

Wisconsin National and Community Service Board

Board Meeting Minutes

October 6, 2016

Present: Anthony Hallman, Lisa Delmore, Scott Jones, Jane Moore, James Langdon, India McCanse, Paula Horning, Christine Beatty, Susan Schwartz, Pamela Charles, Michael Hinman,

Not Present Amy McDowell, Scott Fromader, Kate Jaeger, Angela Ahlgrim, Kathleen Groat, Dan Buttery, Bob Griffith

Staff present Jana Steinmetz, Amy Porter, Jessica Kessler, Steven Yule, Casey Sweeney

Program Staff Present: Amanda Ross, DATCP Farm to School; Karen Dischler, United Way of Dane County – Schools of Hope AmeriCorps Project; Pat Marcus, Boys & Girls Clubs of Greater Milwaukee; John Babbitt, Patricia Balke, Wisconsin Association for Homeless & Runaway Services; Steve Blankenheim, United Way Of Dane County – Achievement Connections; Kysa Stocking, Wisconsin Primary Health Care Association; Brian Blahnik, Marshfield Clinic Research Foundation; Steve Frodl, NCCAP AmeriCorps Team – Greater Wausau Area; Chad Harrie, UW Oshkosh Vet Corps; Katie Hulbert, Western Dairyland Fresh Start; Donna Lehmkuhl, UW Eau Claire ECLIPSE.

Next meeting: December 15, 2016 ; Location TBD

Call to Order

The meeting was called to order at 12:09 p.m. by Board Chair Lisa Delmore.

Introductions

The Commission members and Serve Wisconsin staff introduced themselves, including the newest WNCBS member Pamela Charles and Acting Executive Director, Jana Steinmetz.

Public Comment

Brian Blahnik of Marshfield Clinic shared information on the AmeriCorps members and staff that went to support the Bad River Flood Disaster. This team served 638 hours managing the Bad River Flood Recovery Center for 4 days, providing water, food, clothing, furniture, and laundry services for hundreds of Tribal members and local communities that sought support. This team also assisted in delivering and handing out 1,000 cases of water and thousands of meals, collected and delivered donations across the tribe and local communities, supported clean-up efforts on the Tribal Pow Wow Grounds, cleaned, organized and restocked the Tribal Food Pantry, cleaned, organized and conducted grounds maintenance at Head Start, and cleaned the Kakagon Road area.

Meeting Minutes

Paula Horning made a motion to approve the June 2, 2016 WNCBS meeting minutes. Second by Jane Moore. Unanimously approved.

Commission Support Grant Permission to Submit

Jessica Kessler shared background on the Commission Support Grant (CSG), noting that it is a continuation grant and that Serve Wisconsin staff are working with DOA to develop a budget for the 2017 CSG. Serve Wisconsin has not yet received instructions on submitting the 2017 CGS. It was explained that the timing of the CSG is difficult because Serve Wisconsin will have to submit this application between the October and December WNCBS meetings. Christine Beatty made the motion to approve the submission of the 2017 Commission Support Grant in November with full approval at the WNCBS meeting in December 2016. Second by Anthony Hallman. Unanimously approved.

Serve Wisconsin Personnel Hiring Procedures / Committee Update

Jim Langdon provided an update regarding the process to hire a new Executive Director for Serve Wisconsin noting that this position is a classified civil service position and is undergoing a full public application and review process. Langdon noted that the committee has received a number of applications that will undergo a three step process. First, the initial application will be reviewed, followed by a more in-depth criteria screen of the resume and cover letter, ending in in-person interviews of qualified candidates. WNCBS members were encouraged to reach out to Langdon if they were interested in participating in the interview process. He also thanked the WNCBS members who had assisted with the initial application screening. The goal is to have a new Executive Director in place by November 2016.

2017-2018 Second Round Competitive/Formula/Planning Grant RFP – Permission to Release

Jessica Kessler explained that the Corporation for National and Community Service (CNCS) released their Notice of Funding Opportunity (NOFO) on August 15, 2016, and that competitive applications are due January 18, 2017. Kessler shared that Serve Wisconsin received 31 Notifications of Intent to Apply for the 2017-2018 AmeriCorps Requests for Proposals (10 continuation, 10 re-compete, and 11 new applicants). She also described that CNCS is offering the opportunity for programs addressing the opioid epidemic and/or police and community relations to submit an application for competitive consideration in a separate competition due in early May 2017.

Anthony Hallman motioned to approve the following recommendation:

Recommendation: Allow Serve Wisconsin staff to release a second competitive RFP to solicit proposals for programs with focus areas addressing the opioid epidemic and/or police and community relations. The tentative timeline would be as follows:

February 1, 2017	Release Second Round Competitive RFP for programs addressing these priorities
March 15, 2017	Round 2 Competitive applications and additional documents due
Mid-Late March	Peer and staff review of applications
Late March	Program Evaluation and Development Committee meeting (if necessary)
Early April	WNCSB meeting (note: this is 2-3 weeks later than usual)
April 30, 2017	Submit applications to CNCS (CNCS's due date is TBD)
May 15, 2017	Competitive selection announcements

Second by Christine Beatty. Unanimously approved

After a discussion regarding the difficulty to grant all allocated state Formula funds over the past few years, Christine Beatty made the motion to approve the following recommendations:

Recommendations:

- A. Allow staff to release a Formula AmeriCorps Program Operational Grant RFP and a Formula AmeriCorps Program Planning Grant RFP in early April 2017 after receiving the FY2017 Formula allocation amount and determining the number of probable competitive awards. Applications would be due in mid-May in time for late May/early June PE&D committee and Board meetings.

- B. Allow past applicants to apply for Formula program operational grants. Past programs would not be eligible for planning grants as they are already established. This could include applicants that were unsuccessful in the competitive process due to not passing peer review, missing an additional document, or other technical difficulties. This would not include applicants that were disqualified due to federal debt, not being an eligible applicant, or being a high risk applicant.

Second by Jane Moore. Clarifying discussion was had to note that any priority areas will be addressed at a later time for this planning and/or operational grant RFP. Motion passed unanimously.

Jane Moore made the motion to approve the Executive Committee recommendation to revise the RFP to clearly state that applications requesting fewer than 20 members will not be submitted to CNCS due to non-compliance with CNCS requirements. Reintroduce the Board's preference that applications request a minimum of 20 members; applications requesting fewer than 20 members will go through the peer and staff review process and may be considered for Formula funding if they pass peer review. Second by Paula Horning. Motion passed unanimously.

DOA & WNCSB Roles, Responsibilities & Relationship

Jim Langdon provided section 15.03 of the Wisconsin State Statutes describing how WNCSB and Serve Wisconsin are attached to the Department of Administration. He explained that the WNCSB is responsible for the rule making, licensing and regulation, policy making, and operational planning of the program and that DOA assists with budgeting, program coordination, management, and personnel. While these lists are not exhaustive of the roles and responsibilities of each party, it provides a summary by which Serve Wisconsin and the WNCSB operate under. Langdon spoke to the difficulty of managing a program like Serve Wisconsin that is held to both State and Federal requirements, emphasizing that compliance be maintained for both the state and federal rules. He thanked the Board

for its continued work to ensure compliance and to strengthen the working relationship between DOA and the WNCSB. Langdon also provided section 15.105 of the law that describes the organization and structure of the WNCSB as well as 20.505 the DOA appropriation level used for the WNCSB.

Updating Bylaws Discussion – Committee Formation

Jim Langdon reviewed the Bylaws which are part of the state statute that explains and governs the WNCSB. Any updates to the Bylaws would have to be approved by the full Board, but in the meantime an ad hoc committee was suggested to be formed to work on reviewing this document. Langdon offered DOA's legal team as resource in this review process. Jane Moore motioned to approve the creation of a Bylaws ad hoc committee consisting of the following volunteers: Anthony Hallman, Lisa Delmore, Paula Horning, Christine Beatty, and Jim Langdon. Second by Christine Beatty. Motion passed unanimously.

Commission Investment Funds (Training and Technical Assistance Grant) Update

Jessica Kessler provided background on the Commission Investment Funds (CIF) received from CNCS by Serve Wisconsin beginning on July 15, 2016. This grant is 100% federally funded and no match is required by the State. This grant lasts for one year. A major component in the activities tied to this grant is work in outreach which will be completed largely by the new project position associate with these funds. This project position, at the time of the October WNCSB meeting, was in the process of being selected. Another major component of these grant funds has been the work with Dr. Annalee Good and the Wisconsin Center for Education Research. Dr. Good and her team provide personalized training and technical assistance to programs and applicants working with Serve Wisconsin. One major focus of the training and technical assistance being provided to programs is to enhance the quality of their performance measures.

Member Survey Results

Jessica Kessler reported on the results of the 2015-2016 member survey results. This survey showed a positive trend for AmeriCorps programs in Wisconsin with an overall response rate of 71%. Five years of data from this survey was also shared with the Board. Overall there is a high satisfaction rate from AmeriCorps members towards their service. Ideas were shared from the Board on how to best use this data in reports, promotion, newsletters, annual reports, etc.

State Service Plan

The 2016-2018 State Service Plan went into effect January 1, 2016 and remains a standing item at WNCSB meetings. No further discussion at this meeting.

America's Service Commissions Update

Rachel Bruns, Deputy Director of the American Association of State Service Commissions (ASC)—a nonpartisan, nonprofit organization representing and promoting state service commissions across the United States—provided an update of what has been happening at the national level. Bruns provided further insight on the Commission Investment funds (CIF), sharing that the current continuing resolution for the congressional budget does have the CIF included as a line item. This could mean that the CIF will be available in the future. There is a trend that the appropriations committee wants to provide support to focus on outreach, particularly to rural and underserved communities. Bruns also shared that ASC will be involved in ensuring that any transition that happens with the leadership of CNCS in the next year will be as smooth as possible. ASC has also recently undergone a thorough strategic planning process and is working to double its capacity in the coming years. Their strategic plan includes plans to build commission capacity, enhance federal policy work and public policy work with state commissions, revenue generation, and increased staffing. Bruns shared ways for the WNCSB to get involved with ASC. Information from ASC, as appropriate and available, will be sent to the WCSNB through the Serve Wisconsin Executive Director.

CNCS State Office Update

CNCS State Office Director, India McCanse, shared that the coming administration change will lead to changes in leadership at CNCS. She noted that this process could take 6-9 months. McCanse shared that the state office has three VISTA projects sun-setting and are in the process of reviewing 6 VISTA projects for funding. McCanse also shared that the Foster Grand Parent (FGP) Program in Wisconsin, a longtime grant held by the Department of Health Services, will be closing due to non-compliance regarding subgranting FGP funds to agencies around the state. The state office has been working hard to find a resolution to this issue as hundreds of seniors and families will be without the great services provided by these programs and individuals. Currently a plan is in place to resume FGP operations under a different model in February of 2017.

Update from Program Director's Association

Brain Blahnik shared the need for continued support from Serve Wisconsin and CNCS to improve recruitment and enrollment numbers as these components of operating an AmeriCorps program have been yearly challenges. The association requested the creation of templates that could be personalized from CNCS to help support recruitment.

Update from Commission Members

Jim Langdon shared that he will be in Minocqua/Rhineland area and may have time to help promote AmeriCorps programming in that area. He asked that staff share any contact or resources that he could use to promote AmeriCorps. Scott Jones shared that there are updates on the Every Student Succeeds Act on the DPI website. This website is regularly updated. Jones also shared that the Community Schools Movement is a great opportunity to make connections around the state. There is also info on the DPI website regarding this initiative. Jones also shared a happy encounter where an AmeriCorps member's service and impact was highlighted on a video selected for the State Superintendent's video competition.

Staff Updates

Jessica Kessler had no further updates.

Amy Porter provided an update regarding the supplantation and duplication 2015 monitoring finding and subsequent cost disallowance of subgrantee Boys & Girls Clubs of Barron County. All compliance issues and debts have been resolved. Porter also shared that members of the 2016 InterCorps Council of Wisconsin have been selected and will be on-boarded in late October. Porter also shared the Annual Report will be updated and provided at the December 2016 meeting. She also encouraged Board members to attend the 2016 AmeriCorps Opening Ceremony on Friday, October 7th.

Steven Yule shared the work Serve Wisconsin has been doing with Margie Kriel, the LTE Senior Auditor brought on to conduct financial desk reviews of Serve Wisconsin subgrantees. Yule also shared that Kriel has been helping to enhance other financial components of Serve Wisconsin's operations, such as reviewing internal controls and the financial assessment used during grant competitions. Lastly, Yule shared information regarding a 2011 OIG audit on compelling personal circumstance exits. Due to this audit, a former Serve Wisconsin subgrantee was found to be non-compliant, and Serve Wisconsin received a debt collection letter for \$4,522 of disallowed costs. Serve Wisconsin staff is working with CNCS and the subgrantee to collect the required funds and settle the outstanding debt.

Casey Sweeney shared reflections on the 2016 Washington DC Symposium. He noted that it was a great learning experience and opportunity to connect with programs around the country.

Jana Steinmetz gave thanks to the Board and appreciation for the smooth nature of her work as the interim Acting Executive Director of Serve Wisconsin.

Board Retreat & Future Meetings

December 15, 2016

Adjourn

Tony Hallman made a motion to adjourn the meeting at 4:35pm. Second by Christine Beatty. Motion passed unanimously.