



ServeNebraska Commission

Board Meeting Minutes

October 26, 2010

NOTE TAKER: Janet Schmidt	LOCATION: Lied Lodge & Conference Center – Nebraska City, Nebraska	DATE: 10/26/10	TIME: 9:10 a.m.	DURATION: 1 hr. 35 mins.
PURPOSE: Quarterly Commission Meeting	ATTENDEES: Commissioners Present: Lorinda Brown, Nancy Faber, Jan Fitts, Tanya Janulewicz, Denise Kollath, Jamie Moore, Julie Nash, Gerry Osborn, Donlynn Rice, Susan Schnase, Ron Sedlacek, Carol Speicher, Angela Volovich, Rose White, Lois Wine Commissioner(s) Present via Teleconference: None Staff Present: Barbara Thomas, Greg Donovan, and Janet Schmidt Guests Present: Justine Murray			

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:10 a.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. Fifteen (15) Commissioners were in attendance and there is a quorum.

APPROVAL OF MINUTES FROM LAST MEETING – July 29, 2010

Motion #1: Denise Kollath
 To approve the July 29, 2010 minutes as sent to the Commission
Second: Gerry Osborn
Vote: Yes – 15. Motion carried unanimously.

APPROVAL OF AGENDA FOR THIS MEETING – July 29, 2010

Motion #2: Gerry Osborn
 To approve the October 26, 2010, business meeting agenda as written
Second: Carol Speicher
Vote: Yes – 15. Motion carried unanimously

PUBLIC COMMENT

No public comments.

REPORTS

1. Program Committee – The Program Committee did not meet today (Chair, Carol Speicher)

- *2010 Disability Inclusion Mini-Grant Awards* - Seven applications for service projects with a service learning component for and by persons with disabilities were received. The following applications were funded: Arc of Buffalo County (\$682.37), Blue Valley Community Action—FYI Center (\$980.00), Hillsdale Elementary School (\$500) and University of NE at Omaha (\$1,000).
- *2011-12 AmeriCorps RFA & Review* - The 2010-12 AmeriCorps RFA will be released as soon as the changes in the RFA from the Corporation of National and Community Service (CNCS) have been received by the Commission. It is anticipated that these changes will be released by November 1st. Greg Donovan, Senior Program Officer, proposed that the Commission consider releasing two offerings of the RFA due to this year's delay in receiving the changes from

CNCS. The Competitive RFA would be released first as soon as the CNCS changes are received and incorporated into the Commission's RFA. The Formula RFA would be released in early 2011. This schedule would allow the Commission to turn around the competitive applications quickly and still meet the January 2011 CNCS deadline for competitive applications. **The Commission agreed by consensus to this proposed RFA schedule.**

2. Organizational Development Committee – (Chair, Jamie Moore)

- *Commissioner Vacancies* - There are currently four mandated commission vacancies: (1) Representative of Local Government; (2) Representative of Local Labor Organization; (3) Individual with Expertise in Educational Training & Development Needs of Youth, Particularly Disadvantaged Youth; (4) Expert in the Delivery of Human Services, Environmental, Education or Public Safety Services to Communities and Persons. **Commissioner Jan Fitts said she could represent the Expert in the Delivery of Human Services. Commissioner Nancy Faber said she could represent the individual with Expertise in Educational Training & Development Needs of Youth, Particularly Disadvantaged Youth.** There are two priority commission vacancies: Representative of Indian Tribes and Representative for Out-of-School or At-Risk Youth.
- *Recent Resignation* – Jessica Hilderbrand submitted her resignation from the Commission in September. However, Jessica has agreed to remain on the Nebraska Volunteer Foundation Advisory Committee.
- *Commissioners Recruiting for Vacant Positions* – Commission Chair Jamie Moore encouraged commissioners to recruit for the vacant positions on the Board.

3. Public Relations Committee – The Public Relations Committee did not meet today (Chair, Gerry Osborn)

- *Governor's Conference Final Reconciliation of Expenses* – The 2010 Governor's Conference Final Financial Report was handed out to all commissioners in attendance. Commissioner Gerry Osborn noted that this year the conference was \$6,322.57 over budget which depleted the Foundation account significantly. Barbara Thomas, Executive Director, stated that the Commission cannot continue to fund a conference that loses money. She stated that facility costs that require minimum guarantees of over \$20,000 have really increased over the last two or three years and has a significant impact on the deficit this year.
- *Ideas/Strategies for Future Statewide or Regional Conference* – Some ideas from commissioners for how to more cost effectively present the Commission's conference:
 - 1) Go to a one-day conference format,
 - 2) Have two one-day conferences one in the Eastern part of the state and one in the Western part of the state,
 - 3) Be more intentional about determining who the conference audience is that we are trying to target and market the conference more effectively, and
 - 4) Develop an action plan for obtaining more corporate sponsorships for the conference.

4. Nebraska Volunteer Foundation Advisory Committee – Lois Wine, Chair

- *Advisory Committee Meeting, August 20, 2010* - Current members of the Committee are: Pat Beans (Treasurer), Jessica Hilderbrand, Ron Sedlacek, Barbara Thomas and Lois Wine (Chair). The Committee will meet on a quarterly basis. During this meeting the history of the Foundation was discussed, a review was conducted of policies the Foundation operates under and a Financial Report ending June 30, 2010 was given by Janet Schmidt. The fund balances were: General Account - \$6,621.56 and Governor's Conference Account - \$13,866.90. Items that the Committee will be working on: determining the role of an advisory committee member, increasing the membership on the Advisory Committee to eight or nine persons, amending the 2006 original agreement with the Nebraska Community Foundation to reflect the current Committee membership, developing a Foundation webpage on the ServeNebraska website, revising the NVF webpage on the Nebraska Community Foundation website and developing Articles of Operation (similar to bylaws).

5. Executive Director's Report (Executive Director, Barbara Thomas)

- *Training Officer & AmeriCorps/Disability Officer Positions* - Received 142 apps for the Training Officer position and 124 apps for the AC/Disability Officer position. The Training Officer interviews are in progress and should be completed November 1st. Selection of the candidate should be completed by November 2nd with reference and background checks done immediately after. The AC/Disability Officer applications screened did not score well and no candidates surfaced as strong candidates for interviewing. This position will be re-opened in November.
- *Fiscal/Support Specialist Position* - The Position Description Questionnaire (PDQ) to create the new Fiscal/Support Specialist position has been submitted to DHHS Human Resources to be reviewed for correct classification by State Personnel and approval. As soon as approval has been received, the position will be opened and advertised.
- *2010 Administrative Grant Match Waiver Request* - The Commission has to apply once again to CNCS for a match waiver for the 2011 program year. The request must be submitted and approved by the Corporation before the Administrative Grant is submitted on November 12, 2010. This waiver request will be completed and submitted by early next week.

- *Commissioner Trainings* – The CNCS Commissioner Institute in Bethesda, MD was held September 13-15. Vice-Chair Lois Wine and Past Chair Barry Kriha and two staff attended this training. Commissioner Barry Kriha mentioned that there wasn't anything new shared or discussed. Commissioner Lois Wine said she enjoyed attending the event and networked with several commissioners from other states. The Multi-State Commissioner Institute in Little Rock, AR was held September 28-30. Nine commissioners and two staff attended this training. The Commissioners commented that they found this event inspiring and energizing. Several comments were received indicating they learned more about the different ways state commission operate.
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FINANCIAL & ADMINISTRATIVE MATCH REPORTS

- *Operations/Administration/Subgrantee Report* - Janet Schmidt stated that on Table 2 of the Financial Report, two of the 2009-10 AmeriCorps grants were extended to end on 10-31-10. Therefore, the amounts in Table 2 are not the final expenditure totals for the program year. On Table 3, she noted that the 2009-10 ARRA AmeriCorps grants did end on 09-30-10. Janet mentioned that Table 4 reflects the 2010-11 awards with no expenditures recorded as the programs began on September 1st.
- *Administrative Match Report* - Janet explained that the Administrative Grant match amount as of 09-30-10 is \$99,356.10 and the expenditure amount is \$123,863.80. If the Commission were to expend the entire \$250,000 grant amount by December 31st, \$30,643.90 additional match would be needed. She also mentioned that we will receive a HHS Cash Contribution for the final quarter and encouraged Commissioners to turn in their match forms for the commissioner trainings and conference/retreat prizes.

Motion # 3 -- Lorinda Brown

To accept the September 30, 2010 Financial & Match Reports

Second: Nancy Faber

Vote: Yes – 15. Motion carried unanimously

- Handouts:
 1. *ServeNebraska Operations & Subgrant Funds – Quarterly Expenditure Report, dated 09/30/10*
 2. *ServeNebraska Administrative Grant Match – Quarterly Report, dated 09/30/10*
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NEW BUSINESS

1. **2011 Commission Meeting Schedule – Need Commissioner Hosts/Locations**
 - January 2011 – Center for Independent Living for Central Nebraska, Grand Island (Host: Lorinda Brown)
 - April 2011 – Columbus Connect Volunteer Center/United Way (Host: Denise Kollath)
 - July 2011 -- University of Nebraska Foundation (Host: Susan Schnase)
 - October 2011 – Governor's Residence (Host: Sally Ganem)
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ANNOUNCEMENTS

1. **Next Meeting – January 27, 2011 Location: Grand Island (Host: Lorinda Brown)**
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AGENDA ITEMS FOR THE NEXT MEETING

None were given

Adjourn Business Meeting

- Commission Business Meeting was adjourned at 10:45 a.m.

Submitted by,

Janet Schmidt

Approved by,

Jamie Moore, Chair