



NEW MEXICO COMMISSION FOR
**COMMUNITY
VOLUNTEERISM**



**New Mexico Commission for Community Volunteerism
Executive Committee Report to the Board
January 6, 2017**

Committee Members

Jennifer Riordan, Chair
Matthew Montoya, Vice-Chair
Bernadine Dallago, Treasurer
Elaine Graff, Secretary

Committee Meeting(s)- December 21, 2016

Attendance at Committee Meeting(s)

Matthew Montoya, Vice-Chair
Bernadine Dallago, Treasurer
Elaine Graff, Secretary
Samuel Sokolove, Executive Director
Also Present:
Kristin Hsueh, Community Outreach and Events Officer
Logan Rice, Program Officer

Purpose of the Executive Committee

The Executive Committee shall have general supervision of the affairs of the Commission between its business meetings, make recommendations to the Commission and shall perform such other duties as are specified in the Commission bylaws.

Action Items Completed- *N/A*

Action Items In-Progress/Pending

- *None*

Announcements

- Staff discussed RFP #17-631-7003-00038 and the associated Peer Review process.
- Samuel Sokolove presented a synopsis of NMCCV business, the anticipated NMCCV Chair transition, and status of Commissioner recruitment
- It was announced that the Commission has been identified as a recipient of an OIG Audit in 2017





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Questions for the Board

- *None*

Formal Motions to the Board /Informal Recommendation(s)

- *None*

Date of Next Committee Meeting-TBD

Respectfully Submitted,

Commissioner Riordan





**New Mexico Commission for Community Volunteerism
Grants Management and Program Development Committee Report to the Board
January 6, 2017**

Committee Members

Jorja Armijo-Brasher, Chair
Alice Garza, Member

Committee Meeting(s) - December 20, 2016.

Attendance at Committee Meeting(s)-

Jorja Armijo-Brasher, Chair
Alice Garza, Member (Call In)
Samuel Sokolove, Executive Director
Logan Rice, Program Officer
Kristin Hsueh, Community Outreach and Events Officer

Purpose of the Grants Management and Program Development Committee

The Grants Management and Program Development Committee supports the Commission in implementing and overseeing a competitive grant process and ensuring that resulting programs, projects, and activities are carried out effectively, efficiently, and in accordance with various federal regulations, policies, and grant requirements. This grant management role involves a broad array of responsibilities in three primary areas: project management and quality, financial management, and grant compliance.

Action Items Completed

- The Competitive RFP closed and the Commission received 7 applications and 1 continuation request. After procurement check, there were 6 applications responsive to the procurement specifications and 1 continuation request.
- Peer Review recruitment was successful and Commission staff was able to select 8 community members and 2 Commissioners to be part of the Peer Review process
- Staff reviewed the Evaluation Committee Report with committee members
- The Committee along with other Commissioners interviewed the applicants who received over 80 points on Wednesday, January 4, 2017.

Action Items In-Progress/Pending

- Looking toward the PY 17-18 Formula Grant process, staff will make recommendations for the parameters in which the RFP will solicit applicants (to be discussed under New Business).
- Staff will offer 5 webinars to help applicants navigate the application process.



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- E-Squared Editorial Services has been contracted to provide editorial consultation to applications that received 80 points or higher.

Announcements

- None

Questions for the Board

- None

Formal Motions to the Board /Informal Recommendation(s)

- Items above will be discussed under New Business

Date of Next Committee Meeting-TBD

Respectfully Submitted,

Commissioner Armijo-Brasher





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**New Mexico Commission for Community Volunteerism
Board Development Committee Report to the Board
January 6, 2017**

Committee Members

Greg Hallstrom, Chair
Matthew Montoya, Member
Erin Atkins, Member

Committee Meeting(s) - None

Attendance at Committee Meeting(s) - NA

Purpose of the Board Development Committee

The Board Development Committee assists the Commission in making recommendations to the Governor regarding the appointment of new members and the removal of inactive members, supporting Commissioner development, and seeking out perspective commission members.

Action Items Completed- *N/A*

Action Items In-Progress/Pending

- 3 Nominations Pending Governor's Appointment (Sarah Tevis-Townes, Monica Kowal, & Ryan Steinmetz)

Announcements

- Development Schedule (Tentative)
 - March. 2017 – Sister AmeriCorps Programs Brief Overview

Questions for the Board

- None

Formal Motions to the Board /Informal Recommendation(s)

- *None*

Date of Next Committee Meeting – TBD

Respectfully Submitted - Commissioner Greg Hallstrom





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**New Mexico Commission for Community Volunteerism
Community Outreach Committee Report to the Board
January 6, 2017**

Committee Members

Patricia Lee Chavez, Chair

Greg Hallstrom, Member

Committee Meeting(s)- *No formal Meeting/emails only*

Attendance at Committee Meeting(s)- *N/A*

Purpose of the Community Outreach Committee

The Community Outreach Committee provides guidance and support to NMCCV activities around special events, public relations, marketing, and communication.

Action Items Completed- *Confirmed NMCCV 2017 Legislative Day:* Please join us for Day at the Legislature at our capitol in Santa Fe, NM. The event will run from 9-11:30 am but staff will set up no later than 8:30am.

Tuesday, February 28th: Rotunda from 9-11:30am

12 Exhibit Spaces in the East Foyer

Rotunda for Press Conference set up: 8-11 with 75 chairs.

All Exhibitors **MUST** bring their own tables and set up by 8:30am. NMCCV must provide banner prior to that date to Anna Anaya @ Legislative Building Services (first floor) for placement at Rotunda.

Forwarded NMCCV Webinar briefing dates to community outreach listings. Shared Peer review dates & as well as information with several not for profits and community reps in hopes of recruiting more participants.

Meetings/Events representing NMCCV:

October 21: Hispanic Women's Council Annual Dinner

October 24: FOCES Annual Dinner

October 26: Las Mujeres Monthly Meeting

October 27: ASC Annual Strategic Planning Briefing

November 2: SBA New Statewide Director-Meet/Greet

November 3: ASC Board Strategic Planning Confirmation for 2017

November 10: ASC Board Fall Webinar Meeting

November 12: NM Ambassador Circle Fall Event





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January 3, 2017: Congressional Hispanic Caucus Conference call-New ED Brief

Action Items In-Progress/Pending:

- Power Point NMCCV-Greg's presentation available for all Commission Members' utilization
 - More Business Cards & NMCCV Name Badges status
 - *Planning/Coordination of Legislative Day: To include, but not limited to:*
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- Securing Legislative Memorial Sponsors. Bi-partisan speakers for Press Conference;*
 - Outreach to other community volunteer organizations;*
 - Coordination with NMCCV staff and Secretary's office.*

Announcements

The America's Service Commissions (ASC) confirmed formal placement as a new board member to the ASC for a term of 3 years. I plan to serve on Communications, Public Policy and/or Fundraising/Event Committees.

First Formal Onsite ASC Meeting Scheduled for February 2017.

Questions for the Board: None

Formal Motions to the Board /Informal Recommendation(s)

- *Confirmed immediate past request NMCCV budget allocation for ASC travel expenses.*

Respectfully Submitted,

Commissioner Patricia Lee Chavez





**New Mexico Commission for Community Volunteerism
State Service Plan Taskforce Report to the Commission Board
January 6, 2017**

Committee Members

Hank Humiston, Chair

Committee Meeting(s)- 12/05/16

Attendance at Committee Meeting(s)- Sam Sokolove, Kristin Hsueh, Logan Rice, Hank Humiston

Purpose of the Community Outreach Committee

The State Service Plan Taskforce assists the Commission in the creation of its State Service Plan, in the development of this plan the Commission is responsible for the following duties:

1. Preparation of a national service plan for the state that—
 - a. is developed through an open and public process (such as through regional forums, hearings, and other means) that provides for maximum participation and input from national service programs within the state and other interested members of the public;
 - b. covers a three year period;
 - c. is updated annually;
 - d. ensures outreach to diverse community-based agencies that serve Under-represented populations, by—
 - i. using established networks and registries at the state level; or
 - ii. establishing such networks and registries; and
 - e. contains such information as the state commission considers to be appropriate or as the Corporation may require.

Action Items Completed- N/A

Action Items In-Progress/Pending

- Began working on presentation for next meeting of Commission outlining the performance and alignment with State Service Plan

Announcements

- N/A

Questions for the Board

- N/A



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Formal Motions to the Board /Informal Recommendation(s)

- N/A

Date of Next Committee Meeting-TBD

Respectfully Submitted,

Commissioner Humiston

