



## Quarterly Commission Meeting

Thursday, April 20th, 2023

3:00pm-5:00pm

### Locations

Virtual Meeting Via WebEx

<https://illinois.webex.com/illinois/j.php?MTID=m2728bf4ed4a22968f93c50f41f0a4567>

### Agenda

1. Call to Order – Natalie Furlett, Chair
  2. Roll Call – *please type in your name in the chat*
    - a. Commissioners Present: John Gremer, Marci Johnson, Natalie Furlett, Rosie Drumgoole, Scott Clarke, Shawn Gunnoe, Bridgett Hayman, Allison Angeloni, Amy Rueff, Shefali Trivedi, Benjamin Kagan, Brooke Jones.
    - b. Staff Present: Allison Miller, Cecilia Maciel, Cory Blissett, Jacob Jenkins, Kimberly Doyle, Kristen Bethke, Rachael Tuxhorn, Andres Fernandez, Davida Fanniel.
    - c. Commissioners NOT Present: Shawn Healy (declined invite 4.19.23 at 5:36pm), Tiffany Holmes (declined due to schedule conflict 4.20.23 at 2:45pm), no notice: Cathy Leonis, Ami Copeland, Anne Schuman, Ashli Nelson, Carmen Ayala, Carolyn Roberts, Curtis Peace, Howard Lathan, Jennifer North, Rachael Dietkus, Shelley Long.
    - d. Guest: Lisa Tope, Courtney Geib, Heather Foster, Kirstin Chernawsky.
  3. Approval of the Minutes from February 2<sup>nd</sup> meeting
    - a. Shefali Trivedi approved the minutes.
    - b. Bridget Hayman seconded the minutes.
  4. AmeriCorps Agency Update – Shawn Gunnoe
    - a. Have been working with the Serve Illinois Commissioner.
    - b. Can assist with trainings if needed.
    - c. Discussed AmeriCorps new grantee monitoring visit. Looking at policies and procedures, internal controls, what has been done/what hasn't, updates needed.
    - d. Going to update the training and technical assistance protocols.
    - e. The Commission and grantees should work together to help with issues that arise.
  5. IDHS Staff Update - Cory Blissett
    - a. Staff Update
      - i. Working on updating the organizational chart to reflect the new Executive Director and other leadership.
      - ii. There are currently 15 fulltime staff with 2 fulltime openings.
-



- iii. Finalizing interviews for the Volunteer Program Manager position.
  - iv. Grant Coordinator position will be posted soon.
  - b. Quarterly Program Director's meeting
    - i. There are currently 29 subgrantees statewide.
    - ii. A survey has been sent out to all subgrantees inquiring about training and technical assistance needs and communication.
    - iii. Quarterly Program Director's meetings have been scheduled.
      - 1. Next meeting is scheduled for May.
      - 2. Tuesday's at 10:00am is what worked best for the majority of subgrantees.
  - c. Monthly 1 on 1 subgrantee meetings have been implemented. There are Officers/Specialists in each upstate, downstate, and Chicago.
    - i. Minutes and agendas are kept for each of the meetings.
  - d. Surveys
    - i. We are expanding our surveys to help with technical assistance and member recruitment and retention.
    - ii. Will be using Survey Monkey to assist with our surveys to better help track our surveys and data.
  - e. Site Visits
    - i. Program Officers and Specialists are doing site visits (in person) and are also doing reviews of each program.
    - ii. Programmatic Risk Assessments are being completed on each subgrantee.
    - iii. Those who are at most risk will likely receive more visits and desk reviews.
  - f. AmeriCorps State Service Plan
    - i. Need to make sure it is up to date.
  - g. Formula grants
    - i. Formula fixed is not open to new applicants
      - 1. We have 1 grantee under this grant.
    - ii. Formula Traditional is open to new grantees
      - 1. We have 19 continuation applicants under this grant.
      - 2. Apps are due in eGrants by April 28<sup>th</sup>, 2023.
      - 3. We have to have everything submitted to AmeriCorps and eGrants by May 17<sup>th</sup>, 2023.
      - 4. The plan is for bureau staff to grade and review every application for compliance and then on May 11<sup>th</sup> from 4-5 to review proposed applications and to vote on them.
        - a. The team will put together a PowerPoint and all of the funding that is available.
        - b. The team will then take the board through the applications to vote either "yes" or "no" on each one.
6. Calendar of Events
- a. Volunteerism and National Service Days Updates - Jacob Jenkins
-



- i. AmeriCorps Week was celebrated in March. Pictures were submitted from subgrantees to highlight their events.
  - ii. Global Youth Service Days April 28<sup>th</sup>-30<sup>th</sup>
    1. Gardeneers – Need volunteers. We put a request for volunteers out to our contacts and via social media.
  - iii. Earth Day
    1. We put together an Earth Day Pledge for the City of Springfield.
  - iv. Illinois National Service Summit
    1. Virtual on May 19<sup>th</sup>, 2023.
    2. Currently working through the procurement process.
    3. We have a bid for the vendor for the virtual aspect.
    4. Commissioners are welcome to attend.
  - v. Volunteer Spotlight
    1. Instead of Volunteer of the Week, we are calling it Volunteer Spotlight.
    2. Please feel free to send us nominations to spotlight.
  - b. Calendar of Events (Cecilia Maciel)
    - i. Volunteer Pop-Ups
      1. Jacob and Cecilia go in person to organizations or events to recognize outstanding volunteers.
      2. Governor's Certificates of Appreciations and presented at these events.
    - ii. April is Arab American Heritage Month
      1. Asked for connections for this volunteer group to help recognize this community.
    - iii. Global Youth Service Days – April 28<sup>th</sup>-30<sup>th</sup>.
    - iv. National Volunteer Week – April 16<sup>th</sup>-22<sup>nd</sup>.
    - v. Governor's Volunteer Service Awards – April 27<sup>th</sup> in Springfield.
      1. At the Hoogland Center for the Arts from 11:00am-1:00pm.
      2. Expected to have around 70-75 people attend.
    - vi. May is Asian American/Pacific Islander Month.
    - vii. National Service Summit – May 19<sup>th</sup> (virtual).
    - viii. Memorial Day – May 29<sup>th</sup>.
    - ix. June is Pride Month.
    - x. Points of Light Conference – June 14<sup>th</sup>-16<sup>th</sup> in Chicago.
    - xi. Juneteenth – June 19<sup>th</sup>.
    - xii. Independence Day – July 4<sup>th</sup>.
    - xiii. Central Illinois Volunteerism Conference - July 7<sup>th</sup> in Springfield.
    - xiv. Illinois State Fair - August 10<sup>th</sup>-20<sup>th</sup>.
    - xv. Governor's Hometown Awards - August 16<sup>th</sup>.
7. Committee Reports
- a. Executive Committee – Natalie Furlett
    - i. Executive Director Search Update
-



1. Andres Fernandez has been appointed as the Executive Director.
  - b. Finance & Governance – Scott Clarke
    - i. Audits
      1. Volunteer General Fund Corrective Action is closed
        - a. Focused on the lack of policies and procedures in place on how Serve Illinois uses the VGF funds.
        - b. It was reported that the Volunteer Generation Fund (VGF) Corrective Action Plan (CAP) was closed; however, a comment was made that the CAP is not closed. A discussion will be set after the meeting to clarify. Once clarified, we will send a note and addendum to the Commissioners.
      2. Auditor General is conducting an audit of the Board of Commissioners
        - a. Bureau staff provided the recommended documentation.
      3. DHS Office of Internal Audits is auditing the Serve Illinois Commission
        - a. All documentation has been provided by Bureau staff.
        - b. Waiting for an update from the auditors.
    - ii. Legal and Compliance Onboarding for Commissioners (2023)
      1. Commissioners must take required trainings.
        - a. If not completed, may result in removal from the Commission.
    - iii. Bylaws need to be updated
      1. We review every 2 years. It is available on the website. If anything is noticed that should be addressed, please email Scott Clarke.
  - c. Public Policy – Tiffany Holmes
    - i. Tiffany will provide information to share at a later date as she was unable to attend this meeting.
  - d. Public Relations
    - i. Newsletter
      1. Spring 2023 newsletter is in the works and will be sent out in the next few weeks.
      2. Website is being updated for accessibility/508 compliance.
  - e. Recognition Committee –Amy Rueff
    - i. Governor’s Volunteer Service Awards April 27<sup>th</sup>, 2023, in Springfield
      1. Voting on 2023 winners in the Summer of 2023
      2. Voting on 2024 winners in the Fall of 2023
    - ii. Governor’s Hometown Awards
      1. The application will be released on May 16<sup>th</sup>, 2023.
      2. Award areas have been increased to reflect our priority areas.
      3. Frequently asked questions have been updated to streamline the application process.
      4. Final judging will be completed on August 16<sup>th</sup> at the State Fair.
  - f. AmeriCorps – Allison Angeloni
-



- i. Going to confirm who is on this committee and what the charge is. Looking at how this committee benefits the Commission.
    1. Vote on whether to keep the committee/have others join the committee.
  - ii. Recruitment/retention of AmeriCorps members.
  - iii. Recruitment of new agencies and diversifying portfolio.
  - g. Strategic Planning – Allison Angeloni
    - i. Strategic Plan considerations
      1. Required, as well as the State Service Plan.
      2. Had been put on pause due to staffing issues before. Now that we have a nearly full staff, we should start working on this. It is critical to get this in place soon, to be in compliance.
8. Public Comment
9. 2023 Meeting Dates
- a. Discussed meeting in person for the August 10<sup>th</sup> meeting.
10. Adjourn
- a. John moved to adjourn
  - b. Scott seconded
  - c. no oppositions
-