



ServeNebraska Commission

Board Meeting Minutes
January 27, 2017

NOTE TAKER: <i>Christina Franklin</i>	LOCATION: <i>Dodge County Extension Office Fremont, NE</i>	DATE: 1-27-17	TIME: 10:00 am	DURATION: 1 hr. 40 min.
PURPOSE: <i>Quarterly Commission Meeting</i>	ATTENDEES Commissioners Present: Diane Mallette, Rose White (arrived at 10:23 AM), Nancy Faber (Arrived at 10:55 AM), Deborah Neary, Jamie Moore, Kevin Warneke, Susan Rocker and Julie Nash Commissioners Present via Phone Conference: None Staff Present: Cathy Plager, Audrey Jackson, Christina Franklin Contractors Present: Matt Clough Guests: Ashley Mueller			

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 10:00 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

SERVE NEBRASKA UPDATE – Executive Director Cathleen Plager

Director Plager introduced Program Officer Christina Franklin who was hired December 12, 2016. Program Officer Franklin will be responsible for approximately seven programs encompassing all of the training, Technical Assistance and Monitoring of those programs. She will also be working alongside Program Officer Audrey Jackson in cultivating new programs along with other duties and responsibilities in the ServeNebraska Office.

Director Plager also introduced Mr. Matthew Clough who is contracting with ServeNebraska to work on the Development Grant received in October 2016 through the Corporation for National and Community Services focusing on the Opioid issues in Nebraska.

Director Plager has also hired Ms. Holley Salmi who will also be contracting with ServeNebraska to work on Marketing and Communications. Ms. Salmi will spent a great deal of her time coordinating efforts with the 150 Commission to ensure marketing of the Impact Nebraska website and its smooth transition in December 2017. Ms. Salmi will also be responsible to increase social media and work to increase involvement with ServeNebraska Week and the Step Forwards Awards Luncheon.

APPROVAL OF CONSENT AGENDA – Diane Mallette, Commission Chair

1. *Approval of Minutes – October 28, 2016 Commission Meeting Minutes*
2. *Approval of Agenda – January 27, 2017 Commission Meeting Agenda*
3. *2016 January through December Expenditures Report*
4. *2016 January through December Match Report*
5. *Executive Director's Report*
6. *ServeNebraska's Internal Corrective Action Plan*

Motion #1: Commissioner Moore moved that the items on the consent agenda be approved.
Second: Commissioner Warneke seconded the motion.
Vote: 5 -Yes; 0 - No; 0 - Abstained; Motion was carried.

STANDING COMMITTEE REPORTS

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

- Executive Committee met on January 12, 2017.
 - Executive Director Cathy Plager shared that there is no updates on the OIG Investigation to date.
 - Executive Director Plager met with the State Auditor on January 10, 2017 for the initial interview, since then Director Plager has been providing documents that have been requested. The State Auditor should be done requesting information by the end of January and a report submitted to ServeNebraska by mid-February.
 - Commissioner Mallette shared that the commission will be watching LB127 which changes Open Meetings law, it would require that a notice of public meeting be posted in every county paper across the state. It could cost from \$900 to \$1,000 for each quarterly Commission meeting. Commissioner Sedlacek shared in the Executive Committee meeting that Senator Groene who proposed the bill is working with the Accountability and Disclosure office to amend the bill language. Commissioners are welcome to register their concerns with the legislation at the fiscal office and/or state legislator.
 - Commissioner Mallette has been involved and updated in process by the state auditor. We will ensure operating per our rules, regulations, and policies.
 - Commissioner Mallette discussed that President Trump has put a freeze on hiring federal staff. Stay tuned as our funding is from the federal government.
 - Commissioner Nash discussed that there are 24 appointed positions that will need to be filled by the Trump administration. The commission and programs need to be prepared to educate all of the new appointees about National Service.
- **AmeriCorps & National Service Committee – Commissioner Susan Rocker**
 - Commissioner Rocker shared that Ms. Lindsay Dolce, Chief Advancement Officer with Reading and Math Inc. flew into Nebraska for a short meeting December 2, 2016 with the Fremont United Way and community partners to discuss the possibility of Fremont Public Schools being a Reading Corps site. Ms. Dolce and Director Plager also met with Former First Lady Sally Ganem to discuss potential funders for the program.
 - Commissioner Rocker shared that the AmeriCorps Formula Funding Request for Proposals was released January 5, 2017. Staff have been across half of the state to date providing informational sessions to current and potential applicants. Their trip west was rescheduled to next week because of the weather. As a note, Commissioner Rocker wanted the Commissioners to be aware that the RFP was release a month earlier this year than last and that the informational sessions were held in more locations across Nebraska.
 - Commissioner Rocker shared that her and Director Plager met to discuss the Strategic Plan and the action step that the AmeriCorps/National Service Committee will be focusing on this year. It was decided that step 3. Strengthening AmeriCorps' presence across Nebraska by providing quality training to current AmeriCorps programs and searching out programs that would enhance services in Nebraska. The Staff are already working hard to provide better start up training, fiscal training and policies and procedures to sub grantees.
 - College Possible has applied for 2017 continuation for competitive funds for the amount of \$385,000.00. College Possible is requesting 37 members to continue their efforts in serving high school students to increase ACT scores, entrance into college, and scholarships. College Possible also will serve with UNO and community colleges in Omaha to help low income college students stay engaged and attending school. Commissioner Rocker explained that this was approved at the Executive Committee but that in an effort to keep the entire board abreast of the AmeriCorps activity the AmeriCorps/National Service Committee would like the Commission to ratify this approval by the Executive Committee.

Motion #2: Commissioner Rocker moved to ratify the approval of the College Possible Competitive Application that has been submitted to CNCS for a 2nd year of funding.

Second: No second was needed due to the motion coming out of committee.

Vote: 6 -Yes; 0 -No; 0- Abstain; Motion was carried.

- **Community Volunteering – Commissioner Nancy Faber**
 - Commissioner Faber shared that because of the weather MLK day of service appeared to suffer, Staff attended the MLK day rally in the rotunda of the Capitol and some social media was sent out. She encourages that commissioner's work with entities they are involved in to put MLK day efforts toward ServeNebraska week.
 - ServeNebraska Week is soon approaching and the Committee will be working on having a Service Project that the Commissioners will participate in during the Commission meeting April 21, 2017. This event will kick off ServeNebraska Week and promote the Nebraska Impact website. Commissioner Faber is asking each commissioner to be there and be a part of a service project.
 - Commissioner Faber shared that she also met with Director Plager about the strategic plan and the focus of the Community Volunteering Committee for 2017. Because of the generosity of the 150 Commission and the Nebraska Impact Website the focus area or step 1 Website: Rebrand and refresh existing site or create a new site. This step is a logical step and will bring a great awareness to the Commission as the year progresses. This committee will work on bringing training to the April Commission Meeting on this website. Additionally a ceremony with the first lady will happen when she gifts the Nebraska Impact website to ServeNebraska. She wondered if we could schedule this ceremony to happen at a commission meeting to get the first lady to experience a commission meeting. Commissioner Warneke posed the question of meeting at the Governor's Mansion for this event. Commissioner Neary also reminded the board that this will be mentoring month and would like to tie that into the website gifting.

- Commissioner Faber mentioned that she would like training on social media platforms at the April Commission meeting. This would give Commissioners opportunity to push ServeNebraska. Program Officer Audrey Jackson mentioned that our contractor Holley Salmi could provide this training. Commissioner Moore would like to see a commitment from fellow commissioners to use social media to spread the message on volunteerism.
 - ServeNebraska Step Forward Awards Luncheon location for 2017. The staff have already booked Quarry Oaks for Friday October 27. The Commission can look at other locations but it was important to have a location booked.
 - ServeNebraska Step Forward Awards Luncheon 2016 had an income of \$8,640.00 with receipts of \$6,511.43 for a profit of \$1,795.57. One of the goals for this program is to be self-sustaining and that we do not have to dip into the Administrative Grant budget and we can use the receipts as match, but also including celebrating with the Governor the great work that volunteers do in Nebraska.
 - Commissioner Faber also brought the Commissioners attention to the two AAA articles and asked Commissioner Rose White to talk about the article. Commissioner White shared that the AAA magazine is sent to 130,000 households across the state of Nebraska. The other article was in the Bellevue paper.
 - Commissioner White told the Commission that AAA is printing banners for schools to check out and use in parades. They will say something about the Safety Patrol program and have the step forward award logo. Commissioner White will also have the Nebraska Impact website added.
 - Director Plager mentioned that staff is working with leadership council to work with AAA on their Drug Driving Summit. Commissioner White discussed that the summit will be held at the Tech Center in Lincoln. National speakers and breakout sessions are planned. Director Plager mentioned that Matt Clough opioid project ties into this summit quite well.
- **NE150 Committee Update** – Commissioner Jamie Moore
 - March 1, 2017 is the State of Nebraska birthday celebration. Activities range from reenactments to receptions.
 - The 150 Express will be traveling across the state with the Governor and the First Lady.
 - Commissioner Moore encouraged everyone to sign up and log their service hours at the Nebraska Impact website.
 - A book about Standing Bear will be provided to every 5th grader in State of Nebraska.
 - A Mobile Children’s Museum for rural communities.
 - Nebraska 150 Calendars are for sale at \$20 per calendar.
 - Commissioner Moore, Commissioner Warneke, and Director Plager have discussed past Commission leadership be inducted into the Nebraska Navy. Commissioner Moore will be taking the lead on this and send out invitations to all the past commissioners to attend the April meeting to be recognized.
- **Governance & Funding Committee** – Commissioner Deborah Neary
 - Commissioner Deborah Neary and Director Plager met and discussed the strategic plan the Governance Committee’s action step that will be the focus area of 2017, **#4. Implement a recruitment plan to recruit potential commission member to move current commission board to compliance.** The Committee will be meeting in February to begin working on this plan.
 - Director Plager has met with the Governor’s Office staff responsible for Commission Appointments, applicants Ms. Marjorie Maas and Ms. Sheila O’Connor applications are being prepared for the Governor to review, if he approves them we should hear back by the 2nd week in February.
 - Commissioner Neary followed up from a recommendation that came out of the Governance & Funding Committee in July 2016 about using foundation funds to work with LAMAR and their Public Service program to produce a bill board promoting ServeNebraska, a copy of what the bill board will look like was supplied, this bill board is a partnership with the 150 Commission to promote the Nebraska Impact website. This public Service partnership with LAMAR will produce a \$39,000 match for the cost of \$1,750. This money used for this project came from the commissioner’s annual personal gift.
 - Commissioner Neary shared that a Commissioner had come forward as a possible Chair Elect, but withdrew because of the commitment of the position. Commissioner Neary is wanting to have the Governance and Funding Committee review this process but ask past Commission Leadership to chime in on the time commitment. Commissioner Neary proposes that Commissioner Sedlacek remain Vice Chair for one more year while the committee work to identify a workable solution to the Chair position.
 - Commissioner Moore historical perspective on the current policy regarding Chair and Chair Elect positions.
 - Commissioner Neary would like this to be an offline discussion. There are only 3 people really involved. Neary not stepping up because of her high visibility politically. Three years is a strong commitment. If you qualify you have what it takes. Join the conversation on the governance committee.
 - Commissioner Warneke believes the parallel issue is needing more commissioners and possibly alleviate the problem of not having anyone interested in becoming the chair.
 - Commissioner Rocker said that she has reconsidered being the Chair Elect and would like to be considered for the position.

UNFINISHED BUSINESS

- Mayor’s/County Official/Tribal Day is scheduled for Tuesday, 04/04/2017.
 - A list of all mayors or elected officials list was provided.
 - Commissioner Nash asked that commissioners to let CNCS state know what is happening. Commissioner Mallette asked Commissioners to reach out to their elected official if they are not represented on the list provided and ask them to sign up.

NEW BUSINESS – Commissioner Diane Mallette

- Presentation of 2017 Commission Support Grant Budget
 - Executive Director Plager presented the CNCS approved 2017 Commission Support budget, she shared that since the Federal Government is in a Continuing Resolution till April the Commission has only received \$125,000 with the expectation of the additional \$125,000 being awarded sometime in April.
 - Director Plager also provided clarification on ServeNebraska being able to travel while the out of state travel moratorium is in effect.
 - Commissioner Moore asked if there would be an ask for the personal gift, Commissioner White suggested giving during the Give Campaigns and it that was ok. Commissioner Neary will be sending out an email requesting the Commissioners personal gift similar as she did in the past, Commissioners will be able to identify if they would like to provide their gift through the Lincoln Gives Campaign. The shared amount out ways the cost of the credit card charge.

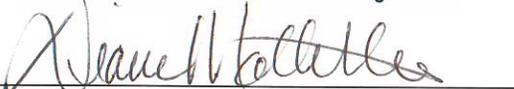
Motion #3: Commissioner Warneke moved to approve the Commission Support Grant Budget as presented
Second: Commissioner Moore 2nd the motion
Vote: 6 -Yes; 0 -No; 0- Abstain; Motion was carried.

- Director Plager discussed the current MOU with DHHS. She has asked for staff person to assist the SN office with DHHS pay salary and benefits. Commissioner Moore was in agreement that the MOU should be looked at again because it was signed more than five years ago. With a new administration we want all parties to be on the same page with no surprises.
- Next Commission Meeting: Friday, 04/27/2017 in Omaha NE. UNO Community Engagement Center, Hosted by Commissioner Sara Woods.
- 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.
- Commissioner Mallette requested a host for the July commission meeting. Commissioner White volunteered for that role.
- Commissioner Moore reminded the commission about how programs used to come and speak with the commission about what they were doing. She would like to see this happen more. Commissioner Rocker also mentioned the possibility that Doane University's Grand Island campus would have a space available in the future.

ADJOURN – Diane Mallette, Commission Chair

There was no further business to come before the Commission and the meeting was adjourned was adjourned at 11:40 a.m. 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	
Commissioner Name	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Motion to Approve Items on Consent Agenda.	Motion to ratify the approval of the College Possible Competitive Application that has been submitted to CNCS for a 2 nd year of funding	Motion to approve the Commission Support Grant budget for 2017	
Christensen, Gregg	NP	NP	NP	NP	
Faber, Nancy	P	NP	NP	P	
Malette, Diane	P	P	P	P	
Moore, Jamie	P	P	P	P	
Neary, Deborah	P	P	P	NP	
Rocker, Susan	P	P	P	P	
Sedlacek, Ron	NP	NP	NP	NP	
Warneke, Kevin	P	P	P	P	
White, Rose	P	NP	P	P	
Woods, Sara	NP				
TOTAL					
Heriot, Jean *	NP				
Nash, Julie *	P				

*Ex-Officio Non-voting Commissioners

QUORUM REQUIRED by BYLAWS: 4
NUMBER PRESENT in Person: 7