



ServeNebraska Commission

Board Meeting Minutes
July 26, 2012

NOTE TAKER: Janet Schmidt	LOCATION: Head Start Building, 123 N Marian, Hastings, NE	DATE: 7/26/12	TIME: 2:22 p.m.	DURATION: 1 hour 8 minutes
PURPOSE: Quarterly Commission Meeting	ATTENDEES Commissioners Present: Lorinda Brown, Jan Fitts, Jamie Moore, Julie Nash, Carol Speicher, Angela Volovich, Kevin Warneke, Rose White, Lois Wine, and Sara Woods. Commissioner(s) Present via Teleconference: Tami Bailey, April Kelly and Ron Sedlacek Commissioners Absent: Keelan Chapman, Nancy Faber, Sally Ganem, Tanya Hansen, Donlynn Rice, Denise Kollath, and Gerry Osborn. Staff Present: Greg Donovan, Kim Hall, Sherri Joyner, Cathy Plager and Janet Schmidt Staff Absent: Barbara Thomas			

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 2:22 p.m. by Jamie Moore, Chair of the Commission. Two new commissioners have been appointed to the Commission and were introduced: Sara Woods is the Dean for the College of Public Affairs and Community Services at the University of Nebraska-Omaha and Kevin Warneke is the Capital Campaign Manager for non-profit organizations at the Steier Group. He added that he is a native of Plainview, NE.

ROLL CALL – DETERMINATION OF QUORUM

Roll call was taken by Janet Schmidt to determine a quorum of 10 members as required by the Bylaws. Eleven voting commissioners (8 voting in-person; 3 voting by phone) and two non-voting commissioners were in attendance at 2:30 p.m. and there was a quorum.

PUBLIC COMMENT -- None

APPROVAL OF April 17, 2011 CONSENT AGENDA – Jamie Moore

1. **Approval of Minutes – April 17, 2012 Commission Meeting**
2. **Approval of Agenda – July 26, 2012 Commission Meeting**
3. **Approval of Commission Financial Reports** (Quarterly Operation & Subgrant Expenditures and Administrative Match Reports ending June 30, 2012 and Financial Reconciliation of 2012 Governor’s Conference on Rural Development)
4. **Approval of Executive Director’s Report**

Motion #1: Commissioner Kevin Warneke moved that the items on the consent agenda be approved as sent.

Second: Commissioner Lois Wine seconded.

Vote: 9-Yes. 0-No. 2-Abstentions. Motion was carried.

ACTION ITEMS

1. **2012-13 AmeriCorps Formula Grant Applications Submitted to CNCS** – Tami Bailey, Chair (AmeriCorps & National Service Committee)
 Fifteen grant applications competed for the 2012-2013 AmeriCorps Formula funding. Total requests for 2012-2013 Formula funding exceeded \$1.9 million for the \$1,184,046 available. This amount includes \$61,916 in unexpended 2011-2012 Formula funds that will be carried over for use in 2012-2013. The reviewed applications included two applications that were submitted for consideration but not funded in the national Competitive funding process conducted this spring. Three applications were from agencies new to ServeNebraska AmeriCorps - one of these is recommended for funding. Additionally, three previously funded programs changed lead agencies. Each is recommended for funding. ServeNebraska intends to fully award all allocated & unexpended funds and is in good standing with the Corporation for National & Community Service to apply for Supplemental Formula funds to increase the resources available to support Nebraska AmeriCorps programming. Applications recommended for Formula funding were approved by the Commission’s Executive Committee on July 5, 2012 and submitted to the Corporation for National and Community Service online via eGrants by July 9, 2012.

A revised recommendation from the AmeriCorps and National Service Committee was presented that removed \$22,150 Goodwill Industries with 1.6 MSYs from the supplemental funding request at the request of Goodwill Industries.

Motion #2: Commissioner Jan Fitts moved to ratify the Executive Committee's approval of the AmeriCorps & National Service Committee recommendation for 2012-13 Formula and Supplemental funding, as amended.

Second: Commissioner Tami Bailey seconded.

Vote: 11–Yes. 0–No. 0–Abstentions. Motion was carried.

2. **Adopting 1% Administrative Funds Retention Option for AmeriCorps Programs** – Jamie Moore, Commission Chair
In the AmeriCorps Program Application Instructions, the Corporation for National and Community Service (CNCS) follows federal law to allow State Commissions to require subgrantees to allocate up to one-fifth (1%) of the 5% indirect administrative federal grant funds awarded to be retained by the State Commission to cover commission-level administrative costs. Any administrative funds retained by the Commission have to be used solely in support of the AmeriCorps programs from which they have been retained. The funds may not be used as match for the Administrative grant nor any other federal grant. The Commission's accounting system must track and allocate these administrative funds separately. This allows commissions the flexibility to utilize a portion of the AmeriCorps program dollars for commission oversight and administrative expenses.

The commission can elect to retain up to a 1% share of the 5% of federal funds available to programs for indirect administrative costs. The commission's 1% share must be identified within each subgrantee's budget. This results in one-fifth (20%) of the federal dollars budgeted for indirect administrative costs allocated to the Commission's share and four-fifths (80%) of the federal dollars budgeted for indirect administrative costs allocated to the program's share.

Some issues for consideration:

- This funding stream may not generate a large amount of money but can still be helpful.
- AmeriCorps program budgets are very "tight" in terms of funds available for operational expenses including the limit of 5% of total grant funds in the indirect administrative funds cost category.
- The Commission cannot implement this new policy until the 2013-14 program year since all applications and budgets for the upcoming 2012-13 program year have already been submitted.

Motion #3: Commissioner Jan Fitts moved that the Commission approve the ServeNebraska Staff recommendation to adopt 1% Administrative Funds Retention Option for AmeriCorps Programs.

Second: Commissioner Rose White seconded.

Vote: 11-Yes 0-No 0-Abstentions Motion was carried unanimously.

UNFINISHED BUSINESS

1. **Report on Annual Meeting with Governor** – Commission Executive Committee
Commissioners that attended the meeting with the Governor included Commissioners Gerry Osborn, Julie Nash, Donlynn Rice and Jamie Moore with ServeNebraska Senior Program Officer, Greg Donovan. Commissioner Nash spoke about expansion of volunteerism across the state, Commissioner Rice spoke about how important volunteerism is to Education and the expansion of youth volunteerism, Commissioner Osborn spoke about the awards program and staff member Donovan spoke about the Let's Build Nebraska website and its potential for the future. The 2011 ServeNebraska Annual Report was given to the Governor.
2. **Let's Build Nebraska Website/Volunteer Network Database Update** – Greg Donovan, Senior Program Officer
Region V Systems, the Nonprofit Association of the Midlands, Omaha Serves and key people in central and western Nebraska partnered with ServeNebraska on building this database. The basic premise for the website is building and strengthening the capacity of non-profits. The online resource website includes links to other useful sites, resource links/documents, list of subject experts, upcoming training events, fundraising tips and a blog. A Facebook feed is a live entity. As this website continues, there may be ways to enhance it through the involvement of commissioner and user input. We expect to have a major part of the Lets Build Nebraska website developed as the Volunteer Network Database that the Community Volunteering Committee is recruiting. Region V Systems partners, Cooper Foundation and Lincoln/Lancaster County Human Services, provided seed money to ServeNebraska through Region V Systems for the project. With the funds, ServeNebraska hired Dawn Garcia as the Project Coordinator who led the efforts to get the site up and running. She also coordinates marketing of this resource. Her work contract is through Dec ember 31, 2012.
3. **Nebraska Volunteer Foundation (NVF) Report** – Lois Wine, Chair of the NVF Fund Advisory Committee
The NVF Advisory Committee met on July 17th. The case statement draft was reviewed and is evolving. A phone script for the direct letter campaign follow-up calls is being developed by Lois. Commissioner Kevin Warneke has volunteered to provide some training to those commissioners making the follow-up calls. Sign-up sheets for commissioners to make phone follow-up calls were passed around by Lois. So far \$1,720.00 has been raised including the donations received at the meeting today.
4. **Executive Director's Evaluation** – Jamie Moore, Commission Chair
Jamie stated that the evaluation has been completed and submitted to the Department of Health and Human Services.

Motion #4: Moved by Commissioner Kevin Warneke to go into Executive Session for Personnel Issues .
Second: Commissioner Carol Speicher seconded the motion.
Vote: 11-Yes. 0-No. 0-Abstentions. Motion was carried.

Motion #5: Moved by Commissioner Sara Woods to return to the Commission Business Meeting.
Second: Seconded by Commissioner Kevin Warneke.
Vote: 10-Yes. 0-No. 0-Abstentions. Motion was carried.

NEW BUSINESS – None

ANNOUNCEMENTS – Jamie Moore, Commission Chair

1. **Next Commission Meeting** – Fall Strategic Planning Meeting will be on Thursday, October 25, 2012 at the Governor's Residence, 1425 H Street, Lincoln, NE. Host Commissioner: Honorary Chair, Sally Ganem
2. **Book for Commissioners:** *The ABCs of Development – It's About Building Capacity* was made available for each commissioner to pick up before leaving the meeting today.

ADJOURN Business Meeting – Jamie Moore, Commission Chair

Motion #6: Commissioner Lois Wine moved that the Commission meeting be adjourned.
Second: Commissioner Rose White seconded the motion.
Vote: 10–Yes. 0–No. 0–Abstentions. Motion was carried.

Meeting was adjourned at 3:30 p.m.

Submitted by, _____
Sherri Joyner, Administrative Secretary

Approved by, _____
Jamie Moore, Chair

ServeNebraska Commission Meeting

Date: 7-26-2012

NAME	Attendance	Motion 1	Motion 2	Motion 3	Motion 4	Motion 5	Motion 6
Commissioner Name	P = Present NP = Not Present NV = Non-Voting AB = Abstain	#1 Move to approve consent agenda.	#2 Move to ratify the Executive Committee's approval of the AmeriCorps & National Service Committee's recommendation for 2012-13 Formula and Supplemental funding, as amended.	#3 Move to approve the Staff's recommendation of adopting 1% administrative Funds Retention Option for AC Programs.	#4 Moved to go into an Executive Session.	#5 Moved to return to Commission Business Meeting session.	#6 Move to adjourn the business meeting.
Bailey, Tami	P via Phone	Y	Y	Y	Y	Y	Y
Brown, Lorinda	P	Y	Y	Y	Y	Y	Y
Chapman, Keelan	NP						
Faber, Nancy	NP						
Fitts, Jan	P	Y	Y	Y	Y	NP	NP
Ganem, Sally	NP						
Hansen, Tanya	NP						
Kelly, April	P (In person & via Phone)	Y	Y	Y	Y	Y	Y
Kollath, Denise	NP—EXC						
Moore, Jamie	P	Y	Y	Y	Y	Y	Y
*Nash, Julie	P-NV						
Osborn, Gerald	NP—EXC						
Rice, Donlynn	NP—EXC						
Sedlacek, Ron	P via Phone	Y	Y	Y	Y	Y	Y
Speicher, Carol	P	Y	Y	Y	Y	Y	Y
*Volovich, Angela	P-NV						
Warneke, Kevin	P	AB	Y	Y	Y	Y	Y
White, Rose	P	Y	Y	Y	Y	Y	Y
Wine, Lois	P	Y	Y	Y	Y	Y	Y
Woods, Sara	P	AB	Y	Y	Y	Y	Y

*Ex-Officio Non-voting Commissioners: Rep of Corporation for National & Community Service, Rep of Senior Corps National Service Program and Rep for Service Learning in Higher Education (vacant)

QUORUM REQUIRED by BYLAWS: 10
 NUMBER PRESENT in Person: 8 voting and 2 non-voting
 NUMBER PRESENT by Teleconference: 3 voting