

## ServeNebraska Commission Meeting Minutes

<b>NOTE TAKER:</b> Michelle Zinke	<b>LOCATION:</b> Meeting held via Zoom.	<b>DATE:</b> 10-22-2021	<b>TIME:</b> 10:34am- 11:56am (CT)	<b>DURATION:</b> 1 hr 22 minutes
<b>PURPOSE:</b> <i>Serve as Quarterly Commission Meeting</i>	<b>ATTENDEES</b> <b>Commissioners Present:</b> Anastazia Bauer Scheer, C. Kelly Fleming, Drew Graham, D. Kare Heilbrun, Dawn Hovey, CJ King, Marjorie Maas, Deborah Neary, Wayne Nestor, Joseph Popevis, Jennifer Worthington <b>Ex-Officio Members Present:</b> None <b>Commissioners Absent:</b> Matthew Blomstedt, Amy Hall, Ashley Hatheway, Lisa Hiatt, Ashley Mueller, Sheila O'Connor <b>Staff Present:</b> Cathleen Plager, Audrey Jackson, Katherine Lacy, Rani Taborek-Potter, Michelle Zinke <b>Guests:</b> Michael Laverty (Regional Administrator, AmeriCorps)			

### PROGRAM PRESENTATION

Program Development Officer Lacy provided a presentation that included an overview of AmeriCorps and the various streams of service.

### BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 10:34am (CT) by Commission Chair Maas.

### ROLL CALL

Program Officer Zinke called roll to determine whether a quorum was present. Ten members were present, representing a quorum. (Note: Commission King joined the meeting at 10:35am after the initial roll call, increasing the quorum to eleven members.)

### PUBLIC COMMENT

There was no public comment.

### CONSENT AGENDA (ACTION)

Marjorie Maas

- July 23, 2021 Meeting Minutes
- October 22, 2021 ServeNebraska Commission Agenda

- Executive Director Report
- Committee Meeting Notes
- AmeriCorps Policies

**Motion #1:** Commissioner Nestor moved to approve the items on the consent agenda.

**Second:** Commissioner Popevis seconded.

No discussion. A roll call vote was taken.

**Vote:** 10 - Yes; 0 - No; 0 - Abstained. Motion carried.

## STANDING COMMITTEE REPORTS

### Finance Committee – Commissioner Hovey

#### **Strategic Goal: Increase funding and support for ServeNebraska**

- Review of Expenditures: Commissioner Hovey provided a review of expenditures from all funding sources and current percentages spent for the year. The payroll issues are still being rectified in order to have the costs applied to the correct accounts.

The funds in one of the non-federal accounts (0073) will be moved into the second non-federal account (0068). Both of these accounts are nonfederal, are non-restricted, and will be combined. The 0073 account will then be designated for the new VISTA program and renamed to reflect this.

**Motion #2:** Commissioner King moved to accept the review of expenditures as presented.

**Second:** Commissioner Neary seconded.

No discussion. A roll call vote was taken.

**Vote:** 10 - Yes; 1 - No; 0 - Abstained. Motion carried.

- Federal Monitoring: ServeNebraska received the results from the federal monitoring process. This included the following grants: 19CAHNE001 (Commission Support Grant (CSG)) and 19ESHNE001 (Competitive Fixed Grant). The CSG had two findings of non-compliance identified. ServeNebraska corrected the non-compliance and two findings are now resolved. There were four findings of non-compliance identified with the Competitive Fixed Grant. There is one remaining items to be resolved. This was relates to the state service plan, and will be address through the new strategic plan and the vote to be taken today.

### Executive Committee – Commissioner Maas

#### **Strategic Goal: Commissioner Orientation and ongoing commissioner development**

- Commission Recruitment  
Efforts continue to have the reappointments finalized. Commissioner Maas thanked the Commissioners who have continue to serve since the end of their previous term in April 2021.
- ServeNebraska Structure

A meeting was held in August with Senator Vargas and Senator McDonell. ServeNebraska has provided information to be shared with the bill drafting office. Both Senators encouraged ServeNebraska to focus on a Senator Thank You Campaign from now through the end of the year, focusing on the previous legislative bills and the support provided. An email was sent to Commissioners on 10-18-2021 with information and materials. Information also will be sent to the subgrantees and participation requested.

- **Commission Meeting Dates for 2022**  
Commissioner Maas reviewed the proposed dates and locations for the quarterly meetings to be held in 2022.

**Motion #3:** Commissioner Heilbrun moved that the dates be accepted as presented.

**Second:** Commissioner Worthington seconded.

Discussion: The locations listed will remain tentative and locations in the panhandle and central Nebraska may be used instead of those on the document. The vote will decide only the dates.

A roll call vote was taken.

**Vote:** 11 - Yes; 0 - No; 0 - Abstained. Motion carried.

#### **AmeriCorps National Service Committee – Commissioner Worthington**

##### **Strategic Goal: Increase the quality and quantity of AmeriCorps Projects**

- **Program Updates:** There will be a total of 12 programs for the 2021-2022 program year. This includes 10 operational grants and 2 planning grantees. Staff are working with the programs on recruitment and enrollment of members. Training was provided in September by national consultants and focused on core areas for compliance, including eligibility, enrollment, and National Service Criminal History Checks (NSCHC). The AmeriCorps Kick Off Conference was held October 5, with 105 people in attendance. This included members and program staff from AmeriCorps State and National, VISTA, and AmeriCorps Seniors. Initial evaluation results are positive.
- **Program Monitoring:** Staff monitored every program in July and August except College Possible, who was included in the federal monitoring conducted previously. This included both on-site and desk reviews. Cost disallowance was identified for three programs due to noncompliance with NSCHC requirements for members and covered staff positions. The noncompliance issues centered on administrative errors, such as a typo in a name or a name not entered correctly. The total disallowance cost is \$25,226.15 but could be up to \$46,916.24 pending response from the national AmeriCorps Debt Resolution Team. There were other findings with monitoring, but those did not lead to disallowance of costs.

Staff have begun monitoring for the new program year, with a focus on eligibility requirements, including NSCHC.

- **Policy Updates:** The Committee reviewed and approved updates to the NSCHC policy. These updates reflect recommendations from national AmeriCorps as well guidance related to the

new federal rule that went into effect May 1, 2021. The policy was included as part of the consent agenda.

- VISTA Program: The MOU was approved by DHHS. The next step will be solidifying the application process.
- Program Development and Outreach: Staff will be attending the Nebraska School Counselor Association conference and the Nebraska State Education conference.

#### **Community Volunteer Committee – Commissioner Heilbrun**

**Strategic Goal: Increase nonprofit capacity through Service Enterprise designations**

**Strategic Goal: Increase corporate involvement in volunteerism**

**Strategic Goal: Increase public awareness with key audiences of ServeNebraska**

- The Committee has not met since the previous Commission meeting in July. Commissioner Heilbrun provided an update on the Step Forward Awards. The event was switched to a virtual event that will be held December 9 at 6:00pm. There are currently 71 people registered. Filming of honorees has begun.

#### **UNFINISHED/OLD BUSINESS**

- 2022-2024 Strategic Plan: The proposed strategic plan was discussed. There are 3 minor edits requested by Executive Director Plager.
- On page 2: The spelling of Program Officer Michelle Zinke's name needs to be corrected.
- On page 15: First row, second column, third bullet point: The full statute reference will be added so the full regulatory section is reflected (45CFR 2550.80). This will provide additional clarity regarding the efforts related to 55+ communities.
- On page 17: First row, second column and Third row, fifth column, last bullet point: The same statute referenced above will be added for clear connection to the regulatory authority.

**Motion #4:** Commissioner Nestor moved that the strategic plan be approved, with the proposed updates.

**Second:** Commissioner King seconded.

A roll call vote was taken.

**Vote:** 10 - Yes; 0 - No; 0 - Abstained. Motion carried.

#### **NEW BUSINESS**

- Administrative Report – Executive Director Plager  
Plager highlighted items from the Executive Director Report that is available on the Commissioner portal. This included the new Public health AmeriCorps grant opportunity through national AmeriCorps. Director Plager outlined that the opportunity is leaving the Commission in a situation that could create undue risk to the Commission and would encourage conversation at a later date about receiving grants from the National AmeriCorps Agency sight unseen. The 2020 Annual Report from America's Service Commissions (ASC), and ARPA formula funds that have been awarded to the Commission. The ARPA funding is \$2,036,609. ServeNebraska will utilize current

formula funding first but are working with Nebraska Dept. of Education on a planning grant could link to future funding from ARPA.

Commissioner Maas was selected for inclusion in the Points of Lights Inspiration Honor Roll. Information has been posted on social media.

- Executive Session – Commission Maas  
Commissioner Maas requested a motion to go into Executive Session to discuss staffing and budget considerations.  
**Motion #5:** Commissioner Worthington moved that the Commission go into Executive Session. **Second:** Commissioner King seconded.  
A roll call vote was taken.  
**Vote:** 10 - Yes; 0 - No; 0 - Abstained. Motion carried.

Commissioner Maas requested a motion to come out of Executive Session and resume the business meeting.

**Motion #6:** Commissioner Worthington moved that the Commission end the Executive Session and resume the business meeting.  
**Second:** Commissioner Bauer Scheer seconded.  
A roll call vote was taken.  
**Vote:** 9 - Yes; 0 - No; 0 - Abstained. Motion carried.

#### UPCOMING DATES

- December 9 – Step Forward Awards Virtual Event (6:00pm)

#### ADJOURNMENT

There was no further business to address. The meeting was adjourned at 11:56am (CT). The voting record is attached to these minutes.

Submitted by, \_\_\_\_\_  
Michelle Zinke, Program Officer Date

Approved by, \_\_\_\_\_  
Marjorie Maas, Chair Date

**ServeNebraska Commission Meeting, October 22, 2021**  
**VOTE RECORD**

NAME	Attendance	Motion 1	Motion 2	Motion 3	Motion 4	Motion 5	Motion 6
<b>Commissioner Name</b>	<b>P</b> = Present <b>NP</b> = Not Present  <b>NV</b> = Non-Voting <b>AB</b> = Abstain	Consent Agenda	Accept Review of Expenditures	Commission 2022 Meeting Schedule	Approve Strategic Plan	Go into Executive Session	Resume Business Meeting
1. Bauer Scheer, Anastazia	P	Y	Y	Y	Y	Y	Y
2. Blomstedt, Matthew	NP	NP	NP	NP	NP	NP	NP
3. Flemming, C. Kelly	P	Y	Y	Y	Y	Y	Y
4. Graham, Drew	P	Y	Y	Y	Y	Y	Y
5. Hall, Amy	NP	NP	NP	NP	NP	NP	NP
6. Hatheway, Ashley	NP	NP	NP	NP	NP	NP	NP
7. Heilbrun, D. Kare	P	Y	Y	Y	Y	Y	Y
8. Hiatt, Lisa	NP	NP	NP	NP	NP	NP	NP
9. Hovey, Dawn	P	Y	Y	Y	NP	NP	NP
10. King, CJ	P	NP	Y	Y	Y	Y	NP
11. Maas, Marjorie	P	Y	Y	Y	Y	Y	Y
12. Mueller, Ashley	NP	NP	NP	NP	NP	NP	NP
13. Neary, Deborah	P	Y	Y	Y	Y	Y	Y
14. Nestor, Pastor Wayne	P	Y	Y	Y	Y	Y	Y
15. O'Connor, Sheila	NP	NP	NP	NP	NP	NP	NP
16. Popevis, Joe (Joseph)	P	Y	Y	Y	Y	Y	Y
17. Worthington, Jennifer	P	Y	Y	Y	Y	Y	Y
<b>TOTAL</b>	11-P*, 6-NP	10-Y, 0-N, 0-A	10-Y, 1-N, 0-A	11-Y, 0-N, 0-A	10-Y, 0-N, 0-A	10-Y, 0-N, 0-A	9-Y, 0-N, 0-A
	*CJ King joined at 10:35am, after initial roll call. D Hovey left 11:12am.						

QUORUM REQUIRED by BYLAWS: (1/3 of appointed members, or 6 members)

NUMBER PRESENT in Person (via Zoom): 11

NUMBER PRESENT by Teleconference: 0

EX-OFFICIO MEMBERS: 0 (Patti Stengel)

NUMBER STAFF: 5

NUMBER GUESTS: 1 (Michael Lavery, Regional Administrator, AmeriCorps)

*Mobilizing Nebraskans to strengthen their communities through volunteering, collaboration, and national service programs.*