



**Approved (3/7/18)**

**SerVermont Commission Meeting  
19 October 2017**

10:00 a.m. - 2:00 p.m.

Oak Conference Room, Waterbury State Office Complex

**Members in Attendance,** Christy Gallese, Betsy Ward, Lee White (ex-officio), Guy Isabelle, Dan Noyes, Jason Gosselin, Peter Hayward, Doug Kievit-Kylar

**Members in Attendance via Phone:** Sabina Haskell, Tom Hark

**Staff in Attendance:** Philip Kolling, Sharon Hearne, Robyn Baylor, Andrea Hurley (VISTA Leader)

**Guests:** Susan Cheesman, Shireen Tilly, Bethany Johnson, Danielle DuBois

**10:00 am Welcome, Introductions & Quick Note**

Phil noted that he has not yet heard from the Governor's Office regarding appointments to the Commission. SerVermont as incorporated requires a minimum of 15 members/commissioners. Depending on how it is that the current ambiguous situation is interpreted, the organization has from 7 to 19 members/commissioners (with some appointed and non-expired terms and some expired and needing reappointment by the Governor).

**10:10 am Public Comment Period**

**10:15 am Approval of Minutes**

Tom made a motion to accept as presented three sets of minutes;

- April 2017
- May 2017 Special Meeting
- July 2017

The motion was seconded by Guy with unanimous approval by the commissioners.

**10:20 am Old Business**

Phil reminded the commission that at the May meeting commissioners approved a motion that stipulated "Phil and Sharon shall make adjustments to the formal offer as necessary to award all available funds". Thus, the final funding package was never formally approved with amendments. Phil suggested that commissioners provide such approval now. He presented the AmeriCorps Formula Grants as awarded and with amendments. Funded programs are currently operating.

Formula Grant Package Since VHEC Withdrawal (These are all now operating, so this is data)

FORMULA (16AFH)	\$ Value CNCS	Local \$	TOTAL	Slots	MSY / FTE	Cost Per MSY
LEAP (Form. Cont.)	\$ 253,861.00	\$ 210,263.00	\$ 464,124.00	36	18.56	\$ 13,677.86
ReSource (Form. New)	\$ 200,952.00	\$ 64,070.00	\$ 265,022.00	31	13.52	\$ 14,863.31
CEDO (Form. Cont.)	\$ 192,989.00	\$ 198,136.00	\$ 391,125.00	20	15	\$ 12,865.93
<b>TOTAL</b>	<b>\$ 647,802.00</b>	<b>\$ 472,469.00</b>	<b>\$ 1,120,271.00</b>	<b>87</b>	<b>47.08</b>	<b>\$ 13,759.60</b>

Tom made a motion to approve funding levels as presented. Betsy seconded the motion and when put to a vote was unanimously approved.

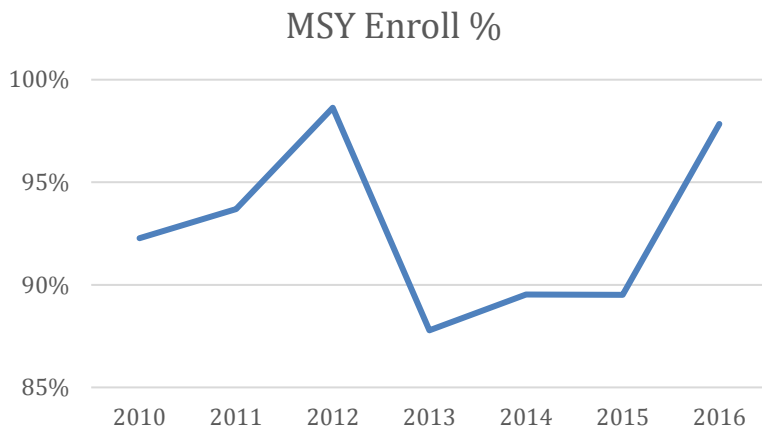
**10:40 am New Data**

Phil explained that he had delayed posting the PSA RFP because of uncertainty regarding the budget. WCAX has expressed interest in working on new outreach materials. Phil will provide follow-through on this. Dan expressed interest in helping to incorporate materials promoting SeniorCorps.. Otherwise:

- \$513,128 in total Airtime (through 10/1/17)
- **\$64,464 airtime this year**
- Have not spent any money in 2017
- 474 broadcasts this year
- Paid airtime plans moving forward
- Looking into new material for 2018

**MSY / Slot Utilization – Final 2016-2017**

Phil reminded commissioners of their decision to fund programs as a percentage equal to the percent to which they are able to enroll members. The programs are currently at 98% enrollment/funding. Phil believes that such success is attributable to his and Sharon's efforts to promote strategies for boosting enrollment at Program Directors' Meetings.



**Final 2015-16 (89.5%)**

	Slot Awd.	Slots Fill	%
VHCB	36	36	100%
LEAP	46	41	89%
VYDC	45	40	73%
CEDO	25	22	88%
ECO	20	20	100%
VCC	50	21	44%

**Final 2016-17 (97.8%)**

	Slot Awd.	Slots Fill	%
VHCB	41	41	100%
LEAP	40	38	95%
VYDC	44	42	95%
CEDO	10	9	90%
ECO	24	24	100%
VHEC	18	17	94%
VYCC	36	36	100%

- Additional TTA Offered
- Emphasis on enrollment
- 90% enrollment threshold for reimbursement
- Slot reallocation at mid-year

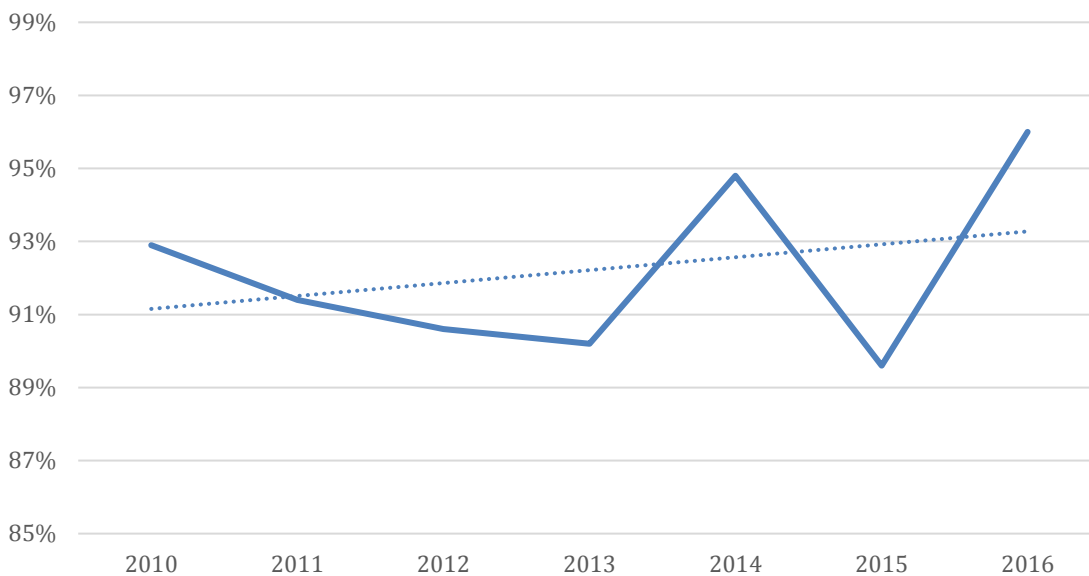
Phil reviewed MSY Utilization by Cont. Programs by discussing the following table:

	2016			
	MSY Awd.	MSY Enr.	MSY Unf.	% MSY enr
VHCB	29.94	29.94	0	100%
LEAP	19.11	18.58	0.53	97%
VYDC	25.92	24.54	1.38	95%
CEDO	7.5	7	0.5	93%
ECO	24	24	0	100%
VYCC	15.7	15.19	0.51	97%
<b>TOTAL</b>	<b>122.17</b>	<b>119.25</b>		
		98%		

- 2.92 MSY Unused
- 98% Utilized

Phil offered an historical perspective on AmeriCorps Member Retention. He noted that 2015 was an unrepresentative year and that VYCC may be skewing results because their members have shorter-term placements -- that are easier to "stick out".

### AmeriCorps Member Retention



Phil briefly discussed efforts to ascertain the Future Plans of Recent Alums:

- Data is forthcoming
- Anecdotally

Many getting hired into great jobs  
Pursuing additional education

Phil offered perspective by stating that nationally (annually) approximately \$20M is returned to CNCS as unexpended funds. SerVermont contributes very little to this:

#### AmeriCorps Fund Spending

- \$3,160 unexpended in 2016-17

Rolled it over into 2017-18 (not "unexpended")

.19% of overall AmeriCorps Funding

- 100% utilization for Competitive

- 99% utilization for Formula
- 100% utilization for Formula planning grants

\*CNCS continues to emphasize the importance of spending all AmeriCorps funding.

As of 10/16/2017 Current Year Enrollment is as described in the tables, below:

October 2016 – PY 2016-17

	Slot Awd.	Slots Fill	%
VHCB	36	21	58%
LEAP	30	10	33%
VYDC	27	12	44%
CEDO	10	0	0%
ECO	24	24	100%
VHEC	50	0	0%
VYCC	35	0	0%

October 2017 – PY 2017-18

	Slot Awd.	Slots Fill	%
VHCB	36	25	69%
LEAP	36	9	25%
VYDC	44	15	34%
CEDO	20	0	0%
ECO	24	23	96%
ReSource	31	6	19%
VYCC	40	0	0%

As update...ECO is now at 100% enrollment. Due to an injury experienced by the Program Director, CEDO has yet to enroll any members. VYCC program ends last of November.

Phil explained that there was no Education Award Data as of yet so it is impossible to yet answer the following:

- How much used in VT
- Which schools they have been used at and amounts

NOTE: Senator Sanders' Office requested this data from CNCS.

Phil discussed the most recent CNCS Risk Assessment (an evaluation of program risk or performance failure for SerVermont, NOT of CNCS). SerVermont is currently under audit by CNCS. There is a definite downward trend with regard to program risk (from higher to lower risk). Susan has shared the results of risk assessment in the past, and has offered to continue to do so in the future.

Pgm Stream	Grant Number	Monitoring FY	Assess.Cycle Date	Assess. Points	Priority Level
VISTA	11V SAV T001	2018	06/01/2017		
STATE	16AFHV T001	2018	06/01/2017		
CADMIN	16CAHV T001	2018	06/01/2017		
STATE	16ACHV T001	2018	06/01/2017		
TTA	16TAHV T001	2018	06/01/2017		
STATE	13AFHV T001	2017	06/31/2016	46	Low
VISTA	11V SAV T001	2017	06/31/2016	66	Low
STATE	16ACHV T001	2017	06/31/2016	126	Medium
CADMIN	16CAHV T001	2017	06/31/2016	16	Low
STATE	12ACHV T001	2016	08/20/2016	16	Low
VISTA	11V SAV T001	2016	08/20/2016	46	Low
STATE	13AFHV T001	2016	08/20/2016	16	Low
CADMIN	13CAHV T001	2016	08/20/2016	16	Low
STATE	12ACHV T001	2016	08/20/2014	16	Low
CADMIN	13CAHV T001	2016	08/20/2014	16	Low
STATE	13AFHV T001	2016	08/20/2014	16	Low
DISAB	11CDHV T001	2015	08/20/2014	15	Low
VISTA	11V SAV T001	2015	08/20/2014	60	Low
VISTA	11V SAV T001	2014	08/20/2013	180	High
CADMIN	13CAHV T001	2014	08/20/2013	206	High
DISAB	11CDHV T001	2014	08/20/2013	226	High
STATE	12ACHV T001	2014	08/20/2013	206	High
PDAT	11PTHV T001	2014	08/20/2013	320	High
STATE	06AFHV T001	2014	08/20/2013	206	High
STATE	06ACHV T001	2013		100	Medium
DISAB	11CDHV T001	2013		60	Low
VISTA	11V SAV T001	2013		90	Medium
CADMIN	10CAHV T001	2013		30	Low
STATE	06AFHV T001	2013		70	Low
PDAT	11PTHV T001	2013		90	Medium
VISTA	11V SAV T001	2012		60	Low
STATE	06ACHV T001	2012		70	Low
CADMIN	10CAHV T001	2012		70	Low
DISAB	11CDHV T001	2012		90	Medium
PDAT	11PTHV T001	2012		90	Medium
STATE	06AFHV T001	2012		70	Low
STATE	11ACHV T001	2012		100	Medium
CADMIN	10CAHV T001	2011		30	Low
PDAT	08PTHV T001	2011		30	Low
STATE	06AFHV T001	2011		90	Medium
STATE	06RCHV T002	2011		60	Low

Phil brought up the issue of background checks and the problems program directors have experienced in fulfilling this obligation -- as well as the consequences of not having these done. CNCS is attempting to standardize this procedure with its contractors. Phil is working with AHS HR for SerVermont to develop their own background check procedures/protocols/policies.

**11:00 am AmeriCorps Competition 2018**

Phil brought commissioners up to speed on the 2018 AmeriCorps Competition:

- RFP & NOFO – released in August
- **Letter of Intent Deadline – October 13**
- **Applications Due – November 17**
- SerVermont Review – November 20 – Dec. 1
- Commissioner Approval – **Dec. 1 – Morning Meeting as part of conference**
- Clarification to Applicants – Dec. 8
- Final application due to SerVermont – Jan. 5, 2018
- **SerVermont submission to CNCS – Jan. 17, 2018**

With the Letter of Intent deadline now passed, there are eight (8) grant applications to consider for the 2018 round of awards:

### Continuations

Vermont Youth Development Corps (yr. 2 of 3)

Vermont Youth Conservation Corps (yr. 2 of 3)

### Recompete

VT Dept. of Environmental Conservation

VT Housing and Conservation Board

### New – Currently funded by SerVermont

LEAP AmeriCorps – Northern VT University

CEDO – City of Burlington

ReSOURCE – ReSOURCE

### New – New

VT Center for Crime Victim Services

Phil brought up the need for Commissioner Participation to evaluate applications. This has been accomplished in the past using various means but, most recently, was orchestrated by members of the Program Committee. Members of this committee present at this meeting included: Christy, Peter, Betsy, Jason (?), Sharon and Phil. A default process could include the following:

- Read grants
- Offer comments
- Dec. 1 – vote on conditional slate of submissions
- January 11 – vote on final slate of submissions

### **11:30 am Partners & Plans: Activities & Updates**

Robyn presented a VISTA Report for commissioners. She began by expressing her sense that it's going to be another very good year and segued into a Recruitment Recap:

- Filled 22 slots (4 Returning)
- Currently Recruiting for 4 additional spots

Alliance for Community Transformation

Capstone Community Action

The Farm at Vermont Youth Conservation Corps

Senior Solutions



Robyn described for commissioners the urban/rural housing subsidy conundrum which provides larger subsidies for members serving in urban settings -- making it less enticing to serve in rural communities. There is a \$3K difference in subsidy levels.

*INTERESTING NOTE: 80% of VISTA members relocate to Vermont to serve!!!!*

Robyn shared the synergistic value of working with AHS.

AHS Connections:

- Provided training to members with Deputy Secretary, Martha Maksym, Director of Office of Economic Opportunity, Sarah Phillips, and Director of Performance Improvement, Dru Roessle.
- Collaboration with Sarah Phillips and OEO to deepen understanding of agency priorities and discuss connections between OEO partner organizations and VISTA host sites (30% overlap)
- Working with Director of Policy and Planning, Paul Dragon and Director of Drug Prevention Policy, Jolinda LeClair to identify needs related to opioids

Phil reviewed New and Updated Policies:co

- Breach of PII
- Member Service Year Utilization
- Subgrantee Monitoring

Phil described the need to perform Unannounced Site Visits to confirm members are actually serving - and are properly "branded" with AmeriCorps logo. Commissioners are invited and encouraged to visit host sites as well. Should they do so, they should also report back to Sharon and/or Phil:

- Confirm member is in service

In general

At host site

- Host Site

aware of member and member's role

- Member Branding

Phil summarized the latest CNCS Grants Office Visit:

- No report received – promised Sept. 29
- Exit conference would have addressed pressing concerns
- Business Office felt things went well
- Grants Officer's first visit

**12:00 pm            LUNCH**

**12:20 pm            AmeriCorps Program Presentation: ReSource**



Bethany Johnson and Danielle DuBois attended the meeting representing ReSource, with sites in Burlington, Barre and Hyde Park. The program started in 1991 to address material waste and more. It's mission includes: (1) environmental stewardship, (2) job skills training/work readiness, and (3) economic opportunity. Personal and professional development are stressed and both "soft" and "hard" skills are part of the training. A total of 750 Vermonters have been trained to date and there are more than 80 staff as of 2017. The

AmeriCorps program is called, "Every Body Works".

*Hard Fact: 65% of disabled Vermonters are unemployed!!*

According to Bethany "**The Planning Grant made everything possible!**"! The grant allowed access to resources and they got to meet program directors to ask questions.

**1:20 pm            Partners & Plans: Activities & Updates (Cont.)**

Phil talked about the upcoming (but not yet scheduled) CNCS OIG Audit:

- No dates yet – no deadlines
- Working with AHS BO to respond to initial requests
  - List of all site visits performed and related subgrantee monitoring reports for two most recent years.
- Will audit two of our subgrantees

Phil brought up the need to reconvene the Finance / Budget Committee Standing Committee:

- Need volunteers

Convene virtually

- Budget due 11/9
- Federal budget cycle has been challenging

Of those present; Betsy, Guy and Lee offered to volunteer as members of this committee.

Likewise, the Program Committee Standing Committee needed reconvening.

- Create and authorize them to handle grant submission?
- Make recommendations to the full commission?

Members of this committee present at this meeting included: Christy, Peter, Betsy, Jason (?), Sharon and Phil.

The Communications Committee Standing Committee too needed to be reconstituted.

- Review 2018 PSA plans
- Other Communications Strategies
- 2017 Annual Report

Doug volunteered to serve on this committee.

The final committee that too needed to be reconvened was the Nominations Committee Ad Hoc Committee.

- Many commission slots to fill
- Outreach occurring

Peter volunteered to serve on this committee.

Phil brought up the question of whether or not SerVermont should prepare for the Governor's Service Awards. Nothing was decided, but the Phil will explore the Governor's availability for such an event.



Tom Brannon called in to the meeting to promote membership in States for Service, an organization working on a national level to ensure national service has a robust future, to address poverty in America, and to provide state commissions with polic toolkits to assist in their efforts to promote community service. Peter is already a member and urges commissioners to consider membership (either individually or jointly).

**1:45 pm            Upcoming Events**

- Audit – Dates TBD
- Site Visits - November
- Launch – November 30 – December 1
- Governor's Service Awards - ?
- Commission Grant Review Meeting – December 1
- SerVermont Annual Meeting – January 11

**2:00 pm            Adjournment**

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "DK Kievit-Kylar".

Doug Kievit-Kylar  
Secretary