COMMISSION MEETING MINUTES

SERVE OHIO
Ohio Commission on Service and Volunteerism

Meeting Date: November 14, 2013

Meeting Location: Vern Riffe Center, 77 South High Street, Columbus, Ohio-31st Floor, Room South A

In Attendance: John Beck, Jane Federer, Colleen Fiant, Randi Fuller, Charlotte Jones-Ward, Nina Keller, Matthew Rubin, William Russell, Pandora Shaw-Dupras, Clifford Smith, Brenda Stier-Anstine, Janaki Venkayya. Ex Officio: Tina Dunphy, Kim Hettel. Staff/Counsel: Bill Hall, Mark Holtzapple, Mary Cannon, Ingyr Coleman, Lisa Tope.

Absent: Edwina Brewer, Peggy Lehner, Johnmark Oudersluys, Gerald Stebelton, Walter McNamara.

Meeting was called to order by Chair William Russell at 10:05 a.m.

Approval of the minutes was deferred until after lunch to allow for noted corrections to the draft minutes which had been distributed in advance. Following resubmission of the corrected minutes to the Chair, it was moved by Fiant, seconded by Keller, to approve the minutes as corrected. Motion carried.

Executive Director's Report

Bill Hall updated Commissioners on current topics as summarized in his written report (Attachment 1) much of which was a presentation of feedback and survey data on the 2013 conference. This was followed by an open discussion on the conference and brainstorming on ways it might be improved and/or restructured in the event that Stewards of Service funding is not available to subsidize conference costs in 2014. As the conference is a specific element within the Strategic Plan that is under development further discussions are anticipated once the funding picture becomes clear in early 2014.

AmeriCorps Program Presentation: Ohio Reading Corps

As is done from time to time, one of the current AmeriCorps sub-grantees was invited to give a presentation on their project. Dr. Sean Noe, Ohio Reading Corps Project Coordinator at the Educational Service Center of Central Ohio shared a Powerpoint presentation highlighting the goals and objectives of the program, which is just entering its second year of funding. Dr. Noe also shared a report of some key data results from the 2012-13 program year (Attachment 2). The 45 members served 850 students, conducting over 37,000 tutoring sessions from January through June. Impacts of the interventions were clearly evident in the reading level growth evidenced by ORC students. For the 2013-14 program year the program has 84 members and has expanded into additional schools in both central Ohio and the Cleveland area. With a full year of operation and nearly twice as many AmeriCorps members, Ohio Reading Corps is planning even greater impacts in the 2013-14 program year.

Council recessed at 12:15 p.m. for lunch and reconvened at 1:00 p.m. There were no committee meetings at lunch and therefore no committee reports.

Mary Cannon shared with Commissioners some "high-level" data summarized from the September Grantee Progress Report (GPR) that was submitted to the Corporation on National & Community Service at the end of October. Data is rolled up from inputs made by sub-grantees on their individual projects. Some key statistics:

- There were over 3000 applicants for 362 AmeriCorps slots in Ohio
- Almost 47,000 disadvantaged youth/children were served by our programs
- There were 22 programs, 75 of 96 performance measures fully met, 31 partially met
- Volunteer engagement within Subgrant programs increased almost 40% compared to prior year (33,654 volunteers and 277,595 volunteer service hours)
- 12 cities participated in the first Mayors Day of Recognition for National Service; this will become an annual event

The remainder of the meeting was dedicated to work on the strategic plan. A cross-cut draft (Attachment 3) was presented by Bill Hall, reflecting all work to date by committees focused on specific portions of the plan. Hall led the group through a discussion of each component of the draft, from the mission statement through the goals and objectives; the intent of the discussion was to provide final input from Commissioners. There was general consensus on the goal statements. Some wording changes were suggested for the mission statement [*ServeOhio strengthens Ohio communities through AmeriCorps and volunteer engagement*] and specific objectives. Based on the discussion Hall will prepare a final iteration of the plan that will be on the agenda for approval at the January meeting. Hall thanked the Commissioners for their work on the plan over the past year.

Announcements/Other Business

Bill Russell announced the resignation of commissioner Sande Theis due to family health issues.

Next meeting is scheduled for Tuesday, January 7th, 2014, in Room South A on the 31st floor of Riffe Tower. Projected agenda includes approval of the strategic plan and competitive submissions for program year 2014-15 AmeriCorps projects. In addition the Nominating Committee for election of officers will be appointed at this meeting.

There being no other business the meeting adjourned at 3:42 p.m. on a motion by Stier-Anstine seconded by Rubin, approved by acclamation.

Executive Committee Meeting

Committee convened at 8:30 a.m. with Russell, Keller, Hall and Holtzapple in attendance. The group completed a review of the Bylaws, as required under Article V, Section 1. Some significant changes were suggested throughout the document including: incorporation of ServeOhio as official service mark for the organization; updating the mission statement consistent with the new strategic plan; simplifying language on Commission composition; clarifying attendance and conflict of interest provisions; clarifying election of officers and officer resignations/vacancies; clarifying role of Executive Committee and other committees; providing for annual review of Executive Director consistent with other staff; and requiring Bylaws review only every two years instead of annually. Holtzapple was charged with task of preparing a new Bylaws document incorporating the changes discussed and distributing it to Executive Committee

members by the end of November for review. Any necessary changes will be incorporated then Holtzapple will distribute both the new and existing Bylaws to all Commissioners by email no later than December 6th. This will meet the required 30-day advance notice so the new Bylaws may be voted on at the January 7th meeting. A two-thirds majority of those in attendance is necessary for approval.

Executive Committee meeting adjourned at 9:40 a.m. by consensus.

Minutes prepared and submitted by:

Mark W. Holtzapple
Director of Finance & Operations

Certified by:

Chair or Vice Chair

Approval Date: 1-14-14

COMMISSION MEETING MINUTES

Index to Attachments

SERVE OHIO
Ohio Commission on Service and Volunteerism

Attachment 1: Executive Director's Report

Attachment 2: Ohio Reading Corps 2012-13 Data Report

Attachment 3: Cross-Cut Draft of Strategic Plan

SERVE OHIO
Ohio Commission on Service and Volunteerism

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November 2013

EXECUTIVE DIRECTOR'S REPORT

2013 Ohio Conference on Service and Volunteerism

Thank you for your participation in the 2013 Ohio Conference on Service and Volunteerism. Feedback from the event has been very positive. Total registration for the event was 262; up 65 from 2012. Over 80% of the participants indicated they would attend the conference again.

Participants evaluated the conference on 1 – 5 likert scale with 5 representing the most positive response.

- Event website provided useful information. 4.5
- Registration process was easy to use. 4.6
- Food and beverages provided were as expected. 4.2
- The conference venue was effective. 4.5
- The conference strengthened my professional skill sets. 4.2
- I was presented with contemporary ideas and practices. 4.3

Affinity Group Representation

National Service	41%
Volunteer Administration/Mobilizers	34%
Faith-Based	8%
Corporate	1%
Other	4%

Geographic Region Representation

Central	32%
Northeast	13%
Southwest	11%
Southeast	10%
Northwest	6%
Statewide	18%

Highlights: Wendy Spencer; conference organization; variety of workshop content.
Lowlights: Delayed start; food service at lunch; lack of networking opportunities.

Conference Budget

Our Stewards of Service initiative subsidizes many of the conference expenditures – participant and presenter scholarships; speaker fees; some event management and venue fees. Cost of registration for 2013 was $110; actual cost per participant is estimated at $143. This difference is offset by the Stewards of Service subsidy to the conference.

Stewards of Service funding requests for 2014 are currently pending. The Ohio Union is currently holding Tuesday, October 14, 2014; OSU will no longer be providing event management services for entities outside of the university.

National Days of Service Mini-Grants

ServeOhio awarded just under $9,000 in mini-grants to ten Ohio organizations in support of their 2013 Make A Difference Day projects. The maximum award was $1,000. Thank you to Commissioners John Beck, Winnie Brewer, Janaki Venkayya and Sande Theis for assisting with the selection process.

After-School All-Stars Ohio	Columbus
Burten, Bell, Carr Development, Inc.	Cleveland
Family and Community Services RSVP	Ravenna
HandsOn Central Ohio	Columbus
HandsOn Northeast Ohio	Cleveland
Jefferson County Fourth Street Health Center	Steubenville
Middletown Area Senior Citizens	Middletown
Northwest Ohio Chapter USGBC	Toledo
Otterbein University Center for Community Engagement	Westerville
The Centers for Families and Children	Cleveland

Mini-grant applications are currently being accepted for the 2014 Martin Luther King, Jr. Day of Service on 1/20/14. Organizations can find links to the guidelines and application on our website; the deadline to apply for funding is 12/9/13.

Justice Talking/The Meaning of Service

ServeOhio partnered with the Ohio Humanities Council on 9/25/13 to provide facilitation training to over 50 AmeriCorps members and program staff. *Justice Talking* is a facilitated reading and reflection program for members featuring discussions that use short philosophical and literary texts, images, videos and news articles on the nature of justice, service, and related themes. Workshop participants become more familiar with the art of humanities-based discussion and have a better understanding of the importance of civic reflection. Participants leave the workshop prepared to lead similar discussions and to advocate for reflection that complements individual service efforts. ServeOhio is the only commission that requires civic reflection as a mandatory element of member professional development and provides an updated, online curriculum as a guide for facilitators.

"I really enjoyed the training and see the benefits and I am excited about sharing it with our fellow coaches and I want to keep it fresh in my mind. Thanks again for exposing us to this enriching experience. We will put this to good use in our service as United Way AmeriCorps Graduation Coaches."
Jason Brown, United Way of Greater Toledo

"I just wanted to thank you all again for such a wonderful day! That training was really great, fastest day of training I have ever been to. Thanks for all you do!"
Gracie Pollicino, Big Brothers Big Sisters of Central Ohio

Outreach and Education Officer Update

ServeOhio received 227 applications for the Outreach and Education Officer position that was posted on 9/26/13 and closed on 10/11/13. Eleven of the applicants were deemed to have the basic qualifications in terms of education and experience for the position; four applicants were selected as the most qualified for the position and in-person interviews were conducted on 10/29/13 with those candidates. Our selected candidate is currently completing the necessary background processes and it is anticipated that they will assume their duties at the commission on 1/6/14.

AmeriCorps Programs in Transition

- Our Governor/Mayor Initiative focusing on human trafficking issues in Toledo (AmeriCorps PATH) is being administered by the Ohio Department of Public Safety/Office of Criminal Justice Services as of 11/1/13. The program will become operational in January 2014 with 20 AmeriCorps members devoted to the project.
- Project STAR, administered by Family and Community Services of Portage County, is being transitioned from an operational grant to a planning grant for the remainder of the current program year. Delays in the recruitment of members and significant organizational staff changes dictated the need for this change. Project STAR members will provide services to veterans and military families in the areas of economic opportunity that include securing housing and employment. The program will serve Trumbull, Portage, Lorain and Summit Counties.
- The Urban Appalachian Council (Cincinnati) recently informed ServeOhio that they will be ceasing operations as of 12/31/13. A longstanding AmeriCorps grantee, the organization administers Project ACE – a program with 20 AmeriCorps members serving in school-based health clinics and other community locations to provide support to students and community members needing job readiness skills, health education and GED training. We are currently working with United Way of Greater Cincinnati to locate a qualified organization to administer the project for the remainder of the program year.

Ohio ResponseCorps

At the request of ServeOhio, the American Red Cross of Central Southeast Ohio has created the ResponseCorps – a partnership between the American Red Cross and AmeriCorps programs throughout the state. The ResponseCorps provides training for AmeriCorps members to become fully deployable disaster response volunteers with the American Red Cross. Every ResponseCorps member will be able to choose their role in disaster response. The four main roles served by ResponseCorps members are: mass care, client casework, disaster assessment, and logistics.

The initiative is beginning with Central Ohio AmeriCorps programs this year and will expand in the future. Currently 25 members have committed to the project which begins with an orientation on 11/14/13. Members will respond to local, state and national disasters based on Red Cross protocol.

Budget/Audit Updates

With the federal budget process in the early stages and the federal government continuing to operate on a Continuing Resolution that expires 1/15/14, CNCS announced that they will distribute 40% of the Commission Support Grants to state commissions in January 2014. Additional funding will be allocated once CNCS receives a final appropriation.

The commission audit being conducted by the Ohio Auditor of State is still pending. It is expected that we will receive the report by the end of the year.

2014 ServeOhio Commission Meeting Schedule

DATE	PRIMARY AGENDA ITEM
1/7/14 (Tuesday)	Approval of AmeriCorps Competitive Submission
3/13/14 (Thursday)	Legislative Outreach
6/12/14 (Thursday)	Approval of AmeriCorps Formula Submission
9/12/14 (Friday)	AmeriCorps 20th Anniversary Event
11/13/14 & 11/14/14 (Thursday & Friday)	Commission Retreat

Ohio Reading Corps
2012-2013 Data Report

The Ohio Reading Corps (ORC) is an AmeriCorps (AC) funded program designed to provide reading instruction to children whose reading is below proficient for their grade level. The ORC recruits and trains volunteers to provide one-on-one and small-group instruction that is targeted to meet the child's specific needs as determined by data and teacher recommendation. The Third Grade Reading Guarantee requires schools to retain children who are not proficient readers by the end of third grade; the ORC goal is to provide the extra push that gets them over the threshold and allows them to meet grade-level reading performance.

The ORC was piloted in four school districts from January 5, 2013 – June 30, 2013. Participating districts included: South-Western City Schools, Hilliard City Schools, Maple Heights City Schools and Garfield Heights City Schools. Below is a summary of data collected during our pilot year of the program.

For the 2013-14 academic year, the program will include 84 AC members who will be placed in 13 districts in Central Ohio and Cuyahoga County.

Enrollment:

Students selected for the program were identified by districts. Target students included children in grades K-3 who were identified as below proficient using available assessment data and teacher recommendation. Students with special needs or English Language Learners who were already receiving intensive intervention were not recommended for the ORC program.

- 45 AmeriCorps members were recruited and placed in the pilot districts.
- 850 students were served, with each AC member serving 15-20 students.

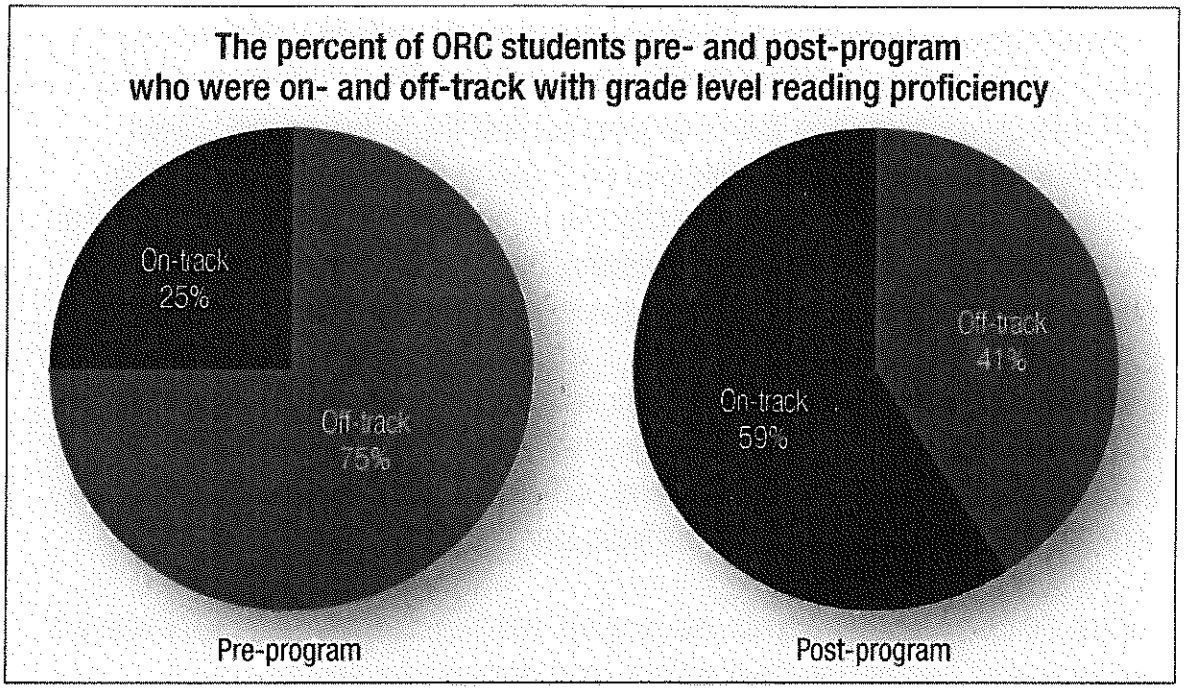
Attendance:

- Each student attended an average of 46 tutoring sessions from January to June.
- In total, the 45 AC members conducted over 37,000 sessions.

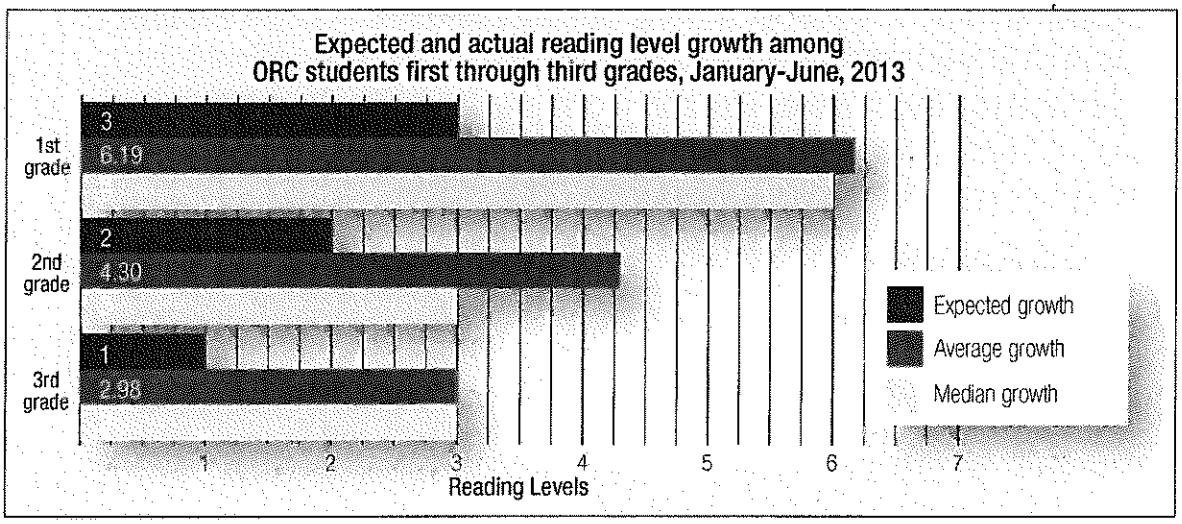
Performance:

- 95.6 percent of students improved at least one reading level.
- Average gain of 3.73 levels, in just 4-5 months.

Prior to program implementation only 25 percent of the students were on-track with reading proficiency, according to teacher-administered reading assessments. Following only 4-5 months in the program 59 percent of students were considered on-track. Many students who were still off-track at the end of the year had made notable progress toward proficiency.



Average and median growth measures for ORC students first through third grades exceeded growth expectations identified by the schools.



Contact us for more information about the Ohio Reading Corps:

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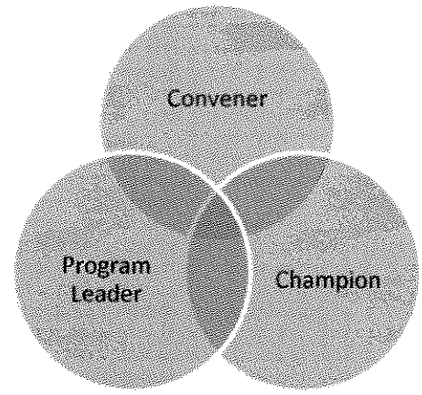
www.escofcentralohio.org

educational service center
of Central Ohio

ServeOhio|Strategic Plan 2014-2017

Mission

ServeOhio creates solutions through AmeriCorps and volunteer engagement.



Goal 1: Increase the impact of AmeriCorps programs and members in Ohio.	**Goal 2: Improve the quality of Ohio AmeriCorps programs.**	**Goal 3: Increase awareness and relevance of ServeOhio.**	**Goal 4: Increase ServeOhio commissioner engagement to achieve organizational goals and objectives.**
Expand AmeriCorps outreach to attract more diverse, qualified applicant organizations. ➢ Conduct regional outreach sessions ➢ Utilize social media and remote technology to increase reach ➢ Establish rural partnerships	*Develop AmeriCorps evaluation plan to demonstrate full impact of commission investments.* ➢ Utilize existing data to highlight impact ➢ Elevate criteria standards and monitoring of program evaluation strategies ➢ Determine need for additional data ➢ Increase connection between evaluation and performance data to funding requests	*Strengthen the connection between ServeOhio and AmeriCorps in all outreach and communications.* ➢ Build strategies into marketing plan to cross-brand on all formats ➢ Strengthen monitoring of branding compliance at program level ➢ Increase messaging to key constituencies and organizational leadership	*Assess and utilize commissioner knowledge, skills, abilities and connections to advance strategic goals.* ➢ Review other state templates; modify and distribute ➢ Incorporate information into commissioner engagement strategies
Develop large-scale, high-impact programs for competitive submission. ➢ Partnership meetings with organizations focusing on federal, state priority issues	*Strengthen the sustainability strategies of individual programs.* ➢ Establish specific sustainability criteria for submission with recompeting requests	*Increase awareness of AmeriCorps member role and impact.* ➢ Expand messaging of member role on all formats ➢ Increase utilization of member-driven content	*Increase commissioner participation at regular meetings and reinstate annual commission retreat.* ➢ Decrease "commissioner vacancy-months" ➢ Demonstrate attendance of 75% of voting members
Encourage AmeriCorps program design models that diversify portfolio. ➢ Develop Education Award Programs, Professional Corps, Less than Fulltime program models ➢ Expand National AmeriCorps presence ➢ Explore public/private partnerships	*Increase the quality and diversity of professional development opportunities provided to AmeriCorps program staff and members.* ➢ Evaluate assessment data from current grantees ➢ Develop common member training modules ➢ Diversify training methodologies	*Continuous improvement of Ohio Conference on Service and Volunteerism.* ➢ Review data to increase participant satisfaction ➢ Explore new partnerships and constituencies	*Increase engagement of former ServeOhio commissioners.* ➢ Monthly update on current issues and activity ➢ Participation in key constituency meetings based on expertise and relationships
Increase recognition of AmeriCorps as a primary catalyst for volunteer engagement.	*Quantify and qualify the connection of AmeriCorps member service to post-service outcomes.* ➢ Utilize common member exit form to track post-service outcomes	*Develop Stewards of Service sustainability plan.* ➢ Review impact and messaging of initiatives ➢ Secure additional funding sources	*Commissioners conduct annual review of strategic goals and objectives.*
	Revise AmeriCorps program policy, procedures and protocol; establish periodic review.	*Secure a high-profile spokesperson for volunteer engagement initiatives.*	

DRAFT