

Volunteer Tennessee
Quarterly Commission Meeting Minutes
United Way of Greater Nashville, 250 Venture Circle, Nashville, TN 37228
Friday, May 2, 2025

Members in Attendance (in person underlined): Chairing: Terry Silver*, Kim Carpenter Drake*, Suzanne Carr (TDHS for), Marla Cartwright (TBR for Heidi Leming), Stephanie Davis*, LaShan Dixon (TDH), Nathan Farnor*, Terry Frank*, Amy Gilliland*, D'Shonta Gleeton (TDCS), Katie Goforth*, Rebecca Henderson*, Adam Javis (TDFA), Aimee LaGrone (TDOE)*, LTC Susan Parker (TDM), Patricia Powell*, MSG Karen Regan (TDM), Nancy Schelin (TDEC), Jason Scott*, Amy Walter*, Betty White*, Eileen Wollam*, Evon Wood*,

Members not in Attendance: George Bove*, Destiny Brown*, Andrea Hill*, Holly Jones*, Caroline Ledlie (AmeriCorps), Lissette Lopez*, Greg Lyles*, Lee Moten*, Nestor Reyes (TDLWD), Tracy Van de Vate*, Jessica Youngblom (TDMHSAS), VACANT (TDSHS), (UT)

Staff: Anthony Bennett, Latiyfa Fields, Neelam Gupta, Lizzy Lemieux, Jim Snell, Don Sowers, Candace Taylor

Quorum Count: 15 (8 in person) of 23 appointed (12 is quorum). (*) indicates voting member.

Terry Silver called the meeting to order at 9:31 a.m. CDT and reviewed the agenda and then asked for quick introductions around the room and then online.

Terry S. called on Eileen Wollam to give report on Friends of Volunteer Tennessee (VT).

- Welcomed new board member, Jay Sanders, who is the Community Relations Supervisor at Middle Tennessee Electric.
- License plate update: Approximately 120 orders have been received. The current expiration date is June 30 and could request an extension, but it is unlikely they could get another 900 orders in the next year.
- Terminated AmeriCorps programs were informed that their AmeriCorps members are eligible for the Member Emergency Fund. Funds are still available to assist them. Jay Sanders informed Friends that he heads up the Middle Tennessee Electric Foundation, and that the Foundation has emergency funds as well.

Terry S. asked Jim Snell to share the director's report. The AmeriCorps Agency terminated 14 of Volunteer Tennessee's 21 AmeriCorps programs: 3 planning grants and 11 operational grants. Planning grants do not have members, but the operational grants do have members that programs needed to exit as of Monday, April 28th. There are many questions regarding the future, particularly around funding.

Terry S. called on Jim for a quorum check. There are 12 voting members were present, 7 in person and 5 virtually. [Amy Gilliland, Aimee LaGrone, and Amy Walter were not present for the quorum check but joined the meeting later, resulting in 15 voting members present, 8 in person and 7 virtually.] Due to scheduling conflicts, less than a quorum of Volunteer Tennessee commission members is 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 time-sensitive approvals to the 2025-26 Commission Support Grant and Commission Investment Fund budgets, 2025-26 Volunteer Center and Youth Civic Engagement grant funding, and the 2025 AmeriCorps Formula Funding. Terry S. 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. Adam Jarvis made a motion, and Betty White seconded. Terry S. asked Jim to do a roll call vote. Jim called the roll, and the motion passed with one ex officio member abstaining.

Terry S. asked everyone to review the minutes from the February 17, 2025 meeting for any corrections or additions. Terry S. called for a motion to approve the minutes. Jason Scott made a motion. Nathan Farnor seconded. Terry S. asked Jim to do a roll call vote. Jim called the roll, and the motion passed with two ex officio members abstaining.

Terry S. provided an update on the Memorandum of Understanding ad hoc committee discussion. Purpose of the memorandum is to clarify the roles and responsibilities of Volunteer Tennessee and F&A [Department of Finance & Administration]. Terry S. asked the Commission for feedback on the memorandum work so far and to consider whether Volunteer Tennessee should become an independent entity or remain under F&A. The Commission discussed how F&A is currently working with VT and its structure:

- F&A provides administrative, staffing, equipment, space, legal support, financial, and contracting support.
- The organizational structure is dictated by Executive Order.
- Office of Business and Finance handles procedural work with Jim and his team for contract terminations, closeouts, and reconcile expenses.
- Legal counsel and HR support are available.
- Advantages of being connected to a larger agency while still maintaining commission autonomy.
- Being attached to F&A can provide essential staffing and capacity support during funding cuts.
- F&A communications staff helped coordinate termination messaging with the Governor's Office.
- Regardless of current structure, it would not have mattered where Volunteer Tennessee was within State government in relation to recent grant terminations.
- Being separate entity would require budget ask to cover expenses currently provided by F&A.
- There are benefits to being attached to F&A, but also responsibilities.
- Concerns about the feasibility of changing the Executive Order or pursuing legislative change, especially without support from the Governor's Office.
- The pathway to independence has not been clearly outlined.
- The MOU process is to get clarity around roles and responsibilities to ensure both VT and F&A can collaborate effectively.
- Other State agency staff recently let go.
- Requested clarification: is it a Memorandum of Agreement or Memorandum of Understanding? Should be Memorandum of Agreement.
- In the document, the Chair position carries specific responsibilities, and some of these responsibilities are extensive.
- The Chair responsibilities in the document are aligned with the current Executive Order.

Terry S. clarified that the consensus is to remain attached to F&A and that the ad hoc committee is committed to clarifying roles and responsibilities of both entities moving forward. Terry S. called for comments of the draft memorandum.

- Suggestion to add language to Section 3.4 [Chair responsibilities] like “to the extent” or “as needed” to allow flexibility.
- Section 3.4 wording was kept to align with the Executive Order and spell out the responsibilities of the Chair for this agreement.
- Section 4.8 [personnel matters] - would we need to revise the memorandum if any of the position numbers change?
- Section 4.8 uses State government job classifications and identifies seven staff positions assigned to Volunteer Tennessee. If any positions were to be reclassified, a revised memorandum would be needed, but it would not change the structural agreement.
- Memorandum tries to ensure Volunteer Tennessee what specific things F&A will provide.

Terry S. called on Kim Carpenter Drake to give an overview of the committee chairs’ State Service Plan discussions. Kim explained that the first question for strategic planning is: does the group want to tweak existing plan or take a macro level approach to think about how strategy guides the work forward? The committee chairs group decided on the second approach. The key considerations in the planning approach:

- What is within our control? For example, Volunteer Tennessee does not have the resources to affect food security, but volunteerism can support those efforts.
- How our core areas of work align with the workers getting it done? For example, it can be confusing when multiple committees are responsible for the same work. Need clarity on who is responsible for each piece of work and organize the work so that it aligns with the committee structure.

The draft proposes a higher level of clarity around the work that belongs to us as a group, but also it will come with some recommendations of how to align the committees to best serve that work. The Commission discussed changing the committee structure to align with the draft plan goals. Small committees have difficulty doing their work due to lack of quorum. Existing committees could be merged or become subcommittees. The current committee structure is task-based, but tasks often intersect across committees. The new committee structure could align with audiences and constituents instead of tasks. The plan should be easy for anyone to understand. Commissioners could be more engaged through innovation, ideas, and strategic planning. The four focus areas may help keep members aligned and engaged in committees.

Kim pointed out the group may be discussing two different but related topics: identifying the core focus areas of work and determining how to structure committees to best implement that work. She suggested focusing on strategic goals for now instead of committee structure. The Commission discussed next steps. Jim noted that the next step would be to gather public input on the draft goals for the Commission to review at its August meeting and then develop a solid draft of the plan. Terry asked if the committee chair group could continue to work on the goals. The Commission agreed that the ad hoc committee should continue its work. Nathan suggested that, because the landscape in which we develop the state plan might be different than the plan we are able to implement, there is value in an intentional conversation about contingency plans.

Terry S. asked the Commission to break briefly to get lunch and then return for a working lunch.

Terry S. reconvened the meeting and called on Eileen Wollam for the grants discussion. Eileen noted that staff received the Commission Support Grant and Commission Investment Fund application instructions on March 7th, and the due date was April 16th, so the Executive committee met on March 21st to review and approve both budgets. Late in the day on March 20th, staff received the 2025-26 funding allocations but did not have time to update the budgets prior to the March 21st meeting. The actual 2025-26 Commission support Grant and Commission Investment Fund allocations were \$1,700 and \$1,200 more than the previous year, respectively. The 2025-26 Commission support Grant and Commission Investment Fund budgets presented reflect those increased amounts and recent changes to staffing. Eileen asked Jim to explain the budget sheet. Items in yellow went down, and items in green went up from the previous version. The budgets include a lower than expect pay for performance for next year. In the earlier version there was \$0 in the federal column for a number of items, and when we got more money, we moved some expenses from the match to the federal share. The Commission discussed what would happen if the federal funds were to go away. There is funding in State appropriations for Volunteer Tennessee for FY26. Terry S. called for a motion to approve the 2025-26 Commission Support Grant budget as presented. Katie Goforth made the motion. Eileen Wollam seconded. Terry S. asked Jim to do a roll call vote. Jim called the roll, and the motion passed with one voting member abstaining and two ex officio members abstaining.

Terry S. called on Eileen to present the 2025-26 Commission Investment Fund budget. Eileen asked Jim to provide details. The America Learns management system was more expensive than originally budgeted. Changes were also made because of estimated revisions to staff costs. Terry S. called for a motion to approve the 2025-26 Commission Investment Fund budget as presented. Betty White made the motion. D'Shonta Gleeton made a second. Terry S. asked Jim to do a roll call vote. Jim called the roll, and the motion passed with one voting member abstaining and two ex officio members abstaining.

Eileen reviewed Conflict of Interest forms. Nathan Farnor had a conflict with the Volunteer Center and Youth Civic Engagement funding process and left the room for that discussion and vote. Terry S. called on Eileen to present the Volunteer Center and Youth Civic Engagement grants. Eileen noted that the Volunteer Center and Youth Civic Engagement grants are funded by the Volunteer Generation Fund. Executive committee met to review and approve these applications on March 21st. The top scoring applicant received full funding, and the remaining programs received funding proportional to their application score. Total request was for \$706,218, but the amount available was \$478,050, so Volunteer Tennessee is awarding \$478,050. Adam asked if the programs confirmed that they can do the work at a lower funding level, and Jim confirmed that all programs have accepted the funding offered. Terry S. called for motion to approve the 2025-26 Volunteer Center and Youth Civic Engagement recommendation as presented. Adam made the motion. Eileen made a second. Terry S. asked Jim to do a roll call vote. Jim called the roll, and the motion passed with two voting members abstaining and five ex officio members abstaining. Nathan returned to the room.

Terry S. called on Eileen to review the 2025 AmeriCorps Competitive results. Eileen shared that Volunteer Tennessee has not received the Competitive results from the AmeriCorps agency. Eight of these Competitive grants were terminated.

Terry S. asked for those with conflicts with the AmeriCorps Formula process leave the room. Nathan Farnor, Katie Goforth, Nancy Schelin, and Jason Scott, had conflicts with AmeriCorps Formula funding and left the room. Terry S. called on Eileen to present the 2025 AmeriCorps Formula recommendation. Eileen shared that program descriptions are on the Commission website. Volunteer Tennessee has not received the Formula funding allocation, so the Grants Committee assumed a best-case scenario in which the three Competitive continuation programs would be funded and a worst-case scenario in which none of the Competitive continuation programs would be funded. That was before the grant terminations. Eileen asked Jim to review the funding chart. Amy Gilliland asked if terminated programs would still be eligible for funding. Jim explained that it is not clear what the terminations mean for future funding. Eileen stated that rather than making specific program recommendations, the grants committee suggests approving a strategy that preserves funding existing programs by making across the board reductions. Jim reviewed the funding chart. Betty commended the staff and committee for the work on the recommendation. Jim noted that there was a quorum issue due to members with a conflict leaving the room. Nathan and Katie were randomly selected to return to achieve quorum. Terry S. called for a motion to approve the 2025 AmeriCorps Formula recommendation as presented. Betty made a motion. D'Shonta Gleeton made a second. Terry S. asked Jim to do a roll call vote. Jim called the roll, and the motion passed with two voting members abstaining and five ex officio members abstaining. Nancy Schelin and Jason Scott returned to the room.

Terry S. made a call for any public comments, questions. Jim indicated that no requests were submitted to him two days prior to the meeting and no one from the public was attending the meeting in person or online.

Nathan noted that the Roadshow is moving forward with 3-4 stops this summer, maybe more in the fall. Will be getting feedback on the State Service Plan. The Corporate Social Purpose statewide initiative happy hour is June 10th at Bridgestone. Amy G. thanked staff and program directors for all that they do.

Terry S. reminded members about the next Commission meeting on August 8th. Terry S. reminded all to complete the meeting evaluation. Jim shared process for completing travel forms. Members can donate their travel as in-kind. Jim will send electronic version of the form as follow up to the meeting.

Terry S. thanked everyone and called for a motion to adjourn the meeting. Amy W. made a motion. D'Shonta Gleeton seconded. Terry S. adjourned the meeting at 12:51 p.m. CDT.

Approved: Jessica Youngblom Date: 9/10/2025 Secretary
Meeting minutes prepared by Anthony Bennett

Voluteer TN Roll Call and Votes - May 2, 2025

First Name	Last Name	Class/ Represents	Counts for Quorum	Counts for Quorum in person	Quorum Check/ present	Statement of Necessity	Approve 2-17-25 Minutes	Approve 2025-26 CSG Budget	Approve 2025-26 CIF Budget	Approve 2025-26 VC/YCE Grants	Approve 2025 AC Formula recommendation	
George	Bove	2025	1	0	0							
Destiny	Brown	2023	1	0	0							
Kim	Carpenter Drake	2023	1	0	1	1	1	Not present for vote	Not present for vote	Not present for vote	Not present for vote	
Stephanie	Davis	2025	1	1	1	1	1	1	1	1	1	
Nathan	Farnor	2024	1	1	1	1	1	1	1	Not present - conflict	Abstain	
Terry	Frank	2025	1	0	1	1	1	1	1	1	1	
Amy	Gilliland	2025	1	0	1	Not present for vote	Not present for vote	1	1	1	1	
Katie	Goforth	2023	1	1	1	1	1	1	1	1	Abstain	
Rebecca	Henderson	2026	1	0	1	1	1	1	1	1	1	
Andrea	Hill	2024	1	0	0							
Holly	Jones	2025	1	0	0							
Aimee	LaGrone	Education	1	0	1	1	1	1	1	1	1	
Lisette	Lopez	2026	1	0	0							
Greg	Lyles	2024	1	0	0							
Lee	Moten	2024	1	0	0							
Patricia	Powell	2025	1	1	1	1	1	1	1	Abstain	1	
Jason	Scott	2024	1	1	1	1	1	Abstain	Abstain	Abstain	Not present - conflict	
Terry	Silver	2023	1	1	1	1	1	1	1	1	1	
Tracy	Van de Vate	2023	1	0	0							
Amy	Walter	2023	1	1	1	Not present for vote	Not present for vote	Not present for vote	Not present for vote	Not present for vote	1	
Betty	White	2024	1	1	1	1	1	1	1	1	1	
Eileen	Wollam	2023	1	0	1	1	1	1	1	1	1	
Evon	Wood	2024	1	0	1	1	1	1	1	1	1	
Suzanne	Carr	Human Services	0	0	1	1	1	1	1	Abstain	Abstain	
LaShan	Dixon	Health	0	0	1	1	Abstain	1	1	Abstain	Abstain	
D'Shonta	Gleeton	Children's Services	0	0	1	1	1	1	1	Abstain	Abstain	
Adam	Jarvis	Finance & Adminstration	0	0	1	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain	
Caroline	Ledlie	AmeriCorps	0	0	0							
Marla	Cartwright	TN Board of Regents	0	0	1	1	1	Abstain	Abstain	Abstain	Abstain	
LTC Susan	Parker	Military	0	0	1	1	1	1	1	1	1	
MSG Karen	Regan	Military	0	0	1	1	1				1	
Nestor	Reyes	Labor & Workforce Development	0	0	0							
Nancy	Schelin	Environment & Conservation	0	0	1	1	1	1	1	1	Not present - conflict	
Jessica	Youngblom	Mental Health & Substance Abuse Services	0	0	0							
VACANT		Safety & Homeland Security	0	0	0							
VACANT		University of Tennessee	0	0	0							
			All members	23	8	23	20	19	17	17	12	13
			Voting members	23	8	15	13	13	12	12	10	11

Yellow indicates not attending
Blue indicates online participation