

Wisconsin National and Community Service Board

Board Meeting Minutes

October 12, 2018

Present: Christine Beatty, Sarah Brady (Board Appointment Pending), Robert Griffith, Paula Horning, Kate Jaeger, Scott Jones, James Langdon

Not Present: Angela Ahlgrim, Pamela Charles, Anthony Hallman, Michael Hinman, Steven Janke, Amy McDowell, Jane Moore, Susan Schwartz

Staff Present: Jeanne Duffy, Alexis Matthews, Kara Rivers, Casey Sweeney, Steven Yule

Next Meeting: December 13, 2018, in Madison, WI - exact location TBD

Call to Order

The meeting was called to order at 12:30 pm by Board Chair Paula Horning.

Introductions

The commission members and Serve Wisconsin staff introduced themselves.

Public Comment

A recorded video welcome message from College Possible Executive Director Edie Turnbull was played.

Steve Frodl, AmeriCorps Program Director for North Central Community Action Program, shared information about three NCCAP AmeriCorps members who were awarded the Herb Kohl Helping Hand award during the Poverty Matters Summit – Statewide Edition on September 27, 2018; the members received the award for creating the “Blue Bin Project,” which provides a bin filled with small, colorful bags of assorted, child-friendly trinkets, personal hygiene products, and an age-appropriate book that is offered to children of low income families who come into the NCCAP Wausau office seeking housing assistance.

Meeting Minutes

James Langdon made a motion to approve the June 7, 2018, WNCSB meeting minutes. Second by Robert Griffith. Unanimously approved.

Memorandum of Agreement between Illinois & Wisconsin

The Board resumed discussion on this matter tabled from the June 7, 2018, Board meeting. Jeanne Duffy provided additional information on the Memorandum of Agreement that the Illinois State Commission Executive Director has asked Serve Wisconsin to sign. Christine Beatty made a motion to approve Serve Wisconsin’s signing of the agreement with the Illinois State Commission. Second by Kate

Jaeger. Unanimously approved. Board members expressed interest in receiving an annual report on activities engaged in under terms of the agreement.

2019-2021 State Service Plan

Jeanne Duffy provided an update on activities of the Board's State Service Plan Committee, including results of the Community Input Survey. The draft 2019-2021 State Service Plan was presented for Board consideration/approval. Christine Beatty made a motion to approve the 2019-2021 State Service Plan. Second by Robert Griffith. Unanimously approved.

Commission Support Grant Permission to Submit

As has been the case each year, CNCS issues their Commission Support Grant NOFO and corresponding application submission deadline between the Board's regular October and December meetings. James Langdon made a motion to approve permission for staff to submit the Commission Support Grant application. Second by Christine Beatty. Unanimously passed. Board members will receive copies of Commission Support Grant application documents along with other documents for the Board's December meeting.

2019-2021 State Service Plan – Additional Discussion

Paula Horning had further concluding remarks regarding the State Service Plan. She stated that the Board would be interested in setting targets for elements of the State Service Plan, and having results toward targets reviewed annually by the Board.

Update from Program Directors Association

Steve Frodl provided feedback on Serve Wisconsin's 2018 Opening Ceremony.

Update from CNCS State Office

CNCS Wisconsin State Office Director Sarah Brady provided updates on the following:

- New CNCS Truescreen contractor for conducting National Sex Offender Public Website and state criminal history checks
- CNCS Transformation Plan – internal working groups are working on recommendations
- Internal branding working group
- RSVP programming in Wisconsin
- VISTA concept papers/applications
- Senior Corps and partnerships with other federal agencies
- VISTA feedback on Serve Wisconsin's Opening Ceremony

Updates from Commission Members

Kate Jaeger reported that 16th Street Community Health Center staff attended Serve Wisconsin's grant writing workshop and the organization is thinking about applying for its own program. In the past the organization has had AmeriCorps members serve through a National Direct program, through Wisconsin's Health Corps and Farm to School AmeriCorps programs, and has had AmeriCorps VISTA members.

James Langdon reported that he had received an inquiry from a Board member regarding the performance evaluation for the Serve Wisconsin Executive Director. He stated that he prepares a draft of the performance evaluation, including entering information for any evaluation elements that are covered by his areas of responsibility; the draft then goes to Board Chair Paula Horning for completion/finalization. He also stated the he takes his cues from the Board Chair on any performance issues. He also noted that personnel policies restrict access to employee performance evaluation information.

Christine Beatty provided an update on her ASC States for Service leadership activities; her attendance at the CNCS Symposium and Hill Day held in September; and noted the CNCS success of receiving additional funds for AmeriCorps and Senior Corps in the recently approved federal budget and appropriations.

Updates from Staff Members

Casey Sweeney provided update information regarding the RFP process for 2019-2020 AmeriCorps funding.

Alexis Matthews provided updates on the following:

- 2018 Opening Ceremony – Board member Anthony Hallman was present both days; Amy Porter’s session was very popular and some people sat on the floor to be able to attend
- Minneapolis will be the location for the 2019 AmeriCorps regional training conference
- The new CNCS online recruiting/search site
- Serve Wisconsin recruiting fairs attendance
- Serve Wisconsin’s Recruitment Consultant position – she and Jeanne Duffy interviewed candidates, selected a candidate and are awaiting finalization of simplified bid process
- Results of Serve Wisconsin’s 2018 AmeriCorps member survey

Steven Yule provided updates on the following:

- CNCS IPERIA reviews for 2017 and 2018
- Serve Wisconsin’s participation in the CNCS soft launch for use of its new contractor for conducting National Sex Offender Public Website and state criminal history checks
- Participation on ASC’s Strengths Accelerator team visit to the South Carolina Commission
- Serve Wisconsin’s continuing to make available Employee/Member Assistance Program services for AmeriCorps members serving in Wisconsin’s programs
- Issues Serve Wisconsin has had with U.S. Postal Service Certified Mail item that went missing after U.S. Postal Service took possession; the items contained AmeriCorps programs’ copies of signed grant agreement documents bearing original signatures

Kara Rivers provided an update on the supplemental Commission Investment Fund grant funding Serve Wisconsin received for disaster response/recovery; the supplemental funding will be used for training of Serve Wisconsin and AmeriCorps program staff, and for quick response kits that will include supplies for use by AmeriCorps members who respond to disasters

Future Meetings

The next meeting will be on December 13, 2018, and will occur at a location in Madison yet to be determined. The meeting schedule for 2019 will be discussed during the December meeting.

Adjourn

Christine Beatty made a motion to adjourn the meeting at 2:24 pm. Second by James Langdon. Unanimously approved.