



TRIPARTITE BOARD/ADVISORY COMMITTEE MEETINGS & THE ORGANIZATIONAL STANDARDS FOR PUBLIC ENTITIES

OVERVIEW

For CO CSBG *PUBLIC ENTITIES*. Tripartite Board/Committee Meeting Minutes serve as the official, legal record of the meeting and deliberations of the corporation's Board of Directors (or Advisory Committee for public entities and councils of governments). As such, the Minutes should cover all relevant CSBG Organizational Standards. The intent of this guide is to help local CSBG staff identify how Organizational Standards may be met through Tripartite Board/Committee Meetings according to different meeting frequencies. The CCAA recommends making specific notation to each Organizational Standard being met in the Board Meeting Minutes. Some Organizational Standards are not applicable for Public Entities and are not covered in this document.

STANDARD CONTENT/LANGUAGE GUIDANCE

Recommended Standard Content for Meeting Minutes:

- Date/Time/Location of Meeting.
- Names of Board/Advisory Committee Members in attendance.
- Names of Board/Advisory Committee Members not in attendance (designating "excused" or "not excused" per agency policy).
- Names of Visitors and Staff in attendance.
- Time the meeting was called to order.
- Documentation of the status of a quorum present.
- Review/acceptance of Minutes of prior meeting.
- Review of Agenda, including any additions/deletions.
- Documentation of Board deliberations/actions.
- Documentation of vote/formal approval of any items voted on
- Motion/Time of meeting adjournment.

MEETINGS PER YEAR RECOMMENDATIONS

Two Meetings per Year:

Meeting Number 1:

- <EVERY THREE-YEARS> Provide a report analyzing information collected directly from low-income individuals as part of the three-year community assessment (REPORT NOTED IN MINUTES) – **Standard 1.2**
- Collected AND Analyzed Customer Satisfaction Data Reviewed with Board (REVIEW NOTED IN MINUTES) – **Standard 1.3**

- Provide a report demonstrating partnerships across the community (REPORT NOTED IN MINUTES) – **Standard 2.1**
- <EVERY THREE-YEARS> Provide a report on information gathered from key sectors of the community in assessing needs and resources. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions (REPORT NOTED IN MINUTES) – **Standard 2.2**
- <EVERY THREE-YEARS> Provide the three-year community assessment report (meeting all CSBG Organizational Standards requirements) for Board Acceptance (MOTION/APPROVAL NOTED IN MINUTES) – **Standards 3.1, 3.2, 3.3, 3.4, and 3.5**
- Department or CSBG Program mission statement reviewed and assured that: (1) The mission addresses poverty; and (2) The CSBG programs and services are in alignment with the mission (MOTION/APPROVAL NOTED IN MINUTES) – **Standard 4.1**
- Update on the success of specific strategies included in the *Community Action Plan* through Review of CSBG Annual Report Data (UPDATE NOTED IN MINUTES) – **Standard 4.4**
- Identify quorum and number of meetings per year requirements being met, and provide update on maintaining Board structure compliance with the CSBG Act, including update on any Board vacancies and documenting adherence to local government’s policies and procedures around interim appointments and processes for filling a permanent vacancy (QUORUM AND UPDATE NOTED IN MINUTES) – **Standards 4.5, 5.1, 5.2, and 5.5**
- Provide Orientation and Training on Board’s Roles and Responsibilities along with most recent copy of Board Bylaws (TRAINING AND BYLAWS DISTRIBUTION NOTED IN MINUTES) – **Standards 5.4, 5.7, and 5.8**
- Provide Programmatic Report (REPORT NOTED IN MINUTES) – **Standard 5.9**
- <EVERY FIVE-YEARS> Provide the CSBG relevant Strategic Plan (meeting all CSBG Organizational Standards requirements) for review and acceptance (MOTION/APPROVAL NOTED IN MINUTES) – **Standards 6.1, 6.2, and 6.4**
- Update on progress meeting the goals of the department or CSBG *Strategic Plan* (UPDATE NOTED IN MINUTES) – **Standard 6.5**
- Provide Financial Report to include information such as the budget versus actuals for the program, a general ledger of program expenses, and/or other relevant financial information for the CSBG program (REPORT NOTED IN MINUTES) – **Standard 8.7**
- Board presented for review or action an analysis of the agency’s CSBG outcomes (CSBG Annual Report data and other) and any operational or strategic program adjustments and improvements identified as necessary and are provided the most recent CSBG Annual Report (REVIEW AND REPORT NOTED IN MINUTES) – **Standards 9.3 and 9.4**

Meeting Number 2:

- Provide a report demonstrating low-income individuals’ participation in activities (REPORT NOTED IN MINUTES) – **Standard 1.1**
- CSBG Webpage or other Public Communication Reviewed with Board (REVIEW NOTED IN MINUTES) – **Standard 2.3**

- <EVERY THREE-YEARS> Provide the three-year Community Action Plan (meeting all CSBG Organizational Standards requirements) and ROMA NCRT/NCRI Review Certification for Board Approval (MOTION/APPROVAL NOTED IN MINUTES) – **Standards 4.2 and 4.3**
- Identify quorum and number of meetings per year requirements being met, and provide update on maintaining Board structure compliance with the CSBG Act, including update on any Board vacancies and documenting adherence to local government’s policies and procedures around interim appointments and processes for filling a permanent vacancy (QUORUM AND UPDATE NOTED IN MINUTES) – **Standards 4.5, 5.1, 5.2, and 5.5**
- Provide update on department’s compliance with its local government’s risk assessment policies and procedures (UPDATE NOTED IN MINUTES) – **Standard 4.6**
- Provide a copy of the governing documents and/or Bylaws and provide any existing local government whistleblower policies (PROVISION NOTED IN MINUTES) – **Standards 5.4 and 7.7**
- Signed Conflict of Interest Policy Collected from Board Members (COLLECTION NOTED IN MINUTES) – **Standard 5.6**
- Provide Programmatic Report (REPORT NOTED IN MINUTES) – **Standard 5.9**
- Provide update on department’s compliance with providing employee handbook to new employees or after changes have been made, and provide update on following local government policies for CSBG relevant new employees (UPDATES NOTED IN MINUTES) – **Standards 7.2 and 7.8**
- Provide update on department’s compliance with having job descriptions for all CSBG relevant positions (UPDATE NOTED IN MINUTES) – **Standard 7.3**
- Provide update documenting following local governmental policies for regular written evaluation of CSBG relevant employees by their supervisors, and documenting following local government procedures for performance appraisal of the CSBG relevant department head, and make the compensation of the department head available to Board (UPDATES AND PROVISION NOTED IN MINUTES) – **Standards 7.4, 7.5, and 7.6**
- Provide a copy of any existing local government whistle-blower policy (PROVISION NOTED IN MINUTES) – **Standard 7.7**
- Review of ROMA and other Trainings made available to staff and board (REVIEW NOTED IN MINUTES) – **Standard 7.9**
- Board is notified of the availability of the annual County or Department Audit, and is notified of any CSBG related findings (or no CSBG related findings) – **Standards 8.1, 8.2, 8.3, and 8.4**
- Provide Financial Reports to include information such as the budget versus actuals for the program, a general ledger of program expenses, and/or other relevant financial information for the CSBG program (REPORT NOTED IN MINUTES) – **Standard 8.7**
- Board provides input into the local CSBG budgeting process as allowed (INPUT NOTED IN MINUTES) – **Standard 8.9**
- Provide update on compliance with local government document retention and destruction policies (UPDATE NOTED IN MINUTES) – **Standard 8.13**

- Provide update on system in place to track and report customer demographics and services they receive, and to track and report family, community, and/or agency outcomes (UPDATE NOTED IN MINUTES) – Standards 9.1 and 9.2

Four Meetings per Year:

Meeting Number 1:

- Provide a report demonstrating partnerships across the community (REPORT NOTED IN MINUTES) – **Standard 2.1**
- <EVERY THREE-YEARS> Provide a report on information gathered from key sectors of the community in assessing needs and resources. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions (REPORT NOTED IN MINUTES) – **Standard 2.2**
- Department or CSBG Program mission statement reviewed and assured that: (1) The mission addresses poverty; and (2) The CSBG programs and services are in alignment with the mission (MOTION/APPOVAL NOTED IN MINUTES) – **Standard 4.1**
- Identify quorum and number of meetings per year requirements being met, and provide update on maintaining Board structure compliance with the CSBG Act, including update on any Board vacancies and documenting adherence to local government’s policies and procedures around interim appointments and processes for filling a permanent vacancy (QUORUM AND UPDATES NOTED IN MINUTES) – **Standards 4.5, 5.1, 5.2, and 5.5**
- Provide Orientation and Training on Board’s Roles and Responsibilities along with most recent copy of Board Bylaws (TRAINING AND BYLAWS DISTRIBUTION NOTED IN MINUTES) – **Standards 5.4, 5.7, and 5.8**
- Provide Programmatic Report (REPORT NOTED IN MINUTES) – **Standard 5.9**
- Provide Financial Report to include information such as the budget versus actuals for the program, a general ledger of program expenses, and/or other relevant financial information for the CSBG program (REPORT NOTED IN MINUTES) – **Standard 8.7**
- Provide update on system in place to track and report customer demographics and services they receive, and to track and report family, community, and/or agency outcomes (UPDATE NOTED IN MINUTES) – **Standards 9.1 and 9.2**

Meeting Number 2:

- Provide a report demonstrating low-income individuals’ participation in activities (REPORT NOTED IN MINUTES) – **Standard 1.1**
- <EVERY THREE-YEARS> Provide a report analyzing information collected directly from low-income individuals as part of the three-year community assessment (REPORT NOTED IN MINUTES) – **Standard 1.2**
- Collected AND Analyzed Customer Satisfaction Data Reviewed with Board (REVIEW NOTED IN MINUTES) – **Standard 1.3**
- Provide a report documenting the number of volunteers and hours mobilized in support of CSBG activities (REPORT NOTED IN MINUTES) – **Standard 2.4**

- <EVERY THREE-YEARS> Provide the three-year community assessment report (meeting all CSBG Organizational Standards requirements) for Board Acceptance (MOTION/APPROVAL NOTED IN MINUTES) – **Standards 3.1, 3.2, 3.3, 3.4, and 3.5**
- Update on the success of specific strategies included in the *Community Action Plan* through Review of CSBG Annual Report Data (UPDATE NOTED IN MINUTES) – **Standard 4.4**
- Identify quorum and number of meetings per year requirements being met, and provide update on maintaining Board structure compliance with the CSBG Act, including update on any Board vacancies and documenting adherence to local government’s policies and procedures around interim appointments and processes for filling a permanent vacancy (QUORUM AND UPDATE NOTED IN MINUTES) – **Standards 4.5, 5.1, 5.2, and 5.5**
- Provide Programmatic Report (REPORT NOTED IN MINUTES) – **Standard 5.9**
- Board is notified of the availability of the annual County or Department Audit, and is notified of any CSBG related findings (or no CSBG related findings) – **Standards 8.1, 8.2, 8.3, and 8.4**
- Provide Financial Reports to include information such as the budget versus actuals for the program, a general ledger of program expenses, and/or other relevant financial information for the CSBG program (REPORT NOTED IN MINUTES) – **Standard 8.7**
- Board presented for review or action an analysis of the agency's CSBG outcomes (CSBG Annual Report data and other) and any operational or strategic program adjustments and improvements identified as necessary and are provided the most recent CSBG Annual Report (REVIEW AND REPORT NOTED IN MINUTES) – **Standards 9.3 and 9.4**

Meeting Number 3:

- <EVERY THREE-YEARS> Provide the three-year Community Action Plan (meeting all CSBG Organizational Standards requirements) and ROMA NCRT/NCRI Review Certification for Board Approval (MOTION/APPROVAL NOTED IN MINUTES) – **Standards 4.2 and 4.3**
- Identify quorum and number of meetings per year requirements being met, and provide update on maintaining Board structure compliance with the CSBG Act, including update on any Board vacancies and documenting adherence to local government’s policies and procedures around interim appointments and processes for filling a permanent vacancy (QUORUM AND UPDATE NOTED IN MINUTES) – **Standards 4.5, 5.1, 5.2, and 5.5**
- Provide update on department’s compliance with its local government’s risk assessment policies and procedures (UPDATE NOTED IN MINUTES) – **Standard 4.6**
- Provide Programmatic Report (REPORT NOTED IN MINUTES) – **Standard 5.9**
- <EVERY FIVE-YEARS> Provide the CSBG relevant Strategic Plan (meeting all CSBG Organizational Standards requirements) for review and acceptance (MOTION/APPROVAL NOTED IN MINUTES) – **Standards 6.1, 6.2, and 6.4**
- Update on progress meeting the goals of the department or CSBG *Strategic Plan* (UPDATE NOTED IN MINUTES) – **Standard 6.5**
- Provide Financial Report to include information such as the budget versus actuals for the program, a general ledger of program expenses, and/or other relevant financial information for the CSBG program (REPORT NOTED IN MINUTES) – **Standard 8.7**

- Board provides input into the local CSBG budgeting process as allowed (INPUT NOTED IN MINUTES) – **Standard 8.9**

Meeting Number 4:

- CSBG Webpage or other Public Communication Reviewed with Board (REVIEW NOTED IN MINUTES) – **Standard 2.3**
- Identify quorum and number of meetings per year requirements being met, and provide update on maintaining Board structure compliance with the CSBG Act, including update on any Board vacancies and documenting adherence to local government’s policies and procedures around interim appointments and processes for filling a permanent vacancy (QUORUM AND UPDATE NOTED IN MINUTES) – **Standards 4.5, 5.1, 5.2, and 5.5**
- Provide a copy of the governing documents and/or Bylaws and provide any existing local government whistleblower policies (PROVISION NOTED IN MINUTES) – **Standards 5.4 and 7.7**
- Signed Conflict of Interest Policy Collected from Board Members (COLLECTION NOTED IN MINUTES) – **Standard 5.6**
- Provide Programmatic Report (REPORT NOTED IN MINUTES) – **Standard 5.9**
- Provide update on department’s compliance with providing employee handbook to new employees or after changes have been made, and provide update on following local government policies for CSBG relevant new employees (UPDATES NOTED IN MINUTES) – **Standards 7.2 and 7.8**
- Provide update on department’s compliance with having job descriptions for all CSBG relevant positions (UPDATE NOTED IN MINUTES) – **Standard 7.3**
- Provide update documenting following local governmental policies for regular written evaluation of CSBG relevant employees by their supervisors, and documenting following local government procedures for performance appraisal of the CSBG relevant department head, and make the compensation of the department head available to Board (UPDATES AND PROVISION NOTED IN MINUTES) – **Standards 7.4, 7.5, and 7.6**
- Provide a copy of any existing local government whistle-blower policy (PROVISION NOTED IN MINUTES) – **Standard 7.7**
- Review of ROMA and other Trainings made available to staff and board (REVIEW NOTED IN MINUTES) – **Standard 7.9**
- Provide Financial Reports to include information such as the budget versus actuals for the program, a general ledger of program expenses, and/or other relevant financial information for the CSBG program (REPORT NOTED IN MINUTES) – **Standard 8.7**
- Provide update on compliance with local government document retention and destruction policies (UPDATE NOTED IN MINUTES) – **Standard 8.13**

CONCLUSION

This tool provides a basis for using the schedule of your annual Tripartite Board/Advisory Committee Meetings to meet the relevant CSBG Organizational Standards and provide the evidence of compliance through Board Meeting Minutes. If completely adhered to then 100% compliance with the Organizational Standards can be documented.