COMMISSION MEETING MINUTES

Meeting Date: November 8, 2012

Meeting Location: William Green Building, BWC Conference Center, 30 W. Spring Street, Columbus OH

In Attendance: John Beck, Edwina Brewer, Jane Federer, Charlotte Jones-Ward, Erin Moore, Johnmark Oudersluys, Matthew Rubin, William Russell, Pandora Shaw-Dupras, Clifford Smith. Staff/Counsel: Bill Hall, Mark Holtzapple.

Absent: Colleen Fiant, Nina Keller, Peggy Lehner, Anne Marie Mann-Noble, Willie Peterson, Gerald Stebelton, Sande Theis, Margaret Wildi. Ex Officio: Tina Dunphy, Kim Hettel. Staff/Counsel: Walter McNamara.

Meeting was called to order by Chair William Russell at 10:02 a.m. He welcomed the six new Commissioners who were attending their first meeting.

It was moved by Rubin, seconded by Beck, to approve the mintues of the prior meeting, which had been distributed in advance. Motion carried.

Executive Director's Report

Bill Hall updated Commissioners on current topics as summarized in his written report (Attachment 1).

Old Business

Mark Holtzapple updated Commissioners on the status of our state budget request that was submitted to the Office of Budget and Management in September. He stressed how responsive OBM analysts have been in recognizing our need for additional state GRF appropriations, given depletion of our other residual resources and our return to a dollar-for-dollar federal match requirement as of January 2013. Preliminary indications are for an appropriation level that will support existing six staff when combined with available federal resources. The actual appropriation amount will be released as part of the Governor's budget proposal in late January. Bill Hall noted that we also have a commitment from Senator Lehner to submit a budget amendment as part of the legislative process, should the amount in the Governor's budget be less than anticipated.

New Business

There was no new business to discuss. The meeting recessed for lunch at 11:25 a.m. and reconvened at 12:10 p.m. Committees did not meet, so there were no committee reports following lunch.

Strategic Planning Working Session

The remainder of the meeting was dedicated to a working session toward development of a new strategic plan to replace the plan that expired in June. The session was coordinated by Mike Lucid from the *LeanOhio* Program, a state initiative that provides agencies with expertise relating to Lean, Kaizen, and Six Sigma designed to make state government simpler, faster, better and less costly. Lucid has been retained to assist us with planning this time instead of an external consultant as has been done in the past. He reviewed basic planning concepts and laid out the planning process, which calls for Commissioner input at the macro level (mission, vision, primary goals) followed by staff development of associated objectives and action plans. The planning timeline is aggressive, anticipating a finalized document to be presented to Commissioners for approval at the January meeting.

Lucid led the group through a mission statement development exercise and a SWOT (Strenghts, Weaknesses, Opportunities, Threats) analysis, from which were extracted some potential goals, although time did not allow for refinement and prioritization. All input generated was captured in a Powerpoint file; Lucid will send the file to Bill Hall who will then formalize goal statements and send them out to Commissioners for reaction/further input. Once the goals are established, the next step will be for Lucid to conduct a session with staff around objectives and action plans related to the goals.

Announcements

Hall shared the schedule for Commission meetings in 2013 (Attachment 2). All meetings will be at the Vern Riffe Center.

Meeting adjourned at 3:10 p.m. Next meeting: January 10, 2013.

Executive Committee Meeting

The Executive Committee did not meet.

Prepared and submitted by Mark Holtzapple.

Ohio Commission on Service and Volunteerism

Meeting Minutes: ATTACHMENTS

Attachment 1: Executive Director's Report

Attachment 2: Commission Meeting Schedule for 2013

SERVE OHIO
Ohio Commission on Service and Volunteerism
30 E. Broad Street, Suite 2487
Columbus, Ohio 43215
www.serveohio.org

November 2012

EXECUTIVE DIRECTOR'S REPORT

2012 Ohio Conference on Service and Volunteerism

The conference was held on Tuesday, September 18th at the OSU Ohio Union. This was a new location, a new one-day format, and a new time of year to hold the conference (previous conferences have been in March or April). The changes were made to adapt to fiscal constraints at both the commission and participant levels. The conference registration fee was $100; down from $225 in previous years.

Attendance total for 2012 was 197; compared to 330 in 2011 and 372 in 2010. The majority of participants were volunteer administrators; AmeriCorps program staff members were the second largest constituency.

The following data represents attendee feedback from the post-conference survey:

- **82%** indicated that the overall conference was effective
- **77%** enjoyed the Ohio Union as a location over previous conference venues
- **75%** indicated they learned content that strengthened their skill set and would improve their job performance
- **72%** indicated that the conference represented contemporary ideas and practices
- **78%** indicated they would attend the conference again

Financially, the conference expenses and revenues were even – ending with an $83 surplus; this is the preferred funding model for the event. Tentative plans are underway to host a similar one-day conference at the same venue in early October 2013.

CNCS National Priorities

Wendy Spencer, CEO of the Corporation for National and Community Service, addressed the 2012 AmeriCorps Grantee Meeting, outlining Corporation programmatic priorities for FY 2013.

- **Expanding Economic Opportunity**
  - Strengthening Individuals and Families through Service Impact – financial literacy, increased employability, and housing stability.
  - National Service as a Pathway to Education and Employment – members achieving economic independence post service.

- **Driving Innovation and Impact**
  - Development of Innovative Program Models
  - Investing in Program Models that Demonstrate Results
  - Maximizing Return on Investment at all Levels

- **Growing National Service and Volunteerism**
  - Partnerships with other Federal Initiatives
  - Expanding Private Investment
  - Fully Demonstrating National Service as a Primary Vehicle of Volunteer Mobilization

- **Explaining Why National Service Matters**
    - Illustrating our Theory of Change
    - Documenting and Sharing Impact
    - Engaging Outside Champions

FY 2013 AmeriCorps Funding Availability and Application Timeline

The Announcement of Federal Funding Opportunity and Application Instructions for AmeriCorps FY 2013 have been posted to the commission website. Organizations are being encouraged to submit concept papers and consult with the commission prior to full application submission. Competitive applications are due to ServeOhio on 11/28; peer/staff review and clarifications are scheduled for December. Commission approval will occur at our 1/10 meeting with submission of our competitive package to CNCS by 1/22. Formula applications are due to ServeOhio on 5/3; peer/staff review and clarifications are scheduled for May and early June. Commission approval will occur at our 6/14 meeting with submission of our formula package to CNCS by 7/1.

New Governor-Mayor Initiative

The recently-released Announcement of Federal Funding Opportunity from CNCS includes language on a new Governor and Mayor Initiative. The initiative provides a platform for a governor to construct an AmeriCorps program in partnership with a local mayor to meet a pressing challenge. The governor must apply in partnership with one mayor and at least two nonprofit organizations; the governor's office must serve as the project convener. Ten percent of national competitive funds (roughly $20 million) are being designated for this initiative. Commission staff are having initial discussions with the Governor's Office on Faith-Based and Community Initiatives to establish the priority area, partnerships and program design.

AmeriCorps Member Recruitment and Retention Data

Staff members from Ohio AmeriCorps programs recently met in Columbus to share strategies related to AmeriCorps member recruitment and retention. A primary evaluation of AmeriCorps program performance is on the organization's ability to recruit appropriate members and retain those members for their entire term of service. As the enclosed chart indicates, a significant number of programs continue to struggle with member retention. Commission staff are working with all programs on the basic elements that we know increase retention rates: program design, effective recruitment, member support, and consistent member development. Programs that have chronic issues with member recruitment and retention issues are often right-sized or defunded. Recruitment/retention rates across the portfolio are utilized by CNCS as an indicator of commission performance and can impact future funding.

2013 Administrative Application Submission

Commission staff submitted our application to CNCS for administrative support for 2013. These are the funds matched by the state to support the commission for the administration, development and monitoring of AmeriCorps programs; our application requests funding for 6 FTEs and general operation expenses. This request will need to be matched by other sources, primarily state general revenue funding as part of the upcoming state budget process. At this point, past CNCS resources dedicated to training/technical assistance and inclusion are not available to state commissions.

The narrative of our administrative application focused on current commission outreach strategies, areas of program focus, and the development of special initiatives. Our upcoming work on strategic planning will be the platform for next year's submission.

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2013 MEETING SCHEDULE

JANUARY 10

MARCH 14

JUNE 13

SEPTEMBER 12

NOVEMBER 14

MEETING TIME

10AM – 3PM

MEETING LOCATION

The Vern Riffe Center for Government and the Arts

77 South High Street, Columbus

31st Floor, Room South A