

Approved (10/19/17)

SerVermont Commission Meeting

July 20, 2017

11:00 am – 3:00 pm

Waterbury State Office Complex

Members in Attendance: Guy Isabelle; Dan Noyes; Betsy Ward; Susan Cheesman; Christy Gallese (phone); Jason Gosselin (phone); Shelley Park (phone); Heather Bouchey (phone)

Staff in Attendance: Phil Kolling; Sharon Hearne; Robyn Baylor

Guest: Rose Reynolds

11:00 am: Call to order and introductions

Those present introduced themselves.

11:10 am: Approval of minutes

Lacking a quorum, we did not approval the previous minutes from the April 27 meeting and the May 19 special funding meeting.

11:15 am: Ratify final AmeriCorps application submission to CNCS

The Executive Committee already approved the application submission, since there was a tight deadline, but the full commission will still need to ratify the submission when we have a quorum.

VHEC did not take the grant, as the allowable amount was too small for them to operate, so VHEC's grant money and MSY were redistributed to the LEAP and ReSource programs. CEDO was also offered the opportunity for more grant money and MSY, but felt they were at sufficient capacity already. With this redistribution, SerVermont's formula-funded programs look like this:

FORMULA (16AFH)	\$ Value CNCS	Local \$	TOTAL	Slots	MSY / FTE	Cost Per MSY
LEAP (Form. Cont.)	\$ 253,861.00	\$ 210,263.00	\$ 464,124.00	36	18.56	\$ 13,677.86
ReSource (Form. New)	\$ 200,952.00	\$ 64,070.00	\$ 265,022.00	31	13.52	\$ 14,863.31
CEDO (Form. Cont.)	\$ 192,989.00	\$ 198,136.00	\$ 391,125.00	20	15	\$ 12,865.93
TOTAL	\$ 647,802.00	\$ 472,469.00	\$ 1,120,271.00	87	47.08	\$ 13,759.60

11:30 am: Policy and procedures update

Phil updated us on the following new SerVermont policies:

- Breach of Personal Identification Information (PII): This updated policy clarifies that SerVermont will follow the state procedure for PII breaches and explains what those steps are. Each AmeriCorps program will also be required to have its own PII policy.

- **Member Service Year utilization:** The CNCS expectation is that programs will have 100% MSY utilization, so this is also SerVermont’s expectation. Recognizing that programs sometimes don’t reach their full MSY, SerVermont’s new policy states that programs reaching 90% of their MSY utilization will not face punitive financial action.

Christy asked if there were penalties around retention, to ensure a quality program and that members will succeed. SerVermont does not plan on having a policy about this, since retention is mostly beyond the control of the programs, unlike enrollment. Susan suggested that we add language to the MSY utilization policy that says retention is important. Sharon said this is already in the grant agreement.

- **Subgrantee monitoring policy:** The policy has been updated to allow for a broader time period for conducting site visits. The previous policy listed a much narrower time frame, and with an increase in new AmeriCorps programs, it was challenging to get all site visits done within the specified time.

12:00 pm: New data

- **PSA:** To date, there has been \$488,104 of in-kind airtime through 6/30/17. There were 290 broadcasts this year, with 9,711,000 broadcast audience impressions. Plans for paid airtime are on hold and SerVermont is looking into new material. Sharon suggested that perhaps a recent video by CEDO could be adapted. Guy and Betsy had seen the video on a site visit to CEDO and agreed that it was a powerful one.
- **Program stats:** Phil shared the following chart for competitive programs:

Performance Summary							
Organization	Program	Grant #	Enrollment	Retention	30 Day Enrollment	30 Day Exit	Performance Measures
Washington County Youth Service Bureau / Boys and Girls Club	Vermont Youth Development Corps	12ACHVT0010002					
Vermont Department of Environmental Conservation	ECO Vermont	15ACHVT0010001					
Vermont Housing and Conservation Board	Vermont Housing and Conservation Board AmeriCorps	15ACHVT0010002					

Scale/Legend	Scale/Legend	Scale/Legend	Scale/Legend	Scale/Legend
ENROLLMENT	RETENTION	30 DAY ENROLLMENT	30 DAY EXIT	PERFORMANCE MEASURES
100%	100%	100%	100%	All Output and Outcome Targets Met
95 - 99.9%	90 - 99.9%	95 - 99.9%	95 - 99.9%	SOME Output and Outcome Targets Met
Below 95%	Below 90%	Below 95%	Below 95%	NO Output and Outcome Targets Met

- **MSY/slot utilization:** LEAP made a last-minute summer program to utilize remaining slots. VYCC recruited as planned for their summer program, doing great in year one of operation. VHEC had

anticipated 50% enrollment in April, but is finishing at 27% enrollment. The following charts show MSY utilization last grant year, as well as for this year in April and July. Altogether, SerVermont's programs utilized 98% of their slots, with 2.92 MSY unused.

Final 2015-2016

	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%

April 2017

	Slot Awd.	Slots Fill	%
VHCB	41	38	93%
LEAP	30	15	50%
VYDC	27	20	74%
CEDO	10	9	90%
ECO	24	24	100%
VHEC	51	6	12%
VYCC	35	8	23%

July 2017

	Slot Awd.	Slots Fill	%
VHCB	41	41	100%
LEAP	40	38	95%
VYDC	44	42	95%
CEDO	10	9	90%
ECO	24	24	100%
VHEC	51	14	27%
VYCC	35	34	97%

	2016			
	MSY Awd.	MSY Enr.	MSY Unf.	% MSY enr.
VHCB	29.94	29.94	0	100%
LEAP	19.11	18.58	0.53	97%
VYDC	25.92	24.54	1.38	95%
CEDO	7.5	7	0.5	93%
ECO	24	24	0	100%
VYCC	15.7	15.19	0.51	97%
TOTAL	122.17	119.25		
		98%		

- AmeriCorps spending: There was \$3,160 unexpended in 2016-2017, which will be rolled over into 2017-2018. There was 100% funding utilization for competitive programs, 99% utilization for formula programs, and 100% utilization for formula planning grants.
- Grants and finances: SerVermont received its second disbursement of the federal Commission Support grant (\$125,000, with \$250 total for 2017 calendar year). SerVermont also received \$184,247 in federal TTA funding, which is this year's allocation plus previous unexpended funds. This will run through 2018. It is used to improve performance measurement and management for all CNCS programs in Vermont. State General Funds held steady at \$73,000. The special VISTA fund is \$90,000.

Jason asked what the state general funds were used for. It goes toward Phil and Sharon's salaries and is used as a match for the Commission Support grant. This state funding is important, because if we lose state funds, we lose match funds and therefore can't receive as much federal funding.

- Partners and plans: Sharon has completed all spring site visits to AmeriCorps programs. She thanked Christy, Guy, Doug, and Betsy for joining her for some of them. She reported that when she looked at member files, some were in disarray but overall they were mostly okay. In terms of progress reporting, Sharon said that there were 3 programs that needed to tweak their data collection process but that they would get these fixed.

Robyn was in the midst of VISTA recruitment. She said that this year she has fewer applications, and that fewer applicants follow up – even on 2nd round interviews.

SerVermont held a national service meet and greet phone call on July 17, so that different CNCS programs in the state could learn a little more about each other. Based on pre-/post-surveys, participants showed increased knowledge of other programs. There were 16 participants on the call, representing commissioners, Senior Corps directors, Senior Corps programs, VISTA programs, and AmeriCorps programs. Susan said she appreciated how Senior Corps directors presented their programs. Some needs have changed for Senior Corps programs, due to different performance measures. They specifically need more volunteers for meal delivery, companionship, transportation, and exercise. SerVermont will update its website with information on all national service programs in Vermont.

12:30 pm: Lunch break

12:50 pm: AmeriCorps program presentation

Rose Reynolds presented on the LEAP program. It has 38 members at 11 sites in the Northeast Kingdom. Members are focused on K-12 STEM after-school activities. She discussed the program's improved structure and what they learned from this year, such as how sites really want quarter-time members. A new pilot, called Northern Vermont University Fellows, will have 6 college students working to integrate the Lyndon and Johnson communities. These are quarter-time members who will receive free or reduced housing from the university, and will possibly also have a match of their ed award.

1:20 pm: Partners and plans, continued discussion

SerVermont will have a CNCS grant office visit July 26-27. Commissioners are welcome to attend. There are no details yet on the CNCS OIG audit. The VISTA program is ending for the year, and Robyn gave an update of where members are heading. Of 24 VISTAs, 6 are serving another year, 3 were hired at their sites, 1 joined the Peace Corps, and 3 are going to grad school (all of them at Ivy League colleges).

1:30 pm: State Service Plan

After reviewing the plan, Commissioners agreed that the existing goals were good and that we should retain them in the new version.

1:40 pm: 2018-2019 AmeriCorps competition

Commissioners discussed whether we should have a specific emphasis on an issue for the upcoming round of funding. Guy said the opiate crisis is a key area. Dan suggested a focus on older adults. CNCS priority areas that are lacking in our portfolio are veterans employment, emergency management, and traditional education programs. We discussed emphasizing these issues in the RFP, but we wanted to make sure not to impact existing successful programs who aren't addressing these issues.

2:00 pm: Adjournment