

# Agency Board Makeup, Meeting Frequency & Governance

## *Policy*

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### **General Description**

**Description:** All agencies contracting with CSC will have operating governing boards of at least five (5) of which at least 50% are present at any meeting. (If quorum requirements are higher in the agency bylaws the higher requirement will serve as the standard for purposes of this policy.) If a board is larger than five (5) the agency is governed by the following quorum requirements: The lesser of a majority of the board or twelve (12) board members [but not less than 1/3 of the board], which requirements shall be effective June 1, 2007.

Employees are not allowed to serve as members of the Board. An Executive Director may serve as a non-voting board member.

Agency governance boards will meet at least quarterly. If meeting frequency requirements are higher in the agency bylaws the higher requirement will serve as the standard for purposes of this policy.

Agency revenue and expense statement and how they match up with the approved agency budget are presented to the board at least quarterly as part of a regularly scheduled board meeting.

A program report including program/contract compliance for all CSC funded programs is presented at least quarterly as part of a regularly scheduled board meeting.

Administrative issues are addressed at least annually (ED evaluation, Strategic planning, personnel policies and etc.) as part of a regularly scheduled board meeting.

The Executive Director is evaluated by the Board, or an appointed subcommittee with recommendations to the board, on at least an annual basis.

Minutes will be kept and retained for each board meeting. They will indicate board members in physical attendance and those absent, and clearly document fiscal, program and administrative oversight with board decisions documented.

**Purpose:** To ensure that all agencies contracting with CSC have functioning governance boards that meet on a regular basis and provide oversight of agency in the following areas: agency administration, finances and program.

**Scope:** Applies to all Children's Services Council funded agencies.

**Responsibility:** Program Services Staff

Program Service staff is responsible for monitoring compliance with this CSC Board policy.

Initial compliance will be assessed by reading the board meeting minutes for the past year, as part of the RFP process. Ongoing compliance will be monitored as part of the first agency monitoring visit of each year. As part of the annual monitoring the Program Specialist will read the board meeting minutes for the past year.

## Requirements

### Definitions: Administrative Issues

Agency day to day operations including record keeping, personnel policy and issues, job descriptions, fundraising strategies, strategic planning, evaluation of Executive Director and etc.

### Fiscal

A set of standard accounting procedures are issued by CSC at contract time that outline expectations of the program in handling the fiscal aspects of the program. Practices that fall outside of the fiscal guidelines may result in a program needing to come before the Program Review Committee (PRC).

The audit with management letter will be presented to the Board of Directors on an annual basis.

### Program/Contract Compliance

The program operates according to the services it is contracted to provide to youth and families. The hours of operation, type of service or activity, location, duration, and criteria for successful completion are outlined in the model. Compliance refers to the degree to which the elements of contracted services for are met.

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## Performance Evaluation

**Desired Outcome:** The quality of program and agency accountability will improve. It is also anticipated that implementation of this policy will reduce the number of agencies appearing before the PRC.

**Consequences:** Corrective Action Plan.  
Referral to CSC Program Review Committee

When an agency is determined to be out of compliance with this CSC policy a corrective action plan is developed with a term of no more than three months to come into compliance. The PRC will be notified, as an FYI, that the agency is working on a corrective action plan.

If the corrective action plan is not completed or if there is a refusal to sign the corrective action plan and the agency continues to be out of compliance, a referral to the CSC Program Review Committee with a recommendation up to and including discontinuing funding will be made.

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## Special Notes / Appendix

Phase-in: All newly contracted agencies will be required to be in full compliance with this policy and maintain full compliance throughout the term of the contract.

All existing programs contracting with CSC will be required to be in full compliance with this policy by January 1, 2001 (except as noted). Agencies will continue to be in full compliance with this policy for the duration of their contract.

Board development consultation is available through the Non-profit Resource Institute. With authorization from CSC, funds to pay for this consultation may be reimbursable.