



DRAFT

**SerVermont Commission Meeting
24 January 2019**

12:00 p.m. - 4:00 p.m.

Waterbury State Office Complex, Ash Conference Room

Members in Attendance: Guy Isabelle, Megan McKeever, Lee White, Jason Gosselin

Members in Attendance Via Phone: Christy Gallese, Eileen Smart, Nicole Whalen, Dan Noyes, Bob McCabe, Kate LaRose, Rachel Goldstein (VISTA team leader), Doug Kievit-Kylar

Staff in Attendance: Philip Kolling, Sharon Hearne, Robyn Baylor

- 12:00 noon Welcome and Introductions
- 12:20 PM Approve Minutes – December 2018
- 12:30 PM Public Comment
- 12:45 PM Partners and Plans: Activities and Updates
- 1:15 PM New Data
- 1:45 PM Break
- 2:00 PM AmeriCorps Application Review
- 3:50 PM Upcoming Events
- 3:55 PM In-Kind Forms: Please fill out In-Kind forms if you can.
- 4:00 PM Adjourn

12:00 pm Welcome, Introductions

Phil welcomed everyone and lead round-table introductions (who are you and what constituency do you represent?). Phil noted bad road conditions and vowed to try to get to the important decisions that needed to be made but to avoid details and try to adjourn the meeting as early as possible.

12:20 pm Approval of Minutes

Christy opened discussion and sought approval of Meeting Minutes for December 2018. Guy made a motion to approve the minutes as presented. Jason seconded the motion and the minutes were given unanimous approval.

12:30 pm Public Comment Period

None noted.



12:45 pm New Data

Phil began the the discussion of new data by presenting a summary of program performance-related numbers for the 2017-2018 Program Year. The following table reflects that summary:

**2018 Wrap Up
Final for 2017-2018 Program Year**

	2017							Slot
	MSY Awd.	MSY Enr.	MSY Unf.	% MSY enr	Slot Awd.	Slots Fill	Slots Unf	Enrollment
VHCB	29.98	29.98	0	100%	40	40	0	100%
LEAP	18.39	17.49	0.9	95%	42	38	4	90%
VYDC	28.45	23.49	4.96	83%	41	33	8	80%
CEDO	14.91	10.15	4.76	68%	29	23	6	79%
ECO	24	24	0	100%	24	24	0	100%
ReSOURCE*	13.52	13.52	0	100%	32	32	0	100%
VYCC	17.28	17.28	0	100%	49	49	0	100%
TOTAL	146.53	135.91			257	239		
		92.75%				93.00%		

Phil called Commissioners' attention to the 92.75% MSY enrollment figure and the 93% Slots filled figure. These figures were contrasted against these same figures for the 2016-2017 Program Year:

	2016							
	MSY Awd.	MSY Enr.	MSY Unf.	% MSY enr	Slot Awd.	Slots Fill	Slots Unf	
VHCB	29.94	29.94	0	100%	41	41	0	
LEAP	19.11	18.58	0.53	97%	40	38	2	
VYDC	25.92	24.54	1.38	95%	44	42	2	
CEDO	7.5	7	0.5	93%	10	9	1	
ECO	24	24	0	100%	24	24	0	
VHEC	6.76	6.38	0.38	94%	18	17	1	
VYCC	15.62	15.62	0	100%	36	36	0	
TOTAL	128.85	126.06			213	207		
		98%				97%		

These figures were also contrasted with current year resource utilization figures:

Current Year Resource Utilization

	2018							Slot
	MSY Awd.	MSY Enr.	MSY Unf.	% MSY enr	Slot Awd.	Slots Fill	Slots Unf	Enrollment
VHCB	30.29	26	4.29	86%	34	26	8	76%
LEAP	17.79	12.26	5.53	69%	36	16	20	44%
VYDC	28.44	19.1	9.34	67%	45	21	24	47%
CEDO	15.06	4.79	10.27	32%	24	8	16	33%
ECO	24	23.5	0.5	98%	25	24	1	96%
ReSOURCE	14.65	11.06	3.59	75%	32	15	17	47%
VYCC	17.37	0	17.37	0%	40	0	40	0%
TOTAL	147.6	96.71			236	110		
		65.52%				46.61%		

Phil pointed out once again that VYCC has yet to open enrollment for their program. CEDO was again a concern, having filled only 33% of its awarded slots and 3 of 8 full time slots. Should it become necessary to realot slots ReSource and Lyndon State are potential candidates in the formula portfolio.

Kate brought up a question, "What ought to be our role as Commissioners?" Are we to take these presentations as "FYI" or as a call for support with recruitment? Phil responded by explaining that programs do welcome hands-on contact and outreach and assistance referrals with recruitment. For this purpose it is an FYI about program performance so there are no surprises.

Phil began his discussion of activities and updates by explaining CNCS funding...

Commission CNCS Funding:

- Commission Support (19): \$265,000
- Commission Training (9/1/18-6/30/19): \$305,317 (will get extension to the end of 2019)
- VISTA Supervision (4/15/18-4/13/19): \$39,000 (likely renewed for 2019)
 - \$690,413 in member support, \$110,799 in cost share
- National Service Criminal History Check Surge Grant: \$22,596

Phil addressed concerns regarding the **shutdown of the Federal Government**. He pointed out that CNCS was fully funded and would not be impacted by the shutdown. Host sites, however, may have issues related to other federal funding.

Robyn provided a brief **VISTA update**. She indicated that recruitment was a challenge, filling 19 or 38 slots. However, there are new host sites/partners/projects coming on board -- which should help the situation. CNCS increased the travel reimbursement from \$500 to \$700 which should prove helpful to members serving in more rural areas. Robyn and Phil both pointed out that the program must avoid the burn-out related to continuous recruitment. Chitenden County service members received a COLA increase of \$2K.

Regarding the **December 2018 Annual Conference** Phil reported that it was the...

- Longest and Largest Conference in a long time.
 - 3 days
 - 172 attendees
 - Positive feedback
 - Add-on day for programs



Cold Weather Emergency Shelters

Phil described the role that AmeriCorps members played as volunteers part of the cold weather emergency sheltering program. These are low-barrier shelters set up with extreme cold weather (-20 or below)

- 18 AmeriCorps members took shifts (including all overnights in Burlington)
- 27 individuals housed nightly in Burlington
- 2 individuals housed nightly in Rutland



THANK YOU to service members who volunteered! NICE WORK!

MLK DAY was another success this year with volunteer efforts in Burlington and Montpelier.

Phil explained that the statehouse plan is still being updated and, working closely with Dan, will be circulated at a later date for further input by commissioners. Thus far the plan includes consideration of the following:

- **Establish SerVermont in statute vs. executive order**
- **State College Ed Award match**
- **In state tuition for those serving**

Regarding the recent audit of programs...

- CNCS Management Decision in February

Criminal History Check Rechecks / Changes

Phil presented how it was that CNCS implemented new policies regarding criminal history checks - making it easier to be compliant with this requirement. In Vermont it cost \$84/person for such checks and that this represented a \$3-\$4K annual line item for SerVermont. Currently only 3 locations exist in Vermont for such checks: St. Albans, Waterbury, and Bradford. Additionally...

- New vendor for FBI checks – Fieldprint
- Until March 31 can recheck currently serving individuals at CNCS cost
 - If programs do this there are no disallowances going backwards
- Jan 1, 2020 the ONLY way to run a compliant check in VT will be through vendors.

All programs will be switching to the new system by the start of the next program year (August 2019).

State Service Plan

Phil explained that progress has been made since the Annual Meeting on the State Service Plan but still needs further updating and offered the following for consideration:

- Enhance opportunities to serve in Vermont
 - Provide support and technical assistance to potential new national service programs that are designed to address critical community challenges.
 - Build the capacity of Vermont’s current national service programs to administer strong programming through training and technical assistance.
 - Increase the funding available for national service programs in Vermont.
 - Increase capacity to utilize data and stories to share member experiences and impacts on the community
- Enhance the national service member experience in Vermont
 - Increase the benefits of serving in Vermont national service programs
 - Ed Award match, employers of national service, life after AmeriCorps-related support, retirement benefits, state hiring preference
 - Provide training to national service members on topics and skills which will prepare them for success during service and careers in Vermont’s social sector.
 - Build performance measurement capacity of national service programs in order to better measure the impact national service makes in Vermont.
- Increase awareness of national service and its impact on Vermont.
 - Increase involvement an alignment with Governor priorities (internal goal)
 - Extended cabinet?
 - Active engagement of national service alumni in Vermont
 - Share stories of service and accomplishments of national service members with the community
 - Promote national service as a solution to community challenges and an opportunity for Vermonters to help their community.

Monitoring Update:

Phil explained that the AHS internal audit group has, thus far, visited two subgrantees:

- AHS internal audit group has visited two subgrantees:
 - Burlington Community and Economic Development Office
 - Final report not issued
 - Vermont Youth Conservation Corps
 - Final report issued

Regarding the final report issued for the VYCC, Phil described an issue of concern noted in the report. VYCC receives monies from both AmeriCorps National and State -- and must keep separate accounting, but this has not happened. The monies are intermingled. VYCC and SerVermont are jointly crafting required corrective actions to remedy the situation. The following is excerpted from the audit report:

Finding	Recommendation
The Trial Balance does not balance or tie to the Periodic Expense Report. A general ledger that tied to the PER was eventually obtained, but it was produced with difficulty and had to be compiled manually.	IAG recommends that VYCC should be able to produce a TB that balances, ties to the Periodic Expense Report, and includes only expenditures pertaining to the grant.
Expenses are coded to SerVermont in the GL that are ineligible or otherwise not related to the grant. Upon review of The Risk Assessment Questionnaire for Agencies Applying for AmeriCorps Funding that was filled out by VYCC's Executive Director and Fiscal Officer, it is noted that the questions related to dual signatures on checks over a certain dollar amount and supporting documents, such as receipts, are presented with the checks before signing were answered YES.	IAG recommends that VYCC separate expenses so that only amounts pertaining to the grant are included in the GL, regardless of whether these amounts are included on the PER.
Expenses in the GL were not differentiated between those that were directly charged to the grant and those that were used as match.	IAG recommends that expenses that are used for match should be designated as such, whether through an account numbering system or by modifying the description of the expense to explicitly state "Match".

Personnel 3	Of the 7 employees selected for personnel expense testing, 6 had timesheets that did not indicate time recorded was for SerVermont or give detail that supports SerVermont allocation	IAG recommends that administrative personnel either allocate time to the grant and explicitly evidence that on the timesheet or follow a prescribed and approved allocation percentage.
Personnel 4	Of the 7 employees selected for personnel expense testing, 3 were paid amounts that did not reconcile to their offer letters and other support provided.	IAG recommends that VYCC document all current employee pay rates and ensure that amounts paid agree with this documentation. Any proration should be supported by documentation.
Personnel 5	Of the 7 employees selected for personnel expense testing, 4 did not have sufficient documentation for rate of pay.	IAG recommends that VYCC document all current employee pay rates, including acknowledgement of understanding by the employee, as well as evidence of approval.

VYCC was unable to produce a member roster that agreed to OnCorps and E-grants, as members for various grants were combined.	IAG recommends that VYCC maintain a separate member roster for SerVermont that lists all members charged to the grant.
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3 of the 24 other direct expense items selected for testing did not have receipts.	IAG recommends that VYCC keep all documentation such as receipts and/or invoice support for claimed expenditures. IAG recommends that VYCC remove all expenses from PER that cannot be supported by a receipt.
17 of 24 other direct expense items selected for testing did not have an approval signature on the document.	IAG recommends that VYCC indicate evidence of approval through signatures on all invoices, in compliance with best practices and their own policy and procedure manual.

To Do:

- Share report with staff
- Establish corrective action plan and timeline

- Ability to make future grants to them hinges on these changes
- Largely administrative vs. programmatic

The final report has not yet been issued for CEDO. The program, however, has been recently contacted by the CNCS Inspector General. AHS will complete monitoring when it is appropriate to do so.

Update Monitoring Policy and Activity

Phil explained that Sharon is already updating Monitoring Policy to be voted on the Commissioners at a later date. It was noted that a more random audit approach was being seriously considered to better monitor various aspects of program operations at various points in the program year.

SerVermont AmeriCorps Subgrantee Monitoring Policy

POLICY:

Ongoing monitoring is critical to ensuring compliant, efficient and effective management of AmeriCorps grants and CNCS financial resources.

SerVermont will monitor all AmeriCorps subgrantees for compliance with the Sub Grant Award Agreement, Grant Provisions, Federal Regulations and other policies and guidance provided by CNCS.

The Commission's monitoring goal is to support programs and help them achieve their goals in a compliant manner.

Monitoring is conducted at the discretion of SerVermont staff and commissioners in consultation with the Agency of Human Services (AHS).

PROCEDURE:

SerVermont utilizes remote and on-site monitoring to assess subgrantee compliance.

SerVermont uses risk-based assessment of programs to determine the level of monitoring required for each subgrantee. Factors used to assess risk include historical track record of compliance and performance, results of previous monitoring efforts, and the professional opinions of the Executive Director, Program Officer and AHS Central Office Internal Audit Group.

SerVermont will conduct program monitoring on each subgrantee during the program year. Fiscal monitoring will be conducted as determined necessary by and at the discretion of SerVermont in consultation with the AHS Central Office Internal Audit Group. The nature and scope of monitoring activities will be determined by SerVermont based upon prior performance, monitoring findings, and assessment of risk factors.

Monitoring will be conducted utilizing monitoring tools developed by SerVermont and AHS based upon best practices and CNCS monitoring tools.

Documentation of monitoring activities will be kept on file by SerVermont.

Monitoring findings may result in disallowed costs for subgrantees, disallowed hours for national service members, denial of future funding requests, amendments to current grant awards, and/or reports to CNCS or the Inspector General as necessary.

2:00 PM AmeriCorps Application Review

Phil began discussion of the application review by offering the following:

AmeriCorps Funding Request 2019-20

Requests 2019-20 (As of submission to SerVermont)					CNCs	
		\$ CNCs	MSY	Slots	Cost / MSY	Cost / Mem.
Comp. Continuation	VYDC	\$ 363,193	28.63	44	\$ 12,686	\$ 8,254
	VYCC	\$ 214,175	17.26	43	\$ 12,409	\$ 4,981
	VHCB (Fixed Amount)	\$ 396,466	30.29	34	\$ 13,089	\$ 11,661
	ECO	\$ 349,835	24	25	\$ 14,576	\$ 13,993
New	LEAP (New Formula)	\$ 286,080	19.18	40	\$ 14,916	\$ 7,152
	CEDO (New Previously Funded)	\$ 161,824	11.06	18	\$ 14,631	\$ 8,990
	ReSource (New Formula)	\$ 221,107	14.66	32	\$ 15,082	\$ 6,910
	TOTAL	\$ 1,992,680	145.08	236	\$ 13,735	\$ 8,443.56
Funds Available					\$ 20,000.00	Max Form Prog. Cost MSY
CONTINUATION funds		\$ 1,323,669	est.		\$ 18,000.00	Max Formula Prime Cost MSY
Other Requests		\$ 669,011			\$ 15,192.00	Max Amount Cost MSY Comp.
FORM Grant		\$ 688,014	est.		\$ 15,192.00	Max Total Cost MSY All Subgrants
ABOVE Available		\$ 19,003				

- Next year we will have \$577,368 in recomplete.
- Can add the \$19,000 into current programs and stay below thresholds.
- Given past performance have concern about CNCs review of VYCC in terms of administrative operations.
- Given past performance have concern about CEDO in terms of program operating at scale.

Continuations:

- If we want to block something later (not accept award) we can.
- We can add corrective action plans and/or conditions.
- If it isn't in the competition it won't be funded.

COMPETITIVE

Performance Summary							
Organization	Program	Grant #	Enrollment	Retention	30 Day Enrollment	30 Day Exit	Performance Measures
Vermont Department of Environmental Conservation	ECO Vermont	15ACHVT0010001					
Vermont Housing and Conservation Board	Vermont Housing and Conservation Board AmeriCorps	15ACHVT0010002					
Washington County Youth Service Bureau / Boys and Girls Club	Vermont Youth Development Corps	15ACHVT0010003					
Vermont Youth Conservation Corps	Community Impact: Conservation and Agriculture AmeriCorps	15ACHVT0010005					

Scale/Legend ENROLLMENT	Scale/Legend RETENTION	Scale/Legend 30 DAY ENROLLMENT	Scale/Legend 30 DAY EXIT	Scale/Legend PERFORMANCE MEASURES
100%	85 - 100%	100%	100%	All Output and Outcome Targets Met
95 - 99.9%	75 - 84.9%	95 - 99.9%	95 - 99.9%	SOME Output and Outcome Targets Met
Below 95%	Below 75%	Below 95%	Below 95%	NO Output and Outcome Targets Met

Others:

- ReSource: CNCs concern is that the benefit of the program and outcomes are for members vs. others in the community.
- LEAP: Has really worked on the Rural Intermediary Consortium model.
- CEDO: Specifics about what activities members will do beyond "support" and "mentor" and "connect to resources" are unclear.

FORMULA

MSYs/Member Summary									
Focus Area	Objective	MSY Target	MSY Actual	Difference	% of Target	Member Target	Member Actual	Difference	% of Target
No records found.									
Performance Summary									
Organization	Program	Grant #	Enrollment	Retention	30 Day Enrollment	30 Day Exit	Performance Measures		
Community And Economic Development Office	EACH Youth AmeriCorps Program	16AFHVT0010005							
Resource	ReSOURCE	16AFHVT0010006							
Lyndon State College	Lyndon Economic opportunity AmeriCorps Program (LEAP)	16AFHVT0010007							
Scale/Legend ENROLLMENT		Scale/Legend RETENTION		Scale/Legend 30 DAY ENROLLMENT		Scale/Legend 30 DAY EXIT		Scale/Legend PERFORMANCE MEASURES	
	100%		85 - 100%		100%		100%		All Output and Outcome Targets Met
	95 - 99.9%		75 - 84.9%		95 - 99.9%		95 - 99.9%		SOME Output and Outcome Targets Met
	Below 95%		Below 75%		Below 95%		Below 95%		NO Output and Outcome Targets Met

Options Include...

- Submit all
 - As-is or with edits.
 - Can have conditions
- Submit some
 - Withhold submission for purposes of spending formula
 - application concerns
 - other.

The Question:

- What we are submitting to competition?
 - What do we want competitively funded?

Strategically thinking, Phil reminded everyone that recompetes generally and often have an advantage over new programs.

Should consider allowing the VYCC to submit for competition -- conditional on fulfilling its corrective action plan (yet in development).

Phil explained how it was the ReSource had to rethink their program after CNCS decided that the focus should not be on benefit accrued to service members. The program will refocus to job training of both service members AND others.

Phil noted that Lyndon State stressed its consortium/rural intermediary. This is now seen by CNCS as a priority.

Commissioners debated, in particular, holding back the CEDO application for funding -- primarily citing poor past performance.

Guy made a motion that SerVermont forward all four (4) competitive continuation grant proposals to CNCS and that LEAP and ReSource also be submitted...but to withhold CEDO's application for two (2) reasons: (1) poor past and current performance, and (2) an unclear application. Nicole seconded the motion and the question was called. The vote to approve the motion was given unanimous approval -- excepting two abstentions for reason of conflict of interest (Kate and Christy abstained).

3:50 PM Upcoming Events

Meeting Schedule for 2019:

- March 7, Noon – 4 PM
- May 23, Noon – 4 PM

- October 24, Noon – 4 PM
- December?, At conference

3:55 PM **In-Kind Forms: Please fill out In-Kind forms if you can.**

4:00 PM **Adjourn**

Guy made a motion to adjourn that was seconded by Kate. The motion was unanimously approved.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Doug Kievit-Kylar', with a stylized flourish at the end.

Doug Kievit-Kylar
Secretary