



NATIONAL COMMISSION ON MILITARY, NATIONAL, AND PUBLIC SERVICE

Public Minutes of September 2017 Commission Meeting

The National Commission on Military, National, and Public Service (the Commission) held a meeting on September 19-21, 2017. The meeting occurred at The Pentagon in Arlington, Virginia. The meeting concerned organizational and other pre-decisional and deliberative matters and was closed to the public pursuant to Public Law 114-328, section 554(b)(3). The Commissioners agreed to make the following minutes available to the public.

Attendance

Commissioners present:

- Mr. Steve Barney
- The Honorable Janine Davidson
- The Honorable Mark Gearan
- Ms. Avril Haines
- The Honorable Dr. Joseph Heck
- Ms. Jeanette James
- Mr. Alan Khazei
- Mr. Thomas Kilgannon
- Ms. Shawn Skelly
- The Honorable Debra Wada

Commissioners absent:

- Mr. Edward T. Allard III

Others present:

- Kent Abernathy, Executive Director
- Paul Lekas, General Counsel
- Gregory Brinsfield, Director of Operations
- LTC Marc Austin, OUSD(P&R), Office of Manpower & Reserve Affairs

All Commissioners present agreed to close the meeting to the public because pre-decisional and deliberative matters would be deliberated.

Swearing In

On September 19, 2017, the ten present Commissioners and the three present staff members completed onboarding paperwork and were sworn in as officials of the U.S. government. The swearing in was conducted by representatives of the Department of Defense.

After-Action Report: CNCS Symposium

LTC Austin briefed on issues raised at the AmeriCorps State & National Symposium, held on September 12-14, 2017. LTC Austin, Mr. Kilgannon, and Ms. Skelly attended two meetings as part of the Symposium, one with governor-appointed state service commissioners, and the other with the steering committee of Voices for National Service. Mr. Brinsfield and Mr. Lekas attended the latter session. Participants in both Symposium sessions expressed enthusiasm for and a willingness to assist the Commission.

Administration Update

Mr. Abernathy presented Commissioners with a proposed staff organizational chart. Commissioners provided input on staff organization. Mr. Abernathy then discussed efforts made to identify candidates for two senior-level positions, one to oversee and manage the research, analysis, and writing of the Commission's reports; another to oversee and manage governmental affairs, public affairs, and external engagements.

Legal and Ethics

Mr. Lekas provided Commissioners with a preliminary briefing on various legal and ethical issues applicable to the Commission and to Commissioners' status as Special Government Employees.

Budget and Operational Support

Mr. Brinsfield briefed the Commission on issues related to budget and operational support. Operational support matters included personnel and hiring; budget management; travel management; pay management; document management; contracting; support services arrangements with other federal agencies; and a proposed concept for information technology needs and services.

Business Rules

Commissioners discussed guidelines and rules to govern Commission business. Among other things, Commissioners agreed, for the near term, to hold regular meetings covering two days each approximately once per month on the Thursday and Friday of the third week of each month. The Thursday sessions would run from 0900-1800 ET and the Friday sessions from 0800-1600 ET. Commissioners set out the following schedule for upcoming meetings: October 19-20; November 16-17; December 21-22; January 18-19; February 15-16; and March 15-16.

Commissioners also agreed to include an executive session at the close of each Commission meeting.

Enabling Statute

Mr. Lekas led a discussion of the substantive mandate of the Commission as set forth in the enabling statute and further guided by the Presidential principles.

Strategic Planning

The Commissioner's review of the enabling statute was followed by a discussion, led by Mr. Abernathy, about strategic planning.

Commissioners then deliberated and ultimately agreed on the following vision statement and mission statement to guide the Commission's work:

Vision Statement:

- *Every American, inspired and eager to serve.*

Mission Statement:

- *This Commission will listen to the public, learn from those who serve, and recommend to the President, Congress, and the American people ideas to foster a greater ethos of military, national, and public service to strengthen American democracy.*

Interim Report

Commissioners decided in favor of the Commission issuing an interim report in approximately twelve months.

External Affairs & Engagement

Mr. Abernathy led a discussion about external affairs and engagement. Commissioners expressed interest in exploring partnerships with think tanks, media organizations, academic institutions, foundations, and others.

Election of Leadership

On September 21, 2017, in the presence of ten Commissioners, more than the six required to constitute a quorum, Mr. Steven Barney moved the Commission to vote by unanimous consent for Dr. Joseph Heck to serve as Chair of the Commission. The motion was seconded, and Commissioners voted by unanimous consent to elect Dr. Heck as Chair.

Upon his election, Dr. Heck moved the Commission to establish Vice Chair as an office that could be composed of one or more Commissioners. Commissioners voted unanimously to approve the motion.

Dr. Heck then moved to create two positions within the Office of Vice Chair: Vice Chair of Military Service and Vice Chair of National and Public Service. Commissioners voted unanimously to approve the motion.

Dr. Heck then nominated Ms. Debra Wada to serve as Vice Chair of Military Service and Mr. Mark Gearan to serve as Vice Chair of National and Public Service. The motion was seconded and Commissioners voted unanimously in support of both nominations.

Executive Session

At the close of the September meeting, Commissioners convened an executive session outside the presence of staff.

Prepared by Paul Lekas, General Counsel

Adopted by the Commission on October 19, 2017