

COMMUNITY ACTION PARTNERSHIP OF MID-NEBRASKA

BOARD SELECTION PROCEDURE

The Board of Directors for the Community Action Partnership of Mid-Nebraska (Mid) consists of equal representations from the Public, the Low-Income and the Private sector. This procedure outlines the criteria and selection process for this tripartite board based on Federal and the State of Nebraska guidelines relevant to the Community Services Block Grant (CSBG). Board Members are not compensated for their services, but may receive mileage, child care, or per diem reimbursement if required.

BACKGROUND AND EXPERTISE

In selecting board members Mid strives to achieve a diversity of interests, backgrounds, cultures and expertise that reflects the communities served, that supports the mission of the organization, that meets the needs of the programs, and that advocates for the well being of the individuals and families it serves. In particular, it is important in the recruitment of board members to ensure that at least one member of the board has a background and expertise in fiscal management or accounting; one member is an attorney familiar with issues coming before the board; and one member has a background in early childhood education and development. These requirements ensure our compliance with the Head Start School Readiness Act of 2007. If a board member with these qualifications cannot be recruited the use of consultants may be employed to provide the needed balance. Board membership should also include the parents of children currently or formerly enrolled in a Head Start Program. Under the Head Start School Readiness Act of 2007, our current board of 15 members should have a minimum of two (2) board members that are the parents of children currently or formerly enrolled in a Head Start Program. Board members are subject to the same criminal background check as a Mid employee.

CONFLICT OF INTEREST: The following individuals are considered to have a conflict of interest and must not serve on the Board of Directors:

1. A person who is an officer or an employee of an organization contracting to perform a component of the work paid through Public funding (Federal, State, and Local).
2. An employee of the Nebraska Department of Health and Human Services.
3. Immediate family members of Mid employees, significant others, or employees of Mid.

CONFLICT OF INTEREST for seated Board members: Board members need to disclose any conflict or potential conflict of interest prior to any discussion relative to a selection, award, or administration of a contract. No member of the Board of Directors may participate in the selection, award, or administration of a contract in which any of the following would have an interest: The Board member, the board member's immediate family or a member of the same household, any partner of the board member, or a member of the board member's partner's immediate family or a member of the same household, or any organization or association in which the board member, his/her immediate family or member of the same household, or a partner of the board member, or a member of such partner's immediate family or member of the same household have an interest. This restriction also applies to any negotiations or arrangements concerning prospective contracts or contractual arrangements. .

GEOGRAPHICAL AREAS REPRESENTED:

The Mid area is comprised of three individually defined geographical areas known as:

Platte Valley Area: Nebraska counties of Adams, Buffalo, Kearney

Republican Valley Area: Nebraska counties of Clay, Dawson, Franklin, Furnas, Gosper, Harlan, Nuckolls, Phelps, Red Willow, Webster, and the Kansas counties of Phillips and Norton.

Western Area: Nebraska counties of Arthur, Chase, Dundy, Frontier, Grant, Hayes, Hitchcock, Hooker, Keith, Lincoln, Logan, McPherson, Perkins, and Thomas.

Each area is given three seats on the Board of Directors; one public, one private, and one low-income representative. In the event that recruitment (as outlined in this document) of a suitable board replacement from the membership areas of Platte Valley, Republican Valley, and the Western Area is unsuccessful, the Corporation, with Board approval, may convert the designated membership area representative to an "At-Large" member for a period not to exceed that vacant position's designated term.

At Large: Mid's area is also represented by "At Large" board members. These members At Large must reside within the boundaries of Mid's service area and are not bound by the limitations on membership imposed on the individually defined geographical areas. At large representation receives six seats on the Board of Directors, two from the public, two from the private, and two from the low income sectors.

TRIPARTITE REPRESENTATION AND SELECTION DEFINED:

PUBLIC:

One third of the members of the board are elected public officials holding office on the date of selection, or their representatives, except that if the number of elected officials reasonable available and willing to serve on the board is less than one third of the membership of the board, membership on the board of appointive public officials or their representatives may be counted in meeting the one third requirement.

If a vacancy should exist, the board may request nomination(s) of a public official(s) from the designated area. The individual(s) nominated will be interviewed by the Board President or their selected representative(s). Recommendation(s) will be advanced to the full board and an individual will be selected by the Board of Directors by the use of a ballot or roll call vote. Public representatives will be certified annually in writing by the governmental unit they represent. The Board of Directors will vote to accept or deny the certified public representative a seat on the board. If a seat on the Board is denied, the Board will request another nomination from the designated area.

CONSUMER:

Not fewer than one third of the members of the board are individuals who at the time of their selection are low-income as defined by the federal government. It is important to remember the Community Housing Development Organization (CHDO) requirement is that these members are actually low income, currently defined as 80% of HUD Median Income per county. (CSBG allows for them to be low income or low income representatives). The individuals are chosen in accordance with democratic selection procedures adequate to ensure that these members are representative of low-income individuals and families who represent a specific area and reside in the area they represent. If a vacancy should exist, the board should first look at the "Background and Expertise" section of this document to ensure compliance. The board will request nominations from within the designated area for an individual that meets the required background and income level as needed. These nominations will be solicited by contacting, policy advisory committees and/or organizations that are comprised of; or supports; or advocates for low-income individuals and families. Notices will be posted in all Mid area offices located in the selected area. Demographics related to income, background, interests, and expertise of prospective candidates will be collected by the Board President or their designee(s). In the event that more than one qualified candidate that has been selected by a democratic process is submitted, the agency will conduct a "run off" election by sending the information collected along with any references or recommendations to area policy advisory committees and/or organizations that are comprised of; or supports; or advocates for low-income individuals and families for their vote. The name of the individual with the most votes will be presented to the Board of Directors to be seated for their term. In the event that an individual(s) cannot be recruited that is income qualified, the board may accept an individual(s) that is not income qualified, but has been chosen by a democratic selection procedure adequate to ensure that they are representative of low-income individuals and families who represent a specific area and reside in the area they represent. This may put the agency out of compliance under the CHDO requirements, so caution should be exercised.

One of the two “at large” positions for low income representation is reserved for the Head Start Policy Council President if income qualified, or (if unable to serve or not income qualified), a Policy Council designee, and will serve for a term of one year or their term of Policy Council election. With the exception of the representative from the Head Start Policy Council, the Low-Income “at large” representative(s) and the low income representative from a specific geographical area will serve for a period of three years, at which time the individual will be recertified by action of the nominating entity or organization or a new election held.

PRIVATE:

The *balance* of the members are representatives of private interests and/or organizations, including, but not limited to civic, professional, business, industry, labor, law enforcement, religious, welfare, education or other groups within the counties served.

If a vacancy should exist, the board shall first look to the “Background and Expertise” needs of the organization prior to requesting nominations. If a suitable candidate(s) should be located within the designated area the Board President or their designated representative(s) will collect demographic information related to income, background, interests and expertise. The Board President and/or their designated representative(s) will interview the individual and advance their recommendations to the Board of Directors. The individual will be selected by the Board of Directors by the use of a ballot or roll call vote. The Private Representative will serve for three years at which time the Board will vote to renew the membership of the present representative(s) or to solicit new nominations from the area they represent.

2. Please place an X in the appropriate box.

	<u>Very Important</u>	<u>Important</u>	<u>No Opinion</u>	<u>Not Important</u>
Family				
Helping Others				
My Community				

3. To the best of your knowledge do you have any members of your immediate family employed by the Community Action Partnership of Mid-Nebraska?

4. To the best of your knowledge do you or any of your immediate family members have a financial interest in any contract that the Community Action Partnership of Mid-Nebraska may administer?

5. Board meetings are normally held on the fourth Thursday of the month starting at 10:00 am and ending around noon in Kearney. Lunch is served after the meeting. Board members receive mileage and if necessary child care expenses. Would you be able to consistently attend these meetings? _____

6. We ask the following question in response to a request by one of our funding sources: (this varies by geographic area)

(please check one of the following)

My family annual income is less than the amount listed on the charts below _____

My family annual income is more than the amount listed on the chart below _____

In Adams County:

Family of 1	Family of 2	Family of 3	Family of 4	Family of 5
\$ 37,900	\$ 43,300	\$ 48,700	\$ 54,100	\$ 58,450

In Buffalo County:

Family of 1	Family of 2	Family of 3	Family of 4	Family of 5
\$ 38,450	\$ 43,950	\$ 49,450	\$ 54,900	\$ 59,300

In Dawson County:

Family of 1	Family of 2	Family of 3	Family of 4	Family of 5
\$ 34,200	\$ 39,050	\$ 43,950	\$ 48,800	\$ 52,750

In Kearney County:

Family of 1	Family of 2	Family of 3	Family of 4	Family of 5
\$ 37,750	\$ 43,150	\$ 48,550	\$ 53,900	\$ 58,250

In Lincoln County:

Family of 1	Family of 2	Family of 3	Family of 4	Family of 5
\$ 37,650	\$ 43,000	\$ 48,400	\$ 53,750	\$ 58,050

In Perkins County:

Family of 1	Family of 2	Family of 3	Family of 4	Family of 5
\$ 36,650	\$ 41,850	\$ 47,100	\$ 52,300	\$ 56,500

In Phelps County:

Family of 1	Family of 2	Family of 3	Family of 4	Family of 5
\$ 37,350	\$ 42,650	\$ 48,000	\$ 53,500	\$ 57,600

Arthur, Clay, Chase, Dundy, Franklin, Frontier, Furnas, Gosper, Grant, Hayes, Harlan, Hitchcock, Hooker, Keith, Logan, McPherson, Nuckolls, Red Willow, Thomas, Webster County:

Family of 1	Family of 2	Family of 3	Family of 4	Family of 5
\$ 34,200	\$ 39,050	\$ 43,950	\$ 48,800	\$ 52,750

7. Do you feel that you have any personal experience or expertise in any of the following fields:

Please check any that apply

Early Childhood Education		Financial Management or Accounting	
Public Transportation		Legal Issues	
Nutrition (Food) Services		Medical Issues (Physical or Mental)	
Insurance Services		Political Process	
In Home Care for the Elderly		Community Volunteering or Advocacy	
Senior Citizen Issues		Construction or Housing Experience	

If you checked any of the above, please provide a brief explanation of your experience or background. (attach an additional sheet if necessary)

8. Do you hold any special certification or licenses and if so what? (Pilot, RN, Electrician, CNA, etc.)

**9. Are you currently a member of any Service Club and if so which one(s).
(American Legion, Jaycees, Masons, Sertoma, etc.)**

10. Have you ever held an elected office? If so what was the nature of this position.

11. Are you the parent of a child that has been or is enrolled in Head Start?

12. As a child were you ever enrolled in Head Start? _____

13. Have you ever been convicted of a felony? If so what was the nature of the charge. (conviction does not necessarily exclude you from board membership; the nature, time in your life, and circumstances will be the determining factors)

Please feel free to make any additional comments you would like.

Signed: _____

Date: _____

Thank you for your responses.