

LOUISIANA SERVE COMMISSION
PROVISIONAL MINUTES
WEDNESDAY, SEPTEMBER 12, 2012
10:00 AM – 2:00 PM
LOUISIANA STATE LIBRARY
NORTH FOURTH STREET
BATON ROUGE, LA 70802

Commissioners Attending:

Voting Members

Monica Bradsher
Julie Cherry (arrived at 10:30 am)
Leroy Davis
Chris Gorman
Vincent Ilustre
Mike Manning
Camm Morton
Fabian Tucker

Ann Duplessis
Jenny Korner
Lydia Jackson
Teresa Micheels
Dena Morrison
Shayla Price

Ex-officio members

Pam Olson

Staff:

Janet Pace
Nicholas Auck
Jawonna Mason
Stephanie Trahan
Jason Miller, Summer intern
Tom Pfeifer, VISTA member
Jason Schaefer, VISTA member

Commissioners Absent:

Erin Bendily
David Conner

CALL TO ORDER:

Chair Chris Gorman called the meeting to order at 10:11 am. Monica Bradsher called roll. Quorum was not attained so no business was conducted. Upon arrival at 10:30 am of Julie Cherry, quorum was attained. The minutes were presented by Monica and approved unanimously on a motion Camm Morton and a second by Mike Manning.

CHAIR'S REPORT:

Chris presented the Chair's Report updating Commissioners on the status of new Commissioner appointments including the fact that two Commissioners would be retiring at year's end and one had chosen not to seek reappointment. He discussed the upcoming 20th anniversary in 2013 of the Commission which was created by Executive Order under Gov. Edwin Edwards. He asked Commissioners for ideas to highlight the work of the Commission. An Ad Hoc Committee of Commissioners, staff and subgrantees will work on specific plans. Chris, Vincent Ilustre and Monica agreed to serve on the Ad Hoc Committee. Janet Pace will set dates and continue to update the Commission on the progress of the committee.

Specific ideas from Commissioners included:

- Special logo
- Gala or banquet event with national speaker/guests
- Awards given to key individuals in national service arena
- Inclusion of former Commissioners in events
- Getting statistics of national service impact in the state over the past 20 years

TREASURER'S REPORT

Dr. Leroy Davis presented the Treasurer's Report. The Admin budget for 2012-2013 is \$200,000.00, which is significantly reduced for 2012 (down \$50,000) leaving no room for any additional expenses. However, staff was allowed to ask for supplemental funds for this grant and has been awarded an additional \$50,000 bringing the budget total to \$250,000.00. As of July 31, 2012, \$109,495.14 has been expended with an estimated remaining balance of \$140,504.86. The additional funds granted will be utilized to cover the salary and benefits of staff, our student intern, and travel expenses throughout the remainder of the grant cycle.

The PDAT budget for 2012-2013 is \$73,425.00. As of July 31, 2012, \$5,586.46 has been expended with an estimated remaining balance of \$67,838.54. It is anticipated that this is the last year that this fund will be available. The remaining funds will be used for programmatic purposes and to support Training and Technical Assistance activities for sub-grantees. For instance, staff will be holding a Program Staff Conference Sept. 24 and 25 at the Bishop Tracy Center in Baton Rouge.

The Disability budget for 2012-2013 is \$108,428.00. As of July 31, 2012, \$25,297.51 has been expended with an estimated remaining balance of \$83,130.49. It is anticipated that this is the last year that this fund will be available. The majority of these funds are used for sub-grants for community service projects around Make a Difference Day, which is October 27, 2012.

The Volunteer Louisiana/State General Funds budget for 2012-2013 is \$281,643 and operates on a July to June cycle. As of July 31, 2012, \$8,006.03 has been expended and encumbered with an estimated remaining balance of \$273,636.97. The majority of funds within this budget will be utilized for Professional Services and other programmatic support for Volunteer Outreach efforts and salary and benefits. Included in this will be the Year 3 marketing campaign, All We Need Is U. Billboards will be placed in Central Louisiana and the Northshore. Year 3 of the Volunteerism Study will also be conducted to tie to this effort. Additionally staff is conducting an evaluation of the most recent 3-year AmeriCorps grant cycle.

The Learn & Serve grant has a budget of \$378,282.00. As of July 31, 2012, \$275,499.56 has been expended with an estimated remaining balance of \$102,782.44. As noted last meeting, this program was eliminated from the CNCS federal budget and is scheduled to end August 14, 2012 with a final close out September 30, 2012.

The Volunteer Generation budget which is a two year grant is \$200,000.00. As of July 31, 2012, \$57,723.91 has been expended with an estimated remaining balance of \$142,276.09. The funds in this grant may provide funding upon request if available to sub-grantees for service projects throughout the state. Staff has written for a third year of the grant, which is estimated to bring another \$100,000 in project monies.

The Competitive and Formula funded programs for FY11-12 were reviewed. These programs were awarded a total of \$4,119,898.00 (\$1,876,259.00 for competitive and \$2,243,639.00 for Formula). Reimbursement requests for 2011-2012 expenditures that have been received as of August 10, 2012 total approximately \$3,673,602.75 (\$1,687,359.17 for Competitive and \$1,986,243.58 for Formula) with an estimated balance of \$446,295.25 (\$188,899.83 for

Competitive and \$257,395.42 for Formula). Staff will present options for expending additional funds through a Planning Grant process.

Though the commission has been a VISTA project of CNCS Louisiana office for many years, in May 2011, it was awarded an operational grant. This means that much of the fiscal oversight is done within the Commission. The VISTA budget for 2011-2012 is \$592,927.00 and operates on a May to April cycle. As of April 30, 2012, \$264,808.76 has been expended with an estimated remaining balance of \$328,118.24. These funds are being used for the placement of VISTA members with nonprofit organizations as an effort to strengthen volunteer outreach initiatives and other capacity building functions. Currently 10 members are serving.

Mike asked why the TFA match was so low. Jawonna explained that they are slow in reporting, but that they always meet or exceed their match. He asked what happens if an agency doesn't make its match. Stephanie noted that it hurts any agency's eligibility for further funding but that we have never had an agency not make their match. The fiscal processes track this and Jawonna reaches out to agencies if she notes that it is becoming a problem.

Mike Manning made a motion and Monica Bradsher seconded the motion to accept the Treasurer's report. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Janet updated Commissioners on the 2012 Volunteerism study noting that for the first time, the eight largest metro areas are now broken out so that staff can more clearly understand where gaps and successes occur in the state. There is also a rural volunteerism number now as well. She gave an update on the Listening Tours, noting that meetings were held in 10 locations this year with over 250 participating in person, by online survey or paper survey. The State Service Plan will be submitted for Commissioner review at the December 12 meeting. She noted that the Commission had contracted with LSU professors to do an assessment of the most recent three-year grant cycle to understand where the process succeeded and where there might be improvements. The study findings will be presented to Commissioners in January 2013. She also talked about AmeriCorps response to Hurricane Isaac.

COMMUNITY SERVICE DIPLOMA ENDORSEMENT

Jason Miller, Research Intern, updated Commissioners on the Community Service Diploma Endorsement. The Commission did the research and wrote the draft proposal for BESE as a result of HR 9 and SR 11 of the 2012 legislative session. Commissioners were asked to review the draft so that it could be submitted to BESE. Vincent asked about the requirement for the Senior Project as part of the process. Jason explained that BESE was asking that it be required, but in staff's opinion it should be optional. Commissioners agreed that a mandatory requirement limited the participation by students. They asked that staff convey to BESE their desire for this to be an optional part of the endorsement. Jason will report Commissioner input and comments to BESE.

HURRICANE ISAAC RESPONSE

Nick Auck updated Commissioners on the Commission's efforts during Hurricane Isaac including the website disaster messaging and online registration. He discussed in greater detail

where national service members were working and talked about the Volunteer Reception Center in St. John Parish.

ACTION ITEMS

- Approval of Bylaws Changes

MOTION: That the proposed amendments to the Bylaws addressing the removal of Learn & Serve be adopted

A motion was made by Dr. Leroy Davis and was seconded by Vincent Ilustre and unanimously approved on a vote by Commissioners.

- Consideration of Planning Grants from unexpended FY09-12 AmeriCorps grant funds

MOTION: To authorize staff to award unallocated FY09-12 AmeriCorps grant funds on Planning Grants after an RFP process open to any agency.

Staff recommended to Commissioners that one Northwest Louisiana agency be awarded a Planning Grant of \$50,000 from the unexpended FY09-12 AmeriCorps grant funds. Commissioners asked how staff decided on the program that was recommended and wondered if there were other programs that should be considered. Stephanie said estimates of at least \$100,000 would be available and that it had to be a nonprofit, faith-based or public entity that had never received AmeriCorps funds before. There are no members tied to it, but it is intended to be capacity building to enable the organization to produce a more competitive grant in the upcoming grant cycle. Commissioners expressed a strong desire to expend as much of the funds available through this process.

Commissioners agreed that the idea was sound but asked that an RFP process be initiated within a two-week timeframe so that other projects could compete for the funds. Monica noted that there were agencies in Slidell and New Iberia that would be interested in these funds. Commissioners were asked to supply names of nonprofits they also wanted informed of the process.

The motion was made by Camm Morton and seconded by Mike Manning and unanimously approved by Commissioners.

UPCOMING EVENTS

Secretary Monica Bradsher outlined key dates for Commissioners.

ADJOURNMENT

With no further business to discuss, a motion was made by Camm Morton and seconded by Vincent Ilustre that the meeting be adjourned. Motion passed. The meeting ended at 1:49 pm.