and Senior Corps Report: Commissioner Heather Wiley handed out some on-line resources about the Corporation, a copy of the national service timeline and a resource guide for the Corporation's strategic initiative. The strategic initiative of mobilizing more volunteers is a priority. The State CNCS Office is involved in building more capacity and strengthening Senior Corps and VISTA Programs through collaborations with the City of Lincoln, the Midwest Consortium on Service-Learning in Higher Education, Nebraska Aids Project and the Commission. • Nebraska Learn & Serve: Commissioner Mike Kissler distributed an information sheet on "What is Service Learning?", a list of 2006-07 Learn and Service America Projects in Nebraska and an information sheet about the National Service-Learning Clearinghouse. He said that carryover funds of \$60,000 - \$70,000 this year are earmarked for K-12 service learning projects. The priority of the Nebraska Learn & Serve program is to promote high-quality service learning activities and CNCS strategic initiatives. In the Emergency Preparedness arena, Nebraska Learn & Serve is working to establish disaster preparedness programming for Native American students. Owen Patten, Dept. of Education contractor, has found a funding source for this project. There is also a project being developed that will integrate Teen SERT with youth leadership objectives. <p>3) <u>Commission Committee Reports</u></p> <ul style="list-style-type: none"> • Executive Committee Report: Barbara has been sending out emails to the commissioners regarding the 2008-09 federal budget cuts and the Corporation's reauthorization. A fact sheet was handed out to commissioners stating the case for supporting the continuation of same level federal funding to state commission administration. Part of this information sheet discusses the impact and what it would mean if federal funding for the Nebraska Volunteer Service Commission was reduced. Commission Chair, Curt Krueger, mentioned that the next commission meeting will be the annual commission retreat at the Governor's Residence. The retreat planning will focus on the fundraising role of commissioners which may include the Nebraska Volunteer Foundation and ideas the staff have gained from the National Conference. • Organizational Development: The Committee has a new chair, Pat Beans. The Committee is working on a new Corporation/Commission Handbook and the orientation for new commissioners. • Program Committee: The Citizen Corps RFA has been released. The AmeriCorps RFA is due to be released on September 1st. Curt Krueger mentioned that the City of Omaha came in 4th nationally with a 37.8% metropolitan average volunteer rate in the Corporation's <u>Volunteering in America: 2007 City Trends and Rankings</u> report. • Public Relations Committee: The Committee asked the Commission to consider holding a Governor's Conference every other year to allow more planning time, reach out to the entire state better and enable Commission to make the best use of limited and decreasing funds. During the year the Conference is not held, a Commission awareness raising and promotional multi-location events could be held. There was general agreement with the idea. The theme for the 2008 Governor's Conference is "Emerging Ideas."
7.	<p>Public Comment:</p> <ul style="list-style-type: none"> • No persons signed up to make public comment.

8.	Agenda Items for the Next Meeting: <ul style="list-style-type: none"> • Next meeting: October 25, 2007 – Governor’s Residence, 1425 H Street in Lincoln. • Agenda Items: Nomination Committee, State Citizen Corps Council approval of 2008 Citizen Corps grant awards.
8.	Adjourn: <ul style="list-style-type: none"> • Commission Meeting was adjourned at 2.45 p.m.

Action Items

No.	DESCRIPTION	OWNER	TARGET DATE	STATUS
1.	Communicate square footage needed for office space expansion needs to Commissioners.	Barb Thomas	Next Meeting	In Progress

Submitted by,

Janet Schmidt, Fiscal Officer

Approved by,

Curt Krueger, Chair