“Community action needs legal resources to stay alive, to thrive, to grow...”
ABCD President/CEO Bob Coard, speaking in 1989

AND SO CAPLAW WAS BORN!

ACTION FOR BOSTON COMMUNITY DEVELOPMENT, INC.
Bridging the gaps in peoples’ lives everyday.

ABCD congratulates CAPLAW for its important achievements providing legal support to community action programs and their low-income constituents.

Action for Boston Community Development, Inc.
178 Tremont Street, Boston MA 02111
(617) 357 - 6000
WWW.BOSTONABCD.ORG
Dear CAPLAW Conference Participants,

Welcome to the 2011 CAPLAW National Training Conference in Minneapolis! We are excited you have joined us to learn about the most pressing legal, financial and management issues facing the Community Action network today. At this time of federal and state budget cuts and increased competition for funding, ensuring your organization is well-governed and legally and fiscally sound is more important than ever. We hope you will take full advantage of the vibrant and diverse city of Minneapolis, expert-led conference workshops and panels, and the opportunity to network and learn from your colleagues.

Throughout the conference, our faculty of nationally recognized attorneys, accountants, Community Action and nonprofit leaders and top officials from government agencies will lead workshops, panels and roundtables to equip your staff and board with the knowledge and tools they need to weather the possible funding cuts and to face future governance, human resources, fiscal and legal challenges. Through training conferences such as this one, new training and technical assistance initiatives with our Community Action partners, legal and fiscal consultations, audio conferences and webinars, and various online tools, publications and networks, CAPLAW keeps you and your local counsel up-to-date on the latest legal developments pertinent to CAAs.

We are excited to introduce new training opportunities during this year’s conference including, special sessions on developing funds from private sources, expanded pre-conference and workshop sessions and a new development workshop track. We are also pleased to host a special address from Mark Greenberg, Deputy Assistant Secretary for Policy, Administration for Children and Families, U.S. Department of Health and Human Services and welcome remarks from Yasmina Vinci, Executive Director, National Head Start Association, during the conference opening session. The Thursday afternoon luncheon will feature a panel discussion on “What the Future Holds for CSBG.” We will be joined during the closing session by Minnesota Congressman Keith Ellison and will receive a legislative update from David Bradley, Executive Director of the National Community Action Foundation.

We hope you will leave this year’s conference with an enhanced understanding of the critical issues facing community action and obtain new skills and strategies to effectively implement your goals and prepare for future challenges.

Sincerely,

Winston Ross  
President of CAPLAW

Anita Lichtblau  
Executive Director/General Counsel
CAPLAW Board & Staff

Winston A. Ross, CAPLAW President
Executive Director, Westchester Community Opportunity Program
Elmsford, NY

Patricia Steiger, CAPLAW Vice President
Management Consultant & Former Executive Director, National Community Action Management Academy

Gale F. Hennessy, CAPLAW Treasurer
Executive Director, Southern New Hampshire Services
Manchester, NH

Catherine Caputo Hoskins, CAPLAW Secretary
Executive Director, Salt Lake Community Action Program
Salt Lake City, UT

David Brightbill, CAPLAW Board Member
Executive Director, Washington–Morgan Counties Community Action Program
Marietta, OH

Leonard Dawson, CAPLAW Board Member
Former Executive Director, Coastal Georgia Area Community Action Authority, Inc.
Brunswick, GA

John J. Drew, CAPLAW Board Member
President & CEO, Action for Boston Community Development, Inc.
Boston, MA

Jerralynn Ness, CAPLAW Board Member
Executive Director, Community Action serving Washington County
Hillsboro, OR

Douglas D. Rauthe, CAPLAW Board Member
Executive Director, Community Action Partnership of Northwest Montana
Kalispell, MT

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

Anita Lichtblau, Esq.
Executive Director & General Counsel, CAPLAW
Boston, MA

Eleanor Evans, Esq.
Deputy Director & Senior Counsel

Linda DeLauri, EdM
Project Director, National Nonprofit Financial & Grants Management Training Program

Ashley Billingsley
Administrative Coordinator/Executive Assistant

Allison Ma’Iuf, Esq.
Associate Counsel

Cara Loffredo
Communications Manager
FOURTH FLOOR

SIXTH FLOOR
# Conference at a Glance

## Tuesday, June 14, 2011

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 p.m. - 5 p.m.</td>
<td>Registration and Information</td>
<td>4th Floor</td>
</tr>
</tbody>
</table>

## Wednesday, June 15, 2011

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m. - 5:30 p.m.</td>
<td>Registration and Information</td>
<td>4th Floor</td>
</tr>
<tr>
<td>8 a.m. - 12:15 p.m.</td>
<td>Pre-Conference Tour</td>
<td>4th Floor</td>
</tr>
<tr>
<td>(Registration is required. Tour will leave from the main lobby.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30 a.m. - 12 p.m.</td>
<td>Pre-Conference Workshops (with 30 minute break)</td>
<td>4th Floor</td>
</tr>
<tr>
<td>A. Charity or Tax-Exempt Business? Sustainability through Social Enterprise</td>
<td>Ballroom 3</td>
<td></td>
</tr>
<tr>
<td>B. From the Welcome Letter to the Pink Slip: Hiring &amp; Firing Legal Lessons</td>
<td>Ballroom 4</td>
<td></td>
</tr>
<tr>
<td>C. A, B, Cs of Nonprofit Accounting</td>
<td>Minnesota</td>
<td></td>
</tr>
<tr>
<td>1 p.m. - 2:45 p.m.</td>
<td>Opening Session: Welcoming remarks from the CAPLAW board, opening session speakers and Opening Keynote address from Mark Greenberg, Deputy Assistant Secretary for Policy, ACF, HHS</td>
<td>4th Floor</td>
</tr>
<tr>
<td>2:45 p.m. - 3:15 p.m.</td>
<td>Afternoon Break</td>
<td>4th Floor</td>
</tr>
<tr>
<td>3:15 p.m. - 5 p.m.</td>
<td>Workshop Session One</td>
<td>4th Floor</td>
</tr>
<tr>
<td>1A. Governance: Getting Your Board on Board</td>
<td>Ballroom 4</td>
<td></td>
</tr>
<tr>
<td>1B. HR: The Basics of Employee Leave: ADA and FMLA</td>
<td>St. Croix I</td>
<td></td>
</tr>
<tr>
<td>1C. HR: Retirement Benefits Refresher</td>
<td>Pine/Cedar</td>
<td></td>
</tr>
<tr>
<td>1D. Fiscal: Savvy Auditor Selection and Recent Audit Developments</td>
<td>Minnesota</td>
<td></td>
</tr>
<tr>
<td>1E. Minimizing Risk when Using Media for Your Message</td>
<td>Deer/Elk</td>
<td></td>
</tr>
<tr>
<td>1F. CSBG Monitoring from the State &amp; Federal Perspective</td>
<td>Ballroom 3</td>
<td></td>
</tr>
<tr>
<td>5:45 p.m. - 7:30 p.m.</td>
<td>Networking Reception</td>
<td>4th Floor</td>
</tr>
</tbody>
</table>

## Thursday, June 16, 2011

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m. - 5:30 p.m.</td>
<td>Registration and Information</td>
<td>4th Floor</td>
</tr>
<tr>
<td>7:30 a.m. - 8:15 a.m.</td>
<td>Continental Breakfast</td>
<td>Atrium</td>
</tr>
<tr>
<td>8:30 a.m. - 10 a.m.</td>
<td>Workshop Session Two</td>
<td>Atrium</td>
</tr>
<tr>
<td>2A. Governance: Are you a Governance Guru?</td>
<td>St. Croix I</td>
<td></td>
</tr>
<tr>
<td>2B. HR: Anatomy of a Workplace Dispute</td>
<td>Minnesota</td>
<td></td>
</tr>
<tr>
<td>2C. Fiscal: Understanding OMB Circular A-110</td>
<td>Ballroom 3</td>
<td></td>
</tr>
<tr>
<td>2D. Fiscal: Strategies for Sustainability – Shared Services, Collaborations and Mergers</td>
<td>Pine/Cedar</td>
<td></td>
</tr>
<tr>
<td>2E. Development: Beyond Bake Sales: Raising Money from Private Sources</td>
<td>Ballroom 4</td>
<td></td>
</tr>
<tr>
<td>2F. Head Start Update</td>
<td>Deer/Elk</td>
<td></td>
</tr>
<tr>
<td>10 a.m. - 10:15 a.m.</td>
<td>Morning Break</td>
<td>Atrium</td>
</tr>
<tr>
<td>10:15 a.m. - 11:45 a.m.</td>
<td>Workshop Session Two Continued</td>
<td>Atrium</td>
</tr>
</tbody>
</table>
## Conference at a Glance

### Thursday, June 16, 2011 (continued)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
</table>
| 12 p.m. - 1:40 p.m. | **Conference Luncheon**  
What the Future Holds for CSBG: A Panel Discussion with Representatives from the CSBG National Partner Organizations | Ballroom 1 & 2 |
| 2 p.m. - 3:30 p.m. | **Workshop Session Three**  
3A. Governance: Anything But a Cold Shower; Incorporating Financial Statements Into Your Board Meetings  
3B. HR: Perfecting Your Performance Evaluations  
3C. HR: Staff Reductions in Belt Tightening Times: Layoffs and Alternatives  
3D. Fiscal: Keeping Tabs on Related and Sponsored Entities  
3E. Development: Focus on Fundraising Rules  
3F. OCS-Funded Initiatives of the CSBG National Partners | Ballroom 1 & 2  
Pine/Cedar  
Birch/Maple  
Deer/Elk  
Minnesota  
St. Croix I |
| 3:30 p.m. - 4 p.m. | **Afternoon Break** | Atrium |
| 4 p.m. - 5:30 p.m. | **Workshop Session Four**  
4A. Governance: Risk Aversion: Recognizing Red Flags  
4B. HR: Wage and Hour 101  
4C. HR: EEO Update: The Changing Face of Discrimination  
4D. Fiscal: Managing Cash Flow Challenges  
4E. Development: The Perfect Match: Identifying Foundation Prospects  
4F. Working with Attorneys | Ballroom 1 & 2  
Deer/Elk  
Minnesota  
St. Croix I  
Pine/Cedar  
Birch/Maple |

### Friday, June 17, 2011

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m. - 12 p.m.</td>
<td><strong>Conference Information</strong></td>
<td>4th Floor</td>
</tr>
</tbody>
</table>
| 7:30 a.m. - 8:45 a.m. | **Continental Breakfast and Roundtables**  
(see registration for topics & locations.) | St. Croix II |
| 7:30 a.m. - 8:45 a.m. | **Attorney Network Breakfast** | St. Croix II |
| 9 a.m. - 10:30 a.m. | **Workshop Session Five**  
5A. Governance: Conflicts of Interest: Sitting On a Barbed-Wire Fence  
5B. HR: Hot Topics in Health Care Reform  
5C. HR: Wage & Hour 201  
5D. Fiscal: Preserving Your Tax-Exempt Status: 501(c)(3) Update & Advanced UBIT Topics  
5E. Spotlight on Immigrant Eligibility for Benefits  
5F. Lobbying & Political Activity: Playing by the Rules | Ballroom 1 & 2  
Deer/Elk  
Minnesota  
Ballroom 4  
Pine/Cedar  
Birch/Maple  
St. Croix I |
| 10:45 a.m. - 12 p.m. | **Closing Session:** Legislative Update with David Bradley, NCAF & Closing Keynote  
Address from Minnesota Congressman Keith Ellison | Ballroom 1 & 2 |
THE LOUISIANA ASSOCIATION OF COMMUNITY ACTION PARTNERSHIPS

Best Wishes to CAPLAW
For a Successful 2011 Conference

Thank you for your support and guidance throughout the year

Gervis LaFleur
LACAP President

Jane Killen
Executive Director

11637 Industriplex Boulevard, Baton Rouge, LA 70809
Phone: 225-298-3323  Fax: 225-298-3325
www.lacapinc.org
Services to Low-Income Families:
- Self-sufficiency (Education & Employment)
- Volunteer Opportunities (Mentoring, Community Projects)
- Vulnerable Population Services (Elderly, Homebound, Disabled)
- Positive Youth Development
- USDA Commodities
- Home Energy Assistance
- Individual Development Account
- Home Repairs
- Income Tax Assistance

Other Programs and Services:
- Homeownership
- Wellness Program
- Tutorial Program
- Neighborhood Clean-up & Beautification
- Neighborhood Crime Watch
- Rent/Mortgage Support
- Child Care Services
- Food & Prescription Drugs Assistance

Linda Myers, Board Chair
John W. Edwards, Jr., Executive Director

Serving – 7 Counties
BAKER COUNTY • CLAY COUNTY • DUVAL COUNTY • FLAGLER COUNTY
NASSAU COUNTY • PUTNAM COUNTY • ST. JOHNS COUNTY
MAIN OFFICE: 4070 Boulevard Center Drive, 4500 Building, Suite 200,
Jacksonville, FL 32207, P.O. Box 52025 (32201)
### Conference Schedule

#### Tuesday, June 14, 2011

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 p.m. - 5 p.m.</td>
<td>Registration and Information</td>
<td>4th Floor</td>
</tr>
</tbody>
</table>

#### Wednesday, June 15, 2011

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m. - 5:30 p.m.</td>
<td>Registration and Information</td>
<td>4th Floor</td>
</tr>
<tr>
<td>8 a.m. - 12:15 p.m.</td>
<td>Pre-Conference Tour</td>
<td>Ballroom 3</td>
</tr>
<tr>
<td>8:30 a.m. - 12 p.m.</td>
<td>Pre-Conference Workshops (with 30 minute break)</td>
<td>Ballroom 4</td>
</tr>
<tr>
<td>8 a.m. - 12 p.m.</td>
<td>Pre-Conference Workshops (with 30 minute break)</td>
<td>Ballroom 4</td>
</tr>
<tr>
<td>8 a.m. - 12:15 p.m.</td>
<td>Pre-Conference Workshops (with 30 minute break)</td>
<td>Ballroom 4</td>
</tr>
</tbody>
</table>

#### A. Charity or Tax-Exempt Business? Sustainability through Social Enterprise

Nonprofits and CAAs all over the US are leveraging their assets into earned income, and you can, too. What you know, what you have and what you do have value to other nonprofits and the for-profit community. This hands-on workshop will walk you through the key elements required to launch a successful earned income venture. Learn not only about the legal and tax issues involved in starting and operating this type of venture but also about market research and feasibility, costing and sales planning, and the elements in a business plan. You will make an asset inventory; brainstorm opportunities; and be motivated by examples that are working for other nonprofits and CAAs that have begun their social enterprises.

**Presenters:** Jean Block, Jean Block Consulting, Inc.  
Eleanor Evans, Esq., CAPLAW

**CPE Field of Study:** Specialized Knowledge & Applications  
**Level:** Overview

#### B. From the Welcome Letter to the Pink Slip: Hiring and Firing Legal Lessons

Whether employers are filling empty offices or cleaning house, they must be prepared for the possible legal effects of their actions. This workshop will address the hiring process (applications, interviews, etc.); employee handbooks; job descriptions; discipline; and suspension/termination. Employers will learn how to properly evaluate and document new hires and terminations with an eye toward avoiding and defending litigation. We will also address how to conduct proper reductions-in-force in difficult economic times.

**Presenter:** Richard (Rick) W. Pins, Esq., Leonard, Street and Deinard, PA

**CPE Field of Study:** Personnel/HR  
**Level:** Basic

#### C. A, B, Cs of Nonprofit Accounting

Explore the core accounting and financial reporting issues applicable to nonprofit organizations in this basic-level introduction to key generally accepted accounting principles (GAAP) for nonprofits. Topics will include: classification of net assets; definitions of temporarily and permanently restricted net assets; contribution accounting; conditional vs. unconditional promises to give; functional expense classification; joint activities that include fundraising; and financial statement requirements. This session is intended for financial staff who are new to the nonprofit sector or for those wishing to take a refresher course, and for nonprofit managers, board members and others seeking a better understanding of nonprofit accounting.

**Presenters:** Mary Pockl, CPA, S.R. Snodgrass A.C.  
Mike Zeno, CPA, S.R. Snodgrass A.C.

**CPE Field of Study:** Accounting  
**Level:** Basic
### Conference Schedule

**Wednesday, June 15, 2011 (continued)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 p.m. - 2:45 p.m.</td>
<td><strong>Opening Session</strong>&lt;br&gt;Welcoming remarks from the CAPLAW board of directors, greetings from local&lt;br&gt;Community Action representatives and Yasmina Vinci, Executive Director, National Head&lt;br&gt;Start Association&lt;br&gt;&lt;br&gt;<strong>Opening Keynote Speaker:</strong> Mark Greenberg, Deputy Assistant Secretary for Policy, Administration for Children and Families, U.S. Department of Health and Human Services</td>
<td>Ballroom 1 &amp; 2</td>
</tr>
<tr>
<td>2:45 p.m. - 3:15 p.m.</td>
<td><strong>Afternoon Break</strong></td>
<td>Atrium</td>
</tr>
<tr>
<td>3:15 p.m. - 5 p.m.</td>
<td><strong>Workshop Session One</strong>&lt;br&gt;&lt;br&gt;&lt;br&gt;1A. Governance: Getting Your Board on Board&lt;br&gt;Nonprofit boards of directors are expected to set “the tone at the top.” Find out what&lt;br&gt;this means in practice for CAA boards. This hands-on, interactive workshop will cover:&lt;br&gt;CAA board structure; legal duties and responsibilities of CAA board members; respective&lt;br&gt;roles of CAA executive directors and board members; and other information every board&lt;br&gt;member should know. Participants will receive a board training CD and manual to share&lt;br&gt;with their boards.&lt;br&gt;&lt;br&gt;<strong>Presenters:</strong> Connie Greer and Joelle Hoeft Office of Economic Opportunity, Minnesota Department of Human Services&lt;br&gt;&lt;br&gt;<strong>CPE Field of Study:</strong> Specialized Knowledge &amp; Applications&lt;br&gt;&lt;br&gt;<strong>Level:</strong> Basic</td>
<td>Ballroom 4</td>
</tr>
<tr>
<td></td>
<td>1B. HR: The Basics of Employee Leave: ADA and FMLA&lt;br&gt;Employers are constantly faced with issues stemming from employees' requests for leave&lt;br&gt;or accommodation. This session is intended to help employers address these issues by&lt;br&gt;reviewing the basics of leave under the Family and Medical Leave Act (FMLA) and the&lt;br&gt;Americans with Disabilities Act (ADA) and how these two major leave laws interact with&lt;br&gt;each other. You will learn about: employer obligations; different types of leave; calculating&lt;br&gt;leave time; reduced and intermittent leave options; light duty assignments and restoration&lt;br&gt;rights; required notices; disability determinations; and reasonable accommodations.&lt;br&gt;&lt;br&gt;<strong>Presenter:</strong> Jonathan T. Naples, Esq., Leonard, Street and Deinard, PA&lt;br&gt;&lt;br&gt;<strong>CPE Field of Study:</strong> Personnel/HR&lt;br&gt;&lt;br&gt;<strong>Level:</strong> Basic</td>
<td>St. Croix I 6th Floor</td>
</tr>
<tr>
<td></td>
<td>1C. HR: Retirement Benefits Refresher&lt;br&gt;The rules affecting retirement plans are constantly changing. Be sure you are up-to-date on recent developments affecting 403(b) and 401(k) plans. This session offers the perspective of both an employee benefits attorney and a plan manager and will feature tips on working with plan vendors and what to look for in a plan auditor. We will also cover recent changes to Form 5500 reporting; new fee disclosure rules; revised plan termination guidance; updates to IRS correction procedures; and how to address operational errors.&lt;br&gt;&lt;br&gt;<strong>Presenters:</strong> Theresa Corona, Esq., Leonard, Street and Deinard, PA&lt;br&gt;Diane Simpson, CPA, QPA, QKA, TGPC, Abdo, Eick &amp; Meyers, LLP&lt;br&gt;&lt;br&gt;<strong>CPE Field of Study:</strong> Personnel/HR&lt;br&gt;&lt;br&gt;<strong>Level:</strong> Intermediate&lt;br&gt;&lt;br&gt;<strong>Prerequisite:</strong> Basic understanding of retirement benefit plan legal and operational issues</td>
<td>Pine/Cedar Birch/Maple</td>
</tr>
</tbody>
</table>
1D. Fiscal: Savvy Auditor Selection and Recent Audit Developments

Get the most out of your relationship with your organization’s auditor by learning how to obtain and maintain quality, cost-effective services. In this session we will discuss how to determine what type of auditor would best fit the needs of your organization, what questions to ask, what documentation to review and how to negotiate for the best services at the right price. This session will also update participants on current audit and GAAP developments.

**Presenters:** Mary Pockl, CPA, S.R. Snodgrass A.C.
Mike Zeno, CPA, S.R. Snodgrass A.C.

**CPE Field of Study:** Auditing

**Level:** Overview

1E. Minimizing Risk when Using Media for Your Message

Libel, rights of privacy, and copyright are all legal issues that impact your CAA’s communication efforts. Learn how to minimize your exposure to liability when using photos, links, previously printed articles, newsletters, and social media to convey your message in furtherance of your mission. We will discuss what policies and procedures an organization should have in place to protect itself from common media risks. We encourage all participants to bring any media issues they have faced or are currently facing to this interactive session.

**Presenter:** Eric Paulsrud, Esq., Leonard, Street and Deinard, PA

**CPE Field of Study:** Specialized Knowledge & Applications

**Level:** Overview

1F. CSBG Monitoring from the State and Federal Perspective

Join representatives of the federal Office of Community Services (OCS) and the states as they discuss the roles and expectations of OCS and the states in monitoring states and CAAs. Hear about the most common problems identified in CSBG monitoring. Learn how to prepare for your next CSBG monitoring visit – familiarize yourself with the relevant federal regulations; understand what state monitors are looking for; and identify appropriate documentation to show proof of compliance.

**Presenters:**
Jeannie Chaffin, National Association for State Community Service Programs
Frances Harley, Division of State Assistance, Office of Community Services, HHS
Francie Mathes, Office of Economic Opportunity, Minnesota Department of Human Services
Anita Lichtblau, Esq., CAPLAW (moderator)

**CPE Field of Study:** Specialized Knowledge & Applications

**Level:** Overview

5:45 p.m. - 7:30 p.m. **Networking Reception**
## Conference Schedule

**Thursday, June 16, 2011**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m. - 5:30 p.m.</td>
<td><strong>Registration and Information</strong></td>
<td>4th Floor</td>
</tr>
<tr>
<td>7:30 a.m. - 8:15 a.m.</td>
<td><strong>Continental Breakfast</strong></td>
<td>Atrium</td>
</tr>
<tr>
<td>8:30 a.m. - 10 a.m.</td>
<td><strong>Workshop Session Two</strong></td>
<td>St. Croix I 6th Floor</td>
</tr>
<tr>
<td>2A.</td>
<td>Governance: Are You a Governance Guru?</td>
<td>6th Floor</td>
</tr>
<tr>
<td></td>
<td>Explore the depth of your knowledge and the practical implications of nonprofit governance by participating in this interactive session. Participants will be divided into small discussion groups to address scenarios based on key governance areas including: the role of the executive director; board review of certain transactions; a powerful board chair; and the board's response to whistleblowers. Each group will arrive at a solution for each case and share it with the session as a whole. Then, the workshop leaders will summarize the solutions and provide a brief presentation on best practices. Participants will be provided with a copy of the cases before the session so that they can familiarize themselves with the facts in advance. This is an opportunity to test your governance knowledge, express your opinions, meet other CAA and nonprofit leaders from around the country, and learn from the experiences of others.</td>
<td></td>
</tr>
<tr>
<td><strong>Presenters</strong>: Anita Lichtblau, Esq., CAPLAW</td>
<td>Patricia Steiger, Management Consultant and CAPLAW Board Member</td>
<td></td>
</tr>
<tr>
<td><strong>CPE Field of Study</strong>: Specialized Knowledge &amp; Applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level</strong>: Overview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2B.</td>
<td>HR: Anatomy of a Workplace Dispute Minnesota</td>
<td>6th Floor</td>
</tr>
<tr>
<td></td>
<td>This session will take a typical workplace dispute and deconstruct it – from the first hints of trouble through its painful development into a case -- using the expertise and advice of two experts, one an experienced workplace attorney, and the other an experienced workplace mediator. These two will present an enjoyable and highly interactive analysis of how workplace conflict develops and how to deal with it effectively. Emphasis will be placed on practical advice for what to do (and not do) from the beginning of tensions to the full-blown “case.” They may not always agree, but they will always have your best interests in mind as managers!</td>
<td></td>
</tr>
<tr>
<td><strong>Presenters</strong>: Richard (Rick) W. Pins, Esq., Leonard, Street and Deinard, PA</td>
<td>Norval D. (John) Settle, Esq., SETTLEMENT Associates, LLC</td>
<td></td>
</tr>
<tr>
<td><strong>CPE Field of Study</strong>: Personnel/HR</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level</strong>: Overview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2C.</td>
<td>Fiscal: Understanding OMB Circular A-110 Ballroom 3</td>
<td>Ballroom 3</td>
</tr>
<tr>
<td></td>
<td>Nonprofit federal grantees are required to follow Office of Management and Budget (OMB) A-110 Circular on grants administration. Failure to comply can have serious consequences. Attend this workshop and develop a better understanding of the requirements of OMB Circular A-110 and how to improve your organization’s compliance with them. Topics will include: procurement rules; procedures for managing and acquiring property with grant funds; financial management standards; and rules on program income and cost sharing.</td>
<td></td>
</tr>
<tr>
<td><strong>Presenter</strong>: Dan Miller, CPA, Meliora Partners, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CPE Field of Study</strong>: Specialized Knowledge &amp; Applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level</strong>: Basic</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2D. Fiscal: Strategies for Sustainability – Shared Services, Collaborations and Mergers

Joining forces is a viable option when furthering an expansive mission or facing uncertain times. In this session we will explore various alternatives for sharing or combining resources, services or programs – from consolidating administrative functions to jointly managing programs to formally merging. We will examine the practical, financial and legal implications of these various options. We will learn about corporate structures used in nonprofit mergers and the unique issues associated with government funding sources. We will also hear from two CAA executives about their organizations’ recent experiences with mergers.

**Presenters:** Adrian Fassett, Economic Opportunity Council of Suffolk, Inc.  
Joel L. Kaleva, Esq., Crowley Fleck PLLP  
Renae Oswald-Anderson, Project ReDesign, MAP for Nonprofits  
Gale Hennessy, Southern New Hampshire Services and CAPLAW  
Treasurer (Workshop Chair)

**CPE Field of Study:** Specialized Knowledge & Applications  
**Level:** Overview

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 a.m. - 10:15 a.m.</td>
<td><strong>Morning Break</strong></td>
<td>Atrium</td>
</tr>
<tr>
<td>10:15 a.m. - 11:45 a.m.</td>
<td><strong>Workshop Session Two (continued)</strong></td>
<td>Ballroom 1 &amp; 2</td>
</tr>
<tr>
<td>12 p.m. - 1:40 p.m.</td>
<td><strong>Conference Luncheon</strong></td>
<td>Ballroom 1 &amp; 2</td>
</tr>
</tbody>
</table>

### 2E. Development: Beyond Bake Sales: Raising Money from Private Sources

In today’s challenging funding climate, your organization needs to diversify its revenue sources. This fast paced workshop will discuss the elements in a development plan, how marketing principles will enhance your development efforts, how to connect with donors and funders, how to ask effectively, and will share some great new FUNdraising ideas you can try. The workshop is led by Jean Block, a fundraising pro with more than 45 years’ experience.

**Presenter:** Jean Block, Jean Block Consulting, Inc.  
**CPE Field of Study:** Specialized Knowledge & Applications  
**Level:** Overview

### 2F. Head Start Update

Be sure you’re up to speed on the latest developments affecting your organization’s Head Start program. This session will feature a lively discussion of: proposed regulations on recompetition and income eligibility determinations; program governance; allocation of costs; Head Start facilities; and other current legal and financial issues facing Head Start grantees.

**Presenters:** R. Brian Tipton, Esq., Sasser, Sefton, Tipton & Davis, P.C.  
Yasmina Vinci, National Head Start Association  
**CPE Field of Study:** Specialized Knowledge & Applications  
**Level:** Update
Thursday, June 16, 2011 (continued)

2 p.m. - 3:30 p.m.  **Workshop Session Three**

**3A. Governance: Anything But a Cold Shower: Incorporating Financial Statements Into Your Board Meetings**

Everyone tells boards that they should be examining the CAA’s financial statements during regular board meetings, but nobody tells the board how to do it. This session will be divided into two parts. Part I will consider process, examining who should lead the discussion, the roles that management and the finance committee should play, and what steps the board should follow as it works its way through the financial statements. Part II will consider content. What exactly is a financial statement and what does it tell the board? When the dust settles, you will have a much stronger understanding of the linkage between financial review and mission. Those who shudder at the sight of a balance sheet are particularly welcomed and encouraged to attend.

**Presenter:** Jack Siegel, Esq., CPA, Charity Governance Consulting LLC  
**CPE Field of Study:** Accounting  
**Level:** Overview

**3B. HR: Perfecting Your Performance Evaluations**

Conducting performance evaluations is an essential element of effective HR management. Attend this session and find out: why you should do performance evaluations; how they can be used to defend discrimination claims; what steps your organization can take to avoid liability involving performance evaluations; and how you should conduct performance evaluations.

**Presenter:** Myra Thompson, Mid-Iowa Community Action, Inc.  
**CPE Field of Study:** CPE Field of Study: Personnel/HR  
**Level:** Basic

**3C. HR: Staff Reductions in Belt Tightening Times: Layoffs and Alternatives**

With possible budget cuts on the horizon, it is important for CAAs to know their options and be prepared to address potential reductions in staff and changes to their employment structure. In this workshop, we will analyze the different options available to employers such as layoffs, reductions in pay, schedule changes and furloughs. We will discuss the benefits and risks of each option and ways to minimize the risks and the potential for lawsuits. We will also address the impact of the federal WARN Act and the avoidance of discrimination claims. Our discussions will touch on ways to retain essential talent, to support those employees who are in transition, and to effectively communicate staff changes with employees.

**Presenter:** Merrily S. Archer, Esq., Fisher & Phillips, LLP  
**CPE Field of Study:** Personnel/HR  
**Level:** Overview
### 3D. Fiscal: Keeping Tabs on Related and Sponsored Entities

CAAs often carry out their work through the creation and operation of multiple legal entities, including a variety of nonprofit corporations and for-profit partnerships and LLCs. Some CAAs also serve as fiscal sponsors, receiving funds on behalf of community groups that may not be incorporated or have tax-exempt status. This workshop will explore GAAP accounting requirements for reporting the financial results and impact of these multiple entities and projects on the financial statements of the CAA. If your CAA has developed affordable housing, established a separate entity to hold real estate, created a separate foundation for fundraising purposes, or functions as a fiscal sponsor, this session will provide opportunities to deepen your understanding of both GAAP requirements and the potential financial impact of these structures on your CAA's overall financial health.

**Presenter:** Kay Sohl, PA, Kay Sohl Consulting  
**CPE Field of Study:** Accounting  
**Level:** Intermediate  
**Prerequisite:** Experience with planning, management or governance of inter-related organizations

### 3E. Development: Focus on Fundraising Rules

Facing shrinking government budgets and growing client needs, many Community Action Agencies (CAAs) are stepping up their fundraising efforts. Be sure you know the legal rules that apply to fundraising. Attend this session to get answers to questions such as, including: How do you pay for fundraising costs? What do you need to tell donors, the IRS and state regulators? What legal requirements apply to special events and fundraising on the web?

**Presenter:** Joel L. Kaleva, Esq., Crowley Fleck, PLLP  
**CPE Field of Study:** Specialized Knowledge & Applications  
**Level:** Overview

### 3F. OCS-Funded Initiatives of the CSBG National Partners

The CSBG national partner organizations are conducting a number of new training and technical assistance (T&TA) initiatives supported by the federal Office of Community Services (OCS). Attend this session and learn about these initiatives – including the National Risk Mitigation and Quality Improvement T&TA Center, the State Performance Management Clearinghouse, and national training projects on Financial Management and Administrative Governance. Also find out about the Minnesota Community Action Partnership’s OCS-funded efforts to promote best practices for CAAs in implementing agency-wide data systems and automated business processes.

**Presenters:** Arnie Anderson, Minnesota Community Action Partnership  
Jeannie Chaffin, National Association for State Community Service Programs  
Lindley (Lil) Dupree, Community Action Partnership  
Eleanor Evans, Esq., CAPLAW  
Owen Heiserman, Meliora Partners, Inc.

**CPE Field of Study:** Specialized Knowledge & Applications  
**Level:** Overview
Thursday, June 16, 2011 (continued)

3:30 p.m. - 4 p.m.  **Afternoon Break**

4 p.m. - 5:30 p.m.  **Workshop Session Four**

4A. Governance: Risk Aversion: Recognizing Red Flags

Operational “red flags” should be warning signs to managers, executives, and board members that their organization may be headed for trouble. Nonprofits have to play by a lot of different rule books. They have to track and report on many, sometimes dozens, of funding sources—often through fiscal years that don’t match. The many programs they run often have different, unique goals and requirements. This workshop will help board members, staff and/or funders become acquainted with ways of discovering the current strengths and liabilities of their organizations early enough to proactively address the problems they may discover.

**Presenter:** Dan Miller, CPA, Meliora Partners, Inc.

**CPE Field of Study:** Specialized Knowledge & Applications

**Level:** Overview

4B. HR: Wage and Hour 101

Review the basics of the federal Fair Labor Standards Act (FLSA) and get answers to questions such as: Which employers and employees are covered by the FLSA? What are the FLSA’s fundamental requirements? How does the FLSA relate to state wage and hour laws? How do you calculate minimum wage and overtime pay? How do you compute hours worked—and when do you need to count rest and meal periods and time employees spend on call, waiting, or attending meetings and trainings? What records are employers required to keep under the FLSA?

**Presenter:** Lawrence S. McGoldrick, Esq., Fisher & Phillips, LLP

**CPE Field of Study:** Personnel/HR

**Level:** Basic

4C. HR: EEO Update: The Changing Face of Discrimination

The winds of change are blowing in all different directions these days and a new face of discrimination is emerging. The definitions of who is protected by employment discrimination laws, as well as what conduct is prohibited, are rapidly expanding. The EEOC’s current emphasis on systemic discrimination—discrimination arising out of an employer’s facially-neutral policies and practices—may redefine how employers think about discrimination issues. This session will address these expanding concepts of discrimination and how the new and upcoming changes require employers to update (or in some cases, completely rethink) their employment practices.

**Presenter:** Merrily S. Archer, Esq., Fisher & Phillips, LLP

**CPE Field of Study:** Personnel/HR

**Level:** Update
4D. Fiscal: Managing Cash Flow Challenges

Cash flow problems can bring most productive activity to a screeching halt, destroy sleep, and devour time needed to address the critical challenges. For many CAAs, cash flow pressure will rise as state budget crises lead to lay-offs, bumping, and furloughs, slowing down payments on cost reimbursement contracts and other awards. Cut-backs and lay-offs within our own organizations may slow down our submission of requests for reimbursement and limit our ability to seek private support. In this session we will explore techniques CAAs are using to obtain and manage lines of credit, accelerate collections, and manage difficult cash flow challenges. We will discuss cash flow projection practices; dealing with restricted cash; obtaining and managing lines of credit; and avoiding cash flow crises.

**Presenter:** Kay Sohl, PA, Kay Sohl Consulting

**CPE Field of Study:** Finance

**Level:** Overview

4E. Development: The Perfect Match: Identifying Foundation Prospects

The top reasons foundations reject proposals are that requests fall outside of a foundation’s interest areas and proposals fail to follow guidelines. Learn how to avoid these common pitfalls and be more efficient and effective in seeking foundation grants. Proposal competitiveness and success often rests on the degree of funder-project match. A well-devised strategic approach lessens staff burnout, improves funder relations, and avoids wasting time and resources on non-competitive proposals. In this session, participants will learn to identify a solid pool of potential funders; fully understand and respond to funder program priorities and procedures; and go beyond the foundation mission statement to assess and capitalize on the degree of match between the funder and project.

**Presenter:** Linda DeLauri, EdM., CAPLAW

**CPE Field of Study:** Specialized Knowledge & Applications

**Level:** Overview

4F. Working with Attorneys

Knowing when is the right time to consult with an attorney and understanding how to effectively navigate an attorney/client relationship is an important part of running a healthy organization. Additionally, with all of the legal issues nonprofits face on a daily basis finding attorneys to either serve on the board or act as consultants is essential for avoiding legal mishaps and maintaining compliance. In this session, you will find out when legal fees may be charged to federal grants, get helpful tips on recruiting attorneys to your board, and find out how to spot the need for legal assistance. You will also learn how to: find the right attorney when a legal matter arises, negotiate legal fees, and get the most out the attorney/client relationship.

**Presenters:** William J. “Bill” Davis, Community Action of Minneapolis
             Robert Sasser, Esq., and R. Brian Tipton, Esq., Sasser, Sefton, Tipton & Davis, P.C.

**CPE Field of Study:** Specialized Knowledge & Applications

**Level:** Overview
Friday, June 17, 2011

**Conference Information**

7:30 a.m. - 12 p.m.

7:30 a.m. - 8:45 a.m. **Continental Breakfast and Roundtables**
(see registration for topics & locations.)

7:30 a.m. - 8:45 a.m. **Attorney Network Breakfast**

9 a.m. - 10:30 a.m. **Workshop Session Five**

**5A. Governance: Conflicts of Interest: Sitting On a Barbed-Wire Fence**

Can conflicts of interest be managed? Some boards have believed so and their organizations have paid a heavy price. This session will examine four categories of conflicts; the correlation between conflicts and poor governance; why standard conflict validation procedures often don’t solve the problems with conflicts; tax issues, including Form 990 reporting; public, media, and employee perceptions; and how a board should go about developing a conflicts-of-interest policy and what issues should be addressed in the policy. The session also will consider the prohibition on financial conflicts applicable to CAAs operating Head Start programs, conflicts involving attorneys who simultaneously serve as board members and legal counsel, and conflicts involving a nonprofit’s outside auditors. The discussion will rely on examples, providing the audience with the opportunity to engage in what should be a lively discussion. This session will also provide an introduction to the new conflicts of interest toolkit currently being developed by CAPLAW to help you - board and management - better govern your organization.

**Presenter:** Jack Siegel, Esq., CPA, Charity Governance Consulting LLC
**CPE Field of Study:** Specialized Knowledge & Applications
**Level:** Overview

**5B. HR: Hot Topics in Health Care Reform**

Keeping up with evolving health care reform requirements can be a challenge for employers. This session is intended to help employers focus on what steps they should be taking now to comply with the new law, evaluate options for providing coverage, the upcoming compliance deadlines and near-term issues associated with offering health care benefits in this new legal landscape. Learn about coverage that will be provided through state based exchanges; penalties on employers who do not offer standardized health benefits; SIMPLE cafeteria plans; required health plan notices; changes to flexible spending accounts; external claims processes and employer reporting requirements.

**Presenter:** Theresa Corona, Esq., Leonard, Street and Deinard, PA
**CPE Field of Study:** Personnel/HR
**Level:** Update

**5C. HR: Wage and Hour 201**

In this advanced session which includes interactive hypothetical scenarios, you will learn how to categorize workers as employees vs. independent contractors and employees as exempt vs. nonexempt. You will examine the salary basis requirement for exempt employees – what it means to pay an employee on a salary basis and how to avoid impermissible deductions that can jeopardize the salary basis of an employee’s pay.

*(continued on page 18)*
We will also look at the rules on trainees and volunteers – including employees who volunteer for their nonprofit or governmental employers.

**Presenter:** Lawrence S. McGoldrick, Esq., Fisher & Phillips, LLP  
**CPE Field of Study:** Personnel/HR  
**Level:** Intermediate  
**Prerequisite:** Wage & Hour Law 101 and/or working knowledge of basic wage & hour law concepts

**5D. Fiscal: Preserving Your Tax-Exempt Status: 501(c)(3) Update and Advanced UBIT Topics**

As tax-exempt organizations venture into new areas to expand their reach and strengthen their presence, they are likely to encounter more complex tax issues. In this interactive session, test your knowledge regarding tricky situations involving unrelated business income issues. This workshop also provides organizations with an update on the constantly changing tax requirements for 501(c)(3) organizations. Get the latest information on legislation affecting tax-exempt organizations, IRS enforcement activities, and the IRS Form 990.

**Presenter:** Jeanne Schuster, Esq., CPA, Ernst & Young LLP  
**CPE Field of Study:** Taxes  
**Level:** Update

**5E. Spotlight on Immigrant Eligibility for Benefits**

With heated debates swirling around new immigration laws in states like Arizona, a spotlight has been placed on the ability of human service providers to meet the needs of low-income immigrants in their communities. It is often difficult for those working with immigrants to assist them effectively because of the intricacies of immigration and public benefits laws. Learn how these laws affect the benefits and services your organization can provide to immigrants.

**Presenter:** Tanya Broder, Esq., National Immigration Law Center  
**CPE Field of Study:** Specialized Knowledge & Applications  
**Level:** Overview

**5F. Lobbying and Political Activity: Playing by the Rules**

How can nonprofits and public agencies receiving federal grants (including CAAs and Head Start programs) operate and advocate effectively within the lobbying and political activity rules that apply to them? Find out by attending this workshop and getting a nuts and bolts explanation of Internal Revenue Service, Office of Management and Budget, Community Services Block Grant and Head Start rules governing lobbying and political activity, as well as the Hatch Act and voter registration rules.

**Presenter:** Eleanor Evans, Esq., CAPLAW  
**CPE Field of Study:** Specialized Knowledge & Applications  
**Level:** Overview

10:45 a.m. - 12 p.m.  
**Closing Session**  
**Legislative Update:** David Bradley, NCAF  
**Closing Keynote Speaker:** Minnesota Congressman Keith Ellison
Thank you, CAPLAW
From your friends at MICHIGAN COMMUNITY ACTION

Iowa, Kansas, Missouri, & Nebraska
Region VII sends best wishes for a great 2011 conference!

Working for Opportunity & Economic Security in America
LAWYERS OFFERING SOLUTIONS

Sasser, Sefton, Tipton & Davis, P.C., is proud to support CAPLAW and the work of Community Action.

As a member of the CAPLAW Attorney Network, our law firm is committed to advancing the legal interests of Community Action and Head Start on a daily basis.

At Sasser, Sefton, Tipton & Davis, P.C., we’re not just lawyers. We’re lawyers proudly offering solutions for Community Action Agencies and Head Start Programs.

Sasser Sefton Tipton & Davis

2000 Interstate Park Drive, Suite 300 (ZIP Code 36109)
Post Office Box 242127
Montgomery, Alabama 36124-2127
Telephone: (334) 532-3400
www.sasserlawfirm.com
Contact: Robert Sasser or Brian Tipton

The Alabama Bar requires the following: “No representation is made that the quality of legal services to be performed is greater than the quality of legal services performed by other lawyers.” Attorney responsible for content: Robert E. Sasser.
To the CAPLAW Staff,

Thank you for your invaluable expertise and advice on all things CAP. Best wishes for another outstanding year. We appreciate your partnership on the front lines of the war on poverty. We thank you and the many recipients of Salt Lake CAP services thank you.

Signed,
The Staff and Board of Salt Lake Community Action Program

Supporting nonprofits in enhancing their capacity to operate legally sound organizations

When we support the 2011 CAPLAW National Training Conference, we are helping nonprofit organizations gain the tools they need to resolve the legal, financial, and management questions they encounter every day.

Wells Fargo Insurance Services is proud to be a sponsor of the 2011 CAPLAW National Training Conference. Working together, we can make a difference.

Wells Fargo Insurance Services USA, Inc.
John Dwyer
4300 MarketPointe Drive, Suite 600
Bloomington, MN 55435
952-830-3000
john.dwyer@wellsfargo.com

wellsfargo.com/wfis

© 2011 Wells Fargo Insurance Services. All rights reserved.
Speaker Biographies

Opening Keynote Speaker

Mark Greenberg is Deputy Assistant Secretary for Policy at the Administration for Children and Families within the U.S. Department of Health and Human Services (HHS). Before joining HHS, Mr. Greenberg directed the Georgetown University Center on Poverty, Inequality and Public Policy, a joint initiative of the Georgetown University Law Center and the Georgetown Public Policy Institute. In addition, he was a Senior Fellow at the Center for American Progress (CAP) and the Center for Law and Social Policy (CLASP). He previously served as the Executive Director of CAP’s Task Force on Poverty and as CLASP’s Director of Policy. During his career, Mr. Greenberg has written extensively on issues relating to: federal and state welfare reform efforts; workforce policy issues affecting low-income families; child care and early education policy; tax policy; poverty measurement; and a range of other low-income issues. In addition, he frequently provided technical assistance to state and local governments regarding poverty reduction strategies. Prior to coming to D.C., Mr. Greenberg worked at Jacksonville Area Legal Aid in Florida and the Western Center on Law and Poverty in Los Angeles, California. Mr. Greenberg is a graduate of Harvard College and Harvard Law School.

Closing Keynote Speaker

Congressman Keith Ellison has represented the Fifth Congressional District of Minnesota in the U.S. House of Representatives since taking office on January 4, 2007. The Fifth Congressional District is the most vibrant and ethnically diverse district in Minnesota with a rich history and traditions. The Fifth District includes the City of Minneapolis and the surrounding suburbs. Mr. Ellison’s philosophy is one of “generosity and inclusiveness.” His roots as a community activist and his message of inclusivity through democratic participation resonates throughout the Fifth District. His priorities in Congress are: promoting peace, prosperity for working families, environmental sustainability, and civil and human rights. Mr. Ellison was elected as co-chair of the Congressional Progressive Caucus for the 112th Congress. Working together with other members of the Caucus, Mr. Ellison helped shape historic Health Care Reform and Wall Street Reform, raise the federal minimum wage, start the process to end the War in Iraq, strengthen veterans’ benefits, combat hate crimes, and create guarantees of pay equality for women. Mr. Ellison earned his law degree from the University of Minnesota Law School.

Opening Session Speaker

Yasmina S. Vinci, Executive Director of the National Head Start Association, is a seasoned leader in both executive and policy roles with over ten years of executive director experience at national organizations. Ms. Vinci comes to the National Head Start Association after several years as principal and founder of EDGE Consulting Partners. At EDGE, she pursued local, national and global projects that utilized the knowledge, experience, and connections of her years in human services and early education, to enhance the capacity of organizations to thrive as competent, strategic entities capable of influencing policy. Ms. Vinci founded EDGE after receiving her master in public administration degree from Harvard’s Kennedy School of Government. Ms. Vinci has also served on numerous advisory boards and task forces, and for nine years was Commissioner on the National Head Start Fellowship Commission and currently serves on the Governing Board of the Council for Professional Recognition, the Board of the Children’s Investment Fund, the Advisory Board of Boston EQUIP, the National Advisory Board for the Family Initiative of Legal Momentum, and the Advisory Board for Bright Horizons Family Solutions.
Speaker Biographies

Legislative Update Speaker

David Bradley has been recognized as one of Washington’s leading advocates for low-income programs. Mr. Bradley has worked with federal government representatives, members of Congress, congressional staff and key White House personnel to develop national policies dealing with low-income needs and related regulations and guidelines. Mr. Bradley has served as a member on a number of advisory boards and commissions. He helped found and fund CAPLAW which provides a legal support system to this anti-poverty network and is widely credited with increasing the effectiveness of all partners, federal, state and local in the Community Services Block Grant network. Mr. Bradley established CAP-PAC, the Community Action Program Political Action Committee. This allows community action programs to participate in a sophisticated manner in the political process. Recently Mr. Bradley helped create CAP Fund which is the first venture capital fund to be established to assist CAAs in their economic development activities. Mr. Bradley continues to demonstrate the ability to make issues affecting the poor of interest to both political parties. This was clearly demonstrated in 1995 and 1996 when the House Republican Contract with America agenda called for the elimination of funding for the CSBG. Mr. Bradley turned that challenge into an opportunity to fully discuss the community action network. Mr. Bradley has a Bachelors and Masters degree from George Washington University. In 1987 he was a Senior Executive Fellow at the Harvard University John F. Kennedy School of Government. He served in President Carter’s Administration as Congressional Liaison at the Small Business Administration.

In Appreciation

CAPLAW would like to thank Arnie Anderson, Executive Director of Minnesota Community Action Partnership, and his staff for their assistance in facilitating the pre-conference tour. We would also like to thank Bill Davis, Executive Director of Community Action of Minneapolis and his staff for providing volunteer services for this year’s conference.

Thank You!
Through our vast resources we address the following areas:
- Farmworker Emergency Services
- Low-Income Home Energy Assistance (LIHEAP)
- HUD Housing Counseling
- Training and Employment
- Family Self-Sufficiency Program (FSSP)
- Emergency Services
- Affordable Housing
- Before and After School Services
- Head Start
- Early Head Start
- Child Care
- USDA Child Care Food Services

300 Lynchburg Road • Lake Alfred, FL 33850
863-956-3491 • Fax: 863-956-3357 • www.alpi.org
The Rhode Island Community Action Association (RICAAA) is a statewide network of 8 Community Action Programs (CAPs) committed to empowering Rhode Island’s low-wage individuals, seniors and families to help themselves, as we have for over 40 years.

*Nearly $3.8 million from Community Service Block Grants support the core activities of the State and local Rhode Island Community Action Network.

- Rapid and Continuing Response to the March 2010 Floods
- Providing Access to Earned Income Tax Credit (EITC)
- Youth Opportunity Centers
- Supporting Families through the RI Works Program
- Providing Increased Access to SNAP Benefits
- Temporary Assistance for Needy Families
- Early Childhood Education
- Health Centers

Community Action Agencies collectively employ more than 1,000 people & provide over 200,000 services to Rhode Islanders annually. As the State’s largest Human Services Network, our staff members serve all 39 cities & towns. They serve with knowledge, energy & compassion to achieve the best possible outcomes for every client, and to make our communities better places to live.

Blackstone Valley CAP: 723-4520

Comprehensive Community Action (CCAP): 467-9610

East Bay CAP: Lower Bay 848-6697
Upper Bay 437-1000

Providence CAP: 273-2000

Family Resources Community Action: 766-0900

South County Community Action Agency: 789-3016

Tri-Town Community Action Agency: 351-2750

Westbay CAP: 732-4666

For more information, visit our website:

www.ricomunityaction.org
Phone: 401-941-0774
CAPLAW Board Member Biographies

Winston A. Ross, ACSW, CCAP, CAPLAW President, is Executive Director of the Westchester Community Opportunity Program, Inc. Presently, he serves on the boards of the New York State Community Action Association, the New York Civil Liberties Union, the Westchester Residential Opportunities Program, AIDS Related Community Services, the Housing Action Council, and Westchester Public Health Education and Research, Inc. Mr. Ross is also past Vice President of the National Association of Community Action Agencies and past President of the Yonkers Branch of the NAACP. He is a former Chairperson of the New York State Social Work Board and past First Vice President of the National Association of Social Workers. Mr. Ross has been recognized by many local organizations for his involvement in the community. In 1989, he received the NYS and National Social Worker of the Year Award. He received a bachelor of science from New York University and a master’s degree in social work from Columbia University.

Patricia A. Steiger, CCAP Emeritus, CAPLAW Vice President, served as the Executive Director of Iowa East Central T.R.A.I.N. (now Community Action of Eastern Iowa), a Community Action Agency in Davenport, Iowa, for 35 years. After retiring from that position in 2002, Ms. Steiger became the Executive Director of the National Community Action Management Academy. She currently serves as a management consultant. While Executive Director of Iowa East Central T.R.A.I.N., Ms. Steiger served eight years on the National Association of Community Action Agencies (NACAA) board of directors and four years as President. Ms. Steiger also served as President of the Iowa Community Action Association and of the Region VII Community Action Association. Ms. Steiger was the recipient of the Lyndon B. Johnson award in 1994.

Gale F. Hennessy, CCAP, CAPLAW Treasurer, is the Executive Director of Southern New Hampshire Services (SNHS), the Community Action Agency for Hillsborough County, the largest county in New Hampshire, consisting of the state’s two largest cities and 29 smaller communities. Mr. Hennessy has been involved with Community Action since 1966 and has been executive Director at SNHS since 1976. He has been active in leadership positions in community action throughout his career. In addition to being a founding CAPLAW board member, Mr. Hennessy has served as the Region I representative to the board of the Community Action Partnership since 1978, as President of the New Hampshire Community Action Association since 1981, and as the board of directors of the New England Community Action Association since 1976. Under his leadership, the New Hampshire Community Action Association has positioned the six New Hampshire CAAs to be primary social service operators in New Hampshire. These CAAs operate the dislocated and adult titles of WIA, the statewide Welfare-to-Work program, WIC, CSFP, Head Start, Early Head Start, weatherization, fuel assistance, utility-funded energy assistance, homeless outreach, HOME rehabilitation programs, and have developed, own and operate over 200 units of subsidized housing. Mr. Hennessy attended the University of Florida and Emerson College and holds a B.A. from the University of New Hampshire.

Catherine Caputo Hoskins, CCAP, CAPLAW Secretary, has been Executive Director of the Salt Lake Community Action Program (SLCAP) for over 15 years. Ms. Hoskins is also a board member of the National Community Action Foundation, and a member of the executive committee of the Community Action Partnership of Utah. She belongs to numerous local advisory boards and civic committees. She began her Community Action career in 1965 and has devoted her entire working years to the visions and values of Community Action. First introduced as a Head Start parent, Ms. Hoskins has moved up SLCAP’s ranks as an organizer, Neighborhood Director, Agency Operations Director, Associate Director and now as Executive Director. She also served for 10 years on the JTPA and the State Manpower Council. In the early 1970s when physicians were not accepting Medicaid cards, Ms. Hoskins was instrumental in the development of Salt Lake’s first community health center. As part of a team of neighborhood directors, SLCAP developed the concept of neighborhood community councils, which is still modeled and practiced in rich and poor neighborhoods. With the same team, SLCAP assessed the need and advocated for community centers in Salt Lake County’s poorest neighborhoods; these centers continue to be vital focal points for services and youth recreation. Ms. Hoskins’ special areas of interest are: health care for the medically under-served; employment opportunities for the unemployed and underemployed; and housing opportunities for the low-income population.
CAPLAW Board Member Biographies

David Brightbill is Executive Director of the Washington-Morgan Counties Community Action Agency, a two-county private nonprofit corporation based in Marietta, Ohio. Mr. Brightbill has been employed by the agency since 1970 and has served in a variety of capacities, including Youth Coordinator, Youth Employment Counselor, Employment and Training Director, Assistant Executive Director and, finally, as Executive Director since 1987. Mr. Brightbill is past President of the Ohio Association of Community Action Agencies (OACAA) and currently serves as OACAA's First Vice President. He is also past Chairman of the board of the Corporation for Ohio Appalachian Development. In addition to serving on the CAPLAW board, Mr. Brightbill serves on the boards of the Washington County Adult Basic and Literacy Education Program, the Washington County Community Improvement Corporation, the Washington County Revolving Loan Committee, the Muskingum Watershed Conservancy District, and the Ohio Community Development Corporation Association. He is President of the Washington County Family and Children First Committee and of the Lower Salem Village Council and is a member of the Ohio Consumers Council Regional Advisory Committee and of the Ohio University Alumni Board. Mr. Brightbill holds a bachelor of science in education from Ohio University.

Leonard Dawson, JD, CCAP, recently retired from his position as Executive Director of the Coastal Georgia Area Community Action Authority, Inc. in Brunswick, Georgia, where he worked for over 35 years. Mr. Dawson led the agency to become the largest community-based human services organization in the coastal area of Georgia. He has long been active in the Community Action movement, having served as president of state, regional and national Community Action organizations and having been one of the founders of CAPLAW and the National Community Action Foundation. Mr. Dawson also established the Institute for Human Service Development, Inc. and Dawson & Associates. Through these organizations he has developed three major programs that significantly impact Community Action and Head Start. The programs are Project Vote, the War on Poverty Wall of Honor, and the War on Poverty Commemorative Training Conference. These programs are in operation today. Mr. Dawson has received many awards at all levels of the Community Action movement as well as awards for civic involvement at the local and state levels. He began his career as a self-employed businessman. Later he became President of the ILA #1832 local union in St. Mary's, Georgia. While serving in these positions, he represented the low-income community on the Community Action board of directors. Mr. Dawson earned a bachelor of science from Edward Waters College and a doctor of jurisprudence from John Marshall Law School with special recognition for outstanding service.

John J. Drew, CPA, President and CEO of Action for Boston Community Development, Inc. (ABCD), has been a national figure in the Community Action movement for over 35 years. His leadership in the field has been informed both by his personal experience and his professional training. Mr. Drew was born in Charlestown, Massachusetts, and his early years were marked by the challenges of growing up in a hard-working community in which opportunities for education and career advancement were few. As a resident of public housing and a Head Start parent, he saw the beginnings of the anti-poverty movement of the 1960s. An academic late bloomer, he matriculated at Bentley College in his mid-30's, and went on to complete his MBA at Suffolk University. After being licensed as a Certified Public Accountant, Mr. Drew first encountered Action for Boston Community Development as an auditor. Mr. Drew joined ABCD as Budget Director, subsequently served as Deputy Director, Executive Vice President and is now the agency's President and CEO. During this time ABCD's budget grew to over $100 million, and its services reached out to more than 100,000 disadvantaged individuals each year. In addition to helping guide the growth of ABCD, Mr. Drew rapidly emerged as a leader in the wider nonprofit arena. He is the founder and former President of the National Association for Administrative Excellence (NAFAE), an association that helped make significant advances in the business management of nonprofit agencies. He is a sought-after trainer and consultant, who lectures frequently to national audiences in the community action network. As an adjunct professor at local colleges and universities including the Urban College of Boston, Mr. Drew shares his combination of practical expertise and academic learning with a range of students in public management programs. Mr. Drew has continued to support the principle of wider access to higher education, helping to nurture the Urban College Program at ABCD and serving as a Trustee of the Urban College of Boston since 1998.

Jerralynn Ness, CCAP, is Executive Director of Community Action serving Washington County. She has been with Community Action since 1973 and has been recognized as a leader in the larger Portland metropolitan area for her ability to bring the community together and facilitate positive change for those less fortunate. She has dedicated her life to eradicating poverty, with the mission of helping low-income families achieve economic security. In addition to her new role as CAPLAW Board Member, Ms. Ness currently serves on the board of directors of the Hillsboro Chamber of Commerce, Vision Action Network, Hillsboro Community Foundation, and Community Action Partnership of Oregon.
Douglas D. Rauthe is Executive Director of Community Action Partnership of Northwest Montana, a multi-faceted Community Action Agency that serves four counties of northwestern Montana. Under his direction, the agency provides housing development, LIHEAP, in-home care, employment and training, business loans and many other programs to assist low-income people in achieving self-sufficiency. In addition, Mr. Rauthe is President of the Region VIII Community Action Partnership which serves Montana, Colorado, Utah, North and South Dakota and Wyoming. He also previously served on the Region VIII board and hosted the Region VIII and X conference in 2009. From 1990 to 1998, Mr. Rauthe was the mayor of the City of Kalispell, Montana and a member of the board of Montana League of Cities and Towns. Mr. Rauthe has served on the National Association of Community Action Agencies’ National Advisory/Planning Committee for the 2000 Dialogue on Poverty, as state coordinator for the original Dialogue on Poverty, on the National Task Force for the Annual Energy Consumers’ Alliance/National Consumers League Policy Development on Deregulation, and on numerous other boards and committees.
Faculty Biographies

Arnie Anderson serves as the Executive Director of the Minnesota Community Action Partnership. MinnCAP delivers a range of core services including legislative advocacy, asset development and financial literacy programming, and low-income energy conservation. MinnCAP also manages a statewide client database for its members. Previously, Mr. Anderson served for twelve years as grants manager and planner in Minnesota’s State CSBG Office. Nationally, Mr. Anderson has served on Community Action’s ROMA Monitoring and Assessment Taskforce, the CSBG/IS Taskforce and the Managing Multiple Databases Committee. Regionally, Mr. Anderson serves on the Board of the Mid-America Community Action Association.

Merrily S. Archer, Esq., M.S.W., began her legal career as a trial attorney for the U.S. Equal Employment Opportunity Commission (EEOC) in Denver, Colorado. In that capacity, she represented the federal government in employment discrimination litigation throughout the West. Since 2000, Ms. Archer’s practice has focused on counseling and representing employers in a broad range of employment matters, with increasing emphasis on defending employers in EEOC litigation and EEOC systemic investigations. Ms. Archer earned a law degree and a Master of Social Work degree from Washington University in St. Louis. As an employment litigator, Ms. Archer has found her social work background invaluable in helping employers and HR professionals grapple with the complicated “people problems” they confront each day. Ms. Archer is a regular and featured presenter for SHRM councils in Colorado and New Mexico, the Council on Education in Management, the National Business Institute, CAPLAW, and the Colorado Bar Association. In 2005, the Denver Business Journal recognized Ms. Archer as one of Denver’s outstanding “Forty Under 40.” Ms. Archer is also a Colorado SuperLawyer in the area of employment litigation defense.

Jean Block is President of Jean Block Consulting, Inc. Ms. Block organized her first fundraiser when she was 13, and was hooked! In the 50+ years since then, she has served in leadership positions as volunteer and staff for numerous local, regional and national nonprofits. She is now a national speaker, trainer and consultant on nonprofit management, fundraising, board development and governance, and social enterprise. She is based in Albuquerque, New Mexico and has written two nonprofit books: Fast Fundraising Facts for Fame & Fortune and The ABCs of Building Better Boards. In 2006, she co-founded Social Enterprise Ventures, LLC, a national training company that teaches nonprofits how to diversify revenue through earned income. Visit her two websites to learn more and sign up for her free informational newsletters, www.jblockinc.com and www.socialenterpriseventures.com.

Tanya Broder, Esq., is Senior Staff Attorney at National Immigration Law Center focuses primarily on analyzing the ways in which federal, state, and local governments have been implementing welfare and immigration laws. Ms. Broder writes articles and policy analyses, provides technical assistance, co-counsels litigation, and presents trainings to legal and social service providers, legislative staff, and community-based organizations. Before joining NILC, she worked as a policy analyst for the Northern California Coalition for Immigrant Rights and as a staff attorney for the Legal Aid Society of Alameda County in Oakland. Ms. Broder holds a juris doctor from Yale Law School.

Jeannie Chaffin, CCAP, is Senior Program and Policy Specialist at National Association for State Community Services Program (NASCSP). Ms. Chaffin is responsible for CSBG program and policy development, as well as support. Ms. Chaffin has worked in the CSBG network for over twenty-two years, at both the State CSBG office and at a local Community Action Agency. As Missouri’s State CSBG and LIHEAP Program Manager for nine years, her responsibilities were to manage a portfolio of federal anti-poverty programs. Ms. Chaffin was responsible for contract management, monitoring of local eligible entities, federal and state reporting, including ROMA, budget development, training and creating new initiatives and approaches to address poverty. Jeannie Chaffin is a graduate of Drury University with a Bachelors of Science degree in Sociology and a Certified Community Action Professional.

Theresa Corona, Esq., Shareholder at Leonard, Street and Deinard, focuses her practice in employee benefits and compensation. Ms. Corona counsels clients regarding health care reform, cafeteria plans, wellness plans, privacy rules, qualified retirement plans (including 401(k) and pension plans), stock option and phantom stock plans, nonqualified deferred compensation arrangements, payroll and fringe benefits issues, Internal Revenue Service, Department of Labor and Pension Benefit Guaranty Corporation audits, and severance and employment agreement negotiation and drafting. In both 2009 and 2010, Ms. Corona was recognized as a Rising Star by Minnesota Law & Politics magazine. Prior to joining Leonard, Street and Deinard, Ms. Corona was employed as an associate in the employee benefits and executive compensation department of a large law firm in Chicago, and later with the tax department at Indiana University, working primarily on nonresident alien and payroll taxation issues.
### Linda DeLauri, Ed.M.

Ms. DeLauri’s areas of expertise include fundraising; research administration; program assessments, grant seeking and grants management; policy and procedure development; capacity-building; and strategic planning. She provided consulting services in these areas to nonprofit organizations and businesses with social purpose missions. Ms. DeLauri was affiliated with Harvard University for 14 years, where she led the Harvard Graduate School of Education Office for Sponsored Research, taught Project Development and Grant Proposal Writing at the Harvard University Extension School, and was a Research Associate of the Charles Hamilton Houston Institute for Race and Justice at the Harvard Law School. In 2006, she received the Joanne Fussa Distinguished Teaching Award. Ms. DeLauri began her career as a grant program specialist for the Institute of Museum Services (now the Institute of Museum and Library Services), a federal grant making agency.

### Lindley (Lil) Dupree

Began her career in Community Action in 2005 in Kalispell, Montana, having worked in small business, banking, investment analysis and community economic development. While at Community Action Partnership of NW Montana, she served as a grantwriter, development director and development officer. She joined the Community Action Partnership in Washington, DC in January 2010 as the Director of Training and Technical Assistance. She is a certified Results Oriented Management and Accountability (ROMA) trainer. She oversees the development and implementation of learning sessions, workshops, and resources for the Partnership’s network of 1,000 Community Action Agencies that fight poverty on the local level. She manages multiple grants from the federal Office of Community Services and the Partnership’s Pathways to Excellence and Award for Excellence programs, is actively engaged with the Emerging Leaders movement in the Community Action network, and serves as Project Director for the new National Risk Mitigation and Quality Improvement Training and Technical Assistance Center.

### Eleanor Evans, Esq.

Is Deputy Director and Senior Counsel at CAPLAW, where she advises Community Action Agencies on a wide range of legal, governance and financial matters. Ms. Evans presents workshops throughout the country and writes publications on legal issues of importance to CAAs. Prior to joining CAPLAW, Ms. Evans practiced with the Boston law firm of Hill & Barlow, where she represented nonprofit and for-profit organizations in corporate, tax and employee benefits matters. Ms. Evans is co-author of “Being A Player: A Guide to the IRS Lobbying Regulations for Advocacy Charities,” published by the Alliance for Justice. She is a graduate of Smith College and Georgetown University Law Center.

### Adrian Fassett

Has been the President/Chief Executive Officer of the Economic Opportunity Council of Suffolk, Inc. (EOC of Suffolk), the designated Community Action Agency for Suffolk County, New York, since 1992. Mr. Fassett oversees a workforce of over 100 individuals with an agency budget of over $10 million. Mr. Fassett has held various positions with the EOC of Suffolk including, grants and special projects assistant, foster care director and chief operations officer. He worked as a teacher in the Longwood School District and also as the assistant director for Project Upward Bound, the assistant director of the Higher Education Opportunity Program, as well as the director for the Freshman Preparatory Program while employed at Dowling College in New York. A graduate of Howard University and Adelphi University, Mr. Fassett serves on various boards of directors including: Suffolk County Workforce Investment Board, the Department of Social Service Commissioner’s Advisory Council (CAC), Long Island Network of Community Services (LINCS), BiasHELP, Nassau-Suffolk HIV Health Services Planning Council, Health and Welfare Council of Long Island, Inc., National Community Action Foundation, Suffolk County HIV Commission, and the United Way of Long Island Agency Executive Council. Mr. Fassett has been a tireless advocate for Community Action Agencies and works with his local congressional representatives to ensure their continued support for CSBG funding.

### Frances Harley

Is the Financial Operations Team Lead/Auditor in the Division of State Assistance, Office of Community Services (OCS), Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS). Ms. Harley assists in the day-to-day financial administration and oversight for the Division’s CSBG, SSBG, and ARRA programs. Ms. Harley is a former Inspector General Auditor, with an extensive background in program integrity, compliance, monitoring, and financial accountability of Federal grants. Ms. Harley has worked with states, tribal governments, community-based organizations, and national organizations that support community services programs. She has also worked with other Federal agencies and has had prior responsibilities associated with Financial Statement audits. Ms. Harley has financial experience in both the Federal and private sector and is a recent graduate of the American University Key Executive Leadership Program.
Faculty Biographies

**Owen Heiserman** is a Research Specialist with Meliora Partners. He was a program manager and resource director for 14 years at Mid-Iowa Community Action. He joined the Peer-to-Peer technical assistance team in 2005, moving with the team to Meliora in 2007. Mr. Heiserman’s expertise is in management systems design, governance, funding proposal development, assessment documentation and reporting. He was certified as a ROMA trainer in 2002. He has presented training at state, regional, and national levels.

**Joelle Hoeft** has worked at the State of Minnesota for the past 17 years. She has experience promoting and supporting policies and programs aimed at fighting poverty at all levels - local, state and national. She received her masters degree in public administration from the University of Minnesota’s Humphrey Institute.

**Joel Kaleva** is a Partner in the Commercial Department at Crowley Fleck, PLLP. His practice focuses on counseling nonprofit organizations about the complicated interplay among the different federal and state agencies that regulate the activities of these organizations. Mr. Kaleva assists clients in the formation of not-for-profit corporations, and represents not-for-profit corporations in securing recognition of exemption from federal and state income tax. He advises tax exempt organizations on all aspects of federal tax issues associated with their operations including: joint ventures with both nonprofit or for-profit entities, unrelated business income issues, and mergers and acquisitions involving tax exempt organizations. Mr. Kaleva also assists clients in establishing effective employee benefit plans, developing related subsidiary organizations and creating efficient administrative procedures and governance policies for their boards of directors. Mr. Kaleva graduated from Montana State University and the University of Montana School of Law. He serves on numerous nonprofit boards and advisory committees and is a member of the ABA’s Taxation Committee.

**Anita Lichtblau, Esq.** serves as Executive Director and General Counsel of CAPLAW and as General Counsel of Action for Boston Community Development, Inc. (ABCD), Boston’s Community Action Agency. Ms. Lichtblau advises CAAs on issues such as tax-exempt organization requirements, lobbying and political activity rules, nonprofit board responsibilities, contracts, Head Start and other government program requirements. She has presented numerous workshops on these topics across the country. Prior to her positions with CAPLAW and ABCD, Ms. Lichtblau was a Senior Trial attorney with the United States Department of Justice, prosecuting bank fraud in federal courts in New England. Ms. Lichtblau also previously practiced law with the Boston firm of Hill & Barlow, specializing in civil litigation, and the Washington, D.C. firm of Steptoe & Johnson, specializing in civil litigation and government contracts. She is a graduate of Cornell University and Harvard Law School.

**Allison Ma’luf, Esq.** is Associate Counsel at CAPLAW. She advises Community Action Agencies on a wide range of legal issues, including board responsibilities, Head Start, employment law, and tax-exempt organization law requirements. Prior to joining CAPLAW, Ms. Ma’luf practiced law as a corporate associate at Goodwin Procter LLP in Boston, Massachusetts and Troutman Sanders LLP in Atlanta, Georgia where she represented public and private companies and nonprofit organizations in general corporate matters. She also completed a two-year appointment to the Staff Attorney’s Office at the United States Court of Appeals, Eleventh Circuit. Ms. Ma’luf received her undergraduate and law degrees from Wake Forest University.

**Francie Mathes, CCAP,** an Anti-Poverty Specialist at the Office of Economic Opportunity, Minnesota Department of Human Services, has worked extensively with anti-poverty programs, Community Action Agencies, Head Start Programs, Indian Reservation Governments, Homeless Programs and Food Shelves, throughout the state of Minnesota. Ms. Mathes is a former Head Start Director and has broad experience in working on anti-poverty issues at the local, state and national levels. She is proficient in program management, training and technical assistance for program improvement and compliance. Ms. Mathes does is an active public speaker on a variety of topics at state and national conferences and is a nationally certified trainer for ROMA (outcomes).
Faculty Biographies

Lawrence S. McGoldrick, Esq., is Of Counsel in the Atlanta office of Fisher & Phillips LLP, a national labor and employment law firm. Representing and advising management since 1983, Lawrence has practiced in virtually all areas of labor and employment law. He has successfully litigated cases at the trial and appellate levels, and he now concentrates his practice in the areas of government investigations, legal compliance audits, and counseling employers on how to handle or prevent problems in the workplace. Lawrence has special expertise in the areas of wage and hour laws, employee compensation plans, laws regulating background investigations of applicants and employees, and laws addressing employer obligations toward ill, injured, or disabled employees. He has conducted audits for national, regional, and local employers to improve their compliance with wage and hour laws, especially compliance with exempt/nonexempt employee classification requirements and other hotly litigated wage-hour issues. Lawrence received his undergraduate degree from the University of Virginia and his law degree from the University of Georgia School of Law.

Dan Miller, CPA has been providing consulting services in financial management to Community Action Agencies across the country for the past seven years. Mr. Miller is currently CFO of Meliora Partners, the successor to the Peer-to-Peer and National Community Action Management Academy (NCAMA) programs of Mid-Iowa Community Action, Inc. (MICA). Previously, he served as a financial services specialist for MICA's Peer-to-Peer program and as a fiscal trainer for NCAMA. Mr. Miller has special expertise in cost accounting systems and housing tax credits.

J.T. Naples, Esq. is an Associate at Leonard, Street and Deinard and focuses his practice on the areas of Employment and Labor and Business and Commercial Litigation. Mr. Naples' litigation experience includes successful representation of clients in federal and state court and before administrative agencies on matters involving Title VII, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Family Medical Leave Act (FMLA), the Minnesota Human Rights Act, the National Labor Relations Act, breach of contract, covenants not to compete, misappropriation of trade secrets, shareholder disputes, agribusiness disputes, and various other statutory, common law, and tort claims arising under state and federal law. Mr. Naples also regularly counsels clients on various labor and employment issues. He has been a presenter for clients and external audiences alike on topics such as the revised FMLA regulations, employee handbooks, positive employee relations and sexual harassment training. He has been named a Rising Star by Minnesota Law & Politics magazine.

Renae Oswald-Anderson is director of MAP for Nonprofits’ Project ReDesign, a program which helps nonprofits consider merger options to provide the strength necessary for survival. Ms. Oswald-Anderson has over 25 years’ experience in the nonprofit sector and formerly served as vice president of community building for Neighborhood House, a multi-cultural community center and settlement house in St. Paul. She helped lead Neighborhood House’s internal efforts to create a program evaluation & effectiveness department, forged new partnerships to develop and launch programs such as Family Literacy, a multicultural arts access program, and a community-based college access resource center. Prior to joining Neighborhood House, she was the chief operating officer and executive vice president of Neighbor to Neighbor. Ms. Oswald-Anderson is the past-chair of the board of directors of the Senior Service Consortium of Ramsey County, served on the North Central Regional Blood Board of the American Red Cross, and on the Metropolitan Alliance for Connected Communities (MACC) Evaluation Capacity Building Team. In 2008, she completed the Shannon Leadership Institute and in 2009 participated in a national conference on nonprofit collaboration with foundation officers, nonprofit leaders and consultants.

Eric Paulsrud, Esq. is a shareholder in Leonard, Street and Deinard and represents clients in state, federal and international trademark matters, e-commerce transactions, copyright matters, licensing and complex transactions in these areas. He has extensive experience in all aspects of trademark work, including registration of trademarks with the U.S. Patent and Trademark Office, individual state trademark offices and international trademark protection. Prior to practicing law, Mr. Paulsrud graduated first in his class from Hamline University School of Law and spent two years clerking for a judge on the U.S. Court of Appeals for the Eighth Circuit.
Richard W. Pins, Esq. is a shareholder in Leonard, Street and Deinard. He splits his practice equally between the labor and employment disciplines, and both counsels and litigates on behalf of clients. Mr. Pins has appeared before numerous state and federal judges and administrative agencies, including the Department of Labor, the National Labor Relations Board, and the EEOC. He has first-chaired multiple trials and countless arbitrations, both labor and otherwise, and has argued before several state and federal district courts, as well as Minnesota and South Dakota courts of appeal. Mr. Pins counsels clients daily in a variety of employment-related areas, including wage and hour, drug and alcohol testing, FMLA, discrimination, hiring, discipline, separation, privacy, background checking, record keeping and workplace violence. Mr. Pins also counsels clients on compliance with state and federal prevailing wage laws and transportation regulations, and frequently trains supervisors and employees on the basics of employment law, positive employee relations, and preventing workplace harassment and discrimination.

Mary Pockl, CPA is Principal of S. R. Snodgrass, A.C., Certified Public Accountants and Consultants, a regional accounting firm with offices in West Virginia, Ohio and Pennsylvania. Ms. Pockl is the officer in charge of the not-for-profit accounting and auditing services practice. She serves as the Government Audit Quality Control officer for the firm, team captain for the Snodgrass Quality Control Group, and member of the firm’s Accounting and Auditing Committee charged with quality control practices and standards for the firm. Ms. Pockl has over 23 years of experience in audits of not-for-profits including Community Action Agencies. She was a speaker at the 2010 CAPLAW National Conference. She has also provided fiscal training for the Ohio Association of Community Action Agencies (OACAA) and several Community Action Agencies in Ohio. Prior to joining Snodgrass, Ms. Pockl has several years of experience as a fiscal director for a publicly funded organization and for a Tri-County United Way Organization.

Robert E. Sasser, Esq. is Shareholder of Sasser, Sefton, Tipton & Davis, PC, a full-service law firm located in Montgomery, Alabama. Mr. Sasser has served as a consulting attorney for CAPLAW and as general counsel for the Montgomery Community Action Agency, the Community Action Association of Alabama, the Alabama Manufactured Housing Institute, the Alabama Water and Wastewater Institute, and the Alabama Retired State Employees Association. For over 25 years, Mr. Sasser has represented Community Action Agencies and their Head Start programs throughout the United States on a range of matters including corporate issues, employee relations, general litigation, and regulatory compliance, especially termination issues with the U.S. Department of Health and Human Services’ regional offices and before its Departmental Appeals Board.

Jeanne M. Schuster, Esq., CPA is an Executive Director at Ernst & Young LLP, concentrating in tax-exempt organizations. Her experience with tax-exempt organizations includes representation during IRS and state audits, including IRS CEP examinations; mergers and reorganizations of exempt and taxable corporations; applications for exempt status; unrelated business income tax; employment tax; information reporting; and sales tax issues. Ms. Schuster is an adjunct professor at Suffolk University where she teaches a course on tax-exempt organizations. She is a member of the American, Massachusetts and Boston Bar Associations and is also a member of the Healthcare Financial Management Association’s Tax Committee. Ms. Schuster received a B.S. in accounting from Bentley College, a J.D. from the New England School of Law and an LL.M. from Boston University School of Law.

Norval D. (John) Settle, Esq., President of SETTLEment Associates, LLC, is a mediator and trainer specializing in EEO and workplace disputes. He is on the faculty of George Washington University’s Center for Excellence in Public Leadership, where he teaches negotiation skills, conflict management, mentoring and other subjects. He also is Adjunct Faculty of GWU’s Law School, teaching negotiation. Mr. Settle is a contract mediator for EEOC and has mediated many hundreds of cases for public agencies and private firms. He formerly was Chair of the Departmental Appeals Board at the U.S. Dept of HHS, where he received the Presidential Award of Meritorious Executive in the Senior Executive Service. Mr. Settle also is a coach and a “Flash Mentor” for the Senior Executive Association.

Jack Siegel, Esq., CPA of Charity Governance Consulting LLC, is an attorney and accountant, providing consulting services to nonprofits and boards, focusing on board training, financial and governance issues, and special projects. Mr. Siegel is the author of a Desktop Guide for Nonprofit Directors, Officers, and Advisors: Avoiding Trouble While Doing Good (Wiley 2006). He is also the author of the Charity Governance blog (http://www.charitygovernance.com). Mr. Siegel is completing a three-year term as member of the IRS Advisory Committee on Tax-Exempt and Governmental Entities (the ACT).
Faculty Biographies

Diane Simpson, CPA, QPA, QKA, TGPC. Employee Benefits Manager at Abdo Eick & Meyers, LLP, joined the firm in 2005 after a successful 10 year career at another public accounting firm. Ms. Simpson specializes in working with retirement plans providing audit, third party administration, compliance, reporting and consulting services. In addition, Ms. Simpson manages the Retirement Plan Administration and Employee Benefit Plan Audit Services Division at Abdo, Eick & Meyers LLP for all three office locations. Ms. Simpson has an extensive background in working with not-for-profit organizations over her 15 year career. Diane considers her greatest accomplishment over the years to be the relationships she has established and maintained with her clients. According to Diane “Their successes have been my successes.”

Kay Sohl, PA. has provided training and consultation on financial management, business planning, and leadership transition issues for boards of directors, executive directors, and CFOs of over 5,000 nonprofit organizations throughout the United States. Kay’s work is focused on redevelopment of nonprofit business models, compliance with federal funds requirements, financial management systems, and board governance issues. She is a frequent presenter for the AICPA national not-for-profit conferences, and has worked extensively with Community Action Agencies. Kay facilitates the CAPLAW Financial Management Conference Call series, leads webinars, presents workshops for state & regional nonprofit conferences, and provides on-site consultation and board facilitation services.

Myra Thompson, has been a part of the Community Action movement for 17 years, and during that time she has served in a number of capacities for Mid-Iowa Community Action, Inc. (MICA). Myra was the Training Coordinator for the National Community Action Management Academy, a project whose mission was to develop the management capacity of Community Action Agencies across the national network. Myra was appointed Human Resources Director in 2007, and she earned her certification as a Professional in Human Resources (PHR) from the Human Resources Certification Institute in 2010. She is a member of the Central Iowa Society for Human Resource Managers and the national Society for Human Resource Managers.

R. Brian Tipton, Esq. is a shareholder in the Montgomery, Alabama, law firm of Sasser, Sefton, Tipton & Davis, P.C. Mr. Tipton’s practice is concentrated in the representation of nonprofits, including charitable organizations, private foundations, trade and professional associations, public utility boards, and Community Action Agencies and Head Start programs. He regularly represents Community Action Agencies and Head Start programs in the areas of regulatory compliance, audits, funding source disputes, administrative appeals, and litigation. In addition to representing nonprofits in legal and regulatory disputes, Mr. Tipton consults with organizations on governance, human resources, programmatic, and corporate matters, and develops and presents training programs for nonprofits. Mr. Tipton is a summa cum laude graduate of both Louisiana State University and Cumberland School of Law of Samford University. Prior to entering private practice, he completed a judicial clerkship with Senior United States District Judge James H. Hancock of the Northern District of Alabama.

Michael Zeno, CPA, is a Principal in the firm of S.R. Snodgrass, A.C., a regional certified public accounting firm with offices in Ohio, Pennsylvania and West Virginia. He has over 30 years experience in providing audit and consulting services to a wide range of nonprofit organizations. Mike has served as audit partner for several Community Action Agencies. He frequently conducts training sessions for client groups and state associations of Community Action Agencies on a wide variety of fiscal and corporate governance topics. He was also a speaker at the 2010 CAPLAW National Training Conference. He obtained his B.S. in accounting from West Liberty University and holds CPA licenses in Ohio and West Virginia.
60 Center Street, Rutland, VT 05701
(802) 775-0878  www.broc.org

Community Services & Outreach, Nutrition Education,
Economic & Workforce Development, Good Cents Stores (thrift),
Energy Conservation & Weatherization, Jen’s Motel

The Community Action Partnership congratulates
Anita Lichtblau and Winston Ross for their tremendous leadership
and effectiveness with CAPLAW.

John W. Edwards, Jr., Board Chair,
Don Mathis, President & CEO
Community Action Partnership

Planning & Implementing
Your Strategic Success

- Strategic Planning  - Focus Groups
- Meeting Facilitation  - Reader-Friendly Writing & Editing
- Customized Training  - Curriculum Development
- Conference Planning

Working with CAPLAW since 2003!
Wipfli is proud to support the 2011 CAPLAW National Training Conference.

www.wipfli.com/nonprofitandgovernment
7601 France Avenue South | Suite 400
Minneapolis, Minnesota 55435

WIPFLi LLP
CPAs and Consultants
888.876.4992

Notes:
Join Us
NATIONAL TRAINING CONFERENCE
JUNE 4-6, 2012
SAN DIEGO
HILTON SAN DIEGO BAYFRONT
CAPLAW
Community Action Program Legal Services, Inc.