



NEW MEXICO COMMISSION FOR
**COMMUNITY
VOLUNTEERISM**



**New Mexico Commission for Community Volunteerism
Executive Committee Report to the Board
October 21, 2016**

Committee Members

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

Committee Meeting(s)- September 29, 2016

Attendance at Committee Meeting(s)

Jennifer Riordan, Chair
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

- *Samuel Sokolove was introduced to the Board by Commissioner Chair Riordan*
- *Elaine gave a report regarding her trip to the CNCS Symposium (see attached report)*
- *Logan gave a report of current programs including NISN, Atrisco, NMHU, RMYC, and EarthCare.*
- *Kristin gave a report on the current RFP and TA sessions. The Commission would like to encourage all potential applicants to attend the webinar series and to look at the PowerPoints on the Commission website. All links to additional information can be found on the Current Funding Page.*





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Questions for the Board

- *Mimi Roberts Letter to the Commission was discussed. The minutes do not reflect her statement in the letter that was sent to Commissioner Riordan. Kristin discussed how to access the minutes on the website and any further requests for information should go through NMCCV staff.*
- *Staff discussed possible options for determining the threshold for an application to be passed to CNCS by the peer reviewers, staff, and the Commission. This is a discussion that will be presented to the board and will be discussed further on 10/21/16.*

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
October 21, 2016**

Committee Members

Jorja Armijo-Brasher, Chair
Alice Garza, Member

Committee Meeting(s) – October 20, 2016.

Attendance at Committee Meeting(s)-

Jorja Armijo-Brasher, Chair
Alice Garza, Member
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 has been released and will close on November 17th at 4:00pm.
- Kristin and Logan have given 5 webinars on topics that include AmeriCorps Basics, Budget Design, Program Management and Design, Performance Measures, and Evidence Based Planning Grants
- Definition for “recently” has been voted upon and determined to be 1 year prior to program year start (September 1st)

Action Items In-Progress/Pending

- The RFP is out and the next meeting for the public will be the Bidders Conference on 11/9/16 at the TIWA Building at 401 Broadway NE, Albuquerque, NM 87102
- Programs have begun and Logan Rice is providing guidance and clarification for program start up, reporting, and monitoring
- Informing the Commission regarding past performance will be discussed to better inform the Commission on the how the programs are running



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- Thresholds for determining what a “qualified and effective application” will be discussed and based on a point system that will be derived from the peer reviewer and staff scores.

Announcements

- Currently looking for Peer Reviewers, please spread the word and volunteer to be a peer reviewer

Questions for the Board

- Interviews for potential applicants will be held on Wednesday, January 4, 2017. Please RSVP your attendance.

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



**New Mexico Commission for Community Volunteerism
Board Development Committee Report to the Board
October 21, 2016**

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, coordinating Commissioner Committee assignments, scheduling Commission meetings, supporting Commissioner development, and seeking out perspective commission members.

Action Items Completed- N/A

Action Items In-Progress/Pending

- David Maestas Appointed to the Commission 9/19/2016
- 2 Nominations Pending Governor's Appointment (Sarah Tevis-Townes & Monica Kowal)

Announcements

- Development Schedule (Tentative)
 - Oct. 2016 – By Laws Brief Overview
 - Jan. 2017 – Sister AmeriCorps Programs Brief Overview

Questions for the Board

- Is the stated purpose of the committee still appropriate?

Formal Motions to the Board /Informal Recommendation(s)

- *None*

Date of Next Committee Meeting – TBD

Respectfully Submitted - Commissioner Greg Hallstro



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**New Mexico Commission for Community Volunteerism
Community Outreach Committee Report to the Board
October 21, 2016**

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. I shared Peer review dates & information with several not for profits and community reps in hopes of recruiting more participants.

Meetings/Events attended:

9/6: Greg Hallstrom presented NMCCV newly developed power point overview to Impact Coffee membership @ WESST. Kristin supported and answered group questions regarding future Americorps interest and RFP Peer reviewers.

9/9: PLC attended Mayor's Opening Celebration for Hispanic Heritage Month @ Old Town Plaza; brochures placed at community table.

9/15: PLC attended Fair Day @ Villa Hispana; brochures placed at community table.

9/28: PLC attended St. Martin's Hospitality Center Volunteer recruitment celebration.

10/1: PLC attended Balloon Fiesta & placed brochures @ community kiosk as shared by Greg.

10/4: PLC met with NMCCV Executive Director, Sam Sokolove.

10/5: CNCS Director Wendy Spencer, Mayor Richard Berry, CNCS State Director Michael Garcia, NMCCV Board Chair Jennifer Riordon & Commissioners Alice Garza, Elaine Graff, Jorja Armijo-Brasher, Greg Hallstrom, Patricia Lee Chavez & NMCCV staff members participated at the NM annual swearing in



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ceremony of our NMCCV AmeriCorps, Senior Corps, Food Corps & other members at the Kimo Theater. Commissioners met with Wendy Spencer about national projections and insights for CNCS after the celebration.

10/14: PLC attended annual Rocky Mountain Youth Corps Pathways Dinner in Taos.

Action Items In-Progress/Pending:

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

Announcements

The America's Service Commissions (ASC) confirmed my 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.

Questions for the Board

- *NMCCV budget process with Workforce Solutions for ASC travel to DC twice a year for Spring & Fall Board Meetings?*

Formal Motions to the Board /Informal Recommendation(s)

- *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
October 21, 2016**

Committee Members

Hank Humiston, Chair

Committee Meeting(s)- 10/13/16

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

Purpose of the State Service Plan Taskforce

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

- Review of the State Service plan goals and actions of the Commission.
 - Samuel Sokolove, Executive Director, will support Goal 1 and 6 through his activities of developing a statewide outreach strategy to promote volunteerism, executing and promoting the State Service Plan with relevant agencies and programs, and his overall supervision of the business of the commission which includes directing the affairs and policies, providing leadership, direction, and guidance of the organization's activities, and providing support for programs and services through the Commission.
 - Goal 1- Connect New Mexicans to Service Opportunities
 - Objective 1- Encourage and promote volunteerism to New Mexicans of all ages and backgrounds
 - Objective 2- Connect New Mexicans to service opportunities



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- Goal 6- Increase the number of New Mexicans age 55 and older who are meaningfully engaged in their communities through volunteerism and national service
 - Objective 1- Encourage and promote volunteerism to New Mexicans who are 55 and older
 - Objective 2- Develop and strengthen relationships with community partners in NM
- Logan Rice, Program Officer, will support Goal 4 and indirectly Goal 5 through his activities of program support (monitoring, TA, invoice, processing, and report development) and developing trainings; and specifically Goal 4 through continuously develop policies and procedures, and contract development and other commission support activities
- Goal 4- Expand and Support National Service in NM
 - Objective 1- Strive to build sustainability for all programs through increased support, training, and technical assistance.
 - Objective 2- Facilitate a thorough grants management process inclusive of outreach, technical assistance, assessment, and feedback to applicant organizations
 - Objective 3- Maintain excellent stewardship of Commission Resources
- Goal 5-Increase Support for New Mexico's National Service Members
 - Objective 1- Provide resources to help members succeed both during and post-service
 - Objective 2- Strengthening the National Service to employment and education pipeline
- Kristin Hsueh, Community Outreach and Events Officer, will support goal 2 through her work coordinating national service events and days of service; Goal 3 through her outreach efforts to partners and locations throughout the state of New Mexico; and will support Goal 4 through her coordination and promotion of trainings, webinars, and technical assistance for grant applicants, supporting the competitive and formula grant competition, and development and training on the use of new Commission handbooks on topics including program management, member management, 3 Commission staff positions, and NMCCV.
- Goal 2-Recognize and Celebrate Volunteerism and National Service in New Mexico
 - Objective 1- Seek opportunities to recognize volunteers and public service efforts across NM
 - Objective 2- Encourage, promote, and participate in annual events that promote volunteerism and national service in NM
- Goal 3-Develop and Strengthen Relationships Across New Mexico
 - Objective 1- Develop and strengthen relationships with community partners in NM
- Goal 4- Expand and Support National Service in NM
 - Objective 1- Strive to build sustainability for all programs through increased support, training, and technical assistance.
 - Objective 2- Facilitate a thorough grants management process inclusive of outreach, technical assistance, assessment, and feedback to applicant organizations
 - Objective 3- Maintain excellent stewardship of Commission Resources

Announcements

- NMCCV State Service Plan 2016-2018 Has received approval from the Governor's Office

Questions for the Board

- None





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Formal Motions to the Board /Informal Recommendation(s)

- None

Date of Next Committee Meeting-*TBD*

Respectfully Submitted,

Commissioner Humiston

