



NEW MEXICO COMMISSION FOR COMMUNITY VOLUNTEERISM

MEETING MINUTES

March 23, 2017

Marriot Marriott Uptown: 2101 Louisiana Boulevard NE, Albuquerque, NM 87110

4:00PM - 6PM

Commissioners in Attendance

Erin Atkins
Jorja Armijo-Brasher
Dustin Chavez
Bernadine Dallago
Alice Garza

Elaine Graff
Greg Hallstrom
Nancy Hughes
Patricia Lee Chavez

Commissioners Absent

Charles Humiston
Georgetta Kwasniewki
Renee Lowden

Hannah Skandera
David Maestas
Matthew Montoya
Jennifer Riordan

2016 Ex-Officio Commission Members in Attendance

Samuel Sokolove, Executive Director, NMCCV
Michael Garcia, New Mexico State Program Director, CNCS

Staff in Attendance

Logan Rice, Program Officer
Kristin Hsueh, Outreach and Events Officer

Others

Josefina Mata
Monica Kowal
Phoebe Suina
Ryan Steinmetz

Alice Perez
Thenera Bailey
Crystal Kelley, NCCC



Call to Order

Commissioner Graff called the meeting to order at 4:00PM

Roll Call

Commissioner Graff called roll.

Approval of Minutes

The minutes were sent out to the Commission prior to the meeting. Commissioner Hallstrom moved to adopt the minutes of 1-6-17 as presented; the motion was seconded by Commissioner Lee Chavez. Commissioner Graff took a vote; approval was voted by all, none opposed, none abstained; the motion to approve the 1-6-17 minutes passed.

Commission Announcements:

Staff Announcements

Program Officer Logan Rice gave an overview of subgrantee monitoring to date, which included NACA, Rocky Mountain Youth Corps, Earth Care, EcoServants, Highlands and Atrisco Heritage Foundation. He announced that FYI and Teach For America would be monitored the following two weeks.

CNCS State Office Announcements

CNCS State Program Director Michael Garcia announced the RSVP Expansion Competition and the VISTA call for concept papers. He called the Commission's attention to the April 4th Mayor, County, and Tribal Recognition Day for National Service. Senators Udall and Heinrich, Congressman Lujan will be engaging in social media that day; one event is currently scheduled, and Governor Martinez has signed a proclamation. Michael announced that Senator Udall had met with the Not Forgotten program in Taos, which hosts an AmeriCorps NCCC program, and a service project with Senator Heinrich is being planned in April at an Albuquerque site.

Thenera Bailey, President/CEO of the SISGI Group, presented on the Playbook Project produced for the NMCCV, which includes the training and program management website. Other resources created by SISGI include a Member handbook, Program Director's Handbook, as well as NMCCV staff and Commissioner's handbooks.



Committee Report Outs:

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

Executive Committee

Presented by Commissioner Graff. None in addition to report out

Grants and Program Development Committee

Presented by Commissioner Armijo-Brasher. None in addition to the report out

Board Development Committee

Presented by Commissioner Hallstrom. None in addition to the report out

Community Outreach Committee

Presented by Commissioner Chavez. None in addition to the report out

State Service Plan Taskforce

Presented by Sam Sokolove for Commissioner Humiston. None in addition to the report out

New Business

Please Note That for All Voting Purposes during This Meeting**

Commissioner Riordan gave her proxy to Commissioner Graff

Commissioner Humiston gave his proxy to Commissioner Hallstrom

CNCS Update

Commissioner Chavez reported on her attendance at the America's Service Commissions leadership convening, and emphasized the critical importance of Commissioners continuing their outreach to our Congressional Delegation during budget negotiations. She noted that Senator Heinrich was one of the co-sponsors of March 9th Sen. Res. 86, recognizing the contributions of AmeriCorps members and alumni to the lives of the people of the U.S, and that during her visits with the New Mexico Congressional delegation all representatives and their staffers expressed support and interest in National Service.



By Laws Revisions

To ensure that the NMCCV operates in compliance with the Open Meetings Act, as well with the policies of the Department of Workforce Solutions and the Corporation for National and Community Service, Samuel presented recommendations from the Department of Workforce Solutions Office of General Counsel for the NMCCV By-Laws on conducting meetings and addressing conflict of interest issues.

The following Inclement Weather Policy was presented to be considered for inclusion in the NMCCV By-Laws:

If inclement weather prevents the NMCCV Board from meeting in-person for a scheduled meeting, the meeting will revert to a conference call, with an open line for public comment. NMCCV will follow state agency closure policy for determination.

Commissioner Dallago moved to accept the policy as written; Commissioner Chavez seconded. Vote taken, all approved, none opposed, none abstained; motion passed.

Conflict of Interest Policy

The following Conflict of Interest policy was presented for inclusion in the NMCCV By-Laws:

All Commissioners must acknowledge the conflict of interest policies and any potential conflicts, perceived or actual, must be disclosed to the Board prior to any grant decisions being made. Prior to the start of deliberations, a commissioner should report to the Executive Director of NMCCV to disclose any potential conflict. The Executive Director then will issue a recommendation on the conflict to which the Commissioner will have ten days to respond. Most conflicts can be cured with disclosure and recusal from the vote. If the Executive Director deems that resignation from the Commission is not required, the Commissioner will have to disclose the conflict at the next meeting and recuse himself/herself from any vote involving the conflict; in circumstances where the Commissioner is so involved in the operations of the applicant/grantee that impartiality is not practical, recusal will not remedy the conflict and the commissioner shall resign either their position with the Commission or with the applicant/grantee. Unacceptable conflicts include:

- *A Commissioner directly submitting a grant request;*
- *A Commissioner being involved in a decision to grant funds to an organization they or an immediate family member or significant other is financially tied to, or in service to in a key volunteer leadership or advisory capacity;*



- *Accepting gifts from grantees;*
- *Serving on the board of directors of a grantee organization.*

Commissioner Hallstrom moved to accept policy as written; Commissioner Garza Alice seconded. Vote taken, all approved, none opposed, none abstained; motion passed. Commissioner Atkins made a friendly amendment to remove the word “unacceptable,” and change to “conflicts include.” The revised text then read as follows:

All Commissioners must acknowledge the conflict of interest policies and any potential conflicts, perceived or actual, must be disclosed to the Board prior to any grant decisions being made. Prior to the start of deliberations, a commissioner should report to the Executive Director of NMCCV to disclose any potential conflict. The Executive Director then will issue a recommendation on the conflict to which the Commissioner will have ten days to respond. Most conflicts can be cured with disclosure and recusal from the vote. If the Executive Director deems that resignation from the Commission is not required, the Commissioner will have to disclose the conflict at the next meeting and recuse himself/herself from any vote involving the conflict; in circumstances where the Commissioner is so involved in the operations of the applicant/grantee that impartiality is not practical, recusal will not remedy the conflict and the commissioner shall resign either their position with the Commission or with the applicant/grantee. Conflicts include, but are not limited to:

- *A Commissioner directly submitting a grant request;*
- *A Commissioner being involved in a decision to grant funds to an organization they or an immediate family member or significant other is financially tied to, or in service to in a key volunteer leadership or advisory capacity;*
- *Accepting gifts from grantees;*
- *Serving on the board of directors of a grantee organization.*

Following the friendly amendment, the revised Conflict of Interest policy was accepted with no abstentions.

Rolling Quorums

The following policy on Rolling Quorums was presented for inclusion in the NMCCV By-Laws:

A rolling quorum exists when Commissioners are discussing NMCCV business but are not all in the same place at the same time; this includes e-mail chains, phone calls and in-person informal meetings. This violates the Open Meetings Act, as Commissioners must be present at an announced meeting to discuss



and/or vote on NMCCV business. Any commission business must be raised, discussed and decided in open meetings and not in private conversation. In summary, rolling quorums are not permissible.

Commissioner Hallstrom stated wording needed to be included to address committee meetings. Commissioner Atkins then suggested adding language explaining that the policy does not apply to committees and subcommittees of the commission. With this suggestion, the policy was revised as follows:

A rolling quorum exists when Commissioners are discussing NMCCV business but are not all in the same place at the same time; this includes e-mail chains, phone calls and in-person informal meetings. This violates the Open Meetings Act, as Commissioners must be present at an announced meeting to discuss and/or vote on NMCCV business. Any commission business must be raised, discussed and decided in open meetings and not in private conversation. In summary, rolling quorums are not permissible. This policy does not apply to Committees or Subcommittees of the Commission.

Commissioner Atkins moved to accept; Commissioner Armijo-Brasher seconded. Vote taken, all approved, none opposed, none abstained; motion passed.

Proxies

The following policy on Proxies was presented for inclusion in the NMCCV By-Laws:

A Commissioner may elect a proxy to vote in their absence 24 hours in advance of a meeting if they are unable to personally attend a scheduled meeting. Proxy votes should be used sparingly.

Commissioner Atkins noted that proxies require that the date of the specific meeting be stated as “proxy shall be for the meeting in question.” She expressed concern that 24 hours would not allow time to accommodate unexpected conflicts and emergencies. The language was revised as follows:

A Commissioner may elect a proxy to vote in their absence in advance of a meeting if they are unable to personally attend a scheduled meeting. Proxy votes should be used sparingly. All proxy votes should be sent to the Executive Director and identify the Commissioner who will vote in their absence for the specified date of the meeting.

Commissioner Atkins motioned to approve, Commissioner Garza Alice seconded. Vote taken, all approved, none opposed, none abstained; motion passed.



General, Special and Emergency Meetings

The following policy on General, Special and Emergency Meetings was presented for inclusion in the NMCCV By-Laws:

A ten day notice is necessary for all general meetings. If an emergency meeting is called -- which should be avoided whenever possible -- 24 hour notice is mandated. An emergency meeting should only be called if by not doing so the result will likely be injury or damage to persons or property or a substantial loss to the commission. In some circumstances, it may be necessary to call a special or urgent meeting. Any meeting that is not regularly scheduled but does not rise to an "emergency meeting" is considered a "special meeting." These may be called to address matters not requiring immediate attention but which need to be discussed before the next general meeting is scheduled. Three-day notice is required for these special meetings

Commissioner Dallago moved to approve, Commissioner Garza seconded. Vote taken, all approved, none opposed, none abstained; motion passed.

Next Meeting

Commissioner Graff confirmed that the next Commission meeting will be held on Friday, June 9, 2017 from 12:00pm-3:00pm at Wells Fargo.

Meeting Adjourned

Commissioner Hallstrom moved to adjourn; it was seconded by Commissioner Chavez, all voted for the motion, none opposed, none abstained. The meeting adjourned at 6:00 pm.

Minutes Prepared by Samuel Sokolove.