



**New Mexico Commission for Community Volunteerism
Executive Committee Report to the Board
March 23, 2017**

Committee Members

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

Committee Meeting(s)- February 23, 2017

Attendance at Committee Meeting(s)

Matthew Montoya, Vice-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

The Executive Committee approved the recommended additions to the By-Laws for presentation to the Commission Board at the March 23rd meeting. These items included an Inclement Weather Policy; Revised Conflict of Interest Policy; Rolling Quorums; Proxies; and General, Special and Emergency Meetings.

Action Items In-Progress/Pending

None

Announcements

Staff discussed RFP #17-631-7003-00038 and the associated question and compliant from non-responsive applicants Earth Care and Highlands regarding the peer and staff review process. Staff announced that the Formula RFP is to (tentatively) be issued on March 23, 2017. Staff gave an overview of Grants Committee Recommendations for the RFP, as discussed and approved during the January 6



Commission Board meeting, and gave a status of Monitoring Visits (as of 2/23/17), which included a report on Earth Care, Atrisco Heritage Foundation, EcoServants and NACA.

Staff gave a status report on the upcoming NMCCV Events: Day at the Legislature (2/28); Service Summit (3/23-3/24); Cesar Chavez Day (3/31) and Mayor's Day of Recognition (4/4).

Questions for the Board

None

Formal Motions to the Board /Informal Recommendation(s)

Motion to approve additions to Commission By-Laws.

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
March 23, 2017**

Committee Members

Jorja Armijo-Brasher, Chair
Alice Garza, Member

Committee Meeting(s) – February 10, 2017

Attendance at Committee Meeting(s)-

Jorja Armijo-Brasher, Chair
Alice Garza, Member
Samuel Sokolove, Executive Director
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 Committee reviewed and affirmed the following guidelines for The Formula RFP for PY 17-18:

- The Formula RFP for PY 17-18 shall include all priority focus areas (education, healthy futures, disaster services, environmental stewardship, veterans and military families, economic opportunity, and capacity building) that were made available in the Competitive RFP PY 17-18;
- To apply for the Formula RFP for PY 17-18 an applicant will be required to apply for a minimum of 5 MSY or 10 member slots;
- Applicants that choose to select the focus area of Capacity Building for Formula RFP PY 17-18 shall provide a letter of commitment from each of the sites/locations selected to receive Capacity Building activities from the AmeriCorps program;
- The Formula RFP for PY 17-18 will not include an option for Planning Grants. Instead, interested applicants are welcome to reach out to Commission staff to explore possible AmeriCorps programs;
- As the source of funding is federal, the application of Resident Businesses and Veterans preferences would be excluded, per procurement(s) 13-1-21 (J) NMSA 1978. As long as the procurement is for awards made by the NMCCV with CNCS grants (funds), then the preferences would be excluded from all RFPs;
- NMDWS has allowed the Commission to provide grants on a three year funding cycle for its Formula Funding Pool. The Commission has determined that the top 1/3 of applicants may be offered three year funding and not all applicants be offered the option of three years of funding in order to mitigate risk.

Continuation

- Programs that are awarded Formula Continuation grants and have failed to meet continuation contingencies shall be placed on probation by NMCCV, during which time staff will work with the program to take corrective action and satisfactorily meet grant requirements. Failure to meet requirements will potentially result in contract termination.

Termination

- The Formula RFP for PY 17-18 will stipulate that any applicant who was was terminated by any stream of service shall not be eligible to apply for 3 subsequent program years following the termination.

Announcements

- None



Questions for the Board

- None

Date of Next Committee Meeting-TBD

Respectfully Submitted,

Commissioner Armijo-Brasher

**New Mexico Commission for Community Volunteerism
Board Development Committee Report to the Board
March 23, 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

Commission Nominations Pending Governor's Appointment: Lupe Bryant, Lucy Gent-Foma, Anna Marie Garcia, Monica Kowal, Josefina Mata, Alice Perez, Richard Safford, Ryan Steinmetz, Phoebe Suina and Sarah Tevis Townes.

Announcements

None

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

**New Mexico Commission for Community Volunteerism
Community Outreach Committee Report to the Board
March 23, 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

NMCCV 2017 Legislative Day a success: Tuesday, February 28th: Rotunda. External partners participated including American Red Cross, ShareNM, RMYC & others. Commission members participated, as well as programs who were introduced both in the Senate and House.

Committee Member Greg Hallstrom completes work with UNM on Volunteerism Video featuring Community Link & other volunteer organizations.

PLC Forwarded NMCCV Webinar briefing dates to community outreach listings. Shared Peer review dates & information with several not for profits & community organizations to recruit more participants.

Meetings/Events attended by Commissioner Chavez:

- October 13: ASC Board webinar: Standards Process/tiered national membership dues & satisfaction survey
- October 20: ASC Strategic Plan Input: Public Policy coalition/state public policy support
- October 18: ASC webinar: New Board member orientation/introductions
- November 2: Board Strategic Planning continued



- November 10: Board Webinar Strategic Plan confirmation
- December 13: ASC Board Meeting
- February 22: Calls made to each NMCCV member for their personal letters /calls to Congressional Delegation in support of CNCS budget and national commissions.
- February 28-March 4: Washington DC: ASC National Commissions Leadership Conference
- March 2: ASC National Congressional Hill Day
- March 2—current: National Congressional Legislation/input/participation.
- March 9: CNCS Congressional support resolution passed
- March 14: Call for National Commission support/National letters/Calls of support for CNCS.

Action Items In-Progress/Pending: Continuation of ongoing legislative/congressional support for pending OMB budget indicating CNCS elimination

Respectfully Submitted,

Commissioner Patricia Lee Chavez

**New Mexico Commission for Community Volunteerism
State Service Plan Taskforce Report to the Commission Board
March 23, 2017**

Committee Members

Hank Humiston, Chair

Committee Meeting(s)- March 13, 2017

Attendance at Committee Meeting(s)- Sam Sokolove, Kristin Hsueh, Logan Rice, Greg Hallstrom, 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—



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- 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

- Continued working on presentation for Commission outlining the performance and alignment with State Service Plan

Announcements

- N/A

Questions for the Board

- N/A

Formal Motions to the Board /Informal Recommendation(s)

- N/A

Date of Next Committee Meeting-TBD

Respectfully Submitted,

Commissioner Humiston