



NEW MEXICO COMMISSION FOR  
**COMMUNITY  
VOLUNTEERISM**



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**MEETING MINUTES**

**October 21, 2016**  
**Wells Fargo Building- 12<sup>th</sup> Floor**  
**200 Lomas Blvd. NW**  
**Albuquerque, NM 87102**  
**11:33AM-1:59PM**

**Commissioners in Attendance**

Jorja Armijo-Brasher

Charles Humiston

Erin Atkins

Renee Lowden

Alice Garza

David Maestas

Greg Hallstrom

Matthew Montoya

Nancy Hughes

Jennifer Riordan

**Commissioners Absent**

Bernadine Dallago

Georgetta Kwasniewki

Dustin Chavez

Hannah Skandera

Elaine Graff

Patricia Lee Chavez

**2016 Ex-Officio Commission Members in Attendance**

Samuel Sokolove, Executive Director

Michael Garcia; State CNCS Program Director

**Staff in Attendance**

Logan Rice, Program Officer

Kristin Hsueh, Outreach and Events Officer

**Others**

Mimi Roberts, Department of Cultural Affairs

Jackie Snow, Presbyterian Healthcare

Louise Aguilar, Community Link Volunteer





### **Call to Order**

Commissioner Chair Riordan, called the meeting to order at 11:33AM

### **Roll Call**

Commissioner Chair Riordan called roll.

### **Approval of Minutes**

The minutes were sent out to the Commission prior to the meeting. Commissioner Montoya moved to adopt the minutes of 8-26-16 as presented; the movement was seconded by Commissioner Maestas. Commission Chair Riordan took a vote approval was voted by all, none opposed, none abstained; the motion passed. Commissioner Humiston moved to adopt the minutes of 9-27-16 as presented; the movement was seconded by Commissioner Armijo-Brasher. Commission Chair Riordan took a vote; approval was voted by all, none opposed, none abstained; the motion passed.

### **Commission Announcements:**

#### **Staff Announcements**

Commissioner Chair Riordan briefly introduced the newest Commissioner, David Maestas who is a graduate student at NMSU and has been involved in Kappa Sigma Fraternity, served as Student Body President and Vice President at NMSU, served with Teach for America, and interned at the White House. He is also part of the NMCU Advocacy Board, Student Success Navigator, and earned the Outstanding Undergraduate award from the NMSU LGBT programs for his advocacy.

Commissioner Chair Riordan introduced Samuel Sokolove, Executive Director, to the Commission Board. Samuel then followed up his introduction with a brief introduction of himself and expressed his enthusiasm to be the Executive Director for the New Mexico Commission for Community Volunteerism.

Kristin Hsueh, Community Outreach and Events Officer, gave a brief recap of events and trainings including the startup for the new program year, Opening Day for New Mexico on 10/5/16, the Service Project at Galloping Grace Youth Ranch and the start of the webinar series for program managers and members through TTA funds. Creation of the handbooks for the Commission, three staff positions, program managers, and member management is under way and expected to be completed by the end of this year and there will be a training for program managers for the use of the handbooks. The Service Summit is being expanded to be a two day event including a second day open to nonprofits and volunteers. The Volunteer Awards will be composed of three categories: individual, organizational group, and corporate group. The Commission will not be involved in the selection of the awardees due



to needing to maintain a separation between NMCCV and potential applicants, given that NMCCV is a funder. More information will be available as we go forward.

Logan Rice, Program Officer, gave an update on programs. Programs from PY 15 have closed out as of end of program year, August 31, 2016, and invoices were due to Logan by September 20, 2016. Logan stated that due to increased pressures from Finance and the habitually late submission of invoices by some programs, he will make all programs aware that in their contracts the Commission is not obligated to pay invoices submitted after the 20<sup>th</sup> of each month. He will enforce this rule as needed in the future. The start of the new program year has begun. Our two new programs, Atrisco Heritage Foundation and NACA Inspired Schools Network (NISN), have both had challenges starting their programs. Atrisco Heritage Foundation is having difficulty working with their partner organization, the City of Albuquerque, when it comes to providing matching funds. A meeting was set by the grantee with the City of Albuquerque in hopes to resolve this issue. NISN has had many delays in terms of starting their program and should now be enrolling members by the beginning of November. Logan will keep a close eye on both of these programs. Currently Logan is finishing up reviewing position descriptions, site MOUs, and is offering assistance to all 8 programs in the portfolio this year. The RFP is currently out and we will be receiving applications on November 17<sup>th</sup> by 4pm.

### **CNCS State Office Announcements**

Michael Garcia gave the CNCS State Office Announcements to the Commission Board. He first congratulated the Commission on a successful Induction Event. From his conversations with CNCS and Wendy Spencer's staff, everyone was pleased with the October 5<sup>th</sup> swearing in ceremony, announcement of the City of Albuquerque becoming an Employer of National Service, and the service project at Galloping Grace Youth Ranch.

Next on the horizon is the Veterans Pinning Ceremony. Any program that works with veterans or has veterans as members would be an applicant for the veteran pinning ceremony. Michael will get a master list of events going on throughout the state and offered to have commissioners be part of the ceremonies.

The CNCS State Office is currently working on recruiting mayors, tribal leaders, and county officials to sign on the April 4, 2017 Mayor, Tribal, and County Day. In 2016 there were eighty-two individuals from NM who signed up to commemorate this day, and in 2017 Michael would like to break one hundred individuals. His office has physical cards that can be signed by officials and allows the CNCS State Office to sign up individuals. Michael will make these cards available to commissioners as we get closer to the day of the event.



**Committee Report Outs:**

Each committee had a report out, the following are in addition to those individual reports:

**Executive Committee**

None in addition to report out

**Grants and Program Development Committee**

None in addition to the report out

**Board Development Committee**

Commissioner Hallstrom presented the committee report. In addition to the report, Commissioner Hallstrom gave a brief presentation on the bylaws of the Commission including information on calling special meeting, attendance, and removal of commissions among other topics. Commissioner Atkins urged the Commission Board to be cautious with removing individuals until the Commission has enough Commissioners to not risk falling below the mandatory 15 members.

**Community Outreach Committee**

Commissioner Lee Chavez was absent from the meeting and left instructions for Commissioner Hallstrom to present her report. In addition to the report, Commissioner Hallstrom urged Commissioners to please contact the Community Outreach Committee with their outreach efforts throughout NM.

**State Service Plan Taskforce**

None in addition to the report out

**Old Business**

**Non-duplication/Non-displacement Update**

Logan gave an update on the Non-Duplication/Non-Displacement vote that occurred on September 27, 2016. Commissioner Atkins asked for some background information on this vote as she was not able to be on the Emergency Commission Meeting call. Logan gave a recount of the situation that revolved around the Emergency Meeting (see minutes of 9/27/16). Commissioner Atkins expressed her concern over the situation and the concern expressed by Commission Lee Chavez to Commissioner Atkins. Commissioner Atkins stated that she felt the transparency around the item being voted upon was lacking and that Commissioner Lee Chavez had called her concerned that NMCCV staff did not adequately address her concerns regarding the situation around the vote. Commissioner Atkins



proposed that action is needed to create a policy and procedure for future special, urgent, and emergency meetings. Samuel Sokolove, Executive Director, agreed with Commissioner Atkins and acknowledged the concerns of the Commissioners regarding the calling of an emergency meeting and the protocols of informing Commissioners prior to the meeting.

*See Emergency Meeting Protocols for the motion.*

### **New Business**

#### **Conflict of Interest**

Samuel Sokolove presented the new conflict of interest statement for commissioners to sign as per the Commission Bylaws. All present signed the Conflict of Interest and returned to the staff.

#### **Past Performance Scoring Criteria Formula (tabled)**

#### **Require Letters of Support for Programs Choosing Capacity Building as Focus Area (tabled)**

#### **Scoring Thresholds for Competitive Applications to be Submitted to CNCS for Funding Consideration**

Logan presented a document outlining the scoring thresholds for the Competitive (please see handout). The specification for what constitutes a “quality application” will be part of an amendment to the current RFP if passed. Commissioner Atkins moved to accept the Scoring Threshold as presented and will consider 80 points out of a total of 115 possible points to be considered a “quality application” and to be presented to the Commission for consideration of funding recommendation. The motion was seconded by Commissioner Armijo-Brasher. Commission Chair Riordan took a vote approval was voted by all, none opposed, none abstained; the motion passed.

#### **Emergency Meeting Protocols**

*See Non-Duplication/Non-Displacement.*

Commissioner Hallstrom moved to table an action associated with this topic; Commissioner Garza seconded the motion. Commission Chair Riordan took a vote, approval was voted by all, none opposed, none abstained; the motion passed.

#### **Service Summit 2017**

*See Kristin’s staff report*

#### **Public Comment**

Mimi Roberts- Expressed her concerns over the mandatory one year break for programs that had been funded for six consecutive years and had either failed to submit an application to AmeriCorps\*State



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Competitive competition or did not submit an application deemed to be of high enough quality to submit to the Corporation for National and Community Service. Mimi also expressed her concern regarding the cost, man power, and time that is required to submit two applications per year. Mimi also expressed her concern over the new threshold and has asked the Commission Board to consider the potential implications for those applicants who do not pass the threshold. Michael Garcia and Commissioner Atkins addressed these concerns and stated that the motivation behind the year limit and the threshold is to encourage applicants to improve their applications and move towards national funding.

**Next Meeting Proposed**

Commissioner Chair Riordan proposed the next commission meeting to be held on Friday, January 6, 2017 from 12:00pm-3:00pm at Wells Fargo.

**Meeting Adjourned**

Commissioner Atkins moved to adjourn; it was seconded by Commissioner Armijo-Brasher, all voted for the motion, none opposed, none abstained at 1:59pm.

Minutes Prepared by Kristin Hsueh