



**DRAFT**

**SerVermont Commission Meeting**  
133 State Street, Montpelier, VT 05641  
"Basement Conference Room" (Room 021)  
16 April 2015

**Members in Attendance:** Betsy Ward, Justin Morande, Guy Isabelle, Dan Noyes, Susan Cheesman, Madeline Strasser, Jason Gosselin, Doug Kievit-Kylar

**Staff in Attendance:** Phillip Kolling, Robyn Baylor, Sharon Hearne

**Attended by Phone:** Christy Gallese, Sabina Haskell, Shelley Park, Thomas Hark, Ryan McLaren, Jim Coutts

**Unable to Attend:** Peter Hayward, Michelle Park, Ryan McLaren, Lee White, Jason Shute, Ashley Burke, Lisa Schold, Jacob Bogre

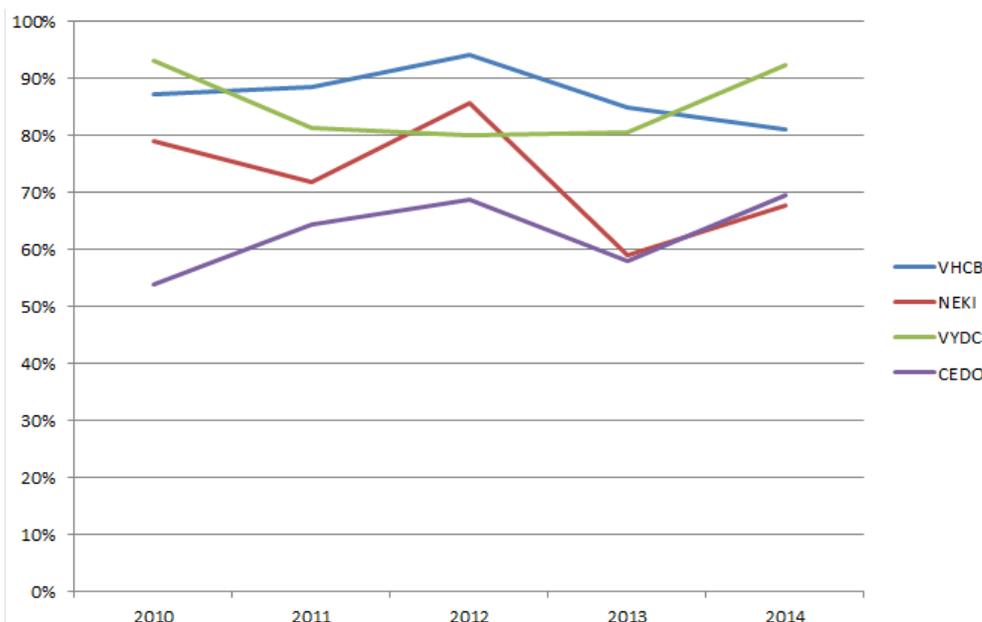
**10:00 am Welcome and Introductions**

**10:05 am Approve Minutes from 15 January 2016 Meeting**

Minutes of 21 January 2016 were given unanimous approval – with minor edits (including Jason Gosselin removed from unable to attend list to having attended by phone and Phil Koenig being corrected to Phil Kolling).

**10:10 am New Data**

Phil updated Commissioners on the status of Member Enrollment/Retention (as a performance indicator as calculated by % of slots and MSY awarded vs. filled)



	April			January			October				
	Slot Awd.	Slots Fill	%		Slot Awd.	Slots Fill	%		Slot Awd.	Slots Fill	%
VHCB	37	34	92%	VHCB	37	31	84%	VHCB	36	26	72%
LEAP	44	19	43%	LEAP	38	18	47%	LEAP	38	16	42%
VYDC	29	21	72%	VYDC	28	19	68%	VYDC	26	13	50%
CEDO	24	16	67%	CEDO	22	12	55%	CEDO	22	10	45%
ECO	20	20	100%	ECO	20	20	100%	ECO	20	20	100%
VCC	50	0	0%	VCC	50	0	0%	VCC	50	0	0%

Data evidence improvement for three (3) of the programs (filling slots). ECO lost two (2) members.

**AmeriCorps Program Progress Compliance:** Sharon Hearne reported that VHCB was her only visit – and that there were no issues identified.

**No PO at CNCS / No GO at CNCS:** Phil Kolling reported that SerVermont is now without a Program Officer (PO) at CNCS. Phil participated in a “State-of-the-States” call where state program directors are given opportunity to check in with CNCS and with each other. Raised during the call were (a) staffing concerns, and (b) that the new Grants Officer (GO) was now on maternity leave. Linda Cook is currently working with CNCS – doesn’t like VT performance measures. In particular, regarding enrollment and retention for CNCS uses 100% as a target while at SerVermont we target 4 of 6 with 95% enrollment/retention (or better). Consider: Show improvement or maintenance of 100% enrollment and retention.

SerVermont using Results Based Accountability (RBA) to celebrate successes, NOT failures. Phil was asked if there were penalties attached to NOT meeting performance measures. He explained that should this be the case the program would need to explain to CNCS why it was NOT meeting the target...and must create a Corrective Action Plan. NOTE: This applies ONLY to Competitive, NOT Formula Funded programs.

**10:12 am Partners Activities and Updates**

**Mayor’s Day:** Phil Kolling shared the house resolution officially recognizing April 5 as National Service Day in Vermont on Mayors Day.



**First House Resolution**

- Burlington
- St. Albans
- Montpelier / Barre

**Emergency Management Training:** Phil Kolling explained that training included:

- Local Volunteer and Donations Management
- Management of Spontaneous Volunteers

In attendance were 9 people on the first day and 12 people on the second day.

- Highlighted need to train AmeriCorps members in Volunteer Reception Center (VRC) operations
- Highlighted need for a VRC Plan

**Concurrent House Resolution**

H.C.R. 320

House concurrent resolution designating April 5, 2016 as National Service Day in Vermont  
Offered by: All Members of the House

Whereas, the Corporation for National and Community Service (CNCS) is “a federal agency that helps more than 5 million Americans improve the lives of their fellow citizens through service;” and

Whereas, among the guiding principles of CNCS are to “put the needs of local communities first” and to “help rural and economically distressed communities obtain access to public and private resources;” and

Whereas, the Vermont Commission on National and Community Service (SerVermont) is the State’s partner with CNCS; and

Whereas, in Vermont, there are currently a total of 25 CNCS projects, including those under the rubric of AmeriCorps (AmeriCorps National, AmeriCorps State Competitive, AmeriCorps State Formula, and AmeriCorps VISTA), Senior Corps (Senior Corps, Foster Grandparent Program, RSVP, and Senior Companion Program), projects financed through the Social Innovation Fund, and miscellaneous programs; and

Whereas, there are 542 service locations statewide, including conservation and environmental organizations, counseling services, faith-based entities, food-support services, housing trusts, municipalities, museums, public libraries, recreation projects, senior and aging programs, and shelters for the homeless; and

Whereas, 2,242 Vermont service volunteers are working at these organizations, earning for their future use \$1,625,617.00 in educational scholarship funds; and

Whereas, in this fiscal year, CNCS is investing \$6,090,478.00 in Vermont, and local host organizations are supplying \$4,222,642.00, including \$334,372.00 of State funds; and

Whereas, for every federal dollar spent on national service, two dollars in other federal programs is saved, and four dollars’ worth of benefits are sent to local communities; and

Whereas, today, April 5, 2016, service volunteers are visiting the State House, and their good works are highly commendable, now therefore be it

Resolved by the Senate and House of Representatives:

That the General Assembly designates April 5, 2016 as National Service Day in Vermont, and be it further

Resolved: That the Secretary of State be directed to send a copy of this resolution to SerVermont.

Talked about SeniorCorps and AmeriCorps collaboration in future efforts. There exists VRC "in a box" training for disaster response training. SerVermont to write a plan to incorporate in grants with cooperation of Team Rubicon (a voluntary veterans team that is mobilized during times of disaster).

Justin Morande offered to develop a DRAFT VRC Plan for future consideration by Commissioners. THANKS, Justin!

#### 10:15 am      **State Service Plan**

Phil Kollong explained the process used to solicit public comment on the DRAFT update to the State Service Plan. He explained that only minor edits were made as result of comments received.

### STATE SERVICE PLAN

Welcome, and thank you in advance for helping SerVermont develop a State Service Plan that works for all Vermonters.

#### State Service Plan Draft for Comment

[State Service Plan 2016-2018 Draft for Comment](#)

[Senior Supplemental State Service Plan 2016-2018 Draft for Comment](#)

#### Submitting Feedback

Public feedback is a critical component of ensuring that the voices and ideas of many are incorporated into our plan. We appreciate you taking the time to offer your opinion! Your feedback on the draft plan will be used to help SerVermont strategically direct resources towards Vermont's most pressing needs through AmeriCorps, national service, and volunteerism. Feedback is being collected through an online survey.

The goal at this point is to finalize the plan in order to put it before the governor or signing/endorsement. It was proposed that this plan will be reviewed on an annual basis.

**Justin offered a MOTION that the State Service Plan be approved with agreed-upon edits made. The MOTION was seconded by Guy and was passed with UNANIMOUS approval. Phil agreed to make final edits and to share the Final State Service Plan with Commissioners.**

**Dan offered a MOTION to approved the Supplemental State Service Plan as written. The MOTION was amended to have the Senior version of Goal #3 in the State Service Plan (Increase senior awareness of service as a resource in solving community challenges) included in the Supplemental State Service Plan. Jason seconded the motion which was passed with UNANIMOUS approval. Phil agreed to forward the finalized State Service Plan and the Supplemental State Service Plan to the governor for signing/endorsement.**

#### 10:45 a.m.      **Training & Technical Assistance**

Phil Kolling explained that new monies were available for training & technical assistance and offered a plan for how these monies could be leveraged:

- \$90,090
- Used to build capacity of national service field
- Ideas
  - ASC Fee: 3% or so, \$2,700
  - Performance Measurement Capacity Building, \$35,000
  - Staff Person, \$72,000 (\$30,000)
  - Fall Conference, \$20,000
  - Rebuild Commission Support Budget to maximize.

This is formula money...and NO match is required. Time was spent discussing the potential of hiring someone with training expertise to fill a limited service classified position.

**Betsy urged moving ahead as presented, above and offered a MOTION that commissioners approve the plan to hire and to utilize training and technical assistance funds using a simplified bid process rather than a sole service contract. The MOTION was**

**approved with a unanimous vote.**

With regard to establishment of a training fine policy, Phil offered the following for consideration and was seeking guidance:

- Excessive poor attendance practices
  - Showing up without registering
  - Registering without showing up
- Costs really shouldn't be charged to grant
- Charge program per capita cost for the attendee either way
- Set registration and cancellation deadlines
  - Violations result in this charge.

**After a healthy discussion, a MOTION was made by Dan and seconded by Madeline to institute a \$200 fine to programs for no-shows to conferences and workshops. The MOTION passed with a unanimous vote of support. This new policy will be applied with the May Conference.**

**11:30 a.m. AmeriCorps Withholding**

Phil Kolling explained the past practice of withholding 1% of program money to be used by SerVermont to offset costs for conferences, etc.:

- Did 1% in the past
- Suspended practice (year and a half now) because it hadn't been spent.
- Leverages resources.
  - Programs receive OnCorps
  - Conferences
- ASC desire is to have all commissions engaged in withholding, makes case for need for TTA \$ stronger.

**With discussion Guy offered a MOTION, seconded by Jim, that SerVermont institute a 2% withholding beginning September 2016. Such an announcement of the reinstating of a withholding will ALSO offer clarity on what the withholdings are to be used for. The MOTION passed with a unanimous vote of support.**

**12:00 pm Lunch Break (Brown Bag) (30 mins.)**

**12:30 pm AmeriCorps Funding 2016**

Phil Kolling addressed AmeriCorps Competition:

All Apps	\$ CNCS	MSY	Slots	Cost / MSY
VHEC	\$ 161,957	15.32	50	\$ 10,572
VYDC	\$ 325,000	26	26	\$ 12,500
LEAP	\$ 296,292	21.7	36	\$ 13,654
VHCB	\$ 368,669	30.01	36	\$ 12,285
CEDO	\$ 193,552	15.06	24	\$ 12,852
VYCC	\$ 196,249	15.7	35	\$ 12,500
ECO	\$ 261,424	20	20	\$ 13,071
TOTAL	\$ 1,803,143	143.79	227.00	\$ 12,490.53

Funds Available			
CONT.	\$ 955,093		
ABOVE	\$ 848,050		
FORM	\$ 653,707		
ABOVE	\$ 194,343	This is the ask above available funds	

- Can bring unexpended formula 2015-16 funds into 2016-17 for continuations
  - VHEC, LEAP, CAP, UVM will likely have unexpended
  - Current pace leaves \$144,578 on table
    - 11.5 MSY



Program/ Grantee	Grant Award	Mid-Year Expenditures (Est.)	Mid-Year Expenditure % (Est.)	To Date % through qtr. (Actual)	Balance Unspent (Actual)	Unexpended At Year End (Projected)
CEDO	\$189,605	58,422.00	31%	30.8%	\$131,183	72,761.00
ECO VT	\$263,384	180,320.00	68%	34.2%	\$173,224	(97,256.00)
VHCB	\$368,669	182,190.00	49%	24.7%	\$277,574	4,289.00
VYDC	\$325,000	179,304.00	55%	27.6%	\$235,348	(33,608.00)
CAPCOR						
PS	\$74,965	13,398.00	18%	8.9%	\$68,266	48,169.00
LEAP	\$374,988	167,394.00	45%	22.3%	\$291,291	40,200.00
UVM	\$15,992		0%	0.0%	\$15,992	15,992.00
VCC	\$93,733	26,758.00	29%	14.3%	\$80,354	40,217.00
		Total Unspent Formula			\$ 455,903	\$ 144,578.00
		Total Unspent Competitive			\$ 844,329	

Balance unspent are real figures to date  
CEDO is the only program with mid-year figures included

Unexpended History:

2013-2014					
Program/ Grantee	Grant Award		To Date %	Balance Unspent	
CEDO	\$251,809		59.8%	\$ 101,257	
NEKI	\$292,685		71%	\$ 83,700	
VHCB	\$378,000		100%	\$ 1,076	
VYDC	\$307,315		100%	\$ -	
		Total Unspent Formula		\$ 83,700	
		Total Unspent Competitive		\$ 102,333	
2014-2015					
Program/ Grantee	Grant Award		To Date %	Balance Unspent	
CEDO	\$251,809		74%	\$ 64,740	
VYDC	\$325,000		100%	\$ -	
NEKI	\$229,638		87%	\$ 28,823	
VHCB	\$369,000		100%	\$ -	
		Total Unspent Formula		\$ 30,185	
		Total Unspent Competitive		\$ 64,740	

Possible Scenarios:

Likely?		#1	#2	#3	#4
	Asks	LEAP Form. VYCC Comp.	VYCC Form. LEAP Comp.	VYCC Comp. LEAP Comp.	No New Comp.
VHEC	\$ 161,957	\$ 161,957	\$ 161,957	\$ 161,957	\$ 161,957
VYDC	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000
LEAP	\$ 296,292	\$ 296,292	\$ 296,292	\$ 296,292	\$ 296,292
VHCB	\$ 368,669	\$ 368,669	\$ 368,669	\$ 368,669	\$ 368,669
CEDO	\$ 193,552	\$ 193,552	\$ 193,552	\$ 193,552	\$ 193,552
VYCC	\$ 196,249	\$ 196,249	\$ 196,249	\$ 196,249	\$ 196,249
ECO	\$ 261,424	\$ 261,424	\$ 261,424	\$ 261,424	\$ 261,424
TOTAL	\$ 1,803,143	\$ 1,803,143	\$ 1,803,143	\$ 1,803,143	\$ 1,803,143
TOT. Comp.	\$ 955,093	\$ 1,151,342	\$ 1,251,385	\$ 1,447,634	\$ 955,093
TOT. Form	n/a	\$ 651,801	\$ 551,758	\$ 355,509	\$ 654,498.00
Remain Form.	n/a	\$ 1,906.00	\$ 101,949	\$ 298,198	\$ (791)
1% Withholding	\$ 18,031	\$ 18,031	\$ 18,031	\$ 18,031	\$ 18,031
2% Withholding	\$ 36,063	\$ 36,063	\$ 36,063	\$ 36,063	\$ 36,063

Beyond 2016:

- Want programs to continue to gain competitive edge.
- Prepare formula programs to become competitive.

AmeriCorps Suggestion:

- If we believe we have no new competitive:
- Pause Formula programs at current pace / level
  - No new members beyond a logical cutoff date
  - Amend current awards.
  - Roll over “unexpended”
- IF LEAP is competitively funded
  - At least \$100,000 “remaining” in formula
    - Assumes funding all others at asking level.
- If we do better in the competition
  - \$298,000 “remaining” in formula
- Suggest Opening Formula Competition
  - Planning grants?
    - If we have room in our cost / MSY cap.
  - Operational grants?
    - We have interested parties out there
    - Current planning grantee?

AmeriCorps Competition?

- How do we want to make our formula decisions?
- Do we reopen formula competition?
  - CEDO and VHEC in it, could open it up more.
- Do we want planning grants?
- What do various processes look like?

With a request for clarification, programs tend to receive competitive funding. For those that do NOT, programs tend NOT to receive competitive funding. With clarification anticipated this very afternoon, commissioners were not prepared to act upon finalizing a budget as yet.

**1:15 pm**            **Commissioner Engagement: Discuss / Activity**

Phil briefly engaged commissioners in an activity to begin discussion of how it is that commissioners wished to engage with SerVermont. Ideas were recorded.

The secretary takes liberty at this point to reference 2015 Committee Assignments as much yet needs to be accomplished:

### **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

## **1:45 pm            Upcoming Events**

- April 25: CNCS AmeriCorps Clarification
- May 2-4: National Service Regional Conference
- May 8: CNCS Grant Announcements

- May 17 & 18: AmeriCorps Conference

**2:00 pm          Adjournment**

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "DK-Kylar", with a stylized flourish extending to the right.

Doug Kievit-Kylar  
Secretary