



Governance & Finance Committee Meeting

March 11th, 2021

10:00am-11:45pm

Locations

Virtual Meeting via WebEx

Commissioners Present: Clarke, Scott; Schuman, Anne; Johnson, Marci; Chavkin, Nisan; Furllett, Natalie.

Staff Present: Samuels, Ayoka; Lomelino, Jordan; Starling, Claire.

Minutes

1. Call to Order
 - i. Clarke called the meeting to order at 10:03 am.
2. Approval of Minutes of January 12, 2021
 - i. Clarke motioned to accept the minutes, Johnson motioned to accept and Chavkin seconded. All voted 'I' and the motion carries.
3. Old Business
 - i. Missing Minutes (suggestions on how to proceed)
 1. There are three sets of minutes that are missing. Clarke would like to discuss how we would like to proceed regarding their absence and noted that we could try to write something small that detailed the general agenda for the missing minutes by asking commissioners if they remember being there and what was said.
 - a. Chavkin agreed with Clarke's statement and asked what dates are missing minutes and who they would need to send information to.
 - b. Clarke will send out the dates to commissioners soon so they can look at their files.
 - c. Furllett noted at the very least that there should be agendas available for each date. Chavkin noted he had hard copy information for some of the missing dates.
 - d. Chavkin also noted that there was information regarding the COVID-19 rollout and it was a part of the May 1st, 2020 meeting, which was likely the bulk of discussion. Samuels also noted that Michelle Hanneken gave a presentation during this meeting as well, which she has available.
 - e. Emails regarding information will be sent to Starling for compilation and likely added to Basecamp and possibly Microsoft Teams at a later date for records.
 - ii. Required training for Commissioners
 - a. Open Meetings Act

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- b. State Officials and Employees Ethics Act Training
- c. Sexual Harassment Prevention Training
 - 1. Each of the above statutory trainings are required for public members of boards. Some of our commissioners have failed to attend those trainings despite having received multiple notices detailing the importance of their completion.
 - 2. Clarke noted that as the governance committee, we must prompt our commissioners to complete these trainings or detail the statutory consequences for lack of completion. Clarke stated that the statutory consequences are being unable to continue serving as a member.
 - 3. Samuels noted that for the sexual harassment prevention training and ethics training, we had an over 80% completion rate as of last year. We will be starting over the commissioner count for this year, however, and the trainings will likely be made available online. Staff compliance is at 100%.
 - 4. As for the open meetings act, Samuels stated she can request status reports regarding completion and has had certifications coming in.
 - 5. Clarke noted that we need to remember to post our meetings on the Serve IL website in order to be in compliance.

iii. New Commissioner Orientation

- 1. Samuels has been looking into how other states orient their new commissioners as a reference for us. She noted that she needs to create possibly a PowerPoint or a document to condense much of the information for the commission.
- 2. Chavkin suggested that we designate a small subcommittee at the next meeting to look at the new commissioner information to create a prototype that can be adopted in order to save staff/committee time.

iv. Disclosure of Conflicts of Interest

- 1. Clarke and Samuels noted that the IDPH legal staff is concerned about potential commissioner conflicts of interest. Currently, we are counting on commissioners to come forward with disclosures and then abstain from voting, but there are no forms to disclose conflicts in advance.
- 2. Samuels noted that legal is fine with us using the state template already in existence, and we are welcome to make our own adjustments when necessary. Once we decide what we are going to use, Samuels will bring it back to legal so they can give us further approval and review.
- 3. At this time, we will move forward with recommending the use of the state minute economic interests published by the secretary of state's office as our form. We will also make note of possible adjustments we might make at a later date.

4. New Business

- i. Staffing changes

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1. Samuels noted that we are moving along in filling vacancies. Currently, there are three vacancies that we are able to hire for. Mike Esper has retired and his position (Program Officer) will be posted in the next week or so. The person will be working out of Chicago because there are a number of sites that operate in or near Chicago and need on-site monitoring. Both Karen Pendergrass and Jordan Lomelino will be able to assist programs in and around Springfield.
2. A Training Coordinator position is also posted and will be hosted in Springfield that will be responsible for all staff and program trainings, as well as training activities and conferences on the volunteerism side.
3. There will also be another Volunteer Services Manager who will work with the Volunteer Generation Fund grant and general volunteering/strategic partnerships. This position will be hosted in Chicago as well.
4. We also have consultants working with us from Serve Illinois Foundation funds for marketing and branding as well. We also have Senyah Haynes working with us for the next eight months regarding commissioners and special projects.
5. Samuels also noted that she working to see if there is funding to hire an executive assistant.

ii. Budget update

1. Governor's Proposed FY22 State Budget
 - a. 700 million dollar budget decrease due to the fair tax initiative.
 - b. Serve Illinois should have no impacts regarding staff reduction.
2. Potential impact of passage of American Rescue Plan Act of 2021
 - a. Samuels stated that a good portion of these funds will go into commission administration. Samuels is hoping this will translate into hiring more staff through the Commission Support Grant. The Volunteer Generation Fund may also result in more staffing as well. This will give us the opportunity to engage with more agencies and different agencies as well. We are hoping to hear from AmeriCorps in the coming weeks about it.
 - b. There is a lot of interest in increasing living allowance for members. The proposal wants to move the allowance up from \$16,300 to \$20,000. An increase will mostly likely happen, but we are unsure if it will be the fully requested amount. Samuels doesn't know if there will be any changes to the educational award at this time. Hopefully there will be more information at the next director's meeting regarding AmeriCorps State and National.
 - c. Chavkin noted that it would be beneficial to send out a memo regarding possible problems in terms of the staffing and budget for future use.

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- d. Clarke also noted that we need to be considerate of all areas of the state in terms of our support.
- e. Samuels noted that Jen Irwin would like to make a presentation or create a special meeting regarding this topic that might give more detailed information.

3. Report from the Serve Illinois Foundation

- a. Schuman reported that Brandon Bodor was added to the checking account and Debra Marton was taken off. Bodor and Schuman both now have debit cards.
- b. Schuman noted that the IRS recommended that we don't comingle funds so a separate account was opened for Samuels that is separate from the foundation. Schuman noted she has to figure out how to deal with these separate account statements in QuickBooks.
- c. Chavkin noted that it may be a good idea to hire a consultant for the QuickBooks transfer to make sure that it is a clean and accurate final product. Schuman noted that she had spoken with someone to help with the transfer.
- d. Schuman asked about sending out new invoices and Samuels noted that there had been a hold on agency payments until there is approval of the fiscal agent agreement by legal. Samuels is going to ask if they can expedite this process and they are looking into making changes regarding agency payments. Legal is also looking into if an MOU is necessary alongside the fiscal agent agreement, or if it will be one document that looks at the purpose of Serve Illinois and what that means for the balance of the funds that we are raising.
- e. Clarke asked if the Foundation had ever been audited, and Schuman noted that they have never been audited, but it is recommended that an audit needs to happen soon and someone appointed to the Foundation as outside representation.
- f. Chavkin moved that the Foundation conduct an annual audit and that an accountant be hired to deal with their expenses and records professionally under the supervision of the foundation treasurer. A copy of the audit should be provided to this governance and finance committee as well. Johnson seconds. All voted "I" and the motion carries.

4. Director's Report

- a. Samuels noted that the agencies that had complaints with the Serve Illinois Commission have received official letters regarding their options at this point. They have the option to take their matter to the court of claims. We don't know if they will move forward yet. The court of claims will deal with reimbursements.

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- b. We will be offering options to apply for the Operations and Administrative Grant that have carry over funds from a closed out grant. We have been able to provide no cost extension, and then they must provide for us through applications how they will utilize those funds for operations and administrative needs. These funds cannot be used for member service hours or any costs associated with members.
- c. One of the agencies (Metropolitan Mayor's Caucus) specifically has the opportunity to take advantage of the Placeholder grant, which is basically an open program in our current AmeriCorps program year that was unassigned to any agency so we were able to assign it to them. This is slightly different because they had an executed amendment where the other two agencies did not, therefore they were eligible for this opportunity and the 12 member slots that come with it.
- d. We are also moving forward on the Volunteer Generations Fund matter, which includes two board members and their organizations (McCormick Foundation and Chicago Cares). We will have to have a competitive process for agencies to apply to the VGF fund for the services that were written into the VGF grant that initially had those two organizations listed as the provider of those services. Board member status will also need to be addressed.
- e. The Serve Illinois Commission investment funds are also being discussed. There are five with the treasurer's office. There will be more information on this at the next meeting in May.

5. Open Discussion from Committee members

- a. No discussion at this time. We will be meeting quarterly now. Likely our next meeting will be after the next Board of Commissioners Meeting on May 13th.

5. Open Discussion from Members of the Public

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

6. Adjournment

- i. Clarke adjourned the meeting at 11:45pm.

