

Wisconsin National and Community Service Board

Board Meeting Minutes Notes

December 13, 2018

Present: Angela Ahlgrim (by telephone), Christine Beatty, Sarah Brady, Pamela Charles, Laura Doolin, Anthony Hallman, Michael Hinman, Paula Horning, James Langdon, Margaret (Jane) Moore, Susan Schwartz

Not Present: Robert Griffith, Kate Jaeger, Steven Janke, Scott Jones, Amy McDowell

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

Program Staff Present: John Babbitt - Wisconsin Association for Homeless and Runaway Services, Connie Bettin - Partners for After School Success, Brian Blahnik - Marshfield Clinic AmeriCorps Programs, Karen Dischler, Schools of Hope, Cally Ehle - Easter Seals Wisconsin, Steve Frodl - NCCAP, Suzanne Hoppe - Renewal Unlimited, Kysa Stocking - Wisconsin HealthCorps, Amanda Ross - Weight of the Fox Valley, Ruhamah Bauman - CNCS Wisconsin State Office

Call to Order

The meeting was called to order at 10:03am by Paula Horning

Introductions

The board members and Serve Wisconsin staff introduced themselves. The board welcomed one new member, Laura Doolin, Department of Workforce Development. Serve Wisconsin also welcomed one new staff member, Kyle Clower, as the Community Engagement Specialist. Additionally, Kara Rivers announced that this would be her final board meeting as a member of the staff of Serve Wisconsin, as she would be relocating to Indiana later this December.

Public Comment

No public comment.

Approve Minutes from October 12

Jim Langdon made a motion to approve the October 12, 2018 Wisconsin National & Community Service Board (WNCSB) meeting minutes. Second by Paula Horning. The motion was unanimously approved.

Approve Commission Support Grant

Jeanne Duffy shared background on the Commission Support Grant (CSG), noting that budget for the next year was very similar to the budget for this year, as the only significant new aspect for the new year is that Serve Wisconsin is moving to Salesforce for managing contacts, events, and some program information.

Anthony Hallman asked three questions regarding the budget breakdown. The first question was regarding the breakdown of personnel costs by staff member and was informed by Jeanne Duffy that this information is available publicly, but not usually included by staff member in the presented budget. He also asked about website costs and was informed by Jeanne Duffy that the website of Serve Wisconsin is being updated to improve its layout and user experience. He then asked about including funding for board members attending conferences and events and Jeanne Duffy announced that the North Central meeting in Minneapolis is open to all board members, as is the Washington, DC event in September, but that it was not budgeted due to few board members requesting the funding and that the budget can be modified within 10% if this becomes an issue that needs to be addressed.

Anthony Hallman made the motion to approve the 2018 Commission Support Grant. Second by Jane Moore. The motion was unanimously approved.

Overview of Competitive Application Process

Casey Sweeney gave an overview of the competitive application process, describing the release of the CNCS Notice of Funding Opportunity (NOFO) and Serve Wisconsin's Request for Proposal (RFP), the timing for the process, and the applications that were received.

The Corporation for National and Community Service (CNCS) released the NOFO on September 24, 2018, which was roughly a month later than the past two years, causing the release of our RFP to be pushed back to October 4. There were issues again this year with eGrants with regard to when it was available for applications. Due to timing for peer review, applications were due by November 5, but could not be entered into eGrants until October 25. Timing may be an issue in future years as well, with both the NOFO release and eGrants access. Serve Wisconsin staff will brainstorm potential ways to address if needed.

Serve Wisconsin received 19 eligible applications, including 10 continuation, 7 recompetes, and 2 new applications. All new and recompetes applications went through a peer review process with 9 peer reviewers, with each reviewer scoring three applications. Applications needed 80 points to pass peer review, with 1 new applicant, Marian University, not reaching the necessary threshold. Kara Rivers responded to a question regarding their status, explaining all of the information that Marian University received as feedback, and she indicated that they were working to submit an application in the spring for formula funding. Additionally, it was discovered that one additional page for NCCAP was included accidentally for the peer reviewers, but after analysis of the information included, it was determined that it likely had no impact on the scoring.

After peer review, 18 programs were recommended to the Program Evaluation and Development Committee (PE&D) Committee and are being recommended today for consideration by the WNCSB. All of the applications have met the Performance Scoring threshold of 80%. These will be sent to CNCS no later than January 30, 2019, which plans to make its funding decisions by April 1. Those decisions will not necessarily be released to programs at that time, but they should inform the staff at Serve Wisconsin.

Anthony Hallman asked a question regarding some programs not being listed and formula funding. Casey Sweeney responded that five programs are planning to submit formula continuation applications in the spring, including Western Dairyland, United Way Fox Cities, UW-Eau Claire Blugold Beginnings, Teach for America, and WisCorps. The formula funding amount for next year is not currently guaranteed, but assumptions are that it will be similar to this year's allocation.

PE&D Committee Recommendation to Allow Applicants to Increase Budget for Additional Criminal History Check Costs

Steven Yule shared background on changes occurring with national service criminal history checks.

Due to ongoing non-compliance with National Service Criminal History Check (NSCHC) requirements across its program areas, CNCS has announced a new process for programs to conduct NSCHC through Truescreen for National Sex Offender Public Website (NSOPW) and state criminal history checks, and Fieldprint as channeler for CNCS FBI fingerprint checks

The cost for running checks through Truescreen and Fieldprint accounts through CNCS in most cases will be higher than incurred prior to implementation of Truescreen/Fieldprint. The cost for conducting Truescreen/Fieldprint checks for an individual residing in Wisconsin at the time of application will be \$61.50; NSOPW \$7.50, WI state \$26.50, FBI \$27.50.

Since the new Truescreen/Fieldprint requirement was announced by Serve Wisconsin on November 21, 2018, applicants were not able to consider Truescreen/Fieldprint costs when preparing their grant application budgets for 2019-2020; therefore, the PE & D Committee recommends that applicants be allowed to increase the amount of CNCS funds requested, above the amount approved by the Board, in order to add additional NSCHC costs for the Truescreen/FBI checks.

Anthony Hallman made the motion to approve the PE&D Committee recommendation to allow applicants to increase their budgets for additional criminal history check costs. Second by Paula Horning. The motion was unanimously approved.

2018-2019 AmeriCorps Competitive Funding Recommendations

Anthony Hallman provided a brief overview of the application made by each program in the order listed on the meeting agenda and in the table below.

Paula Horning asked questions regarding the focus areas regarding Wisconsin Association for Homeless & Runaway Services and Marshfield Clinic Research Foundation – Volunteer Wisconsin. Kara Rivers indicated that the program operated by WAHRS has not been categorized under set focus area for several years and that Volunteer Wisconsin used to be under the focus area of Capacity Building, which is no longer a category. Alexis also indicated that Public Allies had also previously been under Capacity Building, although it was also under Economic Opportunity.

2019-2020 AmeriCorps Competitive Applications

Christine Beatty made a motion to approve the following Competitive Applications to be submitted to CNCS for competitive funding consideration for the 2019-2020 program year:

Applicant Name - Continuation Applications	Amount Recommended
1. Boys & Girls Clubs of Greater Milwaukee - EARN	\$ 306,796
2. Dane County Human Services	\$ 391,037
3. Easter Seals Wisconsin	\$ 263,499
4. Marshfield Clinic Research Foundation – Afterschool	\$ 345,750
5. Marshfield Clinic Research Foundation - Recovery Corps	\$ 304,260
6. Milwaukee Christian Center	\$ 180,226
7. Renewal Unlimited, Inc.	\$ 146,591
8. United Way of Dane County - Achievement Connections	\$ 298,073
9. University of Wisconsin-Eau Claire - ECLIPSE	\$ 93,427
10. Wisconsin Association for Homeless & Runaway Services	\$ 387,396
Applicant Name - New/Recompete Applications	Amount Recommended
11. Boys & Girls Clubs of Greater Milwaukee – Academic and Career Planning	\$ 92,233
12. Marshfield Clinic Research Foundation – Volunteer Wisconsin	\$ 531,720
13. North Central Community Action Program	\$ 238,530
14. Public Allies Milwaukee	\$ 675,223
15. United Way of Dane County - Schools of Hope	\$ 298,412
16. WI Dept. of Public Instruction - Farm to School	\$ 227,859

Second by Pamela Charles. The motion was unanimously approved.

2019-2020 AmeriCorps Competitive Fixed Amount Funding Recommendations

Anthony Hallman provided a brief overview of the application made by each program in the order listed on the meeting agenda and in the table below.

Casey Sweeney provided a brief overview in changes to performance measures by CNCS this year, looking at total individuals instead of by category of individuals, and gave additional information regarding Wisconsin Primary Health Care Association's application.

2019-2020 AmeriCorps Competitive Fixed Amount Applications

Jane Moore made a motion to approve the following Competitive Fixed Amount Applications to be submitted to CNCS for competitive funding consideration for the 2019-2020 program year:

Applicant Name	Amount Recommended
17. College Possible	\$ 448,560
18. Wisconsin Primary Health Care Association	\$ 364,608

Second by Christine Beatty. The motion was unanimously approved.

Ranking of New/Recompete Applications

Casey Sweeney gave an overview of the ranking process and breakdown for this year for new/recompete applications, which involves a combination of performance score, fit in portfolio, and application peer review score. CNCS requires a ranking of these applications to be submitted.

Anthony Hallman made a motion to approve the following ranking of new/re-compete applications:

Ranking of New/Recompete Applications
1. Public Allies Milwaukee
2. College Possible Milwaukee
3. United Way of Dane County - Schools of Hope
4. North Central Community Action Program
5. Marshfield Clinic Research Foundation - Volunteer Wisconsin
6. Boys & Girls Clubs of Greater Milwaukee - Academic and Career Planning
7. WI Primary Health Care Association - Wisconsin HealthCorps
8. WI Department of Public Instruction - Farm to School AmeriCorps Program

Second by Jane Moore. The motion was unanimously approved.

State Service Plan Update

Jeanne Duffy provided an overview of the results for each of the three objectives of the 2015-2018 State Service Plan. Additionally, the board had asked for action items development for reaching the goals in the 2019-2021 State Service Plan. Jeanne responded that staffing changes have delayed formulation of the annual work plan until January, which may also be impacted by recent announcement of the creation of regional offices at CNCS.

Objective 1: *Serve Wisconsin will invest in sustainable service solutions that are supported by evidence-based community need. The service delivery system shall incorporate effective capacity building activities and strategies for recruiting, retaining, managing, and recognizing volunteers and AmeriCorps members. Serve Wisconsin shall allocate 100% of the available resources in support of the six national focus areas and capacity building activities to enhance program sustainability.*

Jeanne Duffy provided data on volunteer hours from previous years and how most of the results significantly exceeded goals in the plan. She also noted that the goal regarding organizations receiving capacity building services was also surpassed, and that while capacity building is no longer a focus area of CNCS, Serve Wisconsin will continue to put focus into this effort and is still completing monitoring for some of the analysis for this element for the previous year.

OBJECTIVE 2: *Serve Wisconsin will support the promotion of National Service and Volunteer Wisconsin to enhance recognition and awareness of service and volunteer opportunities in Wisconsin.*

Jeanne Duffy provided information on how Serve Wisconsin has worked over the last three years to promote service opportunities and recognized volunteers in the state. These efforts have included the publication of two digital monthly newsletters, the promotion of AmeriCorps member stories and the results of the Volunteer in America Report (Milwaukee ranked 4th in the nation in 2018) by Serve Wisconsin through its official website and social media websites, and the recognition of 19 individuals and organizations for their service through the Governor's Service Awards. Serve Wisconsin has also published and distributed an annual report the past two years, with the composition of the 2018 annual report being delayed due to staffing transitions, but it will be published in early 2019. To gather information for these efforts, Serve Wisconsin has completed annual surveys of AmeriCorps members and collected information from state and national grant applicants. With the goal of promoting volunteer opportunities, Serve Wisconsin pays the annual licensing fee for the Volunteer Wisconsin website <https://volunteerwisconsin.org/>, with the management of the Volunteer Wisconsin website transitioning from Marshfield Clinic to United Way of Wisconsin in 2019. Additionally, Serve Wisconsin has collaborated with CNCS's Wisconsin State Office on several events during the past year to promote service and volunteerism.

OBJECTIVE 3: *Serve Wisconsin board members and staff will engage in professional learning to promote best practices that strengthen the efficiency and effectiveness of National Service.*

Jeanne Duffy outlined how Serve Wisconsin has developed a new program outreach and development campaign to strengthen programs and meet these goals, including the holding of five summits in rural areas, a two-day boot camp for new programs and new staff at existing programs, and a two-day grant writing workshop. These efforts helped lead to three new programs in 2018 that expanded the reach of state programs and to three programs with planning grants, as well as other organizations interested in starting AmeriCorps programs to serve rural Wisconsin. Additionally, Serve Wisconsin staff underwent training on managing federal grants this year, with staff having the ability to be certified after taking additional coursework (funds have been budgeted to do it). Finally, Jeanne Duffy explained the difficulties faced in meeting Action 5: Expand outreach to seniors to improve collaboration and senior engagement, outlining struggles recruiting seniors to commit to an AmeriCorps term of service, particularly the prior efforts of ERAs Senior Network in Waukesha.

Update from CNCS State Office

Sarah Brady, the state director of the Wisconsin CNCS state office, provided an update on program applications, information on service days, and changes that will be occurring due to the Transformation and Sustainability Plan.

She indicated that CNCS will be awarding approximately 58 VISTA members and about 40 Senior Corps projects, as they anticipate awarding VISTA grants tomorrow, including a few new applicants that will be running programs. Additionally, RSVP is reapplying for recompeting in 5 areas: Racine, Fox Cities, Rock County, Ashland County, and Marathon County.

CNCS has also been working on compliance with criminal history checks by establishing a new National Service Criminal History Check (NSCHC) process, as programs can ultimately save themselves up to 3 years of disallowance if found to be noncompliant

She also noted that CNCS has been sending out information on participating in the annual MLK Day of Service on January 21. While this information has been sent out by CNCS, National Service Recognition Day is typically in April, but the state office has yet to hear about this date (typically have heard in October). They hope to collaborate with Serve Wisconsin on this effort, but they have not received any details.

Sarah outlined the recently released CNCS Transformation and Sustainability Plan, which included the announcement of a six goal transformation plan, and its impacts on programs in Wisconsin. The largest of these changes will be the realigning of workspaces through the creation of regional offices, with Wisconsin positioned in the North Central region and will have a combined Programs Officer and Grants Officer (PO/GO) that will be located in Kansas City, MO (location of new regional office). Senior Corps and VISTA will also be managed out of the regional offices with the closure of state offices, with the Wisconsin office slated to close in September 2019. As part of this plan, they are hiring a National Director of Compliance and a Director of Regional Operations, with applications for both positions closing tomorrow.

Under the structure as proposed, the PO/GO officer out of Kansas City will be the Ex Officio member for the commission. She indicated that people wanting more information can go to the CNCS website to access transformation goals and the release of the new structure and contact transformation@cns.gov with questions or comments.

Update from Program Director Association

No update was provided at this meeting.

Updates from Commission Members

Christine Beatty described efforts being undertaken by the States for Service Coalition, including the recently finished Thank You campaign, with over 3,600 messages going to Congress, stressing that Wisconsin needs to do better job getting message across, as Maryland had 62 and Wisconsin only had 5. She indicated that there will be a Valentine's campaign to do this. She also discussed the Educational Award Tax Relief Program, which is trying to make the Educational Award earned by AmeriCorps members not taxable, indicating that a lot of effort will be going towards that goal. She stated that she and Robert Griffith have taken on individual memberships for \$50 and that the group is working for nonpartisan support for the program

Michael Hinman noted that the Department of Military Affairs is one of few Cabinet agencies whose head is not impacted by the upcoming governor transition, as Department of Military Affairs appointments are done outside of standard process and it should not impact how the department is represented on the board.

Paula Horning described how she had approached the TEMPO Milwaukee Chapter about presenting about AmeriCorps and that she hopes it materializes in the next 9 months. She also noted membership on the PE&D committee, indicating that if anyone is new or wants to participate in the committee, to please contact her. A question was brought up regarding the sizing of the committee, with the indication that a discussion of the PE&D committee should be on the agenda for the March 2019 board meeting. Finally, Paula Horning began the process of formally soliciting interest in the Vice-Chair position for the board, as Christine Beatty is slotted to assume the position of Chair in June 2019.

Anthony Hallman brought up potential concerns regarding board member vacancies, the mentoring of new board members, and best practices as a board. He expressed concerns regarding the current number of board member vacancies and members with expiring terms. He was looking for how these would be addressed, as there was additional concern regarding outstanding appointment applications with the upcoming transition between governors. It was expressed that the understanding is that those currently in position serve until another person is appointed if terms expire. He also brought up the concept of having a mentor program for new board members once individuals are appointed to fill the vacancies, as this had been a practice previously with the board. Finally, he discussed getting ideas on best practices from the ASC State Service Commission Strengths Accelerator Framework, whose team had worked with Steven Yule. He indicated that he thought we do meaningful work and a great job, recalling a discussion he had with one of those working with that group regarding what a commissioner is and all of the board members being a team.

Jim Langdon addressed a question about political activity of AmeriCorps members at the October meeting and described that VISTA had posted information regarding CNCS policy about prohibited political actions.

Staff Updates

Jeanne Duffy provided an overview of Serve Wisconsin's 2018 accomplishments across several areas. She described the range of recruiting events and service summits that staff have held or participated in over the past year, including an event she and Alexis Matthews participated in at James Madison Memorial High School yesterday in Madison. She described the use of two newsletters put out by staff each month with member profiles, key dates, and events, with one focused on recruitment and the other on general information. Over the last program year, there were a total of 771 AmeriCorps members with 554.62 MSY, with these numbers having gone up since the previous year. Serve Wisconsin additionally held two statewide events for all AmeriCorps members over the past year: National Service Recognition Day in April and the Governor Service Awards, which had over 250 AmeriCorps members in attendance. Finally, she noted that three additional programs participating in the Employee Assistance Program (EAP) program, bringing the total to 15 programs.

Alexis Matthews gave an update on events held in 2018, including Celebration of Service and Opening Ceremony. Alexis also provided information regarding recruitment efforts, including the variety of fairs attended in the past year.

Kara Rivers gave an update on Serve Wisconsin efforts surrounding disaster services funding. She indicated that it is still being determined what trainings will be needed for AmeriCorps members and programs that would like to participate. Serve Wisconsin is working on procuring two large storage trailers for response supplies and getting individual programs smaller recovery kits that could be used when assisting with a disaster. AmeriCorps members would likely be doing a combination of hands-on work in disaster projects and helping with volunteer coordination, likely working with 211. Jeanne Duffy will be the point person for disaster recovery efforts until a replacement for Kara Rivers is hired.

Kyle Clower provided an overview of the combined program impact statistics for the 2017-2018 program year across all programs. He also discussed trying to promote different program efforts through the newsletters and social media, encouraging programs and board members to contact him if they have items they would like highlighted through these different platforms.

Steven Yule provided information on the new financial management survey required by CNCS that seems to be designed for non-profit organization applicants, but must be used by all types of applicant organizations, such as state government entities. . He additionally described the new pre-enrollment process that started in July 2018 (needs to be done in 5 day window) and that there will need to be changes to monitoring and performance scoring for the grant application process to reflect this change. He further gave a brief overview of the usage of Fieldprint and Truescreen this fall and how the soft launch was bumpy. He finally indicated that Serve Wisconsin has been trying to provide guidance on several related issues to CNCS.

2019 Meeting Dates and Agenda

Meeting dates for 2019 were tentatively set for March 21 (Thursday), June 6 (Thursday), October 18 (Friday), and December 12 (Thursday).

Paula Horning went over the potential dates for feedback, with Anthony Hallman indicating that he cannot attend the proposed Friday date. Paula Horning also asked for feedback on doing some of the meetings at program sites, as she described enjoying going to program sites for these, with feedback indicating yes to this idea from Michael Hinman. Anthony Hallman also brought up the idea of doing a board meeting in close proximity to the Opening Ceremony for AmeriCorps members if it could work in the schedule. Finally, ideas for other potential agenda items for 2019 meetings were discussed, including educational presentations and member presentations, and Anthony Hallman's suggestion that board members may want to consider whether they would like to review where Serve Wisconsin is on the compliance and best practice items from the ASC State Service Commission Strengths Accelerator Framework document.

Adjourn

Anthony Hallman made a motion to adjourn the meeting at 12:24pm. Second by Christine Beatty. Motion passed unanimously. Photographs were taken of the board following its adjournment.