Ohio Community Service Council

Meeting Minutes: April 15, 2010

In Attendance: Susan Rogers, Willie Peterson, Margaret Wildi, Tina Dunphy, Bob Garbo, Sande Johnson, Nina Keller, Jeff King, Greg Landsman, Chelsea Merriman, Johnmark Oudersluys, Bill Russell, Jay Smith, Bill Hall, Mark Holtzapple.

Absent: Gary Cates, Maureen Drummond, Charlotte Jones-Ward, Clifford Smith, Chuck White, Brian Williams, Walter McNamara.

Meeting was called to order by Chair Susan Rogers at 10:10 a.m.

Minutes from the January 21st meeting had been distributed in advance and were approved by acclamation with no additions or corrections.

New Business

(1) By-laws Review. Council reviewed a report from the Council Member Development Committee proposing changes in the Council By-Laws. Discussion led to some language changes from that proposed by the committee. It was moved by Russell, seconded by Garbo to accept the report of the committee and to approve the By-Laws changes as amended. Two-thirds majority required for By-Laws changes; vote was unanimous in favor of the motion. Motion carried. [A copy of the committee report, with amendments indicated, is attached. A revised By-Laws document will be prepared by staff and distributed to Council members prior to next meeting.]

(2) Election of Officers. On behalf of the Nominating Committee, Jeff King reported, in the form of a motion, that the current officers be nominated for re-election. Nomination seconded by Russell. Motion carried. Moved by Garbo, seconded by King, to close nominations and elect the current officers for a second term, through June 2012. Motion carried.

Financial Report

- Budget report had been distributed in advance of the meeting, indicating that OCSC is under budget for the fiscal year. [Copy attached]. Mark Holtzapple indicated that the federal administrative grant has been received for approximately $425,000. The amount reflects a significant increase over last year's $378,000 and a return to the funding level of 2008. Also received in the past two months was a grant of approximately $43,000 which was used to pay registration and lodging for Ohio Citizen Corps (OCC) and Medical Reserve Corps (MRC) participants to attend Forging New Links.
- The change of fiscal agent from the Department of Aging to the Central Services Agency at DAS has been abandoned for the present time due to higher than anticipated costs for non-payroll services and difficulties with payroll processing relating to coordination of federal funds draws. This does not preclude pursuing the option again in the future.

- At Council request Holtzapple will present an informational session at the June 17 meeting outlining key elements of agency fiscal operations (sources/uses of funds, budget periods, historical funding trends, etc.)

Executive Director's Report

- Staffing changes. Frank Underwood retired as of March 31, after 30 years of service to the State of Ohio. Position will not be refilled and duties will be reassigned at discretion of Director of Programs. The new OCC/MRC Program Officer position was posted for two weeks, with over 250 applications received. Interviews and selection will be accomplished by end of April, with employment starting by June 1. Process has been initiated to create a new position of Training & Inclusion Coordinator, funded through federal grants specific to those purposes.
- Sunset Review Committee. State law requires that all boards and commissions be reviewed biennially to identify those that should be terminated or restructured. OCSC filed its required written report [attached] documenting its accomplishments and fulfillment of its charge as defined in Ohio Revised Code. Bill Hall appeared before the Committee on March 4 for verbal testimony based on the written report and to respond to questions from the bi-partisan panel. Panel noted the low level of state funding received by OCSC, and there was some discussion regarding classification as a "Council" vs. a "Commission" based on standard state definitions. Results of the review remain pending and any changes in status will come in the form of a single legislative proposal to effect Committee recommendations for all agencies reviewed.
- Forging New Links. There were 366 paid registrations for this year's conference, up from 301 last year. Budgetary results are still pending from OSU Conferences & Institutes. Response rate to online evaluation was over 50% with highly positive comments. Goal for future is to expand participation to a broader definition of volunteerism, perhaps through program tracks specific to targeted audiences.
- Governor-First Lady's Service Awards. As announced at Forging New Links a new program has been established to recognize exceptional volunteer service to the state and local communities. OCSC has been tasked with implementation of the awards program.
- Volunteer Generation Fund. The Corporation for National and Community Service (CNCS) has announced a new grant program funded under the Serve America Act. Initial funding is available only to state commissions. A solicitation for input from potential partner agencies has been released by OCSC for development of an Ohio initiative to be submitted for competitive funding under the VGF.

Old/Other Business. Chair recognized the retirement of Bob Garbo from the Council and presented him with a Governor's citation for his service to the State of Ohio in promotion of volunteer service.

Council recessed at 12:05 p.m. for committee meetings over working lunch. Food costs paid by members/non-reimbursable. Reconvened at 2:30 p.m. p.m. for committee reports and announcements.

Committee Reports

- Planning & Development (King): Committee has met independently since last Council meeting, reviewing information provided by Director of Programs Ryan Schmiesing regarding program priorities at peer commissions across the nation. Some general themes have been identified from the data, which will assist in committee's ongoing work to clarify OCSC program priorities. *No Council actions requested.*
- Outreach & Education (Oudersluys): Committee members have reviewed websites of peer state commissions, pursuing its project to enhance OCSC website as a primary communications tool. Review has identified a number of highly effective sites which will be instructive in website redevelopment project. *No Council actions requested.*
- Member Development (Rogers): Priority as this point is to identify potential candidates for five vacant seats, maintaining a diverse composition that is also compliant with legislative mandates and requirements of federal funding agencies. Candidate suggestions from Council members should be forwarded to her. *No Council actions requested.*

Announcements

National Volunteer Week is April 18th – 24th.

National AmeriCorps Week is May 8th – 15th.

Executive Committee will meet immediately following adjournment.

Adjourned at 3: 00 p.m. Next meeting: June 17th, 10:00 a.m. Agenda will include approval of AmeriCorps formula funds applications.

Prepared and submitted by Mark Holtzapple.

March 15, 2010

To: Ohio Community Service Council Members
From: Maureen Drummond, Chair of Council Member Development

RE: Proposed Amendments to Ohio Community Service Council By-Laws

The following changes to the OCSC By laws are presented to the voting and non-voting members of the Ohio Community Service Council for review and comment: [Edits indicated below resulted from discussion at the April 15 meeting and reflect the text as approved.]

Article II Composition, conflict of Interest, Officers and Committees

Section 1, Composition

1.01

Membership/Voting reference: the State Director from the Ohio Office of the Corporation for National and Community Service serving as an ex-officio member: Change the wording to reflect the Corporation's correct name: The Corporation for National and Community Service

1.02

~~Amend the sub section to read:~~
~~Appointed members shall serve for a term of three (3) years with terms beginning the date of appointment from the Governor. Members may be re-appointed for two additional three (3) year terms. An appointed member's total service may not exceed nine (9) years.~~ [Deferred for consultation with Governor's office and potential need for Ohio Revised Code amendment.]

Section 3, Officers

3.02

Amend sub section to read:
The Chair, Vice-Chair and Secretary shall be elected at a regular or special meeting to a two (2) year term ~~[in June]~~ and take office effective the first day of July to align with the fiscal year of the council.

Section 5, Committees

5.01

Amend the sub section to read:
The Executive Committee shall consist of the Council Officers, chairs of standing committees, the Executive Director and senior level staff designated by the Executive Director and approved by the council members on the Executive Committee.

Article IV Meeting

Section 1, General

1.01

Amend the sub section to read:

The council shall meet ~~five (5)~~ at least four (4) times a year. ~~on the third Thursday. Meetings will be held in January, March, May, September and November. The meeting that is held in May shall be designated as the annual meeting.~~ A quorum shall be those members present but not less than five (5) voting members.

Article V Review and Amendments

Section 1, review

1.01

Amend the sub section to read:

The Executive Committee will review the By-Laws annually.

Ohio Community Service Council

FY2010 OPERATING BUDGET

vs. Expenditures to 3/31/2010

EXPENDITURES	BUDGET	Q1	Q2	Q3	TOTAL	REMAINING	%
SALARIES & BENEFITS	$ 899,218	$ 204,655	$ 196,003	$ 167,762	$ 568,420	$ 330,798	36.8%
CONTRACT SERVICES	$ 65,000	$ 24,700	$ 9,927	$ 7,500	$ 42,127	$ 22,873	35.2%
TRAVEL-STAFF	$ 18,000	$ 5,478	$ 3,455	$ 454	$ 9,387	$ 8,613	47.9%
REGISTRATION FEES	$ -	$ -	$ -	$ 50	$ 50	$ (50)	0.0%
TRAVEL-COUNCIL	$ 6,000	$ -	$ 627	$ 744	$ 1,371	$ 4,629	77.2%
SUPPLIES	$ 35,000	$ 371	$ 17,265	$ 6,039	$ 23,675	$ 11,325	32.4%
FURNITURE, EQUIPMENT & SOFTWARE	$ 10,000	$ 13,124	$ 300	$ 430	$ 13,854	$ (3,854)	-38.5%
EQUIPMENT MAINTENANCE	$ 8,400	$ 8,563	$ 287	$ -	$ 8,850	$ (450)	-5.4%
POSTAGE & SHIPPING	$ 5,000	$ 2,067	$ 324	$ 82	$ 2,473	$ 2,527	50.5%
TELEPHONE & DATA SERVICES	$ 34,000	$ 6,405	$ 5,520	$ 5,355	$ 17,280	$ 16,720	49.2%
PRINTING & GRAPHICS	$ 18,000	$ 3,260	$ 3,841	$ 770	$ 7,871	$ 10,129	56.3%
PUBLICATIONS & SUBSCRIPTIONS	$ -	$ 120	$ 1,880	$ 168	$ 2,168	$ (2,168)	0.0%
OFFICE RENT	$ 60,000	$ 14,903	$ 15,201	$ 14,903	$ 45,007	$ 14,993	25.0%
MISC. EXPENSE	$ -	$ 36	$ -	$ 12,250	$ 12,286	$ (12,286)	0.0%
COUNCIL MEETINGS & RETREATS	$ -	$ -	$ 518	$ -	$ 518	$ (518)	0.0%
MEMBERSHIPS & DUES	$ 7,000	$ 1,375	$ 1,140	$ 1,040	$ 3,555	$ 3,445	49.2%
FISCAL AGENT SERVICES	$ 6,000	$ -	$ 1,726	$ 1,256	$ 2,982	$ 3,018	50.3%
SUBGRANTS & SUBSIDIES	$ 233,000	$ 88,903	$ 57,500	$ 63,030	$ 209,433	$ 23,567	10.1%
TRANSFERS & ADJUSTMENTS	$ 57,283	$ -	$ -	-	$ -	$ 57,283	100.0%
TOTAL EXPENDITURES	**$ 1,461,901.00**	**$ 373,960**	**$ 315,514**	**$ 281,833**	**$ 971,307**	**$ 490,594**	**33.6%**

Notes:

(1) Q1 equipment is prior year expenditure posted in July09

(2) Q3 misc. is posting error. S/B 1300. Correction will post in Q4.

OHIO
COMMUNITY SERVICE
COUNCIL

March 4, 2010

Report to the Sunset Review Committee

Numbering reflects ORC 101.86 requirements by paragraph

B(1) The agency's primary purpose, goals and objectives:

Purpose: The Ohio Community Service Council (OCSC), also referred to as the Council, was established in 1994 under ORC 121.40 to administer AmeriCorps grant funds awarded to the State of Ohio.

Mission: To strengthen Ohio communities through Service and Volunteerism.

Values: Throughout 16 years of operation, the following values have guided the Council's work:

- Volunteerism and service are necessary resources to help address the social problems facing local communities.
- Infrastructure is vital to connect and support effective volunteerism and service.
- Local control is most effective in identifying and addressing community needs.
- Collaboration is essential at all levels.

Key Organizational Goals and Objectives:

- Expand civic engagement through volunteerism and service to achieve a larger impact on addressing Ohio's critical needs.
- Engage citizens of all ages in service and volunteer activity to enhance their career and education objectives.
- Support an infrastructure which produces high quality service and volunteer opportunities that build nonprofit capacity.

B(2) The agency's past and anticipated workload, number of staff required to complete that workload, and agency's total number of staff:

The Ohio Community Service Council (OCSC) has broad responsibilities around providing opportunities and engaging more Ohio citizens in service to their communities. The table below demonstrates the scope of work the last time we appeared before the Committee compared to the present. Following is a general overview of workload and functions:

AmeriCorps – staff are responsible for awarding and monitoring all grants; site visits; professional development; AmeriCorps member development; financial monitoring; compliance reviews; and supporting volunteer engagement systems.

Ohio Responds – staff are responsible for coordinating all efforts of Emergency Support Function #6 related to sheltering, counseling, feeding, and providing first aid during an emergency; administering the database for potential volunteers to register to assist during an emergency; and develop and disseminate support, training, and promotional materials to grow and strengthen Medical Reserve Corps and Citizen Corps, the statewide initiative that brings together local responders in a coordinated effort.

Civic Engagement – staff are responsible for supporting the field of volunteerism through the sponsorship and oversight of statewide professional development events (Forging New Links Conference); leadership in the promotion and execution of national days of service (Make A Difference Day Ohio); and the development and maintenance of web communication (serveohio.org).

	2002-2003	2009-2010
Agency Staff	11.75 FTE	9.8 FTE
AmeriCorps Grants (Awarded to community-based programs)	$5,082,808.00	$7,057,000
Ohio Responds Database (Registered Volunteers)	N/A	20,000
Make A Difference Day Ohio (Projects)	348 projects	1,112 projects
serveohio.org (Web site hits)	No records available	1,487,000 Average Hits per Day: 4,892

Anticipated Workload:

- **Growth of AmeriCorps** – As a result of the Edward M. Kennedy Serve America Act, there will be significant growth of AmeriCorps. OCSC staff will be responsible for leading this growth in Ohio by increasing the number of partner (funded) organizations; strengthening strategies to engage seniors; implementing, educating, and monitoring the use of standard performance measures; and developing strategies to engage young people in service. In the upcoming program year, OCSC will experience an approximately 30% increase in funds that will be awarded to community-based programs resulting in larger programs and/or new partners.
- **Ohio Responds** – Through the centralization of support, OCSC will strengthen the community-based Citizen Corp program through increased volunteer engagement strategies, additional training opportunities, enhanced and coordinated communication, and development and dissemination of promotion and marketing tools and resources.

- **Emphasis on Days of Service** – Recognizing that there are a variety of opportunities for citizens to become engaged in service, OCSC will be coordinating efforts, developing marketing and promotional materials, and community opportunities for all Ohioans to commit to service by engaging in one or more of the nationally recognized days. In addition to Make A Difference Day, OCSC will place emphasis and resources on MLK Day of Service, National Volunteer Week, National & Global Youth Service Day, Patriot Day, and National AmeriCorps Week.
- **Training & Development** – Staff will place an increased emphasis on training and development related to volunteer engagement systems, professional development for AmeriCorps program directors and coordinators, AmeriCorps member development, and training and education focused on disability awareness and engaging individuals with disabilities in program and volunteer opportunities.
- **Senior Civic Engagement** – Staff will have the lead responsibility for the promotion of service and volunteer opportunities for Ohioans aged 50+ as part of a larger initiative to connect older individuals with expanded education and employment options.
- **Staffing Requirements**—The Council presently is seeking to replace the two positions lost since 2003. One position will be funded through a federal grant specifically to support training and development. The other will be funded through our earned revenues to support our Ohio Responds efforts. Neither position will draw upon General Revenue Funds appropriated to OCSC.

B(3) The agency's past and anticipated budget and sources of funding: (Attachment 1)

The agency budget, totaling $8.4 million for Fiscal Year 2010, derives from three funding streams: federal grants, earned revenues, and state general revenue appropriations. State funding has decreased by 33% to $150,000 since our last appearance before the Committee. Over the same period, federal resources under our management have increased by 62%. Federal funds for AmeriCorps grant-making are on the rise and are expected to maintain an upward trend over the next several years as a result of the Serve America Act. In the current fiscal year the Council has received $1.7 million in additional AmeriCorps funding for grants to local projects via the ARRA Stimulus program. In the present fiscal year, OCSC is returning *over $50 in federal funding for every state dollar appropriated to the Council.*

B(4) The members of the agency's governing board and compensation: (Attachment 2)

The Ohio Community Service Council consists of 15 appointees by the Governor and four state agency and two legislative representatives. Appointed Council members serve at the pleasure of the Governor for a renewable term of three years. Members receive no compensation, but are reimbursed for actual and necessary expenses incurred in the performance of their official duties.

C(1) The extent to which the agency has permitted qualified applicants to serve the public: (Attachment 3 and 4)

AmeriCorps
The Ohio Community Service Council accepts Grant Applications (planning and operational) once a year to assist organizations (nonprofit, faith-based, grassroots, government, schools, higher education) in their development of a strong AmeriCorps program design. Grants are available, via a competitive process, to eligible applicants that have identified a sound concept for a national service program. The grant selection process identified programs that have sound designs that will lead to an increase in the number of volunteers and individuals serving their communities to address/solve the critical issues facing Ohio citizens, focusing on priorities in: (1) education; (2) health; (3) clean energy/environment; (4) veterans and military families; and (5) economic opportunity.

As a result of the Council's selection process, technical assistance, professional development, and monitoring protocol, **AmeriCorps** has had, and continues to have great impact on citizens and communities throughout Ohio.

Through the *first quarter* of the 2009-2010 program year:

- 326,766 hours of service by 906 AmeriCorps members
- 8,284 volunteers (non-AmeriCorps members) committed their time, energy, and talents.
    - 372 children and youth from disadvantaged circumstances volunteered
    - 781 college students volunteered in programs
    - 611 baby boomers volunteered in programs
- 23,731 children and youth from disadvantaged circumstances engaged in programs
- 6,355 youth participated in mentoring programs

Ohio Responds
Ohio Citizen Corps and Ohio Medical Reserve Corps witnessed significant growth in 2009 - especially during the time period starting with the H1N1 Flu Incident (August, 2009). The number of approved volunteers has increased nearly 29% during this time period with more than 2500 volunteers participating in H1N1related activities.

Civic Engagement
Ohio has led the nation - for 10 consecutive years - in the total number of service projects planned on Make A Difference Day. In 2009, over 37,500 volunteers participated in over 1,100 projects in all 88 counties. Honorary Co-Chairs Frances Strickland, First Lady of Ohio, and Jim Tressel, Head Football Coach, The Ohio State University led the statewide steering committee that promotes this project under the Council's direction.

C(2) The agency's cost-effectiveness in terms of number of employees, services rendered, and administrative costs incurred, both past and present:

Total agency staffing—employees and contractors combined—was 11.75 FTE in 2003 versus 9.8 FTE at present. Staffing decreases have been accomplished through attrition without the need for layoffs. During the same period agency programming has expanded and state funding has decreased; a textbook example of improved cost-effectiveness. This has been possible through a determined focus on agency priorities, staff expertise and realignment of work assignments, gains in efficiency, and improved administrative systems.

C(3) The extent to which the agency has operated in the public interest :

Whether through AmeriCorps, Citizen Corps, or one of the other initiatives outlined above, we support volunteer programs that address real needs in peoples' lives. At the core of our programming philosophy is a concept we call "local control". Defining needs, drafting solutions, determining what gets done, and how, and by whom—these all flow upward from the people and organizations that are most impacted. The downward flow is assistance necessary to make local things happen. We provide funding and technical support and organizational assistance. We inter-connect service-based organizations into a self-supporting infrastructure. We foster an overall culture that appreciates and encourages the power of community service and volunteerism. *We empower Ohioans to solve problems in their own communities.*

AmeriCorps members, upon the successful completion of a term of service, are eligible for an Eli Segal Education Award. These awards may be used to repay qualified student loans, pay current educational expenses at a qualified school, or pay current educational expenses while participating in an approved school-to-work program. Individuals have seven years to use their award. *In 2009 over 1,000 educational awards valued at nearly $3.5 million were paid to Ohio institutions.*

C(4) Whether the agency has recommended statutory changes to the General Assembly that would benefit the public as opposed to the persons regulated by the agency, if any, and whether its recommendations and other policies have been adopted and implemented:

We have requested no statutory changes.

C(5) Whether the agency has required any persons it regulates to report to it the impact of agency rules and decisions on the public as they affect service costs and service deliver:

The Council has no regulatory authority.

C(6) Whether persons regulated by the agency, if any, have been required to assess problems in their business operations that affect the public:

The Council has no regulatory authority.

C (7) Whether the agency has encouraged public participation in its rulemaking and decision-making:

The Ohio Community Service Council always utilizes "outside" reviewers to review potential grantees and assist in making funding recommendations to the Council. Notices of Council meetings and all official Council meeting minutes are posted on the Council website.

C (8) The efficiency with formal public complaints filed with the agency have been processed to completion:

No formal public complaints have been filed with the Council.

C (9) Whether the agency's programs or service duplicate or overlap those of other agencies:

To our knowledge there are no duplications between the Council's programs or services and those of other agencies.

C (10) Whether the purpose for which the agency was created has been fulfilled, has changed, or no longer exists:

The purpose for which the agency was created continues to exist. AmeriCorps remains an ongoing federal program; the Council is the vehicle through which AmeriCorps grant funds flow into the State of Ohio. The Council sub-grants the federal dollars to community-based projects throughout the state.

C (11) Whether federal law requires that the agency be renewed in some form:

The Ohio Community Service Council exists in order for Ohio to receive AmeriCorps formula dollars that are awarded as grants to local communities. Federal Law 42 U.S.C. 12638 (a)(1) requires that a state commission exist in order for a state to receive and administer formula funds for AmeriCorps, the national service program.

C (12) Changes needed in the agency's enabling laws in order for it to comply with the criteria suggested by the considerations listed in items above:

The Council requires no changes at this time.

ATTACHMENTS:

1. Funding Chart
2. Council Roster
3. AmeriCorps Directory
4. Ohio Responds Fact Sheet