



**APPROVED (12/12/2016)**

**SerVermont Commission Meeting**  
*133 State Street, Montpelier, VT 05641*  
*"Basement Conference Room" (Room 021)*  
**20 October 2016**

**Members in Attendance:** Betsy Ward, Susan Cheesman, Peter Hayward, Guy Isabelle, Lee White, Doug Kievit-Kylar

**Staff in Attendance:** Philip Kolling, Robyn Baylor, Sharon Hearne, Matt Germaine (VISTA Leader)

**Attended by Phone:** Christy Gallese, Sabina Haskell, Thomas Hark, Jacob Bogre

**Unable to Attend:** Shelley Park, Justin Morande, Jim Coutts, Jason Gosselin, Ryan McLaren, Michelle Park, Dan Noyes, Madeline Strasser

**10:00 am Welcome and Introductions**

Phil (ED) opened the meeting acknowledging Maeline Strasser's absence in light of the recent tragedy of young lives lost and their remembrance at Harwood Union High School.

Phil also acknowledged Robyn and Sharon's efforts to get and to improve new grants. It was a VERY busy summer.

**10:20 am Approve Minutes from April, May and June Meetings (taken one at a time)**

Recommendation for minor edits were made for the April meeting minutes and Guy Isabelle offered a motion for approval (seconded by Peter Hayward). The April meeting minutes were approved unanimously.

Guy Isabelle offered a motion for approval (seconded by Peter Hayward) for May meeting minutes without amendment or change. The May meeting minutes were approved unanimously.

Recommendation for minor edits were made for the June meeting minutes and Guy Isabelle offered a motion for approval (seconded by Christy Gallese). The June meeting minutes were approved unanimously.

**10:30 am Public Comment**

No members of the public were attendant to offer comment.

**10:45 New Data**

Phil shared recently released results fo AmeriStates ranking, and...Vermont remained in the #4 position for a second year in a row. Phil's overview included a review of those states ranked in the top ten this year. SerVermont remains committed to improving Vermont's standing in the ranking. This may mean an effort to introduce and promote interesting and exciting new programs for service members and enhancing program promotion.

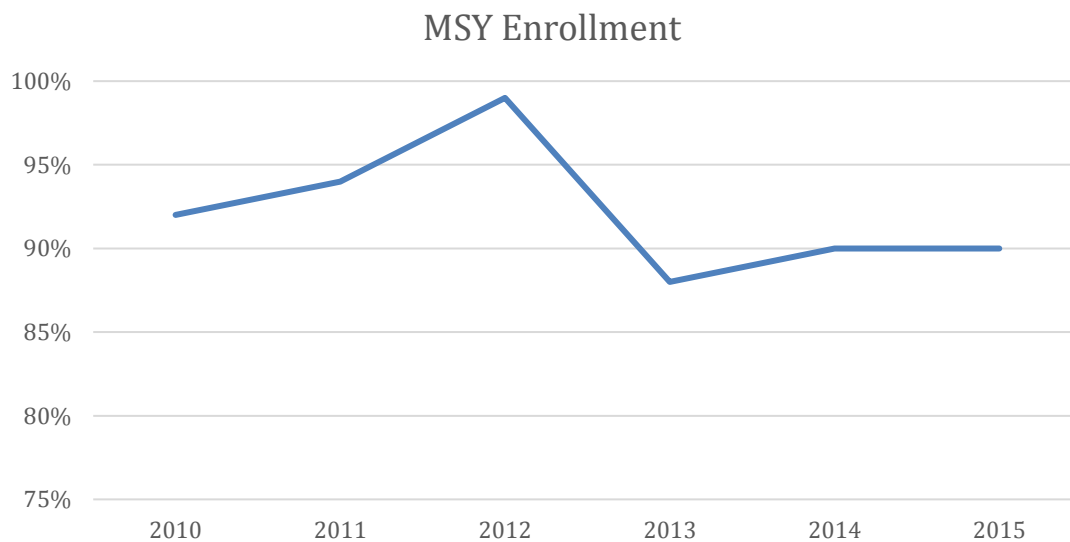


## 2016

1. Washington, D.C. – Up one
2. Minnesota – Up one
3. West Virginia – Passed us up
4. Vermont - same
5. Utah – up 3
6. Rhode Island- same
7. New Mexico – New to list
8. Hawaii – new to list
9. Massachusetts - same
10. Maryland- new to list

Montana (#1), Maine (#10),  
Colorado (#7) off list

Phil provided an overview of MSY (Member Service Years) Enrollment up to this point in time (with but a few members still in service). The chart, below, provides MSY Enrollment as a trend line from 2010 through 2015:



## October 2015

## April 2016

## PY 2015-16 October 2016

	Slot Awd.	Slots Fill	%
VHCB	36	26	72%
LEAP	38	16	42%
VYDC	26	13	50%
CEDO	22	10	45%
ECO	20	20	100%
VCC	50	0	0%

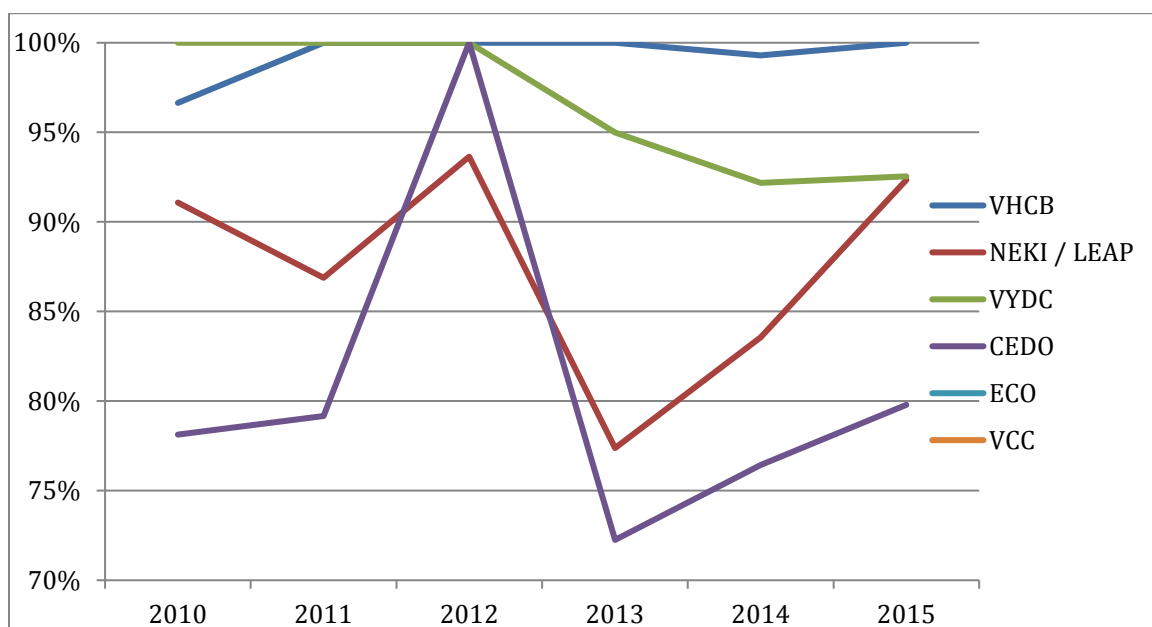
	Slot Awd.	Slots Fill	%
VHCB	37	34	92%
LEAP	44	19	43%
VYDC	29	21	72%
CEDO	24	16	67%
ECO	20	20	100%
VCC	50	0	0%

	Slot Awd.	Slots Fill	%
VHCB	36	36	100%
LEAP	46	41	89%
VYDC	45	40	73%
CEDO	25	22	88%
ECO	20	20	100%
VCC	50	21	44%

The tables, above, depict MSY Enrollment from October 2015 to present.

**NOTE:** VCC filled 21 of 50 slots as of October 2016. Peter questioned whether the remaining unfilled slots merit concern. Sharon has already spoken with the program director about this very concern. Phil mentioned that the program is in a particularly difficult position as it is already too late in the semester to start something. The CNCS target goal for retention is 100%. Our performance measurement, while NOT 100%, is not overly far off this target.

Regarding Enrollment, Phil pointed out CEDO's concern for misinterpretation as they have since identified all ten (10) service members and they are ready to enter into service.



## October 2015

	Slot Awd.	Slots Fill	%
VHCB	36	26	72%
LEAP	38	16	42%
VYDC	26	13	50%
CEDO	22	10	45%
ECO	20	20	100%
VCC	50	0	0%

## October 2016

	Slot Awd.	Slots Fill	%
VHCB	36	21	58%
LEAP	30	10	33%
VYDC	27	12	44%
CEDO	10	0	0%
ECO	24	24	100%
VHEC	50	0	0%
VYCC	35	0	0%

Of greatest concern at this point in time for member enrollment is the VYCC. The program has yet to designate a single point person with whom to deal with and it has enrolled none of the 35 members stipulated in its plan. A meeting to address this with someone at the VYCC is already scheduled and upcoming. The VHEC program director has identified members prepared to commit to future service.

Commissioners discussed how enrollement numbers can seem high with members filling slots, BUT...with many slots filled with less

than full-time (1/4 or 1/2 time) positions as a slot filled is the equivalent of a member in the position BUT NOT the time commitment to the slot. THUS, it is important for the larger picture of program success to look at MSY and slots filled (Enrollment) together in order to better understand the financial and other impacts of how it is that members are deployed relative to how it was they were first planned to and agreed to be deployed. Increased effort will be made to assist programs in filling yet vacant slots.

Peter questioned at what point do we take action against programs that convert full-time slots to part-time slots? Phil responded by explaining that one tool used in the past is to shift MSY and money amongst grantees within formula and competitive pools in order to reflect new realities and create greater equity between the programs.

Phil reviewed with commissioners the following with regard to unexpended funds:

- \$47,000 in unexpended funds in addition to what was reported to CNCS
- \$101,000 reported to CNCS
- \$148,000 returned unspent
- Full program worth of funds
- Will be following up, particularly with grantees whose final numbers were very large.

Particular attention will be afforded VHEC, CEDO, LEAP & Capstone.

Susan inquired as to how usual/unusual it was to have unexpended funds, what was the context/situation leading to unexpended funds, and whether such a situation was commonly the result of a failure to secure anticipated match monies. Phil explained that it was indeed fairly common, that coming short on match monies sometimes is at issue, and that in the past SerVermont has used performance-based contracting to incentivize filling slots by tying such performance to accessing program funds (as in, fill 90% of specified slots, in order to access 100% of funds).

Phil explained that the PSA continues to generate GREAT match and that without the match it would be difficult to continue such outreach at the same level. The following statistics offer insight into the PSA budget:

- \$415,888 in total Airtime (through 9/30/16)
- \$128,792 this year airtime and online.
- \$46,000 spent on airtime and web services.
- \$82,792 in airtime match.
- 947 broadcasts this year.
- \$3,900 in online match from WPTZ.

Sharon provided commissioners with an overview of report submission tracking. She explained how, with so many new applicants, she found it helpful to begin tracking success and failure to submit important documents (progress reports, monthly updates or status reports, member directories, etc.) in a timely fashion.

PROGRAM	SEPTEMBER	OCTOBER	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
CEDO	9/8 & 9/12*	10/7/2016										
LEAP	9/10/2012	10/6/2016										
RESOURCE	9/16/2016	10/11/2016										
RESTORECORPS		10/14/2016										
VHEC	9/12/2012	10/10/2016										
VYCC												

**NOTE: Reports are due on the 10th of the month following**

It was noted by Christy that the VYCC hasn't submitted reports because they don't yet have members enrolled. Staff will be working with the program to provide follow-through on their recruitment plan (part of their application). Sharon pointed that the requirement for reporting could even include something as simple as "Nothing to Report".

## 11:15 am Partners & Plans: Activities and Updates

Robyn updated commissioners on VISTA activities. To date, 26 of 27 slots have been filled...despite the fact that the number of applications submitted is significantly down. The team brought on, however, appears to be a truly passionate and enthusiastic bunch! Team training was completed in September and October. The program lost two (2) slots, but can likely refill one (1) of these slots. Three (3) of the slots were filled by "born and raised" Vermonters and thirteen (13) total states are represented. New spots this year are being targeted to St. Albans, the Highgate Public Library, Vermont Legal Aid and to the Agency of Human Services (AHS) with four (4) of these each serving in different parts of the state.



Phil shared that the new CNCS Program Officer assigned to SerVermont is Coliin White

Results from AmeriCorps involvement in Green Up Day include the following:

- 22,899 participants
  - Up from 21,400
- Lots of media coverage
- Still imperfect statistic collection
- Good sentiment

Phil shared the Vermont experience of celebrating the millionth AmeriCorps member. He mentioned that the NASA administrator spoke, giving a fabulous speech. The pledge this year was broadcast from the International Space Station! In Vermont, this year we exceeded the five-thousandth AmeriCorps member to serve. The following statistics were also provided:

- Congressman Peter Welch
- Wendy Spencer
- Sen. Leahy and Sen. Sanders staff
- One public radio piece
- Several news articles
- CNCS was surprised by the robust media response and number of people on the call.



Phil announced that the Governor's Service Awards would be held at 12:00 p.m. for sixteen (16) recipients on Monday, October 24th at the Governor's Ceremonial Office in the State House (with a reception to be held in the Cedar Creek Room afterwards). Everyone is welcome to attend!

Conference planning is already begun for the Fall Conference (to be held at the Stoweflake). Conference particulars include:

- November 17 and 18
- Some of what we typically offer in May
- Red Cross sheltering training

Phil described to commissioners the Cold Weather Emergency Sheltering Initiative. In the event of extremely cold nights the state does a number of things to find shelter for those in need (in Rutland and Burlington). AmeriCorps and VISTA members will help to open shelters and staff them on an as-needed basis at...

- Brock Headquarters in Rutland, and
- CVOEO in Burlington

Phil, Sharon and Robyn are re-working the budget to be ready to spend training and technical assistance monies as soon as these are received.

**11:45 pm            Finances**

Phil noted that AHS has been a fabulous partner...generous with in-kind services. In addition, he went into greater detail regarding:

- Robust position for Commission Support grant
- TTA Grant of \$90,090
- State General Funds holding steady \$73,000
- Match – “reliant” on PSA right now
- Applying for Commission Support 2017
- Expanded financial meetings with business office
- One point of contact

Phil offered the following regarding the 2017 spending bill:

- Received feedback that not asking for more is good.
- Have a robust position.

**12:00 pm            Lunch Break (Brown Bag) (20 mins.)**

**12:20 pm            AmeriCorps Competition Discussion 2017-2018**

Phil provided commissioners with an overview of what to expect for the 2017-2018 grant competition:

- Two continuations: VHCB, ECO
- Two renewals: VYDC, CEDO
- New (but formula funded) applicants: LEAP, VHEC, VYCC
- New (truly new) applicants: Transition Inc., ReSource, VT Center for Crime Victim Services

He went to to share the anticipated member request:

- 22
- 20
- 20
- 20
- 25
- 25
- 41
- 45
- 24
- 36
  
- 278 Total
- 60 Continuation
- 60 Recompete
- 158 “New” Slots
- 47 Slot increase

Additionally, it is clear that we...

- Will not be able to fund all slots requested.
- Highly unlikely SerVermont will fund all proposals.
- Initial information indicates that most applicants intend to ask for funds over \$12,000 per MSY.
- Low cost per MSY is competitive.
- High match is competitive.

- Combination is MOST COMPETITIVE.

Phil explained how grant competition would proceed:

- Everything submitted to SerVermont. Applicants submit nothing to CNCS directly
- Ignore CNCS deadlines, focus on RFP deadlines.
- TTA for those who submitted LOIs between now and deadline as available.
- Application Deadline to SerVermont
  - Currently November 18, 2016
  - Given conference, deadline EXTENDED to November 22, 5pm.
    - Tuesday before Thanksgiving.
    - Hard Deadline
    - eGrants technical excuses only...problem with eGrants, NOT problem with user(s) not having time to navigate / learn eGrants.
      - Make sure CEO/ ED have login, know how to log in, can sign, are around.

Phil asked commissioners for recommendations on how to handle grant review in light of the following:

- Record number of applications
- More data on programs
- Presentation aspect?

Commissioners agreed that this upcoming round of grant review should include presentations made by the applicants. Phil pointed out that such presentations must, by law, be open to the public. Commissioners agreed that such presentations would be made AFTER receiving applications. Presenters would be given opportunity to present -- with the time determined by a random drawing. Presentations would proceed with the following format:

1. Presentation (15 mins.)
2. Q&A (15 mins.)
3. BREAK (15 mins.)
4. Next Presentation (15 mins.)
5. ETC.

The first week of December was targeted for such presentations...with Commissioner's Review slated for December 16. It was also decided that commissioners would evaluate grant applications as a gestalt for content and staff would review for the particulars of the application requirements. The January Commission Meeting will be targeted for a thumbs-up or thumbs-down on applications.

Regarding the upcoming gubernatorial transition Phil mentioned that there was a...

- Call with ASC on 10/26, 3pm
- Would love commissioners on it
- Transition Team
- Transition materials

Guy recommended that several commissioners meet to generate a letter to the new Governor from the Chair of the Commission describing the Commission's stance and preferences regarding the upcoming administrative transition; including how best to support the Commission's work and continuation of the sitting Executive Director. Betsy agreed to work with other commissioners to prepare and to forward such a letter.

#### **1:40 pm            Upcoming Events**

- **October 24 – Governor's Service Awards**
- **November 1 – Bill Basl visit**
- **November 17-18 – AmeriCorps Conference**
- **Early December – Grant review**
- **December 16 – Grant feedback to applicants**

#### **1:45 pm            Public Comment Period**

No comments were offered.

**All meetings take place at 133 State Street, Montpelier, VT 05641  
"Basement Conference Room" (Room 021)**

Respectfully Submitted,



Doug Kievit-Kylar  
Secretary



**State Commissions and the Transition Process**

**ASC Transition Committee**

**August 2014**

These suggestions are for Commissions only. If your Commission operates other national service programs you might include some impact data; however, you do not want to confuse the issue with a new Governor. The Governor has direct influence and authority over his/her Commission only (as opposed to other national service programs). Even without a Commission in place, other national service programs (NCCC, VISTA, SC) will continue. You are fighting for recognition of your Governor's Commission.

Key Constituents before the Election:

o Candidates & their spouses  What are their views on national service/volunteering/charitable interests/key policy concerns o Incoming Governor's Transition Team

Tell your Commissions Story of Impact (1-2 pages concise impact data)

1. Since (1994 or some other date) federal funds from CNCS to your state

2. Amount of dollars leveraged as match

3. # service hours (since date)

4. \$ in Education Awards earned

5. Significant emergency response efforts (if any)

6. # of children and families impacted/served

7. # of service hours

8. What would your state look like without national service?



9. List some ways to engage Governors in service and volunteerism

10. List key state-wide partnerships (business, corporate, government, etc.)

11. Name a few easily recognized grantees (favorites of the candidate or new Governor (CIS, TFA, Habitat)

Key Constituents after the Election:

o New Chief of Staff/Deputy COS ☐ How can your Governor can use service as a strategy on key priorities ☐ Leave a 1 pager on your impact (1-9 above) and follow up later

o Governor's Appointment's Office

☐ Provide them with a concise 1-pager (1-9 above)

☐ Get to know the new Appointment Office staff immediately– take them your 1 pager on your impact (1-9 above)

☐ Create brief testimonials from happy board members who support the Commission's work and the ED

Updated Aug. 2014

Updated Aug. 2014

o Commissioners ☐ All should have concise talking points and be saying the same thing to

elected leadership about your Commission's impact