Tripartite Board Policies and Tracking

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National Association for State Community Services Programs | **www.nascsp.org**

Wyoming

- Population: 577,737

- Size: 97,818 mi^2

- 23 counties
  - 16 Grantees
    - 2 CAAs, 8 Private, 6 Public
      - 3 multi-county Grantees
      - 36 Sub-Grantees

- Allocation: $3.4 million
  - $3.1 million goes directly to the agencies
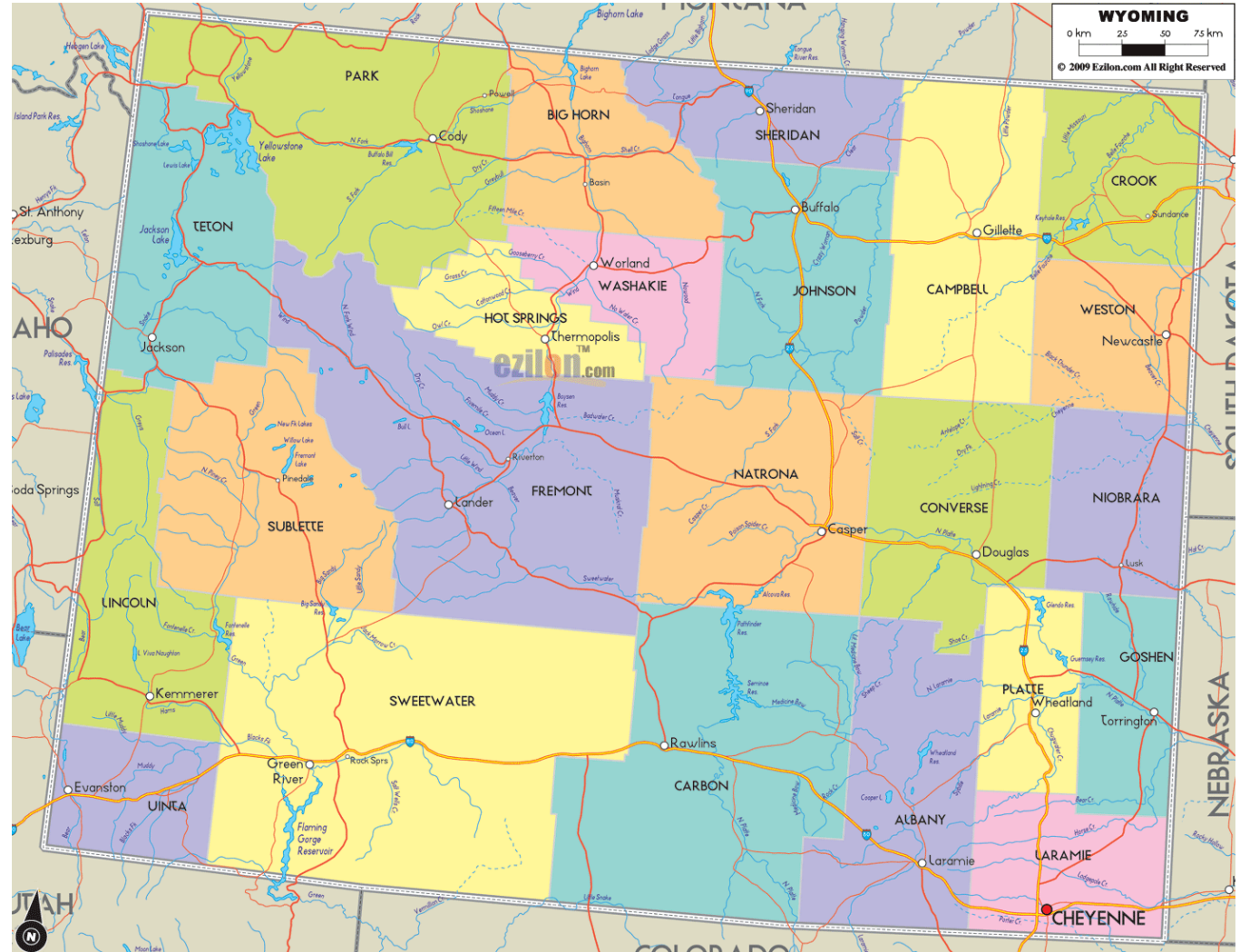
Board Policies

- **CSP Policy #2: Board Size and Composition**
  - One-third (1/3) of the board members are elected public officials
  - No less than one (1) person from the public
  - Not fewer than one-third (1/3) of the members are persons of low-income or representing the low-income population, chosen in accordance with democratic selection procedures
    - are representative of low-income individuals and families in the neighborhood served;
    - reside in the neighborhood served; and
    - are able to participate actively in the development, planning, implementation, monitoring, and evaluation of programs under the CSBG.

Board Policies, cont.

- **CSP Policy #2: Board Size and Composition**
  - The number of board members representing persons with low-incomes must always be equal to or more than the number of elected public officials or their representative
  - The number of board members representing persons with low-incomes must also always be equal to or more than the number of persons from the public
  - Eligible entities who receive <u>funds to serve more than one county must have a representative from that county</u> as a member of the Tripartite Board

Responding to the Uniqueness of Wyoming…

- **Board Size, policy revision**
  - 2018: Eligible entities must have a minimum of three (3) Tripartite Board Members, to a maximum of fifteen (15) members
    - *Before 2018, board size was a minimum of 9 members (composition requirements remained)*
  - Wyoming has many small communities, some with populations as low as 4,000 people
  - Recruiting was time-consuming, never had a fully active board

Tracking Board Compliance

- **CSP Guidance Manual/Annual Application for Funds**
  - Each Grantee must submit a copy of their most recent Tripartite Board roster to the CSP at the time of their annual application for funds
  - Each Grantee must submit an updated copy of their most recent Tripartite Board roster to the CSP when there is a change in board membership (vacancies and elections)
    - The board structure is examined by the CSP, and a determination is made as to whether it complies with the CSBG Act requirements.
  - Grantees will be required to submit documentation of how low-income individuals are recruited to membership on the board as a part of their annual application for funds

Tracking Board Compliance

- **CSP Monitoring of Grantees**
  - On-site monitoring visit triennially, or sooner due to risk
    - Tripartite Board composition is examined
    - Attendance of a Tripartite Board Meeting
  - Quarterly Performance Reports
    - Compliance with CSBG Act, Section 676B (a)(2): "fully participates in the development, planning, implementation, and evaluation of the program to serve low-income communities"

Wyoming Department of Health
Public Health Division
Community Services Program
CSBG Quarterly Performance Report, FFY 2020

☐**Q1** (Oct-Dec) ☐**Q2** (Jan-Mar) ☐**Q3** (Apr-Jun) ☐**Q4** (Jul-Sept)

Grantee: Click here to enter text.

*Based on Logic Models, CAP60 reports, and other programmatic information collected, please provide a narrative **for each program or Sub-grantee** listed on the FY 2020 contract Statement of Work (SOW) that details their performance to date. Add additional lines for programs if there is not sufficient space. The narrative MUST address:*

- *Is the program meeting the contract deliverables as stated in the contract SOW (i.e. what services are being provided)?*
- *Are the program's numbers served to date on track with the total projected target number as listed in the contract SOW and CAP60? If not, please explain why. If numbers served are under projected target rate, is there a plan in place to increase services provided?*
- *Is the program on track to spend their allocated funds as listed in the contract SOW in a timely manner? If no, why not, and is there a plan in place to either spend the funds or reallocate such to a new line item or another program or sub-grantee?*
- *Does the board have plans to issue any Corrective Action Plans (CAPL) or Quality Improvement Plans (QIP)?*
- *Do the programs or Sub-grantees need any training and technical assistance, and if so, in what areas? How will programs receive this T/TA?*
- **If completing for Quarter 2, will you need to complete a contract amendment (e.g. expenditure reallocation total has exceeded that of 20% of the total allocation amount, scope of work has changed, etc.)?*

<u>Program Name 1:</u> Click here to enter text.

<u>Program Name 2:</u> Click here to enter text.

<u>Program Name 3:</u> Click here to enter text.

<u>Program Name 4:</u> Click here to enter text.

<u>Program Name 5:</u> Click here to enter text.

<u>Program Name 6:</u> Click here to enter text.

_____   _____

Board Chair   Date
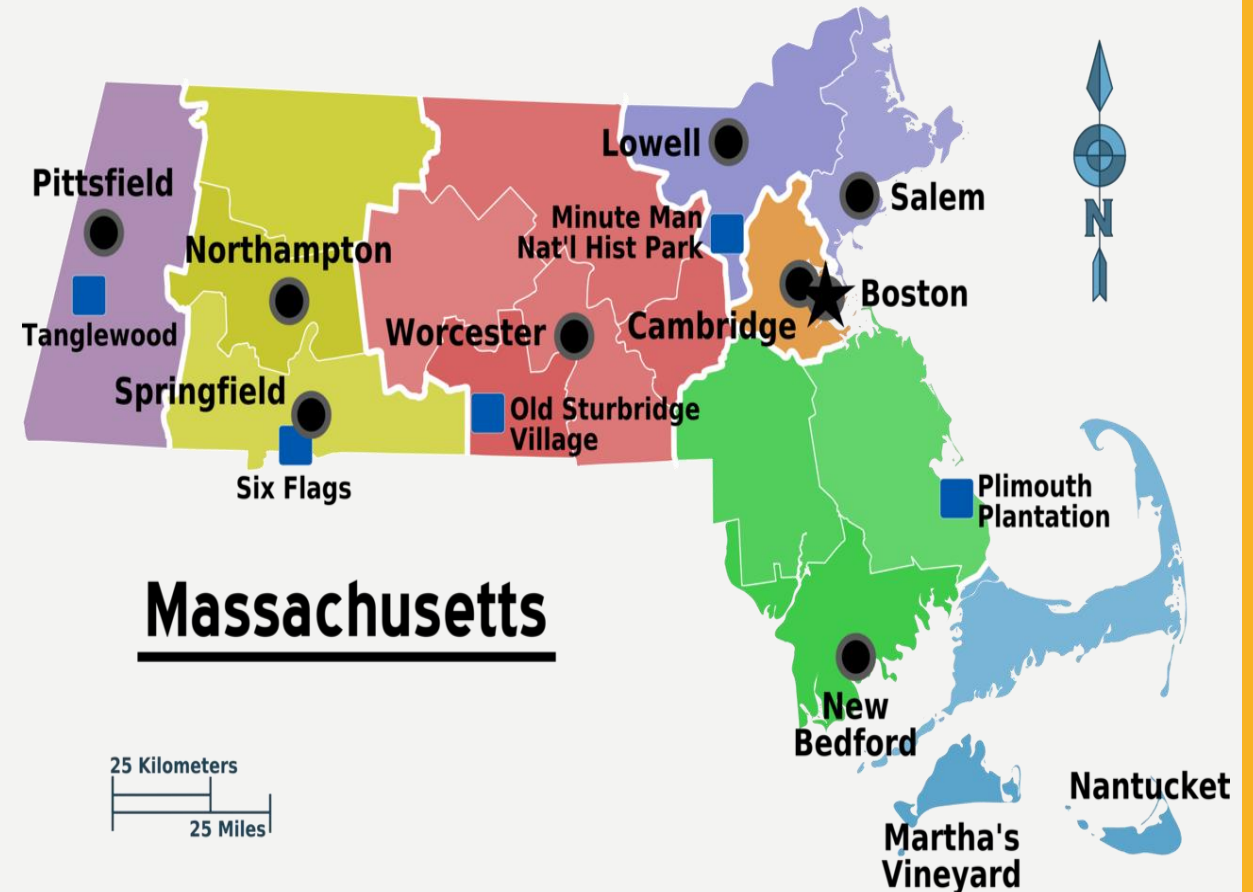
Supporting Tripartite Boards

- **Training**
  - CSP and CSNOW (Wyoming CSBG Association) always has board training available, catered to the needs of each board at no cost
- **Recruitment discussions**
  - Small communities are well-connected
  - What does "low-income or representative" mean?
- **Flexibility and compensation**
  - Incentivizing board participation
  - Non-monetary compensation (meals, child care, rides)
  - Mindful meeting locations and times
- **Proper Orientation**

Questions/Discussion

THE COMMONWEALTH

- Population: 6.86 Million (2017)
- Size: 10,552 mi^2
- 14 counties (351 Cities & towns)
- 23 Eligible Entity Sub-Grantees
  - All are Private Non-Profit
  - 2 CAAs are considered multi service agencies & are Regional Administering Agencies (RAA)
- Division of Community Services (DCS) oversees Community Services Block Grant (CSBG), Low-Income Home Energy Assistance Program (LIHEAP), Energy Conservation (WAP), Community Development Block Grant (CDBG), & Sustainable Communities (40R & 40B)
- CSBG Allocation: $17.7 million
- $15.9 million goes directly to the agencies
- CSBG State staff of 6

Pittsfield
Tanglewood
Northampton
Springfield
Six Flags
Worcester
Old Sturbridge Village
Lowell
Minute Man Nat'l Hist Park
Salem
Boston
Cambridge
Plimouth Plantation
New Bedford
Nantucket
Martha's Vineyard

Massachusetts

25 Kilometers
25 Miles

CSBG STATE REGULATION

- **Pursuant to Executive order No. 562 each Executive Agency required to review it's regulations**
  - **DHCD undertook a thorough review of its CSBG State Regulation 760 CMR 29.00; revised and amended regulations became effective 12/30/16**
  - **760 CMR 29.00 is incorporated into monitoring process**
- **Requirements for Board of Directors – 760 CMR: 29.06**
  - The Board shall consist of no fewer than 12 members total (prior to 2016 the regulations previously stated no fewer than 15, reduction was at the request of the network)
  - One-third (1/3) of the board members are elected **Public** officials holding office on the date of selection, or their representatives
  - No fewer than one-third (1/3) of the members are persons selected in accordance with democratic procedures adequate to assure that these members are representative of the **Low Income** persons of the neighborhood served by the CAA
    - Several democratic selection procedures are outlined within the State Regulation that can be used in combination or separately, but must identify preference within Bylaws and have supporting documentation during onsite review visits
    - Nominations & elections within the neighborhoods and must reside in the neighborhood served

STATE REGULATION (*CONTINUED*)

- – The CAA 's board may recognize a group(s) or organization(s) composed primarily of low income persons and representing the interests of the low income population, of which membership may select one or more representatives to the CAA's board.
- • The CAA shall select the remainder of board members as the **Private** sector representing officials, or members of the business, industry, labor, religious, law enforcement, educational or other major groups and interests in the community to serve.

– Bylaws must outline procedures for selecting Board members in accordance to 760 CMR 29.06

– CAAs must establish written policies/procedures under which a petition for adequate representation may be made pursuant to the CSBG Act, 42 U.S.C. 9908

– In no event shall the board allow a vacancy to remain open for more than **180** days. CAA must report the number of board vacancies by sector to the Department in their monthly board meeting minutes;

– Completed copies of minutes must be submitted to DHCD within 10 days of the date at which the minutes were approved.

SUPPORTING TRIPARTITE BOARDS

- DHCD has contracted and worked with the Northeast Institute for Quality Community Action (NIQCA) as a "Best Practitioner" whose mission is to promote excellence in the management and governance of local Community Action Agencies. (**www.niqca.org**)

- During on-site monitoring we often refer to NIQCA's Governance resource toolkit & templates and CAPLAW's Bylaws toolkit and other publications pertaining to tripartite board requirements, recruitment and policies

- DHCD allocates a portion of CSBG discretionary funds to the State Association (MASSCAP), & their Training Center (MTC) to support among other things Board governance & fiduciary training

- State Program staff attendance to Board meetings

ELECTRONIC BOARD MANAGEMENT SYSTEM

- In April 2018 DHCD rolled out a electronic board management system within the DHCD's E. Gov. system to assist CAAs to submit board information & documentation for State review *(demo later in presentation).*

- The Board Management system is designed to assist the MA Eligible Entities to electronically manage tripartite board requirements for Community Service Bock Grant (CSBG) monitoring. *It is not intended to be exhaustive.*

- Since the roll out there continues to be enhancements based on user feedback from both the CAA network and State staff.

BOARD MANAGEMENT SYSTEM (*CONTINUED*)

- Several key elements of the Board Management System are:
  - Board meeting calendar
  - Establishing Board member list by tripartite sectors
  - Tracking board vacancies by tripartite sectors
  - Board meeting attendance tracking
  - Uploading board packages, financial statements & other supporting documents
  - Uploading approved minutes for State review
  - State submission of board minute review feedback

QUESTIONS/DISCUSSION

- Does your state have a policy, regulation or other state issued document addressing tripartite board requirements?

- What process does your state use to oversee tripartite board vacancies?

- Does you state work with any of the National partners (NASCSP, CAPLAW, Community Action Partnership) to support tripartite board requirements?