



Program Continuity

Planning for Staff Transition



AmeriCorps State and National 2015 Symposium



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

Introductions



Staff Presenters:

Margaret Mattinson

Program Officer

mmattinson@cns.gov

Oksana Jensen

Program Officer

ojensen@cns.gov

Introductions (continued)

Peer Presenters:

- **Michael Ashmore**

Maine Commission for Community Service

- **Sheila Strain Clark**

Equal Justice Works

- **Tray T.S. Deadwyler**

Points of Light

Session Overview

- 10 Elements of Program Continuity Planning
- Peer Discussion – Best Practices
- Member Management and Support Activity
- Wrap-up and Q&A



10 Elements of Program Continuity Planning

-  Timeline/Calendar
-  Funding
-  "Playbooks"
-  Staff Engagement
-  Technology
-  Record-keeping
-  Performance Measurement/Reporting
-  Member Management/Support
-  Contacts/Relationships
-  Resources

Timeline/Calendar

- CNCS
- Organization
 - Program(s)
 - Subgrantee(s)
- Non-CNCS activities



\$/Funding



- # and types of grants
- Funding level
- Sources
- Budget period
- Match requirement
- Budgeted/actuals
- Finance staff

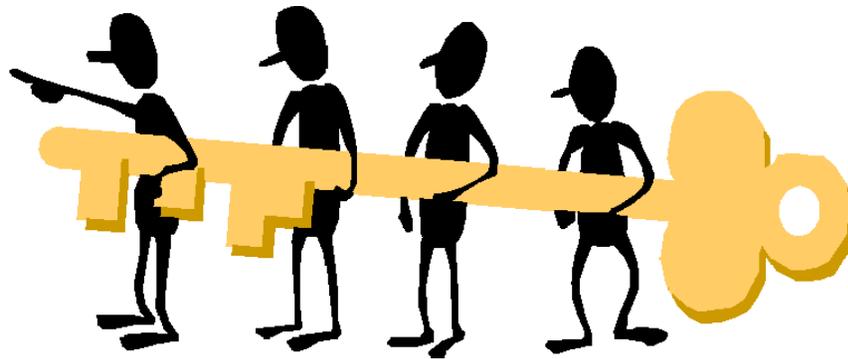
“Playbooks”



- Policies and Procedures Manual and Written Guidance
- Transition Document



Staff Engagement



- Avoid “siloes” program management
- Ensure engaged leadership
- Employ cross-training
- Connect financial and program staff

Relationship Management

- Know and sustain the network of relationships during transition



Resources

- AmeriCorps grant terms and conditions, regulations, FAQs
- CNCS Program Officers and Grants Officers
- National service associations
- Peer mentoring
- Grantee Symposium and Regional Trainings
- The National Service Knowledge Network

Peer Discussion

Peer Presenters:

- **Michael Ashmore**

Maine Commission for Community Service

- **Sheila Strain Clark**

Equal Justice Works

- **Tray T.S. Deadwyler**

Points of Light

Member Management and Support Exercise

- **Questions for discussion:**

What questions do I need answered about member management/support during staff transitions?

What do I need to know?

- Recruitment/enrollment/exits
- Training
- Supervision

- Criminal history checks
- Timekeeping and payroll
- Member files

- Number and location of members
- Current grievance issues
- Program enrollment status

- Other (performance, alumni, special needs, etc.)

Wrap-Up

- Start with an up-to-date calendar/timeline
- Integrate transition planning into daily activities and avoid “siloed” program management
- Maintain written guides for all aspects of program management

Q & A



Thank you!

