



ServeNebraska Commission

Board Meeting Minutes

October 25, 2012

NOTE TAKER: Sherri Joyner	LOCATION: Governor's Residence, 1425 H St., Lincoln, NE	DATE: 10/25/12	TIME: 10:45 am – 12:30 pm & 1:17 pm – 2:10 pm	DURATION: 2 hours 42 minutes
PURPOSE: <i>Quarterly Commission Meeting</i>	ATTENDEES Commissioners Present: Tami Bailey, Nancy Faber, Jan Fitts, Sally Ganem (arrived at 11:18), Tanya Hansen, Denise Kollath, Lorinda Krance, Jamie Moore, Julie Nash, Gerry Osborn, Donlynn Rice, Ron Sedlacek, Carol Speicher, Angela Volovich, Kevin Warneke, Rose White, and Lois Wine. Commissioners Present via Teleconference: April Kelly and Sara Woods. Commissioner Absent: Keelan Chapman. Staff Present: Barbara W. Thomas, Greg Donovan, Kim Hall, Sherri Joyner, Cathy Plager and Janet Schmidt.			

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 10:45: a.m. by Chair Jamie Moore. Chair Moore thanked Lisa Audesmore, Governor's Residence Director, for making meeting arrangements.

INTRODUCTION OF SPECIAL GUESTS – Jamie Moore, Commission Chair

Nebraska Commissioners introduced themselves to the five members of the Delaware State Service Commission who are visiting ServeNebraska for a commission peer exchange. The Delaware Commissioners include: Nancy Chirdon, Commission Treasurer and Jaye Pendante, Commissioner. The staff of the Delaware Commission include: Erastus Mong'are, Executive Director; Charles Harris, Program Director and Natasha Miller, Disability Inclusion Coordinator. Mr. Mong'are said he connected with ServeNebraska Executive Director Barbara Thomas last March in Washington, D.C. at the America's Service Commission Leadership Institute. He thanked her for her willingness to help mentor him throughout his first year as Executive Director in Delaware. Other members of the Delaware Commission expressed appreciation for the warm welcome they have received in Nebraska and for the opportunity to learn more from ServeNebraska about best practices for service commissions. ServeNebraska Commissioners Lois Wine and Gerry Osborn are serving as partner for the Delaware commissioners during today's meeting.

PUBLIC COMMENT – None

APPROVAL OF CONSENT AGENDA – Jamie Moore, Commission Chair

1. *Approval of Minutes – July 26, 2012 Commission Meeting*
2. *Approval of Agenda – October 25, 2012 Commission Meeting*
3. *Approval of Report – Commission Financial Reports (Quarterly Operation & Subgrant Expenditures and Administrative Match Reports ending September 30, 2012)*
4. *Approval of Report – Executive Director's Report*

Commissioner Tami Bailey requested that the Financial Reports be removed from the consent agenda and moved to action items so that Commissioners could have an opportunity to ask questions and discuss the reports.

- Motion #1:** Commissioner Tami Bailey moved that the items on the consent agenda, with the exception of the financial reports, be approved.
- Second:** Commissioner Lois Wine.
- Vote:** 16 -Yes; 0 - No; 0 – Abstentions. Motion was carried.

The quarterly Financial Reports were moved from the Consent Agenda to Action Items to allow for commissioner discussion.

UNFINISHED BUSINESS

1. *Nebraska Volunteer Foundation Report – Lois Wine, Chair of Fund Advisory Committee*

Commissioner Lois Wine updated the Commission on the progress of the Foundation's fundraising drive. The NVF Advisory Committee intends to raise \$15,000 to secure a contract with the Nebraska Broadcasters Association in 2013 to air public service announcements for ServeNebraska. The arrangement with the Nebraska Broadcasters Association will help ServeNebraska meet its federal match requirements. Fundraising letters have been sent to past Commissioners. So far, approximately \$3,600 has been raised. Commissioner Wine noted that of the twenty-nine items on their fundraising drive timeline, sixteen items have already been completed.

Commissioner Wine reported that at the October 10, 2012 meeting of the NVF Advisory Committee, they discussed the possibility of enlarging the Fund Advisory Committee. She requested that Commissioners pass along to her or Commissioner Ron Sedlacek the names of any people they know with ties to community or fundraising groups who might be interested in serving on the board.

Chair Jamie Moore thanked the commissioners who helped with the fundraising drive by making follow-up phone calls to past commissioners.

2. *2013 Disability Inclusion Regional Conference Update – Cathy Plager, AmeriCorps and Disability Program Officer*

ServeNebraska staff member Cathy Plager updated the Commission on work with Sarah Hinzman of the Iowa Service Commission to jointly sponsor a Disability Inclusion Conference in the spring of 2013. After touring potential sites, they identified the Thompson Center at the University of Nebraska-Omaha (UNO) as the best location. The date for this conference is March 6, 2013. Cathy has contacted Commissioner Sarah Woods who is on the faculty at UNO about helping to secure the Thompson Center for that date. Commissioner Woods reported she will talk with a colleague in the College of Business at UNO about the matter. Commissioner Woods also noted that sometimes facility costs can be waived, but IT costs cannot be waived. Chair Jamie Moore and Commissioner Nancy Faber, who are both alumni of UNO, noted they would be willing to assist if needed with securing the location.

Cathy will send Commissioners information about conference speakers as planning progresses. She noted that Commissioner Tanya Hansen might be able to provide contacts for speakers who can address the legal aspects of disability inclusion.

On another topic, Commissioner Julie Nash thanked Cathy for planning and moderating the Disability Film Series, which Commissioner Nash said is a great way to reach people across the state.

3. *Committee Reports – Committee Chairs*

Committee reports are provided on a separate document.

ACTION ITEMS

1. *Recommendation from the Sustainable Infrastructure Committee to Approve the Revisions to the Bylaws – Donlynn Rice, Committee Chair*

The Committee has reviewed the bylaws and is proposing the updates/revisions that were sent to the commissioners on September 25, 2012 based on three major goals: (1) bring the Bylaws up-to-date with current technology, (2) clarify the role of the Commission's Honorary Chair, and (3) clarify the roles of various positions. Commissioner Rice noted that the Committee wanted to make sure that attending Commission meetings via teleconference was clarified in the Bylaws and that voting protocols were updated to incorporate the use of communications technology, helping ensure every Commissioner has the opportunity to vote. She also noted that language about the Citizen Corps Council was dropped because the Commission no longer is involved in Citizen Corps and the Citizen Corps Council no longer exists.

Commissioner Rice thanked ServeNebraska staff members, Barbara Thomas and Janet Schmidt for their help researching *Robert's Rules of Order* and other matters.

Motion #2: Recommendation from Sustainable Infrastructure Committee to approve the revisions to the Commission's By-Laws as presented and sent out to commissioners 30 days before Commission meeting.

Vote: 15 –Yes; 0 – No; 0-Abstentions Motion was passed.

2. *Recommendation from the Executive Committee for 2013 Meeting Dates – Jamie Moore, Commission Chair*

Barbara Thomas clarified that the day of the week for the proposed meeting on April 25, 2013 is actually a Thursday, not a Tuesday as printed on the schedule sent to Commissioners.

Motion #3: Recommendation from Executive Committee to approve the 2013 Board Meeting schedule.

Vote: 16 –Yes; 0 – No; 0 – Abstentions. Motion was passed.

Honorary Chair and First Lady Sally Ganem entered the meeting at 11:18 a.m. and welcomed the Delaware guests. Commissioners discussed future meeting locations. Commissioner Rose White agreed to host the January 2013 meeting in Omaha. Honorary Chair Sally Ganem agreed to host the April 2013 meeting at the Governor's Residence in Lincoln. Commissioner Tanya Hansen agreed to host the July 2013 meeting in Grand Island. Commissioner Tami Bailey agreed to host the October 2013 meeting in South Sioux City. Chair Jamie Moore said these arrangements are flexible and that she will work with the meeting hosts if alternative locations need to be found.

3. *Recommendation from the Executive Committee for 2013 Commission Executive Leadership – Jamie Moore, Commission Chair*

Motion #4: Commissioner Tami Bailey moved that the Commission move to Executive Session.
Second: Commissioner Lois Wine.
Vote: 17-Yes; 0-No; 0-Abstentions. Motion was passed.

The meeting went into Executive Session at 12:30 p.m., at which time ServeNebraska staff and visitors from Delaware Commission left the room. The Commission business meeting was called back into session at 1:17 p.m. by Commission Chair, Jamie Moore. Staff and the visiting Delaware delegation returned to the meeting.

Motion #5: Commissioner Gerry Osborn moved that the Commission come out of Executive Session.
Second: Commissioner Ron Sedlacek.
Vote: 16 – Yes; 0 – No; 0 – Abstentions. Motion was passed.

Motion #6: Recommendation from the Executive Committee to approve their plan for 2013 Commission Executive Leadership, the process to fill the Executive Director Position by March 31, 2013 and to form a Selection Committee comprised of Ron Sedlacek, Gerry Osborn, Julie Nash, Tami Bailey, Tanya Hansen, Nancy Faber and Jamie Moore.
Vote: 16 – Yes; 0 – No; 0 - Abstentions. Motion was passed.

Motion #7: Commissioner Ron Sedlacek moved to have the Executive Committee review the Executive Director's job description and recommend appropriate changes, additions or deletions to the Department of Health and Human Services' Human Resources Division.
Second: Commissioner Gerry Osborn.
Vote: 16 – Yes; 0 – No; 0 - Abstentions. Motion was passed.

4. *Recommendation from the Executive Committee's to Approve the 2013 Budget and Tier 1 Program Priorities – Jamie Moore, Commission Chair*

Chair Jamie Moore reported that the anticipated funding for ServeNebraska's administrative costs in 2013 is expected to be \$200,000 in federal funds and \$20,000 in state funds, with a possible carryover of \$30,000. This represents more than 50% less funding than 2012. Chair Moore reported that the Executive Committee accepted the ServeNebraska senior staff recommendations of anticipated program expenses priorities and agreed that the expenses on Tier 1 were the highest priority with the addition of one Tier 2 item – to provide some funding to support commissioner travel to commission meetings. Tier 1 priorities now include:

- sending one ServeNebraska staff member to the CNCS Grantee National Meeting in Washington, DC;
- the contract with Nebraska Online for the ServeNebraska and Let's Build websites;
- the contract with Tronics, Inc. for ServeNebraska's AmeriCorps program database in My Service Log;
- a contract with Nebraska Broadcasters Association for one-three months of PSA airtime;
- the annual subscriptions with Survey Monkey and Constant Contact; and
- Commissioner travel to commission meetings.

Chair Moore noted that Commissioners are looking into the possibility of reducing the cost for Constant Contact's services by obtaining the subscription through the Nebraska Volunteer Foundation rather than ServeNebraska. She reported the Executive Committee's recommendation for items in Tier 2 and 3 would have to be funded through sponsorships or eliminated.

Commissioner Julie Nash asked what would happen if the Foundation did not meet its goal of raising \$15,000 to secure the agreement with the Nebraska Broadcasters Association (NBA). Chair Jamie Moore replied that if the full \$15,000 is not raised, ServeNebraska might purchase less air time from the NBA, or the money might be used for other expenses. Chair Moore noted that ServeNebraska has secured sufficient matching funds this year with the NBA contract, and that she anticipates there will be enough match next year without a NBA contract for the base allocation. If 2012 carryover funding is approved, we will need to find additional match to cover the amount of carryover funds.

Motion #8: Recommendation from the Executive Committee's to approve the 2013 Administration Budget and Tier 1 Program Priorities.
Vote: 11 –Yes; 0 –No; 0 –Abstentions. Motion was passed.

5. *Review of Quarterly Operation & Subgrant Expenditures and Administrative Match Reports ending September 30, 2012 – Jamie Moore, Commission Chair*

Commissioner Tami Bailey asked whether the Corporation viewed unspent funds favorably or unfavorably. Barbara Thomas said it is acceptable to use carryover into the next year for unfinished projects and goals. Commissioner Bailey asked about the expected size of the 2012 funds that might be carried over. Barbara said her best estimate at this time is about \$30,000 but that could change as expenditures clear DHHS Accounting by the end of year.

Chair Jamie Moore noted the large balance in the Disability grant account and asked if there were any plans on how to spend it. Barb Thomas replied that all staff and programming expenses that relate to disability are planned to go through that grant. A good portion of those grant funds were scheduled to be expended in the second half of the year. She expects to have some carryover in the 2012 Disability Grant but the 2010 Disability Grant that was extended to the end of 2012 should be very close to fully expended.

Commissioner Julie Nash asked if unspent funds could be lost. Barbara Thomas replied that funds could be lost if carryover is not requested. Barbara added that carryover has been approved by CNCS every year that it has been requested and in the last year, it was approved for personnel costs to assist commissions when huge funding cuts were implemented..

Motion #9: Commissioner Tami Bailey moved to accept the Operation & Subgrant Expenditures and Administrative Match Quarterly Financial Reports ending September 30, 2012

Second: Commissioner Nancy Faber.

Vote: 11 –Yes; 0–No; 0 –Abstentions. Motion was passed.

NEW BUSINESS – None

ANNOUNCEMENTS – Jamie Moore, Commission Chair

Chair Moore thanked the Commissioners and ServeNebraska staff and expressed optimism for ServeNebraska’s work in the future.

ADJOURN Business Meeting – Jamie Moore, Commission Chair

Motion #10: Commissioner Gerry Osborn moved that the Commission meeting be adjourned.

Second: Commissioner Lois Wine seconded.

Vote: 11 –Yes; 0 –No; 0 –Abstentions. Motion was carried.

Meeting was adjourned at 2:10 p.m.

The Voting Record is attached to these minutes.

Submitted by, _____
Sherri Joyner, Administrative Secretary

Approved by, _____
Jamie Moore, Chair

ServeNebraska Commission Meeting
VOTE RECORD
Date: 10-25-2012

NAME	Attendance	Motion 1	Motion 2	Motion 3	Motion 4	Motion 5	Motion 6	Motion 7	Motion 8	Motion 9	Motion 10
Commissioner Name	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Move to Approve Consent Agenda	Move to Approve Revisions to Bylaws	Move to Approve 2013 Meeting Dates	Move to Go Into Executive Session	Move to Come Out of Executive Session	Motion to Approve Plan for 2013 Executive Leadership, the Process to Fill Executive Director Position & to Form a Selection Committee	Motion to Review the Executive Director's Job Description & Recommend Appropriate Changes to DHHS/HR	Move to Approve Budget & Tier 1 Program Priorities	Move to Accept Financial Reports	Move to Adjourn
Bailey, Tami	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Chapman, Keelan	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
Faber, Nancy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fitts, Jan	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ganem, Sally	Y-Came Late	NP	NP	NP	Y	NP	NP	NP	NP	NP	NP
Hansen, Tanya	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Kelly, April	Y-Phone	Y	Y	Y	Y	Y	Y	Y	NP	NP	NP
Kollath, Denise	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Krance, Lorinda	Y	Y	Y	Y	Y	Y	Y	Y	NP	NP	NP
Moore, Jamie	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Osborn, Gerry	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Rice, Donlynn	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sedlacek, Ron	Y	Y	Y	Y	Y	Y	Y	Y	NP	NP	NP
Speicher, Carol	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Warneke, Kevin	Y	Y	Y	Y	Y	Y	Y	Y	NP	NP	NP
White, Rose	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Wine, Lois	Y	Y	NP	Y	Y	Y	Y	Y	Y	Y	Y
Woods, Sara	Y-Phone	Y	Y	Y	Y	Y	Y	Y	NP	NP	NP
TOTAL	17	16	15	16	17	16	16	16	11	11	11
Nash, Julie *	Y						Non-Voting Member				
Volovich, Angela *	Y						Non-Voting Member				

*Ex-Officio Non-voting Commissioners:

- Rep of Corporation for National & Community Service
- Rep for Service Learning in Higher Education (vacant)
- Rep of Senior Corps National Service Program

QUORUM REQUIRED by BYLAWS: **10**
NUMBER PRESENT in Person: **17 including non-voting**
NUMBER PRESENT by Teleconference: **2**