



## ServeNebraska Commission

### Board Meeting Minutes

### January 26, 2012

<b>NOTE TAKER:</b> Janet Schmidt	<b>LOCATION:</b> AAA Nebraska Office, Omaha, Nebraska	<b>DATE:</b> 1/26/12	<b>TIME:</b> 2:00 p.m.	<b>DURATION:</b> 2 Hours
<b>PURPOSE:</b>  <i>Quarterly Commission Meeting</i>	<b>ATTENDEES:</b>  <u><b>Commissioners Present:</b></u> Tami Bailey, Nancy Faber, Jan Fitts, Sally Ganem, April Kelly, Jamie Moore, Julie Nash, Gerry Osborn, Donlynn Rice, Carol Speicher, Angela Volovich, Lois Wine and Susan Schnase (joined at 2:50 p.m.) <u><b>Commissioner(s) Present via Teleconference:</b></u> Denise Kollath (joined at 2:30 p.m.) and Keelan Chapman (joined at 2:40 p.m.) <u><b>Absent:</b></u> Lorinda Brown, Tanya Hansen, Barry Kriha and Ron Sedlacek <u><b>Staff Present:</b></u> Barbara Thomas, Greg Donovan, Cathy Plager and Janet Schmidt			

**BUSINESS MEETING – CALL TO ORDER**

The business meeting was called to order at 2:15 p.m. by Jamie Moore, 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. Twelve commissioners (10 voting; 2 non-voting) were in attendance at 2:18 p.m. and there was a quorum.

**PUBLIC COMMENT** -- None

**APPROVAL OF APRIL 26, 2011 CONSENT AGENDA – Jamie Moore**

- Approval of Minutes – October 26, 2011 Commission Meeting
- Approval of Agenda – January 26, 2012 Commission Meeting
- Approval of Report – Commission Financial Reports (Quarterly Operation & Subgrant Expenditures and Administrative Match Reports ending December 31, 2011)

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

**Second:** Commissioner Lois Wine.

**Vote:** 10-Yes Motion was carried unanimously.

**ACTION ITEMS**

**2012 ServeNebraska Operational Budget** – Barbara Thomas

Executive Director, Barbara Thomas, reported that subsequent to the mid-November submission of the 2012 Admin-PDAT-Disability Grants to the Corporation, the Commission was informed by America’s Service Commissions (ASC) on 12-16-2011 of severe Congressional cuts to the state commissions’ portion of the Corporation for National and Community Service (CNCS) 2012 budget in the 2012 Appropriations Bill. Small state Administrative grant funds were reduced from \$250,000 to \$200,000 and PDAT Training and Disability grants were eliminated entirely which resulted in a loss of 46.5% (\$174,195) of the Commission’s cash funds.

In two written communications to commissions, the Corporation allowed state commissions to use their 2011 carryover funds flexibly to make up for lost 2012 funds; will fully award 2012 Disability funds to commissions; and will allocate to commissions a portion of the \$1.9 million CNCS uses for training. \$.5 million will be used to support the CNCS Resource Center and \$1.4 million in CNCS training funds will be distributed among 53 state commissions. Barbara has estimated Nebraska’s PDAT allocation to be around \$15,000. Chair Jamie Moore will convene a special commission meeting to discuss and plan for 2013 funding. Barbara presented and explained the 2012 operational budget that had been originally submitted to the Corporation in November 2011 for Commission approval (handout provided).

**Motion #2:** Commissioner Jan Fitts moved to approve the 2012 Commission Operational Budget as presented.

**Second:** Commissioner April Kelly.

**Vote:** 13-Yes Motion was carried unanimously.

**2012-13 AmeriCorps Competitive Applications Submitted for CNCS Consideration for Funding** – Jamie Moore

The Executive Committee approved the following AmeriCorps applications to be submitted to the Corporation for National and Community Service (CNCS) for 2012-13 competitive funding consideration.

- Applications for *Continuation* competitive funding: LFS AmeriCorps and MMI AmeriCorps.
- Applications for *New* competitive funding: 1. ECHO AmeriCorps and 2. Go Green AmeriCorps.

The order in which these programs are listed is the order of priority approved by the Executive Committee upon the recommendations of the AmeriCorps/ National Service Committee (handout provided).

**Motion #3:** Commissioner Gerry Osborn moved that the Commission ratify the Executive Committee's approval of submitting the four 2012-13 AmeriCorps competitive applications to CNCS for funding consideration.

**Second:** Commissioner Nancy Faber.

**Vote:** 13-Yes Motion was carried unanimously.

**EXECUTIVE DIRECTOR'S REPORT** (handout provided) – Executive Director, Barbara Thomas  
Chair Jamie Moore invited commissioners to ask any questions in regards to the Executive Director's Report distributed before the Commission meeting via email. No questions were brought forward.

**UNFINISHED BUSINESS**

**2012 Governor's Conference on Rural Development (April 18, 2012 – North Platte, NE)** – Greg Donovan  
Greg reported that ServeNebraska is working jointly with the Commission on Rural Development as a co-sponsor and partner on the 2012 Governor's Conference on Rural Development. ServeNebraska's primary role is in promotion, registration, organizing a Volunteer Management/Community Engagement track of sessions and acting as the fiscal agent for the conference. ServeNebraska will share in profits from the conference. Commissioner April Kelly has been selected as the keynote speaker for the conference.

Three tracks are being planned for the conference: Youth Entrepreneur, Strengthening Communities and Volunteer Management/Community Engagement. Commissioner Tami Bailey is working on a session about doing more with less. A panel on volunteering throughout life will feature Jennifer Lewis (AmeriCorps program host site supervisor and Executive Director of Hastings YWCA) speaking about youth volunteerism, Commissioner Julie Nash speaking about 55+ community engagement and a third panelist yet-to-be-recruited speaking about employee volunteerism by the group between youth and the 55+. Commissioner Denise Kollath is assisting with the 3<sup>rd</sup> session that will be focused on looking at ways to provide mentoring in rural communities or how to engage minorities in those communities in volunteerism.

**Executive Director Evaluation Process** – Jamie Moore

The State of Nebraska was in a transition year for their personnel evaluation process in 2011. The Executive Director is evaluated annually. According to DHHS policy if he/she is not evaluated, it is assumed their performance is satisfactory. Jamie said that the first step would be for Barbara to select the six essential duties she is focused on for the period of the performance evaluation. The evaluation would then be distributed to and completed by all commissioners based on their knowledge of the Executive Director. Barbara would also do a self-appraisal. This information would be compiled, Jamie will meet with Barbara to agree on the evaluation and then present it to the Executive Committee to agree upon the final evaluation that is signed by the Chair and the Executive Director, and sent to DHHS. The Executive Committee would also be responsible for deciding on merit increases or disciplinary actions. The Executive Director could only be terminated by a full vote of the Commission (handouts provided).

**Motion #4:** Commissioner Sally Ganem moved to adopt the evaluation process for the Executive Director as presented pending a timeline to be added for the evaluation process.

**Seconded:** Commissioner Lois Wine.

**Vote:** 13-Yes Motion was carried unanimously.

### **Commission Board Performance Self-Assessment** – Jamie Moore

This item was discussed in-depth by the Board before the Commission business meeting. In that working session, the Sustainable Infrastructure Committee recommended a few edits to the draft that was developed based on the Board's discussions at the October 2011 Commission meeting. Discussion followed on each of the edits recommended by the Sustainable Infrastructure Committee to finalize the Board's new self-assessment tool (handouts provided). The Commissioners will individually complete the new Board self-assessment at the April commission meeting.

**Motion #5:** Commissioner Donlynn Rice moved to adopt the Commissioner Board Performance Assessment Tool as revised by the commissioners, including an individual and group assessment component, each with the same five point scale to be conducted annually.

**Seconded:** Commissioner Tami Bailey.

**Vote:** 13-Yes Motion was carried unanimously.

### **Nebraska Volunteer Foundation Advisory Committee Update** – Lois Wine

At the last NVF Advisory Committee meeting on January 13<sup>th</sup>, Lancaster and Douglas County foundation lists were discussed along with what each of the Foundation priorities are and how to begin raising funds. Three priority areas were set: Capacity Building, Training and Civic Engagement, and PSAs/Public Relations. Barbara and Janet have volunteered to help write grants for the Foundation. The Nebraska Community Foundation will be asked for suggestions on specific foundations that support the Nebraska Volunteer Foundation's priority areas.

Lois asked the Commission for volunteers to help research the purpose of Foundation grants. Jamie Moore and Susan Schnase agreed to help. She also asked the Commission if Nebraska Volunteer Foundation committee members could join them and attend the Special Commission Meeting to strategize on the 2013 budget. She was told the Commission would appreciate the participation of Foundation committee members. The Nebraska Foundation DataBook was suggested as a good resource by Commissioner Schnase. She also suggested that a case for support be developed for each of the priority areas. It was agreed that the Nebraska Volunteer Foundation Advisory Committee is invited to attend and participate in the special February commission meeting to discuss the 2013 budget.

### **Commission Special Meeting** – Jamie Moore

Jamie requested the Commission set a date for a special commission meeting to discuss the 2013 budget issues. February 23, 2012 was scheduled for this meeting with the 24<sup>th</sup> as a back-up date. The time will be 10:00 a.m. to 2:00 p.m. and the Foundation Advisory Committee is invited to attend. An agenda will be developed by the Chair and Honorary Chair.

## **NEW BUSINESS**

### **Nominating Committee for April 2012 Office Election** – April Kelly

The Commission Bylaws, Article 4, Section C provides guidance on the Commission nomination for officers and the election process. The Bylaws require that the Nominating Committee, consisting of 3 commissioners: a Chair and two other commissioners. Commissioner April Kelly is the chair serving with Commissioners Jan Fitts and Keelan Chapman. April had previously emailed nomination forms to all commissioners and handed out the same form today for commissions to use to nominate commissioners for officer positions. She requested the nomination forms be returned to her by January 31<sup>st</sup>. A ballot with the slate of nominations will be presented for voting at the April 17<sup>th</sup> meeting.

### **ServeNebraska External Communications** – Greg Donovan (reported for Kimberle Hall)

Greg summarized the draft ServeNebraska Marketing Plan. It is intended to be an evolving document as more experience is gained. He followed with a brief explanation on each of the items (handouts provided). He requested that commissioners send their input on any of these items to him.

- *ServeNebraska Marketing Plan* -- This plan brings order and direction for SN marketing
- *Media Packets* – This piece was designed to educate members of the media or any audience about ServeNebraska
- *Nebraska AmeriCorps Posters* – These will be distributed to high schools and college campuses. Commissioners were invited to take at least two posters to distribute in their community.

- *Rough Draft of ServeNebraska Presentation* – This presentation is for commissioner and staff use in educating others about ServeNebraska and had been shared with each of the standing committees for review and discussion.

**Martin Luther King, Jr., Day of Service ServeNebraska Involvement** – Commissioner Julie Nash  
Each Commissioner and staff reported on an activity they participated in on Martin Luther King, Jr Day of Service.

- April – Participated in a neighborhood cleanup.
- Nancy – Sang in the choir for the Omaha MLK program and volunteered at her church.
- Susan – Took her therapy dog and visited a local rehab facility.
- Lois – Prepared goody bags for residents at the Jewish home.
- Jamie – Attended a reception honoring Red Tails, Tuskegee Airmen that served in an all-black World War II fighter pilot squad.
- Jan – Participated in her community’s foster grandparent service day with volunteers.
- Donlynn – Attended MLK ceremony in the Capitol Rotunda.
- Sally – Presented at MLK ceremony in the Capitol Rotunda.
- Gerry – Contacted local school administration because there was no community program for MLK Day.
- Carol – Volunteered and assisted with local annual Lions club fundraiser.
- Cathy – Attended Freedom Breakfast and MLK ceremony in Capitol.
- Julie – Worked with volunteers to prepare active service personnel in Afghanistan and war veterans’ packages.
- Greg – Took part in the Lincoln Youth Rally and read Dr. King’s speeches to middle school boys.
- Janet – Served meals to the homeless at the Gathering Place Soup Kitchen.
- Denise – Delivered groceries to food pantry and was a guest d-jay on local radio station.
- Keelan – Reading a book about Martin Luther King.

**ANNOUNCEMENTS** – Barbara Thomas

- *Next Commission Meeting & First Lady’s Awards Luncheon* – Tuesday, April 17, 2012 in North Platte at the Holiday Inn Express Convention Center and Wednesday, April 18, 2012.
- All Commissioners will have a lodging reservation unless they have notified Barbara that they cannot attend.

**ADJOURN BUSINESS MEETING**

Commission Business Meeting was adjourned at 4:10 p.m.

Submitted by, \_\_\_\_\_  
Janet Schmidt, Fiscal/Operations Officer

Approved by, \_\_\_\_\_  
Jamie Moore, Chair