



ServeNebraska Commission

Meeting Minutes

NOTE TAKER: Rani Taborek-Potter	LOCATION: Governor's Mansion 1425 "H Street Lincoln, NE 68509	DATE: 1-27-2022	TIME: 9:03am- 10:06am (CT)	DURATION: 1hr 3 minutes
PURPOSE: <i>Serve as Quarterly Commission Meeting</i>	ATTENDEES <u>Commissioners Present:</u> Amy Hall, D. Kare Heilbrun, CJ King, Marjorie Maas, Wayne Nestor, Jennifer Worthington <u>Ex-Officio Members Present:</u> Patti Stengel (Webex) <u>Commissioners Virtual on WebEx</u> Anastazia Bauer Scheer (arrived at 9:45am), Drew Graham, Joseph Popevis, C. Kelly Fleming, Lisa Hiatt, Dawn Hovey <u>Commissioners Absent:</u> Matthew Blomstedt, Sheila O'Connor, Deborah Neary, Ashley Mueller <u>Staff Present:</u> Cathleen Plager, Audrey Jackson, Katherine Lacy, Rani Taborek-Potter, <u>Guests:</u> No guests present			

PROGRAM PRESENTATION

Executive Director Cathleen Plager presented on the ServeNebraska Administrative Road Map

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:03 am (CT) by Commission Chair Maas.

ROLL CALL

Public Information Officer, Rani Taborek-Potter called roll to determine whether a quorum was present. 13 members were present, representing a quorum. (Note: Commissioner Bauer Scheer joined the meeting at 9:45am)

PUBLIC COMMENT

There was no public comment.

Consent Agenda (ACTION)

Marjorie Maas

- October 22, 2021 Meeting Minutes
- January 27, 2022 ServeNebraska Commission Agenda
- Executive Director Report
- Committee Meeting Notes
- AmeriCorps/VISTA Policies
- 100.24 Fixed Award Policy

- 100.25 2% Procedure
- 100.26 Sub-award Reporting Policy
- 200.35 VISTA Conditions Procedure
- 200.36 VISTA Host Site Agreements Procedure
- 200.37 VISTA Host Site Eligibility Procedure
- 200.38 VISTA Grievance Procedure
- 200.39 VISTA Host Site Fees Procedure
- 200.40 VISTA Member Safety Procedure
- 200.41 VISTA Non-Discrimination Procedure
- 400.1 VISTA Member Time Keeping Policy
- 400.2 VISTA Member Leave Allowance Policy
- 400.3 VISTA Member Supervision and Support Policy
- 400.4 VISTA Member VAD and Service Activities Policy
- 400.5 VISTA Member Safety Policy
- 400.6 VISTA Member Travel and Mileage Reimbursement Policy
- 400.7 VISTA Member Change in Status Policy
- 400.8 VISTA Member Evaluations Policy
- 400.9 Member Extension of Service Policy
- 400.10 VISTA Member Training and professional Development Policy
- 400.11 Outside Employment Policy
- 400.12 Tele-Service Policy
- 400.13 Branding Policy
- 400.14 Media Communication Policy
- 400.15 Prohibited Activities Policy
- 400.16 Grievance Policy
- 400.17 Disciplinary Action Policy
- 400.18 Emergency Policy
- 400.19 Disaster Policy
- 400.20 Fees Policy
- 400.21 Recruitment Policy
- 400.22 Data Collection and Reporting Policy
- 400.23 Non-Discrimination Policy
- 400.24 LEP Persons Policy

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

Second: Commissioner Heilbrun seconded.

No discussion. A roll call vote was taken.

Vote: 11- Yes; 0 - No; 0 - Abstained. Motion carried.

STANDING COMMITTEE REPORTS

Executive Committee – Commissioner Maas

Strategic Goal: Developed and implemented legislative Plan

- Thank you Campaign Update: Commissioner Maas thanked commissioners for their participation in the thank you campaign and the Senator's breakfast
- Commissioner Maas reviewed key items from recent Executive Committee meetings
- Senator's Breakfast: Commissioner Maas gave an update regarding the Senator's Breakfast event. Noting that it went well.
- ServeNebraska structure: The Commission is waiting for a date and time for LB910 to be heard by the Government, Military, and Veteran Affairs Committee. Commissioner Maas shared that Executive Director Plager and she met with Senator McDonnell the previous week. That meeting indicated that the bill does not yet have a date, the bill is pending an A-bill and fiscal note, and that the University of Nebraska had contacted the Senator requesting a reserved seat on the Commission be added to the bill. This seat would be in addition to the Nebraska Department of Education seat. Commissioner Maas also offered a special thanks to Commissioner King for his efforts meeting with senators in Lincoln.
- Strategic Planning: Commissioner Maas indicated that the final copy of the new strategic plan is housed on the commissioner portal. Agendas for committee meetings reflect the goals assigned to each committee. She noted that she, Commissioner Heilbrun, and Executive Director Plager meet on a regular basis to prepare for Commissioner Heilbrun's transition to commission chair in April.

AmeriCorps National Service Committee (ACTION) – Commissioner Worthington

Strategic Goal: Build and support quality, effective programs (program service) by implementing monitoring/tracking processes

- Program Updates: There are currently 15 programs. This includes 10 operational grants and 2 planning grantees for the 2021-2022 year as well as 3 VISTA grantees for 2022-2023. One organization, International Council for Refugees and Immigrants has both an operational and a VISTA program. Staff are also working with planning grants (United Way of the Midlands and the Department of Education) as they prepare to apply for operational grants.
- Policy Updates: The Committee reviewed and approved 3 AmeriCorps and 31 AmeriCorps VISTA policies and procedures. These policies and procedures were included on the consent agenda for the Commission meeting.
- Monitoring: Deputy Director Jackson is wrapping up monitoring of grantees and has sent out corrective action letters. All but 3 programs were issued corrective actions but there were no disallowed costs.
- Program Development Updates: Development Officer Lacy attended the Nebraska School Counselor Academy and the Nebraska State Education Conference in November to help boost awareness about AmeriCorps. This resulted in 7 school visits that will occur during this quarter.
- NOFO: ServeNebraska staff released the Formula Notice of Funding Opportunity. The formula NOFO will be open from January 3rd 2022 to February 28th 2022.
- Competitive Grant Application: ServeNebraska received one competitive grant application from College Possible. The Committee approved the College Possible competitive funding application for 30 AmeriCorps members with an investment of \$648,000. They are also switching from a fixed grant to a cost reimbursement grant, which will not result in any program design changes but will make it easier for them to expand their grant funding.

Motion #2: A motion to approve the Competitive funding recommendation was made by the AmeriCorps National Service committee.

No Second is needed

No discussion. A roll call vote was taken.

Vote: 11- Yes; 0 - No; 0 - Abstained. Motion carried.

- The Committee approved 3 new VISTA host sites for 5 VISTA slots. In the future, the Committee will review VISTA applications and bring them to the Commission for final approval. Those VISTA host sites are:

Omaha Earned Income Tax Credit Coalition through the Family Housing Advisory Services - Omaha EITC Outreach Capacity Builder VISTA (2), recruit/train volunteers plus build awareness in community about services

International Council for Refugees and Immigrants - Communications and Public Relations Specialist VISTA and Development Coordinator VISTA (2), recruit/train volunteers plus build awareness in community about services, one do fundraising/applying for grants

Omaha Zoo Foundation – Lee G. Simmons Wildlife and Conservation Park in Ashland - STEM Career Ladder VISTA, recruit volunteers to grow their free and inclusive educational programming, building a career ladder

The VISTA member term will run from 02/14/2022 through 2/14/2023 providing full time service. Development Officer Lacy has developed the VISTA program and created training for the Host Sites.

Motion #3: A motion to approve the VISTA applications was made by the AmeriCorps National Service committee.

No Second was needed

No discussion. A roll call vote was taken.

Vote: 11- Yes; 0 - No; 0 - Abstained. Motion carried.

Finance Committee – (ACTION) – Commissioner Hovey

Strategic Goal: Assess & strengthen funding models/processes to ensure sustainability of new funding streams

- Budgets/Expenditure Reports: Commissioner Hovey provided a review of expenditures and the states of all accounts. She also indicated imminent expenditures. No cost extension has been requested for program evaluation training and cohorts for AmeriCorps programs. Match has been met. Commissioners discussed methods for submitting/accepting donations through the Nebraska Community Foundation account.
- Budgets 2022: Committee reviewed the 2022 Commission support grant and Commission Investment fund grant and Foundation budget. Committee approved all 3 budgets.
- Status Report: Deputy Director Jackson provided an update regarding Fiscal Year 2021 AmeriCorps programs expenditures and statistical benchmarks that must be met.
- Update on Criminal History Disallowance: Commissioner Hovey indicated that the Debt Resolution team at AmeriCorps sent a final letter and disallowed amount that one of

the programs must pay back to the treasury in the amount of \$11,155.81. Certified mail went out on 1/18/22 with the check for payback.

- VISTA: Commissioner Hovey indicated that VISTA MOA's are signed and payments have been made all expect for one project. She also reminded that the plan to move money from 0073 into 0068 will not be possible per accounting and budget, Deputy Director Jackson will track VISTA funds.
- Commissioner Hovey gave an update on 2022 Commission Administrative Budgets.

Motion #3: Committee moved to accept the budgets as presented.

Commissioner Nestor seconded.

Commissioners discussed whether 2021 fiscal coding confusion had been resolved. Deputy Director Jackson confirmed.

A roll call vote was taken.

Vote: 11- Yes; 0 - No; 0 - Abstained. Motion carried.

Community Volunteer Committee – Commissioner Heilbrun

Strategic Goal: Developed Intentional, well-educated partnerships with stakeholders & public

- Step Forward Awards: Commissioner Heilbrun provided a report on the results of the 2021 Step Forward Awards event which took place on 12/09/2021. She also noted that the 2022 Step Forward Awards event planning is underway and requested that fellow commissioners assist with publicity.
- Marketing update: Commissioner Heilbrun indicated that the Because of AmeriCorps campaign is running and that the AmeriCorps Is campaign from 2021 was a success.

ServeNebraska Office

Cathleen Plager

Strategic Goal: Diverse staffing in place that allowed for increase, sustainable growth

- Executive Director Plager provided information about the AmeriCorps Agency Funding in the President's Budget, House and Senate Appropriations Drafts.

NEW BUSINESS

- AmeriCorps Agency Report Out: Commissioner Stengel gave a presentation regarding AmeriCorps VISTA purposes and objectives, VISTA presence in Nebraska, and how it differs from AmeriCorps State and National.
- Select nominating committee for Vice Chair: Commissioner Maas called for volunteers for the nominating committee. Commissioners Hiatt, Heilbrun, and Maas were put forward.

Motion #4: Commissioner Maas moved to accept the nominating committee as presented. Commissioner Hall seconded.

No discussion. A roll call vote was taken.

Vote: 12- Yes; 0 - No; 0 - Abstained. Motion carried.

- Public Policy
 - Fiscal Year 2022 Federal Annual Appropriations, no additional information was provided.

ServeNebraska Commission Meeting, January 27, 2022
VOTE RECORD

NAME	Attendance	Motion 1	Motion 2	Motion 3	Motion 4	Motion 5
Commissioner Name	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Approve consent agenda (Agenda, Meeting Minutes, Policy Updates)	AmeriCorps Competitive Application	AmeriCorps VISTA Application	Review and Accept Budgets as presented	Nominating committee for Vice Chair
1. Bauer Scheer, Anastazia	P	NP	NP	NP	NP	Y
2. Blomstedt, Matthew	NP	NP	NP	NP	NP	NP
3. Fleming, C. Kelly	P	Y	Y	Y	Y	Y
4. Graham, Drew	P	Y	Y	Y	Y	Y
5. Hall, Amy	P	Y	Y	Y	Y	Y
6. Heilbrun, D. Kare	P	Y	Y	Y	Y	Y
7. Hiatt, Lisa	P	Y	Y	Y	Y	Y
8. Hovey, Dawn	P	Y	Y	Y	Y	Y
9. King, CJ	P	Y	Y	Y	Y	Y
10. Maas, Marjorie	P	Y	Y	Y	Y	Y
11. Mueller, Ashley	NP	NP	NP	NP	NP	NP
12. Neary, Deborah	NP	NP	NP	NP	NP	NP
13. Nestor, Pastor Wayne	P	Y	Y	Y	Y	Y
14. O'Connor, Sheila	NP	NP	NP	NP	NP	NP
15. Popevis, Joe (Joseph)	P	Y	Y	Y	Y	Y
16. Worthington, Jennifer	P	Y	Y	Y	Y	Y
17. Stengel, Patti	P					
TOTAL	13-P*, 4-NP	11-Y, 0-N, 0-AB	11-Y, 0-N, 0-AB	11-Y, 0-N, 0-AB	11-Y, 0-N, 0-AB	12-Y, 0-N, 0-AB
	*Anastazia Bauer Scheer arrived at 9:45am after roll call after Motion 4.					

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

NUMBER PRESENT in Person: 6

NUMBER PRESENT by Webex: 7

NUMBER PRESENT by Teleconference: 0

EX-OFFICIO MEMBERS: 1 (Patti Stengel)

NUMBER STAFF: 4

NUMBER GUESTS: 0