

FOIA MARKER

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Presidential Library Staff.**

Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: National Service
Series/Staff Member: Shirley Sagawa
Subseries:

OA/ID Number: 24268
FolderID:

Folder Title:
Calendars, Sagawa - April 1996 [2]

Stack:
S

Row:
66

Section:
1

Shelf:
9

Position:
2

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. note	re: Shirley Sagawa - Calendar; Personal (Partial) (1 page)	04/26/1996	b(6)

COLLECTION:

Clinton Presidential Records
National Service
Shirley Sagawa
OA/Box Number: 24268

FOLDER TITLE:

Calendars, Sagawa - April 1996 [2]

2013-0661-F

jp4950

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Sagawa, Shirley

Friday, April 19, 1996

S	M	T	W	T	F	S
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9:00	Shirley off-----
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To Do (Active):

3 Shirley away from the office starts on...

Sagawa, Shirley

Monday, April 22, 1996

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9:00	8:00AM - 5:30PM Washington DC Truman Scholars Selection Panel at WH Conference Center 726 Jackson Place NW 2nd F	
:30		
10:00	<i>Louis H. Blair's OFF PHONE (202) 395-4831</i>	Management Working Group 8501
:30		
11:00		
:30		
12:00		
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:30		
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4:00		
:30		Sr. Staff Meeting Room 8410
5:00		
:30		
6:00		
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7:00		
:30		

Other appointments:

8:00AM-5:30PM
Washington DC Truman Scholars...

To Do (Active):

3 10-11 Mgmt Working Group 8501...

*Needle and
anesthesia to
deliver food
between 12-
2 pm.*

2/29

S
If you want to
do this, we can
~~just~~ move the
Team leaders (small)
+ the policy
work group to
Wed at the same
time.

OK but
A no
dinner!



Harry Truman
 SCHOLARSHIP FOUNDATION

February 21, 1996

How's my schedule?
received 3/4/96

Ms. Shirley Sagawa, Executive Director
 Corporation for National Service
 1201 New York Avenue, NW
 Washington, DC 20525
 Fax 202-565-2784

Dear Shirley:

On behalf of the Chairman and the Trustees, I am pleased to invite you to serve on the Washington, DC Truman Scholars Selection Panel that will meet Monday, April 22, 1996, at the White House Conference Center. The Panel will convene at 8:00 a.m. for a reception with the candidates and conclude by 5:30 p.m.

The Panel will interview 12-15 Finalists and award up to five Truman Scholarships. Each Scholarship provides \$3,000 for the senior year and \$27,000 for graduate study, affirmation of values and activities, fellowship with 80+ "change agents", and enhanced access to some of America's premier graduate institutions. The five member Panel will include former Maryland Governor Harry Hughes and Kitty Dukakis (both confirmed). Suzanne and I will host a dinner for Panelists and guests on Sunday evening, April 21, at our Falls Church home.

I trust you would enjoy the opportunity and the challenge to select among some wonderful young people. While I do not know what – if any – difference the Truman Scholarship made to you, it often makes a profound difference in the lives of recipients these days.

Feel free to note your response below and send it back by Fax. We request that you let us know by March 1 whether you will be able to serve.

Sincerely yours,

Louis H. Blair
 Louis H. Blair
 Executive Secretary

3/4/96



☒ Yes, Louis, I will be able to serve. Send me the notebook by April 11.

☐ No, Louis, regrettably I will not be able to serve.

Will not be able to attend Sunday dinner.



Sagawa, Shirley

Tuesday, April 23, 1996

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9:00	
:30	9:45am → Terry R re HHS Ed Award Only Program
10:00	Executive Director's Team Leaders (SMALL) 8501
:30	Policy Working Group 8410
11:00	
:30	
12:00	Lunch w/Harris
:30	
1:00	
:30	Leave for Matt's appointment
2:00	
:30	Appointment for Matt
3:00	
:30	
4:00	
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7:00	
:30	

April 14, 1996

TO: Shirley Sagawa
Tracy Gray

FROM: Don Mathis

RE: Staffing Pattern for AmeriCorps Team for the Games

*Copy to management
team for comments*

At our meeting on April 5th, you asked me to prepare a staffing plan for AmeriCorps Team for the Games that shows how the current staff and PSC employees fit, describes our partners' roles, and shows how the program will operate. Your analogy of it being like a U.N. Task Force is an accurate one. Here's my cut at it.

I see a team of four leading the coordinating function among our partner agencies. These four are:

Don Mathis (FTE)

Mel Campos (FTE)

Michael Amos (renewed PSC)

Keith Green (renewed PSC)

Hands On	A*NCCC	Senior Citizen Services	Law Enforcement	Other
Atlanta		(RSVP Senior Corps)	Explorers (Treasury)	AmeriCorps

Our other two current PSCs in Atlanta, Gloria Butler, admin assistant, and Cynthia Arnold, team leader and assistant recruiter, would be on the Senior Citizens Service Cooperative agreement (SCS agreed to that this past week).

Shirley, please forgive my lack of computer graphic skills which prevent me from making the lines to show how the agencies or programs under the four staff names above relate. Let me describe our staff roles first and then discuss the agencies.

I'll be responsible for the liaison work with ACOG (Atlanta Committee for the Olympic Games), APOC (Atlanta Paralympic Organizing Committee), Atlanta Christian College, Hands On Atlanta (cooperative agreement), Senior Citizen Services (cooperative agreement), the A*NCCC, and the other AmeriCorps programs. I also am the primary link with the Corporation in Washington.

Mel Campos role will be to work with the key venue and volunteer coordinators at the 15 Olympic sites, with Atlanta Housing Authority for the community projects in the senior citizen high-rises, with the Mayor's Office and with any Empowerment Zone spins and relations. Mel will have the day-to-day scheduling and coordination activities of all projects and transportation. Mel is the project director and is responsible for all that such a title usually entails.

Mike Amos is the service project coordinator, will be circulating among all project sites, especially those in the Games venues. He is the primary staff trainer and coordinator of the 5 separate AmeriCorps Team Leader and Member training cycles for the A*NCCC, our Senior Corps, the Explorers, and pre-Olympic and pre-Paralympic training activities. He also will be the prime site mediator with the team leaders, the v ACOG and APOC venue managers, and community groups.

Keith Green will have the day-to-day responsibility of making sure that the Housing projects at the senior citizen high-rises work. This will entail circulating at the 5 high-rises, working with the Meals on Wheels delivery teams, and liaison with Atlanta Police Department, especially on traffic and emergency transportation.

In terms of our partner agencies, I need immediate help with fleshing out the following:

- * Review of Senior Citizens Services application for a cooperative agreement for the Senior Corps portion. SCS is working on the application now, and it would be great if this could be in effect by May 1st. Simon W. is key on this.
- * Similar review and execution of Hands On Atlanta's application for a cooperative agreement. I meet with them on Tuesday 4/16 and they are supposedly working on their application. Again, Simon is key.
- * MOUs are needed with ACOG and APOC. Terry R. is the key person here and it seems like it would be best for me to help him set up appointments in Atlanta with the key honcho down there and suggest to Terry the most important points. The sooner the better; the Olympics are less than 100 days away.
- * Terry's services also would be useful in crafting an agreement with any AmeriCorps programs that might want to send ACMs. I haven't heard from Diana A. and it would be helpful if she could understand that we have to clear all these ACMs and others through security in the next 3 weeks.

We need to figure out how to enroll the Treasury Explorer Scouts as summer AmeriCorps Members and how we'll pay them the \$50/week living allowance. We might be able to add that on to the SCS or Hands On pieces. The Explorers will be covered by Boy Scouts of America's liability and we may need an MOU (Terry R. encore!) with either Treasury, BSA, or both. Let me do some more legwork on that.

Shirley, I hope that this covers the points you wanted covered and that it shows how it will work once all the agreements are in place. I'm reachable in Atlanta at 404-548-2287, and I'll be in the office this coming Thursday and Friday (4/18-19).

Gene Selby
547-4920
(702) 749-
749-

Sagaw, Shirley

Wednesday, April 24, 1996

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7	8	9	10	11	12	13
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28	29	30				

9:00	8:30 Harris & others re Americorps reform followup - 8501
:30	
10:00	Conference call w/Jamie M/Susan S/Hugh B/Calvin D wth Board (in Susan's office)
:30	
11:00	
:30	Tracy G/Gary K/Sandi M/Nancy T/Peg R re central person for grant calculation 8501
12:00	
:30	Susan S/Sandi M & Tracy G re mid year grant 8501
1:00	
:30	
2:00	Harris/ Susan S/Jay T/Ermette P w/Carter Eskew re 8505
:30	
3:00	
:30	
4:00	Diana A weekly 1/2 hr Mark 2
:30	
5:00	
:30	
6:00	6:00PM - 9:30PM Learn & Serve Strategic Planning w/Board Members 85018414
:30	
7:00	
:30	

Other appointments:

8:30AM-9:00AM
Harris/Debbie/Diana A/Peter H/Lance...

6:00PM-9:30PM
Learn & Serve Strategic Planning...

To Do (Active):

3 10-11 Mgmt Working Group 8501...
3 3-4 pm field mgmt 8414 starts on Wed...

Reschedule

Sagawa, Shirley

Wednesday, April 24, 1996

S	M	T	W	T	F	S
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9:00	9:15AM - 11:15AM Harris' Team leaders
:30	
10:00	
:30	
11:00	
:30	Tracy G/Gary K/Sandi M/Nancy T/Peg R re central person for grant calculation 8501
12:00	
:30	Lunch w/Steve W
:00	
:30	
2:00	Harris/ Susan SJay T/Ermette P w/Carter Eskew re
:30	
3:00	
:30	
4:00	Diana A weekly 1/2 hr
:30	
5:00	
:30	
6:00	6:00PM - 9:30PM Learn & Serve Strategic Planning w/Board Members
:30	
7:00	
:30	

Other appointments:

6:00PM-9:30PM
Learn & Serve Strategic Planning...

To Do (Active):

3 3-4 pm field mgmt 8414 starts on Wed...

Message for Algra, Diana

From: Sagawa, Shirley
Date: Mon, Apr 1, 1996 5:44 PM
Subject: AmeriCorps Reform Plan
To: Potter, Lance; Heinaru, Peter; Waldman, Steven; Russell, Terry; Rymph, David; Kowalczyk, Gary; Sofer, Gene; Gray, Tracy; Jospin, Debbie; Kenefick, Mike; Algra, Diana

Peg R

Here is a draft of the elements of the AmeriCorps reform plan. I have faxed a copy to Harris. Comments asap.

Part 1 -- Goals and timetable

Alternative 1 -- cap on Corporation cost/per FTE

1997: \$20,000

1998: \$18,500

1999: \$17,000

first option
←

Alternative 2 -- set the average cost/per FTE

1997: \$17,000

1998: \$16,000

1999: \$15,000

Alternative 3 -- combine both cap and average

These numbers would be indexed for inflation, and would include all Corporation costs, such as education award; Corporation share of the living allowance and benefits; grant for program support; and state commission and Corporation administration, training, recruitment, etc.

These numbers also assume that there would be funds appropriated to support no fewer than 25,000 AmeriCorps Members; if the number drops, the cost per Member increases. Because we cannot control other sources of funding and the accounting problems would be insurmountable (and undermine our effort to improve our financial management system), we would not agree to a cap or average that purports to include all costs.

Although there are some who might want to include all federal costs in the cap or average, this also raises problems and would require more research. We could, however, seek legislation to exclude federal funds from any required match (although the current reform plan implies but does not require any match).

Part 2 -- How we get there

1) Expect programs to raise more funds

Clearly many programs will have to raise more funding in order to achieve these goals. We will move aggressively to improve our t/a on fundraising and to find other ways to assist programs, including seeking more national partners and working with the Partnership for National Service.

It would be advantageous to find a way to exempt AmeriCorps programs

from OMB rules that restrict use of funds for fundraising, or at least to clarify how programs that receive most of their money from AmeriCorps can still fundraise. Assuming that program costs remain the same, the above numbers would require that state programs raise on average \$3,500 more per Member.

2) Reduce the cost of programs

An alternative to raising funds is, of course, reducing costs. We are organizing research and a roundtable on "reinventing AmeriCorps" -- how to do more with less. We will need to help programs, especially those with high costs, to find ways to improve their programming and do it at a lower cost. Ideas might include increasing use of team leaders who are AmeriCorps Members rather than staff; eliminating layers of management; and finding ways to conduct training locally rather than centrally (for those programs that are geographically dispersed).

Part 3 -- Policy decisions

There are several policy decisions that we may have to make in order to assure that we reach the targets.

1) Standardize and shorten the program year.

Currently programs are encouraged, but not required, to start in September, January, or June, and they can operate for any number of weeks up to 52, as long as they enable members to achieve 1700 hours of service and pay them \$7,900 a year. By increasing pressure on programs to start in September/October and operate through June we would shorten the program year, thereby creating an opportunity to reduce the amount of the living allowance (by liberal use of waivers of the minimum amount) by as much as \$1,000 per FTE -- without creating a hardship for AmeriCorps Members. It would have the added benefit of increasing the attractiveness of AmeriCorps to recent college graduates who are used to operating on a school calendar (think about who is available to start a program in November!). The down side is that many Members think the living allowance should be more, and at least some of the substantive program ideas we have had involve summer programming; however, summer programming could be handled through either a special "summer AmeriCorps" or by emphasizing part-time programs that have full time summer components.

not a good idea...

2) Cap program costs

As discussed in our earlier memo, there are many advantages to going to a "fixed grant" system, the most obvious of which is that it enables us to send a clear signal about how much grant money is available so that programs don't look for ways to maximize support from the Corporation.

It also would be much simpler to administer than the current system.

We could combine the fixed program support grant with the living allowance reform discussed in (1) -- for example, if the program support grant was \$3,000 a year, and we agreed to pay \$600 per Member, per month, for ten months of Member support, we might combine the two parts into a fixed grant of \$9,000 per Member. A down side to this approach is that "one size" rarely "fits all"; we would certainly affect the program

yes

portfolio if we go to a fixed amount. We could mitigate against some negative effects by allowing for some variation in the fixed amount (i.e. \$1,000 extra for rural programs, new start-ups, etc.) or by creating a hardship fund. We will need to discuss which of the affected types of programs should receive this additional support; potential groups include rural programs, residential programs, environmental programs, programs in their start-up year; and programs serving at-risk youth. Potential savings to be gained by capping the program support funds will depend on how low the cap is; current spending is about \$5,500 per year per Member.

3) Exclude certain types of expenses from the cap/average calculation

Senator Grassley has suggested previously that he would be comfortable excluding "equipment and supplies" from the cost/per Member calculation.

These amounts current cost the Corporation about \$250 per Member. We could also either eliminate grant funds for local evaluations (we would continue to perform national evaluations) or ask that it not be counted against the program. We are currently spending about \$150 per Member on local evaluations.

fine

4) Increase cost-share partnerships.

We have committed to doing \$10 million worth of "education award-only" partnerships this year; through these partnerships, the Corporation contributes the education award and the partner bears the costs relating to member and program support. Assuming that we would attribute a pro-rata share of the Corporation administrative costs, any cost-share Members that we enroll will cost us up to \$7,000 each. The effect that this will have on the overall cost per FTE will depend on the total size of the pool and the portion who are cost-share Members. For example, if the total pool is 50,000 and 90 percent average \$16,000 per FTE, the 10 percent who are cost-share Members will bring the overall average down to \$15,000.

fine

5) Increase the number of Members

Because the Corporation overhead will not grow proportionate to the number of AmeriCorps Members, increases above the current number of 25,000 Members should yield savings on a per Member basis. For example, if the number of Members doubles, while the overhead costs remain the same, we would save \$1,000 per Member.

Too high...

*where
did these
come
from...*

MEMORANDUM

April 23, 1996

To: Harris Wofford

cc: Debbie Jospin
Shirley Sagawa
Jay Toscano

From: Susan Stroud

Re: meeting on Wednesday, April 24 with Carter Eskew

Robinson, Lehrer, Sawyer, Miller has been given a \$75,000 contract to assist with message development and design concepts for Learn and Serve America. Carter Eskew is handling the account through the Washington office; the account executive, Denny Frand, is in the RLSM New York office.

Considerable thought has been given by Robinson, Lehrer staff to developing messages for various audiences - parents, teachers, students, education groups; a media and outreach strategy; development of informational materials; and development of a "look" for Learn and Serve through the design of logo and other products. I would like to see if we can build off of the effort that has already been invested in this by Robinson, Lehrer staff. We are checking to see if there is any balance left of the \$75,000 contract. It is possible that any additional work they would undertake for us from this point will require additional funds.

It would be useful for you to acknowledge the work that Carter and his staff have already undertaken on behalf of Learn and Serve America and to view this meeting as an opportunity to share your ideas and agree on needed course corrections.

Thompson, Avelina

From: Green, Ida
Sent: Wednesday, April 17, 1996 2:22 PM
To: Marshall, Jessica; Sagawa, Shirley; Kowalczyk, Gary; Martini, Sandra; Talbot, Nancy@CNCS MS Mail Ser; Rosenberry, Peg@CNCS MS Mail S
Cc: Thompson, Avelina; Moore, Dusty; Gray, Tracy@CNCS MS Mail Serve; Gale, Jeffrey@CNCS MS Mail Ser
Subject: Central Person for Grant % Calculations

Tracy has asked that a meeting be scheduled to discuss the above subject issue. I have tentatively scheduled the meeting for Wednesday, April 24 (11:30-12:30pm) in room 8501. Please let me know as soon as possible if you are unable to attend.

As always, thank you for your cooperation.

Sagawa, Shirley

Thursday, April 25, 1996

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9:00	Hearing prep for Harris re VA/HUD Hearing of May 2 8501
:30	
10:00	
:30	
11:00	
:30	
12:00	
:30	
1:00	
:30	Cecilia C prep for conf on after school conf
2:00	
:30	Anne Maura C/Melinda H/Susan S/Judy K/Cecilia C/Gretchen V/Judy K/Nicole S re briefing on upcoming meeting w/Ellen Potter Honnet 8501
3:00	Miriam P to debrief on Partnership retreat
:30	Reauthorization Working Group 8414
4:00	
:30	
5:00	Meeting at hotel w/Tracy/Diana A/Mike K/Terry R/Peg R/Marlene Z/Hank O re identifying issues for senior policy decision, EMBASSY SUITES, 22ND & M Street NW, Room 633 (Tel: 202-857-3388)
:30	Cancelled.
6:00	
:30	
7:00	
:30	

To Do (Active):

3-4 pm field mgmt 8414 starts on Wed...

8:00 a.m. -
Helina at rheumatologist

2-3 pm
Nicole internet
meeting

4:30 David Old
Genes meeting. If you
can, join them.

Thompson, Avelina

From: Connolly, AnnMaura
Sent: Tuesday, April 16, 1996 4:12 PM
To: Van der Veer, Gretchen; Karasik, Judy; Spitale, Nicole; Sagawa, Shirley; Calvo, Cecilia; Hudson, Melinda@CNCS MS Mail S; Stroud, Susan@CNCS MS Mail Ser
Cc: Thompson, Avelina
Subject: Pre-EPH Meeting for Wingspread

We would like to get our internal team together prior to our meeting with Ellen Porter Honnet, on Thursday, April 25 at 5pm. We'll meet in Shirley's conference room...to remind you, the following folks promised to bring some info with them:

-Gretchen and Cecilia: Summary of "Lessons Learned" from the Presidio Roundtables and the Pittsburgh early childhood session

-Susan and Judy: Info on our community based service learning resources

-AnnMaura: letter to EPH with goals and potential invitees.

Please let me know if you are able to make it.

THANKS.

A handwritten signature in black ink, appearing to be 'JL' or similar, located at the top center of the page.

were going to organize.

Is that how you'd like to proceed? If so, let me know and I'll put a meeting together before Ellen comes.

THANKS.

April 3, 1996

MEMORANDUM

CORPORATION
FOR NATIONAL
 SERVICE

TO: Shirley Sagawa ✓
Gary Kowalczyk
Larry Wilson
Terry Russell
Tracy Gray
Deb Jospin
Steve Waldman

FROM: Gene Sofer/Sylvia Hacaj

SUBJECT: VA/HUD Hearing Prep Time with Harris

Susan Raines has blocked out time for us to brief Harris approximately one week before both VA/HUD hearings. The briefings will occur on Thursday, April 25, and Thursday, May 9, from 9 a.m. to 1 p.m. in room 8501.

cc: Avelina Thompson
Pat Carpenter
Vivian Flowers
Ida Green
Elinor Walker
Blanche Trueheart
Stu Loeser

1201 New York Avenue, NW
Washington, DC 20525
Telephone 202-606-5000

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

Thompson, Avelina

From: Thompson, Avelina
Sent: Tuesday, April 23, 1996 4:48 PM
To: Potter, Lance; Kenefick, Mike; Heinaru, Peter; Waldman, Steven; Russell, Terry; Rymph, David; Kowalczyk, Gary; Sofer, Gene; Gray, Tracy@CNCS MS Mail Serve; Algra, Diana@CNCS MS Mail Serv
Cc: Trueheart, Blanche; Lange, Jennifer; Flowers, Vivian; Walker, Elinor; Green, Ida; Perdue, Patricia; Harrison, Rosa@CNCS MS Mail Se
Subject: AmeriCorps Reform Followup

There will be a meeting tomorrow, Wednesday, April 24 at 8:30 a.m. in 8501 with Harris and Shirley. We apologize for the short notice, but it is the only time Harris can do it. Thanks.

Thompson, Avelina

From: Marshall, Jessica
Sent: Tuesday, April 23, 1996 3:49 PM
To: Thompson, Avelina; Green, Ida
Cc: Sagawa, Shirley; Martini, Sandra; Gray, Tracy@CNCS MS Mail Serve
Subject: FW: Mid-year Review Meeting

Are SS and TG free? It will probably take several hours; I wanted to split it into 2 meetings but if it all has to be done by Monday we need a good hunk of time.

Sandy - Is the mangt comm interested just interested in Admin funds? If so, we can do all of the admin in one shot and come back to program next week. And, is there any other info I need to bring besides the review sheets - did you have any more questions or find any more mistakes?

From: Martini, Sandra
To: Marshall, Jessica; Gray, Tracy@CNCS MS Mail Serve
Subject: Mid-year Review Meeting
Date: Tuesday, April 23, 1996 3:37PM

Afternoon,

Are you available (and Shirley?) to meet Friday afternoon at 1:30pm for about 1.5 hours on the Executive Director offices to discuss the mid-year review materials?

We are preparing material for Monday's management meeting and want to complete your review before then. I'll email the room number if you both confirm.

Thanks.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. note	re: Shirley Sagawa - Calendar; Personal (Partial) (1 page)	04/26/1996	b(6)

COLLECTION:

Clinton Presidential Records
National Service
Shirley Sagawa
OA/Box Number: 24268

FOLDER TITLE:

Calendars, Sagawa - April 1996 [2]

2013-0661-F
jp4950

RESTRICTION CODES

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C. Closed in accordance with restrictions contained in donor's deed of gift.

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RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Sagawa, Shir

Friday, April 26, 1996

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9:00	(b)(6)
:30	
10:00	White House President's Service Award
:30	
11:00	
:30	Jerry Zeigler re leadership seminar w/Debbie
12:00	
:30	
1:00	
:30	
2:00	Cecilia C/Hugh Bailey/ Janna M & SPO's re volunteer generation 8410
:30	
3:00	
:30	Outreach Task Force w/Karen + Marlene Z
4:00	uReinventing AmeriCorps forum
:30	
5:00	
:30	
6:00	CLINTON LIBRARY PHOTOCOPY
:30	
7:00	
:30	

Other appointments:

(b)(6)

*Quilina -- lunch
w/ Janna -- her
last day!*

[001]

Sagawa, Shirley

Friday, April 26, 1996

S	M	T	W	T	F	S
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9:00	
:30	HOLD FOR JERRY ZEIGLER LEADERSHIP SEMINAR
10:00	
:30	
11:00	Jerry Zeigler 2
:30	
12:00	
:30	
1:00	
:30	
2:00	Cecilia C/Hugh Bailey/ Janna M & SPO's re volunteer generation 8410
:30	
3:00	
:30	Karen & Marlon 2 outreach TF
4:00	Reinventing AmeriCorps forum w/ Jim E / Lance P / Mike K / Peter H / Steve W / David R / Gary K / TC / + Leg R 8412
:30	
5:00	
:30	
6:00	
:30	
7:00	
:30	

To Do (Active):

3 Forum on Public/Private Social...

Met at 4:00 - 10:00
Presidents' Service Award
1st Lady

Janna's last day!
Lunch w/ audience

4/23/96
Andy 10

Proposed
Alert.

MEDIA ALERT

FOR IMMEDIATE RELEASE

WHAT

Presentation of the 1996 President's Service Awards Recipients This is the highest honor given by the U.S. President for volunteer service. The program was started in 1982 and since then only 286 people have been selected for this distinction.

Key Events, Dates and Times

Thursday, April 25: The President's Service Awards Dinner will honor the 1996 President's Service Awards winners. Make A Difference Day winners will also be introduced. The dinner will be held in the Blue Room at the Omni Shoreham Hotel in Washington D.C. at 7:30 p.m. Featured speaker at the dinner is Harris Wolford, CEO, The Corporation for National Service.

Friday, April 26: The President's Service Awards will be presented by First Lady Mrs. Hillary Rodham Clinton at the White House at 10 a.m. and will honor 20 groups and individuals for their exemplary commitment to volunteer community service. The President's Service Awards (formerly known as the President's Volunteer Action Awards) are presented by the President and/or First Lady often during National Volunteer Week. The awards program is co-sponsored by The Points of Light Foundation and the Corporation for National Service with the White House.

1996 President's Service Awards Recipients Attached

Press availability to White House Presentation ceremony, arrangements for interviews, access to Thursday evening dinner, and media kits contact:

Barbara Lohman: The Points of Light Foundation
202 223-9186 ext. 139

or

Saren Eyre: The Points of Light Foundation
202 223-9186 ext. 199

Your Coverage is Invited

you & Dishi
are meeting
w/ Jerry Z
this am.
A

Yes
W
must be there

Thompson, Avelina

From: Spitale, Nicole
Sent: Thursday, April 18, 1996 11:26 AM
To: Ekstrom, Jim; Potter, Lance; Kenefick, Mike; Heinaru, Peter; Sagawa, Shirley; Waldman, Steven; Rymph, David; Kowalczyk, Gary; Gray, Tracy@CNCS MS Mail Serve; Rosenberg, Peg@CNCS MS Mail S
Cc: Thompson, Avelina; Trueheart, Blanche; Lange, Jennifer; Marchione, Janna; Calvo, Cecilia; Sofer, Gene; Hacaj, Sylvia A.
Subject: Reinventing AmeriCorps Forum

Shirley is requesting a meeting on the above subject for Friday, April 26 at 4:00 pm in room 8412. This will be a follow-up to the March 22 brainstorming session. I have outlined below the notes from that session which should provide a starting point for our upcoming meeting. Please let me know if you will not be able to attend. Thank you.

---- Reinventing AmeriCorps Forum ----

- A. FIRST STAGE -- Research
 - 1) Research programs which have made dramatic cost cuts Year 1 to Year 2.
 - 2) Invite programs and commissions to participate in focus group sessions.
 - 3) Analyze the data and draw conclusions.
- B. SECOND STAGE -- T/TA to POs and Grantees
 - 1) Contract TA Providers to develop a plan to put into practice the theories developed in the 1st stage.
 - 2) Train program officers in these "techniques."
 - 3) Coordinate Reinventing AmeriCorps Forums to train project directors.

Thompson, Avelina

From: Spitale, Nicole
Sent: Monday, April 15, 1996 9:42 AM
To: Cline, Bruce; London, Diana; Bailey, Hugh; Marchione, Janna; Scheibel, James A.; Dennis, Kathleen; Nieves, Lisette; Potter, Lance; Wilson, Larry; Spitale, Nicole; Heinaru, Peter; Waldman, Steven; Russell, Terry; Calvo, Cecilia; Rymph, David; Scott, Donald; Kowalczyk, Gary; Sofer, Gene; Endres, Tom; Coles, Malcolm; Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie@CNCS MS Mail Se; Zakai, Marlene@CNCS MS Mail Se; Chao, Mae@CNCS MS Mail Server; Wilson, Miles@CNCS MS Mail Ser; Algra, Diana@CNCS MS Mail Serv; Silard, Tim@CNCS MS Mail Serve; Stroud, Susan@CNCS MS Mail Ser; Rosenberry, Peg@CNCS MS Mail S
Cc: Thompson, Avelina; Trueheart, Blanche; Lamphear, Laura; Flowers, Vivian; Walker, Elinor; Green, Ida; Sheridan, Mary; Josephson, Markus@CNCS MS Mail; Harrison, Rosa@CNCS MS Mail Se; Gale, Jeffrey@CNCS MS Mail Ser
Subject: Policy Roundtable -- Volunteer Generation

Shirley is requesting your participation in a policy roundtable discussion of v olunteer generation -- Friday, April 26 from 2 to 3:00 p.m. in room 8410. Please let me know if you will not be able to attend. Thank you.

AKSR
every time

Sagawa, Shirley

Monday, April 29, 1996

S	M	T	W	T	F	S
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9:00	
:30	
10:00	Management Working Group about Gallagher meeting on Wednesday 8501
:30	
11:00	Don Scott will join the meeting at 11:30 when he returns from the Pentagon
:30	
12:00	Don Scott re: NCCC presence in DC and spike issues
:30	Lunch w/Harris
1:00	
:30	
2:00	
:30	Web visit w/Kim and Nicole
3:00	Karen H update and DC Public Schools Initiative
:30	
4:00	Anne Maura C/Melinda H/Susan S/Judy K/Cecilia C/Gretchen V/Judy K/Nicole Sre briefing on upcoming meeting w/Ellen Potter Honnet ...
:30	Sr. Staff Meeting Room 8410
5:00	
:30	

To Do (Active):

3 3-4 pm field mgmt 8414 starts...

Audlin leaves at 4:45 pm

Gretchen will call

Thompson, Avelina

From: Spitale, Nicole
Sent: Thursday, April 25, 1996 4:12 PM
To: Sheridan, Mary
Cc: Thompson, Avelina
Subject: Meeting with Shirley

Mary-

To follow-up on our telephone conversation earlier, here's the e-mail backup.

Shirley has requested a meeting with General Scott re. the potential of establishing a more permanent presence in DC for the NCCC and issues relating to spikes, especially in reference to State Commissions. This meeting has been set up for Monday, April 29 at 12:00 noon in Shirley's office. Also, Shirley requested that the General attend the next Management Working Group meeting, which is Monday, April 29 at 10:00 am in room 8501. I understand that General Scott will be at the Pentagon until 11:30 am, so he will join the group at that time.

Thanks for all your help!

Sagawa, Shirley

Tuesday, April 30, 1996

S	M	T	W	T	F	S
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28	29	30				

9:00	
:30	
10:00	Executive Director's Team Leaders (Large) 8412 TG to chair
:30	
11:00	
:30	Jessica M/Sandi M & Tracy G re mid-year review
12:00	
:30	
1:00	
:30	
2:00	Susan S
:30	
3:00	Discussion Meeting on Public/Private partnerships 2315 Boncroft PL NW
:30	
4:00	
:30	
5:00	
:30	

To Do (Active):

3 3-4 pm field mgmt 8414 starts...

MATT's doctor

Thompson, Avelina

From: Spitale, Nicole
Sent: Monday, April 22, 1996 2:46 PM
To: London, Diana; Scheibel, James A.; Potter, Lance; Waldman, Steven; Russell, Terry; Wilson, Barbara; Scott, Donald; Kowalczyk, Gary; Sofer, Gene; Endres, Tom; Coles, Malcolm; Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie@CNCS MS Mail Se; Algra, Diana@CNCS MS Mail Serv; Stroud, Susan@CNCS MS Mail Ser; Rosenberry, Peg@CNCS MS Mail S
Cc: Thompson, Avelina; Trueheart, Blanche; Marchione, Janna; Lamphear, Laura; Walker, Elinor; Green, Ida; Sheridan, Mary; Harrison, Rosa@CNCS MS Mail Se; Gale, Jeffrey@CNCS MS Mail Ser
Subject: Tuesday Policy Leadership Meeting
Importance: High

Tuesday's policy leadership working group meeting (at 10:30 am in room 8410) will cover the two memos which were distributed last week:

1. Guidelines for Unified State Plan (P. Rosenberry's agenda and memo)
2. Service Term Options (T. Russell's April 16th memo)

Please let me know if you need an additional copy to bring to the meeting.

Also, for those of you involved, there is a senior team leaders meeting (10:00 - 10:30) in room 8501 before the policy discussion.

Thank you.

Thompson, Avelina

From: Jospin, Debbie
Sent: Monday, April 22, 1996 2:47 PM
To: Hallerman, Karen; Kowalczyk, Gary; Russell, Terry; Sagawa, Shirley; Wilson, Larry; Gray, Tracy; Toscano, J
Cc: Carpenter, Patricia; Flowers, Vivian; Green, Ida; Lamphear, Laura; Thompson, Avelina; Walker, Elinor
Subject: Management stuff
Importance: High

I spoke with Chris Gallagher this afternoon. Chris will be in town on Wednesday, May 1st, and would like to meet with the Management Committee. If it is okay with you guys, can we have an abbreviated management committee meeting on Monday morning (either to take care of business or to plan for our meeting with Chris), and then meet with Chris from 10:00 - 12:00 on the 1st? Harris' team leaders meeting will be rescheduled, perhaps for Friday, May 3rd, from 10-12. Also, Gene was asking whether we had made any decision about the two positions that he is desperate to fill; my instinct is that the positions should be posted next week, and allowed to be exceptions to the July 1st date. I have discussed this with Shirley, who also agrees, but we welcome any dissenting views on this matter! Thanks.

Thompson, Avelina

From: Marshall, Jessica
Sent: Wednesday, April 24, 1996 12:14 PM
To: Thompson, Avelina
Subject: RE: Mid-year review

thanks avelina.

From: Thompson, Avelina
To: Marshall, Jessica; Sagawa, Shirley; Martini, Sandra; Gray, Tracy@CNCS MS Mail Serve
Cc: Green, Ida
Subject: Mid-year review
Date: Wednesday, April 24, 1996 9:11AM

This meeting has been set for Tuesday, April 30 at 11:30 a.m. in room 8501. It will take 1 1/2 hours. If you have any questions, I am on x394. Thanks.