

Wisconsin National and Community Service Board

Board Meeting Minutes

March 17, 2016

Present: Anthony Hallman, Lisa Delmore, Scott Jones, Susan Schwartz, Jane Moore, James Langdon, Kathleen Groat, Christine Beatty, Dan Buttery, Scott Fromader, India McCanse, Bob Griffith

Not Present Amy McDowell, Paula Horning, Kate Jaeger, Angela Ahlgrim, Michael Hinman

Staff present: Tom Devine, Amy Porter, Jessica Kessler, Casey Sweeney, Steven Yule

Program Staff Present: Bradley Dominique, DATCP Farm to School; Cally Ehle and Alexis Matthews, Easter Seals of WI; Gary Wagner, Renewal Unlimited, Inc. – Portage Fresh Start; Karen Dischler and Emily Greene, United Way of Dane County – Schools of Hope AmeriCorps Project; Patrick Schrank, Milwaukee Christian Center; Pat Marcus, Boys & Girls Clubs of Greater Milwaukee; John Babbitt, Wisconsin Association for Homeless & Runaway Services; Steve Blankenheim, United Way Of Dane County – Achievement Connections; Katie Hulbert, Western Dairyland Fresh Start; Donna Lehmkuhl, ECLIPSE

Next meeting: June 2, 2016 ; Goodman Community Center **149 Waubesa Street, Madison, WI 53704**

Call to Order

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

Introductions

The Commission members and Serve Wisconsin staff introduced themselves.

Public Comment

No Public Comment

Meeting Minutes

Christine Beatty made a motion to approve the December 17, 2015 WNCBSB meeting minutes. Second by Anthony Hallman. One change to Commission Updates section: change “council woman” to “assembly woman” requested by Kathy Groat. Unanimously approved with requested change.

Competitive & Formula Funding/RFP Policies

1. Revision of 80% Performance Threshold Policy for Competitive Continuation Applications:

Kathy Groat made a motion to revise the Competitive Continuation performance scoring policy to state:

Any Competitive Continuation application that has a performance scoring percentage less than 80% (inclusive of rounding to two places after the decimal point) will be eliminated from further consideration for Competitive funding, unless the Board decides to waive the 80% requirement based on evidence of a corrective action plan to include benchmarks and associated milestones. The Board could choose to recommend to CNCS that the application be funded based on this plan.

Second by Jane Moore. Motion passed unanimously.

2. Revision of 80% Performance Threshold for Competitive Recompete and Formula Applications:

Anthony Hallman made a motion to revise the 80% Performance Scoring Threshold for New/Recompete Competitive and Formula Applications to state:

Recompete applications that have a performance scoring percentage less than 80% (inclusive of rounding to two places after the decimal point) will be eliminated from further consideration for Competitive funding, unless the Board decides to waive the 80% requirement based on evidence of a corrective action plan to include benchmarks and associated milestones. The Board could choose to recommend to CNCS that the application be funded based on the corrective action plan. An exception to the 80% minimum shall apply to applicants proposing a new and

not previously funded AmeriCorps project, and shall apply for the first three years the new/not previously funded project is funded. The exception for such new projects shall not preclude use of other criteria to determine appropriateness of funding such new projects.

Formula Funding Process: Minimum performance score of 80% of total points possible is required. Reaching the 80% minimum shall be inclusive of rounding to two places after the decimal point; therefore, a performance scoring percentage of 79.50% or above shall be considered to have met the 80% or above requirement. An application for a program that has a performance score of less than 80% of total points possible shall not be eligible for Formula funding, unless the Board decides to waive the 80% requirement based on evidence of a corrective action plan to include benchmarks and associated milestones. An exception to the 80% minimum shall apply to applicants proposing a new and not previously funded AmeriCorps project, and shall apply for the first three years the new/not previously funded project is funded. The exception for such new projects shall not preclude use of other criteria to determine appropriateness of funding such new projects.

Second by Jane Moore. Motion passed unanimously.

3. Post Review Quality Control:

Kathy Groat made a motion to revise the Post Review Quality Control Policy to state:

After the peer review is complete, Board staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control review. This additional level of review may be used for applications with peer review scores that would impact an application's ability to meet the established threshold.

Second by Christine Beatty. Motion passed unanimously.

4. Consider Allowing Additional Application Documents to be Submitted Electronically:

Christine Beatty made a motion to allow for electronic submission of additional application documents, staff review of electronically submitted and paper additional application documents for completeness upon receipt, and allow staff to notify any applicants about missing documents prior to the deadline, so that applicants have the opportunity to submit missing documents by the deadline. Jessica Kessler provided background information on this issue. Discussion was had regarding what happens if applicants submit additional application documents at the last minute, noting that staff should not become an assumed backstop for applicants submitting all the required documents. Second by Jane Moore. Motion passed unanimously.

5. Discussion related to scoring of the Evidence Base section of application narrative during the peer review process – implications and how CNCS uses Evidence Base information in their review process:

Christine Beatty made a motion to allow staff flexibility in establishing scoring for application narrative related to evidence base when drafting the annual RFP. Jessica Kessler provided background information on CNCS' evidence expectations and how that relates to its funding history. Discussion was had on the importance of evaluation but also the importance to allow for innovation and account for resources available to rural and vulnerable populations. Second by Jane Moore. Motion passed unanimously.

6. Consider expanding use of "Fit in Portfolio" into the overall decision making process for Competitive funding, not just for the numerical ranking portion of the process:

Christine Beatty made a motion to add "Fit in Portfolio" criteria to the criteria considered in the overall Competitive funding process, such that the "Fit in Portfolio" criteria could be used to determine whether or not to recommend to CNCS that an application be funded. Second by Jane Moore. Motion passed unanimously.

7. Revise Formula Funding Policy to Include Criteria Required by Regulation:

Christine Beatty made a motion to add the following five criteria to the Formula Funding Policy for the Board to consider when making Formula funding decisions:

- I. The innovative aspects of the national service program, and the feasibility of replicating the program.
- II. The sustainability of the national service program.
- III. The quality of the leadership of the national service program, the past performance of the program, and the extent to which the program builds on existing programs.

- IV. The extent to which participants of the national service program are recruited from among residents of the communities in which projects are to be conducted, and the extent to which participants and community residents are involved in the design, leadership, and operation of the program.
- V. The extent to which projects would be conducted in one of the areas listed in §2522.450(c)(1) through (5). (See reference below.)

Reference - §2522.450(c)(1)-(5):

- (c) Programs supporting distressed communities: Programs or projects that will be conducted in:
 - (1) A community designated as an empowerment zone or redevelopment area, targeted for special economic incentives, or otherwise identifiable as having high concentrations of low-income people;
 - (2) An area that is environmentally distressed, as demonstrated by Federal and State data;
 - (3) An area adversely affected by Federal actions related to managing Federal lands that result in significant regional job losses and economic dislocation;
 - (4) An area adversely affected by reductions in defense spending or the closure or realignment of military installation;
 - (5) An area that has an unemployment rate greater than the national average unemployment for the most recent 12 months for which State or Federal data are available;

Second by Jane Moore. Motion passed unanimously.

Possible Additional Formula RFP

Christine Beatty made a motion to approve the development of an additional Formula RFP if necessary. Discussion was had on why this additional Formula RFP would be necessary and the potential timeline. If Serve Wisconsin has more Formula dollars than requests, an additional Formula RFP would be necessary. The board was asked to share ideas regarding possible priority area ideas. Suggestions such as Veteran Programming, ENCORE Programming (engaging individuals aged 55+ in AmeriCorps service, and planning grants were all suggested. Dan Buttery shared three potential initiatives that may work well for this: VORP, Fostering Futures, and a YMCA program partnering with the Veteran's Association; all of these initiatives could be candidates for AmeriCorps programming. Christine Beatty suggested contacting the Statewide Wisconsin Association of Senior Centers to discuss a possible planning grant/program engaging seniors statewide. It was also suggested that perhaps Public Housing Authorities could be an organization to contact. Interfaith Senior Programs in Waukesha County was suggested as a possible planning grant as well. Second by Jane Moore to authorize staff to release a Formula Funding RFP if it is determined that funding will exceed requests. Motion passed unanimously.

Commission Training & Technical Assistance Investment Funds

Tom Devine provided background on the possible Commission Training & Technical Assistance Investment Funds that may become available from CNCS. CNCS is preparing a one-year grant opportunity for state commissions to request Training and Technical Assistance (TTA) funds in 2016-2017. It is expected, tentatively, that a Notice of Funding Opportunity will be released in April, with applications due in May and funds distributed in July 2016.

Governor's Service Recognition Event

Amy Porter shared regarding the upcoming Governor's Service Recognition event to be held before the June 2, 2016 board meeting at the Goodman Community Center. She requested that board members and programs submit nominations for this special recognition.

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 was discussed how the board can continue to support and improve the State Service Plan.

CNCS State Office Update

CNCS State Office Director, India McCanse, shared an update regarding 2016 Mayor and County Recognition Day for National Service on April 5, 2016. On this day, county officials and mayors across the country will highlight the impact of AmeriCorps and Senior Corps and thank those who serve. Board members were asked to help spotlight the importance of citizen engagement, recognize the dedication of national service members, and inspire more residents to get involved in their communities. India put together informational materials to make it easy for board members to engage their local representatives. Events will be taking place around the state, with the two largest events occurring in Milwaukee and Madison. More information can be found here: <http://www.nationalservice.gov/documents/mayor-and-county-recognition-day>

India also discussed the Employers of National Service initiative. The Employers of National Service initiative works to connect National Service alumni with leading employers from the private, public, and nonprofit sectors. This initiative hopes to connect employers with a dedicated, highly qualified, and mission-oriented pool of potential employees, as well as offer national service alumni additional opportunities to apply their skills in the workplace. If you have an organization interested in participating in this initiative please visit, www.nationalservice.gov/special-initiatives/employers-national-service

Review Application Process

Following the PE&D Committee meeting it was asked if staff could prepare a flow chart that outlines the application process. Staff developed such a flow chart that was provided to WNCSSB members, board and program feedback was requested.

Update from Program Director's Association

The Program Director's Association shared that recruitment this year has been extremely difficult and that it would be very beneficial if Serve Wisconsin Staff could assist more deliberately in the recruitment process. The need for increasing awareness about national service in the state was expressed. Ideas such as emailing college campuses and providing customizable recruitment materials for programs were shared. It was noted that the more we can increase initiatives such as employers of national service and the Service Year Exchange, we may be able to see increased awareness. It was articulated that an intentional focus needs to be paid to statewide marketing and outreach.

Update from Commission Members

Kathy Groat encourages all to get out and vote during local and national elections!

Dan Buttery shared updates on innovative veteran programs such as a Vet Service program that links vets on and around college campuses through a nonprofit grant program supporting veterans. Also, there are exciting initiatives linking employers and entrepreneurs with veterans in addition to the VORP, Fostering Futures, and a YMCA programs he is working with.

Bob Griffith shared that Journey Church in Kenosha is hosting the second annual Forum on Human Trafficking. This group has been working to create a taskforce in Milwaukee, Racine and Kenosha to raise awareness regarding the second largest organized crime in the world, human trafficking.

Scott Jones shared that the legislation replacing No Child Left Behind has been passed. This legislation is called the Every Student Succeeds Act, and information can be found online at: <http://dpi.wi.gov/esea>

Staff Updates

Amy Porter shared an update regarding the InterCorps Council of Wisconsin. The ICC has been working to connect national service programs around the state with the [#ServieBadger Project](#) and national service recruitment video contest. The ICC is planning on releasing their second newsletter at the beginning of April. Also, Serve Wisconsin has been working in partnership with AmeriCorps Alums to intentionally connect Wisconsin AmeriCorps members to the larger, national alumni network. This partnership has already enrolled close to 700 Wisconsin AmeriCorps members into the AmeriCorps Alums network. Through this partnership members and alumni will receive professional development resources and become connected to the larger national service community. Finally, Amy shared the need for reviewers for the Governor's Service Recognition nominations.

Jessica Kessler shared an update regarding the Service Enterprise Groups final steps, indicating that 21 nonprofits in Milwaukee have gone through the training process and that ten have been certified as Volunteer Enterprises. Jessica also shared that the Volunteer Wisconsin website is being updated and will go live in the coming months. Also, the Second Harvest Planning Grant is going well and will be piloting a FoodShare outreach program in northern Wisconsin. This pilot is part of a feasibility study looking into the viability of a expanding FoodShare outreach through an AmeriCorps program.

Casey Sweeney shared a recap of AmeriCorps Week (March 5-12) and the social media traffic that was generated. He shared that member reflections are being completed at this time and will be available soon. Lastly, Casey shared a new social media initiative, Member Mondays, which will help the commission draw attention to the diverse and important service that our members are doing in their communities while giving special recognition to members who go above and beyond.

Steven Yule shared that he just returned from Washington D.C. where he was representing Tom at the America's Service Commissions (ASC) meeting, which discussed funding priorities, standardized performance measures for commissions, and the modernization of CNCS' internet technology system. Also, Steven has been working on the ASC National Service Criminal History Check workgroup helping to implement the new CNCS Disallowance Guidance.

Tom Devine has been working on a number of ASC workgroups, particularly in the development of commission performance measures. He noted that working to gain consensus throughout the many different commissions is always an interesting process as each commission has different needs and styles of doing business. Tom also shared that national service as a whole is moving toward a greater focus on evidence and evaluation and that commissions are moving in that direction also. Tom shared that Serve Wisconsin will soon be working with an LTE to help conduct financial audits. The individual joining staff was a senior auditor and will help provide training and support to current staff.

Serve Wisconsin Personnel Hiring Procedures / Committee

Executive Director, Tom Devine, is planning on retiring on January 6, 2017. Discussion was had to begin the succession planning and replacement process. Tom will work on his position description and ensure that the Serve WI staff position descriptions are updated. Tom suggested the board look at this change as an opportunity to reexamine the leadership of Serve Wisconsin and to think about what it wants for AmeriCorps in Wisconsin. Jim Langdon provided insight as to the role the Department of Administration (DOA) will have in this process. He clarified that the Executive Director (ED) position is a Career Civil Service position and will have to follow the state guidelines for replacement. This position will need to be posted openly and will likely take many weeks for applicants to go through the whole process. It was suggested that a timeline and ad hoc committee be formed to work in conjunction with Jim and DOA Human Resources to develop, in more detail, the process and requirements for hiring the new ED. Many board members suggested that there be overlap between Tom and the new ED; the length of this overlap will be determined by the committee and DOA HR. Moving forward, the WNCSB executive committee will work with Jim Langdon and DOA HR to develop this process in more detail.

Board Retreat & Future Meetings

June 2, 2016 – Governor Awards at the Goodman Center, Madison

October 6, 2016

December 15, 2016

Adjourn

Tony Hallman made a motion to adjourn the meeting at 2:25pm. Second by Christine Beatty. Motion passed unanimously.