

COMMISSION MEETING MINUTES



Meeting Date: Thursday, March 13, 2014

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

In Attendance: John Beck, Edwina Brewer, Jane Federer, Randi Fuller, Nina Keller, Matthew Rubin, William Russell, Pandora Shaw-Dupras, Brenda Stier-Anstine, Janaki Venkayya. Ex Officio: Kim Hettel. Staff/Counsel: Bill Hall, Mark Holtzapple, Mary Cannon, Ingyr Coleman, Lisa Tope, Rebecca Verhoff.

Absent: Colleen Fiant, Charlotte Jones-Ward, Peggy Lehner, Johnmark Oudersluys, Clifford Smith, Gerald Stebelton. Ex Officio: Tina Dunphy. Staff/Counsel: Walter McNamara.

Meeting was called to order by Chair William Russell at 9:02 a.m.

Legislative Meetings

The primary activity for the day was to allow Commissioners to conduct outreach meetings with members of the Ohio 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 or two staff members. (Attachment 1). Rebecca Verhoff and Bill Hall reviewed the primary talking points and the materials to be shared with legislators.

Meeting recessed at 9:52 a.m. to allow teams to prepare for and conduct meetings with assigned legislators and lunch on their own. Meeting reconvened at 3:00 p.m. for remainder of agenda.

Old Business

Bylaws: Revisions to the Bylaws as proposed by the Executive Committee had been distributed to Commissioners in advance of the January meeting. However, action was deferred due to consensus that the language in Article V, Section 2.02 was unclear. The Executive Committee was asked to rewrite that section and resubmit the recommendations for action at the March meeting. A new draft document was distributed to Commissioners on February 6, showing the proposed changes to Article V, Section 2.02 (Attachment 2). It was moved by Stier-Anstine, seconded by Venkayya, to approve the Bylaws changes as recommended by the Executive Committee. Holtzapple will see that the revised Bylaws are posted to the Commission website.

Strategic Plan 2014-2017: A final version of the Strategic Plan (Attachment 3) had been presented at the January meeting, and it was moved and seconded to approve the document. However, the motion was tabled following discussion on whether the document adequately addressed the issue of "non-AmeriCorps volunteerism" and the agency's role with respect to that segment of the volunteer sector. Tabling the motion was intended to provide concerned Commissioners with time to submit to the

Executive Director language to strengthen the document in this area. Hall noted that no such language was submitted. It was moved by Fuller, seconded by Keller, to remove the item from the table and take action on the original motion to approve. Discussion ensued. Stier-Antstine suggested changing the word "messaging" to "communication" in Goal Three, Item 1, Bullet #3, and this was agreed by consensus. Hettel again raised the issue of "volunteerism" but did not offer specific language. Hall reminded that Goal Four, Item 4, requires annual review/update of the plan at the Commissioner retreat, providing another opportunity to revisit the volunteerism issue in the fall if deemed necessary, rather than again delaying approval of the plan. Chair asked if there were other issues, and there being none, called for a roll call vote on the motion to approve the Strategic Plan. Holtzapple called the roll, and the vote was unanimous in favor of the motion. Hall will see that the approved Strategic Plan is posted to the ServeOhio website.

New Business

Minutes: It was moved by Beck, seconded by Stier-Anstine, to approve the minutes of the January meeting, which had been distributed in advance. Motion carried.

Review of Legislative Visits: Teams shared informal comments about the morning's activities, with consensus that the visits continue to provide an effective means to improve legislators' knowledge of Commission programs and their impacts.

Nominations for Election of Officers: Hall reported for the Nominating Committee (Smith and Jones-Ward, who were absent.) All present officers are eligible to serve another term, and all have agreed to do so. Therefore the slate of officers presented by the Nominating Committee is: Russell (Chair), Keller (Vice Chair), and Oudersluys (Secretary). Chair called for additional nominations from the floor, as required per the Bylaws; there were no additional nominations from the floor. Voting on the proposed slate of officers will take place at the June meeting.

Executive Director's Report: Bill Hall updated Commissioners on current topics as summarized in his written report (Attachment 4).

Public Comments: There were no visitors/comments. (Attachment 5).

Announcements/Other Business

Next meeting is scheduled for June 12th, in Room South A on the 31st floor of Riffe Tower. Meeting will start at 1:00 p.m. to allow Commissioners to attend the Ethics Commission training session from 10:00-Noon at the BWC Auditorium. Primary action item for the Commission meeting will be approval of AmeriCorps formula applications. The Executive Committee will meet after the Commission meeting.

There being no other business the meeting adjourned at 4:00 p.m. on a motion by Keller, seconded by Federer, approved by acclamation.

Executive Committee Meeting

The Executive Committee did not meet.

Minutes prepared and submitted by:



Mark W. Holtzapple
Director of Finance & Operations

Certified by:



Chair or Vice Chair

Approval Date: 6-12-14

COMMISSION MEETING MINUTES
Index to Attachments



Attachment 1: Legislative Visits Committee Assignments and Meeting Schedule

Attachment 2: Revised Bylaws Draft (as distributed by email on 2/6/14)

Attachment 3: Final Draft of Strategic Plan 2014-2017 (tabled at January meeting)

Attachment 4: Executive Director's Report

Attachment 5: Visitor Log & Comment Request

FINAL

TEAM	TIME	LEGISLATOR	APP.	PHONE	ADDRESS	NOTE
#1	10:30 AM	Representative Ryan Smith	Kathy Cortez	614-466-1366	13th Floor Riffe	Meeting with Kathy Cortez, Aide
#1	11:00 AM	Representative Gary Scherer	Alex Goodman	(614) 644-7928	13th Floor Riffe	
#1	1:00 PM	Senator Bob Peterson	Lucas Houghton	(614) 466-8156	Ground Floor N. Rm. 041	Meeting with Vanessa Burris, Administrative Assistant and Lucas Houghton- Legislative Aide
#1	2:00 PM	Representative Debbie Phillips	John Calhoun	(614) 466-2158	14th Floor Riffe	Meeting with John Calhoun, Aide
#1	2:30 PM	Representative Gerald Stebelton	Trint Hatt	(614) 466-8100	13th Floor Riffe	Meeting with Trint Hatt, Aide
#2	10:30 AM	Representative Margaret Ann Ruhl	Meghan Wadsworth	(614) 466-1431	11th Floor Riffe	Meeting with Meghan Wadsworth, Aide
#2	11:00 AM	Representative Ann Gonzales	Chris Corder	(614) 466-4847	13th Floor Riffe	Meeting with Chris Corder, Aide
#2	11:30 AM					
#2	12:00 PM					
#2	12:30 PM	Senator Tavares	Antwan Booker	(614) 466-5131	2nd Floor S. Rm. 228	Meeting with Antwan Booker, Aide
#2	1:00 PM					
#2	1:30 PM					
#2	2:00 PM	Representative Mike Curtin	Greg Phelps	(614) 644-6005	10th Floor Riffe	Meeting with Greg Phelps, Aide
#2	2:30 PM					
#3	10:30 AM	Senator Shannon Jones	Dana Dunlap	(614) 466-9737	1st Floor S. Rm. 137	
#3	11:00 AM	Senator Chris Widener	Bryan Stout, Clark Siddle	(614) 466-3780	1st Floor S. Rm. 138	
#3	12:30 PM	Senator Eric Kearney	Carrie Arblaster	(614) 466-5980	Ground Floor S. 057	Still waiting to hear whether the meeting will be with the Senator or his staff.
#3	1:30 PM	Representative Driehaus	Kelsey Woolard	614-466-5786	10th Floor Riffe	Meeting with Kelsey Woolard, Aide
#3	2:00PM	Representative Connie Pillich	Kathy Wellington	(614) 466-8120	10th Floor Riffe	Meeting with Kathy Wellington, Aide
#4	10:30 AM	Representative Teresa Fedor	Claire Childers	(614) 644-6017	10th Floor Riffe	
#4	11:00 AM	Representative Michael Sheehy	Alexis Miller	(614) 466-1418	11th Floor Riffe	
#4	11:30 AM	Representative Michael Ashford	Jared Holt	(614) 466-1401	14th Floor Riffe	Meeting with Jared Holt, Aide
#4	12:00 PM					
#4	12:30 PM	Senator Edna Brown	James Carmean	(614) 466-5204	Ground Floor S. Rm. 051	Meeting with James Carmean, Aide
#4	1:00 PM					
#4	1:30 PM					

Team #1
 Pandora Shaw- Dupras
 Nina Keller
 Staff - Mark Holtzapfle

Team #2
 John Beck
 Brenda Stier-Anstine
 Staff - Rebecca Verhoff
 & Lisa Tope

Team #3
 Bill Russell
~~Johnment Oakes~~
 Janaki Venkayya
 Staff - Ingyr Coleman

Team #4
 Matt Rubin
 Randi Fuller
 Staff - Mary Cannon

Team #5
 Jane Federer
 Winnie Brewer
 Staff - Bill Hall

#4	2:00 PM							
#4	2:30 PM							
#5	10:30 AM	Representative Stephanie Kunze	Elise Geig	(614) 466-8012	11th Floor Riffe			
#5	11:00 AM	Leader Tracy Heard	Danielle Pike	(614) 466-8010	14th Floor Riffe			Meeting with Danielle Pike, Aide
#5	11:30 AM	Representative John Carney	Brian Halaiko	(614) 466-2473	10th Floor Riffe			Meeting with Brian Halaiko
#5	1:30 PM	Senator David Burke	Lindsey Brigano	(614) 466-8049	Ground Floor N. Rm. 034			Meeting with Lindsey Brigano, Aide
	2:00 PM	Senator Cliff Hite	Christopher Collins	(614) 466-8150	1st Floor S. Rm. 142			Meeting with Ruby Marcum, Aide
#5	2:30 PM	Senator Jim Hughes	Carolyn Best	(614) 466-5981	1st Floor N. Rm. 125			Meeting with Carolyn Best, Aide. If Senator Hughes is in Columbus, he will meet with the team.



SERVE OHIO
Ohio Commission on Service and Volunteerism

BYLAWS

Article I

Legal Authority, Name, Mission

SECTION 1, Legal Authority

- 1.01 The Ohio Commission on Service & Volunteerism is authorized under Section 121.40, of the Ohio Revised Code (ORC) and shall fulfill the duties enumerated therein.
 - a. All operations shall be in accordance with that statute and other applicable state laws, regulations, rules and directives in addition to these Bylaws.
 - b. In accordance with its legal authority, the Commission retains both fiduciary responsibility and responsibility for the overall policy and management of the agency.
- 1.02 Authorization of the Commission fulfills a federal mandate under 42 USC 12638 that a state must have a commission on national and community service in order to receive funding for AmeriCorps and related programs. Operations shall be consistent with that statute, related federal statutes and regulations, and other guidance from the Corporation for National and Community Service.

SECTION 2, Servicemark Name

- 2.01 Except in formal legal documents that require use of the statutory legal name, the Commission may operate under the names of "ServeOhio, Ohio's commission on service and volunteerism" or simply "ServeOhio". The servicemark name is more user friendly for clients and constituents and is consistent with the practices of state service commissions nationwide.

SECTION 3, Mission

- 3.01 The mission statement of the Commission is: *ServeOhio strengthens Ohio communities through AmeriCorps and volunteer engagement.*

ARTICLE II

Composition, Attendance, Ethics Provisions

SECTION 1, Composition

- 1.01 The Commission consists of 23 members as defined in Ohio Revised Code 121.40, which composition is intended to be broadly inclusive and non-partisan, in compliance with federal statute (42 USC 12638).
- a. Four (4) voting members represent state agencies as follows: Department of Aging, Board of Regents, Department of Education, and Department of Youth Services. Members are designated by and serve at the pleasure of the agency directors.
 - b. Two (2) voting members represent the education committees of the Ohio House of Representatives and Senate. Members are the committee chairs or their designees; designees serve at the pleasure of the committee chairs.
 - c. Fifteen (15) voting members are appointed by the Governor. The Executive Director will advise the Governor's Office of the federal statutory requirements that govern appointments to the Commission, including required representatives of specific groups or programs. Governor's appointments are not assignable or transferrable.
 - d. Two (2) non-voting members serve *ex officio* as follows: The Director of the State Office of the Corporation for National and Community Service and the Director of the Governor's Office of Faith-Based and Community Initiatives.
- 1.02 Appointed members shall serve for a term of three (3) years and may be reappointed for two additional three-year terms. If a member is appointed to fill an unexpired term or appointed after April, the customary beginning time of a term of service, that member may be appointed for two additional three-year terms. An appointed member's total service may not exceed nine (9) years.
- 1.03 Members of the Commission shall receive no compensation, but shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties.
- 1.04 An appointed Commission member may resign at any time by giving written notice to the Chair and Executive Director of the Commission. Executive Director will forward the resignation to the Governor's office with request for appointment of a new Commissioner.

SECTION 2, Attendance

- 2.01 Under Ohio Revised Code 3.17 any Commissioner who fails to attend at least three-fifths (60%) of the regular and special Commission meetings in any two-year period forfeits his/her position on the Commission. Legislative representatives are statutorily exempt from the attendance requirement but the law does not distinguish between Governor appointees and representatives of state agencies. The Commission expects all voting members to meet the

attendance standard; *ex officio* members are exempted from the attendance requirement.

- 2.02 The Executive Director will keep a record of Commission member attendance. Following each meeting, the Executive Director will review attendance data for the most recent two-year period and will inform the Chair of:
- a. Any appointed members or agency representatives projected to fail the 60% test should they miss the next meeting. The Chair or Executive Director will contact said members and remind them of the attendance requirement.
 - b. Any appointed members failing the 60% test as of the meeting just past. The Chair or Executive Director will report the noncompliance in writing to the Governor's Office with a copy to the Commission member. The seat will be considered vacant as of the date of the last Commission meeting and the Executive Director will work with the Governor's office to secure a new appointment.
 - c. Any agency representatives failing the 60% test as of the meeting just past. The Chair or Executive Director will report the noncompliance in writing to the agency Director with a copy to the Commission member. The agency Director will determine whether or not to designate a new representative.
- 2.03 Commissioner participation by conference call is not permitted due to statutory restrictions preventing public bodies from meeting via electronic or telephonic conferencing.

SECTION 3, Ethics Provisions

- 3.01 Members of the Commission shall be knowledgeable of and act in compliance with all ethics requirements and restrictions imposed under Ohio ethics laws (ORC Chapters 102 and 2921), and shall:
- a. Attend annual ethics training sponsored by the Ohio Ethics Commission or another State of Ohio agency (members representing state agencies only).
 - b. File annual financial disclosure statements with the Ohio Ethics Commission. The Executive Director shall advise the Governor's office of any failure to file and request that the commissioner(s) be replaced.
 - c. Consult with the Ohio Ethics Commission and/or the Assistant Attorney General assigned to the Commission if they have questions regarding state ethics laws and regulations.
- 3.02 Conflict of interest as related to administration of AmeriCorps grants in Ohio is governed by federal regulations issued by the Corporation for National and Community Service at 45 CFR 2550.110 in addition to Ohio ethics laws. The federal regulation makes no distinction between voting and *ex officio* members in defining conflict of interest.
- a. A Commission member is considered to have a conflict of interest if the member is currently or was within one year of the submission of a grant

application to the Commission, an officer, director, trustee, full-time volunteer or employee of an organization submitting an AmeriCorps grant application.

b. Restrictions for such individuals are as follows:

- (1) They may not participate in the development of an application for AmeriCorps funding that will be considered, reviewed, or administered by the Commission.
- (2) They must recuse themselves from all discussions and decisions regarding all AmeriCorps funding passed through the Commission under the same federal subtitle (e.g. Subtitle C-AmeriCorps State & National). Specifically:
 - They may not serve as peer reviewers during the application review process; and
 - They must declare the conflict and leave the room at the start of any discussion/deliberation on AmeriCorps funding decisions during a Commission meeting.
- (3) They may not participate in the oversight, evaluation, continuation, suspension or termination of the grant award. Specifically:
 - They may not participate in the management or operation of any AmeriCorps project funded by the Commission; and
 - They may not be a member of any Commission standing or ad hoc committee charged with developing or reviewing agency policies and procedures relative to AmeriCorps grant administration or evaluation.

3.03 Prior to the start of any discussion or deliberation on AmeriCorps funding during a Commission meeting the Chair will provide opportunity for Commission members to declare conflicts and recuse themselves. Declared conflicts of interest and recusals will be recorded in the official minutes of the meeting.

3.04 Commissioners who do not have a conflict of interest as defined above but who wish to avoid any possibility of perceived conflicts may participate in discussion but abstain from voting on funding for specific projects, at their discretion. Such abstentions will be recorded in the official minutes of the meeting.

ARTICLE III

Officers and Committees

SECTION 1, Officers

- 1.01 The Officers of the Commission shall consist of a Chair, Vice-Chair, and Secretary. Commission members in good standing who are Governor appointees or representatives of state agencies may serve as officers.
- 1.02 Officers shall be elected at a regular or special meeting in May or June of even-numbered years to a two (2) year term and shall take office effective the first day of July to align with the fiscal year of the Commission.
- 1.03 Officers may be elected to no more than two consecutive terms in the same office, exclusive of any partial terms.
- 1.04 A Nominating Committee shall be appointed by the Chair two meetings prior to the election of officers.
 - a. Committee shall present to the Commission at the meeting prior to the election a slate of candidates, one for each office, who have been determined to be willing to serve.
 - b. Current officers who will not exceed the term limit and wish to continue in office shall receive an automatic nomination.
 - c. In addition to the recommendation from the Nominating Committee, nominations will be solicited from the floor at the meeting prior to the elections.
- 1.05 Voting shall be conducted collectively on the slate as presented, unless nominations were received from the floor. In that case, voting shall be conducted on each office separately.
 - a. Nominees must receive a majority of votes cast to be elected; in contested elections a run-off shall be conducted if necessary for a candidate to receive a majority.
 - b. Candidates may participate in the vote, which shall be by voice, unless it is moved from the floor to conduct the election by ballot. In that case the Executive Director and a Commission member who is not a candidate shall tally the ballots and report the results to the group.
- 1.06 Any officer may resign at any time by giving written notice to the Chair, or in case of the Chair resigning, by giving written notice to the Vice-Chair or full Commission.
 - a. In event of vacancy in the office of Vice-Chair or Secretary, the Chair shall appoint a replacement who shall serve until the next election.
 - b. In the event of vacancy in the office of Chair, the Vice-Chair shall become Chair, the Secretary shall become Vice-Chair, and a new Secretary shall be appointed to serve until the next election.

SECTION 2, Duties of Officers

- 2.01 The Chair shall preside at all meetings of the Commission and Executive Committee and shall perform all duties usually pertaining to that office. The Chair shall be a member of all committees except the Nominating Committee.
- 2.02 The Vice-Chair shall perform all duties of the Chair in the absence or inability to serve, and shall perform other duties as designated by the Chair.
- 2.03 The Secretary shall perform the duties of the Chair in the absence of the Chair and Vice-Chair and shall perform other duties as designated by the Chair.

SECTION 3, Committees

- 3.01 The Executive Committee shall consist of the Commission officers. The Executive Committee shall:
 - a. Regularly meet with the Executive Director for provision of advice and oversight on issues of policy and procedure;
 - b. Confer with the Assistant Attorney General assigned to the Commission as necessary regarding legal issues or ethics concerns;
 - c. Conduct an annual review of the Executive Director, to be completed during the first quarter of the calendar year, with a written copy to be maintained in the personnel file.
 - d. Initiate and recommend to the full Commission any personnel actions related to the Executive Director, including recruitment, selection, compensation, discipline or termination;
 - e. Act on the Commission's behalf between meetings, if necessary, subject to ratification by the full Commission at its next regularly scheduled or special meeting obtaining a quorum.
- 3.02 Standing Committees in addition to the Executive Committee may be established by amendment to these Bylaws to specify the composition and responsibilities of such committees.
- 3.03 Ad Hoc or Working Committees may be appointed/dissolved by the Chair at any time and for such purpose as is deemed advisable.
 - a. Such committees may act in an advisory role only; any recommendations must be reported to the Commission at large for consideration and action.
 - b. All Commissioners shall be afforded the opportunity to serve on working committees consistent with their expertise and interests;
 - c. At least one staff member will be appointed to each working committee for the provision of technical assistance and administrative support.

ARTICLE IV

Meetings

SECTION 1, General

- 1.01 The Commission shall meet at least four (4) times a year. A quorum shall be those members present but not less than five (5) voting members.
- 1.02 Unless otherwise specified or required by law, meetings shall be conducted according to the most recent edition of Robert's Rules of Order Newly Revised.
- 1.03 All meetings of the Commission and its committees shall be open to the public in accordance with the Open Meetings Act (ORC 121.11). All meetings shall be considered "regular" meetings for the purposes of that Act and shall be for "general purposes", unless specifically designated a "special" meeting for the consideration of particular issues and so announced as detailed under Section 2 below. "Emergency" meetings (special meetings that do not allow for 24 hour notice) are to be avoided except under the most extreme situations.
- 1.04 The Commission and its committees will maintain accurate minutes of each meeting.
 - a. The Executive Director shall assign staff as necessary to record and prepare meeting minutes. Following their approval at the next meeting, minutes will be certified by signature of the Chair or Vice-Chair prior to posting for public review on the Commission website.
 - b. For working committee meetings held as part of a regular Commission meeting, the committee minutes shall consist of the committee reports as captured within the official minutes of the general meeting.

SECTION 2, Notice

- 2.01 Written notice of the time and place of each regular meeting of the Commission and a proposed agenda shall be given to each Commission member by personal delivery, postal mail, or electronic mail, at least 7 days before each meeting.
- 2.02 Any person may learn the time and place of all regular Commission and committee meetings by writing the Commission at its business address; calling the Commission at 614-728-2916 during normal working hours; or accessing the Calendar link on the Commission website at www.serveohio.org.
- 2.03 If the Commission or a committee determines that a special meeting is necessary for consideration of particular issues, the time, place, and purpose of the meeting will be announced to the press via posting on Gongwer News Service at least 24 hours in advance of the meeting as no specific media outlets have requested advance notice of special meetings. Special meetings shall be limited in scope to the announced purpose. Emergency meetings, if required, will be posted on Gongwer immediately upon scheduling.

ARTICLE V

Staff and Operations

SECTION I, Staff

- 1.01 An Executive Director shall be appointed by the Commission and report to the Chair.
- 1.02 The Executive Director shall supervise overall agency operations and provide periodic reports to the Commission on the status of same.
 - a. The Executive Director shall be the executive agent of the Commission to perform such duties and transact such business as directed by the Commission.
 - b. The Executive Director shall ensure that all transactions and operations are carried out in compliance with applicable state and federal laws and regulations.
- 1.03 The Executive Director shall be empowered to hire and oversee staff members as needed to transact and manage the ongoing affairs of the Commission.

SECTION 2, Budget

- 2.01 All obligations and expenditures of funds shall be authorized by and be in compliance with the laws, rules, policies, and procedures of the Commission and State of Ohio.
- 2.02 The Executive Director shall present to the Commission for approval an annual budget no later than the first meeting of the fiscal year and shall report to the Commission at least quarterly on the status of agency finances relative to that budget.
 - a. Provided that the total approved budget is not exceeded, theThe Executive Director and fiscal staff may reallocate spending among budget lines so long as no approved budget line is exceeded by but shall not obligate or expend more than \$10,000 or 10%, whichever is greater, in excess of any budget line, without first submitting a revised budget for approval by Commissioners. Budget reports will continue to reflect the approved spending levels and the reallocations will show as over/under-expended amounts and percentages.
 - b. Any increase in the total approved budget, and/or any reallocation among approved budget lines in excess of the limits detailed above, shall require advance approval of a revised budget by Commissioners, except as provided in 2.02(c) below.
 - b-c. In event of an unanticipated or emergency expenditure that does not allow for advance approval of a revised budget by Commissioners, emergency, the Chair may authorize in writing a reallocation in excess of the limits detailed above an excess reallocation in writing, not to exceed \$10,000 or 10%

~~whichever is greater,~~ with ratification via budget revision at the next meeting.
Such emergency reallocation may not increase the total approved budget.

ARTICLE VI

Review and Amendments

SECTION I, Review

1.01 The Executive Committee will review the Bylaws at least once every two years.

SECTION 2, Amendments

2.01 Bylaws may be amended or revised at any time provided that each member receives a written copy of proposed amendments or revisions at least 30 days prior to action.

2.02 Proposed amendments or revisions to the Bylaws must receive a two-thirds majority vote of those Commission members in attendance and constituting a quorum in order to be adopted.

Proposed Revision ~~January 7~~February 13, 2014

Revised March 8, 2012

Revised April 15, 2010

Revised January 19, 2007

Revised September 21, 2006

Revised December 15, 2005

Revised August 26, 2003

Revised June 2, 2000

Revised August 15, 2000

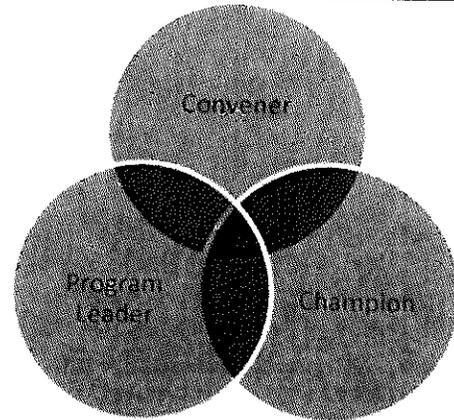
Revised July 23, 1996



ServeOhio | Strategic Plan 2014-2017

Mission

ServeOhio strengthens Ohio communities through AmeriCorps and volunteer engagement.



Organizational Context

The General Assembly established the Ohio Commission on Service and Volunteerism (ServeOhio) in 1994. ServeOhio operates under authority pursuant to Section 121.40 of the Ohio Revised Code and is purposed specifically to administer grants in Ohio under the federal National & Community Service Trust Act of 1993. The duties of the Commission are to: administer and oversee the AmeriCorps programming in the State of Ohio; develop and implement a comprehensive strategy to encourage and expand community service programs throughout Ohio; and assist public and private organizations to develop and implement community service and volunteer programs.

The commission has experienced significant change in the past four years. We have recommitted to our primary mission of administering AmeriCorps grants and promoting volunteer engagement. This determination resulted in budget and staff realignment that eliminated and reclassified several positions; current commission staff stands at six fulltime positions. This dedication to our primary mission of administering high-impact AmeriCorps programming and lean staffing has allowed the commission to secure state and federal budget resources that will sustain current operations. In addition, rebranding the commission as ServeOhio has provided us a more recognizable designation for easier communication to the public and our partners that will serve us well as we mark our 20th anniversary as a commission.

Results from outreach to our partners and the larger volunteer community via focus groups and surveys are consistent that the commission recognizes the following priorities:

- Expand civic engagement through service and volunteerism for citizens, of all ages and abilities, to achieve greater impact on critical needs in Ohio.
- Promote opportunities to engage in service and volunteerism through innovative public and private partnerships utilizing 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, utilizing contemporary and traditional delivery mechanisms.

<p align="center">GOAL ONE</p> <p align="center">Increase the utilization of AmeriCorps as a strategy to address local/state needs.</p>	<p align="center">GOAL TWO</p> <p align="center">Improve the quality and impact of Ohio AmeriCorps programs.</p>	<p align="center">GOAL THREE</p> <p align="center">Increase awareness and relevance of ServeOhio.</p>	<p align="center">GOAL FOUR</p> <p align="center">Increase ServeOhio commissioner engagement to achieve organizational goals and objectives.</p>
<p>Expand AmeriCorps outreach to attract more diverse, qualified applicant organizations.</p> <ul style="list-style-type: none"> ➤ Conduct regional outreach sessions ➤ Utilize social media and remote technology to increase reach ➤ Establish rural partnerships ➤ Build relationships with regional funders 	<p>Formalize AmeriCorps evaluation plan to demonstrate full impact of commission investments.</p> <ul style="list-style-type: none"> ➤ 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 	<p>Strengthen the branding of ServeOhio and AmeriCorps.</p> <ul style="list-style-type: none"> ➤ 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 	<p>Assess and utilize commissioner knowledge, skills, abilities and connections to advance strategic goals.</p> <ul style="list-style-type: none"> ➤ Review other state templates; modify and distribute ➤ Incorporate information into commissioner engagement strategies ➤ Increase commissioner participation in activities outside regular meetings
<p>Develop large-scale, high-impact programs for competitive submission.</p> <ul style="list-style-type: none"> ➤ Partnership meetings with organizations focusing on federal, state priority issues ➤ Anticipate funding opportunities and match with program priorities 	<p>Increase the quality and diversity of professional development opportunities provided to AmeriCorps program staff and members.</p> <ul style="list-style-type: none"> ➤ Evaluate assessment data from current grantees ➤ Develop common member training modules ➤ Diversify training methodologies 	<p>Increase awareness of AmeriCorps member role and impact.</p> <ul style="list-style-type: none"> ➤ Expand messaging of member role on all formats ➤ Increase utilization of member-driven content ➤ Connect AmeriCorps member impact to ServeOhio 	<p>Increase commissioner participation at regular meetings.</p> <ul style="list-style-type: none"> ➤ Demonstrate attendance of 75% of voting members
<p>Encourage AmeriCorps program design models that diversify portfolio.</p> <ul style="list-style-type: none"> ➤ Develop Education Award Programs, Professional Corps, Less than Fulltime program models ➤ Expand National AmeriCorps presence ➤ Explore public/private partnerships 	<p>Quantify and qualify the connection of AmeriCorps member service to post-service outcomes.</p> <ul style="list-style-type: none"> ➤ Utilize common member exit form to track post-service outcomes 	<p>Continuous improvement of Ohio Conference on Service and Volunteerism.</p> <ul style="list-style-type: none"> ➤ Review data to increase participant satisfaction ➤ Explore new partnerships and constituencies 	<p>Increase engagement of former ServeOhio commissioners.</p> <ul style="list-style-type: none"> ➤ Quarterly update on current issues and activity ➤ Participation in key constituency meetings based on expertise and relationships ➤ Encourage participation in annual conference and commission retreat
<p>Increase recognition of AmeriCorps as a primary catalyst for volunteer engagement.</p> <ul style="list-style-type: none"> ➤ Implement quarterly dashboard ➤ Encourage AmeriCorps program design incorporating volunteer engagement ➤ Volunteer engagement as AmeriCorps program sustainability model 	<p>Revise AmeriCorps program policy, procedures and protocol; establish periodic review.</p> <ul style="list-style-type: none"> ➤ Create user-friendly and adaptable documents for utilization by commission staff; current and potential grantees ➤ Annual review of primary documents 	<p>Develop Stewards of Service sustainability plan.</p> <ul style="list-style-type: none"> ➤ Review impact and messaging of initiatives ➤ Secure additional funding sources 	<p>Commissioners conduct annual review of strategic goals and objectives.</p> <ul style="list-style-type: none"> ➤ Utilize annual commission retreat to report progress and initiate revisions

GOAL ONE Increase the utilization of AmeriCorps as a strategy to address local/state needs.	GOAL TWO Improve the quality and impact of Ohio AmeriCorps programs.	GOAL THREE Increase awareness and relevance of ServeOhio.	GOAL FOUR Increase ServeOhio commissioner engagement to achieve organizational goals and objectives.
Timeline and Metrics	Timeline and Metrics	Timeline and Metrics	Timeline and Metrics
<ul style="list-style-type: none"> ➤ Conduct at least four regional outreach sessions per annual grant cycle. (Each year) ➤ Increase the number of applications received and reviewed by 20% per annual grant cycle. (Each year with baseline established in 2014) ➤ Conduct at least two partnerships meetings per month. ➤ Increase the size of Competitive request to CNCS by 20% MSY or funding per annual grant cycle. (Each year with baseline established in 2014) ➤ Add volunteer engagement dashboard to website. (First quarter of 2014; updated quarterly) 	<ul style="list-style-type: none"> ➤ Issue annual impact reports by focus areas and priority issues. (Each year) ➤ Assess professional development objectives for program staff and members. (2014) ➤ Develop common member training modules for website. (2015 and ongoing based on demand) ➤ Increase professional development opportunities for program staff to a minimum of six times per year. (Each year starting in 2015) ➤ Review current exit data (2014) and implement additional exit form as necessary. (2015 implementation) ➤ Online program staff manual. (2016) 	<ul style="list-style-type: none"> ➤ Establish commission work group to formalize branding and marketing strategies. (2014) ➤ Increase website traffic by 25% each calendar year. (Each year; establish baseline with 2013 data) ➤ Increase social media engagement by 50% each calendar year. (Each year; establish baseline with 2013 data) ➤ Create formats for AmeriCorps members to share individual impact via ServeOhio. (2015) ➤ Increase Ohio Conference on Service and Volunteerism attendance by 10% each year. (Each year; establish baseline with 2013 data) ➤ Stewards of Service initiative review and sustainability plan. (2014) 	<ul style="list-style-type: none"> ➤ Commissioner skill and activity inventory. (2014 and ongoing based on appointments) ➤ Encourage at least five qualified individuals to apply for commissioner appointment to create candidate pool. (Each year) ➤ Quarterly communication to leadership stakeholders. (Initiate in 2014; ongoing) ➤ Each commissioner engaged in at least one additional activity outside regular meetings – leadership visits, grant reviews, etc. (Each year)



March 2014

EXECUTIVE DIRECTOR'S REPORT

Financial Disclosure Statements – Due 4/15/14

All commissioners are required to file an annual Financial Disclosure Statement. You should have received a notice of this requirement from the Ohio Ethics Commission (OEC) already. Just like your tax returns, the statement you file in 2014 is based on 2013 finances and is due on April 15th. Please file using the online system that was introduced last year. You will receive a confirmation notice from OEC, and I ask that you forward it to my attention via email just so I can monitor for timely filing. The Commission will be billed for your filing fees. Also note we are fined \$10 for each day your statement is late, up to a maximum of \$250 per filer. Please be timely! The online disclosure filing system is available at <http://disclosure.ethics.ohio.gov>.

Ethics Training – 6/12/14

We will be participating in the required ethics training as part of our June meeting – just like last year. The training will be held at the BWC Auditorium in the William Green Building, 30 West Spring Street, 10AM – 12PM. Registration is required; visit <http://www.ethics.ohio.gov/registration/gov/> to reserve your spot.

Conference on Service and Volunteerism – 10/21/14

ServeOhio is excited to announce the 2014 Annual Conference on Service and Volunteerism on Tuesday, October 21, 2014 at Quest Conference Center, 8405 Pulsar Place, Columbus. More information will be forwarded soon; check www.serveohio.org regularly for updates.

Global Youth Service Day 2014

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 4-11, 2014. Applications were due to ServeOhio on 3/7/14 and winners will be announced on 3/21/14. Contact Rebecca at 614-995-5269 or (rebecca.verhoff@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.

Mayor's Day of Recognition for National Service – 4/1/14

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 Mayors Day of Recognition for National Service on April 1, 2014. 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. ServeOhio and the CNCS State Office are currently working with cities across the state to solidify mayor participation in this recognition event.

AmeriCorps Formula Outreach and Timeline

Outreach sessions in Cincinnati, Cleveland, Columbus and Dayton are being conducted in relation to AmeriCorps Formula funding for PY 2014. An advanced technical assistance session will be held in Columbus on 4/17/14 that will focus on programmatic and budget specifications; the applications are due to ServeOhio on 5/9/14. Upon completion of peer and staff reviews, commission members will vote on the ServeOhio Formula submission at the 6/12/14 meeting. Serving as a peer reviewer is a great way to learn more about AmeriCorps and the selection process. Contact Mary at 614-728-5177 or (mary.cannon@serveohio.gov) to learn more about being a reviewer.

State of Ohio Audit

All commissioners should have received the Management Letter dated 1/22/14 from Auditor of State Dave Yost and our response letter dated 1/24/14. The audit only contained one finding regarding the certification of commission meeting minutes; a remedy of this issue was implemented as of June 2013. These limited audit findings speak to the strong fiscal and administrative policies developed and enacted by our Director of Finance and Operations, Mark Holtzaple.

AmeriCorps 20th Anniversary – 9/12/14

ServeOhio will recognize the 20th Anniversary of AmeriCorps in Ohio by hosting a statewide member event on 9/12/14 in downtown Columbus. We anticipate that over 800 active AmeriCorps members and alums will join us in the Capitol Theatre for programming and on the Statehouse lawn for the national swearing-in. The event coincides with our September ServeOhio Commission Meeting; more details will be forthcoming.

President's 2015 Budget Request for National Service

On 3/4/14 President Obama submitted his Fiscal Year 2015 Budget proposal to Congress, including proposed funding for the Corporation for National and Community Service (CNCS). Overall, the President's Budget requests \$1.05 billion for CNCS and its programs, which is slightly above the FY 2014 enacted level. The budget funds a record 114,000 AmeriCorps members and provides new benefits to seniors who serve through AmeriCorps. This number includes an estimated 75,000 AmeriCorps State and National members (an increase of 4,000 over this year), 30,000 members who will transition from the Foster Grandparent and Senior Companion Programs, 7,800 AmeriCorps VISTA members, and 1,200 AmeriCorps NCCC members.

The budget includes a proposal to reorganize Senior Corps programs, by transitioning the existing Foster Grandparent Program and Senior Companion Program models into AmeriCorps; Foster Grandparents will become AmeriCorps Foster Grandparents, and Senior Companions will become AmeriCorps Senior Companions. Each program would retain its specific historical focus and program model, so AmeriCorps Foster Grandparents and AmeriCorps Senior Companions will continue to engage in the same types of activities under the competitive framework of AmeriCorps. Under this proposal, participants would be eligible to receive, for the first time, a new type of Segal AmeriCorps education award. AmeriCorps Foster Grandparents and AmeriCorps Senior Companions could use the award themselves, or give it to their children, grandchildren, or (for Foster Grandparents) the children they have mentored through their service. This award is also more flexible, and could be used to pay for educational and enrichment programming, like afterschool programs or summer camps for family members. The budget also proposes to integrate the most competitive RSVP projects into the Volunteer Generation Fund.

While the release of the President's budget represents just the initial stage of the process, the language contained in the proposal represents a significant shift from historical program funding models and program identity. America's Service Commissions, the national membership organization for state service commissions, issued the following statement regarding the proposal.

America's Service Commissions appreciates the administration's commitment to strengthening the federal investment to state service commissions and to growing AmeriCorps. While we welcome and support conversations about moving towards a more unified branding of national service, we feel it should be done cautiously to ensure the protection of programming that has been built over the last 40 years. We do not support disinvestment in volunteer infrastructure or senior programming. We support a strong and vibrant decentralized Corporation for National and Community Service (CNCS) field structure.

We anticipate that there will be much debate as this issue moves forward. We will keep you updated.



**Ohio Commission on Service and Volunteerism
Thursday, March 13, 2014 9AM – 4PM
Vern Riffe Center for Government and the Arts
31st Floor, Room East B
77 South High Street, Columbus**

AGENDA	
9AM	Call to Order
9AM	Preparation for Legislative Meetings <ul style="list-style-type: none"> • Review Goals and Objective of Meetings • Review Team Assignments/Role of Members/Team Schedules • Review of Primary Talking Points
10:30AM – 3PM	Legislative Meetings per Team Schedule
	Lunch – On Your Own per Team Schedule
3PM	Old Business <ul style="list-style-type: none"> • Approval of Commission Bylaw Revisions • Approval of Strategic Plan 2014-2017 New Business <ul style="list-style-type: none"> • Approval of 1/14/14 Commission Meeting Minutes • Review of Legislative Visits • Election of Commission Officers • Executive Director's Report • Public Comment (5-minute limit)
4PM	Adjourn
4PM	Executive Committee

NEXT COMMISSION MEETING – THURSDAY, JUNE 12, 2014

Ethics Training Session

10AM – 12PM

BWC Auditorium/William Green Building
30 West Spring Street, Columbus

Registration Required

<http://www.ethics.ohio.gov/registration/gov/>

ServeOhio Commission Meeting

1PM – 4PM

Vern Riffe Center for Government and the Arts
31st Floor, Room South A
77 South High Street, Columbus

UPCOMING DATES FOR 2014

- 6/12/14 Ethics Training & ServeOhio Commission Meeting
- 9/12/14 ServeOhio Commission Meeting & AmeriCorps 20th Anniversary Event
- 10/21/14 2014 Ohio Conference on Service and Volunteerism
- 11/13/14 & 11/14/14 ServeOhio Commission Retreat