

B 008 02

EXECUTIVE ORDER

RECREATING THE GOVERNOR'S COMMISSION ON COMMUNITY SERVICE

Pursuant to the authority vested in the Office of the Governor of the State of Colorado, I, Bill Owens, Governor of the State of Colorado, hereby issue this Executive Order recreating the Governor's Commission on Community Service.

1. Background and Need.

The National and Community Service Trust Act of 1993 (the "Act") enacted September 21, 1993, Public Law 103-82, mandates in section 201 (42 U.S.C. § 12638) the establishment of a State Commission for National and Community Service. In 1993, Executive Order B 021 93 created the Governor's Commission on National and Community Service. That Order was modified by Executive Order D 023 97, Executive Order B 016 99, and Executive Order B 09 01.

The purpose of the Commission is to administer funds received from the Corporation on National and Community Service (the "Corporation"), state funds allocated to the Commission and any other funds received or donated for the purpose of fostering community service, volunteerism, mentoring, and literacy.

Pursuant to §6 of Executive Order B 09 01, I have reviewed the functions and duties of the Commission and have determined that the Commission shall be administered through the Office of the Lieutenant Governor of the State of Colorado. I hereby issue this Order recreating the Commission under the jurisdiction of the Office of the Lieutenant Governor.

2. Membership and Organization.

- A. The Governor shall appoint 15 individuals to serve as voting members of the Commission. The members shall include:
- i. a representative of a community-based agency or organization in the State;
 - ii. the head of the State education agency;
 - iii. a representative of local government in the State;
 - iv. a representative of local labor organizations in the State;
 - v. a representative of business;
 - vi. an individual between the ages of 16 and 25, inclusive, who is a participant or supervisor of a service program for school-age youth, or of a campus-based or national service program;
 - vii. a representative of a national service program;

- viii. an individual with expertise in the educational, training, and development needs of youth, particularly disadvantaged youth; and
- ix. an individual with experience in promoting the involvement of older adults (age 55 or older) in service and volunteerism; and
- x. six individuals who have knowledge in the fields of community service, volunteerism, literacy, and mentoring.

A representative of the Corporation shall be an ex officio non-voting member of the Commission. Other ex officio non-voting members may be added pursuant to 42 U.S.C. §12638. The Governor shall ensure, to the maximum extent practicable, that the membership of the Commission is diverse. Not more than 50 percent of the voting members of the Commission, plus one additional member, may be from the same political party.

- B. The appointed members of the Commission shall serve terms of three years; except that, of the members first appointed, the Governor shall select five who shall serve terms of two years and five who shall serve terms of one year.
- C. The voting members of the Commission shall elect one of the voting members to serve as Chairperson.

3. Powers and Duties.

- A. The Commission shall meet at least six times per year and may meet more frequently at the discretion of the Commission.
- B. Commission members shall abide by all federal and state regulations relating to the establishment of the Commission, and may promulgate Commission governance and policies as appropriate.
- C. In accordance with 42 U.S.C. § 12638, the primary duties, responsibilities and functions of the Commission shall include:
 - i. Recommending to the Governor a three-year comprehensive national and community service plan for the State that is developed through an open and public process, is updated annually, and ensures outreach to diverse community-based agencies that serve under-represented populations.
 - ii. Administering a competitive process to select service programs to be included in applications to the Corporation for funding.
 - iii. Assisting in the development of service grant programs.
 - iv. Preparing for the Governor an application to the Corporation to receive funding and/or educational awards for programs selected pursuant to 42 U.S.C. § 12542 and 42 U.S.C. § 12582.
 - v. Administering, overseeing, and monitoring the performance and progress of funded programs, including working with the Governor and the Corporation to implement comprehensive, non-duplicative evaluation and monitoring systems.

- vi. Providing technical assistance to local non-profit organizations and other entities in planning programs, applying for funds, and in implementing high quality programs.
- vii. Developing mechanisms for recruitment and placement of people interested in participating in service programs.
- viii. Assisting the Colorado Department of Education in preparing the application to the Corporation for programs as described in 42 U.S.C. § 12525.
- ix. Assisting in the provision of childcare benefits to service program participants that receive such assistance under 42 U.S.C. § 12571.
- x. Coordinating commission activities with those of other State agencies that administer federal financial assistance programs under the Community Service Block Grant Act (42 U.S.C. § 9901 et seq.) and with other appropriate volunteer service programs.
- xi. Periodically submit to the Governor a report that includes minutes and reports.
- xii. Coordinating the Commission's efforts with the priorities and initiatives of the Governor's Office through continued discussion and consideration of the Governor's recommendations, including Colorado Cares Day.
- xiii. Preparing the application of the State under 42 U.S.C. § 12582 for the approval of service positions that include the national service education award.
- xiv. Making recommendations to the Corporation with respect to priorities for programs receiving assistance under the Domestic Volunteer Service Act of 1973 (42 U.S.C. § 4950 et seq.).
- xv. Developing projects, training methods, curriculum materials, and other materials and activities related to national service programs that receive assistance directly from the Corporation or from the State using assistance provided under 42 U.S.C. § 12571, for use by programs that request such projects, methods, materials, and activities.
- xvi. Delegating non-policymaking duties to a State agency or public or private nonprofit organization, subject to such requirements as the Corporation may prescribe.
- xvii. Providing an overall system of support to increase and strengthen mentoring throughout the state.
- xviii. Assisting in the coordination of USA Freedom Corps and in particular Citizen Corps.

4. Staffing and Resources.

Staff assistance for the Commission shall be provided with funds from the Corporation. The current staffing for the Commission is hereby terminated as of January 13, 2003. The Commission shall be recreated under the jurisdiction of the Office of the Lieutenant Governor. The Office of the Lieutenant Governor shall interview and hire staff for the Commission as deemed necessary, and shall hold employment and supervisory power over all staff and resources of the Commission.

5. Past Executive Orders Superseded and Repealed.

Executive Orders relating to this Commission or its establishment, including B 021 93, D 023 97, B 016 99, and B 09 01 are hereby superseded and repealed. All proceedings of the Commission shall be conducted in conformance with the provisions of this Executive Order and all federal law relating to the Corporation and the Commission. As of the effective date of this Order, the existing members of the Commission are expressly retained and their terms shall not be affected by this Executive Order.

6. Duration.

The Commission shall continue in existence until such time as modified or terminated by executive order of the Governor.

Given under my hand and the
Executive Seal of the State of
Colorado, this 31st day of
December, 2002.

Bill Owens
Governor