



Quarterly Commission Meeting

February 4, 2021
10:00am-12:00pm

Locations

Virtual Meeting via WebEx

Virtual Meeting Credentials:

Provided in Meeting Invitation or contact Claire Starling to get link at Claire.Starling@Illinois.gov

Commissioners Present: Furlett, Natalie; Chavkin, Nisan; Irwin, Jen; Johnson, Marci; Long, Shelley; Clarke, Scott; Holloway, Jennifer; Marton, Debra; Dixon, James; Lathan, Howard; Angelis, Jane; Greer, John; Davis, Laura; Drumgoole, Rosie (proxy for Meyers, Jenne); Mathis, Tiffany; Schuman, Anne; Gremer, John; North, Jennifer; Healy, Shawn; Holmes, Tiffany; Leonis, Cathy; Dietkus, Rachael and Sims, Cynthia.

Staff Present: Samuels, Ayoka; Hanneken, Michelle; Kyle, Danielle, Starling, Claire; Pendergrass, Karen; Esper, Mike; Lomelino, Jordan; Friend, Andrew and Davis, Dawn.

Serve Illinois Foundation Present: Bodor, Brandon and Trivedi, Shefali.

Minutes

1. Call to Order
 - i. Marton called the meeting to order at 10:01am.
2. Roll Call – please type in your name in the chat.
 - i. Attendance and minutes will be recorded by Starling.
3. Approval of the Meeting Minutes for the Last meeting
 - i. The meeting minutes from 11/19/20 were uploaded into Basecamp for approval.
 - ii. Motion to approve from Dixon, Leonis seconded. All in favor, motion passed.

Commission Chair Report

 - iii. Marton noted that this will be her last meeting as Commission Chair as she is now retired.
 - iv. If you are not currently active on a committee, please consider participating by offering your skills and support.
4. Serve Illinois Foundation Report
 - i. Bodor gave a brief description of his history with the Serve Illinois Commission and his position within the Serve Illinois Foundation. He noted that having a foundation arm for the commission was considered to be a best practice and then in 2017 it was officially established.
 - ii. Over the past years, the foundation has worked to rebuild board membership and is currently working to establish best practices for the foundation itself. As a result, the foundation is current going through an IRS audit.
 - iii. Bodor reiterated the mission of the foundation and its purpose to support the commission and maintain continuity.

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5. Committee Reports

a. Finance & Governance

i. Conflict of Interest Forms

1. In the past, we have not asked members to document any conflicts of interest. Member who have such a conflict must disclose it at the time of any vote, should not participate in any discussion concerning the matter, and abstain from voting as well.
2. For officially part of the record, a conflict of interest disclosure from is going to be sent out, which is used by the Office of Secretary of the State uses statewide for state employees. We want to remain completely transparent.

ii. Ethics & Harassment Training

1. Clarke noted that the committee has focused on issues concerning compliance with state laws in their past meetings. All commission members and board appointees in state government must complete ethics and sexual harassment training.
 - a. Andrew Friend has sent out an email to board members encouraging them to take the training and submit evidence of the training completion back to him.
 - b. For those who have not completed the trainings, a link to the online trainings will be sent out in order to update our records.
2. Another statutory requirement details that member of public boards must also complete trainings on the Open Meetings Act.
 - a. There is an online training course that is only required to be completed once in your life. A link will be sent out to complete the training.
3. The committee will continue to meet on various issues regarding commission compliance. Upcoming projects they will be looking at how we properly orient new commissioners and what competencies we should be looking at for newly appointed commissioners.
 - a. Johnson mentioned we need to focus on diversity when considering the commission requirements.
 - b. Clarke agreed and noted that the committee should consider racial, geographical, and gender based diversity as well as requirements within the statute (a youth representative, someone from the disability community, and those involved with AmeriCorps) in order to represent all of the state of Illinois.
 - c. Once the onboarding framework process is put together, the committee would like to look toward other commissioners for their input and other state examples as well.
 - d. Ayoka noted that we are looking to have 2 cohorts of 8 people who will be up for recommendation for appointment with the governor. So far, 9 have already been vetted. Our goal is to have these people appointed by the middle of March.

iii. Chair election

- a. Marton's term has expired as Chair. According to the bylaws, in the first meeting of the calendar year, there is an opportunity for



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an election for new officers. The offices open for election are the office of chair and office of vice chair.

1. Mathis nominated Natalie Furlett for Chair, and the nomination was accepted.
 2. Schuman nominated Nisan Chavkin, and the nomination was accepted.
 3. No other nominations were brought forth. Both Furlett and Chavkin gave a brief speech regarding their qualifications and plans for the position.
- b. One provision of the bylaw provides that officers of the commission shall not be selected from members whose organizations are funded by or receive direct benefits from the commission.
1. Neither candidates are prohibited from this restriction of the bylaw.
 2. Samuels emailed an electronic ballot to all voting members for chair. The voting commenced and Marton announced that the commission named Natalie Furlett Chair.
- c. Nominations for office of vice chair are now available.
1. Dixon nominated Nisan Chavkin for vice chair, and the nomination was accepted.
 2. Angelis asked if there were any restrictions regarding the chair and vice chair being from the same area of the state. It was noted that there is no restriction at this time, but it is important to consider geographical representation within the entire commission.
 3. Unanimous consent was given signified by a vote of “I” for Chavkin as vice chair.
- b. Public Relations
- i. The Public Relations Committee has been meeting regularly as a team. They have spoken with the foundation vendor PGM (Paul Gregory Media) and are trying to hone in on a strategy for marketing and making the commissions’ presence known to the public. Working on this through social media and policies and procedures is a main focus right now for the committee.
 - ii. Samuels noted that we are doing quite well in terms of social media presence on Facebook and Instagram. We have also increased engagement on LinkedIn and Twitter. In the future, we would like to expand to Snapchat engagement for member recruitment for AmeriCorps.
 - iii. The committee is also working on a branding process with PGM that will assist with recruitment and retention. It will also help with raising the profile of Serve Illinois throughout the state.
- c. Recognition Events
- i. Hanneken noted that traditionally we have two large events which have to do with volunteer recognition—The Governor’s Hometown Service Awards, which recognizes communities that utilize volunteers for community service projects

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and the Governor's Volunteer Service Awards, which recognizes nearly 30 individuals and businesses.

1. There have been some necessary adjustments to the calendar regarding these events. The Governor's Volunteer Service Awards were presented in 2020 with a virtual event in September.
 2. We then transitioned as a committee to looking at the Governor's Hometown Service Awards. There is ongoing planning for the event as the signature event for National Volunteer Week in April. For planning purposes, this event will also be made virtual. The intent is to work with the committee and come up with interactive and fun ideas for the event.
 3. The committee is planning to meet within the next month. With that being said, Governor's Volunteer Service Awards will be in the fall time frame this year. Hopefully it will be an in-person event then.
 4. Both Michelle Hanneken and Karen Pendergrass are working on planning for National Service Opening Day for 2021. It will be on October 14th at the Bank of Springfield center if all goes well. There will be more engagement with the commission in terms of planning and preparation.
- ii. Hometown awards applications are due February 19th (now extended to the 24th). We have a very intentional social media plan going currently to highlight previous winners in order to help people understand what kind of projects can be submitted. We are also working closely with the Governor's office.
1. One of our posts were shared by the Governor's account and gave us 30,000 impressions on one Facebook post.
 2. There was also a traditional press release about the applications. There are none at this time, as we often get 90% of our applications within the last week of the deadline notice.
 3. As commissioners, please spread the word by sharing from personal or professional social media accounts and then spread information to other contact lists as well to multiply our reach.
 4. An additional email regarding the Governor's Hometown Awards will be sent out to commissioners by Hanneken.
- d. State Service and Strategic Plans – meeting needed
- e. AmeriCorps
- i. Pendergrass noted the AmeriCorps committee met to review applications. There were 47 applicants this year for our competitive and formula grants. Out of the 47, 6 were new applicants that we recommended for formula funding and will be reviewed by the committee in March.
 - ii. The committee had 22 formula traditional reimbursements for continuation funding, 2 formula fixed funding, two competitive fixed funding, and 15 competitive reimbursement. Of those 15, 4 were recommended to be moved from formula to competitive. Once there is a response from AmeriCorps National for who is being funded for competitive grants, we will know if they are selected for competitive or put back to be considered for formula funding.
 - iii. The committee did meet to review the competitive applicants and made decisions regarding who to move forward with. Likely the committee will receive notice for the competitive grants in late April or early May.
- f. Public Policy – meeting needed

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- g. Executive Committee – meeting needed
- 6. AmeriCorps Updates
 - i. Irwin gave an update on the presidential transition within the agency. There have been seven new political appointees to join the agency. Both the CEO position and the Director of AmeriCorps State and National are vacant at this time.
 - ii. Irwin also noted that national service is expanding within the state of Illinois. We just recently announced the awardees of our 21 RSVP, which is an AmeriCorps Seniors expansion competition. There were six new awards so we will add service to counties in Christian, La Salle, Montgomery, Lee, Whiteside, and DeKalb.
 - a. Angelis asked if there was any information regarding the return of the state offices.
 - 1. Irwin noted there is no information at this time but the office of research and evaluation is conducting research regarding the recent transition and will likely have results at a later date. Irwin also mentioned that the agency is focusing on staffing levels in terms of an overall assessment.
 - b. Clarke noted that legislation was introduced to expand the number of AmeriCorps positions and asked what the administration’s view was on this.
 - 1. Irwin noted that she doesn’t have any information at this time from the Office of Government Relations but she will look into it and include any recent updates in her notes.
- 7. Executive Director Report
 - a. Staff Updates (retirements, IDPH/OPR staffing updates, vacancies)
 - i. Samuels gave a brief overview of staff positions and areas of expertise.
 - ii. Samuels noted that there is an opening for Program Officer pending Mike Esper’s retirement, a vacancy for a Training Coordinator, and a vacancy for a Volunteer Services Coordinator.
 - b. Organizational Scan Results & Recommendations
 - i. The organizational scan is available now. It consisted of interviews from a wide variety of stake holders, different focus groups, partnership review meetings, other programs connected to AmeriCorps, senior leadership from IDPH and DHS, and finally community members and residents. We received a lot of feedback.
 - ii. Samuels discussed some of the key findings from the feedback we received, both recognizing our strengths and areas of improvement as a commission. A slide presentation regarding result and recommendations is available on Basecamp for a more thorough review.
 - c. Areas of Focus Review
 - i. Please reference the slide presentation of Basecamp again for particular areas of focus. This is to be discussed at a later time in more detail as well.
 - d. 90 Day Plan
 - i. Samuels is happy to note that her 90 day plan is done and she feels good about what they have been able to accomplish at this time. The state service plan needs



some work done and the action plan that we have for different areas needs engagement as well.

- e. Commissioner Recruitment & Reappointment
 - i. This information is detailed above for reference.
 - f. Commissioner Profile Updates
 - i. There is a Survey Monkey link sent out to commissioners regarding biography and picture updates for the Serve Illinois website. Please make sure to engage with that survey when you have the chance so our information can stay up to date on the website. We are doing a lot of updates on the website at this time in general.
 - g. AmeriCorps Report
 - i. Information listed above.
 - h. Volunteerism Report
 - i. Serve Illinois is part of the planning team and sponsor of four Regional Volunteerism Conferences. They are based on the system of the Illinois Volunteer Management networks. They provide training at a location closer to volunteer managers. We will be looking at this format once we have our new volunteer services coordinator to see if it still works.
 - 1. CIVC (Central Illinois Volunteerism Conference)
 - 2. NWIVC (Northwest Illinois Volunteerism Conference)
 - 3. ICOVA (Illinois Conference on Volunteer Administration)
 - 4. SIVC (Southern Illinois Volunteerism Conference)
 - ii. Upcoming (National) Days of Service
 - 1. AmeriCorps Week will happen sometime in March, possibly the 2nd.
 - 2. 9/11 Day of Service
 - 3. Veteran's Week of Service
 - iii. Stats for recently finished days of service are available on Basecamp as well. Hanneken has also created a flow chart regarding Disaster Volunteerism and what all it can entail.
 - i. 2021 Event Calendar
 - i. The Events Calendar will be available on Basecamp for further inspection and specific invites will be sent out at a later date through Outlook to individual members.
8. New Business
- i. No new business to discuss.
9. Old Business
- a. Projected Budget for the Serve Illinois Commission
 - i. The first draft of the proposed budget is available based upon a variety of different sources. It will be proposed to the Governance and Finance committee and will also be sent out via email from Samuels.
10. Adjourn
- i. Marton adjourned the meeting at 12:03pm.

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