



## **NATIONAL COMMISSION ON MILITARY, NATIONAL, AND PUBLIC SERVICE**

### **Public Minutes of October 2017 Commission Meeting**

The National Commission on Military, National, and Public Service (the Commission) held a meeting on October 19-20, 2017. The meeting occurred at the Commission's offices on Crystal Drive, Arlington, VA 22202. 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).

#### **Attendance**

Commissioners present:

- Mr. Edward T. Allard III
- The Honorable Mark Gearan
- Ms. Avril Haines
- The Honorable Dr. Joseph Heck
- Ms. Jeanette James (by telephone)
- Mr. Alan Khazei
- Mr. Thomas Kilgannon
- Ms. Shawn Skelly
- The Honorable Debra Wada

Commissioners absent:

- Mr. Steve Barney
- The Honorable Janine Davidson

Others present:

- Kent Abernathy, Executive Director
- Paul Lekas, General Counsel
- Gregory Brinsfield, Director of Operations (not present for portions of October 19)
- LTC Marc Austin, OUSD(P&R), Office of Manpower & Reserve Affairs (not present for portions of October 19)

## **October 19, 2017 Session**

At the start of the session, Chairman Heck moved to close sessions on October 19-20 to the public pre-decisional and organizational matters would be deliberated. All Commissioners present agreed.

### **Approval of Minutes**

The Chairman called the meeting to order and led a discussion about the proposed minutes for the Commission's September 2017 meeting. Following this discussion, the Commission voted unanimously to approve the September 2017 minutes as amended.

### **Interviews for the Director of Research and Analysis**

On October 19, the Commission interviewed several candidates for the position of Director of Research and Analysis (DRA). Prior to the meeting, candidates were chosen following a multi-phase process that included the development of position descriptions and knowledge, skill, and abilities attributes for each position; the review and ranking of candidates by Commission staff; and the review and ranking of short-listed candidates by the Commissioners.

### **Interviews for the Director of Governmental and Public Engagement**

On October 19, the Commission interviewed several candidates for the position of Director of Governmental and Public Engagement (DGPE). Prior to the meeting, candidates were chosen following a multi-phase process that included the development of position descriptions and knowledge, skill, and abilities attributes for each position; the review and ranking of candidates by Commission staff; and the review and ranking of short-listed candidates by the Commissioners.

### **Commissioner and Staff Organization**

The Commission determined that individuals hired into the DRA and DGPE positions should, with the Executive Director, determine the appropriate organizational structure for their respective teams. The Commission requested that these individuals present the Commission with proposals for organization and staffing.

The Commission determined that while there may be interest in creating subcommittees, doing so at this stage would be premature.

### **Debrief on Interagency Meeting**

Mr. Brinsfield briefed the Commission on a meeting with representatives from executive branch agencies charged with providing the Commission and Congress with recommendations pursuant to Section 553(d) of the Commission's enabling statute. The meeting occurred at the Pentagon earlier on October 19, 2017. LTC Austin and Acting ASD(M&RA) Stephanie Barna of OUSD(P&R) attended for DoD. Mr. Brinsfield attended on behalf of the Commission.

### **Business Rules and Meetings**

Mr. Lekas briefed the Commission on proposed revisions to the draft business rules. Commissioners deliberated regarding various proposed revisions.

With respect to regular business meetings, Commissioners endorsed a proposal to invite to each Commission meeting individuals involved in military, national, and public service to speak about their experiences.

### **October 20, 2017 Session**

#### **Operational Update**

Mr. Brinsfield briefed the Commission on a proposed roadmap for the Commission's work, including public outreach, the publication of an interim report, and of course the final report. Commissioners discussed the roadmap, including potential adjustments, and considered the various steps the Commission would need to accomplish.

#### **Legal Update**

Mr. Lekas provided an overview of legal and ethical issues. Mr. Lekas noted that he had made contact with the National Archives and Records Administration regarding records management and the Office of Government Ethics regarding establishing an ethics program. Mr. Lekas informed Commissioners that he would incorporate formal ethics training into future meetings.

#### **Business Rules**

Commissioners voted unanimously to adopt the business rules as amended based on deliberations on October 19.

#### **Website and Social Media**

Chairman Heck informed the Commission that because the original proposal for the Commission's social media accounts, "inspired2serve," was not available on all platforms, he had reserved a variation, "inspire2serve," on Twitter, Facebook, and Instagram. He proposed that the Commission website be "inspire2serve.us" rather than "inspired2serve.us." All Commissioners agreed to the new URL and social media handle.

#### **Interim Report**

Mr. Abernathy led a discussion regarding the preparation and timing of an interim report. Commissioners discussed different approaches to the report.

#### **Near-Term Communications and Engagement**

Mr. Lekas provided an overview of media coverage of the Commission's first press release, issued on October 10, 2017.

Mr. Abernathy led a discussion about public engagement. He invited Commissioners to consider organizations that may prove fruitful for outreach assistance, issue amplification, research assistance, and resourcing (such as facilities). Mr. Abernathy noted that the staff had already made contacts with various individuals at the Corporation for National and Community Service.

Chairman Heck requested that Commissioners consider and identify entities and individuals for engagement along with possible venues or locations where the Commission could hold events around the country.

**Executive Session**

At the close of the October meeting, Commissioners convened an executive session outside the presence of staff. Thereafter, Dr. Heck briefed staff on several due-outs from the executive session.

Prepared by Paul Lekas, General Counsel

Adopted by the Commission on November 16, 2017