

Serve Alaska
Commission Meeting Minutes

A regular meeting of the Serve Alaska Commission was held via teleconference and webinar on Wednesday, November 16, 2011. Vice Chairman Yeager called the meeting to order at 10:10 a.m.

Roll Call – Commissioners present: Barb Nickels, Becky Judd, Jeff Wheaton, Joelle Hall, Justin Fantasia, Kathryn Dodge, Kirsten Franklin-Temple, Kirsten Vesel, Lebron McPhail, Leona Grishkowsky, Mark Kelsey, Ron Yeager, Rory Schneeberger, Steve Ricci, and Tracey Burke
Excused Absence: Dawn Grossmann, Elaine Dahlgren, Denise Morris, Judy Bredberg, Melora Gaber,
Absent: Myrna Gardner
A quorum was present.

Staff present: Nita Madsen, Margy Hughes, Patricia O'Neil and Colleen Stuvick
Guests present: Ruth Schoenleben, from Nine Star Education & Employment Services

Approval to adopt the meeting agenda: Vice Chair asked a motion to approve the meeting agenda as written. Commissioner Nickels moved. Commissioner Burke seconded. With no further discussion the **Motion Passed** unanimously.

Approval to adopt the August 8 & 9, 2011 Commission meeting minutes: Vice Chair asked for a motion to approve the minutes as written. Commissioner Judd moved. Commissioner Grishkowsky seconded. With no further discussion the **Motion Passed** unanimously.

Chair Report – Vice Chair Yeager read Chair Grossmann's report. *The report is attached to these minutes.*

Committee and Task Force Reports

Commissioner Burke reported on behalf of the Committee on Committees Task Force; *the adopted Committee Structure is attached to these minutes.* The Task Force presented their recommendations for committee structure. Commissioner Burke asked for a motion to adopt the Committee Structure, with the expectation that the committee leads would be identified and the Executive Committee would ensure that every Commissioner is on at least one of the committees. Commissioner Nickels moved. Commissioner McPhail seconded. With no further discussion the **Motion Passed** unanimously. The Task Force members are, Tracey, Ron, Kirsten Vesel, Dawn, and Judy.

Finance Task Force - no report

Staff Reports – *reports are attached to these minutes*

Nita Madsen, Executive Director –OIG-Audit update, grant application update, VISTA member - Tenaya Lamon-Anderson and the SAGA AmeriCorps grant agreement. Recommendations to amend the SAGA AmeriCorps*State Grant Agreement to include additional requirements was presented. Vice Chair Yeager asked for a motion to accept the recommended action by Commission staff for SAGA. Commissioner Nickels moved. Commissioner Burke seconded. With no further discussion the **Motion Passed** unanimously. Margy Hughes, Program Coordinator –

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Alaska Municipal League exhibit and outreach in Fairbanks; Patricia O'Neil, Grants Administrator – Status on RFP; Colleen Stuvick, Administrative Assistant/Disability Coordinator - Commissioner Handbook, Annual Report, Disability Conference.

Strategic Plan Committee - on behalf of the Strategic Plan Committee Commissioner Nickels presented via webinar the draft Strategic Plan. Recommended changes to the document were discussed. Vice Chair Yeager asked for a motion to accept Goals 1, 2 and 3 as modified. Commissioner Judd moved. Commissioner Burke seconded. With no further discussion the **Motion Passed** unanimously. The Commission continued to work on the Objectives, Strategies, Responsible Person(s), and Evaluation Indicators. Vice Chair Yeager asked for a motion to adopt changes made to the Strategic Plan. Commissioner Burke moved. Commissioner Grishkowsky seconded. With no further discussion the **Motion Passed** unanimously.

Before the end of January staff will send drafted timelines to the Strategic Plan Committee then get approval for the final document at the February meeting. Strategic Plan Committee members are Barb, Kathryn, Dawn, Nita, and Becky.

PUBLIC COMMENT – no public comment

NEW BUSINESS

- **By-laws Task Force** – will review and bring into line with the new Administrative Order 259. Task Force volunteers are Ron, Nita, Joelle, Dawn, and Kathryn as an alternate. The Task Force will have a draft document for commissioner review 30 days prior to the next regularly scheduled Commission meeting; per Administrative Order 259.
- **Strategic Plan Focus Area Task Force** – will explore and make recommendations regarding funds over which Serve Alaska has control. The Task Force will make their recommendations at the February meeting. Task Force volunteers are Tracey, Ron, Kathryn, and Becky.
- **Committee Volunteers** – The Commission agreed to have Ron email a list of committees to have Commissioners volunteer to serve on at least one committee. The list of committees and volunteers will be presented at the February Commission meeting.

Business meeting adjourned at 11:40 p.m.

Chairman & Executive Report - Dawn Grossmann

Good morning my friends. I apologies for being unable to attend this morning's meeting but family health issues have kept me going in an opposite direction of late. I appreciate Ron and the staff stepping in. Thank you.

The Executive Committee held an email discussion concerning the present meeting and agenda and that is all the business they dealt with. They are looking forward to a clearer definition of who will be members and the role of this committee.

Legislative Committee Report: I know that the commissioners discussed our Feb meeting and whether or not to hold it in Juneau or Anchorage. We had decided to have the commission meet in Anchorage and potentially have the Legislative committee meet in Juneau. Our thoughts were toward sound financial management of our resources and that the Legislative Committee could then do education work with our friends on the Hill. At this time I believe that the best plan is for our commissioners to each take on the role individually of education to our legislators. It is important that we not have even the appearance of a conflict in our procedures. This committee will be working on a plan which encourages our commissioners to individually educate and inform their representatives as well as any neighboring elected officials and especially newly elected legislators on their own time, as to just what role National Public Service can and plans to take here in Alaska. To that end we as a committee will work towards providing the commissioners with all the tools and information to accomplish this goal.

I do wish to comment concerning the current climate of things happening on the federal level. As you know National Public Service is fighting for its very existence in our present political atmosphere. I encourage you to stay up to date on what is happening.

Thank you.

Respectfully
Dawn Grossmann

Serve Alaska Committee Structure

Commission Chair

- Preside at all meetings of the Commission.
 - Work with the Executive Committee to prepare for meetings and take care of housekeeping issues of the Commission.
 - Pre-approve minutes for publication.
- Take the lead in completing an annual performance review of the Executive Director.
- Maintain close contact with the Executive Director (and other staff as necessary) to keep abreast of events occurring concerning Commission business.
 - Have knowledge and indirect oversight of Commission staff where appropriate.
 - Confirm that all requirements from CNCS and the State are being fulfilled by the staff as needed.
- Confer with Boards and Commissions on new and reappointed Commissioners.
 - Notify any commissioner who has missed more than two unexcused meetings that a report will be sent to the governor for possible removal from the Commission; follow up as necessary.
- Support staff and Commissioners in securing community partnerships.
- Maintain contact with all state and federal agencies which require the assistance of the Chair including: CNCS staff, Governor, DCCED Commissioners Office, and the State Program Officer.
 - Represent the Commission at events, at times requiring travel not normally done by other commission members.
- Coordinate annual calendar and Commission training.
- Task the Vice Chair and Executive Committee with duties as necessary.

Commission Vice Chair

- Preside at meetings in the absence of the Chair and perform other duties as necessitated by the Chair's absence.
- Coordinate and oversee Mentor Groups (see below), as approved by the Chair.
- Assume other tasks as requested by the Chair.

Serve Alaska Committee Structure

STANDING COMMITTEES

Executive Committee

- Comprised of Chair, Vice Chair, Immediate Past Chair, Member-at-Large (elected by Commission), and Executive Director.
 - Sub-committee Leads may be asked to attend EC meetings on an ad hoc basis.
- Meet quarterly and as needed to:
 - Review and establish meeting agendas for full Commission.
 - Maintain contact with all committee leads and advise of reports for regular meetings.
 - Advise the Commission and make decisions when there is an issue with RFD submissions.
 - Assist Chair as needed with problems with committees or Commissioners.
 - Conduct annual performance review of the Executive Director.
 - Assume additional responsibilities as requested by the Chair.

Legislative Advocacy Committee

- Identify/track chairpersons of key legislative committees as well as Commissioners' own district legislators.
- Arrange Juneau visit: meetings with legislators, elevator speech and materials supporting "the ask".
- Track Commission contacts with legislators outside of Session; provide reminders to stay in touch, especially for Commissioners whose district legislators hold particular influence (e.g. committee chairs).

Lead:

- ❖ Report to Executive Committee through the year; funnel information between committees.
- ❖ Work with both committees to make recommendations to full Commission by the August meeting whether everyone or just the sub-committee should go to Juneau during the next Session.

Strategic Planning Committee

- Complete the working Plan, including tasks and timelines.
 - Target date for final approval of 5-year Plan: May, 2012.
- Monitor progress on approved Plan and bring reports and recommendations to full Commission at least annually.

Lead:

- ❖ Report to Executive Committee through the year; funnel information between committees.
- ❖ Serve on short-term task forces or designate someone to report back.

Focus area task force:

- Working group assigned to explore and make recommendations regarding focus area(s) for the funds over which Serve Alaska has control (i.e., formula funds)
 - Should we have one or more substantive priorities
 - If yes, do all of our formula funds move in this direction over time, or do we commit to our current grantees whose programs do not match the priorities.
- Target date for recommendations and dissolution: February, 2012.

Serve Alaska Committee Structure

Outreach Committees

These distinct groups work separately but Leads keep in touch with each other as suggested by Executive Committee.

- **Media Committee**

- Oversee dissemination of Commission activities through public media;
- Explore new and innovative methods of harnessing public media;
- Other media duties as necessary.

Lead:

- ❖ Report to Executive Committee through the year; funnel information between committees.

- **Special Events**

- Coordinate special events such as luncheons in Juneau;
- Coordinating outreach events including Service Days and/or service activities during Commission meetings;
- Recommend to the Commission types of events to satisfy Corporation requirements;
- Other event duties as necessary.

Lead:

- ❖ Report to Executive Committee through the year; funnel information between committees.

- **Social Networking**

- Coordinate social media and networking duties;
- Explore new and innovative methods of harnessing social media; and
- Other social networking duties as necessary.

Lead:

- ❖ Report to Executive Committee through the year; funnel information between committees.

Serve Alaska Committee Structure

AD HOC TASK FORCES

Financial Task Force

- Working group assigned to explore establishing a non-profit arm for Serve Alaska
 - Survey other State Service Commissions with 501(c)3 and/or partnership with community foundations.
 - Determine what purpose they serve.
 - Lessons learned.
 - Work with the Alaska Community Foundation (ACF) to determine any future relationship
 - Work with ACF and grantees to see if they have a funding gap.
 - ✓ What are their needs?
 - ✓ Do their unmet needs align with our mission?
 - Ensure we are not competing with grantee funding.
 - Work with State of Alaska to determine whether the Governor would have any reservations with the commission seeking alternative funding, partnering with the ACF or establishing a 501c3.
- Present findings and recommendations about gaps, possible uses for alternative funds, possible sources of donations.
- Target date for task force dissolution and recommendations to Commission on whether and how to move forward: August, 2012.

Lead:

- ❖ Report to Executive Committee through the year; funnel information between committees.

Funding focus area task force (see Strategic Planning above).

OTHER

Mentor Groups

- Coordinated and overseen by the Vice Chair.
- Provide an informal system of self-governance that aids in the education of new Commissioners.
 - First-term Commissioners are paired with three experienced Commissioners, one Commissioner for each of the initial three years served.
 - Ensures that new Commissioners gain a greater level of understanding of the objectives, structure, and activities of the Commission.

Executive Director Report – Nita Madsen

OIG-Audit update

On 10.24.2011, "It is unusual in the audit process that we have all findings closed with actions complete at issuance of MD. Well Done! But, I know the OIG will verify each Action Complete so we need to complete the documentation file. I appreciate all your efforts and we are almost complete. Please remember this is a very early draft that still will go through 3 levels of review so it may change". Claire Moreno, CNCS OIG Liaison

On 11.08.2011, received an inquiry regarding one issue at the time of writing this report issue unresolved.

Applications

Serve Alaska submitted the 2012 continuation grant applications to CNCS: Administrative (\$250,000), Disability Inclusion (\$50,567), and Program Development and Training (\$87,750) funding. The Administrative grant has a 1:1 match requirement; there is no match requirement for the other two. The Corporation will be operating under a Continuing Resolution for the foreseeable future. At this time the awards may be prorated percentages based on a pro-rated amount equivalent to the length of the Continuing Resolution and amended as Congress passes new Continuing Resolutions. Once the 2012 budget is passed the Corporation will distribute the final grants for the year.

SAGA

I recommend Serve Alaska amend the SAGA AmeriCorps*State Grant Agreements to include additional requirements. Requirements would include all board meeting notifications and minutes, copy of revised By-laws, copy of agency budget and revisions, financial and program policy and procedures to be drafted and a timeline for completion and weekly update on the Executive Director recruitment.

VISTA

Tenaya Lamon-Anderson is scheduled to join us in January following the Pre-Service Orientation. Tenaya is completing a year of service with the Atlantic Region NCCC. Tenaya graduated from Johns Hopkins University in May 2010.

Program Coordinator Report – Margy Hughes

AML: Margy spent two days at the Alaska Municipal League's annual meeting. A booth space was reserved and set up to promote AmeriCorps; what it has done for the state, and how it can help new communities. The booth was well visited, but the most interest was shown by community leaders of the smaller villages. Current AmeriCorps program/communities to visit the booth included David Hardenbergh from RurAL CAP (4 programs), Sitka (1 program) and Joel's Place (Fairbanks, 1 program).

Margy also reported on Technical assistance provided in Fairbanks. She spent time with Evelyn, the new Program Director for Joel's Place. Margy reported that Evelyn was a former AmeriCorps Program Director in New England, and had recently moved to Fairbanks with her husband. She is very familiar with AmeriCorps and running a program. Joel's Place is very lucky and grateful of the timing of Evelyn's move. Marylee, the former PD, has moved on to her passion of an emergency youth shelter in Fairbanks. She is hoping to utilize AmeriCorps Members from Joel's Place once the shelter is up and running.

Outreach: Margy also met with the Fairbanks Native Association. They had contacted Serve Alaska concerning information on applying for a Tribal grant through CNCS. Because they would not be applying to Serve Alaska's RFP, candid information was acceptable. After going over a number of questions, FNA was undecided if they should apply for a full program, a Planning Grant (through CNCS) and/or partner with Joel's Place to ease into AmeriCorps.

Also, the Federal Department of Fish and Wildlife contacted Serve Alaska concerning a project they are proposing with the Department of Education. (Not sure if Fed or State). The focus was to implement environmental programs in k-12 utilizing service learning. The intent was to help teach children to be good stewards of Alaska's natural resources. USDFW asked if Serve Alaska (and our AmeriCorps programs) could help implement this project in schools throughout the state. I let them know that it sounded like a great partnership. They will keep Serve Alaska in the loop as they proceed with their proposal.

Grants Administrator Report – Patricia O'Neil

RFP Update: Serve Alaska received 4 new proposals and 3 of them were fixed grants. Fixed grants are different than traditional grants because they have a maximum C/MSY set at \$13,000. They corporation does not require fixed grant programs to track match funds, because they understand that programs cannot succeed with only \$13,000 C/MSY, understanding they have to have other grant match funds to operate. We also received one other competitive grant. Formula closed today. The review party is next Monday, November 21, 2011. The RFP process is moving along well.

Administrative Assistant/Disability Coordinator Report – Colleen Stuvick

Commission Handbook – will be put on the Serve Alaska website before the February 16, 2012 Commission meeting. Updates to the Handbook will be report in the Monthly Report. Some updates to the Handbook will be emailed to Commissions, such as the Commissioner Directory and Events Calendar.

Annual Report – work has begun on the Report.

Attending the Disability Conference in December with Denise Morris, Kirsten Vesel, Faith Lee and Marilyn Young