



ServeNebraska Commission

Board Meeting Minutes

July 28, 2011

NOTE TAKER: Janet Schmidt	LOCATION: Evans House—Columbus, Nebraska	DATE: 7/28/11	TIME: 1:10 p.m.	DURATION: 2 Hours
PURPOSE: Quarterly Commission Meeting	ATTENDEES: Commissioners Present: Lorinda Brown, Keelan Chapman, Nancy Faber, Jan Fitts, Sally Ganem, Tanya Hansen, Denise Kollath, Julie Nash, Tami Reynolds, Donlynn Rice, Susan Schnase, Ron Sedlacek, Carol Speicher, Angela Volovich, and Lois Wine. Commissioner(s) Present via Teleconference: Absent: April Kelly, Barry Kriha, Jamie Moore, Rose White and Gerry Osborn Staff Present: Barbara Thomas, Greg Donovan, Kim Hall and Janet Schmidt			

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 1:10 p.m. by Lois Wine, Vice-Chair of the Commission.

ROLL CALL – DETERMINATION OF QUORUM

Roll call was taken by Janet Schmidt to determine a quorum of 10 members as required by the Bylaws. Fifteen commissioners (13 voting; 2 non-voting) were in attendance at 1:12 p.m. and there was a quorum.

PUBLIC COMMENT

Tammy Bichlmeier, Director of the Columbus United Way, attended the meeting to learn about and become more familiar with the work of the Commission.

APPROVAL OF APRIL 28, 2011 CONSENT AGENDA – Lois Wine

1. Approval of Minutes – April 28, 2011 Commission Meeting
2. Approval of Agenda – July 28, 2001 Commission Meeting
3. Approval of Report – First Lady’s Awards Luncheon Revenues/Expenses Report
4. Approval of Report – Commission Financial Reports (Quarterly Operation & Subgrant Expenditures and Administrative Match Reports)

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

Second: Commissioner Denise Kollath seconded.

Vote: 13 -Yes Motion was carried unanimously.

ACTION ITEMS

1. **2011 Revised ServeNebraska Operations Budgets for Admin, PDAT & Disability – Barbara Thomas.**

This revised budget is slightly revised to what was approved by the Commission in January; changes are highlighted in yellow. The Commission received revised allocations due to CNCS budget cuts and had to adjust the budgets accordingly. In addition, the Commission received a match waiver that made another adjustment to the budget necessary to reflect the correct amount of the approved \$130,000 of required match.

Motion #2: Commissioner Jan Fitts moved to ratify the Executive Committee approval of the 2011 revised ServeNebraska Operations Budgets for Administration, PDAT & Disability.

Second: Commissioner Carol Speicher seconded.

Vote: 13 -Yes Motion was carried unanimously.

2. **2011-12 AmeriCorps Formula Grant Applications and Supplemental Fund Request – Carol Speicher.**

Thirteen applications competed for the 2011-2012 AmeriCorps Formula funding. The applications include five of the applications that were not successfully funded in this year's Competitive funding pool. The Omaha Healthy Kids Alliance chose not to submit an application this year.

Total requests for 2011-2012 exceeded \$2.1 million for the \$1,174,402 Formula funds allocated to Nebraska. External and internal review of the applications supported all applications except one not recommended for funding. To stay within the allocation and fund all approved applications recommended for funding, it was recommended that the applications be funded at a level less than their original request. The Commission has requested supplemental funding to bring all programs back to their original funding request and fully fund the City of Lincoln Go Green program, if the Commission receives supplemental funding.

Motion #3: Commissioner Susan Schnase moved to ratify the Executive Committee approval of the 2011-12 AmeriCorps Formula Grant Applications and the Supplemental Fund Request submitted to CNCS on July 6, 2011.

Second: Nancy Faber seconded.

Vote: 13-Yes Motion was carried unanimously.

3. **2011-2015 ServeNebraska Strategic Plan / 2011-2013 State Service Plan – Lois Wine**

Motion #4: Commissioner Tanya Hansen moved that the 2011-2015 ServeNebraska Strategic Plan be accepted with revisions and a final draft of the plan to be sent out to all commissioners for review before plan is made available to the public.

Second: Commissioner Sally Ganem seconded.

Vote: 13 -Yes Motion was carried unanimously.

4. **New Committee Structure and Principles – Lois Wine**

There was considerable discussion led by Barbara Thomas about the proposed committee structure and principles presented to the commissioners.

Motion #5: Commissioner Donlynn Rice moved that the three standing committees of AmeriCorps/National Service, Community Volunteering and Sustainable Infrastructure be approved with ad-hoc committees to be revised and sent to all commissioners for review before commissioners volunteer to work on specific committees.

Second: Commissioner Tanya Hansen seconded the motion.

Vote: 13 -Yes Motion was carried unanimously.

EXECUTIVE DIRECTOR'S REPORT – Executive Director, Barbara Thomas

1. **AmeriCorps NCCC Deployed** – The Nebraska Emergency Management Agency contacted ServeNebraska about a need for volunteers to help monitor levees in areas threatened by flooding in Sarpy County. A NCCC team is being deployed to provide assistance.
2. **Redstone Why I Volunteer PSAs** – These PSAs are close to being completed and aired in the fall. Some in-kind match will be received as well. Commissioners will be asked to make connections with media in their home cities to get the new PSAs aired.
3. **Customizing CNCS Posters for Use in Nebraska** – CNCS has given the Commission permission to customize one of their posters.
4. **Fiscal/Support Specialist Vacancy** – Valerie Knaub resigned at the end of May 2011. The position was advertised and closed on July 8, 2011. Interviews will be conducted by Barbara and Janet next week for the Fiscal/Support Specialist position that is vacant.
5. **Emerging Partnership with DHHS/Division of Developmental Disabilities** – ServeNebraska Staff has met with DHHS/Division of Developmental Disabilities staff to explore how the Commission can partner with them on a project to develop a Youth Leadership training curriculum for middle and high school youth on disability awareness and mentoring.
6. **New Grant Applications:** ServeNebraska will submit applications for three grants in July.

- Sodexo Lead Organizer Grant: \$2,000 grant for organizations to lead their state in organizing community-wide efforts to fight childhood hunger for Global Youth Service Day (April 20-22, 2012).
 - 2012 Global Youth Service Day -- \$2,000 grant for organizations to lead their state in organizing community-wide efforts in promoting Global Youth Service Day (April 20-22, 2012).
 - 9/11 Day of Service and Remembrance Day -- \$2,500 grant for organizations to lead their state in organizing projects that mobilize volunteers to pay tribute to the lives and memories of the victims and heroes of 9/11 through service and remembrance activities (September 11, 2011).
7. **2011-12 Training Plan New Focus** – ServeNebraska staff have redesigned the Commission's training plan to focus on AmeriCorps/national service and nonprofits/other audiences. There will be three key trainings in the "AmeriCorps/national service" component: Program Staff Launch (August 23, 2011), AmeriCorps Kick-off & Swearing-In Ceremony (October 14, 2011) and AmeriCorps Symposium (May 2012). Commissioners were encouraged to attend these events to become more knowledgeable about the programs. A few additional trainings will be offered through distance learning through community college sites.
 8. **Peer Exchange Visits for New Staff**
 - Kim Hall, Training Program Officer, visited the Iowa Commission in June.
 - Cathy Plager, AmeriCorps/Disability Program Officer, will visit the Oregon Commission in August.
 9. **Funds Owed to DHHS (Citizen Corps Program)** -- \$15,091 has been paid to DHHS from general funds to reimburse them for Citizen Corps program costs the Nebraska Emergency Management Agency denied payment. The debt is cleared as of June 30, 2011.

UNFINISHED BUSINESS

1. **Board Report Card: Progress on draft documents – Barbara Thomas**
Barbara and Janet will develop draft documents for review by the Executive Committee.
2. **AmeriCorps Impact Message in Payroll/Billing Inserts – Lois Wine**
Nebraska Energy Assistance Network interest – Jamie is following up with this.
3. **Nebraska Volunteer Foundation Update – Ron Sedlacek**
The Fund Advisory Committee (FAC) met on July 22, 2011. This Committee met to approve a revised webpage on the Nebraska Community Foundation's website and Articles of Operation. The Committee was given a report on the Commission's Strategic Plan to provide ideas for projects they could raise funds for - the Committee feels the need to focus on special projects for fundraising goals. It was the conclusion of the FAC that the Foundation needed to target specific items such as a database to coordinate volunteer organizations, the on-line resource library, and National Day of Service, for example. The Committee is awaiting the adoption of the Commission's strategic plan so the FAC has specific targets to work with. They plan to meet often via phone conferencing and ensure there is follow through with setting goals. The areas the Committee looked at specifically in the Strategic Plan: Strategy Area A, Goal #4 and Strategy Area B Goal #2 & 3. The FAC will be identifying target projects and develop a fundraising plan after receiving technical assistance from a consultant from the Nebraska Community Foundation. After that, recruitment of new FAC members will occur to ensure the FAC has the people on board with the expertise and connections that will help the Foundation reach the goals set.
4. **Executive Director Evaluation Update – Lois Wine**
Jamie has the materials, forms and process from DHHS Human Resources. This work is in progress.

NEW BUSINESS

1. **Annual Meeting with Governor Heineman – Barbara Thomas**
Jamie and Barbara met with Governor Heineman on July 19th. Education and economic growth are the Governor's main priorities. He said he would speak at the Rural Development Conference if it works in his schedule and is willing to do a video welcome in the event he is not able to speak at the conference. There was discussion on what would be the best course of action in finding out the fair market value of the space the Commission currently occupies in the State Capitol. It was suggested to ask the State Risk Manager (Laura Peterson) if the Department of Administrative Services does not respond to Barbara's request.
2. **New Collaborations and Partnerships—Barbara Thomas**
 - Hispanic-Latino Summit: September 26, 2011, LaVista, Nebraska

Greg is the lead in organizing a panel of persons to present to youth good information on community service and volunteerism.

- Governor's Conference on Rural Development: April 18, 2012, North Platte, Nebraska
ServeNebraska staff will be developing a track on rural volunteer development and combine the First Lady's Awards with the Rural Development Commission awards.
- Online Resource Library: *Let's Build Nebraska – Resources to Build Great Nonprofits*. ServeNebraska is redesigning its online resource library. In collaboration with Region V Behavioral Services, Omaha Serves, AIM Institute and NAM (Nonprofit Association of the Midlands), content will be shared via the website. The Region V group is further ahead and has proposed a new Name and Logo for a separate website for the library. Staff is hoping this website will go live this fall or early next year and will manage a new website at www.letsbuildnebraska.org. Different methodologies will be used to deliver the website content which will tie in well with the Commission's new training plan. The library redesign will include training, webinars, coaching and mentoring. There will be two ways to access the on-line library: statewide or by clicking on a specific area of the state. **Commissioner's asked for demo of Let's Build Nebraska at the next commission meeting.**

3. Commissioner Training—Barbara Thomas

- New Commissioner Orientation – Mentor Teams
 - Tami Reynolds—Carol Speicher & Greg Donovan
 - Keelan Chapman—Ron Sedlacek & Barbara Thomas
- CNCS Commissioner Training Institute – September 2011 in Washington, DC
Barbara said the Corporation will not have a Commissioner Institute this year and will support regional institutes in the future.
- Multi-State Commission Summit – October 2-4, 2011 in St. Louis, MO
Commissioners who have not been to a commissioner training before are invited to attend this event. Barbara has budgeted enough money for five commissioners to attend. Sally (yes), Tami (yes), Keelan (no), Ron (maybe), Susan, and Carol are not sure yet. Airfare, lodging, registration and mileage will be paid.

ANNOUNCEMENTS – Barbara Thomas

1. **Next Commission Meeting/Planning Retreat** – Wednesday, October 26, 2011 at Governor's Residence in Lincoln; Host – Sally Ganem
2. **AmeriCorps Staff Launch** – Wednesday, August 23, 2011 in Lincoln
3. **AmeriCorps Kick-Off/Swearing-In Ceremony** – Wednesday, October 19, 2011 in Lincoln
4. **AmeriCorps Symposium** – during AmeriCorps Week, May 2012

Adjourn Business Meeting

- Commission Business Meeting was adjourned at 3:10 p.m.

Submitted by,

Janet Schmidt, Fiscal/Operations Officer

Approved by,

Jamie Moore, Chair