

Serve Wisconsin

Board Meeting Minutes

March 26, 2014

Present:

Lisa Delmore, Marguita Fox, Robert Griffith, Kathy Groat, Bob Guenther, Tony Hallman, Michael Hinman, Paula Horning, Angela Kringle, Scott Jones, Jim Langdon, Jane Moore and Linda Sunde

Not Present

Scott Fromader, Domingo Leguizamon, Amy McDowell, and Mark Mueller

Staff

Tom Devine, Amy Porter, Gloria Nikolas and Steven Yule

Next meeting:

June 19, 2014 (**TENTATIVE**)-also the Governor's Service Awards

Call to Order

The meeting was called to order at 9:45 a.m. by Vice-Chair Kathy Groat.

Introductions

The Commission members and Serve Wisconsin staff introduced themselves. Amy Porter was introduced to the Board as the newest Serve Wisconsin Staff.

Meeting Minutes

Marguita Fox moved to approve the meeting minutes from December 18, 2013. Seconded by Tony Hallman. The Commission voted unanimously to approve the minutes.

Public Comment

Public comment was moved to later in the agenda to enable all board members to be present

Temporary Leadership Structure of Serve Wisconsin

Tony Hallman made a motion to appoint Kathy Groat as Acting Chair due to the fact that Mark Mueller resigned effective May 1, 2014 (not present at this meeting) and the election does not occur until the June 19th meeting. Second Angela Kringle. Motion passed unanimously.

Remaining Meeting Schedule

The dates for the remaining meetings for 2014 were reviewed. June 19th is still a tentative date based on when Competitive Funding is released from the Corporation and the timeline for determining the Formula pool. The remaining Board meetings are scheduled for October 20, and December 17.

State Service Plan

The following people were appointed to the Ad Hoc Committee to develop the next three year State Service Plan for 2016-2018: Paula Horning, Tony Hallman, Lisa Delmore, Angela Kringle, and Kara Klein. Tom Devine will follow-up with meeting dates.

Guiding Principles for State Service Commissions & CNCS

ASC asked each state commission to vote on the Guiding Principles for State Service Commissions which is a document that states what state service commissions are all about. Kathy Groat asked the Board to pass the Principles without any changes. Motion by Tony Hallman to pass as printed. Second by Jane Moore. Passed unanimously. The Guiding Principles can be viewed on the Serve Wisconsin Website: www.servewisconsin.wi.gov

Legislative Audit Bureau-Audit of AmeriCorps Project Grants

Steven Yule explained to the Board that Serve Wisconsin had been selected for a fiscal and programmatic audit. He met with the auditor three times- 24 invoices and over 100 pages of documents were provided. Jim Langdon from DOA said that Serve Wisconsin was part of the state audit, that results will be released March 26, 2014 and added that there were no findings.

Competitive and Formula Funding Policies-2015-2016 and Beyond

Competitive application average Peer Review Score-carry out to two places beyond the decimal point.

The Board has historically used average application peer review scores rounded to the nearest whole number for numerically ranking applications for the Competitive funding process.

Paula Horning motioned a recommendation to allow for more precision in ranking of average application peer review scores by using the average application peer review scores to be rounded to two places after the decimal point; numerical ranking of applications will be based on these rounded values for the Competitive funding process beginning with the 2015-2016 RFP and is a mechanism for breaking ties. Second Angela Kringle. Motion passed unanimously.

Use Program performance criteria in competitive process

For the Competitive application process, the Board has historically made ranking recommendations based only on average application peer review scores, without consideration of the performance of existing programs.

The PD & E Committee recommended to the Board changing the Competitive funding review policy to incorporate consideration of the program performance review criteria from the Formula funding process in addition to average application peer review score when making Competitive funding recommendations for existing programs. In addition, the Committee recommends that the 80% performance scoring threshold previously approved for Formula funding also be applied to the Competitive process, such that any Competitive application that has a performance scoring percentage less than 80% (inclusive of rounding to two places after the decimal point) would be eliminated from further consideration for Competitive funding. Tony Hallman made a motion to accept the recommendation of the PD & E Committee. Second Angela Kringle. Motion passed unanimously.

DOA moving to electronic copies of audits and application additional documents requirements

The current policy regarding submission of additional application documents requires that all documents be submitted in paper format, including two paper copies of the applicant's audit (or financial statements if audit not applicable).

Tony Hallman made a motion that the current additional paper documents requirements not be changed except for reducing the number of required paper copies of audits from two to one. In addition, applicants will be required to submit an electronic copy of their audit; however, submission of the electronic document will not be part of the application additional documents process and will not be considered with regard to timeliness of submission of additional documents. Second Lisa Delmore. Motion passed unanimously.

Formula policy three-year cycle-revisit use of application score only in first level of review for all applicants in first year of the cycle

Starting with the 2009-2010 funding cycle, the Board implemented a new Formula funding policy based on a three-year cycle. In the first year of each cycle the first level of review is average application peer review score for all applicants; second level of review is performance scoring for existing programs; third level of review is fit in Wisconsin's Formula Portfolio. There has been some

concern about the use of average application peer review scores as a primary determinant for Formula funding. The 2012-2013 funding cycle was the most recent “first year” of the three-year Formula policy. During that process some expressed concern about the results of viewing applicants solely based on average application score, so an alternate means of assessing applicants was created and applicants were assessed on a basis of a combined total of average application score added to performance score.

Bob Guenther made a motion to accept the PD & E Committee’s recommendation to change the current Formula funding policy, which is based on a three-year cycle, to a policy that is the same each year, and removing the current Year 1 1st Level of Review for All Applicants – Average Application Score, so that average application score is no longer viewed as a stand-alone level of review. Second Lisa Delmore.

Updates to competitive ranking guidance if formula policy changes

During preparation of new Formula funding policy documents it was found that the current RFP language related to ranking of applications for Competitive funding makes reference to review levels that are included in the current Formula funding policy. Because the Formula funding policy changed the Competitive ranking language will need to be updated.

Tony Hallman made a motion to update the Competitive ranking guidance to something similar to “Average application score and fit in Wisconsin’s portfolio criteria for all applicants plus performance scoring percentage for existing programs will be considered for ranking of Competitive applications. Performance scoring percentage and fit in Wisconsin’s portfolio criteria will be used to break any tie for the Number 1 ranking position.” Second Jane Moore. Motion passed unanimously

Public Comment

Brian Blahnik and Pat Marcus presented Bob Guenther and Marguita Fox plaques thanking them for their years of service on the Serve Wisconsin Board. Tom Devine thanked them for sending names of replacements and these will be forwarded to the Governor’s office.

Policy Options-reallocation of unfilled AmeriCorps member slots and related grant funds

Tony Hallman made a motion to allow Serve Wisconsin staff to reallocate member slots and grant related funds to programs that can utilize the slots. Bob Guenther seconded. Scott Jones asked to amend the motion to hold motion until the next meeting when the PD & E Committee would have the opportunity to resolve who will receive unallocated slots. Tony and Bob both withdrew their motions. The reallocation of unfilled AmeriCorps member slots will be placed on the June agenda for further discussion and vote.

New Google mapping of 2013 -2014 AmeriCorps service sites in Wisconsin

Amy Porter, Serve Wisconsin Program Officer presented to the board interactive maps of AmeriCorps programs and logistics of member locations. She told the board that Serve Wisconsin is remodeling their website and links can be provided to programs-if they request.

CNCS State Director reports to CNCS on Commission activities

Linda Sunde passed a statement out to the Board explaining the policy and guidance of the Corporation’s *ex officio* member. Because Linda is the representative of the Corporation on the Serve Wisconsin Board she is required to submit a report of the meeting’s actions within three days. The report is sent to Linda’s supervisor. Tom Devine said that the reason the item is on the agenda is so that everyone knows that the reports are done.

Update from Commission Members

Marguita Fox made a motion to recognize Mark Mueller for his service to Serve Wisconsin by serving on the Board and for serving as both Vice-chair and President for the past few years. Second Jane Moore. Motion passed unanimously. The recognition given was suggested to be in the form of a plaque.

Board members requested that recognition for people serving the Serve Wisconsin Board be put on the next PD & E agenda. Board members thanked retiring board members and staff for their years of service.

Scott Jones asked board members to visit the DPI website and check out the Common Core Standards- these can be assessed at: <http://commoncore.dpi.wi.gov/>

Linda Sunde gave a report about the communities around Wisconsin who are planning to become involved in the Mayors Day of Service. She also stated the VISTA project had more applicants than available positions in this grant cycle.

Kathy Groat thanked the AmeriCorps Program Directors for attending and added that the Board appreciates what they do to make a difference in their communities and across the State of Wisconsin.

Staff Members Updates

Tom Devine said that he is in the process of hiring a new employee. He also stated the Serve Wisconsin Board has 8 vacancies and encouraged Board members to help recruit new members. He mentioned to the Board that Serve Wisconsin is in the process of updating our present website.

Steven Yule advised the Board that Serve Wisconsin would be partnering with Easter Seals for a disability inclusion training and service projects either May 9th and 10th/ or both.

Gloria Nikolas invited the Serve Wisconsin Board to participate in the training and service projects at the Easter Seals camp on May 9th. She told the board that new reflection books would be placed electronically on the Serve Wisconsin website in the next month.

Adjourn

Tony Hallman made a motion to adjourn at 2:00 p.m. Seconded by Angela Kringle. Motion passed unanimously.