



## **Virginia Governor's Advisory Board on Service and Volunteerism**

### **Program Committee**

#### **Meeting Minutes – May 20, 2021**

Board Members Present: Vanessa Diamond, Ashley Hall, Bryan Pearce-Gonzalez, James Underwood, Sheila Williamson-Branch, and Leslie Van Horn  
VSS Staff present: Christina Dumas, Shannon Girouard, Roxanne Saunders, and Samantha Lukasiewicz  
CNCS Staff present: Lora Grady (CNCS ex-officio)

**Sheila Williamson-Branch, Chair, called the Program Committee Meeting to order at 10:46am.**

Approval of the April 22, 2021 Governor's Advisory Board Program Committee Minutes and Adoption of the Agenda -  
A motion was made by James Underwood; the motion was seconded by Ashley Hall.

#### **Agenda Item #1: Staff Updates**

Samantha Lukasiewicz asked committee members if the staff update distributed in advance of the board meeting was helpful, and members responded affirmatively. The purpose of the board packet was to reduce time spent in Committee discussing Commission updates and allow more time for discussion of Committee work plan objectives.

Sheila Williamson-Branch inquired about the level of detail for updates that should be reported to the full board once reconvened. It was suggested that a short summary of 3 items would be sufficient. Roxanne Saunders, Program Manager, offered additional Commission staff updates since the April Program Committee meeting.

- The Commission received notification from AmeriCorps, the agency, of a pending AmeriCorps State and National (ASN) Competitive award to Institute for Advanced Learning and Research (IALR). IALR is an existing Competitive subgrantee of the Commission and its program was eligible to submit a re-compete application for ASN Competitive funding. The award notification is under embargo until May 27<sup>th</sup> therefore this information cannot be publicly-disseminated.
- A survey to Program Directors of our AmeriCorps subgrantee programs was distributed to solicit feedback on the Commission's technical assistance efforts. The results were reported in the Program Directors' Newsletter.

- The Commission will offer its annual Program Directors' training virtually the last week of July. The training will introduce and reinforce program, fiscal and administrative grant requirements for new and continuation subgrantee programs.
- Commission staff and representatives of its subgrantee programs attended the virtual America's Service Commissions (ASC) National Service Training Conference May 4 – 7, 2021.

**Agenda Item #2: Meeting with AmeriCorps State Programs (Connection/Exchange)**

Committee members remain interested in pursuing opportunities to engage in-depth with the Commission's subgrantee programs in a peer exchange. Christina Dumas and Vanessa Diamond will collaborate to develop ideas for making meaningful connections with our national service partners.

**Agenda Item #3: Interest in a Work Plan for 2021 – 2022**

The topic of developing a Committee Work Plan was revisited. A work plan would outline the initiatives and contributions the Committee would like to accomplish over the next year, with an accompanying calendar/schedule. As a first order of business, it was suggested that the Committee work proactively with Commission staff to develop an orientation/ training plan for board members who will participate as evaluators in future Request for Application (RFA) panel reviews- generally twice a year with the Competitive RFA in December and Formula RFA in the early Spring respectively (subject to change). The GAB by-laws require that review panels have some representation from the board. The goal of the orientation would be to acquaint board members with AmeriCorps programming and grant requirements so that each would feel confident in assessing the merits of applications for funding. Prior to development of the orientation specifics, the Committee will request clarification from the Executive to the Board on by-law provisions related to board participation on funding panels.

**Other updates and additional discussion:**

Preparations for the July Governor's Advisory Board meeting were discussed. The Program Committee scheduled its next interim meeting, also virtual, for Thursday, June 24<sup>th</sup>. Invitations for this meeting will be sent by Commission staff.

With no further discussion, the Committee adjourned at 11:15am.

Respectfully submitted,

Shannon Girouard  
Virginia Service Commission  
June 7, 2021