

APPENDIX “D”- Full Governing Board CSBG Actions Chart

Action (including reference)	Year “20__”	Year “20__”	Year “20__”
Each Official Meeting, with Quorum			
Program Reports Received (5.9)			
Financial Reports Received (8.7)			
Accurate & Detailed Meeting Minutes Approved (10.3)			
Annual, at least			
Community Action Plan Update(s) Received (4.4)			
Full governing board meets at least six (6) times per year (5.5)			
Strategic Plan Update(s) Received (6.5)			
Executive Director Performance Appraisal Conducted (7.4)			
Executive Director Performance Goals Established (7.4-BBP)			
Executive Director Compensation Reviewed and Approved (7.5)			
Single Audit Presented by Auditor (8.3)			
Single Audit Received and Accepted (8.4)			
IRS Form 990 Received (8.6)			
Full Agency-Wide Budget Approved, prior to fiscal year (8.9)			
Outcomes/Program Adjustment Analysis Reviewed (9.3)			
Fiscal Ratios Received and Reviewed (18.6-BBP)			
Two (2) Years, at least			
Risk Assessment Reviewed (4.6)			
Full Bylaws Received, each member (5.4); Reviewed (5.4-BBP)			
Conflict of Interest Statement Completed, each member (5.6)			
Duties, Roles, and Responsibility Training Provided (5.8)			
Governing Board Self-Assessment Conducted (18.2-BBP)			
Three (3) Years, at least			
Community Needs Assessment Approved (3.5)			
Five (5) Years, at least			
Mission Statement Reviewed & Align Programs/Services (4.1)			
New Strategic Plan Approved (6.1)			
Full Personnel Policy Manual Approved (7.1)			
Auditor Selection Approved (8.5)			
Full Procurement Policy Reviewed (8.11)			
During Monitoring Period, at least			
Customer Satisfaction Data Received (1.3)			
Miscellaneous			
Vote New Members to the Governing Board, as needed			
Ensure Compliance with Attendance Policy, as needed (10.2)			
Succession Plan Approved, if changes (4.5)			
Approve Democratic Selection Process, if changes (5.2)			
Whistleblower Policy Approved, if changes (7.7)			
Prior Year Audit Findings Addressed, if appropriate (8.2)			
Fiscal Policies Approved, if changes (8.10)			
Records Retention Policy Approved, if changes (8.13-BBP)			
CSBG Monitoring Report Reviewed (16.5)			
Cost Allocation Plan Reviewed, if changes (16.8)			
Safeguard Asset Policies, & Changes, Approved (18.7-BBP)			
Determine if CEO/ED or CFO Filed for Bankruptcy (18.14-BBP)			

* BBP: Best Business Practice