



ServeNebraska Commission

Board Meeting Minutes

April 17, 2020

NOTE TAKER: Michelle Zinke	LOCATION: Virtual Meeting via Uber Connect, due to COVID-19 pandemic	DATE: 4-17-2020	TIME: 10:22 AM (CST) to 11:35 AM (CST)	DURATION: 1 HR 13 MINUTES
PURPOSE: <i>Quarterly Commission Meeting</i>	ATTENDEES <u>Commissioners Present:</u> Amy Hall, Ashley Hatheway, D. Kare Heilbrun, Lisa Hiatt, Dawn Hovey, Marjorie Maas, Diane Mallette, Ashley Mueller, Pastor Wayne Nestor, Sheila O'Connor, Joe Popevis, Deborah Neary, Jennifer Worthington <u>Ex-Officio Members Present:</u> Patti Stengel (CNCS) <u>Commissioners Absent:</u> Matthew Blomstedt, Christine Legband, Stephanie Mueller, Debra Schilz, Paige Zamora <u>Staff Present:</u> Cathy Plager, Audrey Jackson, Katherine Lacy, Rani Taborek-Potter, Michelle Zinke <u>Guests:</u> None present for Business Meeting.			

PROGRAM PRESENTATION

From 10:08-10:19am Dr. Tina Chasek provided an overview of the AmeriCorps program at University of Nebraska – Kearney. The program is connected with the counseling department, and member work with nonprofit host sites across the state to provide free counseling services. More information is available in the power point slides located on the Commissioner portal.

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 10:22am (CST) by Commission Chair Maas.

ROLL CALL

Program Officer 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 13 voting and 1 non-voting members were present; representing a quorum.

PUBLIC COMMENT

None.

APPROVAL OF CONSENT AGENDA – Marjorie Maas, Commission Chair

- January 10, 2020 Meeting Minutes

- April 17, 2020 ServeNebraska Commission Agenda
- Executive Director Report
- Committee Meeting Notes
- Grant Modification Policy
- Member Evaluation Policy
- Compelling Personal Circumstance Policy
- Exit Policy

Motion #1: Commission Chair Maas moved that the items on the consent agenda for the April 17, 2020 meeting be approved.

Second: Commissioner Worthington seconded.

No discussion.

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

STANDING COMMITTEE REPORTS

- **Executive Committee** – Commission Chair Marjorie Maas

Strategic Goal: Commissioner Orientation and ongoing commissioner development

- Commission Recruitment

Commission Chair Mass thanked the Commissioners who have reapplied for another appointment: Ashley Hatheway, Lisa Hiatt, Ashley Mueller. She also acknowledged the Commissioners who will leave the Commission after their term ends on April 30: Christine Legband, Diane Mallette, and Paige Zamora. The Committee has set a goal of adding a Labor Representative/Union Representative to the Commission by July 31, 2020. Commission Chair Maas stated that several other Commissions fill this spot with someone from a teachers' union. Commissioner Blomstedt was contacted for a suggestion. If a Commissioner has a suggestion, please send the information to Marjorie or Cathy.

- General Fund Appropriations

A goal of increased general fund appropriation was added to the strategic plan in July 2019. The Committee discussed the best way to structure this. The Executive Committee will lead action on this goal but will work with the other committees as needed. Sen. Vargas has agreed to work on this issue, pending the results of the November election. The work on this goal also may change the outcome of the work on the Memorandum of Understanding with DHHS if the Commission restructures. Commission Chair Maas stated there are plans to bring an expert to the July Commission meeting to discuss structure and possibly provide a roadmap for the process.

- **AmeriCorps National Service Committee** – Commissioner Jennifer Worthington

Strategic Goal: Increase the quality and quantity of AmeriCorps Projects

- AmeriCorps Applications

Commissioner Worthington provided an overview of the information included in the Committee Meeting Minutes that were part of the consent agenda. There was one planning grant application submitted, by the Nebraska National Guard Museum. Upon review, staff recommended that it not be funded as it is a better fit for AmeriCorps VISTA funding. The Committee supported this decision, and no action needs to be taken by the full Commission. Grants/Fiscal Officer Jackson is working with some organizations who applied for operational grants last Fall, and exploring options for a planning grant with one agency as well as increased members for another agency. If these options progress, it would help expend funds.

- **Policy Updates**
The committee reviewed and approved 4 policies, as included in the consent agenda.
- **Program Updates**
The committee received information re: the impact of the COVID-19 pandemic on the programs and changes to how services are being implemented. Additionally, the Literacy Council of Grand Island has indicated they would like to terminate their subaward due to internal capacity concerns.

Commissioners on this committee have requested information re: the funding amounts that were approved for the past year, and were the funding is now after several programs have decided to not proceed.

- **Disaster Ad Hoc Committee Transition**
This committee voted to disband and incorporate any needed tasks into the AmeriCorps National Service (ASN) Committee. The strategic action plan includes a few tasks specific to disaster services and response, and those are in the ASN section. Commissioner Heilbrun reported that Ashley Mueller has joined the ASN Committee to provide expertise regarding disaster services.

Commissioner Worthington shared that staff are involved with the COVID-19 response through their work with Nebraska VOAD, including working to address the needs of feeding programs and sharing messaging through ServeNebraska's contract with the Nebraska Broadcasters Association. Additionally, Cathy Plager, Katherine Lacy, and Audrey Jackson are looking at possible programs and grants due to the COVID-19 pandemic.

- **Finance Committee – Commissioner Ashley Hatheway**
Strategic Goal: Increase funding and support for ServeNebraska

- **Review of Expenditures**
Commissioner Hatheway reviewed the expenditure documents that are on the Commissioner portal. For the CSG grant (document #1 in the portal). ServeNebraska should be at 16% expended, but are at 7%. This will increase some due to the Public Information Officer position being filled at the beginning of March.

The CIF grant (document #2 in the portal) shows the expenditures at 8%; projections should be at 16%. This is partially due to less travel due to COVID-19. It is anticipated that this will increase in the Fall.

\$9,654.99 was transferred into the Step Forward Awards account at the Nebraska Community Foundation, these funds reflect the net income from the 2019 Step Forward event. The accounts with Nebraska Community Foundation are used as a banking relationship to provide a 501(c)(3) option for donors. (Documents #3-4 on portal.)

The state budget funds coded 0069 are from state appropriations and total \$30,000. These funds are used primarily to support the Executive Director's salary. State Funds coded 0073 in the amount of \$16,900 are used for general expenses such as supplies, postage, and transportation. Commissioner Nestor asked if ServeNebraska had received clarifications on expenses and services provided by DHHS that were discussed at the January meeting, such as computers and IT services. Executive Director Plager stated that information is still not available from DHHS or the Office of CIO. If ServeNebraska stays under DHHS, it is anticipated that the costs for services and supplies provided will increase beyond the \$16,900 currently budgeted.

The AmeriCorps grant (document #6 in the portal) shows expenditures through February. Expenditures should be at 40%, but are at 20%. Staff are working with programs to expend funds and identify options. This is not uncommon but is more challenging in the current environment and national health crisis. The competitive grant is on track with expenditures.

- Review and Approval of 2020 Foundation Budget
Commissioner Hatheway provided an overview of the proposed foundation budget for the general account (document #7 on portal). This includes funds for Commissioner expenses (i.e. recognition of life events), staff recognition (i.e. gift cards, possible year-end bonus), advocacy and lobbying activities, items incurred as cost of doing business (i.e. memberships). The accounts at the Nebraska community Foundation allow ServeNebraska to track non-federal funds separately to ensure there is no co-mingling of monies.

Commissioner Nestor moved to approve the budget, expenditures, and Foundation budget as presented.

Motion #2: Commissioner Nestor moved to approve the budget, expenditures, and Foundation budget as presented.

Second: Commissioner Worthington seconded.

There was extensive discussion regarding the proposed budget for the general Foundation account. Primary areas of discussion and concern included:

- Clarification of the differences between the two accounts at Nebraska Community Foundation: One account is just for the Step Forward awards and event, and the other is for general costs and not specified.
- Executive Director Plager stated that she would gather information regarding how other state commissions handle this, and provide information at the next Commission meeting.
- Legalities of having the separate account for business expenses, as a state agency and whether or not a legal opinion should be obtained.
- Can funds be used for the examples of staff recognition, i.e. gift cards, bonuses, as a state agency.
- Concerns with approving the budget for ServeNebraska as a state agency, and later having it be an issue that the specific expenses were not authorized or approved.
- Commissioner Maas stated that a legal opinion had been sought several years ago, and a new opinion could be gathered prior to the next Commission meeting.
- Should specific expenses be removed from the budget, and the remaining items be included in a motion for approval.
- Commissioner Neary indicated that most state agencies have an account such as this to pay for items not appropriate for State or Federal grants.

Additional information provided:

- Executive Director Plager stated ServeNebraska abides by the rules and requirements established by the Nebraska Community Services Fund.
- Legalities of having the separate account for business expenses, as a state agency and whether or not a legal opinion should be obtained.
- There are other state agencies, such as the Nebraska Arts Council, that have a separate account or foundation to receive funds and provide a 501(c)3 option for donors.
- These separate accounts would still need to be part of an audit and properly managed.

It was decided that the original motion would stand.

Vote: - 12-Yes; 0 - No; 1 - Abstained; Motion carried.

Other updates from the Finance Committee include a reminder about Commissioner donations. A letter will be sent to Commissioners. An easy way to provide a donation is to contribute during Give to Lincoln Day. Those funds will have a matching amount, maximizing the amount the donated. Grants/Fiscal Officer Jackson will mail in-kind forms and conflict of interested forms.

- **Community Volunteer Committee** – Commissioner Kare Heilbrun
Strategic Goal: Increase public awareness with key audiences of ServeNebraska

- **Step Forward Awards 2020**

Commissioner Heilbrun shared that the 2020 event will be held Thursday, October 29 at the Nebraska Innovation Campus. Press releases have been distributed re: the awards. The speaker will be Tom Osborne.

Executive Director Plager stated that as of yesterday no nominations have been received. Staff are doing social media boosts to promote the award. Commissioners are encouraged to share the information within their networks.

Discussion was held re: the possibility of postponing or cancelling the event due to the COVID-19 pandemic. It was decided to move forward at this time. If needed, nominees and winners could be highlighted through videos, and Tom Osborne may be willing to do a video of his speech.

Executive Director Plager shared that a new award has been added, the Nebraska Good Neighbor Award. This is an ongoing award/recognition that is being celebrated through social media.

Strategic Goal: Increase nonprofit capacity through Service Enterprise designations

- **Service Enterprise Update**

Executive Director Plager states that she has continued with the coaching calls but little action has been taken during the past month due to the pandemic. She will provide a presentation to the Commissioners at the October meeting.

Strategic Goal: Increase corporate involvement in volunteerism

- **Public Policy SubCommittee**

LB477 Status: The Unicameral currently is not meeting but plans to resume to address any bills in progress.

- **Federal Budget Update:** Information is included in the Executive Director report on the portal.

- **Commissioner O'Connor** shared an update posted by Sen. Vargas regarding his parents and COVID-19.

OPERATIONS UPDATES AND ACTIONS – Cathy Plager, Executive Director

The Executive Director Report was provided as part of the consent agenda. Executive Director Cathy Plager highlighted the following information.

- A staff development sheet is posted in the portal. Some trainings have been postponed or offered virtually due to the pandemic.
- Introduction of Rani Taborek-Potter as the new Public Information Officer. Commissioners were encouraged to reach out to Rani.
- America's Service Commissions (ASC) has requested that Commissioners sign on to a letter to the Subcommittee on Labor-HHS-Education, Appropriations Committee requesting that funding for the

Corporation for National and Community Service (CNCS) is protected and expanded. Executive Director Plager read the letter and asked for a roll call to identify if Commissioners were willing to sign on, if they abstain, or if they will provide an answer after having time to review the document more fully. Answers are reflected on the voting record.

NEW BUSINESS

- COVID-19

COVID-19 information was provided under the Disaster Service Ad Hoc Committee update.

UNFINISHED BUSINESS

- Nomination Committee for Vice Chair
Commissioner Worthington reported that Commissioner Hiatt is interested in serving as Vice-Chair of the Commission. The floor was opened for other nominations. Receiving none, Commissioner Worthington stated that Commissioner Hiatt could be declared the Vice-Chair by acclamation and no vote was needed. Commission Chair Maas thanking Commissioners Worthington and Nestor for work as the Nomination Committee.
- CNCS Representative Stengel had to leave the meeting at 11:30am due to another commitment. Information regarding the CNCS Transformation and Sustainability Plan is on the portal. Executive Director Plager requested that Commissioners review the presentation posted.

NEXT COMMISSION MEETING

- July 17, 2020 Commission
 - Hosted by Wayne Nestor, Trinity Lutheran Church, 2200 25th Street, Columbus, NE

KEY UPCOMING DATES

- April 19 thru 25, 2020 ServeNebraska Week – Social Media
- Nominations for Step Forward Awards accepted thru July 1, 2020
- May 21, 2020 Community Volunteer Committee Mtg.
- June 2, 2020 AmeriCorps/National Service Committee Mtg.
- June 16, 2020 Finance Committee Mtg.
- July 6, 2020 Executive Committee Mtg.
- August 1, 2020 Registration Opens for Step Forward Awards Luncheon

ADJOURNMENT

There was no further business to come before the Commission. The meeting was adjourned at 11:35AM (CST). The voting record is attached to these minutes.

Submitted by, _____
Michelle Zinke, Program Officer Date

Approved by, _____
Marjorie Maas, Chair Date

ServeNebraska Commission Meeting April 17, 2020

VOTE RECORD

NAME	Attendance	Motion 1		Motion 2			
Commissioner Name	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Approve consent agenda	AmeriCorps Applications No action taken	ONE MOTION: Review & approve budget and expenditures, approve 2020 Foundation budget	Review and approve 2020 Foundation Budget COMBINED WITH OTHER	Nomination for Vice Chair : No other nominations, declared by acclamation	Sign On Letter for ASC RES= Response forthcoming, after read email
1. Blomstedt, Matthew	NP	NP	---	NP	---	---	NP
2. Hall, Amy	P	Y	---	Y	---	---	RES
3. Hatheway, Ashley	P	Y	---	Y	---	---	Y
4. Heilbrun, D. Kare	P	Y	---	Y	---	---	Y
5. Hiatt, Lisa	P	Y	---	Y	---	---	Y
6. Hovey, Dawn	P	Y	---	Y	---	---	Y
7. Legband, Christine	NP	NP	---	NP	---	---	NP
8. Maas, Marjorie	P	Y	---	Y	---	---	Y
9. Mallette, Diane	P	Y	---	Y	---	---	Y
10. Mueller, Ashley	P	Y	---	Y	---	---	AB
11. Mueller, Stephanie	NP	NP	---	NP	---	---	NP
12. Nestor, Pastor Wayne	P	Y	---	Y	---	---	Y
13. O'Connor, Sheila	P	Y	---	AB	---	---	Y
14. Popevis, Joe (Joseph)	P	Y	---	Y	---	---	RES
15. Neary, Deborah	P	Y	---	Y	---	---	Y
16. Schilz, Debra	NP	NP	---	NP	---	---	NP
17. Worthington, Jennifer	P	Y	---	Y	---	---	Y
18. Zamora, Paige	NP	NP	---	NP	---	---	NP
TOTAL	13	13-Y, 0-N	---	12-Y, 0-N, 1-AB	---	---	10-Y, 1-AB, 2-RES
Stengel, Patti* (CNCS)	P						

*Ex-Officio

QUORUM REQUIRED by BYLAWS: 7 (1/3 of appointed members)
 NUMBER PRESENT in Person: 0 (meeting held virtually due to COVID-19 pandemic)
 NUMBER PRESENT: 14 by Teleconference: (13 voting, 1 ex-officio)

NUMBER STAFF: 5
 Cathy Plager, Audrey Jackson, Katherine Lacy, Rani Taborek-Potter, Michelle Zinke

NUMBER GUESTS: 0

From: Amy Hall <amy.hall@bosselman.com>
Sent: Friday, April 17, 2020 12:35 PM
To: Plager, Cathleen <Cathleen.Plager@nebraska.gov>
Subject: Vote

Good afternoon Cathy,

I wanted to get back to you regarding my vote on the the commissioner sign on letter. My vote is yes.

If you have any questions, please let me know.

Thank you



Amy Hall SHRM–CP | *Director of Human Resources*

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-----Original Message-----

From: Popevis, Joe <Joe.Popevis@nelnet.net>

Sent: Friday, April 17, 2020 2:57 PM

To: Plager, Cathleen <Cathleen.Plager@nebraska.gov>

Subject: Letter

Feel free to add me to the letter to Sn. Blount and others that was discussed in the meeting today.

Thank you.

Joe

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