



ServeNebraska Commission

Board Meeting Minutes
July 21, 2017

NOTE TAKER: <i>Christina Franklin</i>	LOCATION: <i>AAA-Nebraska, 910 North 96th Omaha</i>	DATE: 7-21-17	TIME: 10:03 AM	DURATION: 1 hour 27 minutes
PURPOSE: <i>Quarterly Commission Meeting</i>	ATTENDEES <u>Commissioners Present:</u> Diane Mallette, Ron Sedlacek, Deborah Neary, Rose White, Kevin Warneke, Gregg Christensen, Marjorie Maas and Sheila O'Connor <u>Ex-Oficio Member Present:</u> Julie Nash <u>Commissioners Present via Phone Conference:</u> Jamie Moore <u>Staff Present:</u> Cathy Plager, Audrey Jackson, Christina Franklin, Amber Arner <u>Contractors Present:</u> <u>Guests:</u> Katie Cunningham, Carly Wacker			

BUSINESS MEETING – CALL TO ORDER

Recognition/Introduction of New Commissioners Appointed –

Commissioner Mallette introduced newly appointed Commissioner, Sheila O'Connor, who will serve a three year term.

Executive Director Cathleen Plager introduced ServeNebraska's newest employee, Amber Arner, who was hired to be the Financial Grants Manager for the Commission.

Roll Call

The business meeting was called to order at 10:03 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 nine 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

- April 21, 2017 Meeting Minutes
- July 21, 2017 ServeNebraska Commission Agenda
- June 2017 Admin Expenditures Report
- June 2017 TTA Expenditure Report
- June 2017 Development Grant Expenditure Report
- June 2017 Non Federal State Accounts Report
- June 2017 Admin Match to Expenditures Report
- April 2017 Foundation Report
- Executive Director's Report

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

Second: Commissioner White 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 meet once since the April Commission meeting. They approved the agenda for this meeting and discussed the Commissioner's involvement in the Step Forward Awards, and Recruitment of new Commissioners.
- **AmeriCorps & National Service Committee** – Commissioner Gregg Christensen
The committee has met twice since April.

2017-2018 ServeNebraska Formula Funding Recommendations:

ServeNebraska had additional formula funding and opened a second round of Formula competition for grant applications. ServeNebraska recommended to the committee to fund two planning grants.

Mediation Center of the West (Scottsbluff and surrounding communities)

ServeNebraska Recommended Funding- \$30,000.00 planning grant

Nebraska Children & Families

ServeNebraska Recommend Funding- \$35,000 planning grant

Ex-Officio Commissioner Nash wanted notation that not all members were invited to the committee meeting, therefore it was not a full committee meeting.

Motion #2: Commissioner Christensen moved to approve the Formula funding additions as presented for Program Year 2017-2018

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

Vote: 9 Yes; 0 - No; 0 - Abstain; Motion was carried.

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- **Community Volunteering** – Commissioner Jamie Moore

The Community Volunteering Committee met twice between the Commission meetings on Tuesday, May 30, 2017 and Tuesday, June 27, 2017.

- **ServeNebraska Week: April 23 – 29, 2017**
 - 750 participants
 - 55 service projects
 - 23 communities
 - College Possible was the winner of the \$500 donation drawing.
 - Save the Date: April 15-12, 2018
- **Step Forward Awards**
 - History
 - This is ServeNebraska's third year hosting the awards.
 - Vision
 - The vision of this current year is to engage as many people as possible. We want to include the First Lady and the 150 Commission in the awards ceremony. Lastly, we want to continue to create an event that individuals look forward to receiving an invite and have it on their calendars to attend. We want to grow this event in years to come.
 - Goals
 - Elevate awareness of ServeNebraska mission and benefits across the state to in attracting new AmeriCorps programs, attracting commission leadership, and attracting more diverse funding sources
 - Promote and enhance statewide volunteerism
 - Attract users to Nebraskalmpact.com.
 - Sponsorship
 - Raise the Presenting Sponsor cost to \$2,500.
 - Raise the individual reservation to \$50.
 - We have two sponsors at this point at the Leadership level (\$1500) and Benefactor level (\$500).
 - The committee would like to encourage all commissioners to encourage the organizations that they are involved in to become sponsors and to also consider a sponsorship themselves. You have received that information via email from Holley Salmi on 7/1/17.
 - Nominations
 - It was discussed the possibility of putting the names of all nominees in a drawing to give \$500 to the nonprofit of their choice. This idea will continue to be discussed at future committee meetings.
- **The Volunteer Generation Funds**

- The grant was submitted to CNCS for consideration to fund. These funds would be used to further volunteerism across the state of Nebraska.
- Nebraska 150

Lots of activities are still happening for the sesquicentennial celebration. July's activity is a convergence on sacred ground in Lewellen, NE. Artifacts from the Smithsonian Institute from the massacre that occurred in the area will be on display. August activities include the Whistle Stop tour on the Union Pacific train. September will include various activities on the centennial mall in Lincoln.
- **Governance & Funding Committee – Commissioner Neary**
Governance Committee met July 19 and discussed Commission Appointments and Vacancies.
 - Update on status of MOU with DHHS.
 - Cathy Plager is working out the details with DHHS at this time.
 - Commissioner Recruitment
 - The committee feels very strongly about the bringing members to the Commission who either have affluence or influence thus working toward a board who will continue to provide leadership, direction, connections and fundraising opportunities.
 - Commissioner Neary discussed possible leads of potential commissioners. Please look over the provided matrix and reach out to Commissioner Neary or Cathy Plager if you have some suggestions.
 - Commissioner Neary and Cathy Plager will be meeting with Mike Foley for ideas on how to recruit commissioner
 - Four commissioner's terms end in April 2018. Along with filling currently vacant spots we also need to make sure that those positions are filled/
 - Cathy Plager will be collaborating with Committee members and the Governor's office to reach out during the month of August to recruit and potentially gain appointments for the Commission.
 - Give to Lincoln
 - May 18, 2017 ServeNebraska raised \$830.95 including \$748.00 in on-line donations and \$82.95 in Match Funds.
 - Commissioners Annual Gifts
 - All Commissioners made a gift or made a commitment to a gift for the year.
 - Budgets
 - The committee received a report regarding the Foundation Funds.
 - The Committee also received a report regarding the Budget of the Awards luncheon, with sponsorships from;
 - ❖ Mallette Farms
 - ❖ AAA
 - ❖ Midlands Mentoring Partnership
 - ❖ Blue Cross Blue Shield

UNFINISHED BUSINESS

- **Office of Inspector General Investigation**
 - A letter is being sent to the Center for People in Need (CPIN) on the afternoon of July 21, 2017, addressed to the Executive Director Beatty Brasch. The investigations was started with a question about bonus points. ServeNebraska started to work through removing those bonus points and the costs associated with them. In July 2016 the Office of Inspector General (OIG) was contacted by a VISTA member serving during that time. OIG and Cathy Plager did a great deal of interviewing that really focused on displacement of staff that was working on an immigration grant. All costs with this displacement activity have been removed. Service hours were also removed from members however the members involved still earned their education awards. Jerry Bertrand was hired by ServeNebraska to work through the CPIN ledgers. He has grants management and national service experience. 2013-2014, 2014-2015, and 2015-2016 grant years were looked at. It was found that the living allowance distribution was not accurate. The living allowance was not prorated according to start date. Members are always held harmless in these situation so CPIN was required to pay that money back. Member FICA was also affected. Time and effort reporting for staff was not appropriate. Senior staff was charging the grant and match at a percentage rather than actual hours. OIG believed they saw some fraud happening from senior staff. Because of this ServeNebraska removed all costs associated with senior staff. Loan payments, occupancy issues cost were also disallowed. As Jerry and Cathy looked at general ledger and worked with line items they were able to partially satisfy the match requirements. CPIN was not meeting match for two of the three years and the third year CPIN was exceeding match requirements set forth in the regulations. CNCS approved aggregation of match for the three years. This makes all match requirements met. The overall budget was satisfied so ServeNebraska will not be collecting any funds from CPIN. Jerry Bertrand and Cathy Plager also looked at every member's timesheet and refigured hours to see if members were eligible for education awards. 2013-2014: 7 members didn't meet the requirements but were awarded education

awards, 2014-2015: All members met the requirement and were awarded education awards, and 2015-2016: 2 members didn't meet the requirements but were awarded education awards. CPIN will need to pay back \$47,063.25 to the trust by August 1, 2017. Contingent on this payment back to the trust, ServeNebraska will pay CPIN the last two month of expenses that they are owed.

- Commissioner White questioned if they were able to meet these financial obligations in the short turnaround time. Cathy Plager said that she was assured by a CPIN board member that they were committed to meeting these obligations. CPIN will then be hiring Jerry Bertrand to clean up their financial ledgers.
- Ex-Officio Commissioner Nash commented that CNCS does take note of the time and effort that staff puts toward an investigation of this nature.

NEW BUSINESS – Commissioner Diane Mallette

- Commission Support Grant Budget (Action)

Commissioner Christensen asked for clarification as to why the marketing line items is so high. Cathy Plager explained that our Contractor, Intern, and a web based AmeriCorps 101 training product creation was included. Commissioner Christensen suggested that the line item title be changed to Marketing and Training. Cathy Plager explained that on the full budget it is broken out in this manner.

Motion #3: Commissioner Warneke moved that the Commission Support Grant Budget be approved.

Second: Commissioner White seconded the motion.

Vote: 8 -Yes; 0 - No; 0 - Abstained; Motion was carried.

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- Commission Investment Funds Budget (Action)

Motion #4: Commissioner Christensen moved that the Commission Investment Funds be approved.

Second: Commissioner Neary seconded the motion.

Vote: 8 -Yes; 0 - No; 0 - Abstained; Motion was carried.

- Commission Submission of Volunteer Generation Funds Grant
- Federal Appropriations Update

The House of Representative has started marking up the Federal budget and has funded CNCS at the same level as FY17. There is still a long process to go so any emails and calls Commissioner can make to representative to talk about the importance of National Service in Nebraska is very much appreciated. Additional markup happened the July 19, 2017 but no update has been sent out regarding the outcome. Cathy Plager will keep the Commission updated once that information is available. Commissioner Mallette encouraged fellow Commissioners to follow through and send information out to elected officials. Ex-Officio Commission Nash also included that Lisa Guccione, CNCS North Central Cluster Area Manager says this education of elected officials needs to be a year round event and should not just happen during a budget crisis.

- Lisa Guccione, CNCS North Central Cluster Area Manager

Ms. Guccione was unable to attend this meeting. Ex-Officio Commissioner Nash read her notes in her place.

- On behalf CNCS I want to thank ServeNebraska staff and you as Commissioners for your efforts and diligence to share the national service story in Nebraska. I appreciate your active participation as Commissioners and the impact you are having in your own community. As you are aware CNCS is beginning to see Presidential Appointees, which we are very pleased with.

I want to provide you an update on some Senior Corps, VISTA and CNCS items. Although you are a Commission representing AmeriCorps your efforts are appreciated sharing the Senior Corps and AmeriCorps VISTA news as well.

- VISTA

- You are aware that the issue of Opioids is a priority of CNCS, the Nebraska office is no exception having a VISTA member placed working on this critical issue. Project development is in continuous development and Julie and Toni are working on sponsor that would serve as an intermediary and would place VISTA members with smaller non-profits

to build their capacity. The VISTA concept paper scheduled for this process may look a little different this year due to the Grants and Member Management software rollout which I will talk about shortly.

➤ Senior Corps

- New Senior Corps Director Deborah Cox-Roush, she was able to “meet” Commission staff on a call earlier this month.
- Volunteer Reception Center training model in Nebraska has been brought to Ms. Cox-Roush attention with it's success. Julie will be meeting with her when she visits DC in early August. Hopefully all of you subscribe to the national news clips and were able to see the coverage that Chadron has received nationally. This comes at a great time as Deborah is learning Senior Corps and the many things that happen across the county.
- The Nebraska CNCS office held a Foster Grandparent program competition for three areas in Nebraska which is in the final clarification stages. The Nebraska Office should be notified in the next week if projects who applied have made it to the final stages. Projects would be awarded the middle of August with a September 1 start date.

➤ Nebraska will continue to be represented as part of the National Disaster Cadre team. Official training will take place in September. Julie's role includes disaster response, building national disaster partnerships and serving on a National VOAD committee representing CNCS.

➤ GMM

- As you are aware CNCS is scheduled to roll out the new Grants and Member Management software the end of August. Julie has been part of the testing team since the onset. Testing is taking place now and requires a commitment of 3-5 hours each day during the testing period. One last testing will take place in August. In addition CNCS is planning internal and external training prior to and after the roll out. Julie is co-leading the team that will train all State Office staff, Senior Corps and VISTA sponsors. The trainings will begin in August and currently scheduled through September 2018. Additional support will be required as each of the 3 phases rolls out. Due to the timing of the roll-out many of our VISTA programs, including Nebraska might have to do a paper concept paper process.

• Presentations of Check

- College Possible awarded ServeNebraska Week Check

ANNOUCEMENTS

- Social Media Time
- Spread the word about the great things you are doing as a ServeNebraska Commissioner
- Next Commission Meeting: **October 27, 2017** – Hosted by Rose White-Quarry Oaks

• 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 11:30 AM. 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
Commissioner Name	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Motion to Approve Items on Consent Agenda.	Motion to approve AmeriCorps formula Funding planning grants	Motion to approve Commission Support Grant	Motion to approve the Commission Investment Funds
Christensen, Gregg	P	Y	Y	Y	Y
Maas, Marjorie	P	Y	Y	Y	Y
Malette, Diane	P	Y	Y	Y	Y
Moore, Jamie	P; Teleconference	Y	Y	NP	NP
Neary, Deborah	P	Y	Y	Y	Y
O'Connor, Sheila	P	Y	Y	Y	Y
Rocker, Susan	NP	NP	NP	NP	NP
Sedlacek, Ron	P; arrived at 10:12 AM	NP	Y	Y	Y
Warneke, Kevin	P; arrived at 10:12 AM	NP	Y	Y	Y
White, Rose	P	Y	Y	Y	Y
TOTAL	9	7	9	8	8
Nash, Julie *	P				

*Ex-Officio
Non-voting Commissioners

QUORUM REQUIRED by BYLAWS: 4
NUMBER PRESENT in Person: 9
NUMBER PRESENT by Teleconference: 1