

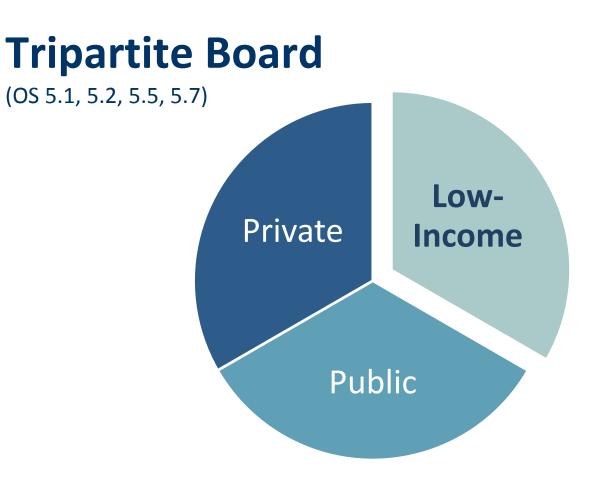
City of Austin Board Training

November 13, 2018

CAA Board Responsibility

(Information Memorandum 82)

Administer their CSBG program through tripartite boards that, "...fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities."



How often do you meet? How many need to be present for a quorum?

TAC §6.212 (b)(1) Vacancies. In no event shall the board allow 25% or more of either the public, private, or poverty sector board positions to remain vacant for more than 90 days....



- An agency mission is a concise description of the agency's purpose.
- It is the foundational statement, upon which the agency builds.
- It says why the agency is in business

City of Austin's Mission Statement (O.S.- 4.1)

To prevent disease, promote health, and protect the wellbeing of our community.

Four key elements: * Population

- * Populatio
- * Services
- Outcomes
- * Relationships

TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS Building Homes. Strengthening Communities.

Assessment and Plans



Assessment and Planning

(O.S.-3.5, 4.4, 6.1, 6.5: Related O.S.-3.1, 3.2, 3.2, 3.4, 6.2, 6.3, 6.4)



- Sets desired outcomes
- Identifies programs and resources to meet the needs





Community Needs Assessment (CNA)

(O.S.-1.3: Related O.S.-4.2)

Involved

- > Volunteer as workgroup member
- Provide input on scope
- > Be interviewed
- Participate in a focus group
- Get the word out
- Informed
 - Status reports
 - Summary report
- Approve
 - Final report

Strategic Plan

(O.S. 6.1-6.5)

Involved

- > Join Planning Committee
- > Provide input
- Informed
 - Review drafts
 - Know priorities, goals and targets established
 - Revisit bylaws, policies, procedures
 - Progress reports/annual update

Review/Approve

- Final plan
- Share

Community Action Plan (CAP)

(O.S.-1.3: Related O.S.-4.2)

- Involved
 - > Evaluate previous year performance
 - Re-assess
 - > Address the top identified needs
 - > Identify additional resources
 - Ensure plan aligns with agency mission and strategic plan

Informed

- Performance and Expenditure reports at every meeting
- Progress reports and annual updates
- Review/Approve
 - Final plan

Service and Impact



Outcomes

SRVs — FNPIs

Organizational Standards

- Why? To improve agency capacity
- What? 3 themes; 9 categories; 58 standards
- Where? Category 5 Org Standards Resource Public (PPSX)
- How did you do on the 2017 assessment?



10 Ways to Provide Good Governance



This can be confusing...

(0.S.-4.6, 5.4, 5.6, 5.8)

- What's your role?
- How can you and your agency impact your community?



#1 – Exercise Due Diligence

- The law expects all to act as a reasonable person
- Poor oversight can lead to neglect
- Do your very best
- Be careful and attentive
- Think—be diligent



#2 – Ask Questions

- % If you don't know-ASK
- * If you're not sure-ASK



- If you see another member confused–ASK
- You represent the public interest
 - > Apply rules, regulations, and mandates appropriately
 - >ASK on behalf of your community

#3 – Review and Understand Financial Statements

- Know the basics:
 - Where the money comes from and where it is going



- An annual audit isn't enough
- A financial "OK" from staff is not enough
- Identify variances
- Compare monthly reports to actual budget
- Review the balance sheet

#4 – Stick to Your Mission and Vision

- Know where you end and the ED begins
- Know where the ED ends and you begin



- Messing with operational issues can sink the ship
- Keep your hands off the tiller—that's the Executive Directors position

#5 – Think and Plan Strategically

See the forest

- In crisis, strategic thinking will lead your organization through the forest and out the other side
- Strategic planning shows how you intend your organization to fulfill the mission

Understand the trees

Provide counsel



Engage staff, they know the trees intimately

#6 – Conduct Meaningful Annual Performance Reviews of Executive Director

- Key words: Meaningful and Annual
- Sective Executive Directors are:
 - Good with staff
 - Understand the work
 - Good with public, donors, and stakeholders
 - Good at managing the money and other business matters



#7 – Consider the Risks and Manage Them

- Legal liability puts your organization at risk
- Legal problems cost money and time
- Oversight is your key role
- Risk management is NOT risk avoidance
- Try new things!
- Adequate insurance
- Good HR practices



#8 – Participate in Fund Development

- Your job is to ensure you have the resources for your organization to survive and thrive
- Contribute to the effort
 - ✓ Volunteer
 - ✓ Fund raise
 - Host an event
 - ✓ Draft grants
 - Make a public speech



#9 – Be in Compliance

- Annual audit
- Meet deadlines
- Review and update policies and procedures
- Meet the Organizational Standards
- Verify any monitor findings are resolved and any processes are fixed
- Follow Open Meetings Act
- Document, document, document!



#10 – Express Your Passion

- Why are you a board member?
- Why do you care about this organization?
- Toot your HORN!
 - > Blog
 - > Tweet
 - Share the great work being done



Understand communication protocols

Some things are confidential

What a CAA is all About



Rules/Organizational Standards

CSBG Webpage:

http://www.tdhca.state.tx.us/community-affairs/csbg/index.htm

Texas Administrative Code (TAC):

- Community Affairs:
 - General Provisions
 - Community Services Block Grant
- Administration
- Enforcement

<u>Community Action Partnership (CAP) Website:</u>

- Calendar of Events
- Board Governance

CSBG Training and Technical Assistance:

Resource Bank

Questions & Answers



Contact Information

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