Operational Culture

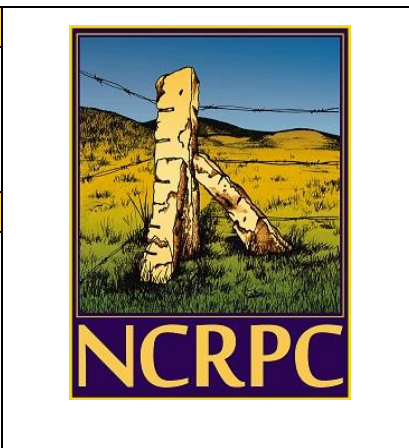…that of a Network

Organization Model

Our Vision

"Established residents and newcomers alike view North Central Kansas as a desirable and welcoming place to live and work."

Our Mission

"… advancing rural Kansas through comprehensive planning and community development."

Regional Development Organization

Legal Basis of Organization	
Regional Planning Commission	
- Multi-county Commission formed under K.S.A. 12-744 et seq.	Yes
Non-profit	
- Corporate body formed under IRS Code 501(c)	N/A
Geography Covered	**Counties Impacted**
Primary target area	12
Federal Program Designations	**Counties Impacted**
Economic Development District (EDD)	
- Planning Grant (CEDS directed)	12
- Conduit to US Dept of Commerce, Econ. Dev. Admin. (EDA)	12
Operational Services	**Counties Impacted**
Contracts w/ State Agencies	
- KHP: Homeland Security Program	102
- KHRC: Weatherization Program	42
Contracts w/ Local Governments and Others	
- Housing Management - Tax credit / FmHA / HUD projects	2
General Products/Services	
- Business financing / loan packaging	12
- Grant writing / grant administration	12
- Housing Rehabilitation / Demolition	
* Moderate Income Homeowners	26
* Low-Moderate Income Homeowners	12
- Certified Lead-based paint / Asbestos Home Inspections	Varies
- Environmental Reviews (Phase I)	12
Affiliate Organizations - Close Associates	
501(c)3 organizations	Yes
-North Central Kansas Community Network, Inc. (NCKCN)	
-Four Rivers Housing Opportunities, Inc.	
-NCK Housing Opportunities, Inc.	

Board Orientation - Materials and Points for Discussion

Topics of discussion for board of directors.

1. Produce a handbook for board members that describes the NCRPC and contains pertinent information about the organization and its operation. Include:
    a. A set of updated by-laws that better reflect the organization as it exists today and the environment it serves.
    b. A synopsis of state planning law and a copy of the members' Interlocal Agreement.
    c. A board member job description. Further include an evaluation process whereby member representatives can annually review their individual performance alongside that of the board as a whole.
    d. A copy of the board-approved current budget.
    e. A copy of the board-approved work program.

2. Review meeting schedules and structure to determine what board members wish to see discussed and/or presented during the meetings.
    a. Weigh the pros and cons of bi-monthly versus quarterly meetings in addition to expanding the length of meetings if fewer meetings are held.
    b. Weigh the pros and cons of holding meetings at different locations with the board representative(s) from that county acting as host.
    c. Develop meeting protocols designed to reduce the number of hybrid meetings.
        i. Require in-person attendance for a set number of meetings with it being understood no provisions will be made for representatives to attend via virtual means.
        ii. Establish the number of times and/or conditions under which virtual meetings will be planned and arranged. Provide board training that introduces the best uses of video conferencing technology to maximize product use of the latter.

3. Review meeting content to determine what board members seek to learn and/or accomplish during the event.
    a. Evaluate the use of "dashboards" to display information in graphic form to visually show the results of staff activity in all member counties.
    b. Consider having at least one board representative lead a discussion on a topic of their choice at each meeting.
    c. Invite outside interests to speak concerning the findings of their research or the use of their programs if the subjects are of interest to the region.

Staff Orientation - Points for Discussion

Answer the following questions when discussing personnel policies and procedures:

1. What is the internal communications structure between staff and management?
    a. List the various ways management and staff communicate with one another.
    b. Explain the function and purpose of all scheduled staff gatherings.

2. What is the internal operational structure?
    a. How are tasks assigned within the office?
    b. How is work sequenced through the office?
    c. What controls or limitations exist regarding program director decision making?

3. What latitude do staff members have to choose their work location?
    a. Must all staff members have an in-office presence in Beloit?
    b. Under what conditions are staff members allowed to work from home?
    c. How is productivity measured if work location becomes a factor?

4. What career paths exist within the NCRPC for staff members?
    a. How can an employee move from one program to another within the office?
    b. What options exist for staff to become cross-trained in a manner that enables them to assist with the tasks of another program if time allows?
    c. How is employee recruitment, on-boarding, and retention addressed?
    d. How is staff education and training addressed?

5. What rewards exist that support staff ingenuity and productivity?
    a. How are salaries and benefits set?
    b. Are there opportunities for bonuses or commissions based on individual effort and initiative; productive ideas; or office achievements in keeping with nonprofit rule?