

## **Serve Wisconsin – Program Evaluation and Development Committee Meeting**

Meeting Minutes

**Wednesday, March 5, 2014**

Since the new Chair of the Committee had not yet been determined, Tom Devine called the meeting to order at 10:05 a.m., March 5, 2014, at Department of Military Affairs, 2400 Wright Street, Madison, WI.

### Committee Members Present

Scott Fromader, Kathy Groat, Tony Hallman, Michael Hinman, Paula Horning, Amy McDowell; Jane Moore participated via telephone.

### Committee Member Not Present

Lisa Delmore – Excused Absence

### Staff Present

Tom Devine, Jessica Kewin, Gloria Nikolas, Amy Porter, Steven Yule

### **Selection of Committee Chair**

Tony Hallman was nominated to serve as Chair of the Committee. Kathy Groat made a motion that Tony Hallman be named Chair of the Committee. Seconded by Paula Horning. Motion passed unanimously.

### **Approval of December 12, 2013, Meeting Minutes**

Kathy Groat made a motion to approve the December 12, 2013, meeting minutes. Seconded by Amy McDowell. Motion passed unanimously.

Tony Hallman suggested to the Committee that since the agenda items are related to policy/process matters, the Program Directors present in the meeting room should be welcomed to openly participate in the discussions. The Committee agreed to allow such open participation.

### **New Google Mapping of 2013-2014 AmeriCorps Service Sites in Wisconsin**

Amy Porter presented views of the service site maps she has been working on.

### **Formula Funding Process for 2014-2015**

Jessica Kewin provided an overview of the upcoming Formula funding process for 2014-2015.

### **Competitive and Formula Funding Policies – 2015-2016 and Beyond**

- **Use Program Performance Criteria in Competitive Process**

The Committee discussed whether ranking of Competitive applications should consider program performance in addition to the average application peer review score for applicants who are applying to continue an existing program for which performance data is available. Michael Hinman made a motion to recommend to the full Board that program performance criteria as specified in the Formula funding policy be considered in addition to average application peer review scores when ranking Competitive applications. In addition, the 80% performance scoring threshold previously approved for Formula funding will also be applied to the Competitive process, such that any Competitive applicant whose performance scoring percentage is less than 80% (inclusive of rounding to two places after the decimal point) would be eliminated from further consideration for Competitive funding. Seconded by Kathy Groat. Motion passed unanimously.

- **Consider Grantee Effectiveness in Expending Grant Funds**

Committee members received the information they requested during the December 12, 2013 meeting – explanations from program staff regarding the reasons grant funds remained unexpended. After discussion, the Committee took no further action on this

agenda item. Serve Wisconsin staff will provide ongoing technical assistance to programs and it was suggested that program staff discuss best practices amongst themselves.

- **Applicants'/Grantees' Engagement of Volunteers & State Service Plan**  
Tom Devine presented information related to the State Service Plan and whether there should be any specific grant application requirements put in place related to elements of the State Service Plan. After discussion, the Committee agreed that Scott Fromader would work with Tom Devine, in association with program directors and volunteer centers, to further discuss these matters.

- **DOA Moving to Electronic Copies of Audits & Application Additional Documents Requirements**

The WI Department of Administration has moved to an online system for posting and review of audits and has expressed the desire to have audits submitted in electronic rather than paper format from this point forward. Since grant applicant audits are required additional documents for the grant application process, options were discussed for accommodating DOA with minimal changes to the additional documents requirements for grant applications. Kathy Groat made a motion to recommend to the full Board that the 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. Seconded by Amy McDowell. 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 cycle**

The Committee discussed changing 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 1<sup>st</sup> 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. The Committee asked staff to prepare revised Formula funding policy documents based on the discussions; send the resulting documents to Committee members for review; and have the policy revisions available for consideration by the full Board during its March 26th meeting.

### **Policy Options – Reallocation of Unfilled AmeriCorps Member Slots and Related Grant Funds**

Staff presented information about a 2013-2014 Full-Time Fixed Amount Competitive program that has not filled 11 of its 45 awarded full-time AmeriCorps members positions; the related funds will remain unspent and the education awards associated with those positions will remain unearned and unused. Staff requested permission to be able to require a program to allow reallocation of unfilled member slots and related grant funds in cases where a program will not be using slots. Committee members noted that staff should continue to work with programs to maximize use of their awarded slots before considering reallocating slots and related grant funds to another program. Amy McDowell made a motion to recommend to the full Board that staff be allowed to reallocate unused slots and related grant funds from a program not using the slots to a program that presents a viable plan for use of the slots and related funds, with the stipulation that the Board be notified during the next Board meeting following such a reallocation action taken by staff. Seconded by Scott Fromader. Motion passed unanimously.

### **Guiding Principles for State Service Commissions and the Corporation for National and Community Service**

Kathy Groat presented information regarding the Guiding Principles. Michael Hinman made a motion to recommend to the full Board that the Guiding Principles be adopted. Seconded by Amy McDowell. Motion passed unanimously.

**2016-2018 State Service Plan**

An ad hoc committee of the full Board had been appointed to create the 2013-2015 State Service Plan. Committee members were asked if the Committee would like to take responsibility for creating the 2016-2018 State Service Plan; Committee members expressed preference that an ad hoc committee of the Board be appointed again.

**Non-Agenda Item – CNCS State Directors Required to Report to CNCS on Activities of State Commissions and State Directors’ Activities as Commissioners**

Tom Devine presented this non-agenda item for discussion by the Committee; Committee members agreed to discuss this matter. Committee members expressed interest in obtaining copies of the reports for review. It was decided that Tom Devine would discuss this matter further with Board Chair Mark Mueller.

**Adjourn**

Amy McDowell made a motion to adjourn the meeting. Seconded by Michael Hinman. Motion passed unanimously. Meeting adjourned at 2:08 p.m.