



**CSBG TRIPARTITE BOARD
REGULAR BOARD MEETING - AGENDA
Thursday, May 1, 2025**

9:30 a.m. CALL TO ORDER

- 1. Roll Call**
- 2. Election of Officers**
 - New Elected Official Introduction: Commissioner Kevin VanWinkle
 - Motion: Chair nomination
- 3. Approval of minutes**
 - Motion to approve
- 4. Administrative update: Melody D'Haillecourt**
 - 2024-2025 YTD Financial Report
 - 2024 Annual Report review
 - Community Action Plan review
 - Strategic plan review
- 5. Program Updates: Steven Dodrill**
 - DC Cares
 - Programmatic Update
 - Outcomes
 - HSP Update
 - Programmatic Update
 - 2023 Award Outcomes
 - HRP Award
 - Homeless Initiative
 - Heart Team
- 6. Training: Rand Clark, Melody D'Haillecourt**
 - Roles of Tripartite Board
 - [link](#)
 - CSBG IM #82 Tripartite Boards
 - Bylaw review
- 7. Good of the Order**

11:00 a.m. ADJOURNMENT

**CSBG TRIPARTITE BOARD
MEETING MINUTES
Tuesday, November 12, 2024**

DRAFT

<u>Board Members Present</u>	<u>Board Members Absent</u>	<u>Staff</u>
Erin White		Melody D'Haillecourt
Commissioner Laydon, Chair		Steven Dodrill
Millocy Willeford		

9:30 a.m. - CALL TO ORDER**1. Roll Call**

Roll call was taken.

2. Election of Officers

Introduced Millocy Willeford as new board member. Commissioner Laydon nominated Millocy Willeford as the Secretary. The motion was seconded by Erin White. The motion to approve minutes passed unanimously. .

3. Approval of Minutes

Erin White made a motion to approve the minutes from the 5.23.24 meeting, Millocy Willeford seconded the motion. The motion to approve minutes passed unanimously.

4. Administrative Update

- Fiscal Year 2024 award funds are now being spent. The total 2024 fund allocation is \$121,245.00 and have spent \$6,849.45 to date.
- Review of 2023 Audit Report showed no findings for the CSBG grant program.
- The 2025 budget was presented for review. Erin White made a motion to accept the 2025 budget. Millocy Willeford seconded the motion. The motion to accept the 2025 budget passed unanimously.
- Discussion to renew the Memorandum of Understanding (MOU) between Douglas County and the Douglas County DC Cares Partners. The previous MOU expired in June of 2024. Erin White made a motion to retroactively renew the MOU between Douglas County and DC Cares partners to date back to June of 2024 and go through December 31, 2025. Millocy Willeford seconded the motion. The motion to approve the MOU for case management passed unanimously.

5. Program Updates

- Customer Satisfaction Survey Results
 - Both respondents only had positive feedback. Per this boards directions, the questions were added regarding engagement in career advancement and educational opportunities and found that time and capacity were limiting factors.
- DC Cares
 - Partnership updates were provided by Steven.
 - Programmatic updates were provided by Steven noting that 8 households are currently enrolled in DC Cares.
 - Outcomes - Erin White shared a client success story through the Manna Connect program.
- Homeless Initiative – Steven provided an update
 - Heart Team September Report
 - ESG 23, Housing Stability Program – CSBG funds already spend on rental assistance and staff time are being used as a 50% match to receive an additional \$50,000 of ESG 23 funds for homeless prevention services.
 - ESG 22 Match - Likewise, staff is leveraging CSBG funds already spend on emergency shelter as a 50% match to receive an additional \$50,000 of ESG 22 funds. Some of the match will also come from Human Services General Assistance and staff time associated with administer the grant.
- **Good of the Order**

No additional comments or items were brought forward for discussion.

DRAFT

10:30 a.m. – ADJUOURNMENT

G/L Account	Account Description Explanations	Do Ty	Document	G/L Date	Co Amount DebitCredit		Current Balance	P LT	C	Batch
	GENERAL FUND				00100						
	COMMUNITY SERVICES BLOCK GRANT				00100						
861549.331900	Other Federal Grants				00100						
	DEPARTMENT OF LOCAL AFFAIRS	R0	12594	12/31/24			4,672.33-		AA	P	549973
	Period Total						4,672.33-	4,672.33-			
	DEPARTMENT OF LOCAL AFFAIRS	R0	12447	11/29/24			10,002.55-		AA	P	543156
	Period Total						10,002.55-	10,002.55-			
	DEPARTMENT OF LOCAL AFFAIRS	R0	12401	10/31/24			21,834.68-		AA	P	540018
	Period Total						21,834.68-	21,834.68-			
	DEPARTMENT OF LOCAL AFFAIRS	R0	12328	09/30/24			5,774.73-		AA	P	535004
	DEPARTMENT OF LOCAL AFFAIRS	R0	12236	09/12/24			6,030.05-		AA	P	529961
	Period Total						11,804.78-	11,804.78-			
	DEPARTMENT OF LOCAL AFFAIRS	R0	12241	08/30/24			2,064.46-		AA	P	530727
	Period Total						2,064.46-	2,064.46-			
	DEPARTMENT OF LOCAL AFFAIRS	R0	12161	07/31/24			11,211.45-		AA	P	526338
	Period Total						11,211.45-	11,211.45-			
	DEPARTMENT OF LOCAL AFFAIRS	R0	12067	06/30/24			21,582.91-		AA	P	519486
	Period Total						21,582.91-	21,582.91-			
	DEPARTMENT OF LOCAL AFFAIRS	R0	12016	05/31/24			9,522.40-		AA	P	515547
	Period Total						9,522.40-	9,522.40-			
	DEPARTMENT OF LOCAL AFFAIRS	R0	11950	04/30/24			6,147.76-		AA	P	510270
	Period Total						6,147.76-	6,147.76-			
	DEPARTMENT OF LOCAL AFFAIRS	R0	11893	03/31/24			6,018.02-		AA	P	505092
	Period Total						6,018.02-	6,018.02-			
	DEPARTMENT OF LOCAL AFFAIRS	R0	11857	02/29/24			7,857.80-		AA	P	501530
	Period Total						7,857.80-	7,857.80-			
	DEPARTMENT OF LOCAL AFFAIRS	R0	11803	01/31/24			5,542.75-		AA	P	495715
	Period Total						5,542.75-	5,542.75-			
	Account Total						118,261.89-	118,261.89-			
861549.411100	Salaries & Wages-Regular (F				00100						
	Payroll Labor Distribution	T2	2336	08/20/24			517.76		AA	P	526145
	Period Total						517.76	517.76			

R09420	DOUGLAS COUNTY GOVERNMENT							04/08/25	14:00:53		
	G/L by Business Unit							Page	-	2	
								From Date	-	01/01/24	
								Thru Date	-	12/31/24	
G/L Account	Account Description	Do	G/L		Amount		Current	P			
	Explanations	Ty	Document	Date	Co	Debit	Credit	Balance	LT	C	Batch
	Payroll Labor Distribution	T2	2332	07/20/24		517.76			AA	P	521222
			Period Total			517.76		517.76			
	Payroll Labor Distribution	T2	2326	06/20/24		517.76			AA	P	515792
			Period Total			517.76		517.76			
	Payroll Labor Distribution	T2	2322	05/20/24		517.76			AA	P	511329
			Period Total			517.76		517.76			
	Payroll Labor Distribution	T2	2318	04/20/24		517.76			AA	P	505968
			Period Total			517.76		517.76			
	Payroll Labor Distribution	T2	2312	03/20/24		517.76			AA	P	501186
			Period Total			517.76		517.76			
	Payroll Labor Distribution	T2	2306	02/20/24		517.76			AA	P	496346
			Period Total			517.76		517.76			
	Payroll Labor Distribution	T2	2302	01/20/24		517.76			AA	P	491829
			Period Total			517.76		517.76			
			Account Total			4,142.08		4,142.08			
861549.433500	Clothing & Uniforms				00100						
	RCLS PCARD EXP TO THR	JE	235416	10/31/24			1,080.00-		AA	P	538874
	10-31-2024 PCARD RECLASS	JE	235254	10/31/24		1,080.00			AA	P	537851
			Period Total			1,080.00	1,080.00-				
			Account Total			1,080.00	1,080.00-				
861549.433500.00002023	Clothing & Uniforms				00100						
	APRIL 2024 PCARD RECLASS	JE	229343	04/12/24		1,030.00			AA	P	504015
			Period Total			1,030.00		1,030.00			
			Account Total			1,030.00		1,030.00			
861549.436200.00002023	Equipment & Motor Veh Part				00100						
	07-2024 PCARD RECLASS	JE	231813	06/30/24		29.98			AA	P	518529
			Period Total			29.98		29.98			
			Account Total			29.98		29.98			
861549.436600.00002023	Other Repair & Maint. Supp				00100						
	05-2024 PCARD RECLASS	JE	230264	05/14/24		61.08			AA	P	508984
	05-2024 PCARD RECLASS	JE	230264	05/14/24		273.98			AA	P	508984

R09420		DOUGLAS COUNTY GOVERNMENT					04/08/25	14:00:53		
		G/L by Business Unit					Page	-	3	
							From Date	-	01/01/24	
							Thru Date	-	12/31/24	
G/L Account	Account Description Explanations	Do Ty	G/L Document Date	Co	Amount		Current Balance	P LT	C	Batch
			Period Total		335.06		335.06			
			Account Total		335.06		335.06			
861549.438800.00002023	C.A.-Other Equipment/00002			00100						
	MIKE'S BIKES	PV	544945 07/01/24		5,345.76			AA	P	516777
			Period Total		5,345.76		5,345.76			
			Account Total		5,345.76		5,345.76			
861549.440100.00002023	Print,Copy/CSBG PY 2023			00100						
	09-2024 Pcard Reclass	JE	233646 09/12/24		511.93			AA	P	528753
			Period Total		511.93		511.93			
	J P MORGAN CHASE BANK	PV	536022 01/16/24		24.99			AA	P	489342
			Period Total		24.99		24.99			
			Account Total		536.92		536.92			
861549.440100.00002024	Print,Copy/CSBG PY 2024			00100						
	09-2024 Pcard Reclass	JE	233646 09/12/24		48.07			AA	P	528753
			Period Total		48.07		48.07			
			Account Total		48.07		48.07			
861549.445300	Travel Expense			00100						
	J P MORGAN CHASE BANK	PV	537554 02/13/24			1,300.26-		AA	P	494495
			Period Total			1,300.26-	1,300.26-			
			Account Total			1,300.26-	1,300.26-			
861549.446100	Conference,Seminar, Train F			00100						
	12-2024 PCARD RECLASS	JE	236772 12/31/24		25.49			AA	P	546228
	OFFICE SUPPLIES	JE	237563 12/31/24		72.80			AA	P	550460
			Period Total		98.29		98.29			
			Account Total		98.29		98.29			
861549.446100.00002023	Conf,Sem,Train/CSBG PY 202			00100						
	J P MORGAN CHASE BANK	PV	537554 02/13/24		241.94			AA	P	494495
			Period Total		241.94		241.94			
			Account Total		241.94		241.94			
861549.446100.00002024	Conf,Sem,Train/CSBG PY 202			00100						
	12-2024 PCARD RECLASS	JE	236772 12/31/24		1,990.00			AA	P	546228

R09420

DOUGLAS COUNTY GOVERNMENT

G/L by Business Unit

04/08/2514:00:53

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From Date-01/01/24

Thru Date-12/31/24

G/L Account	Account Description	Do	G/L	Amount	Current	P				
	Explanations	Ty	Document	Date	Debit	Credit	Balance	LT	C	Batch
				Period Total	1,990.00		1,990.00			
	ASSN OF NATIONALLY CERTIFIED R	PV	553233	11/26/24	130.00			AA	P	540222
				Period Total	130.00		130.00			
	10-31-2024 PCARD RECLASS	JE	235254	10/31/24	241.94			AA	P	537851
				Period Total	241.94		241.94			
	09-30-2024 Pcard Reclass	JE	234553	09/30/24	13.64			AA	P	533993
	09-30-2024 Pcard Reclass	JE	234553	09/30/24	13.64			AA	P	533993
	09-30-2024 Pcard Reclass	JE	234553	09/30/24	13.64			AA	P	533993
				Period Total	40.92		40.92			
				Account Total	2,402.86		2,402.86			
861549.447500	Other Purchased Services									
	CATHOLIC CHARITIES OF CENTRAL	PV	557127	12/31/24	200.00			AA	P	549416
	CATHOLIC CHARITIES OF CENTRAL	PV	557126	12/31/24	300.00			AA	P	549415
	CATHOLIC CHARITIES OF CENTRAL	PV	556537	12/31/24	300.00			AA	P	547420
	CATHOLIC CHARITIES OF CENTRAL	PV	557128	12/31/24	200.00			AA	P	549417
	MANNA RESOURCE CENTER	PV	556406	12/19/24	200.00			AA	P	546983
	MANNA RESOURCE CENTER	PV	556405	12/19/24	100.00			AA	P	546982
	MANNA RESOURCE CENTER	PV	556401	12/19/24	200.00			AA	P	546974
	MANNA RESOURCE CENTER	PV	556407	12/19/24	200.00			AA	P	546984
	MANNA RESOURCE CENTER	PV	556408	12/19/24	100.00			AA	P	546989
	MANNA RESOURCE CENTER	PV	556404	12/12/24	100.00			AA	P	546978
				Period Total	1,900.00		1,900.00			
	APEX MERIDIAN LLC (WEST)	PV	549627	09/25/24	491.97			AA	P	531114
	COPPER STEPPE APARTMENTS LLC	PV	549618	09/24/24	497.77			AA	P	531088
				Period Total	989.74		989.74			
	APEX MERIDIAN EAST	PV	541116	04/22/24	1,500.00			AA	P	505389
	DOUGLAS COUNTY HOUSING PARTNER	PV	541117	04/22/24	700.00			AA	P	505391
	LINCOLN POINTE LOFTS ONE LP	PV	541118	04/22/24	1,000.00			AA	P	505393
				Period Total	3,200.00		3,200.00			
				Account Total	6,089.74		6,089.74			
861549.447500.00002023	OPS/CSBG PY 2023									
	CATHOLIC CHARITIES OF CENTRAL	PV	548968	08/30/24	200.00			AA	P	529011
	CATHOLIC CHARITIES OF CENTRAL	PV	547867	08/21/24	700.00			AA	P	525283
	LITTLETON REAL ESTATE CO	PV	547866	08/21/24	700.00			AA	P	525282
	APEX MERIDIAN EAST	PV	547865	08/21/24	500.00			AA	P	525281

G/L Account	Account Description		Do		G/L		Amount		Current Balance	P		
	Explanations		Ty	Document	Date	Co	Debit	Credit		LT	C	Batch
	DOUGLAS COUNTY HOUSING PARTNER		PV	547868	08/21/24		700.00			AA	P	525284
	DOUGLAS COUNTY HOUSING PARTNER		PV	547868	08/21/24		700.00			AA	P	525284
	LINCOLN POINTE LOFTS ONE LP		PV	547869	08/21/24		250.00			AA	P	525286
	CATHOLIC CHARITIES OF CENTRAL		PV	547337	08/12/24		200.00			AA	P	523536
	APEX MERIDIAN SOUTH LLC		PV	542955	08/12/24			1,806.00-		AA	P	511097
	CATHOLIC CHARITIES OF CENTRAL		PV	546880	08/02/24		700.00			AA	P	522054
	Period Total						4,650.00	1,806.00-	2,844.00			
	DOUGLAS COUNTY HOUSING PARTNER		PV	546619	07/29/24		700.00			AA	P	521262
	DOUGLAS COUNTY HOUSING PARTNER		PV	546556	07/26/24		1,400.00			AA	P	521015
	LITTLETON REAL ESTATE CO		PV	546557	07/26/24		700.00			AA	P	521017
	RESERVES AT CASTLE HIGHLANDS L		PV	546560	07/26/24		450.00			AA	P	521023
	LINCOLN POINTE LOFTS ONE LP		PV	546559	07/26/24		250.00			AA	P	521021
	APEX MERIDIAN EAST		PV	546558	07/26/24		800.00			AA	P	521019
	Period Total						4,300.00		4,300.00			
	DOUGLAS COUNTY HOUSING PARTNER		PV	544814	06/28/24		700.00			AA	P	516380
	DOUGLAS COUNTY HOUSING PARTNER		PV	544732	06/27/24		700.00			AA	P	516113
	MANNA RESOURCE CENTER		PV	544656	06/26/24		1,500.00			AA	P	515896
	RESERVES AT CASTLE HIGHLANDS L		PV	544206	06/20/24		450.00			AA	P	514970
	LITTLETON REAL ESTATE CO		PV	544207	06/20/24		700.00			AA	P	514972
	LINCOLN POINTE LOFTS ONE LP		PV	544208	06/20/24		500.00			AA	P	514973
	DOUGLAS COUNTY HOUSING PARTNER		PV	544209	06/20/24		700.00			AA	P	514974
	DOUGLAS COUNTY HOUSING PARTNER		PV	544044	06/14/24		700.00			AA	P	514405
	APEX MERIDIAN LLC (WEST)		PV	543640	06/10/24		1,622.83			AA	P	513368
	Period Total						7,572.83		7,572.83			
	LINCOLN POINTE LOFTS ONE LP		PV	542941	05/24/24		1,000.00			AA	P	511068
	LITTLETON REAL ESTATE CO		PV	542940	05/24/24		700.00			AA	P	511067
	DOUGLAS COUNTY HOUSING PARTNER		PV	542939	05/24/24		700.00			AA	P	511066
	DOUGLAS COUNTY HOUSING PARTNER		PV	542939	05/24/24		700.00			AA	P	511066
	APEX MERIDIAN SOUTH LLC		PV	542955	05/24/24		1,806.00			AA	P	511097
	APEX MERIDIAN EAST		PV	542942	05/24/24		1,000.00			AA	P	511069
	CATHOLIC CHARITIES OF CENTRAL		PV	541841	05/07/24		100.00			AA	P	507891
	Period Total						6,006.00		6,006.00			
	DOUGLAS COUNTY HOUSING PARTNER		PV	541250	04/25/24		700.00			AA	P	505992
	DOUGLAS COUNTY HOUSING PARTNER		PV	540699	04/11/24		500.00			AA	P	503972
	CATHOLIC CHARITIES OF CENTRAL		PV	540359	04/05/24		200.00			AA	P	502905
	Period Total						1,400.00		1,400.00			
	DOUGLAS COUNTY HOUSING PARTNER		PV	539829	03/28/24		700.00			AA	P	501401

G/L Account	Account Description		Do		G/L		Amount		Current Balance	P		
	Explanations		Ty	Document	Date	Co	Debit	Credit		LT	C	Batch
	DOUGLAS COUNTY HOUSING PARTNER		PV	539747	03/26/24		700.00			AA	P	501111
	CATHOLIC CHARITIES OF CENTRAL		PV	539752	03/26/24		700.00			AA	P	501117
	APEX MERIDIAN EAST		PV	539748	03/26/24		500.00			AA	P	501112
	LITTLETON REAL ESTATE CO		PV	539750	03/26/24		700.00			AA	P	501115
	LINCOLN POINTE LOFTS ONE LP		PV	539751	03/26/24		500.00			AA	P	501116
	CATHOLIC CHARITIES OF CENTRAL		PV	539099	03/13/24		200.00			AA	P	499371
	CATHOLIC CHARITIES OF CENTRAL		PV	538692	03/08/24		200.00			AA	P	498575
	Period Total						4,200.00		4,200.00			
	LITTLETON REAL ESTATE CO		PV	538051	02/23/24		700.00			AA	P	496078
	APEX MERIDIAN EAST		PV	538050	02/23/24		500.00			AA	P	496076
	LINCOLN POINTE LOFTS ONE LP		PV	538048	02/23/24		500.00			AA	P	496073
	RESERVES AT CASTLE HIGHLANDS L		PV	538052	02/23/24		700.00			AA	P	496080
	DOUGLAS COUNTY HOUSING PARTNER		PV	538057	02/23/24		700.00			AA	P	496086
	DOUGLAS COUNTY HOUSING PARTNER		PV	538057	02/23/24		700.00			AA	P	496086
	DOUGLAS COUNTY HOUSING PARTNER		PV	538057	02/23/24		700.00			AA	P	496086
	CATHOLIC CHARITIES OF CENTRAL		PV	538055	02/23/24		700.00			AA	P	496083
	APEX MERIDIAN EAST		PV	537320	02/08/24		850.03			AA	P	493726
	APEX MERIDIAN LLC		PV	536360	02/07/24			750.00-		AA	P	490392
	LITTLETON REAL ESTATE CO		PV	537027	02/02/24		700.00			AA	P	492743
	Period Total						6,750.03	750.00-	6,000.03			
	DOUGLAS COUNTY HOUSING PARTNER		PV	536436	01/23/24		700.00			AA	P	490652
	APEX MERIDIAN LLC		PV	536360	01/22/24		750.00			AA	P	490392
	RESERVES AT CASTLE HIGHLANDS L		PV	536359	01/22/24		700.00			AA	P	490390
	CATHOLIC CHARITIES OF CENTRAL		PV	536361	01/22/24		700.00			AA	P	490395
	DOUGLAS COUNTY HOUSING PARTNER		PV	536364	01/22/24		700.00			AA	P	490399
	DOUGLAS COUNTY HOUSING PARTNER		PV	536364	01/22/24		500.00			AA	P	490399
	DOUGLAS COUNTY HOUSING PARTNER		PV	536364	01/22/24		700.00			AA	P	490399
	LINCOLN POINTE LOFTS ONE LP		PV	536358	01/22/24		1,000.00			AA	P	490388
	Period Total						5,750.00		5,750.00			
	Account Total						40,628.86	2,556.00-	38,072.86			
861549.447500.00002024	OPS/CSBG PY 2024					00100						
	APEX MERIDIAN EAST		PV	553132	12/18/24			800.00-		AA	P	539867
	Period Total							800.00-	800.00-			
	LITTLETON REAL ESTATE CO		PV	553128	11/22/24		700.00			AA	P	539854
	DOUGLAS COUNTY HOUSING PARTNER		PV	553124	11/22/24		700.00			AA	P	539850
	DOUGLAS COUNTY HOUSING PARTNER		PV	553125	11/21/24		700.00			AA	P	539852
	CATHOLIC CHARITIES OF CENTRAL		PV	553130	11/21/24		700.00			AA	P	539862

G/L Account	Account Description Explanations	Do Ty	G/L Document	Date	Co	Amount Debit	Credit	Current Balance	P LT	C	Batch
	APEX MERIDIAN EAST	PV	553132	11/21/24		800.00			AA	P	539867
	COMPASS MERIDIAN LLC	PV	552043	11/01/24		1,490.00			AA	P	536798
	ECHO RIDGE APARTMENTS	PV	552093	11/01/24		3,147.87			AA	P	536953
	Period Total					8,237.87		8,237.87			
	DOUGLAS COUNTY HOUSING PARTNER	PV	551836	10/25/24		700.00			AA	P	536011
	CATHOLIC CHARITIES OF CENTRAL	PV	551816	10/25/24		700.00			AA	P	535925
	DOUGLAS COUNTY HOUSING PARTNER	PV	551830	10/25/24		700.00			AA	P	535977
	DOUGLAS COUNTY HOUSING PARTNER	PV	551818	10/25/24		700.00			AA	P	535931
	LITTLETON REAL ESTATE CO	PV	551817	10/25/24		700.00			AA	P	535930
	DOUGLAS COUNTY HOUSING PARTNER	PV	551269	10/14/24		700.00			AA	P	534118
	SHLP MEADOWS AT MERIDIAN LLC	PV	551180	10/11/24		5,243.42			AA	P	533803
	Period Total					9,443.42		9,443.42			
	DOUGLAS COUNTY HOUSING PARTNER	PV	549370	09/20/24		700.00			AA	P	530246
	LITTLETON REAL ESTATE CO	PV	549369	09/20/24		700.00			AA	P	530241
	CATHOLIC CHARITIES OF CENTRAL	PV	549415	09/20/24		700.00			AA	P	530381
	DOUGLAS COUNTY HOUSING PARTNER	PV	549371	09/20/24		700.00			AA	P	530248
	Period Total					2,800.00		2,800.00			
	Account Total					20,481.29	800.00-	19,681.29			
861549.447500.ESG02023	OPS/ESG 2023				00100						
	CATHOLIC CHARITIES OF CENTRAL	PV	556534	12/31/24		10.44			AA	P	547410
	MANNA RESOURCE CENTER	PV	555278	12/23/24		31.32			AA	P	544342
	MANNA RESOURCE CENTER	PV	555282	12/23/24		31.32			AA	P	544351
	MANNA RESOURCE CENTER	PV	555273	12/23/24		41.75			AA	P	544326
	MANNA RESOURCE CENTER	PV	555283	12/23/24		31.32			AA	P	544355
	APEX MERIDIAN LLC (WEST)	PV	553698	12/02/24		470.04			AA	P	540702
	Period Total					616.19		616.19			
	CATHOLIC CHARITIES OF CENTRAL	PV	554773	11/29/24		15.66			AA	P	542558
	SOUTH RANGE CROSSING APARTMENT	PV	553139	11/22/24		208.77			AA	P	539880
	CASTLE ROCK APARTMENTS II	PV	553159	11/22/24		395.47			AA	P	539928
	SOUTH RANGE CROSSING APARTMENT	PV	552323	11/05/24		149.12			AA	P	537342
	APEX MERIDIAN LLC (WEST)	PV	552088	11/01/24		470.04			AA	P	536937
	COPPER STEPPE APARTMENTS LLC	PV	552089	11/01/24		411.28			AA	P	536939
	Period Total					1,650.34		1,650.34			
	CATHOLIC CHARITIES OF CENTRAL	PV	553840	10/31/24		52.19			AA	P	541165
	RCLS FROM BU 802025 TO 861549	JE	235019	10/31/24		5,274.63			AA	P	536658
	RCLS FROM BU 802025 TO 861549	JE	234620	10/16/24		1,154.39			AA	P	534393
	RCLS FROM BU 802025 TO 861549	JE	234620	10/16/24		70.20			AA	P	534393

R09420	DOUGLAS COUNTY GOVERNMENT							04/08/25	14:00:53		
	G/L by Business Unit							Page	-	8	
								From Date	-	01/01/24	
								Thru Date	-	12/31/24	
G/L Account	Account Description Explanations	Do Ty	G/L Document	Date	Co	Amount Debit	Amount Credit	Current Balance	P LT	C	Batch
	ECHO RIDGE APARTMENTS	PV	551178	10/11/24		490.61			AA	P	533800
	CORE ELECTRIC COOPERATIVE	PV	551164	10/11/24		29.84			AA	P	533767
	XCEL ENERGY	PV	551132	10/11/24		158.13			AA	P	533677
	SOUTH RANGE CROSSING APARTMENT	PV	551026	10/10/24		1,761.99			AA	P	533394
	APEX MERIDIAN LLC (WEST)	PV	550897	10/08/24		470.04			AA	P	533070
	COPPER STEPPE APARTMENTS LLC	PV	550899	10/08/24		497.77			AA	P	533080
	COMPASS MERIDIAN LLC	PV	550548	10/01/24		2,241.72			AA	P	531867
	Period Total					12,201.51		12,201.51			
	RCLS ESG EXP TO 861549	JE	233429	08/31/24		1,546.70			AA	P	527374
	Period Total					1,546.70		1,546.70			
861549.447570	Account Total					16,014.74		16,014.74			
	Community Outreach				00100						
	J P MORGAN CHASE BANK	PV	537554	02/13/24		904.26			AA	P	494495
	Period Total					904.26		904.26			
861549.447570.00002023	Account Total					904.26		904.26			
	Comm Outreach/CSBG PY 2023				00100						
	09-2024 Pcard Reclass	JE	233646	09/12/24			99.99-		AA	P	528753
	Period Total						99.99-	99.99-			
	08-2024 PCARD RECLASS	JE	232794	08/05/24		109.00			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24			29.70-		AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		335.97			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		235.98			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		75.00			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		150.00			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		225.00			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		297.00			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		297.00			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		399.12			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		78.75			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		75.00			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		525.00			AA	P	523594
	08-2024 PCARD RECLASS	JE	232794	08/05/24		.99			AA	P	523594
	Period Total					2,803.81	29.70-	2,774.11			
	APEX MERIDIAN LLC (WEST)	PV	545448	07/09/24		1,619.33			AA	P	517970
	RESERVES AT CASTLE HIGHLANDS L	PV	544874	07/01/24		2,009.45			AA	P	516574

G/L Account	Account Description Explanations	Do Ty	G/L Document	Date	Co	Amount Debit	Credit	Current Balance	P LT	C	Batch
			Period Total			3,628.78		3,628.78			
	07-2024 PCARD RECLASS	JE	231813	06/30/24		491.30			AA	P	518529
	07-2024 PCARD RECLASS	JE	231813	06/30/24		297.00			AA	P	518529
	07-2024 PCARD RECLASS	JE	231813	06/30/24		693.00			AA	P	518529
	07-2024 PCARD RECLASS	JE	231813	06/30/24		311.85			AA	P	518529
	07-2024 PCARD RECLASS	JE	231813	06/30/24		311.85			AA	P	518529
	07-2024 PCARD RECLASS	JE	231813	06/30/24		629.93			AA	P	518529
	PARKER HILLTOP APARTMENTS LP	PV	544474	06/26/24		3,215.70			AA	P	515848
	06-2024 PCARD RECLASS	JE	231251	06/20/24		267.00			AA	P	515072
	06-2024 PCARD RECLASS	JE	231251	06/20/24		565.18			AA	P	515072
	06-2024 PCARD RECLASS	JE	231251	06/20/24		15.75			AA	P	515072
	06-2024 PCARD RECLASS	JE	231251	06/20/24		1,259.86			AA	P	515072
	06-2024 PCARD RECLASS	JE	231251	06/20/24		699.93			AA	P	515072
	06-2024 PCARD RECLASS	JE	231251	06/20/24		444.96			AA	P	515072
	06-2024 PCARD RECLASS	JE	231251	06/20/24		631.68			AA	P	515072
	FMF LITTLETON LLC	PV	543924	06/13/24		1,046.50			AA	P	514067
			Period Total			10,881.49		10,881.49			
	05-2024 PCARD RECLASS	JE	230264	05/14/24			225.00-		AA	P	508984
	05-2024 PCARD RECLASS	JE	230264	05/14/24			42.75-		AA	P	508984
	05-2024 PCARD RECLASS	JE	230264	05/14/24		107.91			AA	P	508984
	05-2024 PCARD RECLASS	JE	230264	05/14/24		517.68			AA	P	508984
	05-2024 PCARD RECLASS	JE	230264	05/14/24		755.37			AA	P	508984
	05-2024 PCARD RECLASS	JE	230264	05/14/24		635.16			AA	P	508984
	05-2024 PCARD RECLASS	JE	230264	05/14/24		647.46			AA	P	508984
			Period Total			2,663.58	267.75-	2,395.83			
	APRIL 2024 PCARD RECLASS	JE	229343	04/12/24		267.75			AA	P	504015
	APRIL 2024 PCARD RECLASS	JE	229343	04/12/24		267.75			AA	P	504015
	APRIL 2024 PCARD RECLASS	JE	229343	04/12/24			2,115.00-		AA	P	504015
	APRIL 2024 PCARD RECLASS	JE	229343	04/12/24			267.75-		AA	P	504015
	APRIL 2024 PCARD RECLASS	JE	229343	04/12/24			1,000.00-		AA	P	504015
	APRIL 2024 PCARD RECLASS	JE	229343	04/12/24			1,050.00-		AA	P	504015
			Period Total			535.50	4,432.75-	3,897.25-			
	J P MORGAN CHASE BANK	PV	539021	03/12/24		2,115.00			AA	P	499101
	J P MORGAN CHASE BANK	PV	539021	03/12/24		1,050.00			AA	P	499101
	J P MORGAN CHASE BANK	PV	539021	03/12/24			198.00-		AA	P	499101
			Period Total			3,165.00	198.00-	2,967.00			
	J P MORGAN CHASE BANK	PV	537554	02/13/24		348.07			AA	P	494495
	J P MORGAN CHASE BANK	PV	537554	02/13/24		1,498.26			AA	P	494495

G/L Account	Account Description Explanations	Do		G/L	Amount		Current	P		
		Ty	Document	Date	Co	Debit	Credit	Balance	LT	C Batch
	J P MORGAN CHASE BANK	PV	537554	02/13/24		1,000.00			AA	P 494495
	J P MORGAN CHASE BANK	PV	537554	02/13/24		396.00			AA	P 494495
			Period Total			3,242.33		3,242.33		
			Account Total			26,920.49	5,028.19-	21,892.30		
861549.447570.00002024	Comm Outreach/CSBG PY 2024				00100					
	09-2024 Pcard Reclass	JE	233646	09/12/24		948.00			AA	P 528753
	09-2024 Pcard Reclass	JE	233646	09/12/24		948.00			AA	P 528753
			Period Total			1,896.00		1,896.00		
			Account Total			1,896.00		1,896.00		
			Business Unit Total			128,226.34	129,026.34-	800.00-		
	Company Total	Posted				128,226.34	129,026.34-	800.00-		
		Unposted								
	Grand Total	Posted				128,226.34	129,026.34-	800.00-		
		Unposted								

Module 4, Section B

Print date: 2/14/2025

Program year: 2024

Employment Services

<u>Category</u>	<u>Item</u>	<u>Served</u>
Skills Training and Opportunities for Experience	Vocation Training	
Skills Training and Opportunities for Experience	On-the-Job and other Work Experience	
Skills Training and Opportunities for Experience	Youth Summer Work Placements	
Skills Training and Opportunities for Experience	Apprenticeship/Internship	
Skills Training and Opportunities for Experience	Self-Employment Skills Training	
Skills Training and Opportunities for Experience	Job Readiness Training	
Career Counseling	Workshops	
Career Counseling	Coaching	
Job Search	Coaching	
Job Search	Resume Development	
Job Search	Interview Skills Training	
Job Search	Job Referrals	
Job Search	Job Placements	
Job Search	Pre-employment Physicals, Background Checks, etc.	
Post Employment Supports	Coaching	
Post Employment Supports	Interactions with employers	
Employment Supplies	Employment Supplies	

Education and Cognitive Development Services

<u>Category</u>	<u>Item</u>	<u>Served</u>
Child/Young Adult Education Programs	Early Head Start	
Child/Young Adult Education Programs	Head Start	
Child/Young Adult Education Programs	Other Early-Childhood (0-5 yr. old) Education	
Child/Young Adult Education Programs	K-12 Education	
Child/Young Adult Education Programs	K-12 Support Services	
Child/Young Adult Education Programs	Financial Literacy Education	
Child/Young Adult Education Programs	Literacy/English Language Education	
Child/Young Adult Education Programs	College-Readiness Preparation/Support	
Child/Young Adult Education Programs	Other Post Secondary Preparation	
Child/Young Adult Education Programs	Other Post Secondary Support	

Education and Cognitive Development Services

<u>Category</u>	<u>Item</u>	<u>Served</u>
School Supplies	School Supplies	
Extra-Curricular Programs	Before and After School Activities	
Extra-Curricular Programs	Summer Youth Recreational Activities	
Extra-Curricular Programs	Summer Education Programs	
Extra-Curricular Programs	Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)	
Extra-Curricular Programs	Mentoring	
Extra-Curricular Programs	Leadership Training	
Adult Education Programs	Adult Literacy Classes	
Adult Education Programs	English Language Classes	
Adult Education Programs	Basic Education Classes	
Adult Education Programs	High School Equivalency Classes	
Adult Education Programs	Leadership Training	
Adult Education Programs	Parenting Supports (may be a part of the early childhood programs identified above)	
Adult Education Programs	Applied Technology Classes	
Adult Education Programs	Post-Secondary Education Preparation	
Adult Education Programs	Financial Literacy Education	
Post-Secondary Education Supports	College Applications, Textbooks, Computers, etc.	
Financial Aid Assistance	Scholarships	
Home Visits	Home Visits	

Income and Asset Building Services

<u>Category</u>	<u>Item</u>	<u>Served</u>
Training and Counseling Services	Financial Capability Skills Training	
Training and Counseling Services	Financial Coaching/Counseling	
Training and Counseling Services	Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	
Training and Counseling Services	First-Time Homebuyer Counseling	
Training and Counseling Services	Foreclosure Prevention Counseling	
Training and Counseling Services	Small Business Start-UP and Development Counseling Sessions/Classes	
Benefit Coordination and Advocacy	Child Support Payments	
Benefit Coordination and Advocacy	Health Insurance	
Benefit Coordination and Advocacy	Social Security/SSI Payments	
Benefit Coordination and Advocacy	Veterans Benefits	

Income and Asset Building Services

<u>Category</u>	<u>Item</u>	<u>Served</u>
Benefit Coordination and Advocacy	TANF Benefits	
Benefit Coordination and Advocacy	SNAP Benefits	
Asset Building	Savings Accounts/IDAs and Other Asset Building Accounts	
Asset Building	Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	
Asset Building	VITA, EITC, or Other Tax Preparation Programs	
Loans and Grants	Micro-Loans	
Loans and Grants	Business Incubator/Business Development Loans	
Loans and Grants	Direct Financial Assistance (CARES report only)	
Loans and Grants	Personal Protective Equipment (CARES report only)	
Loans and Grants	COVID Testing (CARES report only)	

Housing Services

<u>Category</u>	<u>Item</u>	<u>Served</u>
Housing Payment Assistance	Financial Capability Skills Training	
Housing Payment Assistance	Financial Coaching/Counseling	
Housing Payment Assistance	Rent Payments (Includes Emergency Rent Payments)	65
Housing Payment Assistance	Deposit Payments	
Housing Payment Assistance	Mortgage Payments (Includes Emergency Mortgage Payments)	
Eviction Prevention Services	Eviction Counseling	
Eviction Prevention Services	Landlord/Tenant Mediations	
Eviction Prevention Services	Landlord/Tenant Rights Education	
Utility Payment Assistance	Utility Payments (LIHEAP-Includes Emergency Utility Payments)	1
Utility Payment Assistance	Utility Deposits	
Utility Payment Assistance	Utility Arrears Payments	5
Utility Payment Assistance	Level Billing Assistance	
Housing Placement/Rapid Re-Housing	Temporary Housing Placement (includes Emergency Shelters)	199
Housing Placement/Rapid Re-Housing	Transitional Housing Placements	24
Housing Placement/Rapid Re-Housing	Permanent Housing Placements	11
Housing Placement/Rapid Re-Housing	Rental Counseling	
Housing Maintenance & Improvements	Home Repairs (e.g. structural, appliance, heating systems, etc.) (Including Emergency Home Repairs)	

Housing Services

<u>Category</u>	<u>Item</u>	<u>Served</u>
Weatherization Services	Independent-Living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	
Weatherization Services	Healthy Homes Services (e.g. reduction or elimination of lead, radon, carbon dioxide, and/or fire hazards or electrical issues, etc.)	
Weatherization Services	Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	

Health and Social/Behavioral Development

<u>Category</u>	<u>Item</u>	<u>Served</u>
Health Services, Screening, and Assessments	Immunizations	
Health Services, Screening, and Assessments	Physicals	
Health Services, Screening, and Assessments	Developmental Delay Screening	
Health Services, Screening, and Assessments	Vision Screening	
Health Services, Screening, and Assessments	Prescription Payments	
Health Services, Screening, and Assessments	Doctor Visit Payments	
Health Services, Screening, and Assessments	Maternal/Child Health	
Health Services, Screening, and Assessments	Nursing Care Sessions	
Health Services, Screening, and Assessments	In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	
Health Services, Screening, and Assessments	Health Insurance Options Counseling	
Reproductive Health Services	Coaching Sessions	
Reproductive Health Services	Family Planning Classes	
Reproductive Health Services	Contraceptives	
Reproductive Health Services	STI/HIV Prevention Counseling Sessions	
Reproductive Health Services	STI/HIV Screenings	
Wellness Education	Wellness Classes (stress reduction, medication management, mindfulness, etc.)	
Wellness Education	Exercise/Fitness	
Mental/Behavioral Health	Detoxification Sessions	
Mental/Behavioral Health	Substance Abuse Screenings	
Mental/Behavioral Health	Substance Abuse Counseling	
Mental/Behavioral Health	Mental Health Assessments	
Mental/Behavioral Health	Mental Health Counseling	
Mental/Behavioral Health	Crisis Response/Call-In Responses	
Mental/Behavioral Health	Domestic Violence Programs	
Support Groups	Substance Abuse Support Group Meetings	

Health and Social/Behavioral Development

<u>Category</u>	<u>Item</u>	<u>Served</u>
Support Groups	Domestic Violence Support Group Meetings	
Support Groups	Mental Health Support Group Meetings	
Dental Services, Screenings, and Exams	Adult Dental Screenings/Exams	
Dental Services, Screenings, and Exams	Adult Dental Services (including Emergency Dental Procedures)	
Dental Services, Screenings, and Exams	Child Dental Screenings/Exams	
Dental Services, Screenings, and Exams	Child Dental Services (including Emergency Dental Procedures)	
Nutrition and Food/Meals	Skills Classes (Gardening, Cooking, Nutrition)	
Nutrition and Food/Meals	Community Gardening Activities	
Nutrition and Food/Meals	Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	
Nutrition and Food/Meals	Prepared Meals	
Nutrition and Food/Meals	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	
Family Skills Development	Family Mentoring Sessions	
Family Skills Development	Life Skills Coaching Sessions	
Family Skills Development	Parenting Classes	
Emergency Hygiene Assistance	Kits/Boxes	
Emergency Hygiene Assistance	Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	

Services Supporting Multiple Domains

<u>Category</u>	<u>Item</u>	<u>Served</u>
Case Management	Case Management	398
Eligibility Determinations	Eligibility Determinations	
Referrals	Referrals	248
Transportation Services	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	175
Childcare	Child Care Subsidies	
Childcare	Child Care Payments	
Eldercare	Day Centers	
Identification Documents	Birth Certificate	
Identification Documents	Social Security Card	
Identification Documents	Drivers License	
Re-Entry Services	Criminal Record Expungements	

Services Supporting Multiple Domains

<u>Category</u>	<u>Item</u>	<u>Served</u>
Immigration Support Services	Immigration Support Services (Relocations, Food, Clothing)	
Legal Assistance (includes emergency legal assistance)	Legal Assistance	
Emergency Clothing Assistance	Emergency Clothing Assistance	
Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government)	Mediation/Customer Advocacy Interventions	

Civic Engagement and Community Involvement

<u>Category</u>	<u>Item</u>	<u>Served</u>
Civic Engagement and Community Involvement Services	Voter Education and Access	
Civic Engagement and Community Involvement Services	Leadership Training	
Civic Engagement and Community Involvement Services	Tri-Partite Board Membership	
Civic Engagement and Community Involvement Services	Citizenship Classes	
Civic Engagement and Community Involvement Services	Getting Ahead Classes	
Civic Engagement and Community Involvement Services	Volunteer Training	

2024-2026 CSBG COMMUNITY ACTION PLAN ROMA LOGIC MODEL - Douglas County
3-Year Community Model

Program: Douglas County Program Manager: Steven Dodrill Program Year : 2024-2026 Mission: Providing opportunities for Douglas County residents who are low-income or vulnerable to obtain and maintain self-sufficiency.							
Need	Service	Outcome	Outcome Indicator (2024-2026)	NPI	Measurement Tool	Data Source & Collection	Frequency & Reporting
Individuals and families who are at risk of homelessness lack the resources to sustain housing	Douglas County Cares Project	Individuals and families who are at risk of homelessness have the resources to sustain housing.	36 out of 60 (60%) maintain safe and affordable housing for 90 days	FNPI 4c	Housing verification forms	empowOR	Monthly
Low-income households need to obtain self-sufficiency	Douglas County Cares Project	Low-income households obtain self-sufficiency	50% of residents who complete program obtain a "stable" rating or higher on 80% of the CFSA 2.0 categories	FNPI 7z.1	CFSA 2.0 matrix above 80%	empowOR	Monthly
Agency needs to increase capacity to serve additional customers	Douglas County Cares Project	Agency has the capacity to serve additional customers	The number of partnerships the agency has entered into, demonstrated through signature of MOU, increases by 2 agencies	B5a Module 2, Section A: Linkages	MOUs	empowOR	On Instance
The community lacks the housing resources to support individuals and families experiencing homelessness	Homeless Initiative	The community has the housing resources to support individuals and families experiencing homelessness	541 out of 1456 (37%) provided housing resources in next three years	CNPI 4a, 4z1, 4z2	Housing verification forms, shelter log, hotel folio	HMIS	Monthly
Community needs an accessible located shelter to meet the needs of those experiencing homelessness	Homeless Initiative	Community has the shelter to meet the needs of those experiencing homelessness	20 out of 20 (100%) shelter beds created and maintained	CNPI 4c, 4d	Shelter log	HMIS	Monthly
Agencies need to improve tools that allow residents to identify, locate, and obtain needed resources in an efficient manner	Community of Care Network	Agencies have tools that allow residents to identify, locate, and obtain needed resources in an efficient manner	Online resource hub is available to residents by July 2025	Module 2, Section A: Data Management. FNPI 7a	URL, Partner list	NA	NA
Local agencies lack adequate training resources to support the personal financial health of residents	Community of Care Network	Local agencies have adequate training to support the personal financial health of residents	Year 1, tool and training resource identified. Year 2 tool and training offered to local agencies. 8 agencies participate in training and implement tool.	Agency Capacity Building	Number of certified staff and volunteers	Excel	NA
Agencies need to equip staff and volunteers to provide high quality, trauma informed care	Community of Care Network	Agencies have equipped staff and volunteers to provide high quality, trauma informed care.	10 case managers complete CFSA 2.0 training and 20 case managers complete Integral Care training	Agency Capacity Building	Number of certified staff and volunteers	Excel	On Instance
Community needs to increase ability to provide integrated services through strong partnerships	Community of Care Network	Partnerships are increased among community partners that serve low-income residents	15% COCN increase	Module 2, Section B: E, 1-12	Attendance Logs	Excel	Monthly

2024-2026 CSBG STRATEGIC PLAN - Douglas County

Program: Strategic Plan Program Manager: Steven Dodrill Program Year : 2024 Vision: Low-income residents are able to become more self-sufficient through efficient, effective and integrated care, delivered through strong partnerships.							
Need	Service	Outcome	Outcome Indicator (2018)	NPI	Measurement Tool	Data Source & Collection	Frequency & Reporting
Increase ability to provide integrated services through strong partnerships	Linkages	Has increased the number of partnerships					
		Increased participation in Network meetings	15% increase	Module 2, Section B.5a-I	Attendance roll	Outlook/Meeting Attendance	Monthly
		Additional strategic partners	2 new partners	Module 2, Section B.5a-I	MOUs	MOU	On instance
Increase leveraged funds	Linkages	Has increased leveraged funding	Increase by 10%	Module 2, Section C: F,2	Leveraging worksheet	Leveraging worksheet	Yearly
Provide high quality of service to residents	Agency capacity building	Has delivers quality services to residents		Module 2, Section A.4			Yearly
		Outcome achievement	80%-120% of target		Annual report	empowOR	
		Training opportunities provided	6 training opportunities provided		Training sign in sheets		
Create a hub which communicates available resources and services to vulnerable residents	Linkages	Has online community information hub	1 unit provided (100%)		URL		On Instance
Improve data reporting and integration tools available to partners	Agency capacity building	Has improved data reporting and integrated tools available to partners	HMIS integrated with empwOR	Module 2, Section A.4	empowOR	empowOR	Yearly
			2 new data reports created				
On demand empowOR training	Agency capacity building	Has on demand empowOR training	1 on demand training video created	Module 2, Section A.4	URL	URL	On Instance
Improve processes that increase efficiency and maximize staff capacity	Agency capacity building	Staff has efficient processes that maximize capacity	Staff has streamlined at least one process	Module 2, Section A.2i			On Instance

2024 Leveraged Funds Worksheet

D. TOTAL PROJECT ESTIMATE	\$ 2,525,684.98
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HEART February 2025

New Clients



24

Total Referrals

162

Clients Exited



34

Business Engagements



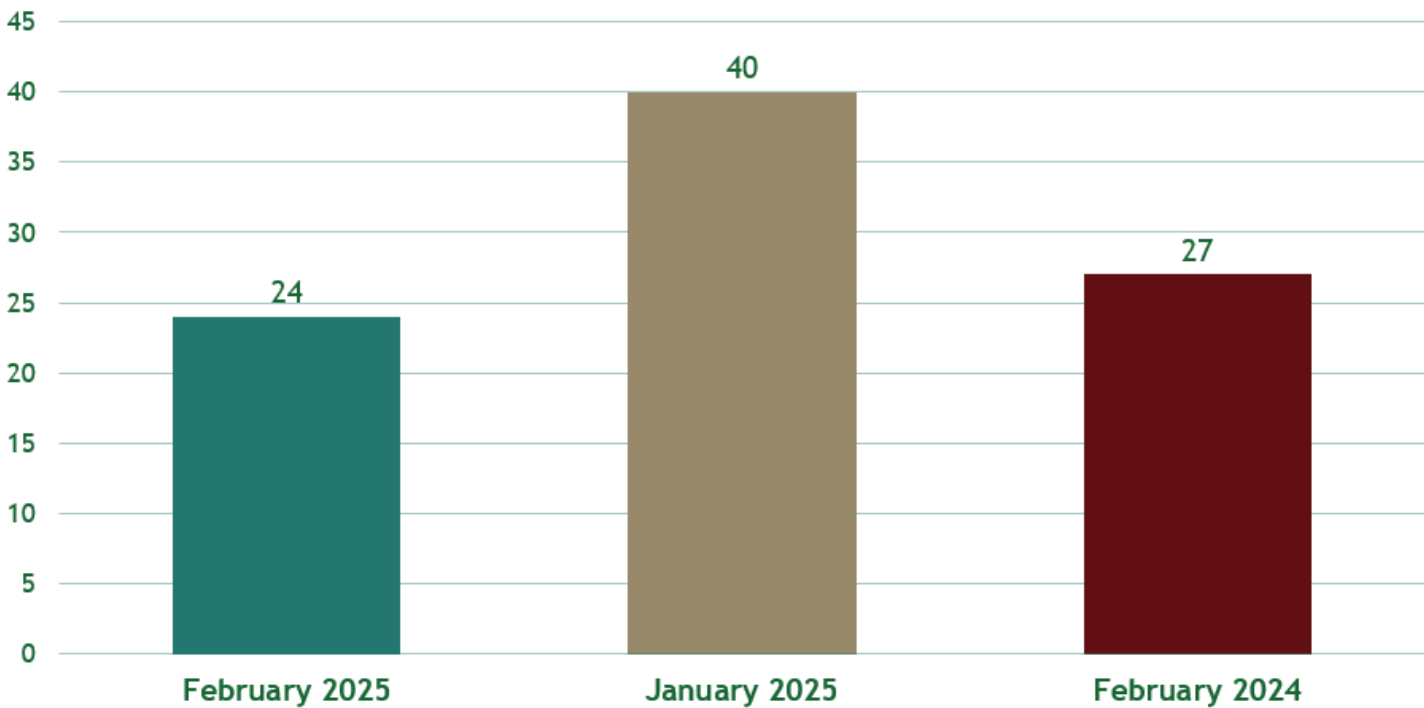
14



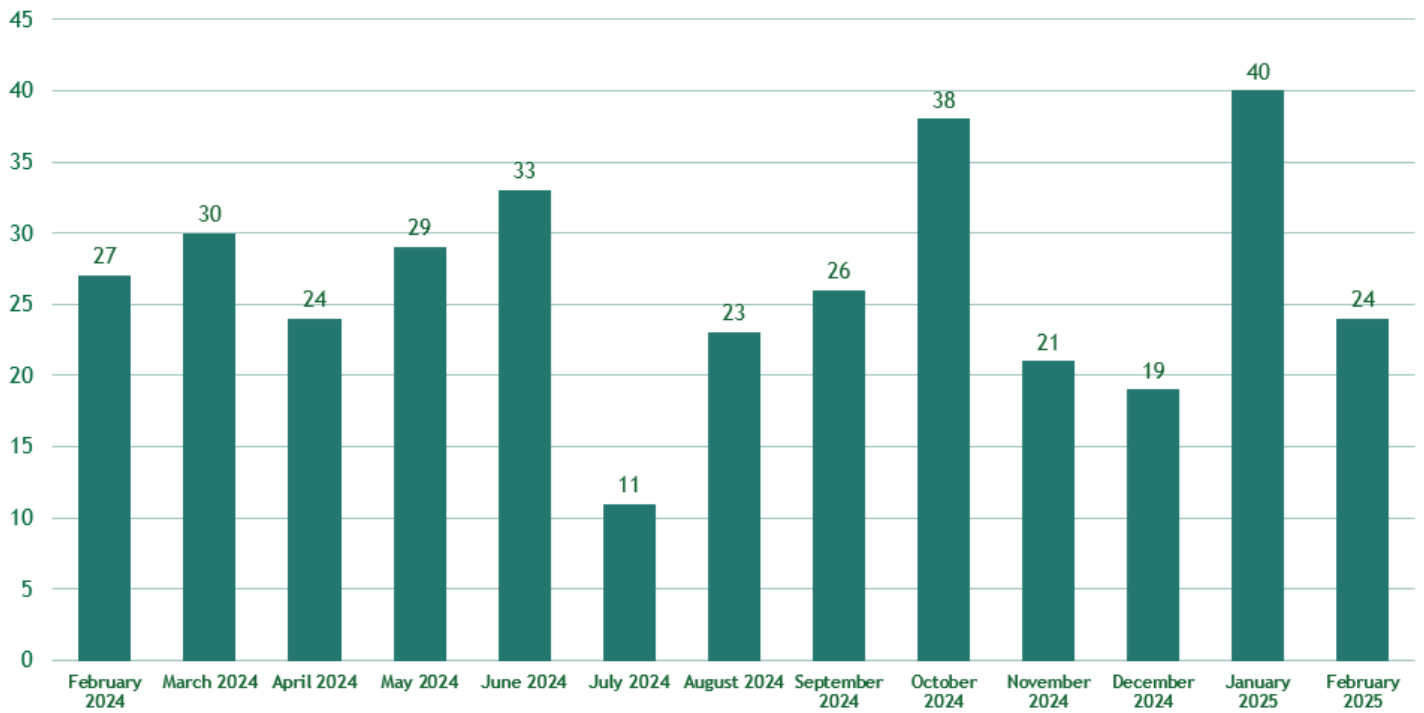
HEART Activity

- Presentation for Douglas County Economic Development Corporation

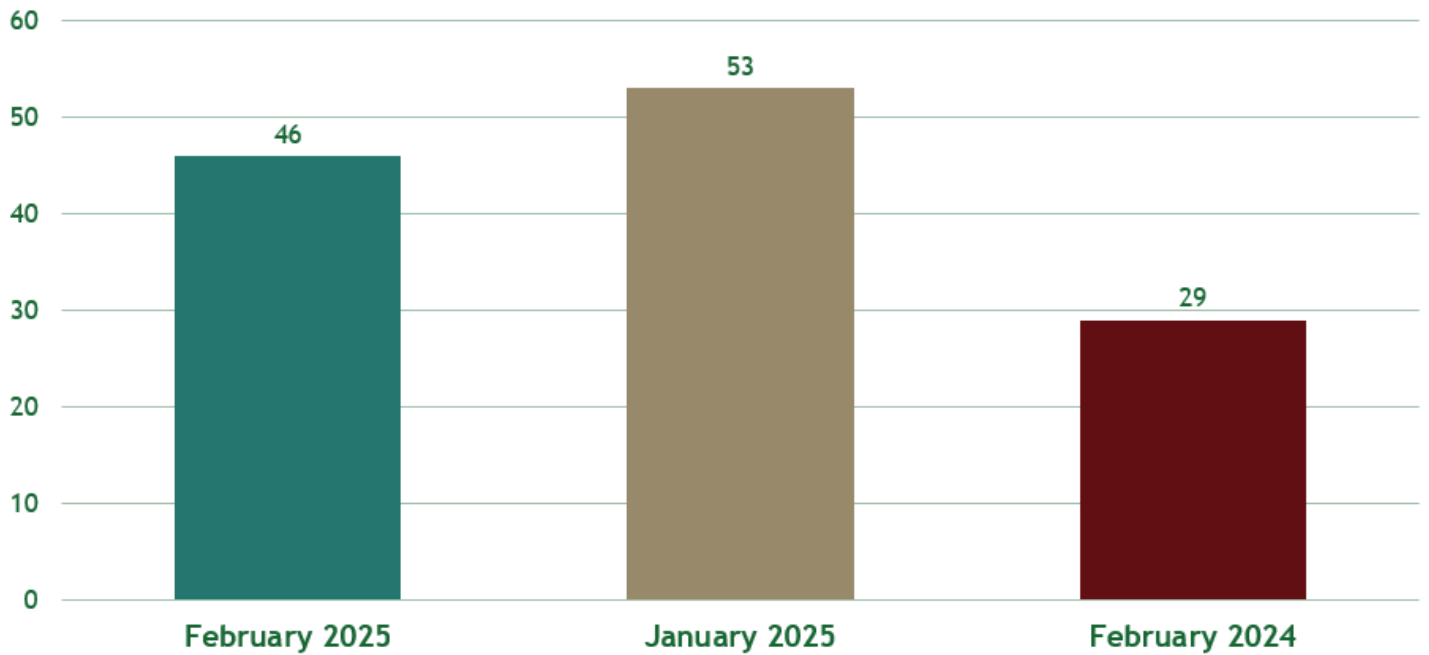
New Enrollments



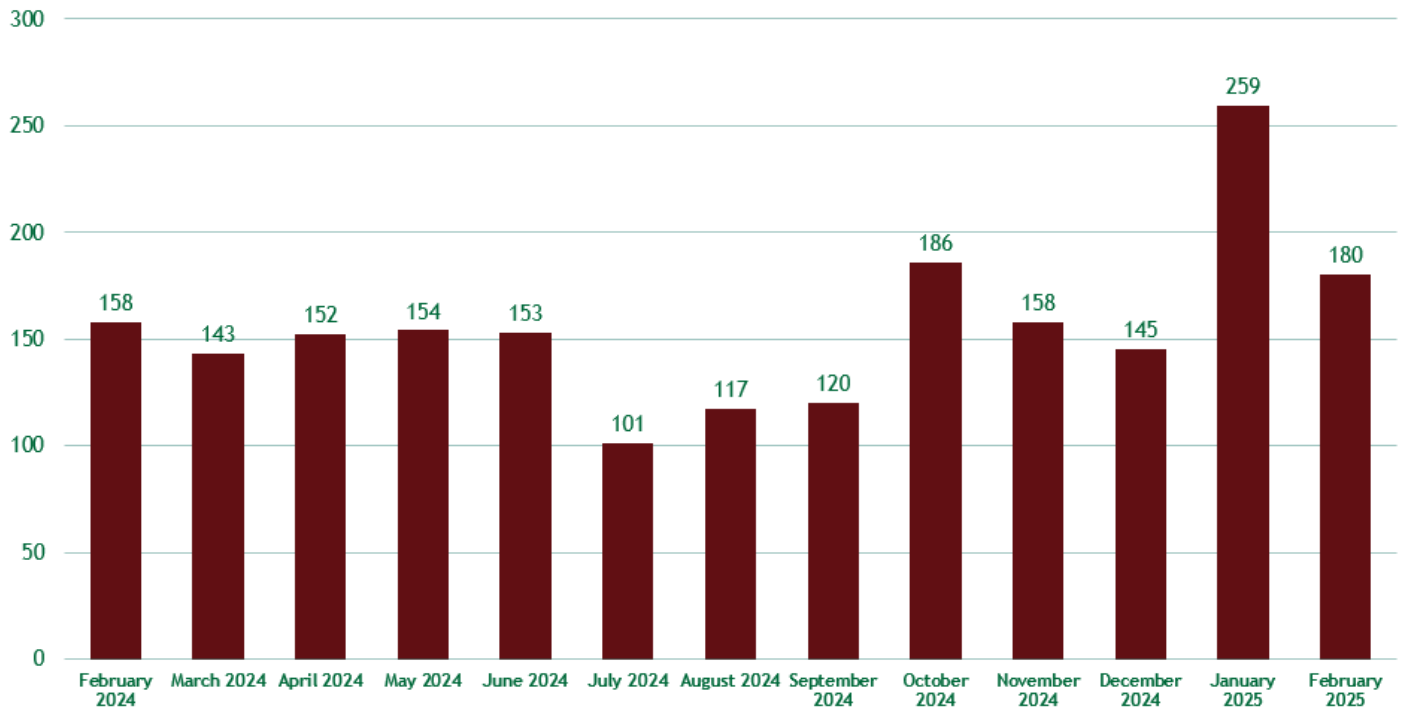
HEART Enrollments 12-Months



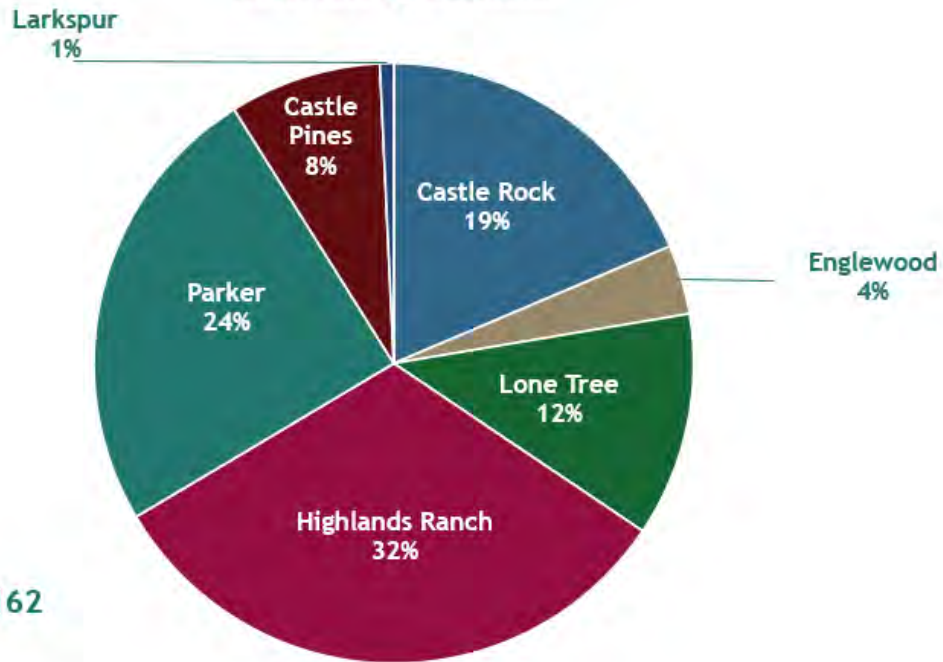
Households Receiving One or More Service



HEART Services 12-Months

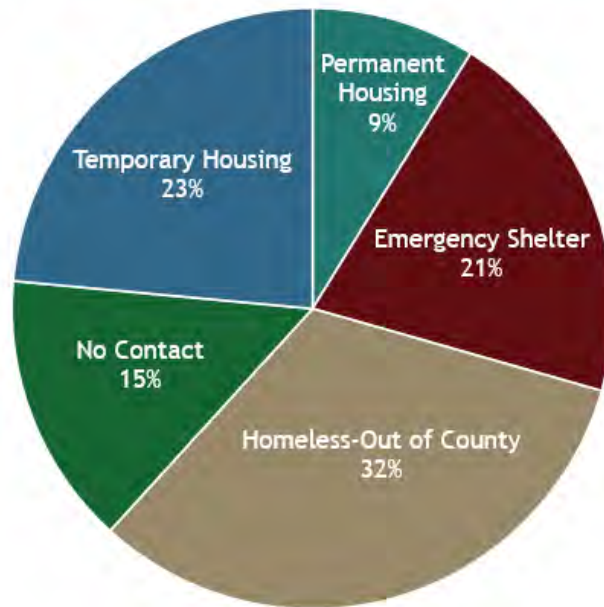


Referrals by Location



Total Referrals: 162

February 2025 Exit Outcomes-34 Clients



Success Story:

HEART Navigator Katie Millis received a call on the HEART hotline from a concerned citizen about a person who appeared to be homeless and hitchhiking along Interstate 25 in Castle Rock. Katie, along with Douglas County Sheriff's Deputy, Nick Hassman, helped move the individual to a safer location to discuss available assistance. The individual wished to return to New Mexico, where they had family support, but had become stranded after attending a court hearing. Katie was able to secure a hotel voucher for the night along with a bus ticket to New Mexico for the following day. The individual safely arrived in New Mexico and has since reconnected with family.

 An official website of the United States government [Here's how you know](#)

CSBG IM #82 Tripartite Boards

Listen

Publication Date: June 12, 2012 **Current as of:** May 28, 2019

Transmittal No. 82 **Date: March 23, 2005**

TO: State Community Services Block Grant Program Directors, Community Services Block Grant State Association Directors and Community Services Block Grant Eligible Entities

SUBJECT: Tripartite Boards

PURPOSE: This Information Memorandum addresses a number of policy questions that have arisen in recent years concerning the composition, role, and responsibilities of local community action agency tripartite boards. In addition, the Memorandum describes steps that may be taken by State CSBG lead agencies and State Community Action Associations to promote the continued viability and effectiveness of eligible entities through appropriately constituted and well-functioning tripartite boards.

This Information Memorandum is not intended to be definitive or binding on State or local agencies, but to serve as a guide on key issues.

BACKGROUND: Since 1968, local community action agencies have been required to have tripartite governing boards to gain and retain designation as eligible entities and to receive CSBG funding. Effective tripartite boards reflect and promote the unique anti-poverty leadership, action, and mobilization responsibilities assigned by law to community action agencies. Boards are responsible for assuring that agencies continue to assess and respond to the causes and conditions of poverty in their community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.

The nature of poverty and our nation's response to it continues to evolve. Many community action agencies are in the process of passing the baton to a new generation of leaders. This Information Memorandum restates and amplifies how tripartite boards help preserve community

action focus, effectiveness, and accountability in these changing times.

Questions and Responses

The following questions and OCS responses convey important information about the roles and responsibilities of tripartite boards as required by statute and suggestions on how State CSBG authorities, State community action associations, and local agency officials can help assure that boards function effectively.

Question 1 - What does the law require?

Roles and Responsibilities of Tripartite Boards

Sections 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations 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."

Board Composition

•Low-Income Individuals and Families

For private nonprofit entities, a minimum of one-third of tripartite board membership must be democratically selected representatives of low-income individuals and families who reside in the geographic area being served by the agency.

For public organizations, such as city, county, or town governments, the law also requires that a minimum of one-third of tripartite board membership be comprised of representatives of low income individuals and families who reside in areas served. The statute allows public organizations to utilize State-specified mechanisms other than tripartite boards that "assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs..."

OCS does not recommend including in this community representation category for either public or private agency boards individuals who provide services or supports to low-income residents but who are neither low-income or residents of the agency's service area. Such individuals may qualify for board membership as representatives of another board category -- "major groups or interests in the community."

- Elected Officials or Their Representatives

One-third must be elected officials, holding office at their time of selection, or their representatives. If a sufficient number of elected officials or their representatives are not available to serve, appointive public officials or their representatives may take the place of elected officials.

- Major Groups and Interests in the Community Served

The remaining board members must be chosen from "business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served."

Question 2 - Who appoints members to a tripartite board?

The law states that members of tripartite boards "shall be selected by the entity" in accord with the conditions described above. States must assure that local agencies comply with Federal statute and any applicable State statutes, and that the bylaws of tripartite boards reflect and advance statutory requirements.

Question 3 - Are term limits permissible?

The CSBG statute is silent on term limits. However, many CAAs find term limits helpful to keep boards revitalized and current. Community action agencies may impose such limits through their own bylaws if they wish.

To achieve the purposes intended by statute for each of the three components of agency boards, State and local agencies are encouraged to consider the following term limit considerations:

Representatives of Low-Income Individuals and Families

The statute requires that representatives of low-income individuals and families be "chosen in accordance with democratic selection procedures." The implicit intent of this requirement is to insure that those who *currently* live in areas served by the agency are represented so that they have a strong voice in agency governance and direction and are able to convey to those they represent the presence and significance of community action in their lives. And, because some programs within community action agencies, especially Head Start, also require

governance involving families being served, overall agency coordination and communications across programs are further enhanced when a few (one or two) members of Head Start Policy Councils serve on agency tripartite boards. The Head Start regulations require that the Policy Council and the Board cannot have *identical membership*, so this must be observed.

Every effort should be made by eligible entities to assure that board members representing low-income individuals and families:

- Have been selected on the basis of some form of democratic procedure either directly through election, public forum, or, if not possible, through a similar democratic process such as election to a position of responsibility in another significant service or community organization such as a school PTA, a faith-based organization leadership group; or an advisory board/governing council to another low-income service provider;
- Are truly representative of *current* residents of the geographic area to be served, including racial and ethnic composition, as determined by periodic selection or reselection by the community. Being *current* should be based on the recent or annual demographics changes as documented in the needs/ community assessment. This does not preclude extended service of low-income community representatives on boards, but does suggest that continued board participation of longer term members be revalidated from and kept current through some form of democratic process and the assessment of community changes. Ultimately, it is the responsibility of the State to assure that agencies uphold both the letter and intent of the law governing appointment of low-income community representatives to tripartite boards. Particular attention should be paid to the two conditions described above.

Elected Public Officials or their Representatives

The overarching purposes for having elected officials serve on tripartite boards are to encourage awareness of poverty needs within the community and action by local governments, and to foster close coordination and partnership between public agencies and the eligible entities. State CSBG lead agencies, State community action associations, and local agency officials should ensure that the nature and number of public officials serving on each agency board supports and promotes these goals. The statute requires that elected public officials must be "holding office on the date of selection" to a tripartite board. The statute does not identify which public officials ought to serve on the tripartite board. The statute allows public officials (elected, or if necessary, appointed) to name someone to represent them on the board. Again, while the statute does not set term limits for this category of board membership, the spirit of the law, that local governments participate in agency oversight and governance, suggests that:

- Elected officials serve on boards in this capacity only while they are in office.

Similarly, individuals designed by elected or appointed officials to represent them on boards serve only while their principals are in office or are re-designated by those in office. Agencies are responsible for making sure that this category of board membership remains current through such procedures as prompt notification of newly elected or currently elected public officials of the opportunity for board service or representation, and timely replacement of board members (or their representatives) who no longer hold public office.

Local agencies that wish to extend the board service of either formerly elected officials or their representatives may chose to appoint them as representatives of "major groups and interests in the community."

Representatives of Major Groups and Interests in the Community

While the statute does not set term limits for these board members, their role is to reflect and involve key interests and resources within the community to guide agency actions and outcomes. For this category, agencies should strive to assure that:

- Groups and interests with current influence or resources deemed critical to the success of the agency are represented.
- Members are empowered by their organizations to participate in board activities and play a role in agency outcomes.

Question 4 - What does "fully participate in the development, planning, implementation, and evaluation of the program" mean?

Tripartite boards are responsible for oversight and governance of community action agencies:

Development

As the designated anti-poverty-agencies within their community, both public and private eligible entities are required to conduct periodic needs assessments of the causes and conditions of poverty within their service area and to decide what role, or mission, the agency will assume relative to other community organizations and resources, in addressing those needs.

Tripartite boards are key players in the developmental processes described above:

- Needs Assessment -- Board members, especially those that live in communities to be served and that represent low-income people, ought to be a primary source of information and insight concerning the conditions in their neighborhoods. Representatives of low-income families can

help fashion agency outreach and communication strategies, on an ongoing basis, to assure that agency staff and programs are responsive to changing community needs and conditions. Board members that represent elected officials, and other community groups and interests, all bring critical information and perspective to the needs assessment process. Elected officials or their representatives can commission or make available government-sponsored studies of local economic, social, educational, and key conditions that affect poverty. Business, labor, religious, and other community group representatives offer similar information from the private sector and access to short-term and longer-range service and resource assessments and/or development plans that may impact the nature or extent of poverty in the community.

- **Clarifying Agency Mission** -- The way each community action agency perceives its role, or mission, is central to what they do and how they assess their effectiveness. Tripartite boards, if correctly constituted, provide an agency with a broadly-based, in-house, panel of "experts" on most aspects of community need, resources, and opportunities. Their expertise should help inform agency leadership and staff concerning the role(s) community action should and could play to reduce poverty vis-a.-vis other public and private programs and initiatives. Creating or reviewing mission statements can provide a focus for collaborative strategic planning among board members and agency leadership and staff, and a foundation for meaningful board oversight of agency operations and effectiveness.

Planning

Tripartite boards are important participants in agency annual and longer-range planning activities. Specifically, individual members of the board, and the board as a whole, ought to contribute to, and benefit from, various aspects of program planning:

- **Long-range Strategic Planning**- For those CSBG entities that are 501(c)(3) non-profit agencies, tripartite boards are ultimately responsible for the overall direction, conduct, and effectiveness of agency programs and activities. Public agency boards are "advisory" and are intended to guide public officials that manage their agencies, both elected and appointed, with information and advice on how to reduce poverty within the geographic area being served. As such, participation of boards is essential in strategic planning discussions of how the mission of the agency is to be accomplished through its programs and activities, and how the agency will determine what constitutes its "success." Tripartite boards should be encouraged to help the agency: a) identify broad goals and results it hopes to achieve through its work among low-income individuals and families, and within the community being served; b) mobilize and array programs and activities, both within and outside the agency, to achieve those goals and results; and c) establish and maintain procedures for gathering and presenting information on goals and results for agency and board use.

- Annual Planning - Tripartite boards of both public and private entities should participate in the identification of what the agency hopes to accomplish each year and to help the agency establish specific performance expectations, in terms of both the nature and number of improvements to be achieved among low-income people and within the community, to guide agency programs and activities. Milestones, or intermediate steps toward achieving the ultimate results, ought to be identified by agency staff so that board members will be able to track progress throughout the year. In addition, boards are encouraged to identify possible ways to strengthen agency operations, including needed staff or facility enhancements, and to identify specific results it expects to be achieved. Boards may choose to utilize annual agency performance expectations, or anticipated program results, as important components of annual performance plans and compensation agreements they negotiate with the agency's executive director and other key staff.

Implementation

Because members of tripartite boards have "fiduciary" responsibility for the overall operation of private, non-profit community action agencies and statutorily described "advisory" responsibilities in public agencies, members are expected to carry out their duties as any "reasonably prudent person" would do. At a minimum, CAPLAW suggests that this would require:

1. Regular attendance at board and committee meetings;
2. Thorough familiarity with core agency information, such as the agency's bylaws, articles of incorporation, sources of funding, agency goals and programs, Federal and State CSBG statutes;
3. Careful review of materials provided to board members;
4. Decision-making based on sufficient information;
5. Ensuring that proper fiscal systems and controls, as well as a legal compliance system, are in place; and
6. Knowledge of all major actions taken by the agency.

Two aspects of the requirements described by CAPLAW above warrant further discussion —board oversight of agency programs and board oversight of fiscal controls:

- Agency Program Implementation - Boards are encouraged to stay informed of agency programs and activities throughout the year, and to receive periodic reports from agency staff that focus on progress toward achieving milestones and ultimate results among clients and

communities being served. Timely board awareness of program implementation progress allows for possible reassessment of performance expectations or program realignments should the need arise.

Board members are also encouraged to help the agency establish and maintain working relationships, or partnerships, with other public and private agencies and programs in the community that can help achieve community action results. For example:

1. Members that are either elected officials or that represent elected officials may identify public resources and programs that could contribute to client or community outcomes and facilitate communication and coordination between the community action agency and the public program;
2. Members that represent critical community interests, such as commercial or financial institutions, may help identify possible sources of support for the agency's low-income clients, including employment opportunities, asset formation assistance, or access to other financial services;
3. All members of the tripartite board may be enlisted in an agency's advocacy efforts to increase or preserve needed services and programs in the community that support greater self-sufficiency among low-income families.

- Fiscal Controls - Because tripartite boards of private, non-profit agencies are ultimately

responsible for assuring that agency funds are spent and accounted for in accord with all applicable Federal, State, and local statutes and regulations, boards must make sure that fiscal controls and procedures are put in place and maintained by the agency that provide for:

1. Trained and qualified staff to manage fiscal accounts and records of the agency on a day-to-day basis;
2. Commonly accepted financial procedures for transactions, recordkeeping, and reporting such as those required by the CSBG Act, Part 74 of the Code of Federal Regulations, and OMB Circular 133;
3. Frequent reports to the board by agency fiscal staff on overall agency fiscal status, procedures, practices, and transactions;
4. Required board review and prior approval of all "substantial" agency fiscal

transactions or commitments, as defined by statute or agency bylaws; and

5. Audits and audit reports to the board by a CPA firm independent of board member or agency staff association.

Evaluation

As indicated, tripartite boards of both public and private agencies are encouraged to focus their attention on results in all phases of agency program activity, including program development, planning, implementation, and especially evaluation. Boards should request, and be provided with, information concerning actual changes or improvements that have occurred among clients and community as a result of agency assistance. To determine the relative "success" of the agency, its staff and programs, boards may compare the nature and level of these outcomes with performance expectations, or targets, which were developed during the agency's planning cycle.

Outcome or performance-focused information from one year can inform and strengthen program planning by the agency and its board in subsequent years.

Question 5 - What kind of training should board members receive?

Board members need to be trained to carry out both the legal, or fiduciary, aspects of their service and their leadership responsibilities to help guide the agency toward "success."

At a minimum, it is recommended that board training cover the following topics:

• Fiduciary Responsibilities

1. Orientation to statutory and regulatory requirements (CSBG Act, other Federal, State or local statutes and regulations, including non-profit board requirements;
2. Agency articles of incorporation, bylaws, etc.
3. Overview of Board functioning - appointment, representation, meetings, committees, conflict of interest policy, relationship to executive director and staff, etc.
4. Role and Responsibilities of the Executive Director
5. Role and Responsibilities of the Board regarding the employment, retention, and compensation of the Executive Director and key agency staff

6. Overview of agency administration and financial management policies and procedures - oversight role and responsibilities of the board
7. Orientation to, and how to oversee, agency mission, long-range and annual plans
8. Orientation to, and how to oversee, agency programs and services
9. Orientation to, and how to oversee, agency evaluation and reporting policies and procedures - role of the board in program and personnel performance evaluation.

• **Agency Leadership - Board Roles and Responsibilities**

Results Oriented Management

1. Agency Development -
 - o Needs Assessment-
 - o Agency Mission determination -
2. Agency Planning
 - o Strategic Long-Range Planning
 - o Annual Planning - performance expectations and targets
 - o Forming Partnerships with other resources in the community
3. Program Implementation -
 - o Tracking of Milestones, interim performance results and reports
 - o Making mid-course corrections to improve performance

Results Oriented Accountability

4. Evaluation - (Results Oriented Accountability)
 - o Result-Focused Evaluation - clients and community
 - o Results-Focused Evaluation - agency and staff
 - o Using Information for Planning
 - o Using Information for Additional Funding and Advocacy

Note: In rural areas or where transportation is challenging, teleconference calls and other technological devices have assisted board communication.

Question 6 - What constitutes "conflicts of loyalty or interest" among board members and how best should they be avoided.

Individuals serve on tripartite boards first and foremost to advance the interests of the agency, its clients, and the community. They do not serve to advance their own interests and have a "duty of loyalty" to the agency. But, the very nature of the tripartite board, which calls for the representation of, and expected outreach to, various sectors of the community, creates possible situations in which distinctions of "loyalty" or "interest" need to be kept very clear and unambiguous.

To safeguard against situations in which the loyalty, interest, or intent, of board member action may be questionable, the following minimum conflict of interest practices are recommended:

- **Have a clear, written policy**

Each agency should have a clear, written policy concerning conflicts of loyalty or interest among board members and agency staff that describes in detail:

1. Full disclosure of financial interest requirements for all board members and staff;
2. Conditions and procedural requirements for board member and/or staff withdrawal from any action for which a real or potential conflict of interest might exist;
3. "Transparency" and full record keeping of all board or agency financial decisions or actions and the parties involved in the decisions or actions;
4. Policies and procedures for selective (i.e. meet a certain threshold of expenditure or financial commitment) "independent" prior review of actions or decisions that may pose potential conflict of interest issues.

- **Avoid situations that advantage board member interests or the appearance of advantage**

As indicated, the very nature of tripartite representation on boards creates potential conflict of loyalty or interest situations in which board members help the agency establish linkages with public and private community resources and services. Often, this outreach may result in financial arrangements or contracts involving expenditure of agency funds. In addition, board members have "inside" knowledge of agency activities and operations, including current and future employment opportunities within the agency. To avoid situations in which a conflict of interest or loyalty would occur, or the appearance of such a conflict, the following is recommended:

1. Competitive bidding procedures should be used for large financial transaction situations in which a board member or agency staff member has an interest in, or relationship to, one or more providers of the needed goods or services. If such a potential is unclear, the agency and its board should refer the issue to a pre-identified "independent" conflict of interest consultant or group for a determination. For smaller transactions that may involve board or staff member interests, a process involving collection of comparable quotes, prices, or salaries may suffice.
2. If, after a competitive process, a provider with ties to a board member(s) or staff is selected to enter into a financial arrangement with the agency, the affected board member(s) and staff must disassociate themselves from participating in any decisions regarding the conduct of the financial relationship. Neither board member(s) nor staff may benefit personally, in any way, from the financial relationship between the agency and the provider with which they have a connection.
3. Board membership should not be used as a "stepping stone" to agency employment. Board members should not seek or receive employment from the agency in any part- time or full time capacity during their service on the board. Board members wishing to be considered for employment ought to resign their position and wait a reasonable period of time before applying for a paid position within the agency. This waiting period is recommended to avoid both the actuality and appearance of undue advantage board membership affords in the hiring of agency management and staff.
4. Board members and their families should not enjoy any financial gain from their position, including receipt of salary, goods or special services for their board participation. Board members may be reimbursed for expenses associated with board service, such as incidental costs of supplies, or mileage, per diem, and lodging expenses incurred while attending out of town conferences or training approved by the entire board.
5. Agencies and boards should err on the side of caution in all matters that might create or appear to be a conflict of interest. They should use the proverbial "smell test" in all potentially questionable conflict of interest situations and call upon independent, outside counsel, both legal and ethical, to screen plans before action.

It should be noted that board members, especially those that represent low-income individuals or families, are not excluded from being clients of the agency and receiving program services for which they are eligible. These board members should not receive preferential treatment in the nature or timing of such services.

Question 7- What is the best relationship between a tripartite board and the agency executive director?

The best relationship between a tripartite board and the agency executive director is one that advances the work of the agency in achieving results, or improvements, in the lives of low-income people and the community in which they live.

That said, there are organizational and functional issues that have prompted this question from a number of locations around the country over the past few years. While situations vary from agency to agency, and community to community, the following general principles are offered to promote strong, focused, and effective working relationships between tripartite boards and agency executive directors:

- **Boards Establish Policy, Executive Directors Execute Policy**

Tripartite boards are responsible for establishing and approving policies that govern all aspects of agency operations, including agency and board bylaws, administrative and fiscal control policies, and personnel policies. Executive directors are responsible to assuring that the board established policies are carried out by the agency, and for providing information to the board on the execution of its policies as requested by the board. In many agencies, boards work with the executive director and agency staff collaboratively to develop agency policies and procedures, but the ultimate responsibility for promulgating such policies remains with the board.

- **Boards Set Agency Mission, Executive Directors Accomplish Agency Mission**

Boards are responsible for determining the overall mission, or direction, of the agency taking into account the needs of the community and the relative anti-poverty role played by the agency vis-à-vis other programs and resources in the community. Executive directors are responsible for providing the necessary information and assistance to the board that will help them determine the overall mission or direction of the agency, and for organizing the agency's programs and services in such a way that will best accomplish the mission. Again, in many communities, boards and executive directors (and agency staff) work collaboratively to both set the agency's mission and organize programs and services toward that end.

- **Boards Set Performance Targets, Executive Directors Guide Work to Achieve Targets**

Ideally, tripartite boards will officially approve annual performance targets, or outcomes they expect the agency to achieve among low-income families and the community. In most cases, these performance targets will be in the form of recommendations from the agency's executive director developed ideally in concert with the board, agency staff, and key community partners. How the agency organizes and operates services and programs to achieve these board-approved performance targets is the responsibility of the executive director and the staff of the agency. Boards, therefore, should not routinely be involved in the day-to-day manner in which services are provided, but should pay particular attention to following the consequences, or results of agency programs as they unfold and are reported throughout the year.

- **Boards and Executive Directors Evaluate Agency Performance, Both are Accountable**

Based on reports of results generated by the agency, boards are ultimately responsible for deciding whether or not the agency and the executive director have been "successful" in accomplishing the mission of the agency. Boards are encouraged to focus on client and community results as a major factor in evaluating the work of the agency, its executive director, and staff. Indeed, such results may point to institutional needs, such as staff enhancement and training or program revisions, which may improve performance in subsequent years.

- **Boards Supervise Directly Only One Employee - the Executive Director**

One of the most important concepts conveyed by agencies that have well-functioning relationships between their tripartite board and executive director is, "Boards supervise directly only one employee - the Executive Director."

This concept embodies the notion that board and agency staff functions are indeed separate, but they are joined through the relationship between the board and the one person they must hold accountable for the work of everyone else -- the executive director. This clearly means the boards must hold the executive director responsible for the activities of the agency. The board should appraise the executive director's performance on an ongoing basis, but at a minimum, the board should have a complete appraisal annually. Adopting this concept of "one employee" enables boards to refrain from bypassing their agency's executive director to provide day-to-day instructions to agency staff (what many call "micromanaging"). But, it must be clear that the concept should not protect an executive director from gaining too much authority over all aspects of agency policy and operations by assuming roles and functions that clearly reside with the tripartite board.

The concept is not intended to diminish or distort the fiduciary responsibility of tripartite boards of private, non-profit agencies to oversee the overall functioning of their agency and the cumulative work of agency staff.

When a tripartite board is faced with the responsibility of recruiting and hiring a new executive director for their agency, members may set whatever criteria they deem appropriate. Boards are encouraged to seek out and employ a leader capable of:

1. Working cooperatively with the board to assure there is on-going consensus concerning the agency's antipoverty purpose, or mission, among board members, agency staff, and the broader community;
2. Mobilizing and coordinating programs and services both within and outside the agency toward accomplishing this mission;
3. Serving as a key community leader and advocate for the preservation and expansion of opportunities to assist low-income individuals and neighborhoods move out of poverty;
4. Achieving strong administration and fiscal control over agency resources; and
5. Employing performance-based management concepts embodied in Results Oriented Management and Accountability (ROMA) as the framework for relating to the board, and for all aspects of agency operations including program planning, resource allocation, service provision, program and staff evaluations.

Question 8 - How can State CSBG agencies and State Community Action Associations advance the effectiveness of tripartite boards?

At a minimum, OCS recommends that State CSBG agencies and State community action associations work together to assure that:

- **All board members receive timely and continuous training.**

OCS has funded the development of a number of board training curricula that are now available upon request and that contain many of the elements of effective training described in this Information Memorandum. For information on these training materials, please contact:

Barbara Mooney

Training Director

Community Action Association

Owen Heiserman

Mid-Iowa Community Action Agency

1001 S. 18th Street

of Pennsylvania

Marshalltown, Iowa 50158

222 Pine Street

Phone: (641) 752-7162

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Burnt Hills, NY 12027-9402

444 Lafayette

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St. Paul, Minnesota 55144

E-Mail: epagliaccio@Rinstitute.org

Phone: (651) 284-4470

E-Mail: connie.greer@state.mn.us

- Board representatives participate actively in statewide community action training and technical assistance meetings and conferences.

Board chairs or other members ought to be encouraged to participate in statewide community action meetings and conferences sponsored by both the State CSBG authority and the State CAA association. Such meetings will not only provide an opportunity for board members to contribute to discussions and training, but will also provide a means of conveying to all board members the status of community action in the State, information about the programs, services, and accomplishments of other agencies, and how their boards can continue to help improve the focus and outcomes in their own agencies.

- State CSBG monitoring or CAA association assessments focus on board functioning (both fiduciary and leadership responsibilities)

State CSBG officials should meet routinely with boards as part of their overall monitoring of local agencies to determine the extent to which the boards are aware of, and are carrying out, their responsibilities. Assessment should be made of agency compliance with statutory requirements for board composition and functioning. Similar assessments are encouraged in those States in which CAA associations have developed and are using agency self-assessment procedures in conjunction with State CSBG monitoring. State CSBG authorities and State

community action associations are encouraged to provide technical assistance to agencies to help them achieve or maintain compliance with the law.

Please don't hesitate to contact me if you have questions concerning this Information Memorandum.

_____/s/_____

Margaret J. Washnitzer, DSW

Director of State Assistance

Office of Community Services

**DOUGLAS COUNTY COMMUNITY SERVICES BLOCK GRANT
TRIPARTITE BOARD BYLAWS**

Article I. NAME

Section 1.01 The name of the entity shall be the Douglas County Community Services Block Grant Tripartite Board, hereinafter referred to as the "Board."

Section 1.02 The principal office of the Board shall be located at 100 Third Street, Castle Rock, CO 80104.

Article II. AUTHORITY AND PURPOSE

Section 2.01 Authority: The Board shall be established and given authority to administer the Douglas County Community Services Block Grant (CSBG) pursuant to the Community Services Block Grant Act, Public Law 105-285, Title II, Section 676B, 42 U.S.C. 9910, as amended.

Section 2.02 Purpose: The purpose of the Board shall be to fully participate in the development, planning, implementation and evaluation of the County's CSBG program as outlined in the Douglas County CSBG Handbook (Handbook).

Article III. BOARD MEMBERS

Section 3.01 Qualification and Selection:

- (a) An Application for Appointment to Douglas County Citizen Advisory Boards, Committees and Commissions (Application) is required of any individual seeking to serve on the Board.
- (b) The Board members shall be residents of Douglas County (County).
- (c) New members will be recommended to the Board of County Commissioner (BOCC) for appointment to the Board as outlined in the Handbook.

Section 3.02 Composition:

- (a) The Board will consist of at least one-third membership representing the low income population, exactly one-third membership representing Elected Officials from within the County, with the remaining membership representing the private sector. The minimum number of Board members shall be three (3) and shall not exceed nine (9). Furthermore, the total number shall always be divisible by three.
- (b) Low-Income Population: Any person who meets low-income eligibility guidelines, as established in the Handbook, shall do so at the time of initial selection to the Board. Persons who regularly serve low-income residents may be considered

only when an insufficient number of low-income residents are willing or able to participate on the Board.

- (c) Elected Officials: Any person holding a public office within the County, or one of the municipalities located with the County, may be considered.
 - (i) An elected official may appoint, in writing, a representative to attend meetings who is able to speak and vote on their behalf.
 - (ii) Elected officials, and therefore their appointed representative, may only serve on the Board while they hold office.
- (d) Private Sector: Any person from amongst business, industry, labor, religious, law enforcement, education, community service organization or other major groups which serve interests in the community may represent this sector. The BOCC shall appoint qualified applicants to fill any vacancies to this segment of the Board.
- (e) The CSBG Grant Administrator shall participate as an Ex-Officio Member of the Board to provide information and direction on CSBG programming and requirements. This position shall not have voting authority.

Section 3.03 Representation:

- (a) Special consideration should be given to ensure the membership of the Board is truly representative of the current residents of the County including, but not limited to, income, geography, religion, age, race and ethnicity.
- (b) Individuals or organizations who feel under represented by the Board may petition the Board, in writing, and request adequate representation as detailed in the Handbook.

Section 3.04 Tenure:

- (a) The term of office for all Board members (excluding the CSBG Grant Administrator) shall be twenty-four (24) months from the date of appointment by the BOCC, unless a member's elected term in office is finished or is removed by the BOCC at any time after appointment. If someone resigns or is removed, the BOCC may appoint a new member for the remainder of that term.
- (b) Board members may serve for a maximum of three (3) consecutive terms.
- (c) Board members will have staggered terms to assure continuity.

Section 3.05 Compensation: All Board members shall serve without compensation or any other type of remuneration unless otherwise stated in the Handbook.

Article IV. OFFICERS AND COMMITTEES

Section 4.01 The elected officer positions will be the Chair and Secretary. Officers will serve for a one year term and will be elected in the first meeting of the Board each year.

Section 4.02 Duties of Officers

(a) Duties of Chair:

- (i) will lead the general and any special meetings of the Board, including verifying a quorum exists and calling for votes;
- (ii) will perform the duties of Chairperson as outlined in the adopted parliamentary procedures, Robert's Rules of Order;
- (iii) will represent the Board as necessary in communication with the BOCC;
- (iv) may sit on any ad-hoc committees;
- (v) if the Chair is not present, the members in attendance will select another Board member to function in the Chair's absence; and
- (vi) The Chair cannot serve in that capacity for more than two (2) consecutive terms.

(b) Duties of Secretary:

- (i) work with County staff to ensure proper preparation of agenda and minutes of all meetings of the Board and ad-hoc committees.
- (ii) maintain minutes, membership information, general and special meeting attendance records, other relevant information necessary for the functioning of the Board.

Section 4.03 There shall be no standing committees. However, the Board may establish ad-hoc committees as needed to complete the work of the Board.

Section 4.04 Staff Support: Staff to the Board shall be provided by the County. To accomplish the purposes of the Board, staff shall provide services, information, training and other necessary professional assistance.

Article V. MEETINGS

Section 5.01 The Board will formally meet on a semi-annual basis. However, a special meeting of the Board may be called at any time provided a quorum is present. Notice of such meetings will be provided via email to all Board members no less than five (5) calendar days prior to the meeting date.

Section 5.02 A quorum necessary for the Board to conduct business shall be two-thirds of the members. When a quorum exists, decisions of the Board shall be made by a simple majority vote. Voting may be made by voice vote, roll call or written ballot. Under no circumstances shall any business of the Board be conducted by secret ballot. If a member cannot attend but knows about an item being voted upon, they may notify the Chair in writing (by mail or e-mail) of their vote.

Section 5.03 Meetings shall be conducted in accordance with Roberts Rules of Order.

Section 5.04 Professional Standards

(a) Members shall adhere to the generally accepted professional standards of conduct. All members must annually submit a County conflict of interest disclosure statement. A conflict of interest is described as a situation where the person:

- (i) Has a financial interest in the matter;
- (ii) Will be directly affected by the decision in the matter;
- (iii) Believes (s)he has conflict of interest as defined by an applicable law; or
- (iv) Will gain an advantage to relations, groups, or associations to whom affiliated.

(b) No member shall vote on a subject for which they have a conflict of interest.

Section 5.05 All meetings of the Board shall be open to the public and posted as required by the Open Meetings Law, C.R.S. §24-6-401, *et seq.*, and the County.

Article VI. AUDITS

Section 6.01 Board members will participate in any CSBG related audits if their involvement is requested by the County or any state or federal oversight agency.

Article VII. AMENDMENTS

Section 7.01 These bylaws may be amended by a majority vote of the Board.

Section 7.02 The foregoing are the official bylaws of the Douglas County Community Services Block Grant Tripartite Advisory Board.

Section 7.03 IN WITNESS THEREOF, the parties listed hereunder have affixed their respective signs and seals on the dates hereunder written.

RESOLUTION NO. R-2014-116

**THE BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF DOUGLAS, COLORADO**

**A RESOLUTION CREATING THE DOUGLAS COUNTY
COMMUNITY SERVICES BLOCK GRANT ADVISORY BOARD**

WHEREAS, pursuant to §§ 30-11-101(1)(c) and 30-11-107(1)(e), C.R.S., the Board of County Commissioners has the legislative authority to manage the concerns of Douglas County when deemed by the Board to be in the best interests of the County and its inhabitants; and

WHEREAS, the Douglas County annually receives Community Services Block Grant funds from the Colorado Department of Local Affairs to provide a range of services to low-income persons; and

WHEREAS, CSBG regulations require as a condition of the receipt of grant funds the establishment of an advisory board to participate in the development, planning, implementation and evaluation of the CSBG program; and

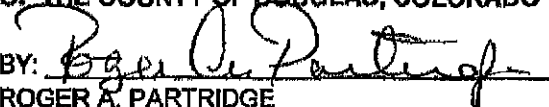
WHEREAS, the Board of County Commissioners of the desires to establish the Douglas County Community Services Block Grant Tripartite Board (Tripartite Board) and will appoint members to the new board as outlined in the bylaws attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Douglas County, Colorado hereby approves the establishment of the Douglas County Community Services Block grant Tripartite Board, accepts the attached bylaws for said Tripartite Board, and appoints the following individuals to serve on the Tripartite Board:

David Weaver, Douglas County Commissioner, District 1, 2 year term
Jennifer Walker, Executive Director, Crisis Center, 2 year term
Victoria Needens, Douglas County resident, 1 year term

PASSED AND ADOPTED this 18th day of November, 2014, in Castle Rock, Douglas County Colorado.

**THE BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF DOUGLAS, COLORADO**

BY: 
ROGER A. PARTRIDGE
Chair

ATTEST:

