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**2018-2019 CSGP Compliance Monitoring – Evergreen Items**

**Name of organization:**

**Date:**

|  |  |  |  |  |  |  |  |  |
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| **EVERGREEN ITEM** | **VERIFIED**  **2018-2019** | **VERIFIED 2017-2018** | **VERIFIED 2016-2017** | **DOCUMENTATION** | **CORRECTION NEEDED?** | **CORRECTION MADE** | **2018-2019 – ANY CHANGE?** | **CERTIFY NO CHANGE - VERBAL** |
| Minimum of 6 board members |  |  |  |  |  |  |  |  |
| Board members are not paid; no paid staff on board (as voting member); board employs the CEO |  |  |  |  |  |  |  |  |
| Board terms are of a fixed length and the number of successive terms is limited; board officers rotate regularly |  |  |  |  |  |  |  |  |
| Record retention policy (5 yrs for CSG) |  |  |  |  |  |  |  |  |
| Privacy policy |  |  |  |  |  |  |  |  |
| Grievance policy |  |  |  |  |  |  |  |  |
| Nepotism policy |  |  |  |  |  |  |  |  |
| Conflict of interest policy |  |  |  |  |  |  |  |  |
| Anti-discrimination policy prohibiting discrimination based on City of Jax Human Rights Ordinance |  |  |  |  |  |  |  |  |
| Non-partisan policy |  |  |  |  |  |  |  |  |
| Required minimum of four board meetings held per year |  |  |  |  |  |  |  |  |
| Expectation of board member participation |  |  |  |  |  |  |  |  |
| Verification of revenues that determine CSG request amount – FORM A (2015-16, 2016-17, 2017-18) |  |  |  |  |  |  |  |  |
| Existence of emergency plan |  |  |  |  |  |  |  |  |