



**SERVE SOUTH DAKOTA**  
**South Dakota Commission for National and Community Service**  
**Meeting Minutes**  
**Monday, April 20, 2015**

Commissioner Michael Wyland called meeting to order at 2:02 CDT.

**ROLL CALL**

In attendance – Burke, Dietz (ex officio), Katus, Nordstrom, Saba, Schlimgen, Smith, Wyland

Unable to attend – Pfaff (death in family)

Absent – Merdanian

Staff present – Ladonski, Miller, Thomas

**Approval of Agenda** – Wyland asked for motion to approve agenda as presented.

**Motion** by Burke to approve agenda as presented. **Second** by Smith. All in favor and none opposed. Motion **carried**.

**Approval of Minutes** – Wyland asked for motion to approve commission’s February 18, 2015 minutes.

**Motion** by Smith to approve commission’s February 18, 2015 minutes. **Second** by Nordstrom. No further discussion. All in favor and none opposed. Motion **carried**.

**Informational Public Comment Period** – Wyland asked if there were any members of the public present that wished to make comment. Hearing none, Wyland moved to next agenda item.

**Executive Director Report**

A-133 Audit - Ladonski reminded commissioners that Serve South Dakota (Serve SD) is preparing for an A-133 audit. Serve SD’s federal grant expenditures (formula and administrative) from the Corporation for National and Community Service (CNCS) were over \$500,000 in 2014 and by federal law must conduct an A-133 audit. After following a RFP process, Serve SD selected Casey Peterson & Associates to perform the audit. Fieldwork will begin in May with completion by June 25. Audit requirements changed for 2015 and if federal expenditures exceed \$750,000 in 2015, an audit will be required. This is not outside of the realm of possibility for Serve SD as there is the potential to distribute \$600,000 in formula grants, and up to \$250,000 in administrative grant funding available.

Mayor’s Day of Recognition for National Service – Ladonski wanted to thank all parties involved in planning Mayor’s Day including Jill Dietz whose office was responsible for coordinating and engaging mayors in North Dakota and South Dakota. Fifteen Mayors signed on in support of Mayor’s Day in South Dakota and these mayors represent 46.5% of the state’s population.

Diversity of Portfolio – Ladonski and staff have spent a great deal of time making connections with community

partners, state agencies, municipalities, and nonprofits to seek out who might be potential applicants for formula funding which aids in diversification of Serve SD's program portfolio. Ladonski has used state leadership in other states to connect with South Dakota state leadership about anchor programs. While it cannot be said for certain as the grant application process is still underway, this year, Serve SD anticipates applicants in the areas of environmental stewardship, healthy futures, veterans and military families, economic development, education and Native American affairs.

**New Offices** - On March 1, Serve SD moved to new office space at 3101 West 41<sup>st</sup> Street in Sioux Falls – Suite 210. The professional office includes use of a conference room down the hall. Commissioners were invited to visit the new premises.

**Congressional Letter** – Ladonski emailed to the commissioners a congressional sign-on letter written by America's Service Commissions (ASC), the "trade association" for state service commissions nationwide. Ladonski asked commissioners to submit their name to be included in this letter and thanked those that had already completed this task.

**Updates** – Updates have been made in Serve SD's branding including website building, new branded business cards and professional shirts for staff. Nametags will be purchased for commissioners to wear when engaging with the public. Serve SD will continue to maintain the old office number for a while, but because of logistics had to secure a Sioux Falls number. New phone number is 605-336-6998.

**Governor's Office and Pending Commissioners** - Commissioners asked the status of the applicants for new commissioners sent to the Governor's Office for approval in December of 2014. Commissioners noted that we are below the required 15-person minimum for the commission board, which relies on Governor appointment. Wyland stated he and Ladonski met with the Governor's staff in January and since that time, provided them with several iterations of Serve SD information they requested, but still no action. Burke and Wyland have been reaching out to the commissioner applicants to let them know their status is still pending. Ladonski and Wyland have spoken with CNCS and other state service commissions to garner their support and encourage action to present Serve South Dakota with the minimum number of board members required per Governor Dugaard's Executive Order. A request for in-kind support was also submitted to the Governor's Office after they requested an updated version of this request for support. Several commissioners termed out in September of 2014, with more scheduled to expire in September of 2015. Lack of appointment of commissioners and no in-kind or monetary support from the state is creating difficulty.

**Treasurer's Report** - Thomas reported Statement of Financial Position: Total cash and assets are \$22,486.39, liabilities for payroll taxes of \$3,997.16, retained earnings \$17,831.69, net revenue \$657.54 with total liabilities and equity of \$22,486.29. Statement of Activities: Revenue – Serve SD \$46,671.13, CNCS grants to subgrantees \$80,590.87, contributions \$1,375.00. Expenditures – Serve SD \$53,746.32, subgrantees' expenditures \$80,590.87. Net Revenue -\$11,447.51. Thomas reminded commissioners that the March expenses have not been drawn as of the date of this report. Once that draw occurred there would be no negative balance.

**Summary of 2016 Budget Analysis and Next Steps** - Serve SD's 2016 cash requirements, to maintain basic operations without any new programs, will be \$300,000. In 2016, the organization will no longer qualify for the alternative match schedule, and will be required to match CNCS funding dollar for dollar. Staff recommends \$150,000 from CNCS and \$150,000 from Serve SD to maintain operations at a minimum. Serve SD can apply for the full \$250,000 from CNCS, but every dollar spent of that \$250,000 would need to be

matched, dollar-for-dollar. Other alternatives, such as applying for an alternative match schedule for hardship are available but none of those are a certainty. Serve SD is moving forward under the presumption that \$150,000 will need to be raised by the end of 2016, with funds proportionate to grant expenditures needed throughout the year. The \$150,000 figure was shared with commissioners previously, including in 2014, but staff and officers are emphasizing the need. Monetary or in-kind support from the state could assist in bridging this gap in funding. There are few state service commissions in the nation that do not receive monetary support from their state, especially considering the substantial return on investment state commissions provide, and we are not aware of any other commissions that receive neither in-kind nor monetary support.

Burke asked the commissioners for their thoughts on commissioner role and strategy in accomplishing this fundraising task. Burke stated an action strategy, including all commissioners, needed to be developed, beyond the written sustainability plan created last summer. This is necessary to keep the doors open on Jan 1, 2016.

Discussion followed with ideas on how to raise funds and create sustainability, with commissioner participation:

- Reach out to foundations and other philanthropic organizations.
- Reach out to companies who contribute to community service.
- In-kind opportunities with Governor's office.
- Commissioners were asked to consider the connections they have to people with influence at the Governor's office and in the business world for financial support.
- Suggestion of innovative programming and newsworthy impact that will get through to the right people to garner support.
- Suggestion for commissioners to meet in Pierre and make connections on every level.
  - Commissioners tentatively agreed to meet in Pierre on May 21 . Burke suggested a planning meeting in preparation for the Pierre trip.
- It was noted that the John T. Vucurevich Foundation is a current funding partner.
- It was noted that some fundraising efforts could be helped if we have state buy-in or participation.

Ladonski will also be reaching out one-on-one with each commissioner to brainstorm and discuss opportunities for partners and connections.

**Motion** to adjourn by Burke. **Second** by Smith. All in favor with none opposed. Motion **carried**. Meeting adjourned at 3:43 CDT.