

Ohio Community Service Council

Meeting Minutes: September 30, 2010

In Attendance: Susan Rogers, Willie Peterson, Margaret Wildi; Maureen Drummond, Sande Johnson, Nina Keller, Jeff King, Anne Marie Mann, Chelsea Merriman, William Russell, Clifford Smith, Chuck White. Ex Officio: Tina Dunphy. Staff/Counsel: Bill Hall, Mark Holtzapple, Walter McNamara.

Absent: Gary Cates, Charlotte Jones-Ward, Johnmark Oudersluys, Jay Smith, Brian Williams, Owen Wrassman. Ex Officio: Greg Hargett.

Meeting was called to order by Vice Chair Willie Peterson at 10:05 am. Susan Rogers assumed the chair at 10:30 a.m.

Minutes from the 06/17/2010 meeting were distributed in advance for review by members. Margaret Wildi moved, Sande Johnson seconded to approve; motion carried.

New Business

On behalf of the Planning & Development Committee, Jeff King presented a report on *Establishing Council and AmeriCorps Priorities*, reflecting their systematic review and analysis of Council programming. [Attachment 1]. Encompassed within the report were two proposed policy statements: (1) a comprehensive statement, *Ohio Community Service Council Mission*, reflecting organization Values, Priorities, and Operational Tactics; and (2) an *Ohio AmeriCorps Program Funding* statement based on the presentation shared with the Council by Ryan Schmiesing in June. Susan Rogers thanked the Committee for its thorough work, and members shared initial comments and questions on the report and the policy statements.

Jeff King moved, Maureen Drummond seconded, to accept the Planning & Development Committee report. Motion carried.

Jeff King moved, Margaret Wildi seconded, to formally adopt the AmeriCorps Program Funding statement. Motion carried.

The mission-based policy statement will be a discussion topic at the upcoming Council retreat. A finalized statement will be presented for adoption at the January 2011 meeting.

Executive Director's Report

1) *Ohio Citizen Corps/Medical Reserve Corps transition*. OCSC operational responsibilities related to these programs have been transferred to the Emergency Management Agency and Department of Health. Counsel for the three agencies have drafted an amendment to ORC 121.404 to reduce OCSC

legal responsibility to an advisory role only. Bill will contact Senator Karen Gillmor to seek inclusion of the language within the Sunset Review bill pending in the legislature. In the mean time, EMA and ODH will assume the agreed roles and OCSC will provide support as necessary.

- 2) *Office space reduction.* Mark has determined that reducing leased space at our present location can save as much as moving to state space, and lessor is agreeable to the reduction. Mark is working with DAS-Real Estate Division to secure approval of the in-house option and drafting of a lease amendment; final decision by is DAS expected shortly. The target date for space reduction is 1/1/2011; projected savings estimated at \$25,000 annually. Forfeited space will include the conference room so a new meeting location will be needed, preferably off-site for easier Council member access. Margaret Wildi and Bill Russell indicated possible meeting space at Grange Insurance and the Board of Regents, repectively.
- 3) *National Director's Conference.* Bill and Ryan attended the annual conference for state commissions sponsored by the Corporation for National & Community Service (CNCS). While in Washington they led a delegation of four representatives from Ohio AmeriCorps programs to meet with Ohio legislators and/or staff. Nine legislative offices were visited; discussions were active and positive regarding national service and volunteerism.
- 4) *Senior Civic Engagement.* Bill distributed copies of the final report from the Ohio Senior Civic Engagement Council, of which he and Tina Dunphy were members. One of the recommendations in the report calls for OCSC to be the ongoing "point of information, access and support" for older volunteers.

Program Presentation

Children's Hunger Alliance gave a presentation on their project "Healthy Kids, Healthy Communities".

Budget & Finance

Mark continued the Council Finance 101 presentation that he began in July, concluding with an examination of the proposed 2011 budget that had been distributed in advance of the meeting. [Attachment 2]. He pointed out that this operating budget reflects a shift from an accrual basis to a cash basis, so includes any 2010 revenues/expenditures that remained pending as of June 30. The intent of the change is to make the operating budget a better planning/monitoring tool for Council. [State allotment budgeting will continue on the accrual basis as required.] Sande Johnson moved to approve budget; Willie Peterson seconded. Motion carried.

Committee Meetings

Council recessed at 1:00 p.m. for committee meetings over working lunch. Food costs paid by members/non-reimbursable. Reconvened at 2:30 p.m. for committee reports and announcements.

Committee Reports

- Planning & Development: Committee continuing its work on priorities. Next step to be linking the approved priority document with the strategic plan, which also will tie to the pending state service plan required by CNCS. Retreat will provide opportunity for further discussion within the Committee and with the Council as a whole. *No Council actions requested.*
- Outreach & Education: Committee focusing heavily on rebranding including a new logo and website. Website bid request will be released first week of October. Focus of new website will be community service and volunteerism in Ohio, not specifically AmeriCorps, and structure will be modular for targeting user needs. *No Council actions requested.*
- Member Development: Committee will undertake review of the board member position description and submit revised description at the January meeting for approval. Orientation for new members will be provided at the retreat. Committee also working on a "Mini-Survey" to get input on member needs. Committee will be taking a more active role in member administration, such as financial disclosure reporting and ethics training verification due to decreased staff support. Margaret Wildi will pursue meeting space at Grange Insurance effective in January; Bill Russell also has offered space at Board of Regents. *No Council actions requested.*

Announcements

Next meeting: November 18-19, 2010. Council Retreat at Mohican State Park Lodge.

2011 Meeting Schedule: January 20, April 21, June 16, September 15, November 17-18 (retreat)

Council meeting adjourned at 3:00 p.m.

Executive Committee Meeting

Convened at 3:05 p.m. General debrief of Council meeting. Discussed November Council retreat logistics and program; Justine Murray will again be invited as facilitator. Mark noted that we will have our own legislative budget reviews based on our new agency status, so will need to plan for Council involvement. Bill will invite Tom Brannen from Association of State Service Commissions to provide seminar on legislative contacts at the January meeting.

Jeff will coordinate annual review of Executive Director. Bill will submit a summary of accomplishments over the past year for distribution to Council members prior to the retreat. Members will meet in private to provide input to the final review, which will be summarized and discussed with Bill by Jeff and Susan. A written summary will be presented to Bill by December 31st with a copy to personnel file as required by state policy.

Committee meeting adjourned at 3:30 p.m.

Prepared and submitted by Mark Holtzapple.

Ohio Community Service Council

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ATTACHMENTS

Attachment 1: Planning & Development Committee Special Report, *Establishing Council and AmeriCorps Priorities*

Attachment 2: Approved Budget FY2011

Ohio Community Service Council Establishing Council & AmeriCorps Priorities

Introduction

In response to the reorganization of the Ohio Community Service Council, hiring of new staff, desires of the Council membership, and growth of national service, processes were put into place to establish priorities. Through stakeholder input, national service priorities, and committee input, priority documents have been drafted by the Planning & Development Committee for (1) The Ohio Community Service Council and (2) AmeriCorps funding.

Process

The Planning & Development Committee reviewed documentation and information related to national service programs (1) current AmeriCorps*State programs; (2) AmeriCorps VISTA and Senior Corps programs; and (3) Learn & Serve programs. Additionally, the committee developed five broad questions that participants at the 2010 Forging New Links Conference Affinity Groups were asked to respond; as well, a focus group was conducted using these same questions with appropriate probing questions. The questions were also posted on the serveohio.org website for the general public to respond. The questions were:

- (1) As a state, what do you believe we are doing well at in the area of national service and volunteerism?
- (2) As a state, what do you believe we are not doing well at in the area of national service and volunteerism?
- (3) What do you believe should be the priorities for the state in the areas of national service and volunteerism?
- (4) Other than funding, what barriers prevent more people from volunteering or engaging in national service in Ohio?
- (5) What role do you believe that the Ohio Community Service Council should play in supporting national service and volunteerism in Ohio?

All data collected from the written questionnaire collected at Forging New Links and the web-based input were typed and presented by Affinity Group. One member of the committee reviewed all input and developed draft themes from the responses. Prior to the April 15, 2010 Ohio Community Service Council meeting, members of the committee were asked to review specific response sections and provide feedback at the meeting. During the meeting, members of the committee provided additional feedback and made additions to the themes. After the meeting, the input data was reorganized (removing the Affinity Group affiliations) and the themes further edited in response to the committee discussion.

The Planning & Development Committee met on June 9, 2010 to: (1) finalize themes; (2) confirm approach to funding priorities for AmeriCorps*State funding; (3) confirm strategies and next steps for the Ohio Community Service Council; and (4) develop plans for next steps to fully operationalize strategies. Members of the committee met by conference call on September 22, 2010 to review the documents for a final time, prior to the Ohio Community Service Council meeting; purpose of the call was to clarify language and to consider additional changes based upon the Corporation for National and Community Service strategic planning process.

Ohio Community Service Council Mission:
To strengthen Ohio communities through National Service and Volunteerism

The Ohio Community Service Council (OCSC) was established under the National and Community Service Trust Act of 1993. State Commissions on National and Community Service were created to receive and administer AmeriCorps funds; as well as, to promote the effective utilization of service and volunteer programming within their individual states. *Section 201 (42 U.S.C. 12638)*. Programs included in the umbrella of national service are: AmeriCorps State and National, AmeriCorps VISTA, Senior Corps, Learn & Serve, and the National Civilian Conservation Corps.

Ohio Community Service Council Values:

- Volunteerism and service as invaluable resources to address critical problems facing local communities.
- Infrastructure to enable vital connection and support of effective volunteerism and service.
- Local control as the most effective in identifying and addressing community needs.
- Collaboration as essential at all levels.

Ohio Community Service Council Key Priorities:

- Expand civic engagement through service and volunteerism for citizens, of all ages, to achieve greater impact on critical needs in Ohio.
- Promote opportunities to engage in volunteerism and service through innovative partnerships and contemporary strategies that leverage the power of technology.
- Support initiatives that build nonprofit and community capacity which produce high quality service and volunteer opportunities.
- Recognize national service and volunteerism on a statewide level through creative and innovative strategies that are ongoing, utilize contemporary and traditional strategies.

Tactics to Operationalize Priorities:

- Seek and create partnerships, to advance OCSC key priorities, with regional and statewide organizations that promote innovation and focus on measurable impact.
- Develop and implement support strategies for the National Days of Service to engage more citizens in volunteerism.
- Develop a robust communications and promotion strategy around program impacts, national service and volunteerism in Ohio for all stakeholders, including elected officials.
- Focus AmeriCorps and other funding opportunities around priority issues and measurable outcomes that have sustained impact in Ohio. (See priorities for Funding Ohio AmeriCorps Programs document).
- Strengthen partnership with AmeriCorps VISTA, Senior Corps, Learn & Serve, and AmeriCorps State & National to enhance and expand national service and volunteerism.

Next steps of the process:

- Launch project teams focused on developing core capabilities: (1) OCSC as a convener; (2) professional development for the volunteer administration field; (3) national days of service support; (4) promotions, communications, and awareness; and (5) leveraging and engaging partners to enable greater engagement in volunteerism. Project teams will seek additional stakeholder input as necessary for their individual goals/objectives.

**Ohio Community Service Council
Ohio AmeriCorps Program Funding**

Priorities

Through the awarding of AmeriCorps grants, the Ohio Community Service Council (OCSC) addresses the most critical issues facing Ohioians. Funding priorities have been identified through the Corporation for National and Community Service (CNCS) and will be a focus of the OCSC AmeriCorps grant program. The following are the priority areas:

1. Education
2. Opportunity
3. Healthy Futures
4. Veterans
5. Environmental Stewardship
6. Disaster Services

The Corporation for National and Community Service (CNCS) establishes the national priorities for AmeriCorps State & National funding and is responsible for the evolution of these priorities to meet current challenges. It is recognized that these priorities will change depending on the administration and/or current realities facing the country.

Characteristics

The OCSC must maintain flexibility, yet be intentional about funding programs that meet local and statewide needs and issues within the context of national priorities. The following criteria will guide the Ohio AmeriCorps funding process:

1. Programs focusing on measureable outcomes, that can be replicated or brought to scale, and address the difficult and often challenging issues facing Ohioians;
2. Innovative strategies and programs that engage more citizens in national service and volunteerism, providing opportunities to solve real world problems;
3. Program models that leverage private and public resources;
4. Programs that focus on service as a solution and instilling the ethic of service in AmeriCorps members and volunteers.
5. Organizations that have the capacity and administrative leadership to effectively develop, implement, and evaluate an AmeriCorps program;
6. Programs that engage citizens where they live and gather so as to reduce the participation barriers of time and transportation; and
7. The allocation of all formula funds and maximizing opportunities to be successful in the national competitive funding process.

The Ohio Community Service Council Planning and Development Committee will review the current portfolio, performance measures being addressed and identify potential gaps where opportunities could be further explored and pursued with organizations.

Ohio Community Service Council
FISCAL 2011 OPERATING BUDGET
with Prior Year Comparison

REVENUES	2011 BUDGET
FEDERAL GRANTS	\$ 680,000
FEDERAL GRANTS-INDIRECT	\$ 18,000
STATE ALLOTMENTS	\$ 139,986
LICENSE PLATE SALES	\$ -
CONTRACTS/EARNED INCOME	\$ 65,000
EARNINGS CARRYOVER	\$ 207,000
TOTAL REVENUES	\$ 1,109,986

2010 ACTUAL
\$ 560,184
\$ 35,672
\$ 139,230
\$ 960
\$ 646,000
\$ 135,897
\$ 1,517,943

2010 BUDGET
\$ 676,000
\$ -
\$ 147,034
\$ -
\$ 627,000
\$ 100,000
\$ 1,550,034

EXPENDITURES	2011 BUDGET
SALARIES & BENEFITS	\$ 577,555
CONTRACT SERVICES	\$ 131,000
TRAVEL-STAFF	\$ 12,500
TRAVEL-COUNCIL	\$ 4,000
SUPPLIES	\$ 4,000
FURNITURE & EQUIPMENT	\$ -
EQUIPMENT MAINTENANCE	\$ 8,000
POSTAGE & SHIPPING	\$ 1,000
TELEPHONE & DATA SERVICES	\$ 17,500
PRINTING & GRAPHICS	\$ 5,000
OFFICE RENT	\$ 48,000
MEETINGS & TRAININGS	\$ 53,000
MEMBERSHIPS & DUES	\$ 6,500
PUBLICATIONS & SUBSCRIPTIONS	\$ -
FISCAL AGENT SERVICES	\$ 5,000
SUBGRANTS & SUBSIDIES	\$ 48,000
TRANSFERS & ADJUSTMENTS	\$ -
TOTAL EXPENDITURES	\$ 921,055

2010 ACTUAL
\$ 806,323
\$ 61,928
\$ 11,253
\$ 1,371
\$ 26,041
\$ 20,325
\$ 8,786
\$ 2,722
\$ 22,191
\$ 8,714
\$ 59,910
\$ 39,501
\$ 11,841
\$ 2,168
\$ 4,164
\$ 231,143
\$ (1,926)
\$ 1,316,455

2010 BUDGET
\$ 899,218
\$ 65,000
\$ 18,000
\$ 6,000
\$ 35,000
\$ 10,000
\$ 8,400
\$ 5,000
\$ 34,000
\$ 18,000
\$ 60,000
\$ -
\$ 7,000
\$ -
\$ 6,000
\$ 233,000
\$ 57,283
\$ 1,461,901

SURPLUS (DEFICIT)	\$ 188,931
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\$ 201,488

\$ 88,133

Surplus represents \$100,000 Administrative Grant forgone and \$88,000 cash balance for FY12/FY13. New ServeOhio Fund activity not included in budget during pilot year. Net activity expected to be \$0.