



SerVermont Commission Meeting
133 State Street, Montpelier, VT 05641
“Basement Conference Room” (Room 021)
16 April 2015
(Approved 10/15/15)

Members in Attendance: Jason Gosselin, Peter Hayward, Michelle Park, Susan Cheesman, Ryan McLaren, Christy Gallese, Betsy Ward, Shelley Park, Lee White, Doug Kievit-Kylar

Staff in Attendance: Philip Kolling, Robyn Baylor, Sharon Hearne

Attended by Phone: Dan Noyes, Jim Coutts

Unable to Attend: Ashley Burke, Sabina Haskell, Thomas Hark, Lisa Schold, Jacob Bogre

10:00 am Welcome and Introductions

Chairperson, Betsy Ward, brought the meeting to order at 10:05 AM asking those present and those on the phone to introduce themselves and to say who it is that they represent.

10:20 am Approve Minutes from 15 January 2015 Meeting

Formal approval of the minutes of 15 January 2015 was postponed until a quorum of Commissioners was achieved.

10:30 am New Data

AmeriCorps Program Progress Compliance: Sharon Hearne reported that she was working on member/host-site agreements working toward greater uniformity with appendices specific to each program. She is currently scheduling site-visits – with three (3) already scheduled for May/June. [PLEASE contact Sharon if you are interested in attending any of the site visits]. Sharon has been working to revise site-monitoring tools – and thus far has been able to improve (make more efficient) two (2) tools.

Peter Hayward inquired about the criminal history check. CNCS is using an alternate search procedure. The Mandatory/Mandated Reporting (must report abuse) policy is under review at the Attorney General’s Office. Training on this is to be had with AHS program directors. Ryan McLaren clarified that the legal threshold for Mandatory/Mandated Reporting of abuse is a, “...reasonable cause to believe...”.

There is now a new SerVermont Policy regarding time sheet approval.

The AHS Program Directors’ Meeting is held the third Wednesday of every month. Topics for the most recent meeting included; Mandatory/Mandated Reporting, a Health Care Q&A, NOFO discussion, and member training.

CEDO – The interim director has now been hired as the new program director and, since March, has brought on new members and new work sites.



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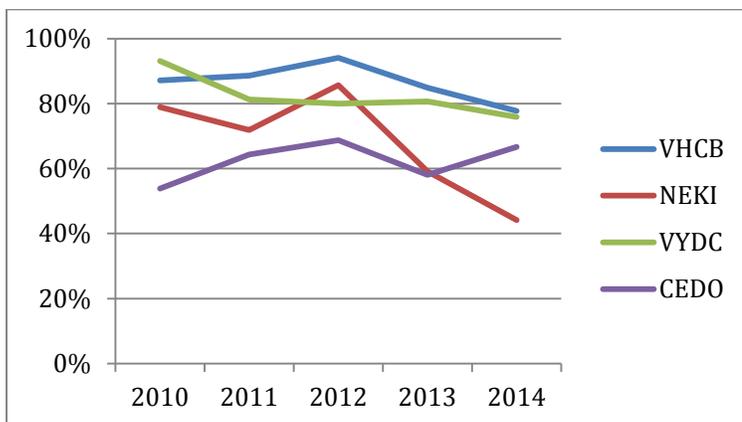
- Sharon is working on mid-year progress reports.
- EOC – Training (Emergency Management) Drill
- Organizing program audits of auditors for AHS (free)
- Planning next Program Directors’ Meeting/Training
- Assisting with the closeout of the NEK Initiative

With a quorum of Commissioners reached, Ryan McLaren called for approval of the minutes. Betsy Ward seconded the motion. It was asked if the Department of Education was approached regarding the appointment of a representative on the SerVermont Commission. This must yet be followed through on. It was asked whether the Essex Technical Center was approached regarding technical assistance with the effort to update the SerVermont Website. The technical school was not approached, but technical assistance has been offered by the Vermont Department of Information & Innovation. The motion to accept the minutes was put to a vote and passed unanimously.

Enrollment/Retention Stats (2014): Phil Kolling reported promising enrollment/retention data for 2014:

	2014																
	MSY Awd.	MSY Enr.	MSY Unf.	% MSY eni	Slot Awd.	Slots Fill	Slots Unf	Slots compl	Refill	ref. filled	ref. unfill.	Exit Early	Compell	Tot. Erly.	% slots fil	% filled Slot	% slots complete
VHCB	30.01	28.5	1.51	95%	36	31	5	28	1	0	1	2	1	3	86%	90%	78%
NEKI	17.2	12.26	4.94	71%	34	17	17	15	0	0	0	1	1	2	50%	88%	44%
VYDC	25.98	19.76	6.22	76%	29	22	7	22	0	0	0	0	0	0	76%	100%	76%
CEDO	19.9	13.88	6.02	70%	33	22	11	22	0	0	0	0	0	0	67%	100%	67%

Member Enrollement/Retention reported as a performance indicator as calculated as by % of slots and MSY awarded vs. filled:



PSA Progress: Phil Kolling reported that SerVermont has gotten “tons” of free air time/leverage and that CNCS is counting SerVermont’s investment and media match. Again, the intent of the ads is to attract new members to AmeriCorps. Latest statistics are reprinted below:

- \$192,168 in Airtime (through 2/28)
 - up from \$105,808 (January)
- \$45,000 spent
 - up from \$30K
 - \$10,000 in-kind online services
 - \$100,000+ of the big number is match (2014 and 2015)
- 20,034,430 audience impressions
 - from 10,954,990
- 4,413 airings
 - From 778
 - 6 stations

NOTE: does not include March / April 2015

Mayor's Day: Phil Kolling reported on an "AWESOME" Montpelier and Burlington/Winooski events replete with a Mayor's Proclamations. 100% of Vermont Mayors signed on. Vermont boasted the northernmost mayor east of Michigan to sign on. 50% of Vermont mayors attended one of the events.



Potential: Work with Vermont Selectboard members and the Vermont League of Cities and Towns next year.

CNCS Announcement Follow Up: Phil Kolling shared a CNCS Announcement from the Report to America recognizing Vermont as #4 (of states that produce the most AmeriCorps members per capita). See details, below:

Introducing the Top 10 #AmeriStates!

Everything ends up on a Top 10 list these days. So we thought, "What if we ranked the top 10 states that produce the most AmeriCorps members?"

Introducing our Top 10 #AmeriStates. (Don't forget, the hashtag makes it social.)

This week marks National Volunteer Week and we are revealing the top 10 places that produce the most AmeriCorps members per capita.

We put our best number crunchers on the job and – ta-dah! – they gave us the list (see table to right).

Join us as we share the news about our Top 10 #AmeriStates, and help us spread the word about the impact of national service!

PERSONAL NOTE: CONGRATULATIONS TEAM! NICE WORK...

Currently working in support of Employers of National Service – "strongly encouraging those dedicating a period of their lives to apply for jobs (with possible "creditable service").



VISTA Program: Robyn Baylor reported that VISTA was currently in the Entry Recruitment Phase for 2015/2016 and that as of August the program has been bringing on new recruits. She is working with...



Community Capital of Vermont (Barre) whose mission it is to help small businesses and lower income entrepreneurs prosper through the provision of flexible business financing.



A community- non-profit organization whose mission it is to encourage and celebrate the responsible use and long term stewardship of Lake Champlain by fostering educational and recreational opportunities for all members of our community. (Will place a STEM educator)

This Program Year ends in July. Robyn is planning an end of service celebration. To attend, please contact Robyn. She is excited about VISTA positions in all Vermont Counties (except Windham, Lamoille, Essex & Grand Isle). Robyn is working with Susan Cheesman to better understand the future of VISTA anti-poverty programs in Vermont. The program has been approved for 60 positions in Vermont.

Keurig Green Mountain Grant Update: Phil Kolling explained that there was a hiring freeze that, once lifted, will allow for the hiring of one full time position (volunteer manager) for one year OR two part time interns for one year.

Green Up Day Update: Phil Kolling explained that SerVermont was partnering with Green Up Vermont for Green Up Day (May 2, 2015). He encouraged participation in the event and hoped that the partnership might result in more robust reporting of performance (targeting 20K volunteers on this day alone).



May Conference: Phil Kolling reminded Commissioners of the May Conference scheduled for May 20th and 21st at the Common

Ground Center in Starksboro. Robyn Baylor explained that the agenda was structured to provide focus to “life after National Service”. There will be a VISTA 50th celebration with many career-oriented networking opportunities. Panel discussions and break-out sessions will endeavor to provide for graduating members to learn from alums. Friends of SerVermont will serve to encourage alum attendance. Day Two of the conference will offer breakout sessions in the morning, followed with lunch, more AmeriCorps workshops, a closing reflection activity, and wrapping up by 3:00 pm.

Website: Phil Kolling, working with staff at the Vermont Department of Information & Innovation, now has a “what you see is what you get” (WYSIWYG) template compatible with the State Website Platform. SerVermont staff can begin the process of populating the Website with content. Peter asked if the Communications Committee could be of any assistance, whether or not expertise existed on the Commission to assist in building the Website, and whether an intern could be hired to provide assistance. Phil acknowledged the value in seeking assistance, but was hopeful that needs could be better identified once the internal process of creating content was begun.

Annual Report: Phil Kolling explained that the previous annual report (one graphically designed and laid out by a graphic designer) was available in .pdf, but not in a form that allows for modification or updating. He shared previous and other non-profit organization annual reports for review and consideration. It was decided to minimize the number of printed/physical copies this time relying primarily on electronic copy and, when printing being printed in small numbers on environmentally preferable (earth-tone) paper. **Phil will pull together an ad hoc group to develop the 2014 annual report.**



Service Enterprise: Phil Kolling explained that he was not prepared to invest additional time and energy to advancing Service Enterprises in Vermont at this time (in light of competing priorities).



State Service Plan: **Phil Kolling explained that he is building on the current plan and will develop a proposal for creating an approvable plan.**

- Goal #1: Build social capital and social equity by engaging diverse citizens and community groups in service.
- Goal #2: Strengthen the capacity and effectiveness of the non-profit sector
- Goal #3: Raise awareness about the value of service as a resource in solving community challenges

ASC Commissioner Sign-On Letter: **Phil Kolling will send a link to a Survey Monkey survey for those commissioners wishing to sign the ASC letter going to the House and Senate Committees on Appropriations to support volunteerism and service in America.**



11:45 am Finances 2015:

Phil Kolling offered the following budget synopsis:

SOURCE	DOLLARS
Commission Support (CNCS)	\$ 257,000
State GF (match for CNCS)	\$ 73,500
VISTA Administration Grant (CNCS)	\$ 36,000
Commission Match (match for CNCS)	\$ 160,000
Keurig Grant (match for CNCS)	\$ 13,500
VISTA Cost Share Funds (1/2 +/- is match for CNCS)	\$ 162,000
TOTAL	\$ 702,000

12:00 pm Lunch Break (Brown Bag) (20 mins.)

12:20 pm Program Funding 2015

Phil Kolling offered the following applications/program funding synopsis:

Program	CNCS	%	Match	%	TOTAL	Cost/MSY
VYDC	\$ 325,000.00	46%	\$ 376,161.00	54%	\$ 701,161.00	\$12,500.00
CEDO	\$ 205,952.00	60%	\$ 134,551.00	40%	\$ 340,503.00	\$13,675.00
Capstone	\$ 212,640.00	44%	\$ 272,850.00	56%	\$ 485,490.00	\$14,176.00
VHCB	\$ 392,352.00	39%	\$ 605,230.00	61%	\$ 997,582.00	\$12,257.00
LEAP	\$ 272,269.00	52%	\$ 248,518.00	48%	\$ 520,787.00	\$13,459.00
ECO	\$ 264,501.00	55%	\$ 217,287.00	45%	\$ 481,788.00	\$13,225.00
TOTAL	\$ 1,672,714.00	47%	\$ 1,854,597.00	53%	\$ 3,527,311.00	
CONTINUATION	\$ 530,952.00					
CLARIFICATION	\$ 656,853.00					
TOTAL looking Competitive	\$ 1,187,805.00					
Total Formula Request	\$ 484,909.00					
Remaining Formula	\$ 115,091.00					
Backed Out						
UVM	\$ 183,597.00	76%	\$ 57,977.00	24%	\$ 241,574.00	\$12,240.00
VCC	\$ 63,997.00	73%	\$ 23,943.00	27%	\$ 87,940.00	\$ 3,839.00

In brief:

- \$530,952 in continuation EXPECTED
- \$600,000 in Formula
 - + carry-forward of unexpended funds
- TOTAL: \$1,130,952

There exist possible conditions yet (such as funded @ lesser amounts than requested) and a carry-forward of unexpended funds. The total may actually be closer to \$1.13M. Remaining formula funds may amount to \$115K that can be reinvested in the two (2) project proposals that were pulled rather than submitted. **UVM Center for Disability Inclusion** backed out with too many members and challenge with the indirect cost rate. The **VCC (Vermont Campus Compact)** for first generation college students was targeting 50+ members and likewise was challenged with the indirect cost rate. The question was posed as to whether we should offer a second round of competition by issuing a request for projects...or target the two projects that were submitted, but could not complete an application? And...if the latter, should the money be offered as a planning grant or some hybrid joint effort by the two parties?

NOTE: CANNOT apply remaining formula funds to underfunded competitive grants. HOWEVER can use formula funds to support competitive candidates that fail to get competition funding.

Ryan McLaren made a motion to limit the expenditure of formula funding to programs that have already previously submitted letters of intent for FY 2015. Peter seconded the motion. The motion passed.

Discussion lead to the possibility of structuring a "Planning in Action Grant (pilot project)". Additionally, in order for the two programs to scale the effort to the funds available, the Commission would need to amend the rule to support programs with fewer than 15 members. Thus, Jason Gosselin made a motion that the condition of the FY 2015 NOFO disallowing funding proposals/applications with fewer than 15 MSY be suspended. The motion was seconded by Peter and passed unanimously.

1:00 pm Committee Breakouts (or Program Funding Cont. if needed)

2015 Committee Assignments

Program Committee

Christy Gallese
Jason Gosselin
Guy Isabelle
Ryan McLaren
Sharon Hearne

Finance Committee

Betsy Ward
Shelley Park
Thomas Hark
Lee White
Phil Kolling

Communications Committee

Doug Kievit-Kylar
Dan Noyes
Peter Hayward
Susan Cheesman
Phil Kolling

Committees met with the following roles determined:

Program Committee

- Review existing programs
- Coordinate the RFP process
- Assess SerVermont work
- GSA
- Alumni
- Branding Compliance
- Input to Updating SerVermont Annual Report (3 yrs.)
- Training/Events

Finance Committee

- Report out on Budget/Expenses
- Secure in-kind support (general and specific events)
- Facilitate transfer of money from non-profit to activities

Communications Committee

- PSAs
- Website Development
- Annual Report Design
- Outreach to Alumni
- Collecting “stories” of Vermont volunteers/volunteerism (Best Practices)
- Training/Events
- Development of a Social Media Strategy
- Outreach
- RFP Notification

1:40 pm Upcoming Events

- April 20- CNCS calendar date clarification due
- April 22- Earth Day & VY Exercise
- May 2 – Green Up Day
- May 4-6 – CNCS Atlantic Region National Service Conference in Hartford, CT
- May 13 – VY Exercise & VBSR Conference
- May 20&21 – May End of Service Conference
- June 26 – Formula Application Deadline to CNCS
- July 16 – Commission Meeting

1:45 pm Public Comment Period

No comments were offered.

Meeting Roster for 2015

Thursday, April 16

Thursday, July 16

Thursday, October 15

**All meetings take place at 133 State Street, Montpelier, VT 05641
“Basement Conference Room” (Room 021)**

Respectfully Submitted,



Doug Kievit-Kylar
Secretary