



ServeNebraska Commission Board Meeting Minutes

NOTE TAKER: Nancy Hock	LOCATION: National Research Corporation-- Lincoln	DATE: 10-22-09	TIME: 10:20 a.m.	DURATION: 3 hours
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PURPOSE: Quarterly Commission Meeting	ATTENDEES: Commissioners Present: Nancy Faber, Jessica Hilderbrand, Rick Nation, Gerald Osborn, Ron Sedlacek, Angela Volovich, Nancy Wang, and Rose White Commissioners Present via Teleconference: Lorinda Brown, Jeff Slobotski, and Lois Wine Staff Present: Barbara Thomas, Greg Donovan, Janet Schmidt, Peter Cales and Nancy Hock
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AGENDA ITEM	SPECIFIC DISCUSSION ITEMS
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1.	<p>BUSINESS MEETING – CALL TO ORDER</p> <p>The business meeting was called to order at 10:20 a.m. by Ron Sedlacek, Vice-Chair of the Commission. Ron Sedlacek welcomed Elaine Hanson, past Commission Chair of the Iowa Commission on Volunteer Service. Elaine said that she and her husband, Dan, recently relocated from Iowa to Peru State College in Nebraska where he filled the position of President of Peru State College. Elaine has devoted 34 years in support of volunteerism and is a past chair of the Iowa Commission. She thanked commissioners for serving on the Board and invited them to visit Peru State College any time. She is actively seeking resources from the Commission in support of campus activities such as Martin Luther King Day and Make a Difference Day.</p> <p>ROLL CALL – DETERMINATION OF QUORUM</p> <p>Roll call was taken by Janet Schmidt to determine quorum. Eleven Commissioners in attendance. A quorum of members (10 voting and 1 non-voting) was present.</p>
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2.	<p>APPROVAL OF MINUTES FROM LAST MEETING – JULY 23, 2009</p> <p>Motion #1: Rick Nation To approve the July 23, 2009, minutes as sent.</p> <p>Second: Gerald Osborn</p> <p>Vote: Yes – 9. Motion carried unanimously.</p>
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3.	<p>APPROVAL OF AGENDA FOR THIS MEETING – OCTOBER 22, 2009</p> <p>Motion #2: Gerald Osborn To approve the October 22, 2009, business meeting agenda as sent.</p> <p>Second: Nancy Faber</p> <p>Vote: Yes – 10. Motion carried unanimously</p>
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4.	<p>COMMITTEE REPORTS</p> <p>1. Program Committee – Reported by Committee Chair, Nancy Wang</p> <ul style="list-style-type: none"> • <i>2009 Disability Inclusion Mini-Grant Funding Recommendations To the ServeNebraska Commission</i> <p>A Request for Applications was released on August 6, 2009. The deadline for applications was August 28, 2009. Three applications for a total of \$2,728.39 were submitted, less than the \$3,000 available. ServeNebraska staff reviewed each application for its impact on the community served; involvement of individuals with disabilities; opportunity for collaboration among individuals with and without disabilities; budget adequacy; and completeness of the application. All three applications meet the basic requirements outlined in the Request for Applications. Additionally, the ServeNebraska staff is energized by the potential of these projects to improve the quality of life for Nebraskans with disabilities and for the opportunity for collaboration with applicant organizations. Staff recommends fully funding the following applicants: 1.) University of Nebraska Foundation (Omaha) - \$1,000; 2.) The Arc of Buffalo County (Kearney) - \$728.39; and 3.) Munroe-Meyer Institute AmeriCorps (Omaha) - \$1,000.</p> <p>Motion #3: Rick Nation To ratify the Executive Committee's approval of the 2009 Disability Inclusion Mini-Grant Funding.</p> <p>Second: Rose White</p> <p>Vote: Yes – 10. Motion carried unanimously.</p> <ul style="list-style-type: none"> • <i>AmeriCorps – 2010-2011 RFA:</i> Grant applications are due to the Commission on November 13, 2009 and to the Corporation on January 26, 2010. • <i>Citizen Corps – 2010 Subgrants:</i> Grant Applications Due to the Commission by November 30, 2009. <p>2. Public Relations Committee – Reported by Interim Committee Chair, Gerry Osborn</p>
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- *2010 Governor's Conference.*
 - Staff has facilitated two Conference Planning Committee conference calls. Awareness has been heightened, good participation, and positive exchange of ideas has occurred.
 - Gerry Osborn reported that the Nebraska Community Improvement Program will have its awards banquet during the Governor's Rural Development Conference honoring volunteers from across the state on November 6, 2009 in Kearney. Gerry is pleased that the Commission is confirmed as an exhibitor at this event. Janet Schmidt will attend to host the vendor booth.
 - Barbara Thomas, Greg Donovan and Peter Cales are attending the Non-Profit Association of the Midlands (NAM) Conference on November 4, 2009. The Commission is a co-sponsor of this conference and will have an exhibit to help get the message out about ServeNebraska.
 - *Conference Sponsorship Form:* A draft was distributed to all commissioners for discussion. Levels of sponsorship included commissioners' previous input. The forms will be revised with the additional ideas and upgrades offered today and distributed to commissioners after finalization of this form.
 - *New name for Governor's Conference on Community Service.* Discussion about the Conference name and why it highlights "community service" instead of "volunteering". Commissioners liked the idea of changing the name
- Motion #4:** Rick Nation
To change the conference name to "Governor's Conference on Volunteerism".
- Second:** Gerry Osborn
- Vote:** Yes – 10. Motion carried unanimously.
- *ServeNebraska Marketing – PSAs & SN Brochures:* Currently ServeNebraska television and radio public service announcements are airing across Nebraska through the month of October. Ron Sedlacek asked staff to follow-up with the Nebraska Press Association on getting ServeNebraska ads and messages to smaller newspapers.

3. Organizational Development Committee – Reported by Executive Director Barbara Thomas for the Committee Chair

- *2010 Board Self Assessment Planned for January:* The Committee will conduct the board self-assessment at the January 2010 board meeting using the same format as the assessment done in 2008. The Committee will then look at the responses to determine what areas of improvement need to be focused on. Rick asked that the Commissioner interest matrix also be conducted at the January meeting.
- *Report on New Commissioner Orientation:* The orientation went very well. Commissioners Ron Sedlacek, Nancy Wang, Jamie Moore and former commissioner, Pat Beans led different sections of the orientation. Deb Buckman, AmeriCorps Program Co- Director with the City of Lincoln and one their AmeriCorps members attended to speak during lunch and share successful experiences with the AmeriCorps program. Feedback about the orientation was positive. Rose White, who attended the Orientation, commented that the meeting was very informative and well organized. She was glad to have the opportunity to meet ServeNebraska commissioners and staff.

5.

OPERATIONAL REPORTS

1. Executive Director's Report

- *Citizen Corps Program Officer Position:* After reviewing the Citizen Corps position description, meeting with the federal grant funder NEMA and making changes to the program; the Commission is ready to fill the Citizen Corps Program Officer position again. A motion to approve the filling of this position is requested because the Governor has asked all state agencies, boards and commissions not to fill positions unless absolutely necessary or required.

Motion #5: Rick Nation
To refill the vacant Citizen Corps Program Officer position.

Second: Gerry Osborn

Vote: Yes – 10. Motion carried unanimously.
- *2010 Administration, Disability and PDAT Grant Applications:* Due November 3, 2009 to the Corporation. The Commission's administration grant application will reflect 2009's funding level of \$135,511 due to the continuing resolution in Congress final federal government appropriations have not been approved. If Congress does not fully fund the Serve America Act that provides additional funding for small state commissions, we will not have enough funds to operate through the full year. Full time hours for three staff may need to be reduced. If staff hours need to be reduced, Barbara will inform the Commission. Best case scenario is that the Commission will be funded at the Serve America Act minimum of \$250,000. A Commissioner asked if the Disability funds had to be used for national service or if it could be used for others. Staff stated that Disability federal funding should be used for all national service participants; those who potentially would be a part of our organization.
- *2009 Administration Grant Carryover or No Cost Extension:* The Commission will request carryover of unexpended administrative funds or a no-cost extension so all funds can be expended. A question regarding the use of carryover funds for personnel costs was brought forward. Barbara stated that the carryover funds were restricted for one-time use and cannot be used to cover personnel costs.
- *Recovery Act Grants Fiscal and Program Reports:* These reports have been completed and submitted by the deadline of October 10, 2009 with the official State of Nebraska report and directly to the Corporation.
- *2010 Citizen Corps Grant Application Guidance:* The Guidance has been sent out to the six active Citizen Corps regional

points of contacts. Applications are due to the Commission by November 30, 2009.

- *Rural Multi-State AmeriCorps National Direct*: ServeNebraska Staff, Greg Donovan, introduced the idea that is being developed for a Commission National Director rural project. The idea was first introduced at the Northwest Cluster Commission Regional Conference in Wisconsin in April of this year where it was very favorably received. The idea is to help state commissions participate as host sites for a national direct program. This would allow small rural communities and organizations access to AmeriCorps members. Greg has facilitated conference calls with other state commissions and provided leadership for the initial development of the concept. Other states interested in the national direct program: Arizona, Arkansas, Colorado, Florida, Kentucky, New Mexico, Nevada, Tennessee and Wyoming. The proposal is due to the Corporation as a competitive application on January 26, 2009. Murray State University in Kentucky will serve as the program site and write the grant.

2. Commission Third Quarter Financial Report:

- *Administrative Operations Financials (Table 1)* – 2009 Administrative, PDAT and Disability funding ends on December 31, 2009. Janet stated that it is projected that all Citizen Corps 2006 funding will be expended.
- *2008-09 AmeriCorps Subgrants (Table 2)* – are submitting Periodic Expense Reports after the ending date of the grant (August 31, 2009) that reflect final August 2009 program costs. Programs did a good job about expending their funds this year. Any unexpended funds will be rolled over to 2009-2010 programs.
- *2009-10 ARRA Recovery AmeriCorps Subgrants (Table 3)* – Janet asked that commissioners be aware that the formula grants for Recovery 2009-2010 are for additional members' costs. Omaha Healthy Kids utilized Recovery Grant funds to replace match funding for their 2008-09 program. The Kearney Area Community Foundation will be using \$7,415 to replace match funding they did not believe they could raise for their 2009-10 AmeriCorps program. MMI-AmeriCorps is using their recovery funds for both match replacement and additional members' costs.
- *Special Populations Preparedness Pilot Project Subgrants (Table 4)* – Janet stated that the Panhandle Public Health District Department subgrant has been extended through December 11, 2009 and increased by \$5,000 to be spent on developing podcasts.
- *2007-2008-2009 Citizen Corps Subgrants (Tables 5-7)* – The Statewide Special Project Funds will be spent on: Governor's Conference Citizen Corps sessions and scholarships for Citizen Corps Council members to travel and attend; for CERT classes, for the 2010 National Citizen Corps Conference, and completion of the Online Registry. Janet stated that \$9,062.31 in bills are outstanding from the East, South Central and Panhandle Regions and have not been processed yet through DHHS Accounting.
- *2009 Administrative Grant Match Report* – Janet reviewed the sources from which the Commission receives its match. \$96,353 in administration funding as of September 30, 2009 has been expended with a total of \$125,485 in match received. This is very good news though we should continue to be cautious. If there are funds spent remaining after the end of the fiscal year, we can apply them to the remaining deficit from 2007.

6.

UNFINISHED BUSINESS

1. 2009-10 AC Formula Applications Submitted to CNCS July 2009

This funding recommendation was carried over from the July meeting because there was no quorum.

Motion #6: Rick Nation

To ratify the Executive Committee's approval of the Program Committee recommendations to submit 09-10 AmeriCorps Formula Applications for funding to CNCS in July 2009 for approval.

Second: Gerry Osborn

Vote: Yes – 10. Motion carried unanimously.

2. 09-10 AC Formula Supplemental funding request to CNCS July 2009

This funding recommendation was carried over from the July meeting because there was no quorum. This will permit every AmeriCorps Formula applications to be funded at their requested level.

Motion #7: Gerry Osborn

To ratify the Executive Committee's approval of the Program Committee's recommendation to request 09-10 AmeriCorps Formula supplemental funding in the amount of \$97,767 to CNCS in July 2009 for approval.

Second: Rick Nation

Vote: Yes – 10. Motion carried unanimously.

3. 2009 Commission CNCS Disability Grant Supplemental Funding June 2009

\$12,600 in supplemental funding was requested for 2009. This includes 1) \$4,000 in support of disability inclusion efforts locally, regionally and nationally; 2) \$2,500 in support of "reasonable accommodations" for AmeriCorps members; 3) \$3,000 in support of volunteer-based projects and collaborations that engage individuals with disabilities in service and \$3,100 in support of podcast development in the 11-county rural and frontier Panhandle region.

Motion #8: Nancy Faber

To ratify the Executive Committee's approval of the Disability Supplemental funding request to CNCS in June 2009.

Second: Rick Nation

Vote: Yes – 10. Motion carried unanimously.

7.

New Business

1. Report on National Commissioner Institute, September 13-14 in Alexandria, VA.

Chair, Barry Kriha and Vice-Chair, Ron Sedlacek attended with Greg Donovan. Ron provided a handout of notes regarding the Commissioner Institute. If anyone has the opportunity to attend, there is great value in networking with peers on a national basis. Ron reported that he attended sessions on National Direct and found them very interesting. Ron was a presenter at Public Relations and Outreach Initiatives session on "How to network with the Governor and state agencies and legislature." Ron offered recommendations for consideration:

- When we have outside meetings, why not invite legislatures and local officials?
- Use AC Alumni if available to share experiences and positive feedback to the program.
- Capitol courtyard events for legislatures (continuity) during sessions
- Wal-Mart and Target have volunteer potential and interest but are not being tapped (big box stores – Kohl's). To improve their image and outreach. Sponsorship to the programs they sponsor.

Ron Sedlacek left the meeting at 11:40 A.M. He thanked everyone for attending and assigned Nancy Wang to Chair the meeting in his absence. Greg explained that the session on National Directs encouraged Commissions to keep in contact and close connection with any National Directs operating in their state(s) to ensure they know what and where people are in the National Direct Program. It also helps with communication and accommodation to assist the individual. The AmeriCorps Kick-off last week incorporated these comments in the Program. National Direct AC members were invited to the Kick-off.

Does each have a presence in Nebraska? Yes; types of service tend to be AC (Formula/Competitive), multi-state, Indian tribes, AC VISTA (state and national), and AmeriCorps CCC (college based). We collaborate with all that have a presence in Nebraska through increasing coordination. Angela Volovich participates in a by-monthly conference call with Senior Corps state directors and invited Greg to join the call to explain ServeNebraska activities. The Directors group meets in person twice a year and every other month, they meet via conference call. Possibility of more involvement is good. Discussion was tabled for the afternoon portion of the meeting.

2. 2010 Commission Board Meeting Schedule Option

A draft schedule of 2010 meetings was distributed with two options provided to commissioners: (1) retain current meeting times from 10 am – 3 pm (5 hrs); and (2) proposed new meeting times from 12 pm – 5 pm (5 hrs) to allow those commissioners who live close to the meeting site to have part of their day for other work activities.

Discussion: Why aren't the Commission meetings held in rural communities? Barbara explained that is primarily because we don't have the funds to pay for all staff and the majority of the commissioners to go to sites outside of Omaha and Lincoln. This was tried by earlier commissioners and a quorum was not met because of so many commissioners having to travel further. Getting a quorum would be more difficult than it is now. There is also an issue of finding sponsors and volunteers to donate meeting space and meals. The intent with a second option was to determine if an afternoon meeting would be a better option for more commissioners.

A variety of opinions were expressed indicating support for both options. A comment suggested that it would be difficult to get three days off work in a row to attend a Commission meeting the day before the two-day Governor's Conference.

Ron Sedlacek returned to the meeting. After hearing a summary of the discussion, he stated this could then be more of an Executive Committee decision as long as there is notice according to the Bylaws. Rick Nation and Garry Osborn supported retaining the current timeframes because of travel issues for those who come longer distances.

Motion #9: Rick Nation

To retain the current timeframes for meetings and to have a regular April meeting instead of one the day before the Governor's Conference.

Second: Lois Wine

Vote: Failed for lack of a quorum. No action can be taken at this meeting. An informal survey of commissioners by a show of hands indicated a majority support for this motion. It was agreed to refer this issue to the Chair and/or the Executive Committee for resolution. Barbara will discuss with Barry Kriha, Chair and ask him for a decision.

Barbara asked Commissioners to let her know if they could sponsor a location & lunch for any of the 2010 meetings.

Discussion on Commissioner Meeting Attendance:

Commissioners were very concerned with the lack of a quorum and wanted to find a way to influence better commissioner attendance at meetings. It was suggested that input be gathered from each Commissioner regarding Quorum. The question needs to be asked of those who generally do not attend the meetings. Ron Sedlacek suggested a general survey

	<p>of Commissioners. Other comments included: "Attendance is part of your work ethic and an expectation when accepting appointment by the Governor. It's an honor for someone to have the Governor select them for this position, so you must comply if you accept the appointment." Do we have language in the Bylaws regarding attendance? No. Perhaps a pledge care or mentoring program between commissioners would help. Commissioners could carpool. One suggestion was to cancel a meeting where it is known that a quorum will not be in attendance. This issue will be deferred to the Organizational Development Committee to discuss and recommend ways to improve attendance and who has responsibility to ensure recruitment of new, reliable commissioners.</p> <p>3. Nominating Committee Barry Kriha and Ron Sedlacek have volunteered to serve as the nominating committee. They will develop a slate of officers. The slate will be shared with commissioners at the January meeting for the election at April meeting.</p>
8.	<p>ANNOUNCEMENTS</p> <p>1. NAM Summit/Commission Display – November 5, Council Bluffs, IA</p> <p>2. Rural Development Conference/Commission Display – November 6, Kearney, NE</p> <p>3. NEXT MEETING– January 28, 2010 in Lincoln</p>
9.	Agenda Items for the Next Meeting – None were given.
10.	Adjourn Business Meeting - Meeting was adjourned at 12:10 p.m.
11.	Networking Lunch and Recognition of Service of Departing Commissioners
12.	<p>Strategic Planning Retreat [not open to public]</p> <p>1. SN Strategic Plan Goals update, Serve America Act Planning & State Service Plan</p> <p>2. SN Disability Program Identify/Expansion/Growth Planning</p>

Action Items

No.	DESCRIPTION	OWNER	TARGET DATE	STATUS
1.				
2.				
3.				

Submitted by,

Nancy Hock

Approved by,

Barry Kriha, Chair