



# ServeNebraska Commission

## Board Meeting Minutes

### July 29, 2010

<b>NOTE TAKER:</b> Janet Schmidt	<b>LOCATION:</b> AAA Nebraska Offices, 910 N 96 <sup>th</sup> Street, Omaha, Nebraska	<b>DATE:</b> 7/29/2010	<b>TIME:</b> 12:30 p.m.	<b>DURATION:</b> 3 ½ hrs
<b>PURPOSE:</b> Quarterly Commission Meeting	<b>ATTENDEES:</b> <b>Commissioners Present:</b> Jan Fitts, Tanya Janulewicz, Denise Kollath, Jamie Moore, Julie Nash, Donlynn Rice, Susan Schnase, Ron Sedlacek, Carol Speicher, Angela Volovich, Rose White, Lois Wine <b>Commissioner(s) Present via Teleconference:</b> None <b>Staff Present:</b> Barbara Thomas, Janet Schmidt, and Sherri Joyner <b>Guests Present:</b> Kirsten Case-Penrod and Nancy Wang <b>Commissioners Absent:</b> Lorinda Brown, Nancy Faber, Sally Ganem, Jessica Hilderbrand, April Kelly-Maresh, Barry Kriha, Gerry Osborn			

**PROGRAM – Omaha Cities of Service**

**SPEAKER:** KIRSTEN CASE-PENROD , CHIEF SERVICE OFFICER

Kirsten is a cabinet officer in the Omaha Mayor's Office. The Cities of Service started nationally as a 2009 bipartisan coalition of mayors to respond to Sen. Kennedy's and Pres. Obama's call to service. Over 100 mayors participate in coalition; purpose is to use service as a way to address community issues, especially with the struggling economy there is greater need for services but less funding to fill needs. Twenty cities including Omaha have received funding for a Chief Service Officer. Case-Penrod will to serve as advisor to other communities in Nebraska that wish to participate in the Cities of Service Coalition, but membership could be limited to cities of 100,000 or larger. She will confirm if there is size limit. In Omaha she is in the process of creating a comprehensive plan by bringing together community service providers, funders, and linking partnerships while taking care not to duplicate service. The goal is to be smarter by working together. She cited two priority areas her program has: (1) at-risk youth and (2) smaller communities with specific challenge areas. Within the youth priority the two main issues are lack of positive adult role models and lack of job and training opportunities. For communities it is violence. Potential projects that came out of the brainstorming process were to find areas with greatest chance of success and narrow focus the focus of these projects in order to be successful. Several initiatives are in the start-up phase.

- The mentoring initiative will increase the number of underrepresented mentors, increase the number of short-term mentoring opportunities, strategies to sustain mentoring programs in the community as well as to continue to meet national mentoring standards.
- Lemonade Days Initiative will be a short-term mentoring program centered around setting up lemonade stands. The participating children will get to keep 1/3 of their profit.
- Transforming Neighborhoods Initiative: emphasis on engaging people that live in the neighborhood to help fix problems rather than bringing in outsiders to fix the problems.

Another goal is to increase the number of organizations that are receiving training on how to recruit and maintain volunteers. On September 10<sup>th</sup> the Omaha Cities of Service Program will have an official launch. Commissioner White mentioned that her business looks for partnership opportunities and requested that Kirsten's staff keep an eye open for possible opportunities for corporate sponsorships. Commissioner Speicher asked for future updates. Kirsten mentioned they do have a pending VISTA application and they do have some lead partners but are still looking for more partners. She expects a core of 5-6 partnership teams with up to more than 50 organizations providing support to the program.

**BUSINESS MEETING – CALL TO ORDER**

The business meeting was called to order at 12:58p.m. -- Jamie Moore, Chair of the Commission.

**ROLL CALL – DETERMINATION OF QUORUM**

Roll call was taken by Janet Schmidt to determine a quorum of 10 members as required by the Bylaws. Twelve (12) Commissioners were in attendance and there is a quorum.

---

## APPROVAL OF MINUTES FROM LAST MEETING – April 29, 2010

- Motion #1:** Susan Schnase  
To approve the April 29, 2010 minutes as distributed.  
**Second:** Lois Wine  
**Vote:** Yes – 12. Motion carried unanimously.
- 

## APPROVAL OF AGENDA FOR THIS MEETING – July 29, 2010

- Motion #2:** Susan Schnase  
To approve the July 29, 2010, business meeting agenda as written.  
**Second:** Rose White  
**Vote:** Yes – 12. Motion carried unanimously
- 

## PUBLIC COMMENT

No public comments.

---

## ACTION ITEMS

1. **Program Committee -- 2010-11 AmeriCorps Formula Applications submitted to CNCS**
  - Handouts:
    1. 2010-11 AmeriCorps Applicants – Brief Project Descriptions
    2. 2010-11 AmeriCorps Funding Plan

Nine formula applications were received. The three new applications were: Blue Valley Community Action, Center for People in Need and Center for Rural Affairs. Program staff asked the subgrantee applicants to make adjustments to their grants before they were submitted to the Corporation for National and Community Service (CNCS) on July 6, 2010. Due to the CNCS due dates, the Commission's Executive Committee approved the formula applications in early January so the applications could be submitted by the due date and before the July Commission meeting. The Executive Committee is asking the Commission to ratify their decision.

**Motion # 3:** Ron Sedlacek

To ratify the submission of the 2010-11 AmeriCorps grant applications to CNCS as previously approved by the Executive Committee in order to meet the CNCS formula submission deadline of July 6, 2010.

- Second:** Lois Wine  
**Vote:** Yes – 12. Motion carried unanimously.
- 

## REPORTS

1. **Program Committee – The Program Committee did not meet today (Chair, Carol Spiecher)**
  - *Disability Program Mini-grant Project:* Staff explained that an RFP will be issued in about two weeks requesting proposals for service projects designed by persons with disabilities for persons with disability. Greg is working as the staff lead on this project and is looking into the possibility to connect the project with a national service day such as Make a Difference Day in October. Commission Chair Moore suggested Family Volunteer Day in November (Saturday before Thanksgiving). Barbara said up to \$12,000 will be made available from ServeNebraska's Disability grant funds for this project.
2. **Organizational Development Committee – (Chair, Jamie Moore)**
  - *Board Self-Assessment Trend Analysis:* Commission Chair Moore explained how the confidence ratings were arrived at on assessment questions. The eight areas rated at low confidence are highlighted. She suggested these areas be narrowed down to three to five areas and serve as a focus for October retreat. Commission Chair Moore asked for volunteers to serve on a small committee of two or three people to work with Barbara in looking at assessments in more detail, to gauging the significance of the confidence ratings and to frame the analysis issues for the retreat discussions. In looking at the number of commissioners who submitted a self-assessment, it appears the number decreases for each year the assessment was taken (16 in 2006, 14 in 2008 and 12 in 2010). *It was suggested that perhaps some questions might need to be rephrased or clarified. The rating received could depend on how the question is interpreted.* Some commissioners thought the previous discussion before the assessment was handed out

may have affected assessment ratings as well. It was also felt that perhaps people needed more time to complete the assessment. Asked for input from others present at meeting and call for volunteers. Commissioners Ron Sedlacek, Rose White, and Carol Speicher will serve on the committee and work with Barbara on further analysis of the assessments. Jamie appointed Ron Sedlacek as the Chair of this committee.

- *Commissioner Development/Orientation:* The Executive Committee decided, and the Organizational Development Committee agreed that new commissioner orientation should be done differently this year. Rather than having one orientation at a set time and location for everyone to come to, this year each new commissioner will have a seasoned commissioner assigned as a mentor and teamed with a staff member who will come to them for a one-on-one orientation. The mentor and a designated staff member will set up a mutually convenient time to orient the new commissioner. These orientations are to be completed before the Multi-State Commissioner Commissioner's Development Summit in September 24.
- *Commission Retreat Planning:* Planning for Commission Retreat on October 26-27 are well under way and are almost completed. Day 1 of the Retreat will begin 9:00 a.m., stop at 5:00 p.m. and finish in the evening. Dinner will be at 5:30 or 6:00 p.m. with a group activity at 7:00 p.m. Day 2 will begin at 8:30 and end by 3:30. Commissioners who have a great distance to travel may arrive a day early (October 25) and receive lodging paid prior to Day 1. The dress is business casual. A professional facilitator will be present Justine Murray from TASC (Training for America's Service Commissions). She is working with Barbara and Greg to work out the details of the agenda for working in some fun things. It was suggested that perhaps the commissioners could do a service project during the time set aside for an evening activity on the first day of the retreat.

### 3. **Public Relations Committee – The Public Relations Committee did not meet today (Staff for Chair, Gerry Osborn)**

- *Request for Governor Points of Light Award Judges:* Janet thanked Carol Speicher for her past service as a judge. Currently, the judges are:
  - Jessica Hilderbrand
  - Ron Sedlacek
  - Lois Wine
- *2010 Governor's Conference Evaluation Report:* Barb, gave a brief history of the Commission's Governor's Conference and introduced the formal evaluation report; 230 people registered, 205-210 attended each day; a majority of attendees were national service members; previous attempts to get other sectors such as education and non-profits involved have not been very successful – we only had 45+ paid registrations. Perhaps we should focus on having the conference be for national service members but welcoming others. Reasons given for non-attendance by non-profits are varied, but time is a major one; they simply don't have time to attend. A major source of funding for the conference is the scholarships made available to national service members by the commission's federal grants to cover registration fees. Citizen Corps funds and scholarships will not be available in the future. Decisions will need to be made as to whether or not to continue the Conference, how it should be scheduled and marketed if continued and who the target audience is for the conference will need to be discussed at the October retreat. Barbara asked commissioners to read at the evaluation report carefully.

### 4. **Executive Director's Report (Executive Director, Barbara Thomas)**

#### a. **CNCS Program Officer Monitoring Visit**

Carla Ganiel will make her first visit to Nebraska, visit with staff, commissioner officers and visit a rural AmeriCorps program September 21-22, 2010.

#### b. **Commissioner Training Commitments**

Barbara asked commissioners to confirm their commitment to attend one of the commissioner trainings listed below. She would prefer if they could make a commitment today if they have not already done so, so that staff could make registration and travel arrangements. A chart was distributed at the meeting indicating which training each commissioner had designated to attend. Travel authorizations were distributed to the commissioners. They were asked to sign and return the forms to Fiscal/Operations Officer, Janet Schmidt, before the end of the meeting. ServeNebraska will pay commissioner registrations within the next two weeks

- CNCS Commissioner Institute (Washington, D.C.) – September 13-15  
Commissioner will need to make own airline and hotel reservations, but will be reimbursed. Staff will take care of registrations. Commissioners must pay for own meals, but were invited to complete in-kind donation form for match. Please attach actual receipts to match form. Barry, Lois, and Sally have signed up to go to this training.
- Multi-State Commissioner Training (Little Rock, AR) – September 28-30

This training will also cover some of same sessions provided at Bethesda with additional information provided. Final information has not yet been received from Arkansas Commission who is spearheading this training. Again, Barb stressed that we need to know who can attend so that registrations can be processed. Four meals will be provided and commissioners will need to self-pay for the remainder. Barb welcomed ideas for how to best coordinate van pick-ups for commissioners.

**c. Commissioner Recruiting**

- Required commissioner slots that are vacant: Local Government and Local Union representatives
- The Governor would like to appoint someone from outside of Omaha and Lincoln for the local government representative slot.

**d. 2010 Listening Tour**

- Successful turnout at all six sites: 126 attended including some drop-ins that were not pre-registered.
- Omaha had the largest attended session with 58 persons including several youth from the YouthBuild Program.
- Eleven commissioners including five of the newly appointed commissioners attended.
- All input will be compiled to use in developing the Strategic Plan and State Service Plan at the Planning Retreat.

**e. 2010 Annual AmeriCorps Program Staff & Host Site Supervisor Training – August 26, 2010**

- Request has been made for the Governor's Residence as the location (request pending)
- Training Focus
  - Fiscal/accountability, financial reporting due dates and compliance items
  - Program/member/progress reporting/performance measurement/compliance items

**f. Commission Retreat Planning – October 26-27, 2010 at Lied Lodge & Conference Center, Nebraska City**

- Coordinate development of revised State Service Plan for 2010-2012
- Develop new 2011-2015 Five-Year Strategic Plan and restructure working of the Commission Board

**g. Volunteer Generation Fund**

- Upon notification of funding, staff will begin the development and implementation of the grant project to expand the number of volunteer centers in rural Nebraska. The Commission should hear whether or not the Commission will be awarded the grant; announcements will be toward the end of August.
- ServeNebraska will advertise to hire a contract project manager.

**h. Reading Corps AmeriCorps Program Replication with ServeMinnesota – Five year \$20 million grant from US Dept. of Education (notification expected September 2010)**

- If this grant gets awarded to ServeMinnesota, we will want to schedule meetings to secure partners to implement the program. Barb asked that a couple of commissioners participate in these meetings with:
  - Representatives of Bright Futures
  - Representatives of the Sarpy/Douglas County Learning Communities
  - Representatives from Nebraska Children and Families Foundation
  - Others
- We will begin working on the Request for Qualifications application to apply to be a rural state partner with ServeMinnesota in replicating the Reading Corps Program after those meetings.

**i. Commission Staffing**

- Reclassification documents are at State Personnel for approval. Commissioner Speicher mentioned that she hoped the documents will be approved quickly. Commission can approve projects, but they cannot be managed without staff.
- Once the positions are approved, we will open positions – hopefully before the end of August 2010.
- Greg will coordinate orientation for the Training/PR and AmeriCorps/Disability positions.

---

**FINANCIAL REPORT**

- Handouts:
  1. *ServeNebraska Operations Funds – Quarterly Expenditure Report, dated 06/30/10.*
  2. *ServeNebraska Subgrant Funding – Quarterly Expenditure Report, dated 06/30/10*
  3. *ServeNebraska Administrative Grant Match Report, dated 06/30/10*
  4. *Expense Reimbursement Document (ERD) – Janet explained how the commissioners should fill out the forms to get reimbursed for expenses to attend the commissioner trainings in September. By state law, completed and signed*

reimbursements must be submitted to State Accounting within 60 days of when the expense incurred. Janet asked the commissioners to return ERDs within 30 days so that this deadline can be met in case any problems are encountered. Actual receipts are needed for meals, lodging, transportation, and checked luggage; these will be submitted with the ERDs.

- Janet Schmidt reviewed the current level of expenditures on office operations/administration and subgrants. She also reviewed where the Commission is at on matching federal funding spent as of June 30<sup>th</sup>. On the Administrative grant, the Commission normally must match every dollar spent, but this year a waiver was approved by the Corporation requiring the Commission to match at \$130,000 if the entire \$250,000 authorized is spent. No State General Fund amounts were spent in May and June because the allocated percentage of Barbara's payroll and benefits was not taken out. This was to provide a cushion in case funding was needed as a result of the Citizen's Corps grant reconciliation. Janet discussed the different match sources. ServeNebraska PSAs are being produced and when they are aired, they can be a source of match for the Commission. Barbara mentioned that the recovery funding of AmeriCorps programs will be ending in August 2010.

---

#### **UNFINISHED BUSINESS**

1. **State Service Plan Information Gathering: this item was tabled until the next Commission Meeting.**
  - Listening Tour Overview – Commissioner Impressions
  - On-line Survey

---

#### **NEW BUSINESS**

1. **No new business was on the agenda.**

---

#### **ANNOUNCEMENTS**

- **CNCS Commissioner Training Institute** – September 13-15, 2010; Bethesda, MD
- **Multi-State Commissioner Development Summit** – September 28-30, 2010; Little Rock, AR
- **Commission Planning Retreat** – October 26-27, 2010; Lied Lodge & Conference Center – Nebraska City (Overnight Stay)

---

#### **AGENDA ITEMS FOR THE NEXT MEETING**

---

#### **Adjourn Business Meeting**

- Commission Business Meeting was adjourned at 3:03 p.m.

Submitted by,

\_\_\_\_\_  
Janet Schmidt

Approved by,

\_\_\_\_\_  
Jamie Moore, Chair