

# CAMIS Member Handbook

## CONTENTS

Item	Page #
I. Welcome letter from chair	2
II. CAMIS Charter	3
III. Mission and Goals	5
IV. Membership & Responsibilities – Election of Officers	6
V. Relationship to MNCAP (including MNCAP staff and agencies), Project Management Team, and Steering Committee	7
VI. Committees & Committee Members	8
VII. Standard Meetings - CAMIS and Other Associations	9
VIII. Sample Agenda & Order of Business	10
IX. CAMIS Website & Other Websites	11
X. Communication Methods & Web Conferencing	12
XI. Expertise Resources	13
XII. Vision Work Plans	14
XIII. Members, Agency & Contact Information	15

## Welcome Letter from Chairperson

January, 2011

Greetings:

Welcome to the Community Action Management Information System (CAMIS) Users Group. This handbook provides relevant information about how CAMIS operates and its relationships with other groups within Community Action.

CAMIS provides a networking forum and training opportunities for those who have the major responsibility for management information systems within their agencies. I hope you will participate in the group and attend meetings regularly. CAMIS needs your ongoing contributions to accomplish its goals. Please consider joining a committee to become more involved in the work of CAMIS.

Please contact one of the officers or any member with your questions.

Chair:	Nick Audette, Mahube Community Council, Inc.
Vice-Chair:	Gary Sauer, Tri-County Action Program
Recorder:	Diane Buck, West Central Community Action
Treasurer:	Mike Lieser, Community Action of Minneapolis
Liaison Officer:	Carol Johnson, Heartland Community Action Agency, Inc.

Thank you for your time and interest.

Regards,

Nick Audette  
Chair  
CAMIS User Group

**CHARTER**  
**COMMUNITY ACTION MANAGEMENT INFORMATION SYSTEM USERS GROUP**  
**Final – Approved 9.25.2008**

**I. Mission**

The Community Action Management Information System (CAMIS) strives to improve members' management information systems to advance and support each agency's mission.

**II. Purposes**

- A. Provide a forum for information exchange and communication
- B. Provide technical support and advice regarding management information systems
- C. Assist with required reporting to funding sources and other organizations
- D. Plan and provide ongoing training for members and other interested individuals
- E. Provide support and assistance
- F. Pursue development opportunities, including (but not limited to) MIS library, funding for specific projects and relationships with external organizations

**III. Membership**

- A. Membership in CAMIS is open to CSBG-eligible grantees or others as approved by CAMIS.
- B. Each CAMIS entity is allowed one vote provided that annual dues are current.

**IV. Dues**

Each participating entity will be assessed annual dues as set by CAMIS for the upcoming year (January 1-December 31). Dues are payable by January 31 for the current year. Voting privileges will be suspended until dues are paid.

**V. Committees**

CAMIS shall form committees to be responsible for specific areas. Each committee shall have a chair elected by the committee. The committee areas include, but are not limited to:

- A. Training – provides ongoing training for CAMIS through monthly meetings and other venues
- B. Conference – plans and presents the annual CAMIS conference, with relevant training and other meetings
- C. Executive – consists of the officers of CAMIS, provides leadership for the work of CAMIS, and acts on behalf of CAMIS between meetings, with updates at the next, regular CAMIS meeting
- D. Policies & Procedures – develops and revises policies and procedures for CAMIS; ensures manual is up-to-date and that it provides orientation for new members
- E. Ad Hoc – addresses time-limited issues and tasks as requested by CAMIS

**VI. Officers**

CAMIS shall elect a Chair, Vice-Chair, Recorder, Treasurer and a Liaison Officer.

- A. Election of Officers
  - 1. The officers will be nominated and elected from the paid membership.
  - 2. The officers will be elected near the end of even-numbered years by CAMIS to serve two-year terms from January 1 through December 31. The officers' terms begin in the odd-numbered year.

3. No CAMIS entity will have more than one elected officer.
4. Vacancies are appointed by the CAMIS Chair for the remainder of the elected term.

**B. Duties of Elected Officers**

1. The Chair shall:
  - a. Preside over CAMIS meetings, election of officers and the formation of committees.
  - b. Prepare CAMIS meeting agendas and ensure distribution to members prior to meetings.
  - c. Ensure that all official documents are maintained.
  - d. Vote only in case of a tie vote.
2. The Vice-Chair shall:
  - a. Assume duties of the Chair in event of absence.
3. The Recorder shall:
  - a. Take and prepare minutes of official CAMIS meetings.
  - b. Post official minutes on the CAMIS website.
4. The Treasurer shall:
  - a. Monitor collection of dues from CAMIS members.
  - b. Pay expenses approved by the CAMIS Chairperson.
  - c. Provide quarterly financial reports or when requested.
  - d. Obtain approval from fiscal host agency to serve as Treasurer, according to agency policy.
5. The Liaison Officer shall:
  - a. Represent CAMIS with various organizations as requested, including the Minnesota Community Action Partnership.
  - b. Provide updates to CAMIS regarding meetings attended.

**VII. Meetings & Quorum**

- A. CAMIS will conduct regular meetings to address its purposes and business.
- B. The Chair or a majority of the CAMIS officers will call meetings as needed and provide notice to CAMIS members.
- C. A quorum for CAMIS meetings will consist of one-third of the paid members.

**VIII. Charter Amendments**

- A. CAMIS members will approve all changes to the Charter at a CAMIS meeting.
- B. The Policies & Procedures Committee will present Charter revisions at a CAMIS meeting for discussion. Approval will be requested at the next meeting to provide ample time for review and consideration of the amendments/revisions.
- C. Amendments will be emailed to all members fifteen (15) days prior to the meeting during which the vote will occur.

## **Mission & Goals**

### **Mission Statement**

CAMIS strives to improve members' management information systems to advance and support each agency's mission.

CAMIS works to standardize an integrated management information system to satisfy the reporting requirements of the funding sources. The goal is to stay away from stand-alone systems and integrate the information.

### **Goals**

The following goals were established originally in February 2008 and revised by committees working on each goal area.

### **Membership & Participation**

STRATEGIC GOAL 1: Increase participation and value for members, with enhanced communication systems among all members and their affiliations

#### OBJECTIVES:

1. Increase attendance
2. Identify and remove barriers

### **Organizational Development**

STRATEGIC GOAL 2: Utilize an organizational structure that operates effectively and efficiently to accomplish the mission of CAMIS.

#### OBJECTIVES:

1. Produce a new charter for CAMIS by June 30, 2008.
2. Define areas of focus/support that will be provided by CAMIS.

### **Training**

STRATEGIC GOAL 3: Provide training for member agencies and assist agencies to effectively use the IT systems and software.

#### OBJECTIVES:

1. Increase knowledge of Management Information Systems.
2. Provide opportunities for personal development.
3. Increase community action program knowledge.
4. Provide ongoing support regarding IT systems & software.
5. Evaluate usefulness of new technology.

## Membership & Responsibilities

### Membership

Member agencies will select representatives to participate in CAMIS. Representatives may include management information systems, program or administrative staff.

### Responsibilities

- a. Attend and participate in CAMIS meetings.
- b. Serve on standing or ad hoc committees.
- c. Provide technical support and assistance in areas of expertise to other members and Community Action staff.
- d. Assist with the planning of the annual conference, as needed.
- e. Attend the annual conference.
- f. Distribute CAMIS Users' Group information within agencies, including agendas, meeting minutes, handouts, meeting notices, etc.
- g. Submit payment for dues.
- h. Collect and distribute design request forms and solicit input.
- i. Work with program staff to implement management information systems.

### Officers

Elections: CAMIS will appoint a Nominating Committee and Election Committee to oversee the election of officers. The Chair will request volunteers to serve on these committees. The same members may serve on these two committees.

Agency Discounts for Officers: CAMIS officers serve with the approval of their agencies. To recognize this contribution of staff time, CAMIS recommends that agencies providing CAMIS officers will receive a discount on their VISIONS dues. CAMIS recommends a dollar amount to the MCADS Steering Committee, and the committee makes a recommendation to the MinnCAP Board of Directors for final approval.

As of 2008, the discount amounts are:

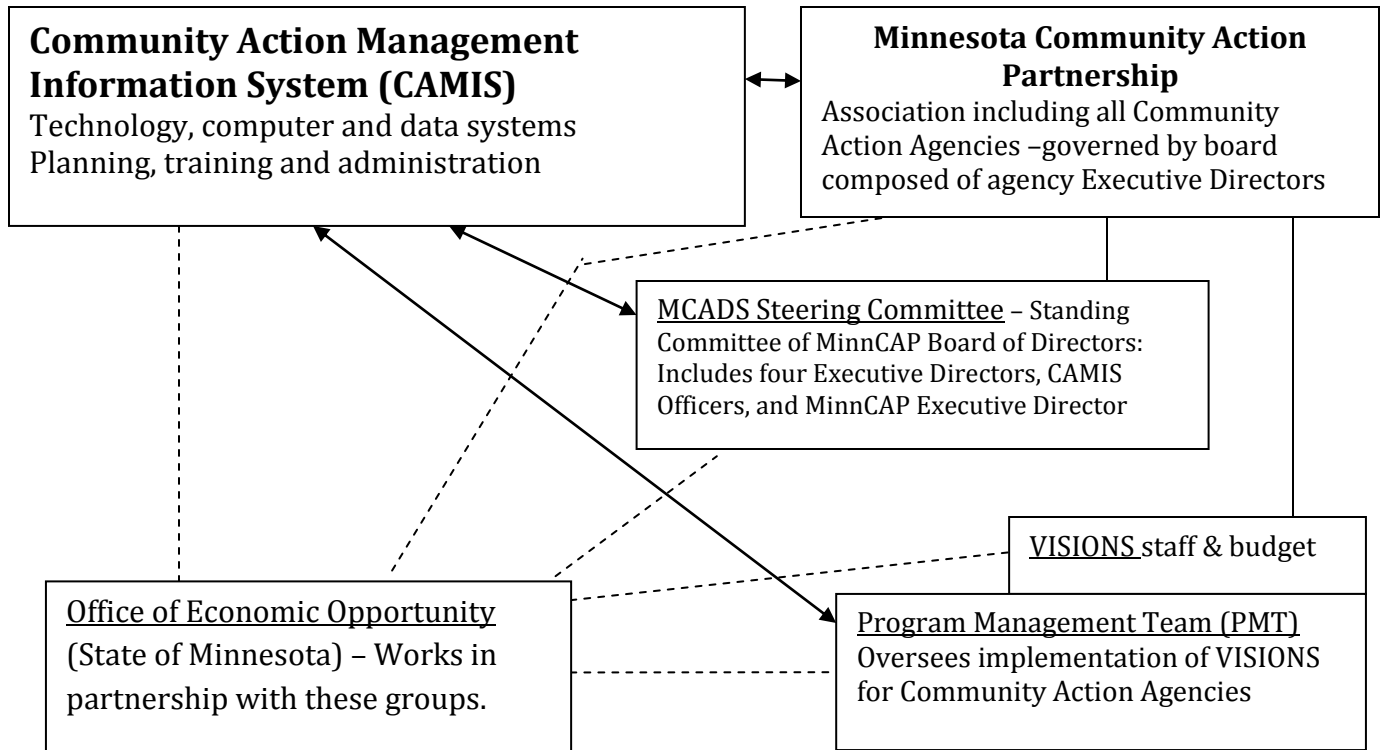
Chairperson	\$3,000
Vice-Chair	\$1,784
Recorder	\$1,784
Treasurer	\$1,784

These amounts may change based on CAMIS action at a regular meeting.

### Officer Responsibilities

- a. The CAMIS officers will attend MCADS Steering Committee meetings and other designated meetings. Officers will provide updates to CAMIS about meetings attended on behalf of CAMIS.
- b. The Liaison Officer will attend Community Action Partnership Board meetings to present periodic updates and present specific recommendations, as directed by CAMIS. The Liaison Officer may attend other groups' meetings as requested and will provide updates to CAMIS regarding all meetings attended.
- c. The Chairperson will ensure that a quorum is present (in person or via telephone or the internet) before calling the meeting to order.
- d. The officers will establish an RSVP system to ensure that a quorum is available for each meeting.
- e. The Treasurer will maintain a list of paid members to determine which agency members can be counted for the quorum.

## Relationship to Minnesota Community Action Partnership



NOTE: CAMIS has a future goal of moving the oversight of the Project Management Team to CAMIS. CAMIS instructed the consultant to develop a strategic goal for this transition at the October 2008 meeting.

## **Committees & Committee Members**

CAMIS relies on its members to volunteer to serve on the standing and ad hoc committees as needed. The Chair may also appoint members to serve on committees.

### **Training**

Provides ongoing training for CAMIS through monthly meetings and other venues

Members: Paul DuFrane, Dan Duhamel, Carol Johnson, Cheri Klassen, Mike Lieser, Kate Ouverson, Mike Ysker

### **Conference**

Plans and presents the annual CAMIS conference, with relevant training and other meetings

Members: Membership changes from year to year; often includes some Training Committee members

### **Executive**

Consists of the officers of CAMIS, provides leadership for the work of CAMIS, and acts on behalf of CAMIS between meetings, with updates at the next, regular CAMIS meeting

Members:

### **Policies & Procedures**

Develops and revises policies and procedures for CAMIS; ensures Member Handbook is up-to-date and that it provides orientation for new members

Members: Carol Johnson, John Raney, Terrie Reed, Tracey Sundeen

### **Ad Hoc**

Addresses time-limited issues and tasks as requested by CAMIS

Formed in May 2008: Membership Members: Bob Daniels, Rosanne Erickson, Mollie Moyer

## **STANDARD MEETINGS CAMIS and OTHER ASSOCIATIONS**

### **CAMIS**

CAMIS meets the third Thursday of every month, if space is available and the meeting is needed. Some meetings are held via telephone conference. When necessary, meetings may be moved to the fourth Thursday.

The CAMIS conference is in August of each year.

### **Minnesota Weatherization Advisory Group (MWAGs) & Energy Assistance Coordinators Association (EACA)**

MWAGs & EACA meet the third Thursday of every month, at the same location. The meeting times are rotated between the two groups.

### **Minnesota Head Start Association (MHSA)**

MHSA meets in February, May, October and December over two day periods.

### **Minnesota Community Action Partnership (MinnCAP)**

The Board meets once a month on the first Tuesday. Other meetings are scheduled as needed.

The MinnCAP conference is in September of each year.

## Sample Agenda & Order of Business

Date

Meeting Location (CAMIS members may join via telephone conferencing)

### Sample Agenda for CAMIS meetings:

- 10:00 a.m. Training
- 12:00 noon Lunch
- 12:45 p.m. Call meeting to order  
Approve minutes from last meeting  
Revise/approve meeting agenda  
Review/set schedule & location for future meetings  
Discuss upcoming training ideas  
Upcoming meeting schedule (third Thursday of the month, when possible)  
September 25 – St. Cloud Holiday Inn  
October 16 – St. Cloud Holiday Inn  
November 20 – St. Cloud Holiday Inn
- 1:00 p.m. CAMIS Financial Report
- 1:10 p.m. Updates from related organizations (e.g. THO)
- 1:20 p.m. OEO Update
- 1:40 p.m. CAMIS Conference or Training Issues
- 1:50 p.m. Organizational Structure discussion (e.g. Charter, Member Handbook, etc.)
- 2:15 p.m. VISIONS Update
- 2:45 p.m. Other Discussion
- 3:00 p.m. Adjourn

This Chairperson establishes the agenda for each meeting based on the above sample. Items are revised based on the current needs and issues for CAMIS. The agenda is posted on the CAMIS website prior to the meeting.

## **CAMIS Website**

The website is: [www.camisgroup.org](http://www.camisgroup.org)

The CAMIS website includes numerous items that are helpful to CAMIS members. Please use the website to learn more about the following information:

- Agendas
- Meeting Minutes
- Charter
- Member Handbook
- Budget
- Annual Conferences
- Calendar of Events
- Financial Reports
- Officers
- Strategic Plan
- VISIONS: Information, Archives, Forms, Website, Training
- Work plans
- Other items

Member passwords are available from the Treasurer of CAMIS. Members may post items on the website.

The CAMIS website offers a “Links” section to connect members with information from other organizations. Click on “Links for Reference” on the left side of the page.

## **Other Websites**

Minnesota Community Action Partnership [www.minncap.org](http://www.minncap.org)

This website has links to all Community Action websites – Click on the “Members” link on the left side.

Minnesota Head Start Association [www.mnheadstart.org](http://www.mnheadstart.org)

Minnesota Department of Human Services  
Office of Economic Opportunity [www.dhs.state.mn.us](http://www.dhs.state.mn.us)  
Click on "Economic Supports" & then  
"Economic opportunity"

ROMA: Results Oriented & Management Accountability [www.roma1.org](http://www.roma1.org)

## **Communication Methods & Web Conferencing**

### **Communication**

CAMIS maintains a website for members to access information regarding monthly meetings, agendas, training, past minutes, financial reports, VISIONS, and other related subjects.

When members post items on the website with the “publish” mode, an email is generated and sent to all members to facilitate timely communication about new postings.

The website is: [www.camisgroup.org](http://www.camisgroup.org)

### **Meetings via Conference Call & Web Conferencing**

All meetings will be available via conference call. The call-in information will be posted with the agenda on the CAMIS website.

From time to time, CAMIS may determine that web conferencing may be used by members to participate in monthly meetings. Information regarding this option will be posted with the agenda on the CAMIS website, if needed and available.

## **Expertise Resources**

CAMIS members who are willing to share their expertise are listed with topic areas and contact information.

Please see the CAMIS website for this information.

## **VISIONS Work Plans**

The VISIONS Project Manager works with CAMIS members to collect information and suggestions regarding VISIONS and its capabilities. The Project Manager works with the Project Management Team and the vendor to implement needed changes.

CAMIS may utilize the following procedures to address changes in software, including VISIONS:

1. The committee chair shall:
  - a. Design the work plan request form(s).
  - b. Organize the work plan(s) in final form for the vendor to determine costs.
  - c. Facilitate the work plan meetings.
  - d. Type up work plan requests in the required format.
  - e. Be responsible for signing off on all completed work plan items.
  
2. The Committee Chairs and CAMIS Users' Group Representatives shall:
  - a. Record and gather work plan items through out the year.
  - b. Ensure back up reports and sample documentation is complete with the design request form.
  - c. Take minutes during meetings, which include response to requests in writing.
  - d. Report to CAMIS Users' Group.
  - e. Get written reports to CAMIS Users' Group Chair.
  - f. Work with the CAMIS Users' Group Chair to organize meetings such as trainings, handouts, information from funding sources, etc.

## Members, Agency and Contact Information

<i>Agency</i>	<i>Name</i>	<i>Contact Information</i>
Anoka County Community Action Program (ACCAP)	Mike Ysker	763.783.4737 Michael.ysker@accap.org
Arrowhead Economic Opportunity Agency (AEOA)	Teresa Dolinar	218.748.7343 tdolinar@aeoa.org
Bi-County Community Action Program (BiCAP)	Cheryl Hiltz	218.751.4631 x 106 cahiltz@paulbunyan.net
Community Action Duluth	Eric Blomstrom	218.726.1665 x 10 eric@communityactionduluth.org
Community Action Partnership of Ramsey & Washington Counties (CAPRW)	Larry Crawford	651.603.5914 lcrawford@caprw.org
Community Action of Minneapolis (CAMPLS)	Mike Lieser	612.767.1708 mlieser@camppls.org
Community Action of Suburban Hennepin (CAPSH)	Don DePree	952.697.1308 ddepre@capsh.org
Heartland Community Action Agency	Carol Johnson	320.235.0850 carolj@heartland.org
Inter-County Community Council	Janet Halvorson	218.796.5144 x 25 jhalvorson@intercountycc.org
KOOTASCA Community Action	Steve Erickson	218.327.6707 stevee@kootasca.org
Lakes & Pines Community Action Council	Kelly Manley	320.679.1800 kellym@lakesandpines.org
Lakes & Prairies Community Action Partnership	Lori Ward	218.299.7000 loriw@lakesandprairies.net
Mahube Community Council	Nick Audette	218.847.1385 x 152 naudette@mahube.org
Minnesota Valley Action Council	Terrie Reed	507.345.0457 terrie@mvac.mankato.mn.us
Northwest Community Action	Cari Dostal	218.528.3258 cldostal@nwcaa.org
Olmsted Community Action Program	Linda Bradford	507.287.2248 bradford.linda@co.olmsted.mn.us
Otter Tail-Wadena Community Action Council	Dave Butler	218.385.2900 ext 119 dbutler@otwcac.org
Prairie Five Community Action Council	Paul DuFrane	320.269.6578 PaulP5@willmarnet.com
Scott-Carver-Dakota CAP Agency	Doug Jensen	952.402.9821 Douglas.jensen@capagency.org
Semcac	Gary Musselman	507.864.7741 gary.musselman@semcac.org
Southwestern Minnesota Opportunity Council	Brent Groen	507.376.6770 bgroen@smoc.us
Three Rivers Community Action	Mollie Moyer	507.732.7391 Mollie.moyer@threeriverscap.org
Tri-County Action Program	Gary Sauer	320.257.4483 Gary.sauer@tricap.org

Tri-County Community Action	Rosanne Erickson	320.632.3691 x 9067 rosanne.erickson@tccaction.org
Tri-Valley Opportunity Council	Tracey Sundeen	800.584.7020 tsundeen@tvoc.org
West Central Minnesota Community Action	Dianne Buck	218.685.4486 x 128 dianneb@wcmca.org
Western Community Action	Tom Schwieger/John Raney tom.schwieger@wcainc.org	507.537.1416 john.raney@wcainc.org
Wright County Community Action	Shirley Legatt or Robert Wozny	320.963.6500 slegatt@wccaweb.com robertwozny@yahoo.com

Minnesota Community Action Partnership staff members:

Steve Long                    stevelong@minncap.org    651.323.7972  
Leah Pauletti                leahpauletti@minncap.org    651.472.3992

Office of Economic Opportunity staff members:

Dan Duhamel                daniel.j.duhamel@state.mn.us    651.431.3808  
Connie Greer                connie.greer@state.mn.us    651.431.3808