



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

Samuel Sokolove, Executive Director

Purpose of the Executive Director

The NMCCV Executive Director reports to the State Service Commission, Commission Board of Directors, and DWS (NMCCV Fiscal Agent), the Executive Director (ED) has overall strategic and operational responsibility for the commission's staff, programs, expansion, and execution of its mission.

Activities/Items:

- Commission Support Grant: worked with Program Officer on drafting and submitting Commission Support Grant application for FY 2017, including responding to CNCS clarifications.
- Budget: Met regularly with DWS finance staff to track the budget.
- Compliance: Met with DWS Legal staff on Commission administration. Attended Office of NM Attorney General training in Española with NMCCV staff on the Open Meetings Act and Inspection of Public Records Act.
- Commissioner Recruitment: Led the effort to recruit new NMCCV Commissioners to meet recruitment matrix by identifying and interviewing with Outreach Officer Kristin Hsueh seven (with five currently pending) potential appointees. Met with Commissioners Armijo-Brasher, Chavez, Dallago, Garza, Graff, Hallstrom, Humiston, Lee Chavez, Montoya; held monthly check-in calls with Chair Riordan.
- Competitive RFP: participated in Peer Review/Staff Review process.
- Subgrantee Meetings: participated in "check-in" meetings with Atrisco, NACA, Highlands and Teach for America. Participated in the December 16 Program Manager meeting in Santa Fe. Conceived summit on National Service and Education as an Economic Generator for 2017.
- Service Plan: Began designing tracking presentation with Commissioner Humiston and staff.
- Training: Participated in ongoing trainings offered by America's Service Commissions (ASC) designed for new Commission Executive Directors. Attended DWS trainings (new staff orientation, Living in a Union Environment and progressive staff evaluation).
- Outreach: facilitated meetings with Cultivating Coders, Social Impact and Nonprofit Community, Institute for Rural Social Work Research Consultation and Training and JumpStart to explore possible application opportunities during the 2017 "Formula" process, including a Healthy Futures Opioid reduction/prevention initiative for 2017. Facilitated meetings with consultants Vanessa Roanhorse and Ashley Sarracino on NMCCV outreach to Native American communities. Initiated (first of quarterly) NMCCV/CNCS NM staff meeting on December 9th in Santa Fe.

Respectfully Submitted,

Samuel Sokolove



**New Mexico Commission for Community Volunteerism
Program Officer Report to the Commission Board
January 6th, 2017**

Logan Rice, NMCCV Program Officer

Purpose of the Program Officer

The NMCCV Program Officer manages the program portfolio, assisting in the development of an annual monitoring plan, management of monitoring and reporting activities, and overseeing compliance of grant agreements, regulations, and policies.

Activities/Items:

- General Program Milestones:
 - Program Year start: September 1st
 - Desk Monitoring: Early to Mid-October
 - Findings have been resolved by programs
 - First Quarter Federal Financial Reports due to NMMCV
- Program Training:
 - 2 day pre-program Year orientation
 - New programs have had 3 additional one-on-one meetings with PO and other NMCCV Staff, one meeting prior to program year start
 - 1 day all-program director meeting in December
 - Monthly program calls for specific questions and technical assistance

Upcoming Activities/Items:

- General Program Milestones:
 - 4 day site monitoring for each program, January through March
 - NMCCV ED will attend local and semi-local site monitoring
 - Desk Monitoring: Early to Mid-May
- Program Training:
 - Preparing for a site visit training for new program and new program-staff, all program encouraged to attend
 - 1 day program director-only training during the service summit

Respectfully Submitted,

Logan Rice



**New Mexico Commission for Community Volunteerism
Community Outreach and Events Officer Report to the Commission Board
January 6th, 2017**

Kristin Hsueh, NMCCV Community Outreach and Events Officer

Purpose of the Program Officer

The NMCCV Community Outreach and Events Officer works to strengthen subgrantees and communities through program development and management, event planning, training, support, community outreach, and administrative support.

Activities/Items:

- Outreach to Rio Grande High School on 10-26-16
- Outreach to Job Corps Job Fair on 11-9-16
- Outreach and presented at Veterans Job Fair on 11-17-16
- Successfully closed the RFP- included 5 webinars and 1 bidders conference
- Recruited, trained, and held deliberations for Peer Reviewers
- Attended Open Meeting Acts Training in Espanola on 12-13-16
- Program Manager Training held in Santa Fe on 12-16-16
 - Unveiled new Program Manager Handbook and Member Management Handbook
 - Mentor/Mentee Program
 - Discussion around trainings
 - Group Discussions
- Met with Service Summit Committee (public/non profit partners) monthly
 - We have developed the run of show
 - Identified and secured the majority of presenters
 - Identified holes in presenters and are recruiting currently
 - Secured venue and catering
 - Prepared the Volunteer Awards Survey and waiting to launch
- Met with CNCS State Office in Santa Fe on 12-9-16 to discuss ways to coordinate efforts to promote programs, improve trainings, and identify new potential applicants
- Identified and met with potential applicants and potential commissioners

Upcoming Activities/ Items:

- Day at the Legislature- 2-28-17
- Service Summit- 3-23-17 & 3-24-17

Respectfully Submitted,

Kristin Hsueh