

## **Wisconsin National and Community Service Board**

### Board Meeting Minutes

June 2, 2016

*Present:* Anthony Hallman, Lisa Delmore, Scott Jones, Jane Moore, James Langdon, Dan Buttery, Scott Fromader, India McCanse, Paula Horning, Kate Jaeger

*Not Present* Amy McDowell, Angela Ahlgrim, Michael Hinman, Susan Schwartz, Pamela Wheeler, Kathleen Groat, Christine Beatty, Bob Griffith

*Staff present* Tom Devine, Amy Porter, Jessica Kessler, Steven Yule

*Program Staff Present:* Dominique Bradley, DATCP Farm to School; Cally Ehle and Alexis Matthews, Easter Seals of WI; Karen Dischler and Emily Greene, United Way of Dane County – Schools of Hope AmeriCorps Project; Pat Marcus, Boys & Girls Clubs of Greater Milwaukee; John Babbitt and Patricia Balke, Wisconsin Association for Homeless & Runaway Services; Steve Blankenheim, United Way Of Dane County – Achievement Connections; Lisa Olson, Wisconsin Primary Health Care Association; Shelly Kaiser and Brian Blahnik, Marshfield Clinic Research Foundation; Connie Bettin, Dane County Human Services – PASS AmeriCorps; Steve Frodl, NCCAP AmeriCorps Team – Greater Wausau Area; Sandi Ammerman, Interfaith Senior Programs, Inc.; Matt Smyczek, Summit Educational Association

*Next meeting:* October 6, 2016 ; Location TBD

### **Call to Order**

The meeting was called to order at 11:10 a.m. by Board Chair Lisa Delmore.

### **Introductions**

The Commission members and Serve Wisconsin staff introduced themselves.

### **Public Comment**

No Public Comment

### **Meeting Minutes**

Anthony Hallman made a motion to approve the March 17, 2016 WNCSB meeting minutes. Second by Jane Moore. Unanimously approved.

### **Board Chair and Vice Chair Elections**

Anthony Hallman made a motion to nominate Lisa Delmore to continue as the WNCSB chair. Second by Paula Horning. Anthony Hallman made a motion to close nominations for WNCSB chair. Second by Paula Horning. Both motions unanimously approved. Anthony Hallman made a motion to nominate Paula Horning to continue as the WNCSB vice chair. Second by Jane Moore. Anthony Hallman made a motion to close nominations for WNCSB vice chair. Second by Jane Moore. Both motions unanimously approved.

### **2016-2017 Planning Grant Funding Recommendations**

Sandi Ammerman of Interfaith Senior Programs, Inc. located in Waukesha, WI, gave a five minute presentation to the board regarding Interfaith's proposed Encore AmeriCorps program planning grant. Jessica Kessler and India McCanse provided background information on Encore programing (Encore service programs engage a significant number of AmeriCorps participants age 55 or older) and Interfaith's positive background with the CNCS State Office in Wisconsin. Jane Moore made a motion to approve Interfiath's Planning Grant application at the Commission recommended 2016-17 funding level of \$75,000. Second by Paula Horning. Unanimously approved.

### **2016-2017 Formula Funding – Committee Recommendation**

A list of the five Formula funding considerations that are required by federal regulations and had not been included in the Board's annual RFP was provided to Board members; Board members considered these items, as applicable, in their review of Formula funding recommendations.

Jane Moore moved to approve the PE&D Committee's 2016-2017 Formula Funding Recommendation outlined as follows.

1. Easter Seals Wisconsin to be funded for **\$264,225** and **20.34 MSY**
2. UW-Oshkosh, Vet Corps to be funded for **\$72,618** and **5.29 MSY**
3. Western Dairyland – Fresh Start to be funded for **\$110,394** and **8.06 MSY**
4. WI Dept. of Agriculture – Farm to School to be funded for **\$191,925** and **15.50 MSY**
5. WI Dept. of Public Instruction – Play & Read to be funded for **\$269,981** and **20.00 MSY**
6. Dane County Human Services – Partners for Afterschool Success to be funded for **\$444,237** and **35.00 MSY**
7. Renewal Unlimited – Portage Fresh Start to be funded for **\$141,694** and **10.32 MSY**
8. WI Association for Homeless & Runaway Services to be funded for **\$433,703** and **32.50 MSY**

Jessica Kessler provided an explanation of the process Serve Wisconsin staff went through to allocate all 2016-2017 AmeriCorps Formula funds as described in the Program Evaluation and Development Committee Recommendations 2016-2017 Program Year document.

Two new programs, in addition to the programs above, were under consideration for Formula funding during the 2016-2017 cycle: Summit Educational Association and Milwaukee Community Service Corps. Following the PE&D Committee recommendation that Milwaukee Community Service Corps be funded at their requested amount, staff concerns grew by the continued lack of financial documentation for fiscal years 2014 and 2015. Without these documents, Milwaukee Community Service Corps was considered high risk for receiving AmeriCorps funds. The program chose to withdraw their application on the day of the June 2, 2016 WNSCSB meeting. Staff is willing to work with the program to clarify both programmatic goals and to ensure financial risk is lowered before applying again in the future.

Following the PE&D Committee, Summit Educational Association, Inc. was offered the opportunity to submit data to staff that could demonstrate that AmeriCorps funding provided enhancements toward addressing identified community needs - enhancements that are not present without AmeriCorps funding. The results of the follow-up communications did not produce information that changed staff's recommendation to not fund Summit Education Association at this time. Staff is willing to work with the program to ensure that the program is not a duplication of an existing program as well as to increase the reliability, validity and overall fidelity of the program's data to ensure compliance with the standards set by CNCS.

Because Serve Wisconsin has experienced another year of great success in the Competitive Funding process, coupled with four programs not returning to the Serve Wisconsin portfolio and no new programs funded, there will be remaining funds returned to the Corporation this year in the amount of \$613,345.

Motion to approve the PE&D Committee's 2016-2017 Formula Funding Recommendation was seconded by Paula Horning. Unanimously approved.

### **PE&D Committee Formula Funding Policies – 2017-2018 and Beyond**

#### **Revise the manner in which the Formula funding cap is applied**

Jane Moore made a motion that the following RFP policy be changed from a primary Formula funding consideration to a tool that can be used when the total amount of Formula funding requested exceeds the total amount of Formula funds available:

*Applicants submitting a request for a grant amount totaling 20 multiplied by the Wisconsin State Maximum Cost per MSY, or greater, will have their award amount considered at the level of 20 multiplied by the Wisconsin State Maximum Cost per MSY. The Board shall have discretion to increase or decrease the total amount awarded to an applicant based on availability of allocable funds and other considerations.*

Motion seconded by Kate Jaeger. Motion passed unanimously.

### **Exception – Formula funding for entity without governing body based in Wisconsin**

Anthony Hallman made a motion that the RFP policy related to eligibility of entities without a governing body based in Wisconsin be revised as follows (the underlined portion has been added to previously existing policy):

*NOTE: In order to be eligible for Formula funding through the Board, an applicant shall be one of the following at the time of application for Formula funds: Wisconsin state or local government entity, or one of the following if its governing body operates within the state of Wisconsin: a federally recognized Indian tribe, a public or private nonprofit organization (organized as a tax-exempt entity under the federal IRS Code, including religious organizations and labor organizations), or an institution of higher education as defined in Wisconsin Statute 118.55(1). The only exception to this policy would be for an annual Formula process in which all other possible Formula funding options have been considered and Formula funding remains unallocated. In cases where Formula funds would otherwise remain unallocated, those funds could be provided to an entity that does not meet the requirements of this policy.*

Motion seconded by Jane Moore. Motion passed unanimously.

### **Update from Program Director's Association**

The Program Director's Association shared that they will be meeting at the North Central Cluster Regional Conference in Indianapolis, IN and that the association plans to meet again during the summer. At these meetings Program Directors will look at strategies to enhance recruitment efforts state wide and strategies for ensuring high enrollment and retention. They also shared that tools such as Wiggio are effective means for regular communication between the PDs.

Jessica Kessler reminded PDs that the next mandatory Program Director meeting hosted by Serve Wisconsin will happen on July 21, 2016 in Madison, WI. Dan Buttery shared with programs that the Governor recently approved grant funds that can be used on an annual basis to support veterans throughout the state. More information on these grants can be found on the DVA's website: [dva.state.wi.us](http://dva.state.wi.us)

### **Commission Training & Technical Assistance Investment Funds**

Tom Devine provided background on the Commission Training & Technical Assistance Investment Funds that have become available from CNCS and reviewed the application submitted to CNCS. Staff shared examples on how the one-year grant opportunity for state commissions will be used to support state programs. Jane Moore made a motion to approve the Commission Training & Technical Assistance Investment Funds application without any changes. Second by Anthony Hallman. Motion passed unanimously.

### **Volunteer Generation Fund**

Jessica Kessler provided background on the Volunteer Generation Fund grant Serve Wisconsin has been receiving. These funds are used to grow volunteerism throughout the state and expand capacity for nonprofits to effectively leverage volunteers in their organizations. Jane Moore made a motion to approve the continuation of the Volunteer Generation Fund grant. Second by Anthony Hallman. Motion passed unanimously.

### **State Service Plan**

The 2016-2018 State Service Plan went into effect January 1, 2016. The next steps for this plan will be to promote and support the goals of the plan throughout the year. Continued reflection and assessment of community needs throughout Wisconsin will be the focus moving forward. It will be discussed on an ongoing basis how the board can continue to support and improve the State Service Plan.

### **Serve Wisconsin Personnel Hiring Procedures / Committee Update**

With Executive Director Tom Devine's retirement approaching in January of 2017, Jim Langdon shared more on how this process will happen. Once specific personnel conversations begin to occur, the board may enter into closed session. Langdon shared that this position is considered a Civil Service Career Executive position and that DOA is working on drafting an updated position description that will be shared with the WNCSB once it is complete. Langdon asked that if any board members are interested in applying for the position that they make

this known so they do not receive information that could unduly influence their application. The recruitment procedures may change slightly with the new legislation that has passed; however, the process is expected to begin in August/September with the goal of bringing someone on by late November, early December. Langdon mentioned that there are many opportunities throughout this process for the board to participate and board members were asked to contact Lisa Delmore if they are interested in helping.

### **Update from Commission Members**

Scott Jones shared that the Department of Public Instruction's website is undergoing an update and changes will be seen soon. He also shared that [WiseLearn \(dpi.wi.gov/wiseflearn\)](http://dpi.wi.gov/wiseflearn) is an excellent site that offers many educational resources that have been vetted by WI educators. Also, the community schools movement is working to get a website up and going and should be ready soon.

Anthony Hallman shared his thanks to staff for doing their due diligence to spend all allocated funds and to make sure that programs meet the high standards set by the AmeriCorps provisions and the WNCSSB.

Scott Fromader shared that his retirement from state service is coming up in the fall of 2016.

### **CNCS State Office Update**

CNCS State Office Director, India McCanse, shared that their office in Milwaukee will be opening the search for a new Program Officer in the coming weeks. McCanse also discussed that the City of Milwaukee and the Manpower Group in Milwaukee will become Employers of National Service. McCanse also shared that concept papers for applying VISTA projects will soon be received by their office. The CSO has been working to expand and increase the quality of VISTA projects around the state and is adding a focus on rural areas, boys and men of color through the My Brother's Keeper Initiative, and human trafficking around the state, in addition to the standard CNCS focus areas.

### **Staff Updates**

Amy Porter gave thanks to all who attended the morning's Governor's Service Recognition Event as well as reflections on the lessons learned through the 2015-2016 monitoring process and 2016-2017 Formula funding process.

Jessica Kessler gave thanks to the board for their support and flexibility; thanking particularly Dan Buttery who has helped connect Serve Wisconsin with new potential organization as well as Scott Fromader for reviewing the data documents submitted by some applicants. Jessica also shared her excitement for the T&TA funds that will allow for a new staff position and expanded impact of Serve WI. Also, it was noted that staff will be attending the North Central Cluster Regional Conference in Indianapolis, IN from June 8-10.

Steven Yule shared that he has been serving on the ASC National Service Criminal History Check workgroup helping to implement the new CNCS Disallowance Guidance and work through some of the incongruence being seen around the country in the implementation of this guidance.

Tom Devine shared that this has been an interesting year when looking at the varied funding decisions and situations that arose. He gave kudos to staff for their hard work and dedication and noted that CNCS also recognizes the high quality review Wisconsin gives to all applicants and the sound decision making that follows such an in-depth review. He also shared that overall Serve Wisconsin seems to be moving in a very positive direction.

### **Board Retreat & Future Meetings**

October 6, 2016

December 15, 2016

### **Adjourn**

Tony Hallman made a motion to adjourn the meeting at 1:53pm. Second by Jane Moore. Motion passed unanimously.