

## COMMISSION MEETING MINUTES



**Meeting Date: March 14, 2013**

**Meeting Location: Vern Riffe Center, 31<sup>st</sup> Floor Room South A, 77 South High Street, Columbus, Ohio**

**In Attendance:** John Beck, Edwina Brewer, Jane Federer, Nina Keller, Anne Marie Mann-Noble, Johnmark Oudersluys, Willie Peterson, Matthew Rubin, William Russell, Pandora Shaw-Dupras, Clifford Smith. **Ex Officio:** Kim Hettel. **Staff/Counsel:** Bill Hall, Mark Holtzapple, Mary Cannon, Lisa Tope, Nadine Wise.

**Absent:** Colleen Fiant, Charlotte Jones-Ward, Peggy Lehner, Erin Moore, Gerald Stebelton, Sande Theis, Margaret Wildi, Tina Dunphy, Walter McNamara (attended Executive Committee Meeting only.)

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Meeting was called to order by Chair William Russell at 9:33 a.m.

### Legislative Meetings

The primary activity for the day was to allow Commissioners to conduct outreach meetings with members of the House and Senate or their staff members, as part of ongoing efforts to improve knowledge of ServeOhio and our programs. Commissioners were assigned to one of five teams; each team also was assigned one staff member. Nadine Wise reviewed the primary talking points and the materials to be shared with the legislators.

Meeting recessed at 9:50 a.m. to allow teams to prepare for and conduct meetings with assigned legislators and lunch on their own. Meeting reconvened at 2:54 p.m. for remainder of agenda.

It was moved by Peterson, seconded by Keller, to approve the minutes of the prior meeting, which had been distributed in advance. Motion carried.

Chair noted that this was final meeting for Rev. Willie Peterson, and presented him with a Proclamation from the Governor thanking him for his nine years of service on the Commission. Chair noted that Margaret Wildi also is concluding nine years of service, although she was unable to attend this meeting; she will receive her proclamation by mail. Hall added his thanks to both Peterson and Wildi for their service and all joined in standing ovation in their honor.

### Executive Director's Report

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

## New Business

**Budget Revision:** Mark Holtzaple presented for approval Revision #1 to the Fiscal 2013 Master Budget (Attachment 2). The primary change is to increase staffing from 5.5 FTE's to 6.0 FTE's, eliminating the layoff of one staff member that had been forecast in the original budget. Other changes are spelled out on the budget document. The source of funds for the increased spending is \$32,000 in federal administrative grant funds which will be expended in advance of matching fund availability; the GRF increase included in the state budget as of July will provide the matching funds. This arrangement has been cleared with CNCS as we have until December 31<sup>st</sup> to meet the dollar-for-dollar match requirement on the grant.

It was moved by Mann-Noble seconded by Oudersluys to approve the budget revision. Motion carried. Holtzaple noted that budget-to-actual reports provided for March and June will reflect the revised budget lines.

**School Turnaround Americorps:** As noted in the Executive Director's Report, the U.S. Department of Education (DOE) and the Corporation for National and Community Service (CNCS) have partnered to create a new three-year competitive initiative known as School Turnaround AmeriCorps. AmeriCorps members in funded projects will help students, teachers, and principals transform struggling schools. See press release (Attachment 3). Applications are due to ServeOhio by April 5th and must be submitted to CNCS by April 23<sup>rd</sup>, which means that there will be no opportunity for Commissioners to formally approve the application submission. As an alternate procedure Hall suggested that two Commissioners be included with staff on the review panel.

It was moved by Peterson, seconded by Rubin that Hall be authorized to submit applications chosen through a combined staff/commissioner review process to CNCS by the deadline date, then present the applications to the Commission for a formal approval vote at the June meeting. Motion carried. Commissioners interested in serving on the review panel will contact Mary Cannon.

## Announcements

The next meeting will be held on Thursday, June 13<sup>th</sup>, from 1-4 p.m. at Vern Riffe Center. The delayed start time will allow commissioners to participate in the Ethics Training Session that day from 10 a.m. to Noon at the BWC Auditorium, presented by the Ohio Ethics Commission. (Attendees must register in advance for the session via the Ethics Commission website.)

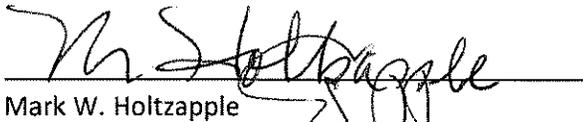
Meeting adjourned at 3:50 p.m. on motion by Keller seconded by Mann-Noble.

**Executive Committee Meeting**

Committee convened at 9:15 a.m. with Russell, Keller, Oudersluys, Hall and McNamara in attendance. [Holtzapple absent for committee meeting; minutes provided by Russell.] Russell asked if the Commission should be more closely monitoring the activities and personnel-related issues of the Executive Director. This would be seen as a way to protect both the Executive Director and the Commission from potential charges of impropriety.

It was determined that since there is no current problem and the Commission has confidence and trust in the Executive Director, a minimum amount of direct supervision and reporting is required. The Executive Director was given a variety of ideas about establishing procedures to keep the Commission informed, including monthly reports, travel logs, and phone calls. He will consider these suggestions and other possibilities and report to the Committee at a future date for determination of appropriate procedures.

Minutes prepared and submitted by:

  
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Mark W. Holtzapple  
Director of Finance & Operations

Approval Certified by:

  
\_\_\_\_\_  
Chair or Vice Chair

Approval Date: 6-13-13

**COMMISSION MEETING MINUTES**

**Index to Attachments**



**Attachment 1: Executive Director's Report**

**Attachment 2: Budget Revision 1**



March 2013

## **EXECUTIVE DIRECTOR'S REPORT**

### **Financial Disclosure Statements Due 5/15/13**

You are required to file an annual Financial Disclosure Statement. Just like your tax returns, the statement you file in 2013 is based on 2012 finances; it is due May 15<sup>th</sup>, 2013. If you will be leaving the commission in 2013, do note that you still will need to file a statement in 2014, since you are serving in calendar 2013. This year, unlike years past, ServeOhio will not be collecting the statements and delivering them to Ethics, given the new online system. We will be relying on you to file your statement by the due date. *We are fined \$10 for each day your statement is late, up to a maximum of \$250 per filer.* Please be timely!

You can now file your disclosure statement electronically. The online disclosure filing system will allow you to complete and sign your statement, attach information, and enter an electronic signature. You can print your statement for review before you file it. You will also receive an e-mailed confirmation of the filing and can download or print the filed statement for your records. The online disclosure filing system is available at this link -- <http://disclosure.ethics.ohio.gov>. If you prefer to file a paper copy, you can get the statement on the Commission's Web site at this link -- <http://ethics.ohio.gov/forms/>.

### **Conference on Service and Volunteerism – 10/22/13**

ServeOhio is excited to announce the 2013 Annual Conference on Service and Volunteerism on Tuesday, October 22, 2013 at The Ohio Union at The Ohio State University. Check [www.serveohio.org](http://www.serveohio.org) regularly for updates. Join the Twitter conversation at #ServeOhio2013.

The purpose of the conference is to build 21st century skills sets and create opportunities for connection and inspiration that support the continued evolution and impact of Ohio's service and volunteerism professions. During the Conference, you'll learn contemporary ideas, gain skills that enhance professional development and expand networks that will continue beyond the conference.

### **Global Youth Service Day 2013**

ServeOhio, in conjunction with Stewards of Service corporate partners Honda of America and AEP Ohio, will be awarding mini-grants for Global Youth Service Day (GYSD) on April 26-28, 2013. Applications are due to ServeOhio on 3/15/13. Contact Nadine ([nadine.wise@serveohio.gov](mailto:nadine.wise@serveohio.gov)) if you are able to assist in the review of these mini-grants.

GYSD mini-grants support projects that organize youth volunteers ages 5-18 to create or improve community assets or infrastructure, such as parks, schools, senior centers, community gardens or low-income homes through community volunteer engagement. Mini-grants may also be used to support educational events intended to encourage volunteerism or link populations in need with service providers. Projects should be collaborative in nature, involve a broad spectrum of community participants, and benefit the larger community.

### **AmeriCorps Week 2013 – In Progress**

ServeOhio and CNCS are joining with AmeriCorps programs, partners, members and alums across Ohio to mark AmeriCorps Week on March 9 to 17, 2013. This annual event will recognize the commitment of AmeriCorps members and alumni by highlighting the extraordinary impact AmeriCorps makes across our nation every day.

AmeriCorps Week is a time to salute AmeriCorps members and alums for their service, thank AmeriCorps community partners, and communicate AmeriCorps' impact on communities and on the lives of those who serve. This year's theme, AmeriCorps Works, reflects AmeriCorps' triple bottom line return on investment -- for the recipients of service, the people who serve, and the larger community and nation.

### **Mayor's Day of Recognition for National Service – 4/9/13**

The nation's mayors are increasingly turning to national service as a cost effective strategy to address city challenges. Whether supporting food banks and homeless shelters, restoring city parks, building homes, providing health services, tutoring and mentoring students, and managing community volunteers, national service members help mayors tackle tough problems. To spotlight their impact and thank those who serve, mayors across the country will participate in the first-ever Mayors Day of Recognition for National Service on April 9, 2013. On this day, mayors will hold public events and use traditional and social media to highlight the value and impact of national service to the nation's cities. The initiative is being led by Philadelphia Mayor Michael Nutter, President of the U.S. Conference of Mayors; the Corporation for National and Community Service; Cities of Service; and the National League of Cities.

Participating Ohio cities to-date include: Cincinnati, Cleveland, Columbus, Dublin, Hamilton, Springfield, Dayton and Belpre.

### **AmeriCorps Formula Outreach and Timeline**

Three onsite outreach sessions (Wilmington, Rootstown, Columbus) and two phone outreach sessions have been completed in relation to AmeriCorps Formula funding for PY 2013. An intensive application workshop will be held in Columbus on 4/3 that will focus on programmatic and budget specifications; the applications are due to ServeOhio on 5/3. Upon completion of peer and staff reviews, commission members will vote on the ServeOhio Formula submission at the 6/13 meeting.

Serving as a peer reviewer is a great way to learn more about AmeriCorps and the selection process. Contact Mary ([mary.cannon@serveohio.gov](mailto:mary.cannon@serveohio.gov)) to learn more about the process.

### **School Turnaround AmeriCorps 2013**

A partnership between CNCS and the US Department of Education has resulted in a new AmeriCorps initiative – School Turnaround AmeriCorps. This competitive, three-year grant program is designed to strengthen and accelerate interventions in the nation's lowest-performing schools. The new initiative will engage about 650 AmeriCorps members in roughly 60 turnaround schools across the country. AmeriCorps members will help students, teachers, and principals to transform struggling schools by providing opportunities for academic enrichment, extended learning time, and individual supports for students. These interventions will lead to increased academic achievement and improved high school graduation rates and college readiness among the most disadvantaged students.

Applications for School Turnaround AmeriCorps funding are due to ServeOhio on 4/5 for submission to CNCS by 4/23. This will be a very quick turnaround and we are requesting two commissioners to participate on the review panel; contact Mary ([mary.cannon@serveohio.gov](mailto:mary.cannon@serveohio.gov)) to learn more about the process.

### **Meetings and Testimony**

Commissioners Bill Russell and Nina Keller joined Mark Holtzaple and me on 1/17 for a meeting in the Governor's Office with Ben Kanzeg, Deputy Policy Director, and Matt Carle, Director of Legislative Affairs. The objective of the meeting was to detail the commission's role in the administration and oversight of AmeriCorps programming and to review the justification for our budget request. The Governor's Budget was released on 2/4 and included our requested amount. Testimony was provided to the Ohio House Primary and Secondary Subcommittee on 2/20; testimony before the Senate should be scheduled for late April or early May.

ServeOhio participated in meetings with the leadership staff of Senators Brown and Portman in Cleveland on 2/21 as part of ServeNext and ServiceNation District Days which is a national effort to educate elected officials on national service impact during the President's Day recess. The meetings allowed us to clarify the role of the state commission and the impact of programs within our portfolio. As a result of the meeting, Senator Brown has scheduled a site visit to one of our Cleveland programs on 3/27.

### **Impact of Sequestration**

Details on how the enacted sequestration will impact CNCS, and ultimately ServeOhio, have not been fully detailed as of yet. Preliminary information indicates that we should expect a cut to every funding stream as detailed in these statements included in a 3/5 memo from CNCS.

- *2013 Competitive funds: In awarding funds, CNCS considers level funding for continuation grants first followed by new and re-competing grants and continuation expansions. AmeriCorps State and National will absorb the sequestration reduction by adjusting grant funds available for new/re-competing programs accordingly. Less funding means a more competitive process as demand for funds will far exceed the availability. As stated in the Notice of Funding Opportunity (NOFO), there is a competitive advantage to high quality programs with a lower cost per member. In any event, a reduced budget will have an impact on the number of new/re-compete grants awarded as well as a reduction in the number of members. This will be done in the context of applicable laws and regulation, and the agency's strategic plan.*
- *2013 Formula funds: The cuts as a result of sequestration will result in a smaller pool of formula funds. Thus we anticipate that states will have fewer formula funds with which to make grants.*
- *2013 Commission Support Grants/Administrative Grants: All states would receive at least a minimum of allotment of \$200,000. The states that would be eligible for more than the statutory minimum under the current allocation formula will have their allocations reduced by 8.75%.*

ServeOhio should not be impacted by the cut to Administrative Grants as our current request is below the maximum allocation. We hope alleviate some of the impact to our formula allocation by utilizing carry-over funds; right-sizing of programs; and reviewing alternative program models.

### **Ohio Certified Public Manager Program**

I will be participating in Cohort 48 of the Ohio Certified Public Manager Program (OCPM). This is a comprehensive two year, 300+ hour professional development opportunity that the state does in conjunction with OSU John Glenn School of Public Affairs; competencies covered include Developing Self; Leading People; Managing Work; Personal and Organizational Integrity; Change Leadership; Public Service Focus; and Systemic Integration.

*The Certified Public Manager® program is a nationally accredited, comprehensive management and leadership training program Ohio's Certified Public Manager program (OCPM) is administered by the Ohio Department of Administrative Services. The program is supported by an advisory board which is chaired by the Department of Administrative Services' agency director. OCPM is designed for high-achieving, career public managers in senior-level government positions. Public managers who successfully complete the challenging program are equipped with the expertise and competencies to maximize performance and effectiveness within their organizations. Graduates are entitled to use the official designation of Certified Public Manager® (CPM), a professional credential and designation which exemplifies recognized standards for excellence in public management and leadership.*

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**FOR IMMEDIATE RELEASE**  
**Monday, February 25, 2013**

**CONTACT: Samantha Jo Warfield**  
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## U.S. Education Department and the Corporation for National and Community Service Announce New School Turnaround AmeriCorps Program

U.S. Secretary of Education Arne Duncan and Wendy Spencer, chief executive officer of the Corporation for National and Community Service (CNCS), today announced a new competitive grant program that will provide \$15 million in public funds over three years to reinforce and accelerate intervention efforts in the nation's lowest-performing schools.

The new School Turnaround AmeriCorps program will support the placement of a dedicated cadre of AmeriCorps members in persistently underachieving schools across the country. This innovative approach seeks to increase student academic achievement, attendance and high school graduation rates, and college and career readiness in those schools.

"Turning around our nation's lowest-performing schools is challenging work that requires everyone to play a part – from teachers, administrators, and counselors to business leaders, the philanthropic sector, and community members," said Duncan. "This interagency collaboration will align national service and turnaround efforts in schools across the country. I am looking forward to seeing innovative proposals from great organizations that will enable hundreds of AmeriCorps members to serve some of our most disadvantaged students."

"Making sure that every child gets a quality education is a core value that unites all Americans," Spencer said. "This partnership will expand the role of AmeriCorps members in helping students, teachers, parents, and school administrators transform schools into models of achievement. We welcome new ideas that will result in the same outcome: schools that are putting children on the pathway to success."

A partnership of the Department and CNCS, School Turnaround AmeriCorps reflects each agency's commitment to increasing opportunities for students in disadvantaged communities through high-quality education. The program will combine the assets and expertise of both agencies with the on-the-ground presence of AmeriCorps members in schools that are implementing a turnaround effort through the federal School Improvement Grant (SIG) program.

Since 2009, the Department has invested \$4.5 billion at more than 1,300 of the country's lowest-performing schools. Currently, CNCS programs have a presence in a quarter of schools eligible for SIG funding nationwide. School Turnaround AmeriCorps will augment these investments, expand opportunities for national service, and supply struggling schools with much-needed talent to support the implementation of school improvement plans.

The program also extends the efforts of Together for Tomorrow, a cooperative initiative among the Department, CNCS, and the White House Office of Faith-Based and Neighborhood Partnerships to boost community engagement in improving outcomes at chronically under-performing schools.

The Department and CNCS intend to award School Turnaround AmeriCorps grants to engage approximately 650 AmeriCorps members each year for three years at an estimated 60 schools in urban centers and rural towns across the country. The program will be supported by an initial investment of \$15 million in public funds from both agencies

over three years. CNCS will seek to raise additional private funds to contribute to this effort. In addition, AmeriCorps members who complete their service in the program will qualify for the Segal AmeriCorps scholarship, which could total \$1.5 million a year for all participants.

Organizations applying for grants will be encouraged to focus on strategies that increase parent and family engagement and student learning time; improve school safety, attendance, and discipline; address students' social, emotional, and health needs; accelerate students' acquisition of reading and mathematics knowledge and skills; and increase graduation and college enrollment rates.

Public or private nonprofit organizations, including faith-based and other community groups; schools or districts; institutions of higher education; cities and counties; Indian Tribes; and labor organizations are eligible to apply, along with partnerships and consortia of these entities.

A notice of intent to apply must be submitted to CNCS by April 2, 2013 via e-mail at: [americorpsgrants@cns.gov](mailto:americorpsgrants@cns.gov). Applications are due on April 23, 2013. More information about the notice of intent and application instructions may be found [here](#). Grants will be awarded by mid-July.

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The Corporation for National and Community Service is a federal agency that engages more than five million Americans in service through its AmeriCorps, Senior Corps, Social Innovation Fund, and other programs, and leads President's national call to service initiative, United We Serve. For more information, visit [NationalService.gov](http://NationalService.gov).

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**VIEWED ON:** Wednesday, March 13, 2013

**URL:** [http://www.nationalservice.gov/about/newsroom/releases\\_detail.asp?tbl\\_pr\\_id=2144](http://www.nationalservice.gov/about/newsroom/releases_detail.asp?tbl_pr_id=2144)

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**Ohio Commission on Service and Volunteerism**  
**FISCAL 2013 MASTER BUDGET**  
**Revision 1 dated March 14, 2013**

REVENUES	ORIGINAL	CHANGE	REVISION 1
FEDERAL GRANTS-CNCS	\$ 7,416,500	\$ 32,000	\$ 7,448,500
FEDERAL GRANTS-OTHER	\$ -	\$ -	\$ -
STATE GRF APPROPRIATIONS	\$ 126,664	\$ -	\$ 126,664
NON-FEDERAL GRANTS	\$ 15,000	\$ 15,000	\$ 30,000
MISC CASH DONATIONS	\$ -	\$ -	\$ -
REGISTRATION FEES	\$ -	\$ -	\$ -
CONTRACTS/EARNED INCOME	\$ -	\$ -	\$ -
CASH CARRYOVER*	\$ 62,000	\$ -	\$ 62,000
INKIND SUPPORT (MOVE/RENT STATE)	\$ 4,000	\$ -	\$ 4,000
<b>TOTAL REVENUES</b>	<b>\$ 7,624,164</b>	<b>\$ 47,000</b>	<b>\$ 7,671,164</b>

\*Uses all residual cash in Funds 6240 and 5GN0

EXPENDITURES	ORIGINAL	CHANGE	REVISION 1
SALARIES & BENEFITS	\$ 508,764	\$ 25,000	\$ 533,764
CONTRACT SERVICES	\$ 18,000	\$ -	\$ 18,000
FISCAL AGENT & AUDIT SERVICES	\$ 10,000	\$ -	\$ 10,000
TRAVEL-STAFF	\$ 9,000	\$ -	\$ 9,000
TRAVEL-COUNCIL	\$ 2,000	\$ 1,500	\$ 3,500
SUPPLIES	\$ 2,000	\$ -	\$ 2,000
FURNITURE & EQUIPMENT \$500+	\$ -	\$ -	\$ -
EQUIPMENT/SOFTWARE LEASE RENT	\$ 9,000	\$ -	\$ 9,000
POSTAGE & SHIPPING**	\$ (1,500)	\$ -	\$ (1,500)
TELEPHONE & DATA NETWORKING	\$ 11,400	\$ 1,000	\$ 12,400
OFFICE SPACE RENTAL	\$ 12,000	\$ -	\$ 12,000
COPYING PRINTING & GRAPHICS	\$ 4,000	\$ -	\$ 4,000
MEDIA & PUBLIC INFORMATION	\$ -	\$ -	\$ -
SUBSCRIPTIONS DUES & FEES	\$ 3,000	\$ 4,500	\$ 7,500
MISC OPERATING COSTS (MOVING)	\$ -	\$ -	\$ -
MEETINGS & TRAININGS	\$ 2,500	\$ -	\$ 2,500
MEETING ATTENDANCE SUPPORT	\$ -	\$ -	\$ -
AWARDS & RECOGNITION	\$ 10,000	\$ -	\$ 10,000
CONFERENCE SUBSIDIES	\$ 3,000	\$ -	\$ 3,000
SERVICE PROJECT SUPPORT	\$ 12,000	\$ 5,000	\$ 17,000
FEDERAL SUBGRANTS	\$ 7,005,000	\$ -	\$ 7,005,000
SUBGRANTEE REFUNDS	\$ -	\$ -	\$ -
INKIND EXPENSE (MOVE/RENT STATE)	\$ 4,000	\$ -	\$ 4,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,624,164</b>	<b>\$ 37,000</b>	<b>\$ 7,661,164</b>

\*\*Net credit reflects refund of postage from surrender of meter

<b>SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
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*Detail of Changes:*

- 1) Adds \$7,000 from Disability grant extension and \$25,000 from Admin grant (match to be provided in FY14).
- 2) Adds \$15,000 Stewards of Service revenue (received in December)
- 3) Increases staffing from 5.5 FTE's to 6.0 FTE's (original budget anticipated layoff of one position in January)
- 4) Increases Commissioner travel costs due to new appointments
- 5) Adjusts estimated costs for phones and data services
- 6) Adds \$3,000 dues to AASSC and \$1,500 for additional ethics commission fees due to increased number of commissioners
- 7) Adds \$5,000 in spending for service project mini-grants from Stewards of Service funds
- 8) Net change is \$10,000 surplus which represents Stewards of Service revenue that will carry to Fiscal Year 2014 for service awards.

Submitted to Commissioners for approval on March 14, 2013.