**Ohio Commission on Service and Volunteerism**

**Meeting Minutes: March 8, 2012**

**Meeting Location: Vern Riffe Center, Room 1918, 77 South High Street, Columbus, OH 43215**

In Attendance: Susan Rogers, Rev. Willie Peterson, Margaret Wildi; Nina Keller, Jeff King, Johnmark Oudersluys, William Russell, Clifford Smith, Sande Theis. Ex Officio: Kim Hettel. Staff/Counsel: Bill Hall, Mark Holtzapple, Mary Cannon, Ingyr Coleman, Lisa Tope, Nadine Wise, Walter McNamara.

Absent: Maureen Drummond, Charlotte Jones-Ward, Peggy Lehner, Anne Marie Mann, Gerald Stebelton, Chuck White. Ex Officio: Tina Dunphy.

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Meeting was called to order by Chair Susan Rogers at 1:53 p.m.

Recognition: Hall noted that this was the final meeting for Chair Susan Rogers and Jeff King, whose terms end in April. He presented Governor's Proclamations recognizing them for their dedicated service of nine and eight years, respectively.

Consent Agenda:

- Minutes from January 12, 2012 meeting

It was moved by King, seconded by Peterson to accept the consent agenda. Motion carried.

Old Business

It was moved by Wildi on behalf of the Bylaws Committee to reopen the issue of Bylaws Amendments which was tabled at the previous meeting. Second by King. Motion carried.

Wildi presented the revised draft of Bylaws changes (Attachment 1) and reviewed Items 4, 5 and 8 which had been revised. Following questions and discussion it was moved by Wildi, seconded by Keller, to approve the changes as presented. Motion carried. Wildi will revise the Bylaws document with the approved changes and distribute a copy to all members.

New Business

Chair noted the slate of officers that was presented by the Nominations Committee at the prior meeting:

Chair: Bill Russell
Vice-Chair: Nina Keller
Secretary: Johnmark Oudersluys

Chair called for additional nominations from the floor. Hearing none, Theis moved to close nominations; second by Wildi; motion carried. It was moved by Peterson to elect the slate of officers for two year terms beginning July 1, 2012. Second by Wildi. Motion carried.

Executive Director's Report

Hall reviewed the Executive Director's report which had been distributed in advance (Attachment 2), in particular the impacts of reduced federal funding under the Program Development and Training (PDAT) grant. Holtzapple reviewed a handout detailing the $78,000 loss in funds and specific recissions/reallocations that had been taken to absorb the cuts. Hall pointed out that the changes resolve the funding issue only through the end of this program year (December 2012). The Corporation for National and Community Service has advised that starting in 2013 PDAT and Disability Inclusion funds will no longer be distributed by formula to state commissions, but will instead become competitive grants.

The Stewards of Service program is continuing in 2012, with $15,000 received from AEP Ohio and a request presently under consideration with Honda of America. The 2012 Conference on Service and Volunteerism will be a one-day event and is planned for Tuesday, September 18th at the Ohio Union on the OSU campus.

There being no further business to conduct it was moved by Wildi, seconded by Keller to adjourn the meeting. Motion carried. Meeting adjourned at 2:45 p.m.

Next meeting: Thursday, June 14, 2012 at 10:00 a.m. Location to be determined.

Note: There were no committee meetings or committee reports.

Prepared and submitted by Mark Holtzapple.

**Ohio Community Service Council**

**Meeting Minutes: ATTACHMENTS**

**Attachment 1:** **Amendments to Bylaws as re-submitted by Bylaws Committee.**

**Submission revised based on discussion at January meeting.**

**Attachment 2:** **Executive Director's Report**

**Includes handout detailing impact of CNCS funding cuts.**

AMENDMENTS TO
OHIO COMMISSION ON SERVICE & VOLUNTEERISM BYLAWS
March 8, 2012

Following are the proposed changes to the Ohio Commission on Service & Volunteerism Bylaws:

1. All references to "Council" be amended to "Commission" and all references to "Ohio Community Service Council" be amended to "Ohio Commission on Service & Volunteerism".

2. All references to By-laws or By-Laws be corrected to Bylaws

3. **3.01 under ARTICLE I, SECTION 3, Duties**
   Current - Develop/implement a comprehensive strategy to encourage and expand community service programs throughout the state....

   Proposed – Develop/implement a comprehensive strategy to encourage and expand community service programs throughout Ohio.

   Reason - To clarify what state we're referring to.

4. **1.01 under ARTICLE II, SECTION 1. Composition**
   Current – The Commission consists of 21 members including the superintendent of public instruction or the superintendent's designee, the chancellor of the Ohio Board of Regents or the chancellor's designee, the Director of Natural Resources or the director's designee, .....Senate dealing with education or the chairperson's designee, and thirteen members who shall.....The Director of the State Office of the Corporation for National and Community Service and any immediate past Chair, whose regular membership term has lapsed and has not otherwise been reappointed, shall serve on the Council in an *ex officio* capacity.

   Proposed – The Commission consists of 21 members including the superintendent of public instruction or the superintendent's designee, the chancellor of the Ohio Board of Regents or the chancellor's designee, the Director of Youth Services.....Senate dealing with education or the chairperson's designee, and fifteen (15) members who shall.....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 shall serve on the Commission in an *ex officio* capacity.

   Reason - To correct what positions automatically serve on the Commission and the number of appointed positions.

5. **1.05 under ARTICLE II, SECTION 1. Composition**

Current – An appointed member or a member serving as a representative of a state agency/elected official designated in ORC 121.40 who fails to attend at least three-fifths (3) of the regular and special meetings of the Council during any two-year period may forfeit his/her position on the Council.

The Chair will notify the Governor's Office when an appointed Council member has missed three (3) meetings and is close to forfeiting his/her position. The Chair will notify the Director of the State Agency or the elected official when their representative has missed three (3) meetings.

Proposed – 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.

The Secretary will keep a record of member attendance. Following each meeting, the Secretary 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 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 seat will be considered vacant as of the date of the last Commission meeting and the agency Director will be requested to designate a new representative.

Commissioner participation by conference call does not constitute attendance for quorum determination or voting purposes, but does offer an alternative in event of unavoidable conflicts, illness, weather/travel issues. For purposes of the attendance compliance test, the first two conference call participations in any two year period will be counted as full attendance; any additional conference call participations will be considered absences.

Reason - To clarify how the attendance policy will be handled and who will be notified.

6. **2.03 under ARTICLE II, SECTION 2, Conflict of Interest**
   Current – Any grant review discussion or decisions regarding the provision of funds or education awards to any program or entity funded under the same funding category;

   Any discussion or decisions regarding the provision of funds or education awards to threat specific program;

   The Continuation of funds or education awards to any such program or entity funded under the same funding category; and,

   Participating in the oversight, evaluation, continuation, suspension, or termination of any grant under the same funding category.

   Proposed – Any grant review discussion or decisions regarding the provision or continuation of funds or education awards to any program or entity funded under the same funding category;

   Participating in the oversight, evaluation, continuation, suspension, or termination of any grant under the same funding category.

   Reason - To clarify what situations create a conflict of interest for members.

7. **1.03 under ARTICLE III Staff**
   Current – The Executive Director shall maintain Commission records and fulfill other duties on behalf of the Secretary as described in Article 2, Section 3.03.

   Proposed – The Executive Director shall maintain Commission records and fulfill other duties on behalf of the Secretary as described in Article 2, Sections 1.05 and 4.03.

   Reason - To correct the Section numbers.

8. **1.05 under ARTICLE III Staff**
   Current – All obligations and expenditures of funds shall be authorized by and be in compliance with the laws, rules, policies, and procedures of the Council and State of Ohio. The Executive Director and staff shall not obligate, dispense, or authorize the expenditure of funds that are not already approved in the Council budget in excess of $5,000.00 except as authorized in writing by both the Executive Director and the Chair, and ratified at the next Council meeting.

   Proposed – 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. The Executive Director shall present to the Commission for approval an annual budget at the start of the fiscal year and shall report to the Commission at least quarterly on the status of agency finances relative to that budget.

The Executive Director and fiscal staff may reallocate among budget lines 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. In event of emergency, the Chair may authorize an excess reallocation in writing, not to exceed $10,000 or 10% whichever is greater, with ratification via budget revision at the next meeting.

Reason - To increase the amount of excess expenditures, clarify when a budget is reported to the Commission and the frequency of updated reports.

9. **Under ARTICLE IV**
   Current - Meeting

   Proposed - Meetings

   Reason - To correct the title of this section in that it refers to more than one meeting.

10. **Under ARTICLE V, SECTION 2, Amendments**
    Current – There is no 2.03

    Proposed – Add 2.03 – Corrections. Automatic changes in grammar and punctuation in these Bylaws thereto which in no way alter their intent, shall be effected by the Executive Director and Commission Chair.

    Reason - To add a bylaw that allows grammatical and punctuation changes to be made without requiring approval by the entire Commission.

Submitted by,

Margaret Wildi
Mark Holtzapple
Sande Johnson

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March 2012

## EXECUTIVE DIRECTOR'S REPORT

### Federal Appropriations Update

As discussed in January, the omnibus appropriations bill passed by Congress in late December included significant, unexpected reductions in training and technical assistance funding and state commission administrative grants. Final 2012 allocations (and comparisons to 2011 levels) are as follows:

Administration - $330,681 ($426,000)
PDAT - $33,600 ($130,000)
Disability - $88,628 (unchanged)
In addition, commissions were authorized to carryover funds from 2011 to supplement the 2012 allocations. We will use $9,000 in Administration carryover and $18,000 in PDAT carryover.

This decrease in funding only impacted our staffing and activity via the PDAT grant; the administrative decrease represents funds that we were not accessing due to match limitations. Given the PDAT decrease, we modified the current Communications and Professional Development Officer position to a Professional Development and Inclusion Officer position effective 4/1/12 (70% PDAT, 30% Disability). Activities outlined under the original PDAT grant have been adjusted to match the new budget. See attached handout for detail on PDAT reallocations and cost reductions.

The scenario will change once again for 2013 as the PDAT and Disability funds become competitive. No information has been released on that process as of yet; I will be in DC the last week of March for meetings on these issues.

### Stewards of Service

We have successfully gained support from AEP Ohio for $15,000; sponsorship request currently pending with Honda Manufacturing of America. Stewards of Service funds are utilized to provide funding support grants for National Days of Service projects and underwriting for ServeOhio Awards and the Conference on Service and Volunteerism. Please contact me if you have leads on other potential Stewards of Service.

### 2012 Conference on Service and Volunteerism

Based on new budget restrictions, the conference committee agreed that the 2012 event should be shortened to one day. The 2012 Conference on Service and Volunteerism will be held on Tuesday, September 18 at the new Ohio Union. We are still in the process of finalizing the details and budget for the event; more information will be forthcoming.

## ODA Civic Engagement Initiative

The commission has been asked to once again provide support to this renewed initiative that focuses on employment, higher education and service/volunteer opportunities for Ohioans ages 50+. We will participate in the kick-off event scheduled for Thursday, March 15 and serve as a resource for information, connection and development of skilled service and volunteer opportunities relative to this population.

http://www.aging.ohio.gov/services/civicengagementinitiative/
The Ohio Department of Aging (ODA) is excited to announce our Civic Engagement Initiative. The Civic Engagement Initiative expands the focus of lifelong learning and volunteerism as tools for increasing job readiness among adults age 50+. Its goals include:

- Ensuring that Ohio's older workers have skills and credentials that are aligned with employer needs;
- Connecting older adults with diverse skills to volunteer opportunities throughout Ohio to help build their communities and resumes;
- Providing educational opportunities that both enrich the lives of older adults and offer opportunities for career growth; and
- Providing tools to local organizations to assist with their efforts to increase civic engagement.

## Outreach for PY 2013 AmeriCorps Formula Funds

Education and outreach activities are currently underway to current and potential grantees for PY 2013 AmeriCorps Formula funding. Details are available at http://www.serveohio.org/grantsfunding/; grants are due Thursday, May 3 for consideration and approval at our June 14 commission meeting.

## 2012 AmeriCorps Week

The 2012 AmeriCorps Week will take place from Saturday, March 10 through Sunday, March 18.
The two main goals for 2012 AmeriCorps Week are:

• To help make AmeriCorps members and alums feel part of something larger than themselves and their projects; and to connect AmeriCorps members and alums with each other and a nationwide effort.
• To communicate the powerful impact AmeriCorps has on critical national and community challenges and on the lives of members and alums.

Look for information and updates on projects happening throughout Ohio by visiting the commission on Twitter, Facebook or the calendar on our website.

## Financial Disclosure Forms

All commissioners should have received their financial disclosure forms. All forms should be submitted to Mark by 4/1/12 so that they may be delivered to the Ohio Ethics Commission by 4/16/12.

# IMPACT OF 2012 CNCS FUNDING CUTS

*Note: Impact of cuts is limited to PDAT funding. Ohio Administrative Allocation was cut from $426,000 to $331,000 but the cut represents funding we could not access anyway due to our match limitations.*

| **PDAT Allocation Loss** | |
|---|---|
| Prior PDAT Funding Level | $ 130,000 |
| 2012 PDAT Funding Level | |
| New Allocation | $ 34,000 |
| Authorized Carryover | $ 18,000 |
| TOTAL FOR 2012 | $ 52,000 |
| **Net Loss in PDAT Funding** | **$ (78,000)** |

| **Reallocations/Recissions for 2012:** | |
|---|---|
| Annual conference scholarships | $ (25,000) |
| Subgrantee meetings & trainings<br>-Includes trainers & web conferencing | $ (25,000) |
| Position modification/payroll reallocation | |
| -Reallocate to Disability grant | $ (16,000) |
| -Reallocate to Administrative grant* | $ (9,000) |
| Travel and ASC Dues | $ (3,000) |
| **Total Spending Changes** | **$ (78,000)** |

*Payroll reallocation to Admin grant possible due to authorized carryover funding; match comes from state in-kind rent support ($4,000), plus license plate revenues ($2,000) and carryover Stewards of Service funds used for minigrants in 2012.