

Creating Effective Program Governance Training for Board and Policy Council

UHSA State Conference 2010



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UHSA State Conference Notes For Me



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Ogden-Weber Community Action Partnership, Inc.
Board of Trustees Planning Calendar

This chart is developed to meet the 1304.50 Appendix A requirements

<p>September</p> <ul style="list-style-type: none"> ◆ Funding Applications if applicable (Ie) ◆ Board Planning Calendar ◆ Review Reasonable Board Expenses Procedure/Policy ◆ Begin CAPLAW ◆ Content Area Training ◆ Review Strategic Plan ◆ Request Volunteers for annual self-assessment ◆ Approve Policy Council Composition (IIa) ◆ Training: ROMA ○ (Orientation to statutory and regulatory requirements (CSBG Act, other Federal, State or local statues and regulations, including non-profit board requirements) 	<p>November</p> <ul style="list-style-type: none"> ◆ Funding Applications if applicable (Ie) ◆ Approve Board member roles & responsibilities (IIb) ◆ Board Operating Reports ◆ Annual Chart A Evaluation ◆ Receive planning sheets ◆ Approve Policy Council Bylaws ◆ Agency Administrator Annual Performance Evaluation ◆ Review Strategic Plan ◆ Approve Program Planning Procedures (Ia) ◆ Training: Roles & Responsibilities of the Executive Director, Roles of Board regarding employment, retention, and compensation of Executive Director and Key agency staff. ◆ Training: How to oversee agency mission, long-range and annual plans, and agency programs & Services
<p>January</p> <ul style="list-style-type: none"> ◆ Funding Applications if applicable (Ie) ◆ Personnel Policies & Code of Conduct (IIIa) ◆ Board Operating Reports ◆ On-Going Monitoring (Management Procedure Report) (IIb) ◆ Review Criteria for recruitment, selection, and enrollment ◆ Approve Annual Audit Findings & Resolution Report if necessary (established controls to safeguard federal funds)(Ig) ◆ Review Self Assessment & Resolution Report ◆ Program Systems ◆ Review Strategic Plan ◆ Training: How to oversee agency evaluation and reporting policies, role of board in program and personnel performance evaluation 	<p>March</p> <ul style="list-style-type: none"> ◆ Funding Applications if applicable (Ie) ◆ Grantee carrying out the programmatic & fiscal intent of grant application: approve/disapprove progress (Ig) ◆ Approve Program philosophy (Ib) ◆ Approve Long and short range goals and objectives (Ib) ◆ Review Parent Survey Results ◆ Report on PRISM Fiscal Checklist ◆ Review Strategic Plan ◆ Receive Planning/Needs Assessment Results ◆ Approve Personnel Policies and Procedures ◆ Training: Mission Determination
<p>May</p> <ul style="list-style-type: none"> ◆ Head Start Grant (Budget, Goals/Objectives) (Ib) ◆ Head Start Work Plans ◆ Funding Applications if applicable (Ie) ◆ Tri-Annual report: On-Going Monitoring (IIb) ◆ Review Strategic Plan ◆ Training: Needs Assessment, agency planning – performance expectations and targets 	<p>July</p> <ul style="list-style-type: none"> ◆ Funding Applications if applicable (Ie) ◆ Approve Decision Making Procedures (in by-laws) (IIc) ◆ Review Strategic Plan ◆ Internal Dispute resolution (Impasse procedures) (IIId) (In PPP) ◆ CSBG Work Plan ◆ Report on CAPLAW Audit ◆ Review Cost Allocation Plan ◆ Training: agency planning – forming partnerships with other resources in the community

- Vote on new members as needed.
- Vote on subcommittee reports/actions as needed.
- Vote on Financial Reports at each meeting.
- Annual Leadership Elections (April)
- Review/Approve Board By-Laws at Annual Meeting
- At annual Retreat, cover the following training items:
 - Orientation to statutory and regulatory requirements (CSBG Act, other Federal, State or local statues and regulations, including non-profit board requirements;
 - Agency articles of incorporation, bylaws, etc.
 - Overview of Board functioning – appointment, representation, meetings, committees, conflict of interest policy, relationship to the executive director and staff, etc.
 - Overview of agency administration and financial management policies and procedures – oversight role and responsibilities of the board.

**Ogden Weber Community Action Partnership Head Start Program
2009 - 2010 Policy Council Planning Calendar**

This chart is developed to meet the 1304.50 Appendix A requirements.

September	October	November
<ul style="list-style-type: none"> ◆ Approval of new Policy Council ◆ Policy Council Leadership Elections ◆ Utah Head Start Association (UHSA): Select representative and alternate to serve as OWCAP parent rep. ◆ By-Laws including policies for reimbursement and participation in policy council activities p 60 (2)(D)(iv): approve/disapprove ◆ Content Area Training: Transportation ◆ Content Area Training: Education/ Literacy 	<ul style="list-style-type: none"> ◆ Program Planning Procedure: approve/ disapprove ◆ Receive & provide input in Program Planning p 60 (2)(D)(iv): ◆ Volunteers for annual self-assessment ◆ Training: how to read 424, Gabi, & How to Read a Budget ◆ Content Area Training: Record Keeping 	<p>Policy Council Retreat</p> <ul style="list-style-type: none"> ◆ Recruitment, selection & enrollment priorities: approve/disapprove criteria p59 (2)(D)lii) ◆ Final Review of HS Budget ◆ Content Area Training: HR ◆ Content Area Training on Volunteers and approval of policies p. 59 (2)(D)(i)
December	January	February
<p>Policy Council Social</p> <ul style="list-style-type: none"> ◆ Program Written Systems ◆ Program Information Report (PIR): approve/disapprove 	<ul style="list-style-type: none"> ◆ Needs Assessment (Community Assessment): approve/disapprove ◆ Content Area Training: Health/Nutrition 	<ul style="list-style-type: none"> ◆ Grantee carrying out the programmatic & fiscal intent of grant application (current short/long term goals): approve/disapprove progress ◆ Self-assessment findings: approve/ disapprove ◆ Program philosophy: approve/disapprove ◆ Long and short range goals and objectives (for next program year): approve/disapprove ◆ Content Area Training: Parent Involvement/Family Partnerships
March	April	May
<ul style="list-style-type: none"> ◆ Menu for next program year: input ◆ Next PY Grant Application/Budget Input on Proposed Plan ◆ Work plans: approve/disapprove ◆ Federal Parent Fund Budget: approve/disapprove for next year 	<ul style="list-style-type: none"> ◆ Annual Grant Application: approve/ disapprove ◆ Annual Audit Findings: approve/ disapprove ◆ Community Advocacy ◆ Content Area Training: Child Mental Health 	<ul style="list-style-type: none"> ◆ Shared decision making: approve/ disapprove procedures ◆ Internal Dispute Resolution (impasse procedure): approve/ disapprove ◆ Content Area Training: Disabilities
June	July	August
<p>No Meeting Scheduled</p>	<p align="center">Policy Council Social</p> <ul style="list-style-type: none"> ◆ Policy Council Composition and How Members will be Elected: approve/ disapprove ◆ Content Area Training: Community Partnerships 	<p>No Meeting Scheduled</p>

As needed:

- ◆ Approve/disapprove all funding applications and amendments for future or current Head Start programs. P 59 (2)(D)(iii)
- ◆ Approve/disapprove Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- ◆ Date of meetings are determined by current Policy Council members, so dates cannot be established until Policy Council is elected each program year.
- ◆ Vote for new Community Reps/vote to retain Community Reps
- ◆ Interview training will be conducted at the Training Retreat
- ◆ Communication and Guidance from the Secretary (of Head Start).

The Following agenda items occur at each regularly scheduled Policy Council Meeting

- ◆ Board meeting report
- ◆ Approve/disapprove hiring/termination of staff
- ◆ Sign up for who will participate in interview process next month
- ◆ Policy Council Federal Parent Fund
- ◆ Head Start Monthly Financial Statements (including credit card expenditures)/In-Kind Report
- ◆ Monthly Program Information Summaries
 - Program Enrollment Report (including attendance report)
 - USDA Meals & Snacks Report

Retreat Agenda will include but will not be limited to:

- ◆ Interview Training (Interview Training will be held two times per year)
- ◆ Orientation to the philosophy, goals and objectives
- ◆ Conflict Resolution and Internal Dispute Resolution (Impasse procedure)