



Approved (1/24/19)

**SerVermont Commission Meeting
5 December 2018**

1:00 p.m. - 4:00 p.m.

Board Meeting Room, Stoweflake Inn at the Statwide AmeriCorps Professional Development Conference

Members in Attendance, Christy Gallese, Betsy Ward, Nicole Whalen, Dan Noyes, Bob McCabe, Lee White, Guy Isabelle, Dan Noyes, Megan McKeever, Doug Kievit-Kylar (Jason Gosselin attended the following day)

Staff in Attendance (at the Conference): Philip Kolling, Sharon Hearne, Robyn Baylor

In advance of this meeting Phil had communicated with Commissioners the following:

Christy has planned a fabulous visioning / planning exercise for us for the state service plan that utilizes a circle process. Please come prepared having reviewed the plan, and with one small personal item that represents service to you. You can share the item with us, but will bring it back home with you in the end.

Because a bulk of our time will be spent on the State Service Plan, here is some information to get you thinking about the other items on the agenda that we will try to take care of as efficiently as possible:

1. Member Service Year Utilization Policy – SerVermont has a Member Service Year Utilization Policy (attached) that was developed in an effort to increase enrollment. The policy worked, increasing our enrollment rate significantly. Recruitment this year is hard, and we are in the last year of a three year grant cycle, meaning that if we don't spend money or withhold money from grantees it just goes back to the feds. While we should still expect high enrollment and have a policy about it, to avoid a negative outcome for our programs during a challenging time I am suggesting a suspension of the punitive part of the policy for this year. In the future (not this meeting) I would suggest an amendment that would introduce a punitive penalty only in the second year of low MSY utilization.
2. Opening a Planning Grant / Formula Grant RFP – SerVermont historically has one AmeriCorps RFP per year. We have had two in years when more funding was available than originally requested. We are on track to have more formula funding than has been requested by formula grantees, and can entertain additional planning grants, or formula programs. It would be advisable to do this as soon as we can to get the ball rolling in the event we have extra funding available beyond the grants we will be making.
3. AmeriCorps Competition – On December 3 our AmeriCorps applicants will be submitting their applications to SerVermont. We are looking for volunteers to be on the Program Committee for 2018-19, which will review the proposals in early December, provide feedback to applicants, and make a recommendation to the full board regarding which applications will be submitted to the competition in January. Please consider if you would like to serve on this committee, the more the merrier!
4. Next Meeting – In alignment with AmeriCorps application deadlines to CNCS, the commission will hold our January meeting on the 24th, 12 noon to 4pm in the Waterbury State Office Complex. This is the meeting at which we decide what applicants we will forward to the CNCS competition, and which we will not.

Agenda

- Welcome
- Minutes
- Public Comment
- New Data
- Partners and plans
- BREAK
- State Service Plan Discussion
- Upcoming events
- Adjourn

1:00 pm Welcome, Introductions

Phil welcomed everyone and lead round-table introductions (who are you and what do you represent?). It was likewise noted that Betsy Ward would be terming off the Commission. Thanks and appreciation were extended for Betsy's many contributions to the Commission and to the program. THANKX, Betsy...We'll miss your positive energy -- in all that you do!!!!

1:10 pm Public Comment Period

None noted.



1:15 pm Approval of Minutes

Discussion and approval of Meeting Minutes for both 14 May 2018 and 20 September 2018. Guy made a motion to approve both sets of minutes. Christie seconded the motion and the minutes were given unanimous approval.

1:20 pm New Data

Phil began the presentation of new data by looking at Current Year Resource Utilization. The following table reflects the current situation:

Current Year Resource Utilization

	2018				Slot			
	MSY Awd.	MSY Enr.	MSY Unf.	% MSY enr	Slot Awd.	Slots Fill	Slots Unf	Enrollment
VHCB	30.29	26	4.29	86%	34	26	8	76%
LEAP	17.79	11	6.79	62%	35	13	22	37%
VYDC	28.53	17.4	11.13	61%	44	19	25	43%
CEDO	15.06	4.29	10.77	28%	24	7	17	29%
ECO	24	23.5	0.5	98%	25	24	1	96%
ReSOURCE	14.65	10.85	3.8	74%	32	14	18	44%
VYCC	17.37	0	17.37	0%	40	0	40	0%
TOTAL	147.69	93.04			234	103		
		63.00%				44.02%		

Phil pointed out that despite have no slots filled there should be little concern for th VYCC as their program year only begins December 1, when they begin focusing on enrollment. Again, low enrollment was recognized as a concern for CEDO. Bob asked why is was that we didn't release more PSA's as a free way to get out the message regarding AmeriCorps, accomplishments, AND the opportunity to get involved in community/public service. We should, perhaps, engage the Governor in this more aggressively?

Partners and Plan

- Member Service Year Utilization Policy Review
- AmeriCorps Competition
 - Reopen RFP for Formula: Operational or Planning

Considerable time was devoted to discussing the Member Service Year Utilization Policy which, in part, stipulates that sub grantees with an MSY utilization rate of 90% or greater may utilize all the funds awarded to them by CNCS and SerVermont. Sub grantees with an MSY utilization rate of 89% or less may utilize an equal percentage of their financial award, but not more. As background, Phil noted that CEDO and VYDC each had MSY Utilization rates less than 90% (meaning money would have been returned to CNCS). They waived application of the policy and were right-sized. The waiver, in effect, offers an "escape clause":

"At the discretion of the Commission, based upon the situation and circumstances surrounding the low MSY utilization, this policy can be waived to avoid unexpended funds and/or sub grantee budget deficits."

Christy posed the question, "What would look different in the absence of the waiver?" The policy CLEARLY communicates the consequences of not enrolling at least 90% MSY -- it provides a performance threshold. Sharon explained her appreciation of the policy but noted that it needed additional clarity regarding the waiver. In particular, it needed to be communicated that issuance of the waiver is considered a rare instance (as in once every several years) extended at the discretion of the Commission. Guy offered that the policy served to set clear (and high) expectations which, in turn, encourages excellence in programming. The question was posed, "Are our expectations too high?" Nationally, the average enrollment is at about 70%. Phil noted that his preference was to avoid returning money to D.C. by working with sub grantees to boost enrollement. He preferred NOT lowering the bar on expectations, but recognizing a reality rife with extenuating circumstances and working with them to overcome obstacles to enrollment.

AmeriCorps Funding Request 2019-20

Requests 2018-19 (As of submission to SerVermont)				CNCS		CNCS	
		\$ CNCS	MSY	Slots	Cost / MSY	Cost / Mem.	
Comp. Continuation	VYDC	\$ 363,193	28.63	44	\$ 12,686	\$ 8,254	
	VYCC	\$ 214,175	17.26	43	\$ 12,409	\$ 4,981	
	VHCB (Fixed Amount)	\$ 396,478	30.29	34	\$ 13,089	\$ 11,661	
	ECO	\$ 344,576	24	24	\$ 14,357	\$ 14,357	
New	LEAP (New Formula)	\$ 286,080	19.18	40	\$ 14,916	\$ 7,152	
	CEDO (New Previously Funded)	\$ 161,824	11.06	18	\$ 14,631	\$ 8,990	
	ReSource (New Formula)	\$ 221,107	14.66	32	\$ 15,082	\$ 6,910	
	TOTAL	\$ 1,987,433	145.08	235	\$ 13,699	\$ 8,457.16	
	Funds Available					Max Form Prog. Cost MSY	
	CONTINUATION funds	\$ 1,318,422				Max Formula Prime Cost MSY	
	Other Requests	\$ 669,011				Max Amount Cost MSY Comp.	
	FORM Grant	\$ 688,014				Max Total Cost MSY All Subgrants	
	ABOVE Available	\$ 19,003	This is the request below available funds				

Phil presented the AmeriCorps funding request for 2019-2020 (see above) noting the amount (\$19K) of the request below available funds (based upon requests received to date). This being the case, Commissioners can consider (1) issuing requests for planning grants (ReSource, VSAC, Capstone), (2) issuing a new request (reopen RFP) for additional proposals to utilize formula funding, or (3) provide additional funding to existing programs to fund additional MSYs. Nicole made a motion that Phil reopen the RFP for ANY of the three (3) aforementioned purposes. Guy seconded the motion and the motion was unanimously approved.

2:30 pm Upcoming Events

- January 24, 1-4 PM, Waterbury
- January 21 – MLK Day

2:35 pm Programming Committee

There was need to review three proposals and consider approval of continuing existing programs. Offering to provide review and comment on the three new proposals was Jason, Bob, Megan, Doug & Nicole.

2:40 pm Visioning Exercise

Christy led the group in a fabulous visioning/planning exercise to help us think more deeply about the State Service Plan. Through guided inquiry Commissioners addressed key aspects of the plan. Outcome products generated during this exercise will be utilized when revamping the State Service Plan.

4:00 pm Adjournment

Respectfully Submitted,



Doug Kievit-Kylar
Secretary