



ServeNebraska Commission

Board Meeting Minutes

January 10, 2020

NOTE TAKER: Michelle Zinke	LOCATION: State of Nebraska Department of Administrative Services Building 1526 "K" Street Lincoln, NE 68508	DATE: 1-10-2020	TIME: 9:20 AM (CST) to 10:49 AM (CST)	DURATION: 1 HR 29 MINUTES
PURPOSE: <i>Quarterly Commission Meeting</i>	ATTENDEES <u>Commissioners Present:</u> Lisa Hiatt, Dawn Hovey, Marjorie Maas, Ashley Mueller, Pastor Wayne Nestor, Sheila O'Connor, Joe Popevis, Susan Rocker, Deb Schilz, Paige Zamora <u>Commissioners Present via Phone:</u> Amy Hall, Jennifer Worthington <u>Ex-Officio Members Present:</u> Patti Stengel (CNCS) <u>Commissioners Absent:</u> Matthew Blomstedt, Ashley Hatheway, D. Kare Heilbrun, Christine Legband, Diane Mallette, Stephanie Mueller, Deb Neary <u>Staff Present:</u> Cathy Plager, Michelle Zinke, Katherine Lacy <u>Guests:</u> Jameesa (Jamie) Moore, Ashlee Trotters and Ronamina Davis (FEMA Corps)			

PROGRAM PRESENTATION

Ashlee Trotter (Team Leader) and Ronamina Davis with FEMA Corps provided a short presentation on FEMA Corps and their projects from 9:06-9:20am.

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:20 AM (CST) by Commission Chair Rocker.

ROLL CALL

ServeNebraska Program Officer Michelle Zinke called roll to determine whether a quorum was present. A quorum is one-third (1/3) of all appointed Commission members which currently equals seven commissioners. A total of 12 voting and 1 non-voting members were present; representing a quorum.

INTRODUCTIONS

Rocker recognized the guests in the room. In addition to the FEMA Corps members, Jameesa (Jamie) Moore attended a portion of the meeting. Rocker reminded the Commissioners of the new award that is named in Jamie's honor and will be an annual part of the Step Forward event.

Patti Stengel with the Corporation for National and Community Service (CNCS) introduced herself as the new CNCS representative for the Commission.

PUBLIC COMMENT

None.

APPROVAL OF CONSENT AGENDA – Susan Rocker, Commission Chair

- October 25, 2019 Meeting Minutes
- January 10, 2020 ServeNebraska Commission Agenda
- Executive Director Report
- Committee Meeting Notes

Motion #1: Commissioner Marjorie Maas moved that the items on the consent agenda be approved.

Second: Commissioner Deb Schilz seconded.

No discussion.

Vote: 12- Yes; 0 - No; 0 - Abstained; Motion was carried.

STANDING COMMITTEE REPORTS

○ **Executive Committee** – Commission Chair Susan Rocker

The committee continues to work on educational components for Commission meetings and new Commissioners. Rocker reminded Commissioners that the first version of the Commissioner orientation is available on the portal, and encouraged people to review the materials and provide feedback to Rocker. Talking points about ServeNebraska also are included on the portal. If you have not yet signed up for a portal account, please do so.

The Executive Committee requests that committee agendas include the goals from the action plans. Action plans are on the portal and updated plans will be posted as available.

Several current Commissioners are eligible for reappointments: Ashley Hatheway, Ashley Mueller, Lisa Hiatt, Paige Zamora, Diane Mallette, and Christine Legband. Some reappointments are due to people filling an existing term after a Commissioner left. ServeNebraska staff will contact the Commissioners to ascertain interest and inform them of the process. Four of the required representatives remain open: labor representative, national service, business, and volunteer community. Possible new Commissioners have been identified and meetings are being held. Rocker hopes that the new representatives will start with the April meeting.

Rocker and Plager briefly reviewed the state service plan. This plan is required by CNCS. It does not have to be submitted but must be completed, and CNCS could ask for a copy. The state plan syncs with the strategic plan, but has some additional information in required areas. Cathy informed Commissioners that she included information from the last state plan to illustrate the consistency with past efforts and themes. Commissioners briefly commented on the plan, and noted it could be helpful when creating talking points. A discussion regarding working with seniors was held; this area will be a long term goal since contacts need to be established and outreach performed. This goal will include SeniorCorps as well as other organizations working with people 50years and above. The goals listed don't extend past 2021 since they match the current strategic plan.

Motion #2: Since the state service plan was brought forward by the Executive Committee, it does not need a second.

Second: N/A

No additional discussion was held.

Vote: 13- Yes; 0 - No; 0 - Abstained; Motion was carried.

○ **AmeriCorps & National Service Committee** – Committee Chair Jennifer Worthington and Michelle Zinke, Program Officer

Worthington provided an overview of the Notice of Funding Opportunity (NOFO), support provided to applicants, and process for scoring grant applications. Worthington and Zinke provided a brief description of the ten organizations recommended for funding, pending final clarifications. This included 1 competitive grant and 9 grant applications through the state formula grant. The organizations include: Competitive - College Possible; Formula - Literacy Council of Grand Island, Conservation Nebraska, Partnership for Kids (P4K), NE State Probation RISE Program, University of Nebraska- Kearney, Women's Center for Advancement, YWCA of Adams County, International Council on Refugees and Immigrants, and Together Inc. Two applicants have not received prior funding: International Council on Refugees

and Immigrants and Together Inc. Once the amount of remaining funding is determined, ServeNebraska will look at offering planning grants. Those would also begin in September 2020.

Motion #3: Since the grant funding was being recommended from the AmeriCorps & National Service Committee, it does not need a second as part of the motion.

Second: N/A

No additional discussion was held.

Vote: 11- Yes; 0 - No; 0 - Abstained; Motion was carried. *(Note: Commissioner Wayne Nestor temporarily left the meeting and was not present for this vote.)*

○ **Governance and Funding Committee** – Cathy Plager, Executive Director

Plager provided an overview of the funds in both accounts with the Nebraska Community Foundation. There currently is approx. \$12, 000 in the general account and \$14,000 in the Step Forward account. However, approx. \$9,600 will be added to the Step Forward account this month due to finalization of some things from the Step Forward event. Plager provided an overview of how program costs are processed, and staff efforts to work with programs to identify needs in advance.

Plager reviewed the 2018 and 2019 Commission Investment Fund (CIF) funds. A small amount of 2018 funds will be returned. All of the remaining CIF 2019 funds will be carried over. Plager noted that the 2020 CSG and CIF funds will be reduced to a 20% limit for how much of the funds can be carried over.

For the 2019 Commission Support Grant (CSG), ServeNebraska is carrying over 25% of the remaining funds.

ServeNebraska is estimating returning approx. \$40,000 to CNCS. As of January 1, 2020 there is \$265,000 in the 2020 CSG.

The Executive Committee approved the CIF and CSG budgets in committee. Plager stated the budgets do not need additional approval but she wanted to provide the information so all Commissioners were informed.

Plager provided an overview of the ServeNebraska budget categories and what is included in each. Commissioners clarified how travel funds are coded.

Motion #4: Commissioner Joe Popevis moved to approve the ServeNebraska 2020 CIF and CSG budgets as presented.

Second: Commissioner Dawn Hovey seconded the motion.

Vote: 11- Yes; 0 - No; 0 - Abstained; Motion was carried. *(Note: Commissioner Wayne Nestor temporarily left the meeting and was not present for this vote.)*

Plager provided information regarding the purposed 2020 budget for the funds in the general account with the Nebraska Community Foundation. This includes funds for Commissioner related activities (i.e. meetings with potential Commissioners, recognition of life events such as funerals); Senator breakfast and other advocacy efforts such as the States for Service group that is linked with America's Service Commission; employee recognition (\$200/staff for the year), and general costs incurred (such as coffee, meals during events, lapel pins for staff and Commissioners). Plager would create a plan for employee recognition and provide it to the Finance Committee.

The Finance Committee had moved to bring this budget to the full Commission for review. Discussion was held regarding employee recognition and if that should include employee development as well (i.e. training opportunities).

Motion #5: Rocker requested that the Executive Committee and Finance Committee jointly explore this further before it is moved forward by the Commission. Motion tabled.

○ **Community Volunteering Committee** – Commissioner Marjorie Maas

Maas described the changes that will be made for the 2020 StepForward event. This includes a move to Nebraska Innovation Campus (NIC) in Lincoln to accommodate more people, only recognizing winners of awards, exploring the

addition of a keynote speaker, and a video recognizing the people to be honored. A special thanks to former Commissioner Ben Jones for the sponsorship from Union Pacific.

The Senator breakfast occurred prior to this meeting and went well. LB477 may go to the floor for debate as soon as Monday. Talking points will be sent by the end of the day to Commissioners so they can personalize them and do follow up. Commissioners were encouraged to contact Sen. Tony Vargas or Megan Mosslander if they hear anything about the bill.

Patti Stengel provided an update about the federal budget. CNCS has a full 2020 fiscal budget approved. It is one of the highest appropriations ever provided. Maas and Plager will do hill visits when they are in Washington DC in February for the America's Service Commission meeting. More information about the federal budget is included in the Executive Director Report.

The Service Enterprise process of becoming a hub is moving forward. It was decided that ServeNebraska would become a hub and then decide whether or not to invite nonprofits into the process.

Corporate volunteerism is a goal to be implemented at the end of 2020. No updates at this time.

OPERATIONS UPDATES AND ACTIONS – Cathy Plager, Executive Director

The Executive Director Report was provided as part of the consent agenda.

Work continues on the ongoing training and development of staff.

The Public Information Office (PIO) position has been reposted. It was posted last Fall and the position offered; however, the applicant declined the position. Cathy explained how the office was shifting this position to be a direct report to the Program Development Officer due to the position having similarities in many duties. This will free up much of Cathy's time since she will have one less staff person to supervise. The position description was sent to Commissioners. The goal is have someone onboard by March 1, 2020.

NEW BUSINESS

There was no new business to be discussed.

UNFINISHED BUSINESS

- **Updates re: CNCS Transformation and Sustainability Plan- Patti Stengel, CNCS**
Stengel provided a brief overview, focusing on the new regional structure. There will be eight regional offices. The North Central Regional Office is open and covers eight states. Stengel is the Senior Portfolio Manager assigned to Nebraska. She will be the point of contact for ServeNebraska and will serve as the ex-officio member on the Commission. Recruitment and messaging are also large focus areas of the plan.
More information about the plan can be found at: <https://www.nationalservice.gov/about-cnccs/transformation-and-sustainability-plan#sixgoals>
- **ServeNebraska - DHHS MOU Status – Cathy Plager, Executive Director**
Plager continues to work with DHHS to obtain the necessary information to update the Memorandum of Understanding (MOU). This is a lengthy process due to the amount of information and the level of detail needed re: various costs. .
- **ServeNebraska Website – Commissioner Rocker**
Rocker reminded Commissioners to set up an account for the Commission portal if they have not already done so.
- **Nomination Committee for Vice-Chair – Commissioner Wayne Nestor:**

Nestor provided an overview of the process. To date, no one has submitted nominations. The nomination committee has emails out to Commissioner Heilbrun to see if she is interested in continuing as the Vice-Chair. Commissioner Hiatt expressed interest in the position. Any interested Commissioners should contact Nestor or Worthington. A vote will be taken at the next meeting.

○ **Disaster Ad Hoc Committee – Cath Plager, executive Director**

The committee has requested certain actions from the Executive Director. Those have been completed, and the Committee will schedule a meeting to further discuss the goals of this committee.

NEXT COMMISSION MEETING

The meeting will be the annual meeting and held April 16-17, 2020 in Kearney, NE.

OTHER

Commissioner Susan Rocker announced that she will be leaving Doane College as of February 3. However, the email should still be active. Commissioners thanked Rocker for her work as Chair of the Commission.

ADJOURN – Commission Chair Susan Rocker

There was no further business to come before the Commission. The meeting was adjourned at 10:49 AM (CST). The voting record is attached to these minutes.

Submitted by, _____
Michelle Zinke, Program Officer Date

Approved by, _____
Marjorie Maas, Chair Date

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VOTE RECORD

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	Approve consent agenda	State Service Plan	AmeriCorps Applications	Approve ServeNebraska budget	Review and approve 2020 Foundation Budget - TABLED	Nomination for Vice Chair - TABLED
1. Blomstedt, Matthew	NP	-	-	-	-	-	-
2. Hall, Amy	P (teleconference)	Y	Y	Y	Y	-	-
3. Hatheway, Ashley	NP	-	-	-	-	-	-
4. Heilbrun, D. Kare	NP	-	-	-	-	-	-
5. Hiatt, Lisa	P	Y	Y	Y	Y	-	-
6. Hovey, Dawn	P	Y	Y	Y	Y	-	-
7. Legband, Christine	NP	-	-	-	-	-	-
8. Maas, Marjorie	P	Y	Y	Y	Y	-	-
9. Mallette, Diane	NP	-	-	-	-	-	-
10. Mueller, Ashley	P	Y	Y	Y	Y	-	-
11. Mueller, Stephanie	NP	-	-	-	-	-	-
12. Nestor, Pastor Wayne	P	Y	Y	NP	NP	-	-
13. O'Connor, Sheila	P	Y	Y	Y	Y	-	-
14. Popevis, Joe (Joseph)	P	Y	Y	Y	Y	-	-
15. Neary, Deborah	NP	-	-	-	-	-	-
16. Rocker, Susan	P	Y	Y	Y	Y	-	-
17. Schilz, Debra	P	Y	Y	Y	Y	-	-
18. Worthington, Jennifer	P (teleconference)	Y	Y	Y	Y	-	-
19. Zamora, Paige	P	Y	Y	Y	Y	-	-
TOTAL	12						
Stengel, Patti* (CNCS)	P						

*Ex-Officio

QUORUM REQUIRED by BYLAWS: 7 (1/3 of appointed members)

NUMBER PRESENT in Person: 13 (12 voting, 1 ex-officio)

NUMBER PRESENT by Teleconference: 2

NUMBER STAFF:

Cathy Plager

Katherine Lacy

Michelle Zinke

NUMBER GUESTS:

Jameesa (Jamie) Moore (former Commissioner)

Ashlee Trotter and Ronamina Davis (FEMA Corps)