



# ServeNebraska Commission

Board Meeting Minutes  
October 27, 2017

<b>NOTE TAKER:</b> <i>Christina Franklin</i>	<b>LOCATION:</b> <i>Quarry Oaks Golf Club Ashland, NE</i>	<b>DATE:</b> 10/27/2017	<b>TIME:</b> 1:13 PM (CST)	<b>DURATION:</b> 54 minutes
<b>PURPOSE:</b> <b><i>Quarterly Commission Meeting</i></b>	<b>ATTENDEES</b> <u><b>Commissioners Present:</b></u> Gregg Christensen, Marjorie Maas, Diane Mallette, Jamie Moore, Deborah Neary, Sheila O'Connor, Kevin Warneke, Rose White <u><b>Ex-Oficio Members Present via Phone Conference:</b></u> Julie Nash <u><b>Commissioners Present via Phone Conference:</b></u> None <u><b>Staff Present:</b></u> Cathy Plager, Audrey Jackson, Christina Franklin <u><b>Contractors Present:</b></u> Melissa Murante, Holley Salmi <u><b>Guests:</b></u> None			

**BUSINESS MEETING – CALL TO ORDER**

Commission Chair Mallette introduced new Development Contractor Melissa Murante.

**Roll Call**

The business meeting was called to order at 1:13 PM (CST) 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**

- July 21, 2017 Meeting Minutes
- Oct 27, 2017 ServeNebraska Commission Agenda
- Sept 2017 Admin Expenditures Report
- Sept 2017 TTA Expenditure Report
- Sept 2017 Development Grant Expenditure Report
- Sept 2017 Non Federal State Accounts Report
- Sept 2017 Admin Match to Expenditures Report
- July 2017 Foundation Report
- Executive Director’s Report

**Motion #1:** Commissioner Moore moved that the items on the consent agenda be approved.  
**Second:** Commissioner White  
**Vote:** 9 -Yes; 0 - No; 0 - Abstained; Motion was carried.

**STANDING COMMITTEE REPORTS**

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

October 2, 2017 Commissioner Moore, Commissioner Sedlacek and I, Commissioner Mallette attended a meeting with the Department of Health and Human Services, Bo Botelho, COO, Wes Nesper, Attorney, Karen Gatherer, CFO and Melissa Ficke, Governor’s Policy Research Office. This meeting was called to discuss the Memorandum of Agreement between ServeNebraska and DHHS. If you recall this was one of the items that the State Auditor identified in their audit in February 2017. It was recommended the terms of the service agreement between ServeNebraska and DHHS be monitored for compliance, and ServeNebraska should work with DHHS to update the agreement. The meeting itself was very informational and confusing at the same time, with the agreement being 10 years old, and the

individuals who signed it no longer around. DHHS has had several meetings with Executive Director Plager and several versions of the agreement sent to her but none were acceptable to Director Plager. The Executive Committee will be following up on this and have been in close conversation with Director Plager. The executive committee has documents that prove that ServeNebraska has been appropriated State Funds in the past with those funds being funneled through DHHS for the purpose of ServeNebraska. The MOA was created and signed to assist ServeNebraska in reaching its match goals. We believe that because of the turnover in both agencies it has been challenging to work with DHHS to receive the information needed to operate in meeting match through the indirect or cost allocation plan. Commissioner Moore notes that the change in processes and procedures with in the State government have caused ServeNebraska to be lost in all the shuffle. She reiterated that there is documentation to prove that DHHS is there to provide match for ServeNebraska. The challenges lie in that DHHS wanted to only address changes to the MOA that were dictated by the audit, but what happens is that it leads to a larger conversation about the whole MOA. The Executive Committee will keep you up dated on the progress of the MOA.

- **AmeriCorps & National Service Committee – Commissioner Gregg Christensen**

- The committee has met once since the July Commission meeting and that was today October 10, 2017
- The committee discussed Policies and Procedures with ServeNebraska creating and updated the following policies:
  - National Service Criminal History Checks
  - AmeriCorps Branding
  - Breach of Personally Identifiable Information
  - Member Timekeeping
  - Staff Time and Effort Reporting
  - AmeriCorps Member Evaluations
  - Progress Reports
  - Match
  - Grant Modifications
  - Member Service Agreements
  - National Direct Consultation
- These policies were reviewed and action was taken in committee with Shelia making a motion for approval and Susan with a second.
- ServeNebraska staff have visited all of the 2017-2018 funded programs prior to the start of the Program year September 1, 2017.
- As part of ServeNebraska’s continuous improvement process, Staff will begin monitoring all AmeriCorps programs starting in the 2<sup>nd</sup> month of operation rather than in the 7 month. They are looking to correct issues early and change behavior and eliminate any disallowances that could occur because of incorrect criminal history checks.
- ServeNebraska hosted a program leader training on Wednesday October 11, 2017. The topics of training will be creating good policy and procedures, data collection, progress reporting.

- **Community Volunteering – Commissioner Jamesena (Jamie) Moore**

The Community Volunteering Committee met three times between the Commission meetings on Friday, July 21, 2017, Wednesday, August 23, 2017, Monday, September 25, 2017 and Thursday, October 12, 2017.

- **Step Forward Awards**

- Thank-you to our sponsors:
  - Blue Cross Blue Shield (Commissioner Maas)
  - Mallette Farms (Commissioner Mallette)
  - AAA (Commissioner White)
  - Midlands Mentoring Partnership (Commissioner Neary)
  - Bennie and Jamesena (Jamie) Moore (Commissioner Moore)
  - Searcy Group
- Thank-you to the Community Volunteering Committee for your involvement.
  - Jamesena (Jamie) Moore – Chair
  - Marjorie Maas
    - Printing invitations and programs
  - Rose White
    - Gifting of cups and sending out the press release to contacts
- Thank-you Commissioner Christensen for sending the press releases to all of the schools across the state.
- Invitations

- 135 Formal invitation sent
- Registration
  - 191 attendees
  - 7 Commissioners
  - 6 Staff Members
  - Total of 204 participants
- Lieutenant Governor Foley, Senator Murante, and Senator Clements were in attendance
- All finalists were present except for the Disaster Volunteer Finalist Wayne Kilmer
- Budget
  - Estimated budget projects that we will be over budget by \$1,140.49.
  - There are funds in the Community Foundation to cover the projected deficit.
- Personal Letters and invitations were sent state Senators and the Nebraska Congressional Delegation.
- Save the Date for 2018 Step Forward Awards
  - Friday, October 26, 2018
- ServeNebraska Week
  - Save the Date
  - April 15 – 22, 2018
- ServeNebraska 25th Anniversary – 2019
  - Commissioner Moore has reached out to past commission chairs to form an advisory group for the celebration. More details to come.
- 150 Commission
  - Gala on September 22<sup>nd</sup> at centennial mall.
    - Flyover to honor veterans, mobile children's museum, food trucks, memorabilia vendors and various bands.
    - There was 45 minute laser light show that included factoids about Nebraska followed by a fireworks show.
    - The last piece of the original capitol plans were completed by turning on the four fountains in the courtyards. This was the last big event.
  - State Fair theme was 150.
    - There was a 150 sandcastle, flower beds and 150 floats in the fair parade.
- **Governance & Funding Committee – Commissioner Deborah Neary**

The Governance and Funding Committee discussed commission recruitment and board development. Melissa Murante is contracting with ServeNebraska to help the commission meet the obligations laid out in regulations.

Melissa Murante, Development Contractor shared her report. She has met with almost all of the commissioners and there were several things that the discussions had in common:

- More training opportunities
- Orientation – the initial information was overwhelming. Looking for a more succinct information and make the orientation manual electronic.
- Commission Strengths – AmeriCorps programming and the promotion of those programs.
- Commission Weaknesses – More helpers, diversity and geographic variety is needed.
- Commission Needs – Funding, awareness and branding.
- All commissioners agreed that most people do not what ServeNebraska is.
- All commissioners agreed that the stature of the commission appointment need to be raised. The commission needs to maintain contact with past member and chairs. There needs to be cultivating of relationships within the community at large.
- Plan – Marketing and branding plan that is not sporadic. Work on the “who are we” message.
- All commissioners want more training about the commission, donors, volunteers and the continuation of growing.
- All commissioner want “mission moments” in board meeting to hear about the impact across the state.
- Commission Recruitment – reach out to Chambers of Commerce, talk to past commissioners and leadership organizations.
- Commissioner would like a reception for new commissioners in the Capitol or at the Governor's Mansion.
- Commissioners would like to see a commissioner spot that is for a short period of time, so that they can be trained and cultivated without overwhelming them with years of commitment.

The committee will also be discussing Annual Fundraising Campaign, the Give to Lincoln Day is scheduled for May 31, 2018 and the Community Services Fund – Workplace giving campaigns are currently happening, we will be working with Melissa on what the fundraising looks like going into 2018.

The following dates are proposed 2018 Commission Board meetings.

- o Friday, January 26, 2018; 10:00 AM (CST) – Noon (CST)
- o Friday, April 20, 2018; 10:00 AM (CST) – 3:00 PM (CST)
- o Friday, July 21, 2018; 10:00 AM (CST) – Noon (CST)
- o Friday, October 26, 2018 In conjunction with the Step Forward Awards; 10:00 AM (CST) – 2:00 PM (CST)

**Motion #2:** Commission Meeting Dates for 2018 out of Governance and Funding Committee

**Second:** N/A

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

The committee is proposing that Commissioner Warneke, Commissioner White and Commissioner Sedlacek, be on the nominating committee for Vice-Chair since they are terming off the commission. Commissioner Warneke is being asked to chair the committee. The Vice-Chair will be voted on at the April Commission Meeting and will serve one year (April 2018 through April 2019).

**Motion #3:** Nomination Committee Selection of Vice-Chair out of Governance and Funding Committee

**Second:** N/A

**Vote:** 8 -Yes; 1 - No; 0 - Abstained; Motion was carried.

Commissioner Neary noted that the more connections we make around the state could we look at the possibility of splintering the Step Forward Awards into two or three events across the state to bring things closer to home for all of those in the state. There was discussion around this idea and how many have seen this not be effective.

Commissioner Warneke stated that if anyone is interested in the Vice-Chair position to please let him know. If no one come forward the committee will come and ask you to volunteer.

In April 2018, Commissioner Rocker will take over as the Chair.

## UNFINISHED BUSINESS

None

## NEW BUSINESS – Commissioner Diane Mallette

ServeNebraska has received a \$75,000 Development Grant for children ageing out of foster care. ServeNebraska will be contracting with current DHHS employee. She will be paid \$68,000. ServeNebraska will hold \$7,000 for 11 months' worth of healthcare. She will be creating an AmeriCorps program and also overseeing some existing programs. There is no match with this grant.

**Motion #4:** Commissioner Warneke moved that the Budget for the Development Grant be approved as presented.

**Second:** Commissioner Moore

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

## ANNOUNCEMENTS

- o Strengths Finders Training rescheduled due to lack of interest, most likely from being scheduled the week of Thanksgiving. The new date will in June 2018 during the AmeriCorps Program Leader Launch
- o Spread the word on social media about ServeNebraska.
- o Next meeting Friday, January 26, 2017. Commissioner White has volunteered to host this meeting.
- o Commissioner Christensen shared information about marketing and "career clusters." Commissioner Christensen is asking for participants to participate in ServeNebraska week.
- o Please submit in-kind forms to Director Plager

## ADJOURN – Diane Mallette, Commission Chair

There was no further business to come before the Commission, the meeting was adjourned at 2:07 PM (CST). The voting record is attached to these minutes.

Submitted by, Christina Franklin  
Christina Franklin, ServeNebraska Program Officer

Approved by, Diane Mallette  
Diane Mallette, Chair

**ServeNebraska Commission Meeting  
VOTE RECORD**

<b>NAME</b>	<b>Attendance</b>	<b>Motion 1</b>	<b>Motion 2</b>	<b>Motion 3</b>	<b>Motion 4</b>	<b>Motion 5</b>	<b>Motion 6</b>
<b>Commissioner Name</b>	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Consent Agenda Approval	2018 Commission Meeting Dates	Nomination Committee Selection of Vice-Chair	Development Grant Budget Approval		
Christensen, Gregg	P	Y	Y	Y	Y		
Maas, Marjorie	P	Y	Y	Y	Y		
Malette, Diane	P	Y	Y	Y	Y		
Moore, Jamie	P	Y	Y	Y	Y		
Neary, Deborah	P	Y	Y	Y	Y		
O'Connor, Sheila	P	Y	Y	Y	Y		
Rocker, Susan	NP	NP	NP	NP	NP		
Sedlacek, Ron	NP	NP	NP	NP	NP		
Warneke, Kevin	P	Y	Y	N	Y		
White, Rose	P	Y	Y	Y	Y		
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>		
Nash, Julie *	P						

\*Ex-Officio  
Non-voting Commissioners

QUORUM REQUIRED by BYLAWS: 4  
NUMBER PRESENT in Person: 10  
NUMBER PRESENT by Teleconference: 0