



# ServeNebraska Commission

Board Meeting Minutes  
April 21, 2017

<b>NOTE TAKER:</b> <i>Christina Franklin</i>	<b>LOCATION:</b> <i>Community Engagement Center Omaha</i>	<b>DATE:</b> 4-21-17	<b>TIME:</b> 9:40 AM	<b>DURATION:</b> 4 hours 50 minutes
<b>PURPOSE:</b> <b><i>Quarterly Commission Meeting</i></b>	<b>ATTENDEES</b> <u><b>Commissioners Present:</b></u> Diane Mallette, Rose White, Nancy Faber, Jamie Moore, Kevin Warneke, Susan Rocker, Gregg Christensen, Marjorie Maas and Sara Woods <u>Ex-Oficio Member Present:</u> Julie Nash <u><b>Commissioners Present via Phone Conference:</b></u> <u><b>Staff Present:</b></u> Cathy Plager, Audrey Jackson, Christina Franklin <u><b>Contractors Present:</b></u> Matt Clough, Holley Salmi <u><b>Guests:</b></u> Diane Nelson, Sally Ganem, Kevin Moser, Jose Zapata, Barry Kriha			

**BUSINESS MEETING – CALL TO ORDER**

**Recognition/Introduction of New Commissioners Appointed –**

Commissioner Mallette introduced the two new appointed Commissioners Sheila O'Connor and Marjorie Maas was recognized and will serve three year terms. Re-appointments Commissioner Diane Mallette and Commissioner Susan Rocker will serve another three year term.

Executive Director Cathleen Plager introduced ServeNebraska's newest contractor Holley Salmi who was hired to assist in the launch of the NebraskaImpact website along with increasing ServeNebraska's social media presence.

**Roll Call**

The business meeting was called to order at 9:40 a.m. by Commission Chair Diane Mallette. ServeNebraska Program Officer Christina Franklin called roll to determine a quorum of one-third (1/3) of all appointed Commission members which is four commissioners. A quorum of eight voting and one non-voting member was present.

Commission Chair Mallette ask for any public comment.

**PUBLIC COMMENT – None**

**APPROVAL OF CONSENT AGENDA – Diane Mallette, Commission Chair**

- January, 2017 Meeting Minutes
- April 21, 2017 ServeNebraska Commission Agenda
- March 2017 Admin Expenditures Report
- March 2017 TTA Expenditure Report
- March 2017 Development Grant Expenditure Report
- March 2017 HHS GF Expenditure Report
- March 2017 Non Federal State Accounts Report
- March 2017 Admin Match to Expenditures Report
- December 2016 Foundation Report
- Executive Director's Report

**Motion #1:** Commissioner Woods moved that the items on the consent agenda be approved.

**Second:** Commissioner Warneke seconded the motion.

**Vote:** 7 -Yes; 0 - No; 0 - Abstained; Motion was carried.

## STANDING COMMITTEE REPORTS

- **Executive Committee** - Commission Chair Diane Mallette

The Executive Committee has met three times since the January Commission meeting. We approved the use of foundation funds to support ServeNebraska Week to encourage volunteers to sign up, a \$500 donation through a drawing to a non-profit organization will be offered. We approve the agenda for this meeting and discussed the Commissioners service project that you will be participating in this afternoon and was provided an update of the federal funding situation.

- **AmeriCorps & National Service Committee** – Commissioner Susan Rocker

ServeNebraska received 14 grant applications for request of funding for 2017-2018 program year. Due to ServeNebraska not receiving our state appropriation from CNCS at this time we are asking that our committee and commission do not share any of the funding recommendations to the public or potential programs till ServeNebraska has received our allocations and receive a green light from CNCS AmeriCorps State and National Division.

City of Lincoln (Lincoln)

ServeNebraska Recommended Funding- \$55,188 with 4 MSY

Community Crops (Lincoln)

ServeNebraska Recommended Funding- \$69,146 with 5 MSY

Goodwill Industries (Omaha)

ServeNebraska Recommended Funding- \$81,922 with 12.93 MSY

The Nebraska Conservation (State Wide)

ServeNebraska Recommended Funding- \$137,711 with 10 MSY

Nebraska State Probation (State Wide)

ServeNebraska Recommended Funding- \$120,420 with 9 MSY

Peru State College (Nemaha & Otoe County)

ServeNebraska Recommended Funding- \$42,937 with 3.17 MSY

Public Health Solutions (Crete & 5 surrounding counties)

ServeNebraska Recommended Funding- \$41,440 with 3 MSY

Scottsbluff Public School District (Scottsbluff)

ServeNebraska Recommended Funding- \$55,320 with 4.12 MSY

University of Kearney (Kearney & several rural communities)

ServeNebraska Recommended Funding- \$157,015 with 4.57 MSY

University of Nebraska Medical Center ACT Clinic (Omaha)

ServeNebraska Recommended Funding- \$177,527 with 13.09 MSY

YWCA of Adams County (Hastings)

ServeNebraska Recommended Funding- \$60,785 with 4.47 MSY

The Groundwater Foundation (Lincoln)-Planning Grant

ServeNebraska Recommended Funding- \$15,000

- Motion #2:** Commissioner Rocker moved approve the Formula funding package as presented for Program Year 2017-2018 contingent upon Federal funding
- Second:** No second was needed due to the motion coming out of committee.
- Vote:** 8 - Yes; 0 - No; 0 - Abstain; Motion was carried.

## VISTA & Senior Corps Updates

**Mayor, County and Tribal Day of Recognition-** Nebraska had a goal of 50 Mayors or elected officials participate in the day of recognition. Nebraska surpassed their goal and hit 53 total. 1 Tribal, 5 events were held throughout the state. Nationwide 4,520 participated.

**VISTA**-Projects are recruiting for June placements. Summer Associates will start May within programs that are currently operating. Currently 14 VISTA grants are throughout Nebraska focused on CNCS local and initiatives.

**Senior Corps**- Senior Corps week is May 15-19. RSVP applications have been submitted-review process will begin at Julie's office. 15 RSVP, FGP, SCP applications have been submitted. Foster Grandparent competitive opportunity for Northwest part of Nebraska will begin once the release of funding has been established. Compliance monitoring has begun on programs.

**Disaster**- Disaster volunteer reception center have been offered. 3 full courses have been confirmed for 2017. Sponsor has been secured to offset costs of training not sponsored locally. Julie will serve on the CNCS disaster cadre team.

**Other Items**- CNCS will be using new software and Julie is part of the team testing functionality. Julie participated in facilitating new employee orientation and compliance monitoring for multiple states.

- **Community Volunteering – Commissioner Nancy Faber**

The Community Volunteering Committee met twice between the Commission meetings on Friday, February 10, 2017 and Friday, March 23, 2017.

Holley Salmi worked with the Governor's Office, Nebraska 150 office and Channel 10/11 to set up and film March 29, a PSA with the Governor and First Lady. ServeNebraska will be pushing ServeNebraska Week information through social media and is currently working with the Governor's office to set up a news conference. A \$500 prize has been approved by the Executive Committee and will be awarded to a non-profit during ServeNebraska week. The funds will come out of Foundation funds. The committee will be kicking off ServeNebraska week by having the Commissioners participate in a service project, being held, before the adjournment of the April Commission meeting. We will be filling bags with cleaning supplies for an Omaha based Veteran's home. Commissioner Moore and Director Plager have secured Admiralships from the Governor to hand out to past Commission Leadership at the April Commission meeting. During this same meeting, Holley Salmi will be educating Commissioners on social media and how to effectively use it for marketing ServeNebraska and volunteering. Holley Salmi shared that individual volunteer participation was low, however Organization participation was on the high side on the nebraskaimpact.com website. The committee would like to have a gifting ceremony from the First Lady at the January 2018 Commission meeting. Commissioner White shared about the Drug Driving Summit and how it aligns with the ServeNebraska Opioid initiative and how it can bring awareness. AAA is expecting 250+ in attendance. The AmeriCorps leadership council would like to be involved in this project. It was decided that the application for the Step Forward award nominations would be updated and be available on the website all year long as phone calls with questions have already been received in the ServeNebraska office. The nomination form is updated and now on the website. The closing date for nominations is September 1st. An additional pull up banner for a photo backdrop was purchased. The current one was not wide enough for large groups. Commissioner Moore has secured the Nebraska 150 Banners for a photo backdrop as well. There was a discussion on the purchase of lapel pins for all volunteers who log 150 hours of service on the Nebraskaimpact.com website. There is concern over the cost of the pins. The possibility of having a sponsor for the pins was discussed. Commissioner Moore and Director Plager were going to look further into this idea. The Lieutenant Governor has confirmed attendance at the Step Forward Awards this may change depending upon the Governor availability. We will be getting a confirmation from him as we get closer to the date. Looking to the future is the next step for the committee and a discussion was had about Volunteer Generation Funds. The first step in securing these funds is to administer a statewide survey for ideas on a need and also the understanding of volunteerism as a whole. The match requirement for these funds is 1:1. We need to be thinking about possible match ideas. An example would be securing funds from an organization like the Woods foundation.

- **NE150 Committee – Commissioner Jamie Moore**

Showed website and discussed opportunities that are available state wide, including partners. Apply to become an official event for the sesquicentennial. License plate funds go into the NE 150 grant funds. Raised 40 thousand and given 30 thousand back to the public. NE atlas project all fourth graders will be receiving an atlas. One state one book every fifth grader will receive a book about Standing Bear. NE 150 Express 3 day whistle-stop tour with the Governor, First Lady, CEO of Union Pacific, and other dignitaries will be on the train. 150 Challenge is the exercise initiative for the state. Commissioner Moore encouraged everyone to participate in the sesquicentennial activities.

- **Governance & Funding Committee – Commissioner Kevin Warneke**

Governance and Funding Committee met April 5, 2017

The Committee reviewed and discussed the Commission appointments and vacancies. Currently the Commission is not in compliance with the regulations. The committee discussed who to reach out to from a list of potential individuals compiled over the last 6 months. After April 21, 2017 the Commission will have a balance of 6 registered democrats and 4 registered republicans, with 7 seats vacant in the mandatory category.

Three individuals were identified, Ron and Deborah will be reaching out to the individuals and the committee will be discussing additional candidates over the next few months.

- **The Annual Fundraising Campaign letter** was sent to each member of the Commission the first week of April. I encourage you to make sure you send your check in to Cathy or let her know if you will be giving through another means.
- The Committee discussed **outgoing gift for Commissioners** policy but did not change the current structure. The following Six areas from the **Board Survey** were identified and the committee will be addressing these over the year;
  - The Responsibilities and performance of the Executive Director
  - The Knowledge of the Board of the programs that the Commission oversees
  - The Fund Development strategy for the Commission
  - A process of identifying potential members to serve on the Commission
  - An approved marketing and public relations strategy for the Commission
  - A risk audit and developed policies to manage risk

The survey will be administered to the board again December of 2017.

**Motion #3:** Commissioner Warneke moved to make the following changes to the policy manual  
Change to  
An independent nominating committee composed of a Nominating Chair and two Commissioner will be elected at the October or fall meeting of the Commission.

From  
An independent nominating committee composed of a Nominating Chair and two Commissioners will be elected at the annual meeting of the Commission.

**Second:** Commissioner Moore second the motion  
**Vote:** 8 -Yes; 0 -No; 0 - Abstain; Motion was carried.

**Motion #4:** Commissioner Warneke moved to make the following changes to the policy manual  
ADD  
When there is an uncontested election the Commission may elect officers by acclamation

**Second:** Commissioner Moore second the motion  
**Vote:** 8 -Yes; 0 -No; 0 - Abstain; Motion was carried.

## UNFINISHED BUSINESS

- **ServeNebraska Staffing** - Executive Director Plager shared that she sent the position description for the Financial Grants Manager out the position closes May 1, 2017 with hopes that it will be filled by June 1, 2017.
- **Update State Audit and OIG Investigation** - Director Plager said that an update one pager is provided in each commissioner's folder Staff are working hard to resolve and correct all the findings. Director Plager is meeting regularly with DHHS. The OIG investigation is still in an ongoing status with an anticipated resolution coming soon, when the monitoring and investigation is complete a report will be provided.
- **DHHS MOU** – ServeNebraska is working with DHHS to update the Memorandum of Understanding that they have together. Leadership will be sitting down on a biennial basis to update this MOU.

## NEW BUSINESS – Commissioner Diane Mallette

- 2017 Nominating Committee
  - Presentation of Slate to Commission – Commissioner Susan Rocker was nominated.
  - Nominations from the floor - None

**Motion #4:** Commissioner Moore moved to elect Commissioner Rocker to the Chair-Elect through acclamation.  
**Second:** Commissioner Faber second the motion  
**Vote:** 8 -Yes; 0 -No; 0 - Abstain; Motion was carried.

- Announcement of Chair Elect

- **2017 State Legislative Update**
  - LB127 Open Meetings
  - LB655 Authorize State employees to volunteer at public Schools and Certain Nonprofit organizations

- **Federal Appropriations Update**

- ASC has been assuring ServeNebraska that the government will not be shut down on April 28, 2017. They believe the budget will be approved for FY17 and would keep funding level. FY18 is the budget to be concerned with and they continue to lobby on behalf of all National Service programing.
- The ServeNebraska Symposium was held on April 13, 2017 and one of the highlights is that members and ServeNebraska staff educated state Senators on what AmeriCorps was doing for the State of Nebraska. Senator Bolz is willing to compose a letter and get senators to sign on to it and send to the Nebraska delegation in Washington D.C. encouraging them to vote for CNCS funding.
- Commissioner Mallette sent out letters encouraging the Nebraska delegation in Washington D.C. to vote to fund CNCS. Commissioner Moore thanked commissioners for calling in and that this issue is important to address. Matt Clough met with Congressman Bacon discussing the value of volunteerism and how it helps a strapped budget. And a similar conversation happened with state Senator Stinner at the ServeNebraska Symposium. Commissioner Nash talked about appropriations. Director Plager discussed how staff has been doing service projects with our Senators. Clarification from Moore on state money that is use. Director Plager and Matt Clough clarified that we do not have an appropriation but our funds come from DHHS general funds.

- **Recognition of Out-going Commissioners**

- Nancy Faber, Sara Woods, Jean Heriot and Nicholas Marion were recognized for their service on the Commission.

- **Recognition of Past Commission Leadership**

- Commission Chair Mallette recognized past leadership of the commission'
  - Former First Lady Dian Nelson
  - Former First Lady Sally Ganem
  - Commissioner Jamie Moore
  - Former Commissioner Jose Zapata
  - Former Commissioner Barry Kriha
  - Commissioner Nancy Faber

All served as leadership since the Commission was designated, those not in attendance were Former First Lady Stephanie Johanns, Former Commissioner Cynthia Buethner, Former Commissioner Curt Krueger, Former Commissioner Pat Taft, Former Commissioner Gary Gates

- **Presentations**

- **Nebraska Impact Website – Kevin Moser**
- **ServeNebraska/Nebraskalmpact Communications Plan – Holley Salmi**
- **Development Grant / Recovery Efforts being addressed by AmeriCorps – Matt Clough**
- **States Ranking for the Volunteering & Civic Engagement Report – Cathy Plager**
  - Commissioner Faber would like to see a PSA on what service looks like.

- **Commission Service Project – New Visions Homeless Services (Omaha)**

#### **ANNOUNCEMENTS**

- Social Media Time
  - Spread the word about the great things you are doing as a ServeNebraska Commissioner
  - Next Commission Meeting: **July 21, 2016** – Hosted by Rose White-AAA-10:00 am to Noon
- Reminders:
    - Commission meeting hosts please arrange to have a conference call option available.
    - Submit all in-kind services, (including mileage) to ServeNebraska staff on an In-Kind form.

**ADJOURN** – Diane Mallette, Commission Chair

There was no further business to come before the Commission, the meeting was adjourned at 2:30 PM. The voting record is attached to these minutes.

Submitted by, \_\_\_\_\_

  
Christina Franklin, ServeNebraska Program Officer

Approved by, \_\_\_\_\_

  
Diane Mallette, Chair

**ServeNebraska Commission Meeting  
VOTE RECORD**

NAME	Attendance	Motion 1	Motion 2	Motion 3	Motion 4	Motion 5	Motion 6
<b>Commissioner Name</b>	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Motion to Approve Items on Consent Agenda.	Motion to approve AmeriCorps formula Funding package contingent upon Federal Funding	Motion to change policy manual	Motion to make addition to policy manual	Motion to close nominations for chair elect	Motion to elect by acclamation
Christensen, Gregg	P	Y	Y	Y	Y	Y	Y
Faber, Nancy	Joined @ 9:50 AM	NP	Y	Y	Y	Y	Y
Maas, Marjorie	P	Y	Y	Y	Y	Y	Y
Mallette, Diane	P	Y	Y	Y	Y	Y	Y
Moore, Jamie	P	Y	Y	Y	Y	Y	Y
Neary, Deborah	NP	NP	NP	NP	NP	NP	NP
O'Connor, Sheila	NP	NP	NP	NP	NP	NP	NP
Rocker, Susan	P	Y	Y	Y	Y	Y	Y
Sedlacek, Ron	P	NP	NP	NP	NP	NP	NP
Warneke, Kevin	P	Y	Y	Y	Y	Y	Y
White, Rose	Joined @ 1235 PM	NP	NP	NP	NP	NP	NP
Woods, Sara	P	Y	Y	Y	Y	Y	Y
<b>TOTAL</b>							
*Ex-Officio Non-voting							
Heriot, Jean *	NP						
Nash, Julie *	P						

Commissioners

QUORUM REQUIRED by BYLAWS: 4  
NUMBER PRESENT in Person: 10  
NUMBER PRESENT by Teleconference: 0