



## Governance & Finance Committee Meeting

July 21st, 2021

3:00pm-4:15pm

### Locations

Virtual Meeting via WebEx

**Commissioners Present- Clarke, Scott; Chavkin, Nisan; and Furlett, Natalie.**

**Staff Present- Starling, Claire; Haynes, Senyah; and Samuels, Ayoka.**

1. Call to Order
  - a) Clarke called meeting to order at 3:05.
2. Approval of Minutes of March 11, 2021
  - a) Everyone should have received an electronic copy of the minutes from March 11<sup>th</sup>. Furlett motioned to approve the minutes, and Clarke seconds the motion. No corrections necessary, the motion carries unanimously.
  - b) Starling will post the March 11<sup>th</sup> minutes to the Serve IL website.
3. Old Business
  - a) On-boarding of new Commissioners
    - i. We completed a survey from other states to see what others do regarding the onboarding process for commissioners. Samuels noted that a special onboarding session has been the process for other commissions as well. It looks like we are on the right track and we have been using an onboarding deck made by Cassie McNeil. We have used it twice so far. A copy of the deck will be included with the minutes for approval/review to Clarke.
    - ii. Haynes noted that we received appreciative feedback from both new and veteran commissioners. She also noted that new commissioners paid detailed attention to the presentation as well.
    - iii. Samuels noted that Jim Dixon encouraged us to utilize the presentation for veteran commissioners as well to engage them and present important information.
    - iv. Clarke asked what the potential would be for recording these presentations as well for later reference and possibly even initiation to get more information about what it means to be a commissioner. Haynes noted that new commissioners were given the deck itself for their personal use, but using the video for our YouTube page would be an interesting application with a cleaner edit so it seems a bit more polished. We could also post this to Basecamp for the commissioners as

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well to go through the process for review.

b) Status of Compliance with training requirements for staff and Commissioners

- i. We have had issues in the past with completion of our required trainings for commissioners. Samuels stated we will hear from IDPH HR about recertification of commissioners. She stated there is a backlog for a few of our trainings, The Open Meetings Act in particular, but she hasn't been able to follow up with that. As of right now, we are still in the same position as before. OPR/IDPH hasn't been able to obtain the new links to these online trainings.
- ii. Clarke noted that other state boards did their training 100% online and received their certifications online as well. It is possible that style would likely be more effective and simpler for us. This could possibly be something we could look into to make sure our members are in compliance.
- iii. Samuels said that the trainings should be online statewide. We have submitted everyone's name including our new members. Samuels will ask if it is appropriate for us to start or if we need to wait until we get official notification from HR to begin.
- iv. Additionally, we discovered that the reappointment for Katherine Nelson has been denied due to a lack of communication and participation after her appointment expired. We are also having issues getting into contact with Shawn Healy, possibly due to an incorrect email address, but will reach out again soon because he has been coming to meetings. As a result of Nelson's departure from the commission, we need to appoint someone to represent the young adult/youth position (Up to 25 years old and resident of Illinois) and the term lasts 3 years. We are also waiting on about 4 non-voting members for submission from the Governor's Office. We still have 1 or 2 members available for voting members, ideally nondemocratic members as requested from the Governor's Office.
- v. Furllett noted that she may have an applicable candidate from Campus Contact (downstate). She will look into this possibility. Furllett could also reach out to a reliable contact from Eastern Illinois University for a candidate, or even from other state institutions to request nominations. She will draft an email and get approval from the committee before sending it out.
- vi. Haynes noted that the Open Meetings Act page is still down and on the website there is a public notice stating that members and designees are not penalized for failure to complete the electronic training during the statutory time periods because the page is down and they are unsure when it will be back up.

4. New Business

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a) New Committee Members

- i. We need to work to recruit new members to our committee. How can we encourage them to join? We would rather them choose to join than be appointed. At our next board meeting, Clarke noted we should encourage those with a legal/finance background to join this committee. We don't want to have any issues with quorum with only 3 members and we want to diversify our committee input as much as possible.
- ii. We have 7 unassigned commissioners and both Haynes and Samuels have been looking into where they may be best placed and where they are needed as well. The Public Relations committee also only has 3 members, so they will be needing recruit as well. We will be looking to assign people to these two committees first and foremost due to their low numbers.
- iii. This is the list of our 7 unassigned commissioners- Ashley Nelson, Carmen Ayala, Shelly Long, Tiffany Holmes, Andrew Fernandez, Jane Angelis, and Jennifer North. We can likely approach Andrew, Ashley, and Marci. We don't necessarily have a maximum amount of members. Additionally, Clarke noted he would like to have someone from the foundation for this committee to report on finances and ensure best practices. Samuels noted that Adam McGriffin would be a good candidate and she will ask.
- iv. Heather Foster is also assigned to us from AmeriCorps, who will be taking Jen Irwin's place temporarily. She could possibly be on this committee.
- v. Clarke noted we need to include a place for the meeting link to be housed somewhere on the website with the agenda as well in order to be in compliance with the Opening Meetings Act. Samuels pointed out that we do have a notice on the "Meeting Materials" page for those interested from the public to email our general DPH email to request a meeting link and information. Starling also made the notice itself larger and bolded to make it stand out.

b) Update on Transfer of Commission from IDPH to IDHS

- i. We have the transition going into three parts. Our main concern is dealing with contracts and finance. This has to do with how our AmeriCorps agencies will have their contracts set up. They will have a contract that will go through December 31<sup>st</sup>, 2021 with DPH and then they will pick up a contract starting January 1<sup>st</sup>, 2022 through December 31<sup>st</sup>, 2022. Teams of lawyers from IDPH and DHS are working on this and essentially we will need to send out a Notice of State Award, which goes into more detail regarding their full award amount in total. We have had some pushback from our AmeriCorps Programs regarding contracts and grant award letters.
- ii. Samuels noted that she met personally with the Secretary with DHS and

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that they will be fully supporting us and our transition. They are allowing Samuels and DPH to hire a full time fiscal manager for Serve Illinois.

- iii. The second part of the transition includes staffing and HR. The medical volunteers will not be coming over to DHS and they will stay with DPH. The work we are doing with the Community and Emergency Response Teams (CERTS) will likely transfer over to IEMA but hasn't been confirmed yet. Serve Illinois will likely become more of partner with CERTS but not necessarily responsible for it. Samuels will be reporting to an assistant secretary, and her name is Kia Coleman. She will be working closely with us due to the high profile nature of this body of work for the State of Illinois.
- iv. The final part of the transition is IT, including changing email addresses, door and security access, etc. We are working on these aspects now. Our building in Springfield, 422 S. 5<sup>th</sup> street will remain as our office. Samuels is moving to 412 S. Clinton in the upcoming weeks. We will eventually be looking into how the transition will affect commissioners.

c) Review of Commission By-Laws

- i. As a reminder, our By-Laws require the Executive Committee to review the By-Laws every two years. Our committees need to consider if there are there any changes that need to be made in order to ensure that we are properly up to date, especially considering our implementation of remote meetings.
- ii. The Executive Committee will review the By-Laws at their next meeting and we will discuss it at the next full Board Meeting. Chavkin noted that the last time they were revised was February, 2020 so we still have time. We will likely discuss this at the Starved Rock meeting as well. Clarke will also distribute an electronic copy of the By-Laws beforehand as well.

5. Opportunity for Public Comment

- i. No public available for comment.

6. Adjourn

- i. Chavkin motioned to adjourn, Furlett seconds. Motion carries, meeting adjourned at 4:15pm.

