

Alan Clinton
Chair

Richard Seder
Vice Chair



AmeriCorps
Hawai'i

Hawai'i Commission for National and Community Service
1601 East-West Road, JAB 4082
Honolulu, HI 96848
Phone: (808) 956-8145
Fax: (808) 944-7677
Email: hicncs@hawaii.edu

Meeting Minutes

Hawai'i Commission for National and Community Service

Date: Wednesday, April 19, 2023

Time: 9:00 a.m. - 12:00 p.m.

Place: College Hill
2234 Kamehameha Avenue
Honolulu, HI 96822

Serve Hawai'i With Aloha

I. Call to Order

Chair Alan Clinton called the meeting to order at 9:06am.

II. Introductions

Commission Members present: Raga Nadella (zoom), Frank Haas, Elwyn Watkins, Richard Seder, Anne Marie Matsuzaki, Anne Nakakura, Karin Mukai, Elizabeth Higashi, Suzette Robinson, Alan Clinton, John Anderson.

Others in Attendance: Melissa Saul, guest (zoom); Blanche Fountain, UH System Admin Services; Cory Kubota, Accuity; Ryan Horiuchi, Accuity; Brian Higaki, Commission staff; Keala Monaco, Commission staff.

III. Public Comments on Agenda Items

No written comments were received and no individuals signed up for oral testimony.

IV. Approval of Minutes of the February 2, 2023 Meeting

Elwyn Watkins moved to approve the minutes of the February 2, 2023 meeting, seconded by Rich Seder, and the motion carried with all members present voting in the affirmative.

V. Accuity Report on Compliance Audit of HCNCS 2022 Financials

Ryan Horiuchi and Cory Kubota of Accuity LLP presented their findings on the audit of HCNCS 2022 financials. This was a program specific audit which looked at our

Commission Support Grant, Commission Investment Funds Grant, and our Formula Grant. The only findings of concern were two travel completions that were not submitted in a timely manner.

Frank Haas moved to accept the findings of the compliance audit, seconded by Anne Nakakura, and the motion carried with all members present voting in the affirmative.

The members discussed the frequency of future audits, whether it would be reasonable to have periodic audits after two clean audits, and if this should be included in the bylaws. Members agreed to evaluate this again in the fourth quarter before the 2024 budget is due in November.

Elwyn Watkins moved to approve the budget for a single audit for 2023 and to continue discussion on the frequency of future audits prior to approving the commission budget each year, seconded by Suzette Robinson, and the motion carried with all members present voting in the affirmative.

VI. Update on Operations and Programs

Keala Monaco reported on commission staff vacancies. The Program Officer recruitment in March, to replace Joyce Santiago who resigned in February, was not successful. This position will be posted again soon, along with the Executive Director position to replace Dominic Estrella who resigned in March. Job postings will be listed locally as well as with AmeriCorps State and National (ASN) and with America's Service Commissions (ASC), our nationwide peer network.

For now, Keala and Brian will manage grantmaking and have been working on updating required changes in AmeriCorps and UH systems in order to keep processes moving forward. Keala met with the Hawaii subawardee program staff, ASN portfolio managers, and ASC staff Rachel Bruns and Elisa Gleeson to discuss immediate plans. Keala will continue to communicate with Hawaii program directors regularly about fiscal matters and other items that come up. ASC will assist with program-related questions as needed.

Members discussed the recruitment of new programs going forward, how to prepare small organizations to get AmeriCorps funding, and the possibility of funding an intermediary organization who would work with smaller organizations. Discussion will continue as we work on the State Service Plan.

VII. Update on Funding and Status of Subrecipients

Brian Higaki reported the following:

- Teach for America, funded \$120,000, is up to date on their reimbursement requests for 2022-23.
- Papahana Kuaola, funded \$170,559, is now working on submitting their first month's reimbursement for 2022-23.
- Legal Aid Society of Hawaii, funded \$237,600, is still working on their 2021-22 reimbursements and have not submitted any requests for 2022-23 yet.
- Legal Aid Society of Hawaii has received a \$299,000 Competitive award for 2023-24. This is a national-level award directly from AmeriCorps, but the funding still comes through the Hawaii Commission. This is beneficial for them and opens up more flexibility on commission formula funding in next few years.

VIII. Commissioner Terms and Recruitment

Keala Monaco reported that there will be six upcoming vacancies on the commission on June 30, 2023. Members who are serving their first terms may re-apply to serve. She asked the members for recommendations for new commissioners and will send a follow-up email to all members with more details.

IX. Standing Committee Reports

a. Bylaws and Nominations Committee

Suzette Robinson reported on the committee's April 10 meeting. Committee members are just about finished with a final review of the bylaws and would like to ask UH Office of General Counsel to review before coming to the full board in Fall for final approval.

b. Media Promotion Committee

Frank Haas presented a powerpoint on the findings of Guild Consulting's "Hawaii Nonprofit Profile and Needs Assessment Survey" which included information on awareness and perceptions of HCNCS and AmeriCorps. Members discussed branding of AmeriCorps Hawaii, possible connection with Hawaii Alliance of Nonprofit Organizations (HANO) and possible attendance at HANO annual conference. Committee next steps will be to review and discuss the survey findings and how to use the findings in developing the next State Service Plan.

c. Review and Selection Committee

Alan Clinton reported on the committee's April 7 meeting. He gave an overview of the four applicants for formula funding. He shared the committee's concern about two of the applicants based on committee review and consultant feedback and said that further discussion would occur in the next agenda item.

X. 2023 Formula Awards

Keala Monaco briefly explained the Formula awards. HCNCS is provided with a Formula allocation by AmeriCorps every year. The Commission's main job is to award this allocation to local grantees. In recent years, our allocation has been about \$780k, this year it is \$921,710. There are three types of Formula awards.

- Fixed – This award is used only for member allowances. There is no match requirement, no significant reporting requirements, and subgrantees are required to retain their members throughout the program year. There are two types - full cost (covers full member allowance) and professional (covers only \$1,000 per member).
- Cost Reimbursement – This award allows all program expenses such as member allowance, staff salary and benefits, travel, training, supplies, etc. There is a match requirement of 24% and reporting requirements.
- Planning Grant – This award is capped at \$75k for new programs to learn about AmeriCorps, prepare for a full award application, and develop program materials such as program policies, member service agreements, etc. There are no members HCNCS requires new organizations to do a planning grant year before receiving Fixed or Cost Reimbursement program awards.

Alan Clinton presented the recommendations of the Review and Selection Committee.

- Ewalu (Planning Grant, \$50,000) – Do not fund due to concerns about staff capacity. After member discussion, recommendation to fund Ewalu as a "guinea pig" project "to build up capacity while building up AmeriCorps capacity" for this 2023-24 planning year, contingent upon

conditions to be worked out with HCNCS staff, which include the hiring of a professional HR payroll service, joining HANO, and participating in HANO services that build/develop organizational capacity. Ewalu may submit an adjusted budget in order to meet these requirements.

- Teach for America (Fixed Professional, \$145,000) – Fund full request
- Papahana (Cost Reimbursement, \$297,600) – Do not fund at this time due to concerns about administrative capacity.
- Legal Aid Society of Hawaii (Fixed Full Cost, \$299,000) – Fund full request in the event they are not selected for a Competitive award. Since they did receive their award in the time since the Review and Selection Committee meeting, this recommendation is moot.

Elwyn Watkins moved to approve funding for Teach for America for the full amount, seconded by Frank Haas, and the motion carried with all members present voting in the affirmative.

Elwyn Watkins moved to not fund Papahana Kuaola, seconded by Anne Marie Matsuzaki, and the motion carried with all members present voting in the affirmative.

Elwyn Watkins moved to approve funding for Ewalu conditioned upon preparation of a program development plan with HCNCS staff, seconded by Anne Marie Matsuzaki, and the motion carried with all members present voting in the affirmative.

Keala Monaco will inform applicants of the Commission's decisions. Keala and Brian will start working immediately on AmeriCorps and UH requirements to process awards.

XI. Announcements and Information

Alan Clinton announced that the next commission meeting will be in person in July. There may be a possible formation of a Permitted Interaction Group to prepare the 2024-2027 State Service Plan. There may also be a possible one-day retreat to finalize the 2024-2027 State Service Plan.

XII. Adjournment

Chair Alan Clinton adjourned the meeting at 11:58am.