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SERVE WISCONSIN

Wisconsin National & Community Service Board Meeting
June 6, 2019, 9:30 a.m. – 3:00 p.m.
Monona Terrace
1 John Nolen Drive, Madison, WI

Present: Angela Ahlgrim, Christine Beatty, Anthony Hallman, Latoya Holiday, Paula Horning, James Langdon, Jane Moore

Not Present: Sarah Brady, Pamela Charles, Laura Doolin, Robert Griffith, Michael Hinman, Kate Jaeger, Steven Janke, Amy McDowell, Susan Schwartz

Staff Present: Jeanne Duffy, Alexis Matthews, Casey Sweeney, Steven Yule, Kyle Clower, Ruhamah Bauman

Program Staff Present: Karen Dischler - Schools of Hope, Cally Ehle - Easter Seals Wisconsin, Anna Korb - Easter Seals Wisconsin, Shelly Kaiser - Marshfield Clinic AmeriCorps Programs, Amanda Ross – Weight of the Fox Valley, Aszya Summers - Racine Zoological Society, Steve Frodl – NCCAP, Connie Bettin – PASS, Bonnie Erickson - PASS, Katie Hulbert – Western Dairyland EOC, Kysa Stocking and Kirstie Yu – Wisconsin HealthCorps,

Call to Order

The meeting was called to order at 12:46 p.m. by Paula Horning

Introductions

The board members and Serve Wisconsin staff introduced themselves.

Public Comment

Steve Frodl, Program Director for the NCCAP AmeriCorps Team, gave public testimony regarding difficulties with the background check system, expressing concerns about its current structure, but indicating that he is supportive of protecting our vulnerable populations and optimistic that resolutions will happen

Approve Minutes from March 21, 2019 Board Meeting

ACTION ITEM - Angie Ahlgrim made a motion to approve the March 21, 2019 WNCSB meeting minutes. Second by Anthony Hallman. The motion was unanimously approved.

Anthony Hallman suggested that future minutes have board actions easier to find by bolding or highlighting these elements

Wisconsin Public Records Law – Mandatory Annual Training for Board Members

William Ramsey, DOA Deputy Chief Legal Counsel delivered a presentation on open records broken down into five main elements, with a focus on communications, records retention, and public records requests. This presentation was broken down into five main elements:

The first part of the presentation described how emails, texts, instant messaging would all be public records when about board business.

The second part described that notes for personal use, drafts that were not sent, and any communications not referencing work on the board would not be a public record, but that the legal team for the state will make that final determination.

The third part discussed strategies for retaining public records, including copying Serve Wisconsin staff on communications to ensure retention, maintaining board emails in a set folder, using email when possible instead of texting for easier retention, and making sure to not delete any communications that could be public records. Additionally, he indicated that Steven Yule is the records coordinator for Serve Wisconsin and the WNCSB.

The fourth part described how to recognize a public records request, indicating that these can include a verbal ask for records in addition to more formal written requests.

The fifth part was about where to go for assistance with a public records request. He indicated that board members should inform Jeanne Duffy, who will contact DOA Legal Counsel, who will work on the matter and help facilitate the process.

BOARD COMMITTEE REPORTS AND FUNDING ACTIONS

Paula requested that Casey pass out conflict of interest forms and that they are filled out by the board members

Program Evaluation & Development Committee

Casey Sweeney stated that the CNCS Competitive Funding decisions are not embargoed this year and that 17 of the 18 programs applying for competitive funding were approved. He indicated that this will yield an increase of competitive funding from \$4.1 million to over \$5.2 million for 2019-2020, although that includes three third year competitive programs that will be pulling back into formula funding this year.

Paula Horning asked about receiving feedback on unexpended funds and on the formula fixed amounts that will be returned. Jane Moore also asked if certain programs are part of a pattern with unexpended funds. Steven Yule indicated that there were atypical results this year due to a program with recruitment slot issues that were not common.

Casey Sweeney indicated that all of the Formula programs approved today will have their applications returned to them today to allow edits for submission to CNCS. He stated that the Formula funding for the 2019-2020 program year is about \$2.7 million, which is the allocations plus unexpended funds.

Grouping 1 – Competitive Applications not Selected by CNCS

Casey Sweeney indicated that the competitive application for Wisconsin Primary Health Care Association had gained board approval in December, but was not selected by CNCS. CNCS’s feedback included concerns regarding how the intervention would lead to outcomes, the logic model, and the rationale for using AmeriCorps members. He stated that their application had been one of the strongest during peer review and that some changes were made with how reporting will be done.

ACTION ITEM - Paula Horning made a motion to approve the following Competitive Application for Wisconsin Primary Health Care Association to be submitted to CNCS for formula funding consideration for the 2019-2020 program year: Second by: Angela Ahlgrim. The motion was unanimously approved.

Applicant	# of MSY	Original Funding Request	Recommended # of MSY	Recommended Funding Request	Cost per MSY
Wisconsin Primary Health Care Association	24	\$364,608	24	\$364,608	\$15,192
TOTAL	24	\$364,608	24	\$364,608	

Grouping 2 – Continuation Formula Applications

ACTION ITEM - Jane Moore made a motion to approve the following Continuation Formula Applications to be submitted to CNCS for formula funding consideration for the 2019-2020 program year: Second by: Christine Beatty. The motion was unanimously approved.

Applicant	# of MSY	Original Funding Request	Recommended # of MSY	Recommended Funding Request	Cost per MSY
United Way Fox Cities – LiveWell Fox Valley	10.50	\$159,516	10.50	\$159,516	\$15,192
University of Wisconsin - Eau Claire – Blugold Beginnings	13.03	\$197,497	13.03	\$197,497	\$15,157
Western Dairyland Economic Opportunity Council	20.67	\$314,018	20.67	\$314,018	\$15,192
WisCorps Inc.	18.81	\$279,090	18.81	\$279,090	\$14,837
TOTAL	63.01	\$950,121	63.01	\$950,121	

Grouping 3 – New Formula AmeriCorps Program Applications

Anthony Hallman indicated that both the Marquette and Racine Zoo programs had been planning grants over the past year.

ACTION ITEM - Christine Beatty made a motion to approve the following New Formula AmeriCorps Program Applications to be submitted to CNCS for formula funding consideration for the 2019-2020 program year: Second by: Jane Moore. The motion was unanimously approved.

Applicant	# of MSY	Original Funding Request	Recommended # of MSY	Recommended Funding Request	Cost per MSY
Boys & Girls Clubs of Greater Milwaukee – Inspire HOPE	3.17	\$45,766	3.17	\$45,766	\$14,437
Marquette University	6.35	\$96,457	6.35	\$96,457	\$15,190
Racine Zoological Society	10.50	\$159,510	10.50	\$159,510	\$15,191
TOTAL	20.02	\$301,733	20.02	\$301,733	

Grouping 4 – New AmeriCorps Planning Grant Applications

Christine Beatty asked about the fit of the designs proposed by the planning grants into the current service portfolio in Wisconsin.

Jeanne Duffy described the service model for the three being recommended for planning grants. She indicated that United Way of Racine County proposed program is a literacy program in Racine and has a former AmeriCorps member as part of its leadership team. She stated that Sixteenth Street Community Health Centers proposes providing health care for immigrant communities and that they once had an AmeriCorps program and currently has some AmeriCorps members from other programs working with them. She described that Gio’s Garden focus is respite care for families with children with disabilities and that its team has a former AmeriCorps staff member at Easter Seals.

Casey Sweeney indicated that the Serve Wisconsin staff may reassign program assignments to have one point person up for all of the planning grants to let one person focus on developing them into new programs. He also stated that staff is working with Gio’s Garden on their SAM Registration, as they thought they were completed with the process and that they working with them this week to complete the process.

ACTION ITEM - Jane Moore made a motion to approve the following New AmeriCorps Planning Grant Applications to be submitted to CNCS for formula funding consideration for the 2019-2020 program year: Second by: Christine Beatty. The motion was unanimously approved.

Applicant	# of MSY	Original Funding Request	Recommended # of MSY	Recommended Funding Request	Cost per MSY
Gio’s Garden	0	\$54,585	0	\$54,585	NA
Sixteenth Street Community Health Centers	0	\$63,718	0	\$63,718	NA
United Way of Racine County	0	\$64,317	0	\$64,317	NA

TOTAL	0	\$182,620	0	\$182,620
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Grouping 5 – 3rd Year Competitive Applications pulling into Formula Funding

Casey Sweeney indicated that there were five programs that were potentially interested in switching from competitive to formula funding and that staff reviewed these requests and worked to maximize funding allocations and service expansions.

ACTION ITEM - Jane Moore made a motion to approve the following competitive applications that were selected by CNCS for competitive funding to be submitted to CNCS for formula funding consideration for the 2019-2020 program year: Second by: Christine Beatty. The motion was unanimously approved.

Applicant	# of MSY	Original Funding Request	Recommended # of MSY	Recommended Funding Request	Cost per MSY
Boys & Girls Clubs of Greater Milwaukee – Education Through Art, Reading and Nature (EARN)	22.98	\$307,420	26.58	\$327,424	\$12,317
Easter Seals Wisconsin	20.29	\$263,498	17.35	\$263,498	\$15,186
Marshfield Clinic Health System – Recovery Corps	22	\$304,260	20	\$303,840	\$15,192
TOTAL	65.27	\$875,178	63.93	\$894,762	

Grouping 6 – Applications Recommended if Formula Dollars Remain

Jeanne Duffy explained that the reason that Teach For America Milwaukee is in this grouping is because it is not a 501(c)(3) registered in Wisconsin, which means that due to board funding policies, it can only technically be considered for funding after all other formula funds options have been considered.

ACTION ITEM - Christine Beatty made a motion to approve the following formula application by Teach For America – Milwaukee to be submitted to CNCS for formula funding consideration for the 2019-2020 program year: Second by: Anthony Hallman. The motion was unanimously approved.

Applicant	# of MSY	Original Funding Request	Recommended # of MSY	Recommended Funding Request	Cost per MSY
Teach For America	72	\$72,000	72	\$72,000	\$1,000
TOTAL	72	\$72,000	72	\$72,000	

Competitive and Formula Funding Policies – 2020-2021 and Beyond

Casey Sweeney gave an overview of the recommendation process for the formula applications for new programs and planning grants. He indicated that there were four peer reviewers for new program applications, with one of the applications not moving beyond peer review because it had very low scores and that many of the reviewers did not see as a complete application. He further described that the planning grants were reviewed by staff panels and that while planning grants do not require an 80 point average for recommendation, that staff wanted to let the committee and the board see those scores. Jane Moore stated that staff will be encouraging those applying for planning grants that were not recommended, which were Marian University and Menikanaehkem Inc., to receive some technical assistance to apply in the future and to potentially work with Amy Porter in this capacity. Anthony Hallman indicated that Serve Wisconsin staff will be continuing to work with these programs over the next year to provide additional guidance. Jeanne Duffy indicated that the same is true for Partners for Community Development, which had submitted an application for program funding, and is trying to help students with getting into Sheboygan Community college.

Casey Sweeney then gave an overview of recommendations that the Program Evaluation and Development Committee is making regarding modifications to performance scoring policies, specifically on the documents commonly known as Appendix B – Formula Funding Process and Appendix C – Formula Selection Criteria. He indicated the first change being recommended is due to change in CNCS policy that no longer made the 30-day enrollment criterion relevant. The recommendation is to remove the criteria altogether to avoid unintended statistical bias caused by having less than three years of available data. He explained that the other major change is with how achievement of performance is measured, shifting to measuring the percent of target achieved instead of purely if met or unmet. This is because under the previous system, if a program achieved 98% achievement of a performance measure, it would still register under the older system as a zero for being unmet.

Paula Horning asked the program directors if they had any feedback. Connie Bettin from PASS stated that she appreciated the nuance to these changes and supported the idea.

ACTION ITEM - Anthony Hallman made a motion to approve the modifications to the performance scoring spreadsheet and the Appendix B recommended by the Program Evaluation and Development Committee. Jane Moore second. The motion was unanimously approved.

Public Policy Committee - Update

Paula Horning indicated that the Public Policy Committee had its initial meeting over the phone in April, with Paula Horning, Jane Moore, Jeanne Duffy, and Kyle Clower participating. During this meeting, the committee discussed its potential goals, prioritized them, and started working on a work plan for these goals. These potential goals include providing additional board training on advocacy, working to have the Segal Education Award to be exempt from Wisconsin income tax, working to have the education award matched by Wisconsin colleges and universities, and hosting an AmeriCorps day at the state capitol. In regards to the tax exemption, Paula indicated that Jeanne has helped with obtaining suggested language from other states and worked with the office of a Representative David Bowen, who has expressed interest sponsoring a bill to make this change. Paula then indicated that she and Jeanne will be meeting with Representative Cindy Duchow regarding the potential change to the tax law.

Outreach Committee – Update

Christine Beatty indicated that the Outreach Committee had its initial meeting over the phone in April, with Christine Beatty, Angela Ahlgrim, Jeanne Duffy, and Kyle Clower participating. Paula Horning expressed interest in participating in their upcoming meetings. During this meeting, the committee discussed initial goals and the first steps to take for them. One of these goals is increasing awareness of AmeriCorps, with particular focus initially on high school counselors and areas with limited programming, such as Northern Wisconsin. Another goal is increasing awareness of programs that serve older adults and working to engage more seniors as AmeriCorps members, including investigating how marketing materials could be adapted to better inform seniors regarding service opportunities and its benefits. As part of this effort, Christine and Jeanne met with the Greater Wisconsin Agency on Aging Resources (GWAAR), who is interested in applying through the board for Volunteer Generation funding as a Service Enterprise Hub. A third goal is working on increasing the number of Employers of National Service in Wisconsin, with plans to reach out to investigate what questions employers may have and reach out to various companies and organizations, including the state and those with connections to AmeriCorps programs in the state, such as board members. The final goal is empowering board members to speak about AmeriCorps and Serve Wisconsin, including helping board members develop their elevator speech about national service. Anthony Hallman provided suggested ideas for these elevator speeches, including the language he puts onto the business cards that he carries to promote service.

Board Officer Elections

Paula Horning described the system that the board has used regarding elections for the board chair and vice chair and their terms. She indicated that for the past several terms, the vice chair had been elected and committed to serving the two-year term as vice chair, learning about the chair process and responsibilities and then running for the chair position at the conclusion of their term.

WNCSB Vice Chair Election

Paula Horning opened the floor for nominations to serve as the WNCSB vice chair.

Jane Moore nominated Angela Ahlgrim for WNCSB vice chair.

ACTION - Anthony Hallman moved that nominations be closed. Following the close of nominations, Angela Ahlgrim was elected unanimously as the WNCSB vice chair.

WNCSB Chair Election

Paula Horning opened the floor for nominations to serve as the WNCSB chair.

Anthony Hallman nominated Christine Beatty as the WNCSB chair.

ACTION – Jane Moore moved that nominations be closed. Following the close of nominations, Christine Beatty was elected unanimously as the WNCSB chair.

CIF Grant Update

Jeanne Duffy described that the WNCSB and Serve Wisconsin operates under three sources of funding, the federal Community Support Grant (CSG), state match funds for the CSG grant, and the federal Community Investment Fund (CIF) grant. She indicated that Serve Wisconsin is planning to use CIF funding to hire another staff member as the number of programs and planning grants increase, with their focus on monitoring, compliance, and training.

Paula Horning asked about the sustainability of the funding. Jeanne indicated that it is formula allocated to the state, normally for a three-year grant for this cycle. Jeanne continued that the funding for the CIF grants has also been increasing.

State Service Plan Update

Jeanne Duffy provided an update on progress that has been made on the state service plan, describing the color coding on the chart and actions that have taken place since the March WNCSB meeting. She indicated that many of the items indicated in yellow on the chart have been demonstrating progress or are areas that are constantly under development. Jeanne described how Serve Wisconsin is addressing the veterans outreach item currently in red for needing more action by working with the Wisconsin Department of Veterans Affairs.

She also discussed how Ruhamah Bauman joining the Serve Wisconsin staff will help with coordinating with state office and other streams of national service, as we worked together on awards and for national service summits. She also described efforts to increase awareness of AmeriCorps with elected official through increased contacts with their offices and invitations to events, including the twelve state legislators and Congressional staff at the Governor's Service Awards this morning, thanking Kyle Clower for expanding this outreach.

Update from CNCS State Office

Jeanne Duffy delivered the update for Sarah Brady, who was unable to be at the meeting. She indicated that the physical office for the CNCS State Office in Milwaukee has closed and that Sarah is working from home with CNCS to help with the transition through November, with the Regional Office opening in Kansas City in September.

Paula Horning asked about how the WNCSB will work with them in the future after transition, asking if we would be able to Skype them in during meetings for a CNCS update and to ask questions. Jeanne Duffy explained that we are currently unsure what the status of CNCS will be with the board following the transition when there is no longer a CNCS State Office director on the board.

Jane Moore asked about what will happen with the CNCS staff in Washington, DC and getting answers to questions, particularly with the reading and scoring of applications. Anthony Hallman also asked about if there was any information on this from ASC. Jeanne indicated there will be a monthly update call regarding the transition, with others expressing similar concerns. She continued that one fortunate element is that our regional office in Kansas City is in the first phase to open, which will be when there is still a CNCS State Office. One challenge will be that these staff will be potentially handling three streams of service.

Update from Program Director Association – Truescreen and Fieldprint concerns

Connie Bettin, Program Director at Partners for After School Success delivered a report from the Program Director Association. She first thanked the board and Serve Wisconsin staff for the changes made in regards to the performance measures, for going to bat over the education award, and for the more active social media presence.

Connie then described several concerns that program staff have discussed regarding the use of Truescreen and Fieldprint for background checks over the past several months during the recheck and exemption period for CNCS.

ACTION - Christine Beatty motioned to have the commission investigate the concerns expressed by program directors regarding Truescreen and Fieldprint, including the concerns over vulnerable populations and liability for the programs. Jane Moore seconded. The motion was unanimously approved.

Alexis Matthews indicated that over \$1 million was paid in fines nationally over non-compliance. Additionally, in Wisconsin, seven of twenty programs had a disallowance, with \$10,000 in fines. This included \$9,000 from NSOPW related findings.

Jeanne Duffy then stated that she wanted to thank Steven for helping us go through this process with the rechecks so we can generate all of these concerns.

Commissioner Updates

Jim Langdon indicated that the office for Serve Wisconsin will be moving to the DOA Building at 101 E. Wilson to be in the same location with all other DEO offices. He indicated that DOA will manage changes with match funding and he is hoping this can help to bring together with the other DEO agencies and programs.

Staff Updates by Serve Wisconsin

Ruhamah Bauman

Ruhamah described how Serve Wisconsin has been able to connect with Team Rubicon on disaster training, with this training taking place on July 13-18. Additionally, Serve Wisconsin is partnering with the Red Cross to provide disaster services training this fall, including on volunteer management and disaster assessment.

Jeanne Duffy

Jeanne thanked staff getting everything done in the concentrated timeline over the past week to hold the PE&D Committee Meeting, the Governor's Service Awards, and the June WNCBSB meeting.

Steven Yule

Steven discussed attending a grants management training in Washington, DC and meeting with our program and grants officers, the CNCS risk office, and AmeriCorps Director Chester Spellman.

Casey Sweeney

Casey indicated that we have heard from CNCS that they will be moving up the formula deadline next year, likely to a May deadline. Because of this change, we will likely need to move up the board meeting that has been typically done in June to accommodate for voting on formula funding applications. Casey also informed board members that staff had brought some AmeriCorps member gear with them to the meeting after a discussion of this at the March meeting.

Kyle Clower

Kyle stated that the Serve Wisconsin annual report for the 2017-2018 program year has been posted on the website and has been printed, with copies available at this meeting. He then provided an update on the redesign to the Serve Wisconsin website, which launched in May. Kyle then described that he will be working on materials to distribute to programs and to discuss at the program officer training this summer for outreach to elected officials, including letter templates, spreadsheets of elected officials sorted by geographic location, and spreadsheets of media contacts by geographic location.

Alexis Matthews

Alexis stated that Serve Wisconsin is hiring an intern, who is starting next week and will be focusing on marketing, outreach, and event planning. She also indicated that she had finished her Management Concepts training, which staff started working on last year. She announced that the AmeriCorps Opening Ceremony for the next program year will be on October 11 at the Milwaukee Zoo, with the next board meeting being held in conjunction with this event.

Adjourn

ACTION - Tony Hallman made a motion to adjourn the WNCBSB meeting at 2:58 p.m. Second by Angie Ahlgrim. The motion was unanimously approved.