

## ServeNebraska Commission Meeting Minutes

<b>NOTE TAKER:</b> Michelle Zinke	<b>LOCATION:</b> Holiday Inn 110 2 <sup>nd</sup> Avenue Kearney, NE 68847	<b>DATE:</b> 7-23-2021	<b>TIME:</b> 2:19pm- 2:55pm (CT)	<b>DURATION:</b> 36 minutes
<b>PURPOSE:</b> <i>Serve as Quarterly Commission Meeting</i>	<b>ATTENDEES</b> <b><u>Commissioners Present:</u></b> Anastazia Bauer Scheer, Drew Graham, D. Kare Heilbrun, CJ King, Marjorie Maas, Ashley Mueller, Deborah Neary, Wayne Nestor, Joseph Popevis <b><u>Ex-Officio Members Present:</u></b> <b><u>Commissioners Absent:</u></b> Matthew Blomstedt, C. Kelly Fleming, Amy Hall, Ashley Hatheway, Lisa Hiatt, Dawn Hovey, Sheila O'Connor, Jennifer Worthington <b><u>Staff Present:</u></b> Cathleen Plager, Audrey Jackson, Katherine Lacy, Rani Taborek-Potter, Michelle Zinke <b><u>Guests:</u></b> Michael Lavery (AmeriCorps)			

### PROGRAM PRESENTATION

No program presentation was provided.

### BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 2:19pm (CT) by Commission Chair Maas.

### ROLL CALL

Program Officer Zinke called roll to determine whether a quorum was present. Nine members were present, representing a quorum.

### PUBLIC COMMENT

None.

### Consent Agenda (ACTION)

Marjorie Maas

- April 29, 2021 Meeting Minutes
- July 23, 2021 ServeNebraska Commission Agenda
- Executive Director Report
- Committee Meeting Notes and Minutes
- AmeriCorps Program Policies
  - National Service Criminal History Checks
  - AmeriCorps Branding Policy
  - Breach of Personally Identifiable Information
  - Member Timekeeping

- Staff Time and Effort Reporting
- AmeriCorps Member Evaluations
- AmeriCorps Progress Reports
- AmeriCorps Match
- Grant Modifications
- Member Service Agreements
- National Direct Consultations
- Member Enrollment
- Member Retention Rate
- Compelling Personal Circumstances Exits
- Member Exits
- Member Files
- Risk Assessment and Monitoring

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

**Second:** Commissioner King seconded.

No discussion. A roll call vote was taken.

**Vote:** 8 - Yes; 0 - No; 0 - Abstained. Motion carried.

## STANDING COMMITTEE REPORTS

### Executive Committee – Commissioner Maas

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

- Update on Executive Committee Meetings  
Commissioner Maas reviewed key items from recent Executive Committee meetings and the national Hill Day that occurred in June.
- Commission Recruitment  
There are currently seventeen active/voting members of the Board of Commissioners, with additional spots available. If you know of a potential candidate, please let Executive Director Plager or Commissioner Maas know. Several Commissioners will be up for re-appointment in April 2022 and are eligible to reapply.
- ServeNebraska Structure Yielded from Strategic Planning  
Discussion was held regarding this topic during the strategic planning sessions held prior to the Board meeting. Commissioners Maas and Heilbrun reviewed meetings and communications held with the Lt. Governor's Office regarding the potential restructure.

**Motion #2:** Commissioner Maas moved that ServeNebraska seek statutory representation before the legislature, with a recommendation of non-code agency status.

**Second:** Commissioner Popevis seconded.

Discussion: Executive Director described the survey results with the Commissioners regarding the potential restructure. There was 100% participation, with all but one

person in agreement. That Commissioner was unsure at that time; however, the hesitations described have been addressed.

A roll call vote was taken.

**Vote:** 9 - Yes; 0 - No; 0 - Abstained. Motion carried.

#### **AmeriCorps National Service Committee – Program Officer Zinke**

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

- Program Officer Zinke provided an overview of the July committee meeting.  
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. Approximately 1/3 of the grantees will start in August with the rest starting in September. Two current planning grantees will move into the operational grant category. United way of the Midlands will continue with a planning grant through the end of the 2021. Nebraska Department of Education will have a new planning grant. Various activities are occurring to assist with program readiness. Risk assessment and monitoring also are occurring, including member file reviews.

ARP Funding: ServeNebraska expects to receive this funding toward the beginning of 2022 and in a 3 year block grant. ServeNebraska is communicating with Nebraska Department of Education regarding use of those funds to support schools across Nebraska, with a focus in rural areas.

Federal Monitoring: ServeNebraska was selected for federal monitoring by national AmeriCorps. This includes the Commission Support Grant and a fixed award grant, which includes College Possible. The second round of monitoring has been completed and we are waiting to hear the next step in the process.

Program Development: Three new schools have submitted to be part of Schools of National Service: Chadron State College, Wayne State College, and Peru State College. The University of Nebraska-Omaha is in process as well. Each school is planning to offer scholarships for both undergraduate and graduate programs. LB197 goes into effect July 21. This bill provides in-state tuition for AmeriCorps members who are eligible for the education aware. Staff are planning an awareness campaign.

VISTA: Staff are working to implement the VISTA program. Staff are completing training and working to create the necessary items. The grant parameters allow for two months of training, which will end mid-August.

Program Policies: The Committee reviewed seventeen policies related to the AmeriCorps grantees. This is an annual process that occurs after the new terms and conditions are released by national AmeriCorps. Proposed revisions from staff were approved and the policies included as part of the consent agenda. The proposed policies also are available on the Commissioner portal.

## **Finance Committee – Fiscal/Grants Officer Jackson**

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

- Budgets: Fiscal/Grants Officer Jackson reviewed the expenditures from all funding sources and where the organization stands for the year. Recently there has been more movement within the state account due to items related to preparations for the Step Forward Awards (i.e. social media costs). The payroll issues previously discussed have been rectified (with the state budget as well as the Commission Support Grant). We will start to see additional expenses on the Commission Investment Fund grant due to program events (Program Leader Launch, Kick Off Conference).

In-Kind Donation: Commissioner in-kind donations assist ServeNebraska with diversifying funding sources, as does the Step Forward Awards. In-kind forms will now be completed via docu-sign.

Give to Lincoln Day: There was 100% staff participation in G2LD. Seven of the Commissioners also participated (41%). If Commissioners have not yet made an annual donation, please do so by the end of August. This could be a personal gift by you or a gift made by your organization for the Step Forward Awards.

Federal Monitoring: The preliminary report from national AmeriCorps is expected mid-August. We could get a corrective action plan or have the option to respond and challenge a finding.

ARP: ServeNebraska has received guidance on the living allowance and fixed award grants. We are waiting for guidance regarding the formula grants.

**Motion #3:** Commissioner King moved to accept the budgets as presented. Commission Neary seconded.

No discussion. A roll call vote was taken.

**Vote:** 9 - Yes; 0 - No; 0 - Abstained. Motion carried.

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

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

- Complete

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

- Tabled.

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

- Step Forward Awards: Sixty-seven nominations have been received, with at least two in each category with the exception of the media category. The nominations have been sent to the judges for review and recommendations. The committee continues to work on sponsorships. Invitations will be sent to this year's honorees as well as last year's honorees.

LB197: Discussed previously.

## **NEW BUSINESS**

### **Operations: Updates and Actions – Executive Director Plager**

Plager provided an Executive Director report that included efforts to be more visible than in the past as well as working with AmeriCorps NCCC to address the extensive storm damage in Douglas and Sarpy County. With this addition, there will be three NCC teams in Nebraska. Staff continue to participate in ongoing training on a variety of topics.

Staff Structure: Executive Director Plager shared a proposed staff structure that would add several positions over the next several years. This includes a Deputy Director position that would be put in place this year. There would also be an additional Program Officer position; ideally this position would be based outside of Lincoln.

## **OLD BUSINESS**

- Federal Monitoring of ServeNebraska update  
No additional information to report.

## **NEXT COMMISSION MEETING**

- October 22, 2021 Commission Meeting/Step Forward Awards  
Nebraska Innovation Campus, Lincoln, Nebraska
- **Key Up-Coming Dates**
  - July 8 – SFA Nominations closed
  - September 10 – SFA Registration opens
  - September 13 – AmeriCorps National Service Committee Meeting
  - September 21 - Finance Committee meeting
  - September 28 – Community Volunteer Committee Meeting
  - October 4 – SFA Registration closes
  - October 5 – AmeriCorps member Kick off for Program Year 2021-2022
  - October 6 – Executive Committee Meeting
  - December 13 – AmeriCorps National Service Committee Meeting

## **ADJOURNMENT**

There was no further business to address. The meeting was adjourned at 2:55pm (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, July 23, 2021

### VOTE RECORD

NAME	Attendance	Motion 1	Motion 2	Motion 3
<b>Commissioner Name</b>	<b>P</b> = Present <b>NP</b> = Not Present  <b>NV</b> = Non-Voting <b>AB</b> = Abstain	Approve consent agenda (Agenda, Meeting Minutes, Policy Updates)	ServeNebraska Structure	Review and Accept Budgets as presented
1. Bauer Scheer, Anastazia	P	NP	Y	Y
2. Blomstedt, Matthew	A	NP	NP	NP
3. C. Kelly Flemming	A	NP	NP	NP
4. Graham, Drew	P	Y	Y	Y
5. Hall, Amy	A	NP	NP	NP
6. Hatheway, Ashley	A	NP	NP	NP
7. Heilbrun, D. Kare	P	Y	Y	Y
8. Hiatt, Lisa	A	NP	NP	NP
9. Hovey, Dawn	A	NP	NP	NP
10. King, CJ	P	Y	Y	Y
11. Maas, Marjorie	P	Y	Y	Y
12. Mueller, Ashley	P	Y	Y	Y
13. Neary, Deborah	P	Y	Y	Y
14. Nestor, Pastor Wayne	P	Y	Y	Y
15. O'Connor, Sheila	A	NP	NP	NP
16. Popevis, Joe (Joseph)	P	Y	Y	Y
17. Worthington, Jennifer	A	NP	NP	NP
<b>TOTAL</b>	9-P, 8-NP	8-Y, 0-N, O-AB	9-Y, 0-N, O-AB	9-Y, 0-N, O-AB

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

NUMBER PRESENT in Person: 9

NUMBER PRESENT by Teleconference: 0

EX-OFFICIO MEMBERS: 0 (Patti Stengel)

NUMBER STAFF: 5

NUMBER GUESTS: 1, Michael Lavery