

Volunteer Tennessee
Quarterly Commission Meeting Minutes
Cordell Hull Building, 5th Floor, Conference Room C,
425 Rep. John Lewis Way N., Nashville, TN 37243
Thursday, March 9, 2023

Members in Attendance (in person underlined): Chairing: Amy Walter*, Terry Frank*, Amy Gilliland*, Katie Goforth*, Andrea Hill*, Holly Jones*, Rick Kriesky*, Caroline Ledlie (AmeriCorps), Greg Lyles*, Patrick Maloney*, Cameron Sanford*, Jason Scott*, Tracy Van De Vate*, Eileen Wollam*, Suzanne Carr (TDHS), D'Shonta Gleeton (TDCS), Buddy Lea (TDF&A), Kendra Thomas (TDoH)

Members not in Attendance: George Bove*, Stephanie Davis*, Lee Moten*, Kane Reeves*, Leon Shields*, Terry Silver*, Betty White*, Michael Hogan (TDS&HS), Liz Johnson (TDoH), Heidi Leming (TBR), Nancy Schelin (TDEC), Jessica Youngblom (TDMHSAS). VACANT (TDOE, TDLWD, TDM, UT)

Staff: Latifya Fields, Gordon Harless, Jim Snell, Candace Taylor

Guests: Lauren Bird (Environmental Corps); Mark Neal (Project Inspire)

Quorum Count: 13 (5 in person) of 20 appointed (11 is quorum). (*) indicates voting member.

Amy Walter called the meeting to order at 1:31 p.m. and asked Jim to call the roll for a quorum check and for introductions. Five voting members were present in person, and eight were present by electronic means.

Amy W. reviewed the Statement of Necessity. Due to scheduling conflicts, less than a quorum of Volunteer Tennessee commission members was present in person for the meeting, so under Tennessee Code Annotated section 8-44-108, the Volunteer Tennessee commission is allowed to rely on the participation of members by electronic or other means to constitute a quorum, only upon determination by the commission that a necessity exists. The commission was scheduled to consider the time-sensitive revisions to the 2023 Commission Support Grant and Commission Investment Fund budgets and revisions to the 2023 AmeriCorps Funding Timeline. Amy W. called for a motion to approve the determination of necessity to proceed with the meeting with a quorum to include electronic and phone participants based on the time sensitivity of the matter on the agenda. Buddy Lea made a motion, and Andrea Hill seconded. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed unanimously.

Jim Snell shared the minutes from the 11/29/2022 meeting in the chat, on the screen, and on paper with those in person. Amy W. asked for any corrections or additions. None were noted. Jason Scott made a motion to approve, and Greg Lyles seconded. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed unanimously.

Amy W. called on Jim to review the budget revisions. Jim provided background information on the revisions. There are two operational budgets to approve – the Commission Support Grant

budget and the Commission Investment Fund budget. Federal appropriations were not complete before the calendar year, and because the grants operate on a calendar year, the Commission used the grant amount from last year to make the 2023 budgets. Now that appropriations have been made, the actual allocated amounts have increased, and the Commission needs to vote on the revisions so that staff can resubmit them to the AmeriCorps agency.

In addition to the draft Commission Support Grant budget being based on the previous year amount, it also did not include the American Rescue Plan Act (ARPA) funds. Due to the federal allocation increase of around \$10,000, inclusion of ARPA funds of \$276,228, the state match increase (\$16,000), and subgrant matches (\$304,730), and new PSA in-kind dollar match (\$13,376), there was a significant amount of new dollars (\$950,000) to be included in the revised budget.

Changes to note (see green lines in budget revision proposal):

- TN State Fiscal Year '24 budget includes an additional staff position beginning in July. Revision reflects salary and benefits for ½ year for this position.
- Increased travel for Commission to reflect actuals (\$5,000).
- Significant amount in subgrants to support volunteer activities in order to expend ARPA funds (\$304,730).
- America's Service Commissions (ASC) dues increase reflected.
- Computer and space were increased to meet actuals of prior year.
- ARPA placeholder inserted.

Amy W. asked for any questions or comments. None were noted. Eileen Wollam made a motion to approve the 2023 Commission Support Budget revision as presented, and Rick Kriesky seconded. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed unanimously.

Amy W. called on Jim to review the Commission Investment Fund budget revision. Jim shared that this was the budget for the Training and Technical Assistance provided for staff, Commissioners, and program staff. Again, the actual federal allocation was higher than the first budget (\$8,000 higher) and the revision also includes unexpended funds (\$26,267) from the previous year, resulting in about \$35,000 additional dollars.

Changes to note (see green lines in budget revision proposal):

- Increase in mileage rate reflects new state mileage rate.
- Added line for ASC regional conference (which was not included in first budget due to lack of funds).
- Added in in-person training retreat for AmeriCorps program staff and other related expenses (travel, hotel, food, supplies, trainer).
- Added in line for National Service-Learning Conference to help offset program staff and others attending, as well as supplies

Amy W. asked for any questions or comments. None were noted. Jason Scott made a motion to approve the 2023 Commission Investment Fund budget revision as presented, and Terry Frank

seconded. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed unanimously.

Amy W. called on Jim to review the AmeriCorps Funding Timeline revision. Jim shared that the AmeriCorps agency announced that Formula applications needed to be submitted earlier than usual. For context, there are two sources of funding for AmeriCorps: Formula funding (based on population formula) and Competitive Funding (national process). Volunteer Tennessee first submits best performing programs to Competitive funding process and learns in mid-April if they are funded. If not, they drop back into the state Formula funding process, which is usually submitted in June. Because the AmeriCorps agency has moved the Formula submission date earlier to May 15, the TN timeline had to be revised, including the Volunteer Tennessee May meeting and other processes.

Amy W. asked for any questions or comments. None were noted. Katie Goforth made a motion to approve the 2023 AmeriCorps Funding Timeline revision as presented, and Amy Walter seconded. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed unanimously.

Amy thanked Jim for his work in preparing for the visits and the meeting.

The floor was opened for those in person to share comments on their legislative education visits today. Jason Scott shared that he had good conversations, people were generous with their time, and people were familiar with AmeriCorps.

Amy Walter shared that a couple of the Representatives that she met with wanted to do resolutions and proclamations for Governor's Volunteer Stars Awards (GVSA) honorees. Another was interested in helping promoting volunteer interest in his district.

One noted that it was very helpful to have program people in Nashville – especially those from the same districts they were visiting. Suggestion was made to possibly invite some supportive General Assembly members to a roundtable discussion.

Buddy Lea shared that the Senator they visited with was very positive and appreciative. Buddy thanked him for his vote for the budget that included additional money for Volunteer Tennessee and reminded that for every \$1 the State invests, Volunteer Tennessee leverages \$64 Federal and local dollars.

A couple of Commissioners online also indicated that they have virtual visits planned soon with other representatives.

Jim reminded those present to submit their follow-up forms today or send in an electronic version. Those needing urgent follow-up should note with an asterisk.

Candace Taylor provided a quick update on the National Service-Learning Conference and GVSA. Right now, there are 250 people registered for the Conference, and we are aiming to get

to 350 people signed up. The final count is due on 3/17/23. She will resend GVSA invitations to General Assembly members this week and include a link for TN Serves.

Jim asked Commissioners to complete the online evaluation and noted that it was mostly geared to the Day on the Hill. Commissioners were also reminded to send thank you notes to follow up on their in-person legislative visits.

Amy W. reminded everyone that the next meeting will be Thursday, May 4, 2023.

Amy W. asked if there were any final questions. Amy then called for a motion to adjourn the meeting. Buddy Lea motioned, and Tracy Van de Vate seconded. Amy adjourned the meeting at 2:35 p.m. CST.

Approved:  Date: 05/08/2023
Secretary

Meeting minutes prepared by Amy Gilliland, Secretary.