COMMUNITY ACTION PARTNERSHIP OF ND BOARD MEMBER TRAINING

April 26, 2024

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OPPORTUNITY

COMMITMENT

EQUITY

HOPE

COMMUNITY

CARING

EXCELLENCE

INNOVATION

RESPECT

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

WHY BOARD TRAININGS:

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.

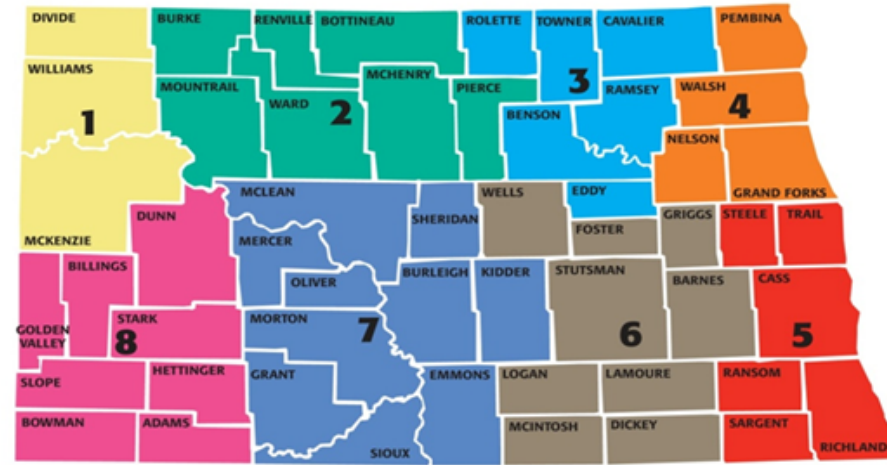On-going training is vital and makes our CAA Boards informed, knowledgeable, and strong.

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

The Annual Update of the HHS Poverty Guidelines was published by HHS on January 17, 2024.
https://aspe.hhs.gov/poverty

HH SIZE	100%	125%	130%	150%	185%	200%
1	$15,060	$18,825	$19,578	$22,590	$27,861	$30,120
2	$20,440	$25,550	$26,572	$30,660	$37,814	$40,880
3	$25,820	$32,275	$33,566	$38,730	$47,767	$51,640
4	$31,200	$39,000	$40,560	$46,800	$57,720	$62,400
5	$36,580	$45,725	$47,554	$54,870	$67,673	$73,160
6	$41,960	$52,450	$54,548	$62,940	$77,626	$83,920
7	$47,340	$59,175	$61,542	$71,010	$87,579	$94,680
8	$52,720	$65,900	$68,536	$79,080	$97,532	$105,440
For each additional household member add	$5,380	$6,725	$6,994	$8,070	$9,953	$10,760

CONGRESSIONAL UPDATES

- CAPND Leadership attended the NCAF Conference

- Hill Visits with Congressional Delegation

- **CSBG Request** - $800M + 200% FPL
  - Small State Allocation

- **Wx Request** - $385M + $30M for Readiness Funds
  - Average Cost Per Unit (from $6,500 to $12K)

- Congressman Armstrong

- Senator Cramer

- Senator Hoeven
  - Senate Appropriations & Energy and Natural Resources

Board Minutes vs. Board Resolutions

- **Board minutes**
  - Written, chronological record of board meeting
  - Record of attendance
  - Description of key items presented and discussed

- **Board resolutions**
  - Text of official board actions and votes taken at a board meeting
  - Typically incorporated into minutes
  - Sometimes also kept separately as a reference

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community **Action**
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AMERICA'S POVERTY FIGHTING NETWORK

Examples...

- **Board minutes**
  - "The meeting was called to order at 8:30am..."
  - "Cindy asked why the accounts receivable was lower than it was this quarter last year."

- **Board resolutions**
  - "The board voted unanimously to approve the appointment of the new Executive Director."
  - "The board voted to approve the FY22-23 budget."

Purpose: Why Minutes & Resolutions Matter
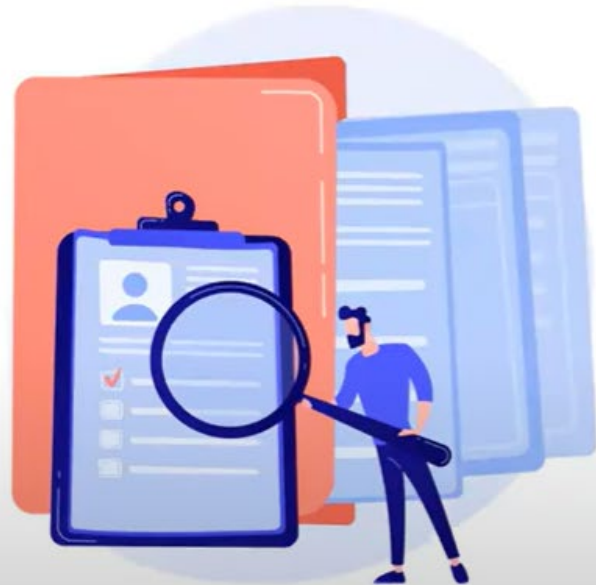
- **Official board record**
  - Evidence of fulfilling fiduciary duties
  - Compliance with legal + funding requirements
  - Evidence in legal proceedings

Purpose: Why Minutes & Resolutions Matter

- **Reflection of governance capability + capacity**
  - Board operations
  - Board engagement
  - Ability to fulfill oversight function

CAA Board Meeting Minutes Template

<div align="center">

[CAA Name]
Minutes of a [Regular or Special Meeting of] the Board of Directors
of [Legal Name of the Organization]
Held on [Date] at/via [Location]

</div>

Board Members Present: [List names and titles, if any]

Board Members Absent: [List names and titles, if any]

Staff Present: [List names and titles, if any]

Guests Present: [List names, titles, and affiliations, if any]

1. **Call to Order**

    [Board Chair Name] called this [regular or special] meeting of the board to order at [time]. All board members were present at the start of the meeting [except for Name].[2] A quorum was present. [Board Chair Name] presided over the meeting and confirmed that all participants could see and hear one another. All participated in person, except for [Name], who participated remotely via [Zoom, telephone, etc.][3]

    ---

    [2] The minutes should note, where applicable, when board members leave and join or rejoin the board meeting. For example, in the event that a board member arrived at the meeting late, the minutes should state that "[Board Member Name] joined the meeting at [time]." This information should be placed at the appropriate point, chronologically, in the minutes to accurately reflect the matters that the board member was present for, and those for which they were absent.

    [3] A CAA should reference its state's laws, including its state open meetings law if applicable, to determine how to conduct remote meeting participation in compliance with state requirements.

2. **Action on Minutes**

    [Board Chair Name] called on the board to approve the minutes of the board's prior meeting[s] of [Date[s]], which were distributed to each member prior to the meeting.

    [If the board approved the minutes with no modifications and no questions are asked, use this resolution from the Index of Form Resolutions, Section 1.A.]

    Upon motion duly made and seconded, the board unanimously

    > **VOTED:** to approve the minutes of the [Date] board meeting distributed to each member prior to the meeting.

    [If the board approved the minutes with modifications and/or questions are raised]

    [Board Member Name] questioned whether the language on page [enter page number] of the minutes, which read [quote language], accurately reflected [enter details on the matter discussed at the prior board meeting. For example, sample language could be included here to read: that the CAA obtained an external property assessment of land it later decided to purchase. Discussion followed and board members agreed that reference to the assessor's report and name had been omitted.] [Board Member Name] proposed to modify the above language from the minutes to read [quote new language]. [*Use this resolution from the Index of Form Resolutions, Section 1.B.*]

    Upon motion duly made and seconded, the board unanimously

    > **VOTED:** to amend the minutes of the [Date] board meeting to [provide a description of changes, for example, *include the report received from the property assessor*]; and
    >
    > **VOTED:** to approve the minutes, as amended.

Format/Style

- **Level of detail**
  - Adopt a style that can be maintained
  - Useful as a reference for outside and future readers

- **Way of organizing content**
  - Typically, will mirror board meeting agenda

Key is to maintain consistency

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Content

- **Content will vary, but minutes should always contain:**
  - Meeting date, time, location
  - Meeting type (e.g., special or regular)
  - Name of each attendee (board members or guests)
  - Departures and re-entries of attendees
  - Presence of a quorum
  - Discussion of board matters
  - Actions taken by the board

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Timing/Responsibility

- Minutes should be taken **contemporaneously** with board and committee meetings
  - Form 990 asks whether board takes contemporaneous minutes
  - No penalty, but IRS scrutiny

- Who is **responsible**?
  - Someone who understands the substance of the discussion
  - Designate board member(s), typically Clerk/Secretary
  - Provide training (e.g., Assistant Clerk/Secretary officer position)

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con·tem·po·ra·ne·ous
[kənˌtempəˈrānēəs]

adjective

existing or occurring in the same period of time:

Retention

- IRS: Board minutes must be kept **permanently**

- Must be available for inspection by:
  - IRS
  - Funding sources
  - Members of the public (if CAA is subject to state open meetings laws)

Tips for Taking Minutes

- Use a **meeting minutes template**
- Clearly indicates when a board action has been taken
  - "**VOTED**" or "**RESOLVED**"
- Document the presence of a **quorum**
- Know **what vote is required** for certain actions (e.g., majority, supermajority)
- **Record votes**
  - Against a motion
  - Recusals from discussion and abstentions from voting

ADDITIONAL REMINDERS FROM THE ND ATTORNEY GENERAL'S OFFICE

Meeting Minutes

Minutes must contain:

- Names of members attending;

- Date and time meeting was called to order <u>and adjourned</u>;

- List of topics discussed;

- Description of each motion made and whether it was seconded (and by whom);

- Results of every vote taken; and

- The vote of each member on every roll call vote (required for all *nonprocedural* votes).

References & Resources

- North Dakota Constitution Article XI General Provisions

- North Dakota Century Code Chapter 44-04

- Attorney General's website: www.attorneygeneral.nd.gov

  - *Open Records & Meetings Laws*

    - Manuals & Guides

      - *Open Records Guide("One pager")*

      - *Template for Responding to an Open Records Request*

      - *Open Meetings Guide ("One pager")*

      - *Sample Form for Closing Executive Sessions*

   - *Sample Meeting Notice*

      - *Notice Checklist*

2023 STATE IMPACT REPORT
COMMUNITY ACTION PARTNERSHIP OF NORTH DAKOTA

2023 Statewide Community Needs Assessment

Top Regional Needs for Households Experiencing Poverty

Region 1
1. Housing
2. Employment
3. Income and Asset-Building

Region 2
1. Housing
2. Income and Asset-Building
3. Health and Social/Behavior Development

Region 3
1. Housing
2. Employment
3. Health and Social/Behavior Development

Region 4
1. Housing
2. Health and Social/Behavior Development
3. Other Supports
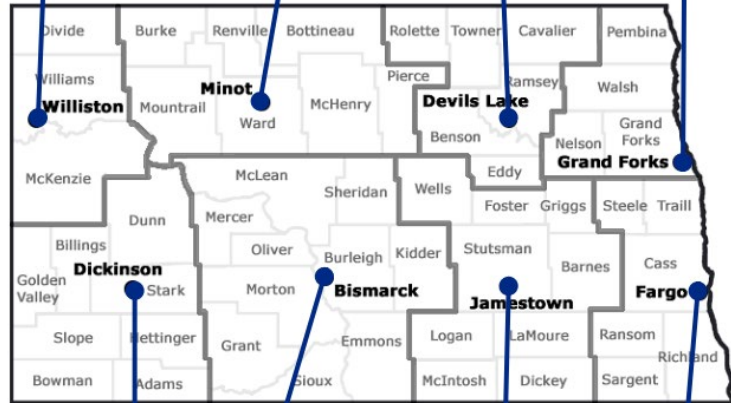
Region 8
1. Housing
2. Health and Social/Behavior Development
3. Income and Asset-Building

Region 7
1. Housing
2. Employment
3. Income and Asset-Building

Region 6
1. Housing
2. Income and Asset-Building
3. Employment

Region 5
1. Housing
2. Income and Asset-Building
3. Health and Social/Behavior Development

Total Number of Survey Responses by Population Type
- 1,701 Households Experiencing Poverty
- 1,015 Households Not Experiencing Poverty
- 511 Other (Roles cannot be identified)

3227 Total Survey Responses

This 2023 Statewide Community Needs Assessment was conducted by the Community Action Partnership of North Dakota in conjunction with the North Dakota State University (NDSU) and the North Dakota Department of Commerce, Division of Community Service.

Community Action Partnership of North Dakota
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Statewide Specific Needs By Population Type

Households Experiencing Poverty
1. Rental Assistance
2. Food
3. Dental Insurance/Affordable Dental Care

Households Not Experiencing Poverty
1. Mental Health Services
2. Recreational Activities
3. Safe Neighborhoods, Sidewalks, Parks

Overall Combined Community Needs
1. Rental Assistance
2. Food
3. Dental Insurance/Affordable Dental Care

"Rental Assistance" remains the first priority for respondents experiencing poverty across the state.

"Mental Health Services" was the first priority need for respondents not experiencing poverty.

Statewide Overall Needs By Population Type

Population Type	Responses from Households Experiencing Poverty	Responses from Households Not Experiencing Poverty	Total Combined Responses
Employment	39.6%	49.9%	36.8%
Income and Asset-Building	40.5%	41.7%	34.6%
Education	24.3%	30.0%	22.3%
Housing	65.8%	66.2%	55.7%
Health and Social/Behavior Development	40.7%	53.9%	38.6%
Civic Engagement	13.8%	25.9%	15.5%
Other Supports	26.6%	19.2%	20.2%

The comprehensive needs assessment was accomplished through surveys and focus groups in order to collect both quantitative and qualitative data. The surveys consist of both multiple-choice and open-ended questions with the intention of capturing both quantitative and qualitative data, and the focus groups are used to better understand the depth and breadth of the issue focusing on the collection of qualitative data.

Statewide Needs Assessment

1

Housing
RENTAL ASSISTANCE

2

Other
FOOD

3

Health & Social
DENTAL INSURANCE-AFFORDABLE DENTAL

In addition, two comparison approaches were used in this needs assessment – category focused and specific need-focused. These approaches ensured researchers could identify the most critical needs categories, as well as the specific needs in those categories. The seven needs categories for this assessment include Employment, Income and Asset Building, Education, Housing, Health and Social/Behavior Development, Civic Engagement, and Other Supports.

Local community needs are gaps between the services and assistance that do exist in the community and the services and assistance that should exist. The findings from our 2020 needs assessment indicated that the three most frequently mentioned needs for households experiencing poverty were Rental Assistance, Dental Insurance/Affordable Dental, and Food. These priority needs remained unchanged in our 2023 assessment.

As was the case in 2020, the housing category remained the first priority need among people experiencing poverty throughout the state. Approximately two thirds (65.3%) of households experiencing poverty identified a need in the housing category, with "Rental Assistance" (60.1%), "Utility Assistance" (47.8%), and "Decent Affordable Places to Rent" (43.6%) as the three most frequently mentioned needs. In contrast, only about one-third (39.4%) of households not experiencing poverty indicated this as a current need. The inconsistent responses between the two groups may be explained by their housing status where a majority of households not experiencing poverty "Own" the places in which they live, but over half of those experiencing poverty indicated that they "rent."

Overall, respondents with lower incomes were more inclined to place greater emphasis on fundamental necessities like "Rental Assistance" or "Food" whereas individuals and families with higher incomes tended to prioritize Civic Engagement and Community Involvement including "Recreational Activities" and "Safe Neighborhoods, Sidewalks, and Parks."

Frequently Mentioned Causes of Poverty
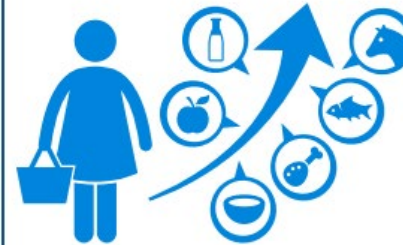
- Increased Living Costs/Inflation
- Health Related Issues - Disability/Mental Illness
- Childcare Issues for Working Parents
- Family Instability
- Less/No Skills For Jobs (with Better Pay/Benefits)
- Lack of Affordable Transportation
- Generational Poverty

Affordable Connectivity Program

Community Action ACP By the Numbers: July - December 2023

90
Households Assisted with Applying for the Benefit

49
Households Assisted with Enrolling with a Service Provider

23
Large In-Person Enrollment/Outreach Events Held or Attended

12,458
Printed Outreach Materials Distributed

3,936
Electronic Outreach Materials Distributed

9,861
Social Media Reach and Website Visitors Related to the ACP Program

CAPND also completed a comprehensive paid digital campaign across five major platforms including Facebook, Snapchat, Google Display and Search Ads, and YouTube Advertisements to bring attention to the program. As of January 2024, this paid digital campaign has directed over 12,000 visitors to information about the ACP and additional resources that may assist them in making an informed decision about their broadband services.

The success of the ACP is apparent. Millions of American households rely on the ACP for their internet connection. However, current funding for the ACP is expected to be depleted as early as April 2024 creating an urgent need to extend funding so that the millions of households across the country who rely on the program don't lose access to their broadband services. Our hope is that funding for the program will be extend so that every family - rural, urban, and suburban- can continue to have access to affordable broadband services allowing them to thrive in their communities.

Get Help Affording the internet you need!

The Affordable Connectivity Program was created by the FCC to help ensure households can afford the broadband they need for school, work, and more.

Two Steps to Enroll

1 Apply for the ACP Program at GetInternet.gov

2 Contact your preferred participating provider to select an eligible plan and have the discount applied to your bill.

Scan Here to Get Started

Need assistance applying? Contact your local Community Action Agency.

North Dakota Rent Help

The North Dakota Rent Help Program was created to help North Dakotans who have fallen behind or are struggling to pay rent and could benefit from assistance. The program provided up to twelve months of temporary rental assistance and other housing supports to those who qualified. North Dakota's Community Action Agencies assisted households with applying for the program throughout the pandemic.

In May 2023, the North Dakota Rent Help Program became the NDRH Housing Stabilization Program, transitioning from pandemic emergency rent and utility assistance to focus remaining resources on helping households experiencing homelessness find long-term stable housing. The program can provide up to six months of rental assistance, a security deposit, and assistance with application fees. Statewide, the NDRH Housing Stabilization Program has assisted over 3,600 homeless households obtain housing. North Dakota's Community Action Agencies continue to partner with the program to assist households in applying for the program, locating housing, and finding other resources that may benefit the household such as economic assistance programs and other community support programs.

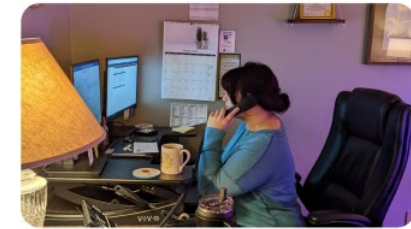### ND Rent Help Assistance Paid
As of January 23, 2024

$113.9 million
Rental Assistance Paid

$11.2 million
Utility Assistance Paid

$3.8 million
Other Assistance Paid

In addition to this assistance, the ND Department of Health and Human services granted CAPND supplementary funds to provide additional supports to households who need case management that the NDRH Housing Stability Program does not provide. With these funds, CAPND established the Whole Family Program - a case management program designed to help the entire family improve their well-being as well as their social and economic mobility.

BEFORE

AFTER

Weatherization Assistance Program

There are many homes throughout the nation that may need weatherization services, but the condition of the home makes delivering the services either unsafe or ineffective. These houses are deferred meaning that the work is postponed until the problems are resolved and the home is "Weatherization Ready." To help address these deferral conditions, the U.S. Department of Energy provides set aside dollars called Weatherization Readiness Funds, that allow the Weatherization program to address deferral conditions and bring dwellings into a Weatherization Ready state so weatherization work can begin on the home.

Weatherization Readiness Funds allow the program to provide a variety of repairs including:

- Major Roof Repairs
- Wall Repairs (Interior or Exterior)
- Ceiling Repair
- Floor Repair
- Foundation or subspace repair
- Exterior Drainage Repairs (gutters or landscape issues)
- Plumbing Repairs
- Electrical Repairs
- Lead Paint
- Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture
- Leveling Manufactured Homes
- Cleanup or Remediation Beyond Typical Scope of the Weatherization Assistance Program.

Since October 2022, the Weatherization program in North Dakota has approved 38 Weatherization Readiness Jobs and of those 28 have been completed so Weatherization services could be completed on those dwellings. The majority of the Weatherization Readiness jobs approved in North Dakota have been for roof related repairs and re-shingling.

Total Completed Projects and Labor/Material Costs

Region	Jobs Completed	Total Labor/Material Costs
Region 1	78	$216,979.53
Region 2	303	$718,302.90
Region 3	311	$774,796.55
Region 4	386	$648,628.99
Region 5	298	$925,752.13
Region 6	270	$574,202.32
Region 7	400	$1,073,689.70
Region 8	198	$391,127.75
Total State	**2,244**	**$5,323,479.87**

The median energy burden of low-income households is 3.6 times higher than that of non-income households.

First-Year Energy Savings
$372

8,500
Jobs Created
Nationwide

ND Weatherization Served

675
Senior Families

385
Families with Children

KNOW ANYONE WHO WANTS TO WORK IN WX?!

https://www.capnd.org/weatherization.html

2024 TRAINING DATES

- **January 26, 2024**
  - Open Records and Meeting Laws
  - Board Member Roles and Responsibilities
- **April 26, 2024**
  - Congressional Updates
  - Board Meeting Minutes and Resolutions
  - Statewide Impact Report
- **July 26, 2024**
- **October 25, 2024**
- 12:00 pm CT/11:00 am MT
- www.capnd.org

Why Board Training?

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.

Our board trainings are designed to equip you with the necessary tools to excel in the Board room, ensuring that you are well-informed, confident in your leadership abilities, and up-to-date on your roles and responsibilities. The sessions will provide valuable insights into effective governance, strategic planning, and other critical aspects of board membership.

2024 Community Action Board Member Training Schedule

- **January 26, 2024 - Recording**
- **January 26 - Slides PDF**
- **April 26, 2024**
- **July 26, 2024**
- **October 25, 2024**

Explore Past Trainings   **Resources for Board Members**

Explore these additional resources.

- **CAA Executive Director Evaluation**
- **ND Century Code Handout for Boards**
- **Tripartite Board Requirements_IM82**

CAPLAW: Tools for Top-Notch CAAs: A Practical Approach to Governance and Financial Excellence

This six-section toolkit is intended to assist boards and management in their collaborative efforts to build well-governed and effective Community Action Agencies (CAAs). The toolkit includes case scenarios and examples to help you understand and apply the principles discussed. And, many of the sections provide sample documents that CAAs can use as a starting point for developing their own policies.

The toolkit addresses how to:

- Conduct and maintain minutes for board meetings;
- Build financial capacity through hiring of skilled financial staff and effective audits;
- Prepare organization-wide budgets;
- Get the most out of financial statements;
- Address conflicts of interest; and
- Draft and implement effective whistleblower policies.

Source: CAPLAW

- **Preface: Compliance with CSBG Organizational Standards**
- **Section 1: Making Board Meetings Matter**
- **Section 2: Improving a CAA's Financial Capacity**
- **Section 3: Creating the Annual Operating Budget**
- **Section 4: Getting the Most Out of Your Financial Statements**
- **Section 5: Dealing with Conflicts of Interest**
- **Section 6: Adopting a Whistleblower Policy**
- **Addendum: Challenges and Solutions for Rural/Small CAAs**
- **Appendices**

RESOURCES FOR NORTH DAKOTA BOARD MEMBERS WWW.CAPND.ORG

- Fill out this survey! (add link)

- Invites to relevant trainings that we do for staff? For example, Economic Policies that Impact Poverty.

- Join our Tech Talks!

- Sign up for the CAPND listserv!
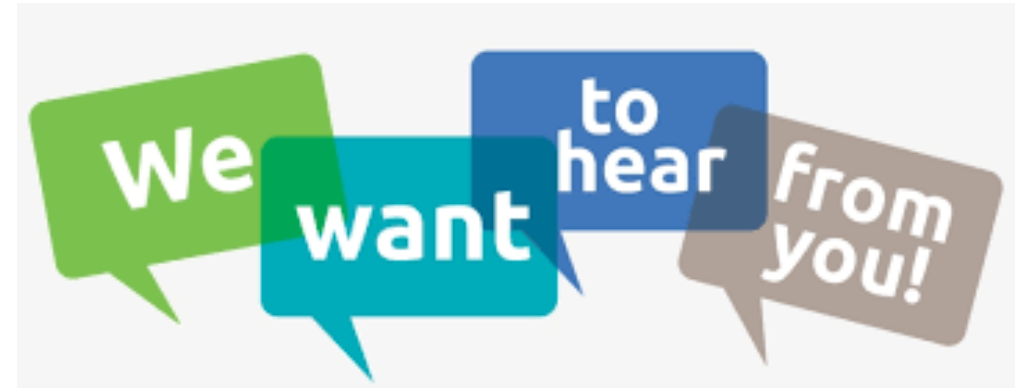
WHAT YOU LIKE TO LEARN MORE ABOUT?!

SAVE THE DATE

Community Action 60 Years

CAPND CONFERENCE
OCTOBER 1ST - 2ND, 2024
GRAND FORKS, ND

PEACE, LOVE, AND COMMUNITY ACTION

CONTACT INFORMATION

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