

NATHAN RIX
Chair

ELIAS VILLEGAS
Vice-Chair

SIERRA BARNES

ADELE MCAFEE

CARIE BAUER
*OregonServes
Director*

BRITTANY MELZER,
Board Administrator

JULIA STEINBERGER
OWI Interim Director

OregonServes Commission

Executive Committee Meeting Agenda

July 26th, 2022

11:00AM-12:00PM

Meeting ID: 270 172 625 839 Passcode: mAYXux

[Video Call Link](#)

Persons wishing to testify during the public comment should email Brittany.E.Melzer@hecc.oregon.gov 12 hours prior to the meeting. Each individual/group will have a time limit of 3 minutes.

Agenda times are approximate. Order of the agenda may vary.

Standing Business

11:00	1.0	Preliminary and Organizational Business	Chair Rix
	1.1	Opening Remarks, Roll Call, Quorum, Agenda Review	
	1.2	<u>ACTION ITEM:</u> Approve Meeting Minutes	
	2.0	Public Comment	

Standing Reports

11:05	3.0	Commission Updates	
	3.1	State and Federal Legislative Updates, Legislative Taskforce	Carie Bauer
11:25	4.0	Committee Updates	
	4.1	Public Policy & Education Committee	Sierra Barnes
	4.2	Equity Framework Development Team	Adele McAfee

Strategic Implementation

11:40	5.0	Strategy and Planning	Carie Bauer
	5.1	State Service Plan Updates	
	5.2	October Commission Meeting Agenda Planning	

Closing Business

11:55	6.0	Other Business and Next Steps	All
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Adjourn

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Executive Committee Meeting Minutes

April 5th, 2022

1:00PM-2:00PM

Conference Call: 503-446-4951 Access Code: 914 288 682#

[Video Call Link](#)

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Standing Business

1.0 Preliminary and Organizational Business

1.1 Opening Remarks, Roll Call, Quorum, Agenda Review

1.2 **ACTION ITEM:** Approve 01/07 Executive Committee minutes draft, and 01/28 Commission Meeting Minutes draft.

Elias Villegas called for a motion to approve the meeting minutes as presented in docket

1.2. Sierra Barnes made the motion to approve and Adele McAfee seconded the motion. All voted in favor to approve the meeting minutes and the motion carried.

2.0 **Public Comment** - none.

Standing Reports

3.0 State of Oregon Updates

3.1 OregonServes Commission

On March 28, President Biden released his Budget for FY23, which proposes \$1.34 billion for the AmeriCorps agency which is a 16% increase above the FY22 enacted level. The Federal Pell grant was part of the proposal, and may be increased by the Department of Education, which means the AmeriCorps Segal Education award would increase as well, to about \$13,000 within the proposed budget. Director Bauer suggested asking America's Service Commission (ASC) to present at the April 29th Commission meeting to provide updates on the Build Back Better legislation.

Director Bauer presented at the Workforce and Talent Development Board to share connections between AmeriCorps Educational Pathways, and Employers of National Service, and the Workforce. The presentation was well received and informative of the OregonServes Commission's work. Oregon was chosen as one of three states to pilot the Silvernest housing program which intends to address the housing issues with safety and inventory AmeriCorps members are experiencing in Oregon.

3.2 HECC & OWI

The HECC Commissions Finance Subcommittee has extended an invite to the various OWI programs and boards to present the reasoning of why they should get support for the submitted Policy Option Packages. Chair Rix is interested in presenting, but is now on paternity leave, and therefore Sierra Barnes, chair of the Public Policy & Education Committee, will step in to present in his absence.

The Outreach & Training Coordinator position received 17 applications, and interviews are being held this week and next. This position has a strong outreach component and alumni engagement piece, alumni were contacted to participate on the interview panel for the second round. Shenika Cumberbatch and Daniel Altamirano Hernandez agreed to be panelists.

4.0 Committee Leadership Updates

4.1 Public Policy & Education Committee

Public Policy & Education Committee Chair Barnes said the next step for the Legislative Concepts is stakeholder engagement.

Casey Reynolds, the ASCs State Policy Manager, discussed with the Committee the challenges that the AmeriCorps members in Oregon are experiencing. A relationship will be built with him to tackle these issues, and get resources through other states handling the same challenges.

The Committee is planning a Day at the Capitol where we can talk to legislators and people on their staff to educate them on AmeriCorps and how they can get involved.

4.2 Equity Framework Development Team

Chair McAfee shared that a policy document is being developed for the board to serve as an operations guide. The goal is to use about five more meetings and go through a linear workplan to get this done. This will identify goals and strategies and select an equity lens. Chair McAfee will also get resources from the HECC DEI office to create the operations guide, which will be a detailed how-to manual.

Strategic Implementation

5.0 Strategy and Planning

5.1 Draft Policy Review: Commission Voting

Brittany Melzer, OregonServes Board Administrator, proposed a draft to adopt a virtual voting policy. The proposed policy states if quorum is not present at a regularly scheduled or special meeting, or workgroup or committee meeting, meeting materials may be sent out for an electronic mail vote by the Chair of the meeting. All members must reply to the email stating their yay or no vote, or abstention. The decision was reached to share this proposed policy change with the full Commission to adopt the change.

5.2 State Service Plan Update

OWI Director Julia Steinberger will share on the dashboard at the April Commission meeting.

5.3 April Commission Meeting Agenda Planning

Discussion ensued of draft agenda topics and the board retreat. Director Bauer posed if the OSC Executive Committee should plan the Board Retreat while putting out a call for other interested members, or if a separate planning team should be formed to plan the retreat instead. Decision was reached to create an additional group to plan the board retreat, and add this as a discussion piece at the April Commission meeting.

Closing Business

6.0 Other Business and Next Steps

Meeting adjourned at 2:00pm.

OregonServes Commission

Quarterly Meeting

April 29th, 2022

10:00AM-1:00PM

Conference Call: 1 253 215 8782 Meeting ID: 914 2156 4313

Passcode: 056830

[Video Call Link](#)

Persons wishing to testify during the public comment should email Brittany.E.Melzer@hecc.oregon.gov 12 hours prior to the meeting. Each individual/group will have a time limit of 3 minutes. Agenda times are approximate. Order of the agenda may vary.

Members Present: Heidi Edwards, Mary Greusel, Sierra Barnes, Greg Carpinello, Adele McAfee, Nathan Rix, *Chair*, Jorge Cruz, Titus Tomlinson

Guests Present: Ben Olsen, Tanya Gipson-Nahman

Staff Present: Carie Bauer, *Director*, Brittany Melzer, Julia Steinberger, *Interim OWI Director*

Standing Business

1.0 Preliminary and Organizational Business

- Chair Rix called the meeting to order at 10:02am and read the land acknowledgement.
- Opening Remarks: Brittany Melzer confirmed quorum was met.
- Titus Tomlinson introduced himself as the invited AmeriCorps Program Director.
- Director Bauer shared that AmeriCorps Program Administrator Madeline Seghers is now on maternity leave.
- Chair Rix called for a motion to accept the meeting minutes as presented. Sierra Barnes motioned to accept the meeting minutes, Jayesh Palshikar seconded the motion, and all members voted in favor. No members abstained. The meeting minutes were accepted.
- The program officer report was presented in the materials packet.

2.0 Public Comment - none.

Invited Testimony / Discussion

3.0 Presentations

- Titus Tomlinson, AmeriCorps Program Director with Resource Assistance in Rural Environments (RARE), delivered a presentation on RARE's recent award from Travel Oregon.
- Julia Steinberger, Interim Director of the Office of Workforce Investments shared OWI Operational and Legislative Updates:
 - OregonServes' Policy Option Packages have made it through to the next round of consideration at the HECC.
 - The second round of interviews for the Training and Outreach Coordinator position were yesterday. Reference checks are being conducted now.

Voting Members

NATHAN RIX

Chair

ELIAS VILLEGAS

Vice-Chair

DANIEL ALTAMIRANO

HERNANDEZ

SIERRA BARNES

GREG CARPINELLO

JORGE CRUZ

SHENIKA

CUMBERBATCH

HEIDI EDWARDS

TODD JONES

ADELE McAFEE

JAYESH PALSHIKAR

JARED PRUCH

Non-Voting Members

MARY GREUSEL

Commission Staff

CARIE BAUER

OregonServes Director

MADLINE SEGHERS

*AmeriCorps Program
Administrator*

BRITTANY MELZER,

Board Administrator

Technical Advisor

JULIA STEINBERGER

OWI Interim Director

- Future Ready Oregon Workforce Ready grants are focused on capacity building for organizations to help them run workforce related programs. OregonServes grantees and partner organizations are eligible for these grants. The Request for Applications (RFA) should be out in May. Once the RFA is released, listening sessions will be held and a technical advisor will be hired to assist programs in applying.
- A general overview of the HECC's legislative concept and policy option package process was given.
- AmeriCorps West Region Office: Ben Olsen, Deputy Regional Administrator of AmeriCorps VISTA, Tanya Gipson-Nahman, Regional Director of National Civilian Community Corps (NCCC), and Mary Greusel, Senior Portfolio Manager with AmeriCorps Seniors, shared the details of their respective programs and how the OregonServes Commission members can be advocates for their programs to continue partnerships and capacity building between the AmeriCorps National programs and the State programs within the state.

Standing Reports: Partners, Projects, Committees

4.0 Report-Outs

- Mary Greusel, Senior Portfolio Manager of the West Region AmeriCorps Regional Office, provided updates on grant application deadlines for the AmeriCorps National and AmeriCorps VISTA grant opportunities.
- Sierra Barnes, Public Policy & Education Committee Chair, shared that the Committee is planning a Day at the Capitol during the 2023 Legislative Session and working on several surveys to 1) determine awareness of AmeriCorps with state legislatures and 2) identify alumni in state employment.
- Adele McAfee, Equity Framework Development Team Chair, provided an update on the development of the OregonServes Commission Guide, which will incorporate the implementation of the DEI goals of the Commission and the HECC Equity Lens.
- Director Bauer provided several operational updates:
 - OregonServes was selected by the national association, ASC, to participate in a pilot project for Silvernest, an online housing platform. This is aimed at reducing barriers to safe and affordable housing, as well as housing inventory issues. This will also hopefully engage the alumni network by housing currently serving members with past ones.
 - OregonServes has sponsored 3-4 career fairs for grantees, launched a Linkt.ree for easy access to commission resources, and begun utilizing Memory Fox to collect member reflections and stories. OSC is also in negotiations for contracted work to create a new OSC website. These efforts are all part of the implementation of the marketing, communications, and outreach portions of the strategic plan.

Other Business

5.0 Other Business and Next Steps

- 5.1 Work on the OSC Retreat meeting is underway for July.
- 5.2 Sierra Barnes requested that they report on the ASC Youth Commissioner meetings at the next meeting.

1:00 Chair Rix adjourned the meeting at 1:00pm.

OregonServes Commission

Special Meeting Minutes

June 21, 2022

12:00PM - 12:45PM

Conference Call: 1 503 446 4951 Meeting ID: 545 142 792#

[Video Call Link](#)

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*AmeriCorps Program
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Technical Advisor
JULIA STEINBERGER
OWI Interim Director

Members Present: Nathan Rix, Chair, Adele McAfee, Greg Carpinello, Heidi Edwards, Todd Jones, Daniel Altamirano Hernandez, Sierra Barnes, Elias Villegas, Vice-Chair
Staff Present: Carie Bauer, Director, Brittany Melzer, Jennifer Denning

Standing Business

1.0 Preliminary and Organizational Business

1.1 Chair Nathan Rix called the meeting to order at 12:04PM. Brittany Melzer confirmed a quorum of voting members was present.

2.0 Public Comment – none.

Grant Processes

3.0 Overview

3.1 FY22 Competitive Grant Process Results

Director Bauer shared that Oregon's Competitive College Possible program received \$734,000 funding for 34 members. The FY22-23 AmeriCorps Formula grant competition requests for funding and shared the AmeriCorps focus areas they meet. Clarification on recompile cycles versus continuations were discussed.

3.2 FY22 Formula Grant Process, Requests, and Planning Grant Requests

The state Formula allocation for FY22-23 is \$2,315, 493. A team comprised of OSC staff, OWI staff, and Board Members reviewed 3 recompile applications alongside 4 continuations. All applications met the threshold for initial consideration. The requests for funding were shared from each program. There were 2 match waiver requests placed. The planning grant application and review process was completed by internal staff, and was made up of 3 total applicants for grants totaling about \$75,000 each. All met the requirements for funding consideration.

3.3 Program Performance

The pandemic continues to greatly impact program performance, particularly in areas of recruitment and retention of members. The rising housing costs are also a challenge to program performance, as well as housing inventory.

3.4 ARPA Projections

Director Bauer shared the ARPA allocation projections as follows:

- FY21 Living Allowance/Match Allocation \$265,852
- FY22 Formula/Planning Grant Allocation \$312,252
- The tentative FY22 match replacement \$305,600
- The FY23 Funding for 4 new programs planning grants totaling \$250,000

This brings the total ARPA allocation to \$3,183,139.

3.5 Recommendations

OregonServes staff recommended to fund all FY22 AmeriCorps State Formula applications at requested levels, and to not penalize for low recruitment, due to pandemic and housing related challenges, utilizing additional ARPA funds to meet funding gaps, and to prepare larger-funded programs to move into Competitive. It is also recommended to fund all FY22 planning grant applications at requested levels, and to utilize ARPA funding to fund planning grant proposals.

Chair Rix called for a motion to approve the funding recommendations as presented. Sierra Barnes made the motion to approve, Heidi Edwards seconded the motion. All members voted in favor, none opposed, and none abstained. The motion was passed.

Chair Rix adjourned meeting at 12:45PM.