



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**

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.

People of color are disproportionately impacted



1 in 6

children go hungry at some point during the year



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




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 childcare, after school programs, and more



339,000 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 

12 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.**

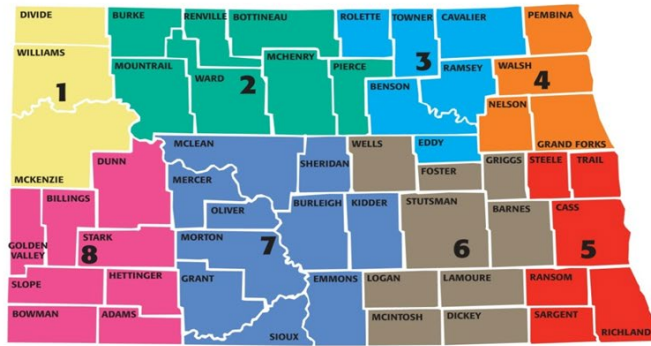


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Brief History of Community Action and Structure in North Dakota



COMMUNITY ACTION AGENCIES IN NORTH DAKOTA



- Region 1 - Community Action Partnership - Williston/Dickinson
- Region 2 - Community Action Partnership - Minot
- Region 3 - Dakota Prairie Community Action - Devils Lake
- Region 4 - Red River Valley Community Action - Grand Forks
- Region 5 - Southeastern ND Community Action Agency - Fargo
- Region 6 - Community Action Program Region VI - Jamestown
- Region 7 - Community Action Program Region VII - Bismarck
- Region 8 - Community Action Partnership - Dickinson/Williston

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

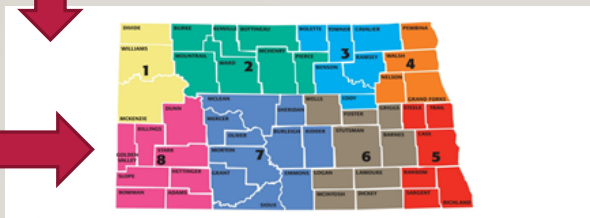
TRAINING AND TECHNICAL ASSISTANCE

- 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



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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 (NASCS)

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?

Family or Household Size:	125%	200%
1	\$16,100	\$25,760
2	\$21,775	\$34,840
3	\$27,450	\$43,920
4	\$33,125	\$53,000
5	\$38,800	\$62,080
6	\$44,475	\$71,160
7	\$50,150	\$80,240
8	\$55,825	\$89,320
For each additional household member add:	\$5,675	\$9,080

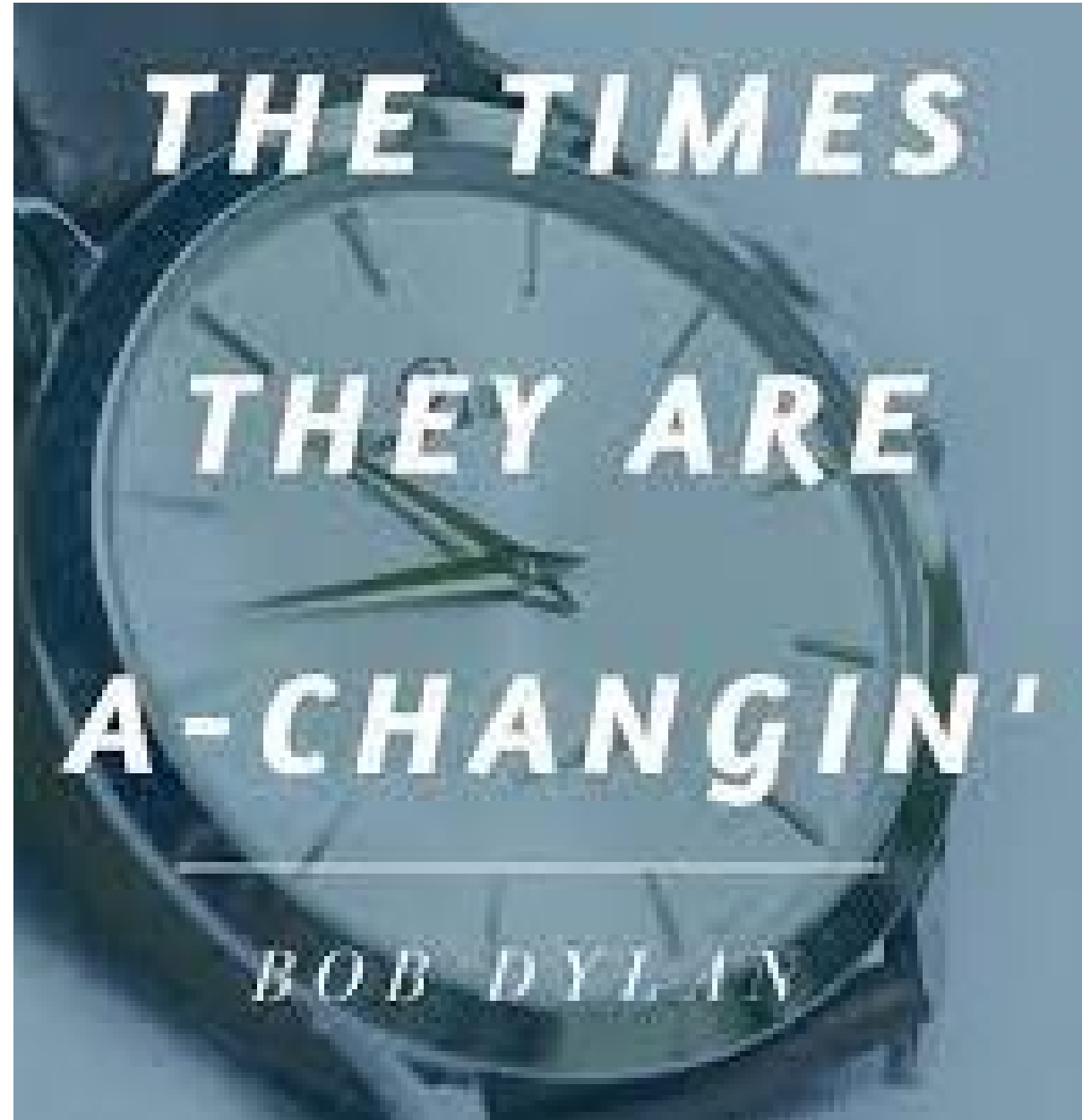
Current Events in Community Action

- Workforce Development
- ND Rent Help Program
- CARES Funding
- Vaccination Mandates
- Weatherization Innovation
- Supportive Services for Veteran Families (SSVF)
- CSBG and Wx Funding
- COVID



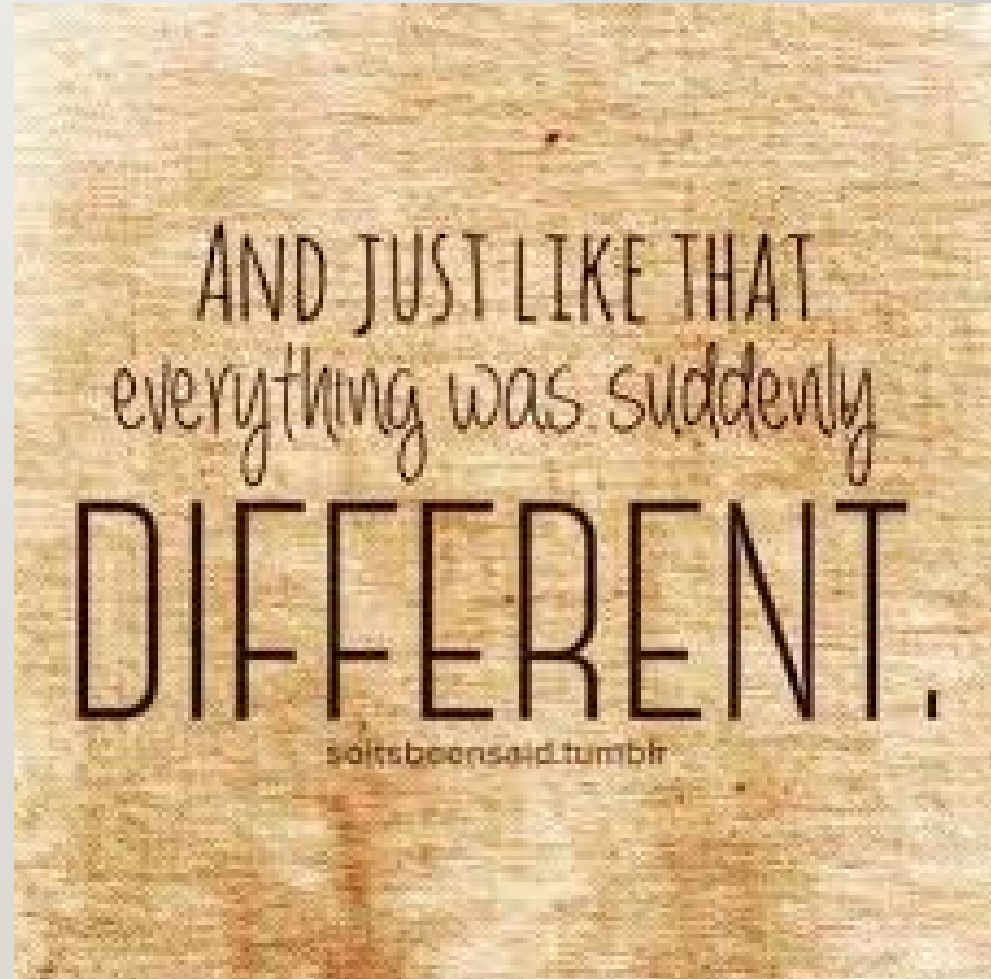


Come gather 'round people
Wherever you roam
And admit that the waters
Around you have grown



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.

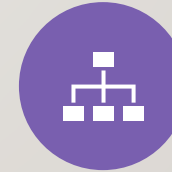
2021 BOARD TRAINING TOPICS



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

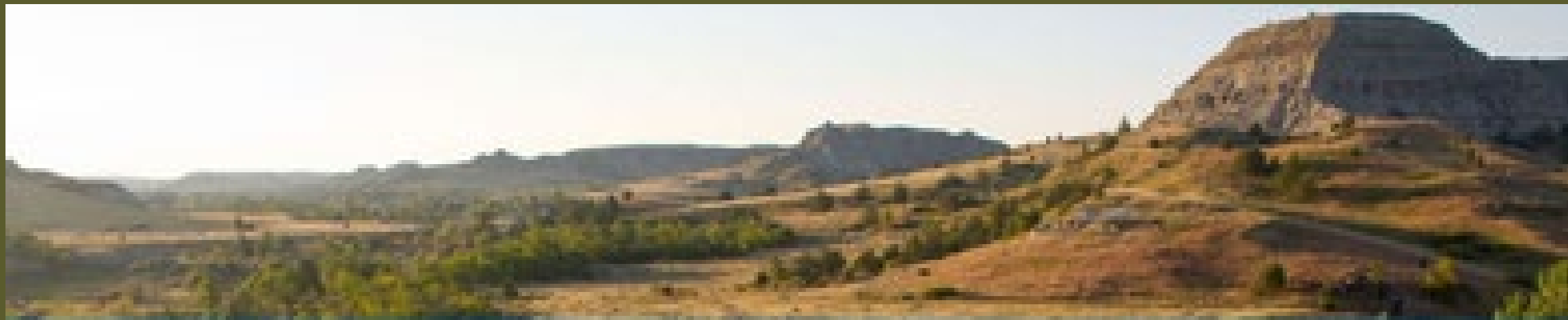


- **What do YOU want to hear more about?**
 - Fiduciary Responsibilities
 - Workforce Development
- **2022 Board Training Dates:**
 - January 28
 - April 29
 - July 29
 - October 28
 - ✓ 12:00 pm CT/11:00 am MT via Zoom

PARTICIPATION POLL



- **Go to: [menti.com](https://www.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

**Lead with
purpose.**



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.

Establish
Organization
Identity

Ensure
Resources

Provide
Oversight

Determine Mission

Ensure Effective Organizational Planning

Select, Support and Evaluate the Executive Director

Ensure the Board Operates Effectively and Efficiently

Advocacy and Ambassadorship

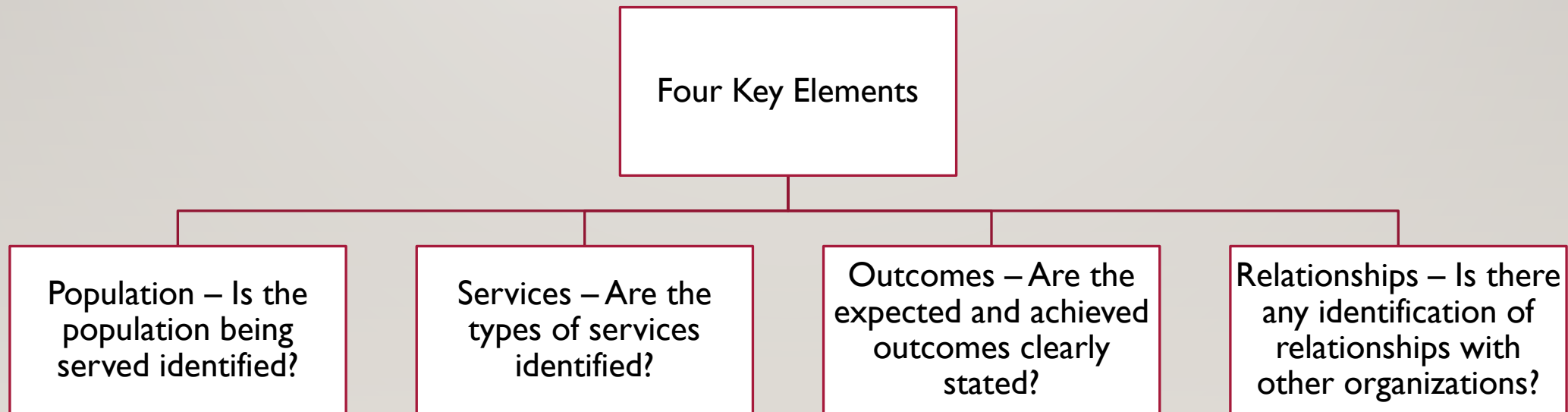
Ensure Compliance with Legal Obligations and Ethical Norms

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



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



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

PROTECT ASSETS AND PROVIDE PROPER FINANCIAL OVERSIGHT

- 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
 2. Balance sheet/statement of financial position.
- 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 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](https://www.menti.com)**
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CONTACT INFORMATION

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