

ServeNebraska Commission Board Meeting Minutes

July 17, 2020

NOTE TAKER: Michelle Zinke	LOCATION: Virtual Meeting via WebEx, due to COVID-19 pandemic	DATE: 7-17-2020	TIME: 10:03 AM (CST) to 11:54 AM (CST)	DURATION: 1 HR 51 MINUTES
PURPOSE: <i>Quarterly Commission Meeting</i>	ATTENDEES <u>Commissioners Present:</u> C. Kelly Fleming, Amy Hall, Ashley Hatheway, D. Kare Heilbrun, Lisa Hiatt, Dawn Hovey, Marjorie Maas, Ashley Mueller, Stephanie Mueller, Sheila O'Connor, Joe Popevis, Deborah Neary, Debra Schilz, Jennifer Worthington <u>Ex-Officio Members Present:</u> Patti Stengel (CNCS) <u>Commissioners Absent:</u> Matthew Blomstedt, Pastor Wayne Nestor <u>Staff Present:</u> Cathy Plager, Audrey Jackson, Katherine Lacy, Rani Taborek-Potter, Michelle Zinke <u>Guests:</u> Anna Yeagle, NCCC, Tom Branen, ASC, Lindsey intern with ASC			

PROGRAM PRESENTATION

From 10:04-10:20am Anna Yeagle, Assistant Program Director with AmeriCorps National Civilian Community Corps (NCCC) – North Central Region provided an overview of the NCCC program and differences from the State and National programs that are part of the ServeNebraska program portfolio. The goal of NCCC is to strengthen communities through team based community and national service. NCCC members are 18-24 years, with a team leader (no upper age limit). Core focus areas include: natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development NCCC have completed projects in Nebraska, and were part of the 2019 flood response. The 2020-2021 RFP just opened for sponsor agencies. Katherine and Cathy are currently working with Anna to have a team come to Lincoln and assist the Food Bank due to increased need caused by the pandemic.

RECOGNITION OF FORMER COMMISSIONERS AND COMMISSION CHAIRS

Chair Marjorie Maas recognized Commissioners whose term of service has ended or has quit this year. This includes Diane Mallett, Paige Zamora, and Susan Rocker. Susan and Diane have served as Chair of the Commission during their time. Certificates and their admiralships in the Nebraska Navy were mailed to each person.

Additionally, Deb Schilz has resigned from the Commission due to other commitments. This will be her last meeting.

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 10:27am (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 six commissioners. A total of 14 voting and 1 non-voting members were present; representing a quorum.

PUBLIC COMMENT

None.

APPROVAL OF CONSENT AGENDA – Marjorie Maas, Commission Chair

- April 17, 2020 Meeting Minutes
- July 17, 2020 ServeNebraska Commission Agenda
- Executive Director Report
- Committee Meeting Notes
- AmeriCorps Policies
 1. Grant modification policy
 2. Exits for Compelling Personal Circumstances
 3. Member Exits
 4. Member Evaluations
 5. National Service Criminal History Checks
 6. Member Timekeeping
 7. Staff Time and Effort Reporting
 8. Member Service Agreements
 9. Member Retention
 10. Member Files
 11. AmeriCorps Progress Reports
 12. Member Enrollment
 13. Breach of Personally Identifiable Information
 14. Branding Policy

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

Second: Commissioner Heilbrun seconded.

No discussion.

Vote: 14- Yes; 0 - No; 0 - Abstained; Motion carried.

STANDING COMMITTEE REPORTS

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

Strategic Goal: Commissioner Orientation and ongoing commissioner development

- Commissioner Orientation

Commissioner Maas reminded Commissioners that a variety of information is available on the portal. A New item is a webinar from America's Service Commission (ASC) that specifically speaks to training Commissioners on their role as a Commissioner.

- Commission Recruitment

Commission Chair Mass thanked the Commissioners who have reapplied for another appointment: Ashley Hatheway, Lisa Hiatt, Ashley Mueller and has been re-appointed by Governor Ricketts in July.

A new member has joined the Commission, C. Kelly Fleming. Kelly is with Omaha Public Power District (OPPD). She serves as the business representative and fills the seat vacated by Ben Jones. Her term will last through April 30, 2021 where she will be able to re-apply for another appointment.

The Commission must include a union representative, and this seat must be filled by September 29. If the position is not filled by September 29 the Commission will be required to ask for permission from the Corporation for National and Community Service to draw any funds down to pay bills. Cathy and Marjorie are exploring options, including Nebraska Associate for Public Employees (NAPE). Commissioner Neary suggested that she may have an idea re: a potential Commissioner and will share it with Marjorie and Cathy.

- General Fund Appropriations, Structure, and MOU

The Executive Committee has tabled this discussion until after LB477 is passed. Once that happens, they will follow up with Senator Vargas. Key areas to consider include: stability of operations if ServeNebraska operates under an Executive Order, impact of the CORPS Act (if it passes) such as timeframe and designation of funds, and state budget recovery following the pandemic. The Executive Committee continues to evaluate the MOU with DHHS.

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

Strategic Goal: Increase the quality and quantity of AmeriCorps Projects

- Policy Updates

Commissioner Worthington briefly reviewed the work completed to update AmeriCorps policies for necessary changes and to reflect the FY20 Terms and Conditions form CNCS. The policies were included in the consent agenda. The updates directly relate to the goal of increasing the quality of programs and reducing high risk programs. Both quantity and quality are important goals. Worthington thanked the staff for their work.

- Program Updates

One subaward has been terminated due to lack of compliance by the program, Literacy Council of Grand Island. The program has had significant change in leadership, including the Executive Director and Board Chair positions. ServeNebraska staff attempted to work with the program but the lack of communication and response led to the termination.

ServeNebraska has implemented additional funding cycles to address increased community needs caused by the pandemic and other ongoing needs across the state. The Committee reviewed the staff funding recommendations for Cycle 1. This includes funding 1 operational grant (Boys and Girls Club of Lincoln), and 4 planning grants (Department of Education, Lincoln Literacy Council, Mentor Nebraska, and Ronald McDonald House Charities). The recommendation included up to \$64,000 in operational grants and up to \$188,685 in planning grants as described in the funding recommendation document, pending clarifications from the organizations.

Motion #2: ASN Committee moved to approve the funding recommendations from staff. A roll call vote was taken. (no second is needed).

No further discussion was held.

Vote: 13- Yes; 0 - No; 1 - Abstained; Motion carried.

- Disaster Response

Staff continue to be involved with Nebraska VOAD and the statewide response 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. For the CSG grant ServeNebraska should be at 42% expended, but are at 26%. This is due to similar issues as in the past, such as open staff positions. Now that the organization is fully staffed, this should increase.

The CIF grant shows the expenditures at 30%; projections should be at 42%. This also is due to staffing, as well as less travel.

Regarding non-federal funds, there has been little activity in account 0073. The balance of the 0068 account was at \$4,290 as of May. This account is used for Step Forward event income and expenses. The Nebraska Community Foundation accounts reflect \$24,593.11 in the general account as of the end of March. This also is linked to the Step Forward event. The other account has \$11,269.62 as of the end of March.

The state budget reflects the items in the MOU with DHHS. There is \$18,987 remaining.

The program budget includes an allocation of 964,966. Expenditures are at approx. 30%; we should be at 67%. The subawardees had \$approx. 475.000 allocated. They are at approx. 48%. The competitive grant should be at 77% expended and is at 76% expended.

Motion #3: Finance Committee moved to accept the review of expenditures. A roll call vote was taken. (no second is needed).

No further discussion was held.

Vote: 14- Yes; 0 - No; 0 - Abstained; Motion carried.

- Review and Approval of Budget

Commissioner Hatheway reviewed the budget documents. For the Commission Support Grant (CSG), there is a total of \$308,419, including the carryover funds. The bulk of this grant is used for personnel costs as well as contracts and consultants. The Commission Investment Fund (CIF), has a total of \$226,030 with the carryover funds. This is also used for personnel costs, but also includes travel and monies for consultants and trainings.

Motion #4: Finance Committee moved to approve the updated budgets as described. A roll call vote was taken. (no second is needed).

No further discussion was held.

Vote: 14- Yes; 0 - No; 0 - Abstained; Motion carried.

- **Community Volunteer Committee – Commissioner Kare Heilbrun**

Strategic Goal: Increase nonprofit capacity through Service Enterprise designations

- Cathy continues to work with Service Enterprise and have coaching calls with Points of Light. Information will be presented at the October meeting.

Strategic Goal: Increase corporate involvement in volunteerism - Tabled

Strategic Goal: Increase public awareness with key audiences of ServeNebraska

- Step Forward Awards 2020 – Commissioner Heilbrun
It has been decided to switch the event to a virtual event instead of an in-person event. The committee will be working on logistics for this, including sponsorships. Current event sponsors include Blue Cross Blue Shield and AAA. We will still have Tom Osbourne as the keynote speaker. We have received 111 nominations, with 24 of those related to disaster response.

Strategic Goal: Increase corporate involvement in volunteerism

- Public Policy Subcommittee – Commissioner Mueller
LB477 Status: Senator Vargas met with the Department of Revenue to identify a source of income for the one-time cost associated with this bill to update the tax code. The bill is being updated, and will have a final reading during the legislative session in July and August.
- Commissioner Mueller provided a brief overview of States 4 Service and the pending CORPS Act.

NEW BUSINESS

- America's Service Commissions and States 4 Service
Guest speaker Tom Branen, Chief Policy Officer with ASC provided an overview of ASC, States 4 Service. Mr. Branen also described the pending CORPS Act legislation and ways for Commissioners to be involved. It was encouraged that all commissioners reach out to their Senators to share their support for the CORPS Act.

UNFINISHED BUSINESS

- CNCS Transformation and Sustainability Plan – Patti Stengel, CNCS
<https://www.nationalservice.gov/about-cnsc/transformation-and-sustainability-plan#sixgoals>
Ms. Stengel provided an update on the CNCS plan, focusing on Goal 5 (to simplify the CNCS brand) and Goals 2 & 6 (related to regional staffing structure). CNCS has been working with Brandpie to asses and update their brand. They will be moving to a two brand structure, with everything under either AmeriCorps or AmeriCorps Senior. CNCS would operate as AmeriCorps. This will be a three year process.
The new regional offices continue to be implemented.
- General CNCS Updates
The RSVP competitive process is now open.
CNCS is looking at budget changes, some of which will depend on the CORPS Act legislation.

NEXT COMMISSION MEETING

- October 29, 2020 Commission
Hosted by ServeNebraska, Nebraska Innovation Center – Step Forward Awards Program

ADJOURNMENT

There was no further business to come before the Commission. The meeting was adjourned at 11:54AM 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 July 17, 2020

VOTE RECORD

NAME	Attendance	Motion 1	Motion 2	Motion 3	Motion 4	
Commissioner Name	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Approve consent agenda	AmeriCorps Grant Applications	Review & Accept Expenditures	Review & Approval of Updated Budgets	
1. Blomstedt, Matthew	NP	NP	NP	NP	NP	
2. C. Kelly Flemming	P	Y	Y	Y	Y	
3. Hall, Amy	P	Y	Y	Y	Y	
4. Hatheway, Ashley	P	Y	Y	Y	Y	
5. Heilbrun, D. Kare	P	Y	Y	Y	Y	
6. Hiatt, Lisa	P	Y	Y	Y	Y	
7. Hovey, Dawn	P	Y	Y	Y	Y	
8. Maas, Marjorie	P	Y	Y	Y	Y	
9. Mueller, Ashley	P	Y	Y	Y	Y	
10. Mueller, Stephanie	P	Y	Y	Y	Y	
11. Neary, Deborah	P	Y	AB	Y	Y	
12. Nestor, Pastor Wayne	NP	NP	NP	NP	NP	
13. O'Connor, Sheila	P	Y	Y	Y	Y	
14. Popevis, Joe (Joseph)	P	Y	Y	Y	Y	
15. Schilz, Debra	P	Y	Y	Y	Y	
16. Worthington, Jennifer	P	Y	Y	Y	Y	
TOTAL	14					
Stengel, Patti* (CNCS)	P					

*Ex-Officio

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

NUMBER PRESENT in Person: 0 (meeting held virtually due to COVID-19 pandemic)

NUMBER PRESENT: 15 by Teleconference: (14 voting, 1 ex-officio)

NUMBER STAFF:

Cathy Plager, Audrey Jackson, Katherine Lacy, Rani Taborek-Potter, Michelle Zinke

NUMBER GUESTS: 3