



NEW MEXICO COMMISSION FOR
**COMMUNITY
VOLUNTEERISM**



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MEETING MINUTES

August 26, 2016
Wells Fargo Building- 12th Floor
200 Lomas Blvd. NW
Albuquerque, NM 87102
12:35PM-2:39PM

Commissioners in Attendance

| | |
|---------------------------|------------------|
| Jorja Armijo-Brasher | Elaine Graff |
| Erin Atkins | Greg Hallstrom |
| Dustin Chavez (Called In) | Nancy Hughes |
| Patricia Lee Chavez | Matthew Montoya |
| Bernadine Dallago | Jennifer Riordan |
| Alice Garza | |

Commissioners Absent

| | |
|----------------------|-----------------|
| Charles Humiston | Renee Lowden |
| Georgetta Kwasniewki | Hannah Skandera |

2016 Ex-Officio Commission Members in Attendance

Joy Forehand

Michael Garcia

Staff in Attendance

Logan Rice, Program Officer

Kristin Hsueh, Outreach and Events Officer

Others

Mimi Roberts, Department of Cultural Affairs





Call to Order

Commissioner Chair Riordan, called the meeting to order at 12:35 PM

Roll Call

Commissioner Chair Riordan, called roll.

Approval of Minutes

The minutes were sent out to the Commission prior to the meeting. Commissioner P. Chavez amended to include the participation of Alice Garza not Bernadine Dallago participated in Mayor's Day in Albuquerque. Commissioner G. Hallstrom amended moving to the executive session to include the section of the Open Meetings Act of NM under which the meeting was closed. Commissioner Chair Riordan asked for addition amendments or additions, none were made. Commissioner Treasurer Dallago moved to approve the minutes, Commissioner Secretary Graff seconded. Approval was voted by all, none opposed, none abstained.

Commission Announcements:

Staff Announcements

Joy Forehand, Deputy Secretary and Interim NMCCV Executive Director, gave a brief staffing update. Second round interviews have been conducted and Commissioner Chair Riordan was participatory in the second round of interviews. The selection process has narrowed the applicant pool to two individuals and the HR department is currently running the necessary checks before proceeding to the next phase in the hiring process.

Joy reiterated the natural fit of the Commission to be part of the Department of Workforce Solutions. NMCCV is being included in more outreach efforts and is becoming a natural player in the team of internships, job placements, and career guidance.

Logan Rice, Program Officer, gave an update on the close out of the Program Year 15-16. All is on track and programs should be processing the last of their invoices, hard stop on 8/31/16. Program Year 16-17 will include two 3 year grants to Atrisco Heritage Foundation and NACA Inspired Schools Network; both are recommended having more monitoring due to being a new grantee. The other grantees include Earth Care and RMYC who are in continuation, second year and third year respectively, EcoServants, FYI, NMHU, and Teach for America. None of the programs are considered high risk at this point in time. Logan will be issuing a Needs Assessment shortly to identify training topics for the upcoming year. Staff have provided a webinar for program directors and there will be more asked from programs in terms of reporting this year and each program is aware of the changes and the updates to policies. The Commission will release a PSA announcing the new programs after September 1, 2016.



Kristin Hsueh, Community Outreach and Events Officer, gave an update on upcoming events for the next Program Year. Opening Day will be happening across the nation on Friday, October 7th, but in New Mexico we will be holding an Induction Ceremony in collaboration with the City of Albuquerque on Wednesday, October 5th at 11am at the Kimo Theatre. Wendy Spencer, CEO of CNCS, will be flying down to NM for this ceremony and the City will be announcing that they are becoming an Employer of National Service. The Commission is requiring 6/8 programs to attend this ceremony and will be reaching out to National Directs, AmeriCorps VISTA, and AmeriCorps NCCC to have their members be part of this event. As part of this event, CNCS will be celebrating the swearing in of the 1 millionth AmeriCorps member. Kristin then gave dates of upcoming days of service- 9/11, MLK Day, and Cesar Chavez Day. These are dates that commissioners should be aware of and make an effort to attend events, celebrations, or workshops. Kristin will provide more information as we get closer to each event. A Commissioner calendar was shared with commissioners and this calendar has approximate dates of events, programs, grants, etc. over the next program year. These calendars will be added through outlook/google calendars and are being made available to help commissioners plan their participation.

The Symposium will be attended by the new Grants Manager, Logan Rice, Kristin Hsueh, and Elaine Graff. The Symposium will be held in Washington D.C. The Commission will provide talking points and contact information.

CNCS State Office Announcements

Michael Garcia gave an update from the CNCS office. The CNCS state office and the Commission staff have increased communication and collaboration over the last few months. CNCS State Office has been working towards securing Employers of National Service and is working on the event on October 5th, 2016. Wendy is expected to fly in on Tuesday and fly out on Thursday. Michael asked the commission if they would like to schedule a meeting with Wendy. The Commission decided that joining her for a meal might be a better way to talk in a more informal situation than a Commission Meeting. Michael will propose the meal interaction to Wendy's staff.

Michael also encourages the Commissioners to be involved in 9/11 events. Although AmeriCorps members might not be involved due to onboarding, AmeriCorps VISTAS will be present and holding their own events.

Michael proposed the State consider becoming an Employer of National Service. Joy stated that the DWS is interested and thinks that it can take some time to change the application. Michael suggests that the State and ease into the Employer of National Service. Joy will follow up conversations with CNCS and Commission staff.



CNCS staff are working to create promotional materials using AmeriCorps Vistas who work with tribes. CNCS staff will be coming to New Mexico to hold interviews with current AmeriCorps VISTAS members in September to create a PSA like promotional material.

Committee Report Outs:

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

Executive Committee

Commissioner Chair Riordan gave a brief overview of the 2016-2017 Timeline, Logic Model, and 2016-2017 Annual Work Plan. Commissioner Chair Riordan made a call for Commissioners to be part of the Peer Review process.

Grants and Program Development Committee

None in addition to the report out

Board Development Committee

Commissioner Hallstrom distributed a brief summarization of the Open Meeting Act of New Mexico 2015. Commissioner Hallstrom advised the board to submit all questions to a staff member who can send the item out to the Commissioners to avoid rolling quorums. Every month this committee will report on a different topic.

Commissioner Atkins and Commissioner Montoya would like to update the Commissioner Recruitment Matrix to update each commissioner's category, term limit, etc. and to recognize where the commissioners should be recruiting.

Community Outreach Committee

Commissioner Lee Chavez distributed copies of Prime Time- August 2016 which featured an article where Greg Hallstrom was interviewed and mentioned NMCCV. Commissioner Lee Chavez asked about business cards and badges. Kristin reported that the business cards will be for Commissioners in general and are in the process of going through procurement. As far as badges, it is unlikely that the Commission will be able to order individualized badges for the commissioners. Commissioner Lee Chavez suggested that the Commission Board members create their own badges using the Commission logo. Kristin advised to hold off on creation on badges until she can speak with management regarding the use of the logo.

Commissioners will receive a Commission pin, AmeriCorps NM pin, and NMCCV polos to help them be identified as Commissioners.



State Service Plan Taskforce

None in addition to the report out

Old Business

Formula Grant Award Status Update

Logan reported that the contracts were sent out to the formula and competitive grantees as of the afternoon of 8/26/16. All programs are set to start on September 1, 2016.

New Business

Skipped to Proposed RFP Changes due to time limitation.

Year Limits with Mandatory 1 Year Break from Formula

After a discussion between Commissioner Montoya, Commissioner Dallago, Commissioner Atkins, Commissioner Graff, Commissioner Lee Chavez, and Commissioner Chair Riordan regarding the merits of a mandatory year break and the merits of applying for competitive funding, Commissioner Atkins made motion and was seconded by Commissioner Graff. After additional conversation to ensure that the applications received are qualified and made a friendly amendment to form the following motion:

In the Formula RFP: Applicants who have been funded for 6 consecutive years, regardless of 1 year or multiyear funding, shall be required to have applied to the Competitive RFP (previous fall) with an application that was deemed to be a qualified and effective application that was recommended for funding and moved to CNCS by a peer review panel, staff, and the NMCCV Commission Board prior to applying for year 7 of Formula funding. If the applicant does not submit an application or submits an application that was not recommended for funding by the peer review panel, staff, or NMCCV Commission Board, then the applicant must take a mandatory 1 year break from Formula funding before being reconsidered for the opportunity to apply for Formula funding in future years.

The amended motion was seconded by Commissioner Montoya. Commissioner Chair Riordan called a vote, all voted for the motion, none opposed, none abstained.

Evaluation Requirement for Programs Funder Over X Years(Formula)

The merits of requiring an evaluation as part on continued funding were presented by Logan Rice and Kristin Hsueh. Logan explained that due to formula grantees being awarded single year grants, there has not been a requirement for the grantees to do any sort of evaluation. Competitive grants require an external evaluation after receiving more than \$500,000.00 per calendar year or upon completion of their third year of funding. In order to better prepare formula grantees to apply and receive competitive



funding, staff suggests writing into the RFP for Formula that the grantees must perform some sort of evaluation, internal or external, after a set number of continuous funding.

After a discussion, Commissioner Atkins made the following motion:

If an applicant has received Formula grant funding for the previous 2 years, the 3rd year of application for Formula funding must include the submission of an internal, structured, standardized evaluation of the previous two years' AmeriCorps projects/program and its impact on the community as part of the 3rd year's application for Formula Grant.

The motion was seconded by Commissioner Montoya, Commissioner Dallago, and Commissioner Lee Chavez. Commissioner Chair Riordan called a vote, all voted for the motion, none opposed, none abstained.

Commissioner Graff moved to table the items below, seconded Commissioner Dallago, all voted for the motion, none opposed, none abstained

Past Performance Scoring Criteria Formula- Tabled

Require Letters of Support for Programs Choosing Capacity Building as Focus Area- Tabled

Concept Paper/Checklist- Tabled

Service Summit 2017- Tabled

Announcements

N/A

Next Meeting Proposed

Commissioner Chair Riordan proposed the next commission meeting to be held on Friday, October 21, 2016 from 11:30am-1:30pm at Wells Fargo.

Public Comment

Mimi Roberts- None

Meeting Adjourned

Commissioner Lee Chavez moved to adjourn; it was seconded by Commissioner Dallago, all voted for the motion, none opposed, none abstained at 2:39pm.

Minutes Prepared by Kristin Hsueh