



Arizona
Governor's
Commission
on **Service** and
Volunteerism



**Arizona Governor's Commission on Service and Volunteerism
Wednesday, February 19, 2020 at 2:00 PM
Third Floor Conference Room
Arizona State Capitol, Phoenix, Arizona**

A general meeting of the Governor's Commission on Service and Volunteerism (GCSV) was convened on February 19, 2020, in the Third Floor Conference Room, Arizona State Capitol, 1700 W. Washington, Phoenix Arizona 85007, notice having been duly given. Present and absent were the following members of the GCSV:

Members Present (#)

Tyler Butler	Donna McBride
Donna Davis	Robert Ashcraft
Helain Day	Michael Hammett
Kim Rice	Alex Gabaldon
Tori Carlson	Jessica Brosilo
Donna Martin	Zanquetta Gray

Members Absent (#)

Sarah Pacheco	Jennifer Lane
Renee Levin	

1. CALL TO ORDER

- Commission Chair **Donna Davis** called the meeting to order at 2:05 PM. Quorum present.

2. WELCOME/INTRODUCTIONS

- Commission Chair **Donna Davis** welcomed attendees and asked the Commissioners, guests and staff to introduce themselves.

3. APPROVAL OF MINUTES (ACTION)

- Minutes for the Meeting held December 12, 2020 were reviewed. Commissioner **Robert Ashcraft** moved to approve the minutes. Commissioner **Michael Hammett** seconded the motion. Unanimously approved.

4. ARIZONA SERVICE ENTERPRISE CERTIFIED ORGANIZATION PRESENTATIONS

- Newly certified Service Enterprises House of Refuge and Sonoran Arts League were invited to share a few words about the missions of their organizations and the impact that the Service Enterprise training and coaching has had on their organizations. House of Refuge shared that the "volunteers were making a meaningful impact, but never had data" to demonstrate that impact. Sonoran Arts League would "highly recommend every [organization] take advantage" of the opportunity for improvement. Both organizations suggested a networking opportunity to bring certified organizations together.

5. UPDATES

Staffing Updates

- Program Administrator Kim Brooks has taken a promotion within the Governor's Office of Youth, Faith and Family as the Boards and Commissions Coordinator. Program Administrator Meredith Briere has had an opportunity with her family that she couldn't pass up and we wish her well. There have been several interviews for their positions already and staff are looking forward to filling those quickly.
- Additionally, there are three Commissioner openings after recently received resignations. According to the Executive Order, Commissioners must be identified who can represent rural/tribal communities, someone who can represent the business community and a labor organization. Ideas for outreach can be shared with the AmeriCorps Director for consult with the Commission Chair.

AmeriCorps Programs

- The National Competitive application package that was reviewed last meeting was submitted to CNCS on time and applicants are in the clarification process. CNCS projects an award date of mid-June for those programs.
- Staff have been working through the process of preparing a Request for Grant Applications for Planning Grants for the first time. The planning grants will provide an opportunity for programs to lay a solid foundation and develop administrative materials without the obligation to onboard AmeriCorps members. The RFGA will open next month.
- In September, aligning with the new grant year, staff implemented quarterly desk audits of programs as an opportunity to assess needs for additional training. Two desk audits have been completed, one on criminal history check procedures and the other on time keeping, and both went well.

ASC Leadership Convening

- The AmeriCorps Director was able to attend the ASC Leadership Convening in Washington, DC last week to participate in leadership development and best practice sharing with other State Service Commission Directors. She was able to attend the Voices for National Service Awards, which was very inspiring.

CNCS Regional Office Update

- **Zanquetta Gray**, Senior Portfolio Manager for the South Mountain Regional Office of CNCS was able to provide an overview of the new CNCS Regional Office Structure, as well as the role of the Senior Portfolio Manager in working with the Commission on Service and Volunteerism and GOYFF Staff.

6. BUSINESS- State ServicePlan Review

- The Commission reviewed 'role descriptions' as outlined in the Arizona Executive Order as well as descriptions provided by the Rhode Island and Maine State Service Commissions. The consensus was that the role description from Maine fit the layout desired by the commissioners, identifying the role and then what activities could support the fulfillment of that role.
- The Commissioners also talked about implementing an attendance requirement of 75% of the annual meetings and discussed a retreat for further development opportunities. Commissioners would also like to meet in another community at least once per year in order to hear more about what was happening with service and volunteerism in local communities. Also useful to the development of the commission will be an annual timeline that outlines key voting dates and commission activities.
- Service Enterprise Sustainability working group has met twice and identified the need for Hub Partners to work together to secure funding for the larger initiative by way of a collective fund, as well as increase education

among funding organizations and corporations who might sponsor the cost for organizations to complete the training and certification process. The commission agreed that sustainability requires multi-faceted approach

7. NEXT COMMISSION MEETING

- The Commission will meet again on April 1, 2020, State Capitol – Third Floor Conference Room. The primary purpose of the meeting will be to review progress on the State Service Plan.

8. ADJOURNMENT

- A motion was made for adjournment by Commissioner **Robert Ashcraft**. The motion was seconded by Commissioner **Tori Carlson**. The meeting was adjourned at 4:01 PM.

Dated the 24th Day of February 2020
Governor's Commission on Service and Volunteerism
Respectfully Submitted By:
Emily Litchfield
AmeriCorps Director