MEETING WITH CITY HALL OFFICIALS

Representatives from the Council met on April 2 with high level officials from City Administrator Elijah Roger's office to discuss relationships between non-profit agencies and the local government. Attending the meeting were Jim Harvey (Washington Planning and Housing Association), Patricia Shannon (UPO), Fred Taylor, (FLOC) and Jim Kalish. They met with Ginna Flemming, Executive Assistant to the City Administrator, and Dr. Arthur Hoyt, consultant to the Mayor.

The conversation covered a wide range of topics: the need for non-profits to play a more significant role in delivering city-funded services and in influencing urban policies and the need to reduce the mutual feelings of distrust. In addition, the point was made that it is in the interest of city hall to assist non-profits to become more efficient and effective. Also, that there are many ways city hall can use non-profits to get things accomplished that it cannot always do from within its own bureaucracy.

The agency directors also indicated some specific problem areas requiring city hall attention: increasing non-profit agency input into the preparation of "state plans," a change in the bidding and decision process of awarding grants and contracts, providing for reasonable indirect and administrative expenses in these contracts, making information available which non-profits need to make program and policy decisions.

The response was very positive. It is obvious that there are many ways we can work together; but the participants were under no illusion that things will greatly change right away, and certainly not at all without constant vigil. The Council will now prepare a detailed statement on what we want from city hall, and for this, of course, we will involve the membership.

TWENTY-THREE AGENCIES JOIN

Twenty-three non-profit DC agencies have already joined the Council and another twelve are expected to join shortly. (See last page for list.) More than 50 agencies are on the Steering Board.

The Council is collecting information to prepare a profile of the local non-profit agency community in terms of dollars, numbers, functions, employment and collective impact. More than 400 agencies have been identified.

We would like all agencies to know about the Council so that they may join and participate in its activities. If your agency has not received the recently revised package of materials which describe the organization, its programs, membership requirements and by-laws, please let us know. We would be happy to meet with you to discuss the advantages of joining the Council.

See page 3 for SERVICES
EXECUTIVE COMMITTEE

An Executive Committee meeting was held on March 5. Staff reported on the status of current programs and membership. The committee approved three actions: to forward proposals to funding sources to establish a "Support Group" of community leaders, and to proceed to provide services (these are described in the Newsletter). Elections for a Board of Directors and Officers will take place later in the year in accordance with the by-laws. Until then the Executive Committee will provide guidance to the staff and approve programs. A full membership meeting will also be held to establish overall policy and an annual work program.

PARTICIPANTS APPLAUD PERSONNEL POLICIES WORKSHOP

Eight members of the Council attended a 2-day Personnel Policies Workshop on March 8 and 9, organized specifically for us by the Institute of Non-Profit Management Training, a newly formed unit of the National Center for Urban Ethnic Affairs. It was conducted by Calvin McCant and Shirley Payne, who staff the Institute.

The sessions covered all aspects of developing and implementing personnel policies including what should go into a personnel manual and personnel folder, recruiting, hiring, training, legal considerations, grievance procedures, EEOC, fringe benefits, evaluation, job descriptions, etc. Sample materials were given to participants who in turn compared them with those they were currently using.

Reactions from participants were enthusiastic, particularly in the combining of theory and practice. Agencies attending included FLOC, Literacy Action, and the DC Providers Council for Services to the Aging. The Institute provides a wide range of management training programs which can be taken individually or in combination leading to a M.A. degree. For more information call 232-3600.

COUNCIL PURPOSES AND POLICIES

The Washington Council of Agencies is a membership organization of District of Columbia non-profit agencies with a Steering Board and Executive Committee made up primarily of agency directors. It is a forum where agencies together can make their needs known and their voices heard, where they can share resources to increase effectiveness and efficiency, where they can take joint action on problems of mutual concern. The Council provides support, information and educational services. It works to achieve high standards in program quality and management.

The Council works with and through existing independent coalitions and technical assistance organizations which have chosen to associate with the Council. It does not establish policy for other agencies, tell them what to do, collect money for others or conduct direct client services. More than 50 DC non-profit agencies are already involved and participating in its programs.

Executive Committee

Thornell Page, President
University of the District of Columbia

Fred Taylor
FLOC (For Love of Children)

Dale Koepenick
DC Providers Council for Aging

Patricia Shannon
United Planning Organization

Eva Guevera Erb
Council of Hispanic Agencies

Benjamin Henley
Former Deputy Superintendent
DC Schools

Staff Director
Jim Kalish

For Info?
CALL
483 6409
MANAGEMENT RESOURCE NETWORKING

We are bringing together people from existing technical assistance organizations in management, accounting, architecture and design, legal assistance, and volunteer placement. The purpose is to see how these resources can be better made to work for the non-profits of this community. Although arrangements for this program have not been finalized, the Council is now able, on a limited basis, to put you in touch with qualified expertise in these areas. Give us a call.

GROUP HEALTH AND LIFE INSURANCE

The Council has distributed a Program Announcement to members describing a group health and life insurance plan for employees of non-profit agencies. For many, this plan will be less expensive, provide better benefits, and require less administrative work than might be obtained by agencies acting independently. If you wish more information please let us know.

EMPLOYEE ASSISTANCE PROGRAM

Employees of non-profit agencies may have personal problems which hinder their work - alcoholism, depression, domestic and legal problems, financial crisis. There is an alternative to firing this employee or closing our eyes to the situation. It is known as an Employee Assistance Program. The Council is now working to develop this service by showing agencies how the program can work to their benefit and then to link troubled employees with sources of professional help.

This program is being designed with the assistance of Dr. Ronald Wynne, a clinical and community psychologist who has operated similar programs for the Federal Government and private industry. Mary Kidd (Washington Area Alcohol and Drug Abuse Council) and Susan Holleran (United Labor Council), have met with Dr. Wynne and will help guide the program. An announcement will be sent to members inviting them to an introductory session.

MANAGEMENT WORKSHOPS

Management workshop programs will be held at the Non-Profit Management Institute, 1521 16th St., N.W. To register please contact the Council (483-6409) or the Institute (223-3600). Space is limited, but priority will be given to Council members.

Volunteer Management:

To improve management practices for non-profits "employing" non-paid staff to provide professional services directly to clients. Topics will include:

- Developing a volunteer management plan
- Job descriptions and lines of authority
- Supervision and Evaluation
- Legal considerations
- Screening, selection, placement.

This will be taught by Shirely Payne and Bonnie Wood on April 21st (Sat.) between 9 a.m. and 5:30, and repeated on May 8 & 9 between 9 a.m. and 12:30 p.m. (Tues. Wed.) There will be a charge of $50. Discounts of 25% are available to Council of Agencies members. Call for more information.

Contract Budget Preparation:

To help prepare and defend budgets used in applying for grants and contracts with local and federal government. Topics will include:

- Steps in the contract cycle
- Features of various kinds of budgets
- Budget preparation and what to include
- Legal obligations
- Sources of assistance
- The contractor's perspective.

Instructors include Harry Tobin, a GAO procurement audit team leader, Leslie Meczyer, a GAO audit manager, and George Ostrowski, Vice-President of Dan Soule Associates, a consulting firm.

The workshop will be held on APRIL 25, 26, and 27 (Wed., Thurs., Fri.), from 12 noon to 2pm. The charge is $10 ($15 for non-members).
TECHNICAL ASSISTANCE BULLETINS

This consists of a series of information and research reports. The first, a comprehensive Tax Withholding Calendar and Form Requirements chart has been sent to all members. (Additional copies are available.) This material was provided by the Support Center and the Union First National Bank. Technical Assistance Bulletin #2 will cover social security options open to non-profit agencies (you do not have to pay!). Bulletin #3 will be a report on Title XX, its use and mis-use in the District and how to apply.

MEMBERS OF THE COUNCIL OF AGENCIES (partial)

Andromeda Hispanic Mental Health Center
Associates for Renewal in Education
Big Sisters of the Washington Metropolitan Area
Council of Hispanic Agencies
DC Association for Children With Learning Disabilities
DC Coalition for Youth
DC Provider’s Council for Services to the Aging
DC Street Academy
FLOC (For Love of Children)
Gray Panthers
Information Center for the Handicapped
Jubilee Housing
Literacy Action
National Capital Day Care Association
Neighborhood Housing Service
Planned Parenthood of Washington
Richmond Fellowship (Kaloma House)
Sasha Bruce House (Washington Streetwork Project)
St. Francis Institute
The Support Center
University Legal Services
Volunteer Clearinghouse of Washington
Washington Planning and Housing Association

Dr. Ricardo Galbis
Brenda Nixon
Marcella Jones
Eva Guevera Erb
Patricia Kasden
Marty Beyer
Dale Keopenick
David Hall
Fred Taylor
Thelma Rutherford
Yetta Galiber
Prentice Boucher
Michael Fox
Tom Taylor
Jim Lowell
Mary Janney
David Harre
Deborah Shore
Rev. William Wendt
John Boruff
Miles Glasco
Ruth Sloate
Jim Harvey