



## Governance & Finance Committee Meeting

December 3, 2020

10:30am-12:30pm

### Locations

Virtual Meeting Via WebEx

**Commissioners Present:** Clarke, Scott; Schuman, Anne; Johnson, Marci; Chavkin, Nisan; Marton, Debra.

**Staff Present:** Samuels, Ayoka; Starling, Claire.

### Minutes

1. Call to order
  - i. Clarke called meeting to order at 10:35.
2. Review Minutes of Prior Meeting (Finance Committee meeting of October 23, 2019)
  - i. Clarke mentioned he forwarded the last meeting's minutes to the other commissioners.
    - a. Schuman motioned to approve.
    - b. Chavkin seconded.
    - c. All in favor. Motioned carried.
3. Review duties of the Committee
  - i. Clarke reviewed duties of the committee. Commission by-laws are available on the agenda.
    - a. Clarke allowed for discussion.
    - b. Marton noted the committee needs to recruit an individual with a financial background to have additional support for the committee.
      1. Chavkin asked if the commission had looked at financial reports. Clarke said they had not had access to those reports and noted that the last meeting was the first time they been provided information regarding the budget. Clarke mentioned that a budget tool may need to be utilized in this instance for statement summaries.
      2. Chavkin noted that the committee needs to provide the numbers for what is getting reported and how that information can be utilized and understood by others outside of the commission.
    - c. Samuels stated that she is working to get a clearer understanding of the Serve Illinois budget. She also noted that Jordan Lomelino could possibly be assigned to this committee as staff in order to provide a financial/accounting background.
    - d. Chavkin noted that a realistic goal for the committee is to identify specific timelines for committee projects. Clarke agreed with this goal.
4. Discussion of the Director's goals and vision for the Commission
  - i. Samuels gave an overview of her vision for the commission.

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- a. Samuels noted she wants to raise the profile of Serve Illinois and AmeriCorps status so residents can understand who we are and how they can become engaged.
    1. Marketing.
    2. Civic and community engagement.
    3. Increased AmeriCorps involvement.
  - b. Johnson asked if there was information available stating this vision for Serve Illinois to reference for promotion.
    1. Samuels stated that there are AmeriCorps statements highlighting diversity, equity, inclusion, and racial justice. This needs to be incorporated in Serve Illinois information as well. Information is also available on the website but needs general updates.
    2. Marton noted that the marketing committee can begin working in collaboration on AmeriCorps and Serve Illinois marketing. Marton also noted that participation in the volunteer portal is important to getting Serve Illinois out to communities.
5. Discussion of any proposed budget impact (will the Commission potentially be subject to any budget cuts?)
- i. Samuels noted that there is concern for IDPH staff regarding the budget, yet is it unclear the direction they will take. With the pandemic however, it seems unlikely that there will be any cuts during this time.
    - a. In terms of staff review, Samuels stated that it is imperative to understand how the staff is structured and being utilized successfully.
    - b. Staffing needs include an executive assistant and a program officer for AmeriCorps (Chicago).
6. Anticipated legislative actions
- i. Clarke asked if there were any legislative actions needing to be made regarding the statue related to the commission.
    - a. Samuels noted that at this time her main concern are the commissioner term limits. Samuels wants to make sure that we are in compliance with AmeriCorps National requirements.
7. Report from the Foundation
- i. Schuman noted that conferences Samuels had asked about earlier were paid for by the foundation. Schuman and Samuels will discuss this further at a later date.
    - a. The current balance is \$244,648.76
  - ii. Marton stated that the foundation is under audit by the IRS to determine its status as a non-for-profit.
    - a. Clarke asked if the foundation had been filing their 990 tax returns. Marton confirmed that the foundation has been doing so.
      1. This process could take anywhere from three months to a year.
      2. The committee agreed that the foundation needs to reach out for legal counsel immediately in regards to the audit.
  - iii. Clarke asked if there was a written investment policy of the foundation. Marton noted that there have been discussions regarding the policy but there has been no written resolution yet regarding funding.

- a. Clarke stated that the Public Funds Investment Act requires state foundations to have a written investment policy and any amount over the FDIC insurance limit must be pledged secure by the bank for every dollar over the limit. This should be something configured by the committee as soon as possible.
  - b. Chavkin noted that finding a model to use as a reference for this plan is necessary as well.
  - c. Clarke will send out further information regarding the policy at a later time.
8. Status of filling Commissioner vacancies
- i. Samuels noted that there are four individuals who expressed interest in the available positions and are in the process of submitting applications.
    - a. There are possibly 9 positions to fill at this time. Information will be available on basecamp at a later time as well from Samuels.
  - ii. A full plan for recruitment and commissioner terms is necessary for submission by mid-February from Samuels.
9. Recommended criteria for Commissioners, orientation process for new Commissioners
- i. Clarke noted the committee would like a diverse group of commissioners when considering criteria for new applicants. This will be discussed in a greater length at another time.
  - ii. Chavkin recommended a sub-committee to consider the criteria and asked if Samuels had staff available as well to work in coordination on this project.
    - a. Samuels stated that Irwin, our AmeriCorps representative for our board, is currently working on this. ASC is also working on this to make sure that we are matched with organizations/commissions with like populations.
10. Performance Criteria of Commissioners
- i. Clarke noted the commission bylaws state if two unexcused absences are noted for two consecutive meetings, the individual will be considered resigned. Clarke stated this piece of criteria is currently in the queue for asking legal counsel about its legitimacy.
    - a. Samuels is waiting on a response for this and is hoping to hear back by the end of the week. Samuels also spoke with the Governor's Office in regards to how this operates with other commissions.
    - b. Samuels also mentioned that the Ethics Trainings will be able to be sent out again if it was not completed initially to encourage its completion.
  - ii. The committee is interested in adopting a model for measuring performance criteria questions and how service commissions do their work. Other states have useful models that can be used as reference for the committee when creating their own moving forward.
11. Governance of the Commission (are Committees meeting, is everyone on a Committee? Attendance of Commissioners?)
- i. Clarke asked if every commissioner is on a committee and if there could be a report of commissioner attendance with meeting dates among other committees.
    - a. Samuels noted that staff could put together an attendance sheet.
    - b. Marton noted that every commissioner has been assigned to a committee.



12. Opportunity for Public Comment

- i. No members of the public available for comment.

13. Establishing future meeting dates

- i. Clarke suggested a regular time for future meeting dates to ensure availability for each member.
  - a. Chavkin suggested a meeting in the first two weeks of January to continue a discussion of the budget with Samuels.
  - b. The next meeting will be January 12<sup>th</sup>, 2020 at 2pm. A calendar invite will be sent out.

14. Adjourn

- i. Clarke adjourned the meeting at 12:30pm.

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