Quarterly Commission Meeting
October 11th, 2016
10am – 2pm

Locations
Illinois Department of Public Health
422 S. 5th Street, 4th Floor
Springfield, IL 62701

Comcast Spotlight
444 N. Michigan Avenue, 30th Floor
Chicago, IL 60611

Call-In Option
Dial: 888-494-4032; Access Code: 4037150212#

Meeting Minutes

Commissioners Present (Springfield)
Frederick Nettles, Chair; Jeff Turnbull; Cynthia Sims; Dora Welker; Giraldo Rosales; John Hosteny

Commissioners Present (Chicago)
Debra Marton; Laura Davis; Anne Schuman; Beth Ford; Nisan Chavkin

Commissioners Present (Call-In)
Jennifer Witzel; Julian Brown; Barb Tubeckis; Mary Dee; Steve Silberman; Chris Errera

Staff Present
Scott McFarland, Executive Director; Mike Esper; Mattias Ghelaidos; Kelia Beck; William Coussens

Call to order was made by Chair Nettles at 10:15pm.

Approval of Minutes
-Schuman made a motion to approve the minutes for the commission meeting on June 2nd, 2016
-Rosales seconded, the motion was agreed to by voice vote

Executive Director’s Report – Scott McFarland

Staffing
-Welcome was extended to our new Program Officer, Mike Esper
  -Mike is working closely with our AmeriCorps programs to assist them in their work, as well as setting up monitoring and site visits
-Posting was just closed for new volunteerism (PSA-1) position, interviews should begin within a few weeks
  -New hire will work on all non-AmeriCorps events and activities
-Next position to open will be a second AmeriCorps Program Officer (Executive-1), who will split the duties Mike is taking on
Budget
- Commission support grant budget will be submitted next month
- Match issues that arose at the end of last grant year were resolved and obligations were fully met; now in year one of a new three-year cycle
- Return of Training and Technical Assistance (TTA) funds has been very helpful
  - Both interns and Mike Stehlin are compensated out of that fund
  - Also using it to expand direct training opportunities to programs
- Mattias is doing an excellent job tracking our accounts and keeping things in order

Audit
- Updated audit documents were attached to the meeting agenda and provided in-person
- Basic audit overview by ED McFarland
  - Commission selected for routine audit as grantee of CNCS (not as a state agency), along with multiple subgrantees
  - Process started in April 2015; Commission, City Year (Boston headquarters), and Lessie Bates all received site visits the following fall
    - Auditors refused to conduct site visit at Lutheran Social Services of Illinois, completed desk audit instead
  - Final report from Office of the Inspector General (OIG) has been released to CNCS; CNCS makes final determinations on response/findings/corrective actions/disallowed costs
    - CNCS likely to drastically reduce amount of disallowed costs reported by OIG, based on previous guidance and recent discussions
      - Most costs either already corrected or resolved previously by CNCS (specifically background check concerns)
    - Any money owed based on final CNCS report (released this coming winter) will be paid by the State of Illinois, who will then be reimbursed by the specified grantee/subgrantee

Commission Appointments
- Still a work in progress, though higher staff in the Dept. of Public Health has been brought into the conversation with the Governor’s office
  - Chair Nettles suggested sending a letter from the current commissioners to the Governor to urge appointment of new commissioners

CNCS Report – John Hosteny

CNCS
- Documents for the FY 2017 budget request are available on the CNCS website
- September 11 Day of Service was a success, with thousands serving across the country; more details can be found on the CNCS website
- James Taylor from Public Allies-Chicago was one recipient of this year’s Tom Harkin Excellence in AmeriCorps Award, presented by CNCS at the National Symposium
- AmeriCorps has reached the one million member milestone with the 2016 incoming class of members
- MLK Day of Service is coming up on January 16th, 2017
- FY2017 AmeriCorps State and National Competition is open
  - The federal NOFO can be found on the CNCS website
  - National application deadline for all programs is January 18th, 2017 (applications to Serve Illinois must still be received by December 2nd, 2016)
- Mayor and County Recognition Day an opportunity coming up to put a spotlight on the impact of service in your communities (April 4th, 2017)
- CNCS regional training for the Midwest will be in Ohio for 2017

**Illinois**
- New partnerships with Senior Corps and VISTA programming have been developed
  - 40-45 Senior Corps volunteers will be serving with the SCP of Suburban Cook County – Center of Concern
  - VISTA members will serve with the Asthma and Allergy Foundation of America with student health
  - Up to 20 members will be working with the Chicago Collaborative-Emerson Collective in 15 communities in Chicago
- New VISTA request for proposal is coming soon
- Mayor and County Recognition Day efforts in Illinois will be led by Afrika Alsup, CNCS Program Officer
  - Goal is for every county a program serves to have 4 officials on board
  - Last year Illinois had 110 local, county, and state officials; aim to at least double that for 2017

**Foundation Report – Debra Marton**
- Website is [www.serveillinoisfoundation.org](http://www.serveillinoisfoundation.org)
- Paperwork completed for 501(c)3 status on 9/20/16, check for fee being submitted
- Startup plan for fundraising and mission to be discussed at next foundation board meeting
- Still working on donation link with PayPal or similar provider
- PSA in the works, potentially with Comcast

**Volunteer Recognition Committee – Barb Tubekis**
- Moving forward with Governor’s Volunteer Service Awards format from last year

**Outreach Committee Report – Chris Errera**
- PSA with the Illinois Broadcaster’s Association running on the air
- New members joining the committee and more are welcome
- Looking to have PSAs released on an annual basis, with a regular budget to do so

**Resource and Development Committee Report – Cynthia Sims**
- Next retreat in the works for spring of 2017, likely March

**Regional Commissioners Committee Report – Anne Schuman**
- No Report

**Staff Reports – Scott McFarland**

**AmeriCorps**
- 2017-18 program year NOFO released in August
  - 3 informational webinars already hosted, last one on October 17th
  - Commissioners will be updated in December about who will be sent up for competitive funding
  - Funding process overall will follow the same outline as last year
- Monitoring visits

*Improving Illinois communities by enhancing volunteerism and instilling an ethic of service throughout the State.*
- Mike has been reaching out to programs to set up informal meetings and site visits
- Monitoring of programs will start in earnest this winter and spring

Disaster Corps
- In person training in Springfield later this month
- About 35 members have either completed some or all of the required training and are on their way to being ready for deployment when needed

Volunteerism
- Conference updates
  - NWIVC is on October 14th in Moline
  - Telecasting options are being considered for CIVC next year
  - SIVC just released their request for presentations
  - ICOVA went very well, great turnout and presentations
- Veteran’s Day of Service altered to be an entire month of events
- Results of the volunteer management needs survey to be shared in the upcoming weeks
- Meaning of service training available, see flyer

Communications
- Tag Serve Illinois on social media as often as possible, using our account name and #ServeIL
  - Web impact report handed out
- Send any articles or stories for the newsletter to us
  - Also send Volunteer of the Week and Nonprofit Spotlight stories to Kelia
- PSA radio campaign up and running, as reported earlier

Recognition Day
- Event is tomorrow, 10/12/17
  - Brief rundown of the day’s events given, commissioners encouraged to attend all events and sessions throughout the day and help with setup

Strategic Planning Committee Report – Jeff Turnbull
- Decision made to finalize the strategic plan by December 31, 2016
  - Final changes and suggestions must be submitted by 10/31/16
- Updates to the plan were discussed with no firm changes made at the meeting

Sims moved to adjourn the meeting
  - Rosales seconded, the motion was agreed to by voice vote

The meeting was adjourned at 1:45pm by Chair Nettles