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DEPARTMENT OF COMMUNITY AFFAIRS
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Commissioner

PROGRAM POLICY BULLETIN #18 - 02

DATE: February 16, 2018
TO: CSBG Non-Discretionary Grantees
AFFECTED PROGRAMS: All CSBG Non-Discretionary Grantees
SUBJECT: Mandatory Trainings for New Board Members

POLICY SUMMARY:

All Community Services Block Grant (CSBG) Non-Discretionary grantees must ensure that all new members of the agency's Board of Directors attend a Board Member Training session within six months of appointment, beginning with the effective date of this memo, February 16, 2018.

These trainings will be provided by staff of the Department at least three times per year, in North, Central and Southern locations. Each Regional Board Training will be provided on two different days, where one will be held in the evening and one will be held during the day.

DISCUSSION:

Training schedules will be disseminated to all agencies and will be available on the CSBG Program web page at <http://www.nj.gov/dca/divisions/dhcr/offices/comact.html>. All current Board Members of New Jersey's Community Action Programs (CAAs) are encouraged to avail themselves of these training opportunities, so as to ensure that the Board Members fully participate in the development, planning, implementation, and evaluation of programs to serve communities of households with low incomes, as required by the CSBG Act, at 42 USC 9910, Section 676B(a)(2) and (b)(1)C.



This training is intended to provide new CAA Board Members with an initial overview of the legal and ethical obligations of Board Members serving Community Action Agencies. Trainings designed to address individual agency concerns and advanced Board training sessions are also available from DCA staff, and from CAPNJ, the Community Action Partnership of New Jersey.

With the inception of this policy, and at the beginning of each subsequent calendar year, the DCA trainer conducting these trainings shall forward a cover letter template to each agency to forward to board members who meet the criteria of this policy.

COMPLIANCE:

Failure to comply with this directive shall be noted on the annual CSBG application review application checklist, and shall trigger the imposition of a Technical Assistance Plan (TAP), pursuant to policy #18-01.

SIGNED:  _____
Kate Butler
Administrator
Office of Community Services
Division of Housing and Community Resources