North Dakota Community Action Board Training
January 28, 2022

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TODAY’S TRAINING TOPICS

- Brief History of Community Action and Structure in North Dakota
- Current Events in Community Action
- Board Roles and Responsibilities
Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

THE PROMISE OF COMMUNITY ACTION
COMMUNITY ACTION PARTNERSHIP
Building Opportunity for All

The National Need

Despite America's economic recovery, millions are still living in poverty and even more are just one missed paycheck away from hardship. Whether our neighbors are experiencing a temporary set back or have been priced out of affordable housing - too many struggle to achieve a good quality of life.

- Nearly 40 million people in America live poverty.
- 1 in 6 children go hungry at some point during the year.
- People of color are disproportionately impacted.
- 6.1 million Americans are unemployed.
- 44% of Americans can't cover a $400 emergency expense.

Community Action's Reach

The nation's 1,000+ Community Action Agencies are a robust, national, state, and local force, reaching children and families in 99% of America's counties with life changing services that create pathways to opportunity and prosperity. Annually, we reach:

- 15 million low-income individuals
- 3.9 million children
- 2.3 million seniors
- 6.2 million families
- 1.7 million people with disabilities

January 2019
Our Impact

America’s Community Action Agencies embody our nation’s spirit of hope, change people’s lives, and improve communities. We promote workable solutions that connect more families to opportunity – and make America a better place to live for everyone.

Community Action Agencies:

- Connect individuals and families to approaches that help them succeed – including high quality education programs for children, job retraining for adults, stable and affordable housing for families, utility assistance for seniors, and so much more.
- Promote community-wide solutions to seemingly stubborn challenges throughout our cities, suburbs, and in rural areas – whether it’s the lack of affordable housing or the need to promote economic growth that benefits all families.
- Share expertise with national, state, and local leaders looking for evidence on what works to promote greater economic opportunity for children and families.

As a result, each year:

- 800,000 households increased their financial assets or skills
- More than 8 million people received food, healthcare services and more to increase family Health & Well-Being
- 4 million Children & Families accessed child, after school programs, and more
- 330,000 people obtained safe, affordable Housing – and millions more received emergency help with heat or energy assistance
- 5.8 million people were put on a pathway to good Jobs through employment support
- 1.2 million people engaged in Community Building

Community Action Agencies are locally run, but receive a range of public and private resources for their work. This includes funding from the federal Community Services Block Grant (CSBG) which provides the Community Action Agency designation. For every $1 of CSBG funds, the Network annually leverages $7.70 from state, local, and private sources.

National Office: 1020 19th Street, Suite 700 Washington, D.C. 20036
Phone: 202.265.7546
info@communityactionpartnership.com
www.communityactionpartnership.com
Brief History of Community Action and Structure in North Dakota
COMMUNITY ACTION AGENCIES IN NORTH DAKOTA

North Dakota Executive Directors

- Erv Bren, Dickinson
- Kristina Brownell, Jamestown
- Kevin Cooper, Grand Forks
- Jim Kappel, Fargo
- Perry Lundon, Devils Lake
- Willy Soderholm, Minot
- Andrea Werner, Bismarck
CAPND SERVICES AND PROGRAMS

TRAINING AND TECHNICAL ASSISTANCE
- Staff Training
  - Biennial Conference
  - Webinars (Financial Health Institute, Moodle, etc.)
- Technical Assistance
  - Needs Assessment
  - Website (resources and staff portal)
  - ROMA
  - COVID Response
- Advocacy
  - Poverty Simulations
  - Policy Makers

STATEWIDE PROGRAM ADMINISTRATION
- Regional Performance Innovative Consortium (RPIC, Regional)
- Sportsmen Against Hunger
- Supportive Services for Veteran Families (SSVF)
  - Healthcare Navigation

www.capnd.org
COMMUNITY ACTION NATIONAL PARTNERS

- National Community Action Partnership
- National Community Action Foundation (NCAF)
- Community Action Program Legal Services (CAPLAW)
- National Association for State Community Services Program (NASCSP)
- Association of Nationally Certified ROMA Trainers
COMMUNITY ACTION EXPLAINED

• https://youtube.com/playlist?list=PLQoTA-GBvr0cSQZo5kTO4htFnO-L8xmbZ
MISSION OF CSBG

“To provide assistance to states and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient”
### WHO QUALIFIES FOR CSBG?

<table>
<thead>
<tr>
<th>Family or Household Size:</th>
<th>125%</th>
<th>200%</th>
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<tbody>
<tr>
<td>1</td>
<td>$16,100</td>
<td>$25,760</td>
</tr>
<tr>
<td>2</td>
<td>$21,775</td>
<td>$34,840</td>
</tr>
<tr>
<td>3</td>
<td>$27,450</td>
<td>$43,920</td>
</tr>
<tr>
<td>4</td>
<td>$33,125</td>
<td>$53,000</td>
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<td>5</td>
<td>$38,800</td>
<td>$62,080</td>
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<td>$50,150</td>
<td>$80,240</td>
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<tr>
<td>8</td>
<td>$55,825</td>
<td>$89,320</td>
</tr>
<tr>
<td>For each additional household member add:</td>
<td>$5,675</td>
<td>$9,080</td>
</tr>
</tbody>
</table>
Current Events in Community Action

- Workforce Development
- ND Rent Help Program
- CARES Funding
- Vaccination Mandates
- Weatherization Innovation
- Supportive Services for Veteran Families (SSVF)
- CSBG and Wx Funding
- COVID
Come gather 'round people
Wherever you roam
And admit that the waters
Around you have grown
HOW DO THESE CURRENT EVENTS AFFECT CAPND?

• A better question might be, “How do these changes NOT affect CAPND?”
• Current events have charted the course for our path forward.
• CAPND has seen changes in so many arenas, in so many programs in so many facets.
• EVERYTHING IS DIFFERENT!
WHY BOARD TRAININGS?

Community Action Agencies are each governed by a volunteer board of directors. Community Action Partnership of North Dakota, in conjunction with the North Dakota Department of Commerce, is committed to educating and training board members. We know this investment in leadership is important and trainings will help board members gain the appropriate tools to assist them in the board room.

Board trainings ensure members are current on their roles and responsibilities and have confidence in their leadership abilities while lending their expertise and knowledge to our network. On-going training is vital and makes our CAA boards informed, knowledgeable, and strong.
2021 BOARD TRAINING TOPICS

- Board of Directors Roles and Responsibilities
- Organizational Performance Standards
- Tri-Partite Board Structure
- Evaluation of the Executive Director
- Fiduciary Responsibilities of Board Members
2022 BOARD TRAINING TOPICS

- What do YOU want to hear more about?
  - Fiduciary Responsibilities
  - Workforce Development

- 2022 Board Training Dates:
  - January 28
  - April 29
  - July 29
  - October 28
  ✔️ 12:00 pm CT/11:00 am MT via Zoom
PARTICIPATION POLL

• Go to: menti.com
• Use code: 8571 8567
• Answer two questions
September 13-14, 2022
Community Action Partnership of North Dakota Conference
ROOSEVELT GRAND DAKOTA HOTEL | DICKINSON, ND
BOARD ROLES AND RESPONSIBILITIES
LAWS AND POLICIES FOR BOARDS

• All Nonprofits in North Dakota subject to: Century Code Chapter 10-33
  Board of Directors outlined in NDCC Chapter 10-33-27 thru 10-33-84

• CSBG Board Specific:
  • CSBG Act
  • Federal CSBG Policy Communications
    • Information Memorandum (IMs)
    • Dear Colleague Letters
    • Action Transmittals
  • State CSBG Policies
IMPORTANT INFORMATION MEMORANDUMS

• IM 82: Guidance on Tripartite Board functions
• IM 138: Established the Organizational Standards

Organizational Standards were put in place by an IM. These standards are meant to ensure CSBG Eligible Entities have the capacity to provide high-quality services.

• 58 Standards for Private nonprofit CSBGEEs
• 50 Standards for Public CSBGEEs
TRIPARTITE BOARD REQUIREMENTS (O.S. 5.1, 5.2, 5.5 & 5.7)

• 3 Sectors to Board Structure
  1. 1/3 Public
  2. At least 1/3 Low-Income
  3. Remainder Private

• Determine how often the board needs to meet and how many members constitute a quorum.
### Determine Mission

- Ensure Effective Organizational Planning
- Select, Support and Evaluate the Executive Director
- Ensure the Board Operates Effectively and Efficiently
- Advocacy and Ambassadorship
- Ensure Compliance with Legal Obligations and Ethical Norms
- Protect Assets and Provide Proper Financial Oversight
- Monitor Program Performance and Impact
UNDERSTANDING MISSION STATEMENTS

• A mission statement defines the fundamental purpose of the organization and explains why the organization exists.

Four Key Elements

Population – Is the population being served identified?
Services – Are the types of services identified?
Outcomes – Are the expected and achieved outcomes clearly stated?
Relationships – Is there any identification of relationships with other organizations?
DETERMINE MISSION

• Review the organization’s mission statement and ensure:
  1. The mission addresses poverty; and
  2. The organization’s programs and services are in alignment with the mission.

• When reviewing mission statements, this is also a good time to review your vision and values
WHAT IS THE BOARD’S ROLE IN THE ORGANIZATIONAL STANDARDS

• 29 of the 58 Standards identify the Board’s involvement...to report, review, approve, sign, conduct, accept or a combination of these actions.

• Maximum Feasible Participation
  • Category 1: Consumer Input and Involvement
  • Category 2: Community Engagement
  • Category 3: Community Assessment
WHAT IS THE BOARD’S ROLE IN THE ORGANIZATIONAL STANDARDS

• **Vision and Direction What**
  • Category 4: Organizational Leadership
  • Category 5: Board Governance
  • Category 6: Strategic Planning

• **Operations and Accountability**
  • Category 7: Human Resource Management
  • Category 8: Financial Operations and Oversight
  • Category 9: Data and Analysis

*A goal without a plan is just a wish.*

Antoine de Saint-Exupéry
WHAT ARE MY RESPONSIBILITIES AS A BOARD MEMBER? INFORMATION RECEIVED

- Customer satisfaction data reported to governing board (O.S. 1.3).
- An agency-wide, comprehensive risk assessment has been completed within past 2 years and reported to the governing board (O.S. 4.6).
- Annual update on the success of specific strategies included in the Community Action plan (O.S. 4.4).
- Copy of bylaws within past 2 years (O.S. 5.4).
- Training on duties and responsibilities within past 2 years (O.S. 5.8).
WHAT ARE MY RESPONSIBILITIES AS A BOARD MEMBER? ACTION ITEMS

- **Accepted** – Completed Community Needs Assessment (O.S. 3.5).
- **Received and Accepted** – Annual Audit (O.S. 8.4).
- **Conducted** – Governing board conducts a performance appraisal of CEO/Executive Director within each calendar year (O.S. 7.4).
- **Reviewed**
  - Agency mission statement within past five years (O.S. 4.1).
  - IRS Form 990 annually (O.S. 8.6).
  - Written procurement policy within past five years (O.S. 8.11).
WHAT ARE MY RESPONSIBILITIES AS A BOARD MEMBER? ACTION ITEMS

• Approved
  
  • Written Succession Plan for CEO/Executive Director (O.S. 4.5).
  • Agency-wide strategic plan within past 5 years (O.S. 6.1).
  • Personnel policies within past 5 years (O.S. 7.1).
  • Whistleblower policy (O.S. 7.7).
  • Agency-wide budget annually (O.S. 8.9).
  • Fiscal Policy changes within past 2 years (O.S. 8.10).
WHAT ARE MY RESPONSIBILITIES AS A BOARD MEMBER? ACTION ITEMS

• Reviewed & Approved
  • CEO/Executive Director compensation within every calendar year (O.S. 7.5).
  • The agency has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency’s outcomes and any operational or strategic program adjustments and improvements identified as necessary (O.S. 9.3).

• Signed – Each governing board member has signed a conflict of interest policy within the past two years (O.S. 5.6).
ADVOCACY AND AMBASSADORSHIP

The CSBG Act requires partnerships are formed with, local law enforcement, local housing authorities, private foundations and other public and private partners.

Board members should help educate the community about your mission and the success of your organization.

Education and raising awareness about what your organization does is the best way to advocate for your organization and those they serve.
ENSURE COMPLIANCE WITH LEGAL OBLIGATIONS AND ETHICAL NORMS

• Ensure a comprehensive risk assessment is being done.

• Board members must have signed a conflict of interest policy

• Written personnel policies have been reviewed by an attorney and approved by the governing board.

• A whistleblower policy that has been approved by the governing board.

• The IRS Form 990 is completed annually and reviewed by the governing board

• Comply with legal duties: Duty of Care, Duty of Loyalty and Duty of Obedience
FIDUCIARY DUTIES

- **Duty of Care**
  - Understand the organizations mission
  - Be present
  - Be informed
  - When making decisions, exercise the same care as a prudent person would in the handling of their own affairs

- **Duty of Loyalty**
  - Put the organization above self-interest
  - Do not seek personal gain and comply with conflict of interest policy
  - When making decisions act in the best interest of the organization

- **Duty of Obedience**
  - Comply with organizations governing documents, bylaws, and policies
  - The public trusts you to manage public funds and fulfill the organizations mission
  - Public trusts you to obey the laws and rules established by the organization
PROTECT ASSETS AND PROVIDE PROPER FINANCIAL OVERSIGHT

"I'd like to schedule the nose job for right after my IRS audit."
• The organization’s auditor presents the audit to the governing board.

• The governing board formally receives and accepts the audit.

• The Board receives financial reports at each regular meeting that include the following:
  1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program

• Approve an organization-wide budget.

• Ensure adequate funding for the organization.

• Ensure there are fiscal policies in place, update and approve necessary changes.

• A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.

• All findings from the prior year’s annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.
MONITOR PROGRAM PERFORMANCE AND IMPACT

• Make sure customer satisfaction data is being collected by the organization and reported to the board

• The board should receive programmatic reports at each board meeting.

• The governing board has been presented an analysis of the agency’s outcomes, and any necessary operational or strategic program adjustments and improvements have been identified.
SUMMARY OF BOARD ROLES AND RESPONSIBILITIES

BOARDS SHOULD BE IN INVOLVED IN:

- Governance
  - Planning
  - Policy
  - Evaluation
- Advocacy
  - Be an ambassador for the organization
- Financial Health and Sustainability
  - Budgeting and oversight
  - Fundraising

BOARDS SHOULD NOT BE INVOLVED IN:

- Day to day operations
  - Individual spending decisions within the board approved budget
  - Personnel decisions taken by the E.D.
  - Program operations, boards should leave the “how” to staff
- Criticizing the organization publicly
- “Parking Lot” meetings
THANK YOU!

ANY QUESTIONS?
PARTICIPATION POLL

- Go to: menti.com
- Use code: 8571 8567
- Answer two questions
CONTACT INFORMATION

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