

# **DC Commission on National and Community Service**

Executive Session Minutes

Monday, April 20, 2015; 6:30 pm

Reeves Center, Second Floor Community Room

## **Welcome and Introductions**

The meeting was called to order at 6:37 pm.

## **Roll Call**

The commissioners present were:

Peter Sacco  
Justine Love  
Brandon Andrews  
Joshua Johnson  
Edward Jones  
Danielle Reyes  
Lars Etzkorn

## **Reading of Past Meeting Minutes**

The meeting minutes for the January 7, 2015 commission meeting were read and discussed aloud. Multiple commissioners highlighted the need for a different method of disseminating the minutes in order to increase transparency.

Commissioner Reyes made a motion to approve the minutes. Commissioner Jones seconded the motion, which was voted on and passed (VOTES: 10-0-1).

## **Election of Secretary for the Board**

Chair Love made a motion to nominate Commissioner Sacco to serve as the secretary for the board. Commissioner Sacco accepted the nomination. Commissioner McCollough seconded the motion, which was voted on and passed (VOTES: 11-0-0).

## **Board Vacancies**

Kristal Knight, Executive Director of Serve DC, said that there were eight vacancies on the board, and she was asking for the commissioners help in filling them. Existing requirements mandate that two of the vacancies are for individuals receiving TANF, one is for a representative from the Office of the State Superintendent of Education (OSSE), one is for an individual over the age of 55, one is for an individual under the age of 18. and three are for mayoral appointees.

Ms. Knight went over the desired qualities for candidates and said that candidates would have to go through a background check and a rigorous interview process. She said that they candidates needed to also come from varying political backgrounds. She said that she would send out the official list of vacancies to commissioners the next day.

### Board Expectations

Ms. Knight opened up the floor for discussion on how the commission's administrative functions were being run. She said that she thought that all commissioners should be first aid and emergency preparedness trained by the end of the year. Chair Love added that she was going to try to schedule an all-day CPR training for the commissioners.

Melvin Smith, Serve DC's new Director of Emergency Preparedness, went over the upcoming schedules for CERT and CPR trainings. He said that Serve DC was going to do more community outreach for the trainings.

Ms. Knight said that Serve DC hopes to do more community trainings in the coming fiscal year. She said that she would roll out a plan to the commissioners to do so in the last quarter of the fiscal year.

Chair Love recommended that commissioners use social media to publicize the trainings.

Mr. Smith said that there was a high no show rate for Saturday classes, so they are going to try to revamp the classes. Commissioner Etzkorn said that it might help if Serve DC charged a nominal fee such as \$5 or less for the classes in order to incentivize people to come to the trainings.

Ms. Knight said that she would send out more in writing about the board expectations.

### Grant Updates

#### **Current Formula Grant Process**

Ms. Brown introduced Serve DC's new State and National Grants Management Specialist. She said that Serve DC staff was in the middle of the Formula Grant competition, and that the the concept papers from applicants were due April 30th.

Ms. Love asked about the possibility of Serve DC providing technical assistance for smaller organizations who were applying.

Commissioners highlighted the need to diversity Serve DC's grant portfolio, including encouraging more smaller, DC-based organizations to compete with the national direct organizations.

Commissioner Andrews said that he had a goal to schedule a Programming and Evaluation Committee meeting on the matter and then to come back with the recommendations for the commission to vote on.

Ms. Knight said that Serve DC hopes to diversify its portfolio for the current grant cycle in addition to future grant cycles.

### **Youth Opportunity Grant**

Ms. Knight gave an overview of the Youth Opportunity Grant, which works with adjudicated and disconnected youth who are ages 16 to 25. She said that there was some flexibility with the upper age limit. She also said that she would send out the application link to all the commissioners, and that applications were due to Serve DC by May 13th. She added that Serve DC will be holding technical assistance sessions for the grant.

### Committee Updates

Commissioner Andrews said that he had confirmed the dates for committee conference calls with the Volunteer Recognition and Community Development committees, but was still working on confirming the date for a call with the Programming and Evaluation committee

### **Volunteer Recognition Committee**

Committee members gave an overview of upcoming events and new partnerships.

### **Community Development Committee**

Committee members highlighted the need to focus on stakeholder engagement and building new partnerships

### Staff Reports

Ms. Brown said that the deadline to submit announcements for the monthly Serve DC newsletter was the first week of the month.

### New Business and Announcements

Commissioner Love went over the details for the Young Elected Officials (YEO) Network Day of Service, which she is working with the organization to plan. She said that she will email all of the details to the commissioners.

The next commission meeting is on July 13, 2015.

The meeting was adjourned at 8:02 pm.