



COMMUNITY ACTION and the MOVE TOWARD ECONOMIC RECOVERY

The 2010 Community Action Partnership
Management & Leadership
Training Conference



PROGRAM BOOK

JANUARY 13-15, NEW ORLEANS MARRIOTT



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2010 COMMUNITY ACTION PARTNERSHIP MANAGEMENT & LEADERSHIP TRAINING CONFERENCE

Dear Colleagues in our Community Action Movement,

The continuing effects of the worst economic downturn since the Great Depression of the 1930's, coupled with the substantial increases in federal funds for Community Action's programs and services, made 2009 an incredibly challenging year for us all. Realistically, we can expect the hardships of poverty, unemployment, hunger, inadequate housing, health care and more to affect millions of individuals and families across our nation in 2010.



Don Mathis

Ironically, Community Action's strongest supporters and harshest critics are demanding the same things from us. Accurate, accountable financial management of Recovery Act (ARRA) funds. Cost-effective delivery of programs and services to those most in need in response to each community's most-pressing needs. Measurable outcomes. Complying with all federal regulations, guidelines, performance standards, and mandates. Working to incorporate "best practices," working to eliminate those strategies and approaches that are not effective in helping people and communities achieve economic security.

In the spirit of validating the confidence of our many supporters and refuting those who discount the essential necessity and importance of our work, I welcome you to the 2010 Community Action Partnership Management and Leadership Training Conference.

We come together to strategize on the hot button issues of green jobs, community economic development, new and effective marketing approaches, resource development, our work with the Ford Foundation-funded Racial Equity and Economic Security project. Our conference also offers the best minds and most up-to-date methods on the longstanding priorities of fiscal/program accountability, board development and leadership, and updates on public policies that impact on Community Action.

Thank you for taking time from the 24/7 pressures and responsibilities of your work (and family life) at home. The Partnership's board of directors, staff, and resource experts promise you a high-quality conference that will pay off for your agency, your community and your personal professional development.

Yours in service,

Don Mathis
President and CEO

ATTENDEES: Your badge is your admission ticket to all events including training sessions, and meals.

Please wear it at all times throughout the conference.

Extra tickets for meals may be purchased at the registration desk.

SCHEDULE OF EVENTS

TUESDAY, JANUARY 12

1:00 - 6:00 pm

CONFERENCE REGISTRATION

Salon A-C foyer, 3rd fl.

11:20 am

Buses depart Canal Street entrance

LOUISIANA ASSOCIATION OF COMMUNITY ACTION PARTNERSHIP'S WEATHERIZATION PROGRAMS: A MODEL FOR AMERICA & GREEN JOBS RECOVERY — A FIELD TRIP! [Standard(s) 2.3, 5.4]

1:00 - 3:00 pm

Event in Baton Rouge

A tour of the first complete Weatherization Training Center in the country, located in Baton Rouge. The event will feature weatherization education, demonstrations, Q&A on ARRA funds, and weatherization experts from 25 states. Limited space available. A box lunch will be provided.

4:15 pm

Buses return to hotel

WEDNESDAY, JANUARY 13

7:00 am - 5:00 pm

CONFERENCE REGISTRATION

Salon D-E foyer, 3rd fl.

8:00 - 9:00 am

OPENING SESSION AND BREAKFAST

Salon D-E, 3rd fl.

❖ Welcome and Introductions

John Edwards, Jr., Chair
Community Action Partnership
Washington, DC

❖ **Don Mathis**, President & CEO

Community Action Partnership
Washington, DC

❖ **Jane Killen**, Executive Director

Louisiana Association of Community Action Partnerships, Inc. (LACAP)
Baton Rouge, Louisiana

❖ **Thelma Harris French**, President & CEO

Total Community Action
New Orleans, Louisiana

TRAINING SESSIONS

9:15 - 12:00 noon

BOARD GOVERNANCE AND COMMUNITY ACTION, PART 1

[Standard(s) 1.3, 1.4]

Salon A-B, 3rd fl.



Sandy Baz

Sandy Baz, Chief Executive Officer
Maui Economic Opportunity, Inc.
Kahului, Hawaii

An informed, committed, pro-active board of directors is essential for the success and effectiveness of any Community Action Agency. Come learn from one of the most experienced, respected executive directors in our Movement, Mr. Sandy Baz from Maui Economic Opportunity. His session is reality-based, using lessons learned and best practices of board governance and leadership. An outline of his session in New Orleans starts with a nonprofit organization's capacity to fulfill its mission. Success depends highly on the ability of the board of directors to do its job. Powerful and effective boards understand their roles and responsibilities and have the tools and knowledge to lead an organization to excellence.

9:15 - 12:00 noon

GREEN JOBS [Standard(s) 2.3]

Salon G-H, 3rd fl.



Lil Dupree

Moderator:

Lindley (Lil) Dupree, Director of Training
Community Action Partnership
Washington, DC

Neil McCabe, President & CEO
WSOS Community Action Commission
Freemont, Ohio

Rob Goldsmith, President & CEO
People, Inc.
Abingdon, Virginia

Oscar Chavez, Executive Director
Community Action Partnership of Sonoma County
Santa Rosa, California



Oscar Chavez

Why are Green Jobs so important to Community Action? What are they, what is Community Action doing in this area and what is the outlook for 2010 and beyond? Hear from experts in our field. You will hear what they have accomplished and learn what you can do.

9:15 - 12:00 noon

**LEADING YOUR COMMUNITY TOWARD RACIAL EQUITY:
A REES WORKSHOP** [Standard(s) 1.5]

Salon F, 3rd fl.

Mary Virtue, REES National Project Director, and President
Cornerstone Consultants
West Chester, Pennsylvania

Lois Carson, CCAP, Executive Director
Community Action Partnership of Riverside County
Riverside, California

Dave Celata, Policy & Research Division Manager
Social Development Commission
Milwaukee, Wisconsin

The Racial Equity and Economic Security (REES) Project is a two year Partnership initiative funded by the Ford Foundation. This session will present the REES Communications Toolkit, which has been developed from the experiences of our seven REES sites. Workshop participants will have a chance to use some of these tools and build their confidence in discussing structural racism. REES site leaders will share practical steps for advancing racial equity in your community and brainstorm with you about how to proceed.

STEPS TO BECOMING A CCAP—YOUR PERSONAL PLAN [Standard(s) 1, 5]

Charles H. McCann, CCAP Emeritus

Register for individual or small group sessions to create individualized CCAP certification plans. Participants benefit by receiving one-on-one instruction on a personalized plan for success. Sign up for your session at the conference registration desk, 3rd floor. Times available: Wednesday, from 1:30 to 4:00; Thursday from 1:30 to 4:00; Friday from 8:00 to 10:30; and 12:30 to 2:30.



Charles McCann

12:00 - 1:30 pm

LUNCH, ON YOUR OWN

1:30 - 4:30 pm

BOARD GOVERNANCE AND COMMUNITY ACTION, PART 2
[Standard(s) 1.3, 1.4]

Salon A-B, 3rd fl.

Sandy Baz, Chief Executive Officer
Maui Economic Opportunity, Inc.
Kahului, Hawaii

See the morning description.

1:30 - 4:30 pm

HOW TO CREATE YOUR OWN WEATHERIZATION TRAINING CENTER [Standard(s) 2.3, 5.4]

Salon G-H, 3rd fl.

Jane Killen, Executive Director
Louisiana Association of Community Action Partnerships
Baton Rouge, Louisiana

Jon Phelps, Energy Director, LACAP

Duke Elliott
Elliott Management Consultants, Inc.

Phil Hoffman
Louisiana Home Builder Association

In April 2007 The Louisiana Association of Community Action Partnerships (LACAP) entered into an agreement with the Louisiana Housing Finance Agency (LHFA) to administer the LIHEAP and WAP programs on behalf of the state. In addition to the regular LIHEAP and WAP Programs, LACAP signed a contract with LHFA to administer and provide all training for the ARRA WAP MAX Program for Louisiana. Our partnership with LHFA has allowed LACAP to move the energy programs forward in a very significant way especially Weatherization.

After taking over the administration and training from LHFA in April 2007, LACAP saw the need for a centralized training center where we could deliver standardized instruction through a three phase approach: classroom instruction, trainer demonstrations, and hands-on application. It was at that point that we began to search for a suitable location for a weatherization training facility.

Can your state Community Action Association or Community Action Agency do what LACAP has done? Yes you can!

1:30 - 4:30 pm

COMMUNITY ECONOMIC DEVELOPMENT [Standard(s) 2.3, 3.4]

Salon F, 3rd fl.

Dr. Ralph Lippman, Director
California Community Economic
Development Association (CCEDA)
Los Angeles, California

Glen Sanada, Program Manager
CCEDA

Julie Jakopic
Creating the Vision
Washington, DC

Rob Goldsmith, President & CEO
People, Inc.
Abingdon, Virginia

Duane Yoder, President
Garret County CAC, Inc
Oakland, Maryland

Neil McCabe, Chief Executive Officer
WSOS Community Action Commission
Fremont, Ohio



Glen Sanada

WEDNESDAY TRAINING SESSIONS CONTINUED

As the economic downturn continues to hurt low-income communities, families and individuals, more Community Action Agencies are looking to start, strengthen or expand their economic development activities and projects. The Partnership is proud to announce a new economic development project funded by the Office of Community Services to identify, share and recognize best practices in the community economic development field, particularly in the Community Action network. This session will focus on building capacity for community economic development and successful practices from the field. The panel will also include CAA leaders of successful economic development projects.

5:00 - 7:00 pm **NEW ORLEANS WELCOME RECEPTION**

RIVERVIEW, 41ST FLOOR

THURSDAY, JANUARY 14

7:30 am - 5:00 pm **CONFERENCE REGISTRATION**

Salon D-E Foyer, 3rd fl.

8:00 - 9:00 am **BREAKFAST WITH OCS – AN UPDATE**

Salon D-E, 3rd fl.

Marianna “Brandy” RayNor-Hill, Supervisory Community Services Program Mgr.
Administration for Children and Families, Dept. of Health & Human Services
Washington, DC

TRAINING SESSIONS

9:15 - 12:00 noon **CCAP “A” TO “Z” (WITH EMPHASIS ON “V”)** [Standard(s) 1, 5] Salon F, 3rd fl.

Charles McCann, CCAP Emeritus
St. Joseph, Missouri

“A” for “Answers Questions” to “Z” for “Zeal for Professional Excellence.” This session explores the Partnership’s Certified Community Action Professional (CCAP) initiative including: Providing the rationale for the program, identifying the knowledge base for community action professionals, detailing the CCAP process, and understanding the personal/professional values to individuals and to CAAs. The session also notes important relationships between CCAP and Community Action Vision and Values (“V”) and includes a discussion of the Vision and Values themselves. (Be honest! When was the last time you discussed Community Action Vision and Values out loud with colleagues?)

9:15 - 12:00 noon **ENSURING ACCOUNTABILITY AND TRANSPARENCY:
BYLAWS BRIEFING AND BOARD BEST PRACTICES, PART 1**
[Standard(s) 1.3, 1.4]

Salon A-B, 3rd fl.

Anita Lichtblau, Executive Director and General Counsel
Eleanor Evans, Deputy Director and Senior Counsel
CAPLAW, Boston, Massachusetts



Anita Lichtblau

With their emphasis on accountability and transparency, the American Recovery and Reinvestment Act (ARRA) and the new IRS Form 990 underscore the importance of sound governance practices among federal grantees and nonprofit organizations, including CAAs. Clear, authoritative, and up-to-date bylaws are a cornerstone of good governance. Examine the main issues to look at when reviewing and updating your CAA’s bylaws — bring a copy of your bylaws and discover whether they are up-to-snuff. Find out how to comply with the CSBG and Head Start board composition requirements. Learn about nonprofit corporate and 501(c)(3) requirements — including new governance questions on the IRS Form 990 — as well as ARRA accountability and reporting requirements. Review the board’s duties get practical tips on how your board can fulfill its oversight role. In this interactive presentation, you will have the opportunity to apply the legal issues presented to real-life situations and hypothetical scenarios. You will also receive governance checklists and a copy of CAPLAW’s newly updated Bylaws Toolkit, which includes sample CAA bylaws language. Board members are encouraged to attend!

9:15 - 12:00 noon **HEAD START UPDATE** [Standard(s) 6.5, 6.6] Salon G-H, 3rd fl.



Yvette Sanchez Fuentes

Yvette Sanchez Fuentes, Director
Office of Head Start
Washington, DC

Teresa Cox, CCAP
Executive Director
Mid-Willamette Valley Community Action Agency
Salem, Oregon

Biz Steinberg, Chief Executive Officer
Community Action Partnership of San Luis Obispo County
San Luis Obispo, California

9:15 - 12:00 noon **REES PEER LEARNING MEETING** - *By invitation only* Salon C, 3rd fl.

12:00 - 1:15 pm ALL-CONFERENCE LUNCHEON Salon D-E, 3rd fl.

Special guest speaker

Mitch Landrieu, Lt. Governor of Louisiana
(*This luncheon is sponsored by LACAP*)



Lt. Gov. Landrieu

1:30 - 3:00 pm

**LISTENING SESSION, PART 1:
EXPERIENCED CAA ECONOMIC DEVELOPERS
SHARE THEIR KNOWLEDGE** [Standard(s) 2.3, 3.4, 7.4]

Galvez, 5th fl.



Ralph Lippman

Dr. Ralph Lippman, Director
California Community Economic
Development Association (CCEDA)
Los Angeles, California

Julie Jakopic
Creating the Vision
Washington, DC

Glen Sanada, Program Manager
CCEDA

Share your expertise and success and help shape the Partnership Economic Development Project. This listening session is designed to hear from you about the experiences you have had creating economic development efforts. What has worked? What made it easier to succeed? What challenges did you face? What do you wish you'd known before you got into it? What tools would have been helpful along the way?

1:30 - 3:15 pm **GAO FOCUS GROUP, PART 1** - *by invitation only* Bonaparte, 4th fl.

Anna Bonelli, Senior Analyst, GAO
Washington, DC

1:30 - 4:45 pm

**ENSURING ACCOUNTABILITY AND TRANSPARENCY:
BYLAWS BRIEFING AND BOARD BEST PRACTICES, PART 2**
[Standard(s) 1.3, 1.4]

Salon A-B, 3rd fl.

Anita Lichtblau, Executive Director and General Counsel
Eleanor Evans, Deputy Director and Senior Counsel
CAPLAW
Boston, Massachusetts

THURSDAY TRAINING SESSIONS CONTINUED

1:30 - 4:45 pm

CAPTURING FEDERAL FUNDS: WHAT WORKS AND WHAT DOESN'T [Standard(s) 2.3]

Salon F, 3rd fl.

Don Mathis, President & CEO
Community Action Partnership
Washington, DC

Have you ever applied for federal funds, especially to HHS and not been funded after you wrote what you thought was a world-class application? Want to know what separates the funded from the non-funded proposals? Want to hear some winning strategies that can be applied to all proposals and requests for funds? Then, you'll want to attend and participate in this session lead by our own Don Mathis who has over 25 years experience in reviewing and scoring federal grants and foundation grants. This workshop is only for staff whose agencies need funds; if your Community Action Agency and your programs have enough money, please do not attend this session.

3:15 - 4:45 pm

GAO FOCUS GROUP, PART 2 - *by invitation only*

Bonaparte, 4th fl.

Anna Bonelli, Senior Analyst, GAO
Washington, DC

3:15 - 4:45 pm

LISTENING SESSION, PART 2: CAAs INTERESTED IN VENTURING INTO ECONOMIC DEVELOPMENT SHARE THEIR QUESTIONS AND INTERESTS [Standard(s) 2.3, 3.4, 7.4]

Galvez, 5th fl.

Dr. Ralph Lippman, Glen Sanada, and Julie Jakopic

Community economic development is a strategy that can bring lasting change to communities and create assets for those who live and work there as well as for the agency leading the development. The current economy also provides some unique opportunities for development but also risks and challenges. This listening session will provide an opportunity for agencies to consider organizational readiness and capacity for community economic development and to share ideas about what would be helpful information and tools for getting started in the field.



Julie Jakopic

FRIDAY, JANUARY 15

8:00 - 12:00 noon

CONFERENCE INFORMATION & PRODUCT SALES

Salon D Foyer, 3rd fl.

TRAINING SESSIONS

7:30 am

CONTINENTAL BREAKFAST

Salon D-E, 3rd fl.

8:00 - 9:30 am

NETWORKING ROUND TABLE — COMMUNITY ACTION ISSUES [Standard(s) 1-7]

Salon D-E, 3rd fl.

Join us in this informal and informative setting and discuss the following topics with your colleagues. Share best practices, challenges, new ideas, or just pose questions on the issue. A topic facilitator will be at each table to start the discussion, keep time, and encourage conversation. Participants will rotate after 20 minutes at one table.

Table topics include (*subject to change*): Leadership and the Role of Executive Directors; Personnel; Emerging Leaders; Economic Development; Weatherization and Housing; Green Jobs and Sustainability; Public Relations; Head Start; Board Development; SafeLink Wireless phones for low-income families; and Global Poverty.

9:45 - 10:45 am **LEGISLATIVE UPDATE WITH DAVID BRADLEY** Salon D-E, 3rd fl.

David Bradley, Executive Director
National Community Action Foundation
Washington, DC

11:00 - 12:00 noon **LESSONS LEARNED ON THE ROAD TO TELLING OUR STORY:
AN INTERACTIVE PRESENTATION AND DISCUSSION [Standard(s) 6.4]** Salon H, 3rd fl.

Tim Reese, Chief Executive Officer
California/Nevada Community Action Partnership
Sacramento, California

Biz Steinberg, Chief Executive Officer
Community Action Partnership of San Luis Obispo County
San Luis Obispo, California

Lois Carson, CCAP, Executive Director
Community Action Partnership of Riverside County
Riverside, California



Tim Reese

Participants will learn about the challenges and opportunities presented by a state-wide education and outreach campaign that tells the story of Community Action and ARRA implementation. Participants will view segments of recorded spots, have a presentation on the structure of the project and will gain insight into some of the challenges and opportunities in conducting this type of project. You will also hear from your peers about the experience and benefits of this project to agency staff and programs. You will learn about the development of the "logo" and will understand how to use the logo marketing materials within your organization.

Partnership member agency representatives will also receive a DVD with all of the logo materials and specifications upon signing a Licensing Memo of Agreement.

BONUS! The first 40 attendees at this session will receive a free CD with the 3 California and 1 Illinois "Fulfilling the Promise" CBS-TV vignettes.

11:00 - 12:00 noon **OPEN MIC WITH THE PARTNERSHIP BOARD AND STAFF** Salon A, 3rd fl.

Facilitator:

John Edwards, Jr., Chair
Community Action Partnership Board of Directors

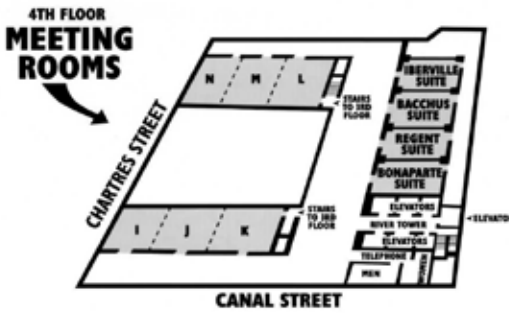
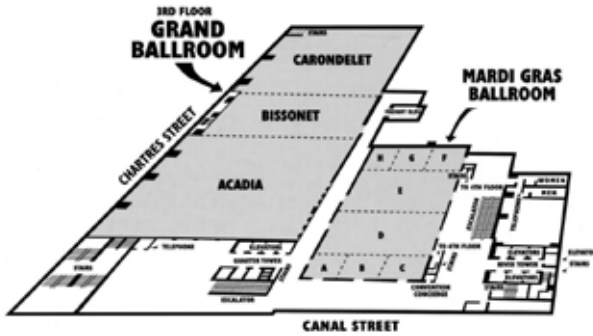
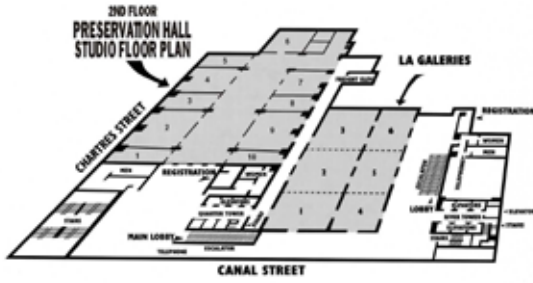
Here is your opportunity, in a relaxed and informal setting, to pose questions, hear about the latest initiatives and share dialogue with Partnership executive staff and board.

12:00 noon **MANAGEMENT AND LEADERSHIP TRAINING CONFERENCE ADJOURNS**

Thank you for attending the 2010 Community Action Partnership Management and Leadership Training Conference. We look forward to providing you with more quality training and technical assistance opportunities throughout 2010.



NEW ORLEANS MARRIOTT MEETING ROOMS



**The Conference Luncheon is sponsored by
Louisiana Association of
Community Action Partnerships, Inc. (LACAP)**

**Thank you to LACAP for
your generous contribution!**



SAVE THE DATE!

**2010 Community Action Partnership
Annual Convention
August 31 – September 3
Boston Marriott Copley Place
Boston, Massachusetts**



**Community Action Partnership
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Washington, DC 20036**

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