

		<h1 style="margin: 0;">Nebraska Volunteer Service Commission Meeting Minutes</h1>			
<b>NOTE TAKER:</b> Janet Schmidt		<b>LOCATION:</b> Omaha – Valmont Industries, Inc.	<b>DATE:</b> 04-26-07	<b>TIME:</b> 12:05 p.m.	<b>DURATION:</b> 2 hrs 35 mins
<b>PURPOSE:</b> Quarterly Commission Meeting		<b>ATTENDEES:</b> <b>Present:</b> Pat Beans, Ed Burchfield, Cynthia Buettner, Robert Hall, Gary Heusel, Barry Kriha, Curt Krueger, Art May, Jamie Moore, Diann Muhlbach, Gerry Osborn, Nancy Wang and Heather Wiley. <b>Staff Present:</b> Peter Cales, Greg Donovan, Janet Schmidt, Harry Walles and Barbara Wilson Thomas.			
AGENDA ITEM	SPECIFIC DISCUSSION ITEMS				
1.	<b>Meeting Called to Order</b> at 12:05 p.m. by Cynthia Buettner, Chair of the Commission. Roll call was taken by Janet Schmidt. A quorum was present. Cynthia introduced the new Director for the Nebraska's State Corporation Office, Heather Wiley; Al Berndt, Assistant Director of Nebraska Emergency Management Agency (NEMA) and Harry Walles, the new Commission Citizen Corps Program Officer.				
2.	<b>Approval of January 18, 2007 Minutes:</b> <u>Motion:</u> Gerry Osborn To approve the January 18, 2007 minutes as sent. <u>Second:</u> Ed Burchfield <u>Vote:</u> Passed on roll call vote. 11 –Yes				
3.	<b>Approval of Agenda:</b> <u>Motion:</u> Jamie Moore To approve the agenda as revised. <u>Second:</u> Curt Krueger <u>Vote:</u> Passed on roll call vote 11 –Yes				
4.	<b>Unfinished Business:</b> <u>1) NEMA Request for Commission to Serve as the State Citizen Corps Council</u> Al Berndt told the Commission about the history of the Citizen Corps program in Nebraska. He proposed that the Commission take responsibility for the program administratively, fiscally and programmatically. He proposed that the Commission become the State Citizen Corps Council. He would like to designate himself or Mardell Hergenrader as a liaison to the program. The Commission would be required to appoint a representative to sit on the Lt. Governor's Homeland Security policy and working groups. This would probably be the Executive Director. If the Commission decides to become the State Citizen Corps Council, the relationship will be formalized by a Memorandum of Understanding through the Lt. Governor's Office. Commissioner, Jamie Moore, stated a concern that if the Commission accepted the responsibility of becoming the State Citizen Corps Council, the staff may experience a larger work load than has been anticipated because of the broad scope of this program. Barbara assured her that she did not believe this would be the case. Citizen Corps would be managed in a similar manner as the Commission's AmeriCorps programming. In addition the Commission has for a three-year time period, a VISTA member available to help sustain and build infrastructure for the program. <u>Motion:</u> Curt Krueger To approve the proposal for the Commission to become the State Citizen Corps Council with the MOU being approved by the Executive Committee and ratified by the Commission. <u>Second:</u> Ed Burchfield <u>Vote:</u> Passed on roll call vote 11 –Yes <u>2) Orientation to the NVSC Citizen Corps Program</u> was given by Executive Director, Barb Thomas. The objective of this presentation was to present to the Commission board the origins of the national Citizen Corps, Nebraska implementation of the Citizen Corps Program, current 2007 State Citizen Corps Program, future 2008 State Citizen Corps Program and new community preparedness campaigns. <u>3) 2007 Governor's Conference Evaluation Report:</u> Ed Burchfield spoke about the strengths and recommendations for next year's conference. The Public Relations Committee suggested that dates for the 2008 Conference be set now so that planning and logistics can be done earlier in a 10-month time frame rather than this year's six-month time frame. Action to set a firm				

	<p>date for the 2008 Governor's Conference was tabled to the July 26, 2007 Commission meeting pending inquiries to the Governor's Office about his availability. Commissioner, Heather Wiley, asked about the possibility of having the conference every two years. Discussion occurred but no action was taken.</p> <p><u>4) Strength Finders – Commissioners' Themes and Next Steps:</u> A Commissioner and Staff Strength Themes Summary was handed out by Barbara and she shared with the commissioners the StrengthFinders results she has received at this point in time. It was suggested that perhaps a facilitator could be brought in for the Commission's Retreat in October to help the Commission and its staff take the process to the next level and learn how to use this information. Barbara said she would check into that and Cynthia indicated she could help since her employer was also interested in following through with their staff.</p>
5.	<p><b>NVSC Operations Reports:</b></p> <p><u>1) Executive Director's Report:</u> Barbara submitted her written report and highlighted the items below:</p> <ul style="list-style-type: none"> <li>• <b>Governor Appointments to Commission:</b> Four current members have been reappointed to the Commission for another term through April 25, 2010: Curt Krueger, Nancy Wang, Susan Cook and Mike Kissler. Two Ex-Officio members were appointed to the Commission for terms through April 25, 2010: Heather Wiley and Gary Heusel. Doug Gibbs has declined reappointment. A new Commissioner has been appointed to the Commission for a term through April 25, 2010, Carol Speicher, an administrator of the Northeast Library System in Columbus, Nebraska. The Commission is seeking an individual to represent persons with disabilities.</li> <li>• <b>Office Staffing:</b> Interviews for the Citizen Corps Program Officer position have been completed and Harry Walles has been selected for the position. He comes to the Commission from Interchurch Ministries of Nebraska where he managed a grant program to provide case management to Katrina refugees and has extensive experience in disaster preparedness. He is an EMT and was responsible for developing the Nebraska Chaplaincy Network to respond to disasters. He will begin work with the Commission on May 14, 2007. Before that date, the Commission will contract with Harry to represent the Commission the Association of State Health Officials' Emergency Voluntary Workshop in Arlington, VA on May 1<sup>st</sup>.</li> <li>• <b>HHS Support for the Commission:</b> Barbara has developed a Memorandum of Agreement (MOA) with the Department of Health and Human Services to formalize the "Host" support that HHS provides to the Commission. The MOA is currently with HHS' Legal Counsel for review. The basis of the agreement is that the Commission will use \$10,000 of its state general funds to buy into the HHS Cost Allocation Plan and HHS will document "host" match support in the range of \$135,000+ for our administrative grant funds.</li> <li>• <b>Partnership with the Corporation's State Office:</b> Heather Wiley, the new Nebraska Corporation State Director, began work on April 2, 2007. Barbara and Heather met for lunch this month and discussed exploring the ways the partnership could be strengthened. They are hoping to meet on a monthly basis and continue to partner on program activities.</li> <li>• <b>Homeland Security/FEMA Monitoring Site Visit (May 1-3, 2007):</b> Barbara was notified on April 23, 2007 that FEMA would be conducting a monitoring site visit during May 1-3, 2007 at the NEMA Offices. The Nebraska Citizen Corps Program is required to report on progress made towards the DHS priorities. Barbara is going to be out of town during this period of time and she will email the Power Point presentation that she presented to the Commission today to NEMA for their use in addressing this portion of the site visit.</li> </ul> <p><u>2) The Commission's Financial Report</u></p> <ul style="list-style-type: none"> <li>• <b>Administration Expenditure Report ending March 31, 2007:</b> Janet Schmidt, Fiscal Officer, reviewed the expenditures for the Commission's federal grants. A question was asked about how PDAT Disaster Funds could be spent and Peter Cales, PDAT/Disability Officer, answered that it will be used for Disaster Preparedness VISTA travel expenses, CERT trainings for AmeriCorps program members, and disaster preparedness materials to name a few items. Clarification was asked about the three line items of Citizen Corps Funding. The \$36,402 Federal Fiscal Year <u>06</u> is Citizen Corps Commission Administration Funding which covers the Citizen Corps Program Officer salary, \$17,265 is supplemental carryover funding from Federal Fiscal Year <u>05</u> and \$12,500 is supplemental carryover funding from Federal Fiscal Year <u>04</u>. A column was mislabeled on this expenditure report as "Percent Funds Expended" which will be changed to read as "Percent Funds Unexpended".</li> <li>• <b>Program Expenditure Report ending March 31, 2007:</b> Janet reviewed the AmeriCorps 2006-07 Formula and Competitive grant expenditures. On page 2 of this report Citizen Corps subgrant expenditures were reviewed. Dakota County has declined the \$4,391 grant and this money will be put into the statewide training/event money. The Santee Sioux Tribe grant was not approved for Citizen Corps funding through the Nebraska Emergency Management Agency (NEMA) grant review process.</li> <li>• <b>Match Reporting ending March 31, 2007:</b> Janet reviewed the Quarterly Match Report. She made mention that new columns had been added to the report from last year: HSS Cost Allocation Formula and HSS In-Kind Costs due to the DHHS Host Support MOA that will be signed by the Commission and DHHS, and a column for State General Funds. She also reported that more match is expected for the 2007 Governor's Conference.</li> <li>• <b>Submitting for Administrative Grant Match:</b> Janet distributed the form and revisited the process the Commission uses for each Commissioner to report funds they or their employers have expended that can be applied to the Commission's</li> </ul>

	<p>administrative grant match requirement.</p> <p><u>3) Program Reports</u></p> <ul style="list-style-type: none"> <li>• <b>PDAT/Disability/Youth Service Day Report:</b> Peter Cales, PDAT/Disability Officer, submitted his written report. He highlighted PDAT, PDAT Disaster Preparedness and Disability Inclusion activities over the past three months. These included the National and Global Youth Service Day Pet Steps project; a disability inclusion train-the-trainer in Boston, MA that will be incorporated into AmeriCorps staff trainings; and CERT trainings in Omaha and Lincoln. He also mentioned several upcoming CERT trainings and immigration-related trainings. One new thing to share was that each AmeriCorps program will do its own year-end event, with the NVSC providing support.</li> <li>• <b>AmeriCorps Report:</b> Greg Donovan, Program Officer, submitted his written report. He mentioned that in their policy-focused role it is sometimes difficult for commissioners to recognize all the good things that AmeriCorps members do throughout the state. He invited commissioners to contact him if they would like to make arrangements to witness national service in action. Significant effort has been put into refining the performance measures utilized by AmeriCorps programs. An emphasis for this year is working to assure that AmeriCorps programs collect data that shows the impact of their efforts through attempting to secure qualitative data from 100% of service beneficiaries. With intensive support, Omaha Habitat for Humanity has dramatically improved their processes and has entered into an agreement to be a host site for LFS AmeriCorps in 2007-2008. Due to concerns, the Commission had previously declined re-funding this organization as a stand-alone grant in 2007-2008. Monthly AmeriCorps Program Leader Meetings – for Program Directors and Coordinators – have been reinstated to facilitate information sharing and collaboration.</li> </ul>
6.	<p><b>New Business:</b></p> <p><u>1) Commission Committee Reports</u></p> <ul style="list-style-type: none"> <li>• <b>Executive Committee Report:</b> Cynthia Buettner will be stepping down as Chair of the Commission. She sent a letter of resignation as the Chair of the Commission to the Governor and all of the Commissioners. Curt Krueger will become the Chair beginning with the July 2007 meeting. Cynthia also stated the 2007 Governor's Conference broke even financially once all of the federal grant funds that are supporting the Conference are transferred from HHS Finance to the Foundation for payment.</li> <li>• <b>Organizational Development:</b> The Committee has been working on a new commissioner's handbook and the proposed revised bylaws distributed to commissioners at this meeting. Comments on the proposed revised bylaws should be submitted to Janet Schmidt by June 1<sup>st</sup>. Many of the revisions were brought about to respond to a State of Nebraska FY06 State Audit finding re the lack of documented line of authority for the Commission operations and staff. Willard asked Barbara if the Commission had a document describing the line of authority. There were some items that still are being worked on by the Committee. A final version of the Bylaws will be emailed to Commissioners 30 days before the next Commission meeting to enable the Commission to take action to finalize them at the July 26, 2007 meeting. A handout was given to all commissions to sign up for Commission committee to serve on for the next year. Commissioners were asked to complete these forms and return them to Janet by the end of the meeting.</li> <li>• <b>Program Committee:</b> Curt thanked Cynthia Buettner for her leadership of the Commission the past three years and Nancy Wang for assuming future leadership of the Program Committee. AmeriCorps Week is May 13-19, 2007. May 16<sup>th</sup> is the day the AmeriCorps presence will be most visible, with information sharing and issuance of a Governor's proclamation. The Committee will report on Competitive Grants that have been funded by the Corporation in July. The Commission will be requesting two additional VISTAs in the renewal of the CNCS VISTA grant this year.</li> <li>• <b>Public Relations Committee:</b> The Committee is working on a Commission brochure. This is a tool that could be used in many ways. Another project is to possibly get a website up and running that the Commission will own and maintain. The focus is to heighten the awareness of who the Commission is and what it does.</li> </ul> <p><u>2) Report to the Governor:</u></p> <p>In the Executive Order for the Commission, there is a requirement to give a report to the Governor. The Executive Order doesn't require a specific timeframe for the report but Cynthia stated that she and Gary Gates had done it annually in the past. The Chair and Vice-Chair of the Commission have had an informal meeting with the Governor and First Lady to discuss accomplishments, goals and needs of the Commission. Barbara will provide a list of key items to be included in this report that will be given to the Governor and First Lady before the end of the calendar year.</p>
7.	<p><b>Public Comment:</b></p> <ul style="list-style-type: none"> <li>• No persons signed up to make public comment.</li> </ul>
8.	<p><b>Agenda Items for the Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• July 26, 2007 at United Way of the Midlands, 1805 Harney Street in Omaha.</li> </ul>
8.	<p><b>Adjourn:</b></p> <ul style="list-style-type: none"> <li>• Commission Meeting was adjourned at 2:40 p.m.</li> </ul>

Action Items

No.	DESCRIPTION	OWNER	TARGET DATE	STATUS
1.	The Commission needs to appoint a representative to sit on the Lt. Governor's Homeland Security policy and working groups.	Curt Krueger	July 26, 2007	
2.	A draft Memorandum of Understanding between the Commission and NEMA/the Lt. Governor's Office will be developed.	Barb Thomas	September 1, 2007	
3.	The Administration and Program Expenditure Report column labeled "Percent Funds Expended" will be changed to read "Percent Funds Unexpended."	Janet Schmidt	July 26, 2007	Completed 05-01-07
4.				
5.				

Submitted by,

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Janet Schmidt, Fiscal Officer

Approved by,

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Cynthia Buettner, Chair