

COMMUNITY AND CHILDREN'S RESOURCE BOARD OF ST. CHARLES COUNTY
FY 09 FUNDING POLICIES
Policy Origination: August 2005

STRATEGIC PLAN

The Community and Children's Resource Board's Strategic Plan guides the funding decisions for this organization. The plan is reviewed annually and revised every 3-5 years. The plan is the result of a comprehensive planning process that includes input and guidance from all stakeholders. These stakeholders include, but are not limited to, individuals affected with mental health and substance abuse issues, family members, agency staff and board members, community leadership, and funding partners.

ELIGIBLE SERVICE RECIPIENTS

Children and youth who are less than nineteen years of age and residents of St. Charles County in Missouri are eligible to receive services in the following services through the establishment of a Community Children's Services Fund, as provided in Missouri Statute 67.1775, Section 210.861 and as provided through St. Charles County Ordinance 97-152 following the passage of Proposition 1 (Putting Kids First) in November 2004:

- Transitional Living Services
- Temporary Shelter
- Outpatient Chemical Dependency
- Outpatient Psychiatric Treatment
- Individual, Group and Family Counseling Services
- Home and Community-Based Family Intervention Services
- Unmarried and Teen Mom Services
- Crisis Intervention
- School-based Prevention Services
- Respite Care Services

Agencies providing the above listed services to St. Charles County children and youth are eligible to apply for grant funds through CCRB.

REQUESTS TO THE BOARD

Agencies needing to submit correspondence to the Board for the Board meeting must submit their correspondence two weeks prior to the Board meeting to the CCRB office.

AGENCY APPLICATION

The CCRB contracts with agencies to provide services to St. Charles County children and youth who have mental health and substance abuse related issues. The fiscal year runs from January 1 to December 31. Agencies are required to submit proposals through the application process addressing the outcomes of the strategic plan. The annual application is a Board approved process. (See Application Section M for Renewals and Section O for New Applications for fiscal year 2010.)

Requests to the Board should describe how the purchase of services or capital funding projects is designed to enable a child or youth to progress toward their goals, to develop his or her capacity, and to improve skills essential to healthy living.

FISCAL POLICY

1. Funds Available: Each year the CCRB sets a budget of available funds. Funds available for operations include, but are not limited to tax revenue, interest and other income. All funds not used for operations may become available for Capital funding.
2. CCRB Reserve: The Resource Board has set aside funds as a reserve, to invest and to avoid cash flow problems. The Resource Board has agreed to have St. Charles County invest these funds. The County will assess a five percent fee on interest earned.
3. Funding Priorities: The CCRB Board of Directors reviews funding priorities for the following year prior to releasing the Application for Funds. Priorities may include cost of living adjustments, service expansion, priority service development, capital and/or one-time funding.

FUNDING CLASSIFICATIONS AND RELATED POLICIES

Agencies receive funding from varied sources, including, but not limited to: Missouri Department of Mental Health, Medicaid Waiver, United Way, local school districts, federal grants, donations and local grants. It is mandatory that all agencies receiving funding from CCRB should be maximizing funding from all other sources before applying to CCRB.

The following lists and defines the funding classifications and references related policies (if applicable):

- A. Purchase of Service – Specific, well-defined units of service provided to children and youth of St. Charles County in areas related to eligible funding. These units of services cost are provided through a mutually agreed-to unit cost.
 1. CCRB will negotiate a unit cost rate annually based upon the agency’s most recent independent audit, previous year’s costs and utilization and funding from other partners.
 2. Once the Purchase of Service rate is agreed upon, the service shall not be eligible for a unit cost adjustment for the remainder of the contract period. A formal request to adjust funds within a service category must be done through a special request to the CCRB.
- B. Capital and Start Up – A specific line-item reimbursement.
 1. For grants that reimburse an agreed upon specific line item(s), line items of reimbursement must be delineated.

Off-Cycle Funding

A. Emergency Request

Agencies may make emergency funding requests to the CCRB at any time during the year. An “Emergency” is defined as an unforeseen combination of circumstances calling for immediate action. There should be some sort of root cause or event that can be identified,

and as such, is not as the result of poor planning. A written request with justification of need must be submitted to the CCRB. The CCRB requires at least three (3) bids should any capital, equipment or technology item exceed \$1,000.00. In addition to the application and the submission of bids, an agency board resolution is also required. The CCRB will review the emergency request at its next scheduled board meeting, and may or may not approve the expenditure, per a majority vote of the Board members present, depending on available funds and the nature of the emergency.

B. Supplemental Funding Request

If funding is available, supplemental funding requests would be considered as a result of higher than expected demand for services, increased marketing of services, or due to a greater intensity of services experienced by a partner agency. The CCRB will only consider such requests during the last three months of the fiscal year and will be based on need, availability of funds and at the discretion of the Board of Directors.

ALLOWABLE COSTS

1. **Funding Allocations:** Agencies are expected to seek and use all available alternative funding resources prior to, and after applying for CCRB funds. It is the policy of the CCRB that funds supplied be the first funds used for program activities.
2. **Program Cost:** Program costs are the costs directly related to providing the program. Such costs would include: salaries, rent, supplies, travel costs, depreciation, etc. Salaries include direct contact staff and program administrators responsible for the specific program. Social workers or other individuals who work directly with customers may be allocated as a program cost across several programs.
3. **Administrative Costs:** Administrative costs are expenses for activities and personnel not directly related to providing programs. These costs include: management and general expenses and membership development. Personnel included in administrative costs include: Executive Director, Assistant Executive Director, Development Director, Personnel Director, Financial Director/Staff, Receptionist, Secretaries to administrative staff.

If administrative staff directs specific programs, a percentage of their costs may be allocated as a program cost. Please include a note of explanation, if this is the case.

Allocation of administrative costs by program in the Application for Funds should be consistent with allocations included in Unit Cost Reports, if applicable.

4. **Non-allowable Costs:** While the CCRB cannot dictate the policies of a particular agency, it does dictate what expenses will not be included in unit costs. CCRB monies will not be used to pay for alcohol, administrative perks such as tickets to sporting events and sexually explicit materials or activities. An independent audit of program expenses will help to determine the appropriateness of agency expenses.

INVOICING/PAYMENTS/CHECK SIGNATURE AUTHORIZATIONS

Agencies submit invoices as outlined and approved by the Board via the signed contract to purchase and provide services. The invoices are sent to Botz-Deal, CPA with review from the Executive Director for purposes of accuracy and compliance. Two board members are required to sign all agency checks. The CCRB Executive Director is authorized to sign checks in amounts up to \$1600, but only for office expenses.

Payment Cycle:

Agencies have a schedule of deadline dates for invoices in order to be processed during that month. Failure to submit their monthly expenses in a timely fashion results in a delay in payment to the following month. If the agency has not received payment for services or a phone call within 30 days after submitting the invoice, call the CCRB office to confirm receipt of the invoice.

Invoicing Formats:

Agencies are required to provide all information contained in the CCRB Billing Forms, see section X for Invoicing Forms and information. Agencies may copy the CCRB format provided or an agency may create their format ensuring that the same information is included on that form.

Agencies are required to use the Capital/One-Time Invoice Form for all equipment billings. See section X for Billing Forms.

Fiscal Year End Deadlines: All final invoices for FY services rendered are due by 2:00 p.m. of the second Thursday in January of the following fiscal year. Any invoices not received by the fiscal deadline date will not be paid during the next fiscal year.

AGENCY ELIGIBILITY & REQUIREMENTS

1. The Board may contract with public or not-for-profit agencies licensed or certified where appropriate to provide qualified services as specified in Section 210.860 or section 67.1775, RSMo.
2. Whenever possible, services need to be provided in St. Charles County.
3. Any entity that receives funding for services shall have in place an appeals process for participants.
4. The agency will perform the services and carry out the activities as set forth in the outcomes of the Application for Funds. Board approved contract changes (deletion/addition of units or funds, etc) will be sent to the agency via written letter from the Executive Director and considered a part of the agency's contract.
5. The agency agrees to, and understands that, services performed under the Contract Agreement are limited to those services in the Application for Funds.
6. Reporting: The CCRB shall utilize the approved Application for Funds, as submitted by the agency, to monitor service delivery and program expenditures. The agency agrees to submit to the CCRB a semi-annual Agency Program Report and a semi-annual agency Financial Report (for each CCRB funded program) by the close of business on the following dates: Semi-Annual Agency Report and Financial Report

(January-July, due on August 15) and Annual Agency Report and Financial Report (January – December, due on February 15). Payments will be withheld from an agency if reports designated here and required reports are not submitted on time. Exceptions require a written request to the Board and must be submitted at least two weeks prior to the Board meeting to the CCRB office.

7. The agency also agrees to submit to the CCRB one copy of its annual audit within 3 months after the close of the agency's fiscal year. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy. The audit is to include a complete accounting for funds covered by this agreement in accordance with generally accepted accounting principles. The audit needs to include a management report detailing any notes pertinent to CCRB funding. Payments will be withheld from an agency if reports designated here are not submitted on time. Exceptions require a written request to the Board and must be submitted at least two weeks prior to the Board meeting to the CCRB office.
8. Monitoring: The agency agrees to permit the CCRB, the Executive Director of the CCRB, or designee, or any qualified individual(s) designated by the CCRB to monitor, survey and inspect the agency's services, activities, programs and client records, to determine compliance and performance with the Contract Agreement, except as prohibited by laws protecting client confidentiality. In addition to the aforementioned, the agency hereby agrees that, upon notice of 48 hours, it will make available to the CCRB or its designee(s) all records, facilities and personnel, for auditing, inspection and interviewing, to determine the status of the service, activities and programs covered hereunder and all other matters set forth in the contract agreement.

Audit Purpose – To audit partner agencies against established Quality Site Visit Standards including information related to the following:

- Residency
- Age
- Billing Dates
- Record Review

Procedure – CCRB auditor(s) will schedule a visit with the partnering agency, send a copy of the onsite standards by which the agency will be evaluated and conduct an inspection of the agency's records which includes, but is not limited to:

- Record review of no less than 5 and not to exceed 20% of program charts:
 - to determine residency compliance
 - to determine age compliance
 - to determine billing compliance
 - to determine quality of work being performed

RESIDENCY REVIEW

Purpose – CCRB requires that each child or youth is a resident of St. Charles County.

Procedure – CCRB auditor(s) will check client or school information for place of residency.

AGE REVIEW

Purpose – CCRB requires that each child or youth is 19 years of age or younger.

Procedure – CCRB auditor(s) will check client or school information for age verification.

BILLING COMPLIANCE

Purpose – CCRB requires that all dates billed to CCRB be verified.

Procedure – CCRB auditor(s) will check progress notes, medical charts, and other files to verify service was performed on date(s) billed.

RECORD REVIEW

Purpose – CCRB requires partnering agencies to maintain records in a manner that is current, detailed, organized, and easily accessible. Documentation of a client’s care should facilitate communication, coordination and continuity of care. School program information should include types of services provided to children and youth.

Procedure – CCRB auditor(s) will review client chart information, agency program information, school data, or any other pertinent information to verify program integrity.

SITE VISIT REVIEW AND PASSING THRESHOLDS

Residency and Age Compliance: There are several thresholds which will be evaluated by the auditor(s). The CCRB requires 100% compliance with the residency and age requirements should be met by all agencies. If the programs evaluated have less than 100% compliance, a full audit may be requested by the CCRB, the CCRB Executive Director or the CCRB Grants Administrator. This audit should be conducted within 30 days of the original audit. All funding billed to the CCRB derived from age or residency discrepancies should be returned to the CCRB within 60 days.

Billing and Record Review Compliance: Each program evaluated by the auditor(s) should attain in the first year (2007) a minimum of 80% passage threshold, year two (2008) a minimum of 90% passage threshold, and by year three (2009) 100% passage threshold in billing and record review compliance before a full program audit may be requested. All billing compliance questions will be given in writing to the head of the partnering agency with a request to respond to any questions within two weeks. In cases involving missing progress notes, activity logs, or any data that refers to billing compliance, a copy of that information must be forwarded to the CCRB office.

The CCRB Executive Director or Grants Administrator may request a full program audit if the program records have over 20% in unresolved billing and record compliance issues. In questions of over-billing, it is the policy of the CCRB that all funds be returned to the CCRB within a two month period.

PROGRAM PROBATION

Funds released by the CCRB to the partnering agencies are provided through the Children's Community Trust Fund, made available by the passage of Proposition 1 in 2004. The CCRB ensures to the citizens of St. Charles County that the tax dollars provided to the agencies are being spent to provide services for community children and youth in need. Therefore, the CCRB requests that the partnering agencies maintain records that demonstrate all mandated requirements are being met. If the agency does not pass its audit and has made no response to a CCRB written request, the program will be placed on an automatic one-month probationary period. If the agency does not respond within one month to audit questions, the CCRB will cease funding for the program.

9. **Modification or Amendment:** In the event the agency requests to make any change, modification or amendment to funded services, one-time items, activities and/or programs, a request of the proposed modification or amendment must be submitted to the Executive Director of the CCRB for Board approval, if necessary. A Board Resolution must be included with the request. Requests to the Board must be submitted in writing at least 2 weeks prior to the Board meeting to the CCRB office.
10. **Demand for Services:** The CCRB must be informed immediately if the agency experiences a substantial increase in the number of individuals requesting services. By substantially increasing the number of individuals it is serving, the agency may be put in the position of requesting a large increase in funding from the CCRB to meet the service need. The CCRB and the agency must plan together if this occurs to determine if funds are going to be available to serve the increased demand, and to determine if the increase in demand is within the priorities of the CCRB. The agency shall not develop a new program or service, or expand an existing program or service for which the agency may at some future time request funding without consulting and informing the CCRB in writing before such a program/service is started.
11. **Violation of Client Rights:** Any alleged case of a violation of a client's rights in a program funded by the CCRB shall be investigated in accordance with the agency's policies and procedures and in accordance with the state/federal regulations. The agency agrees to notify the CCRB Executive Director of any such incidents that have been reported to the appropriate governmental body and must also authorize the governmental body to notify the CCRB of any substantiated allegations. Agencies must comply with Missouri law regarding confidentiality of client records.
12. **Discrimination:** The agency agrees that it has adopted and will enforce policies and practices to insure that it will not discriminate either in employment or in the

provision of services in violation of any applicable federal, state, county or municipal statutes or ordinances.

13. Conflict of Interest: The agency agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and the agency, and this shall include any transaction in which the agency is a party, including the subject matter of the Contract Agreement. "Conflict of Interest" as this term is used herein, shall be defined by Missouri law.
14. Child Abuse Screening: All agencies must have a policy of screening all potential employees for past child abuse.
15. Accreditation: All agencies must be accredited or be in the process of being accredited.
16. If the agency ceases to be funded by the CCRB or ceases to provide programs and services for St. Charles County children and youth, all capital equipment, materials and buildings purchased with CCRB funds shall be returned to the CCRB in compliance with the Capital Funding Policy or unless so otherwise approved by a majority vote of the CCRB. In addition, if the agency no longer uses capital equipment, materials, and buildings purchased with CCRB funds for its original intent, the agency will need CCRB approval to re-direct its use.
17. Failure to Perform/Default: In the event the agency, at anytime, fails or refuses to perform according to the terms of the Contract Agreement as set forth from the Application for Funds, as determined by the CCRB, such failure or refusal shall constitute a default hereunder, and the CCRB will be relieved of any further obligation to make payments to the agency as set out herein. The Contract will be terminated at the option of the CCRB.
18. Termination: The CCRB or the agency may terminate the contract agreement, with or without cause, provided that either party provides 30 days notice in writing.
19. Standards: The agency will comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws.
20. The CCRB maintains a permanent documents file for each funded agency. The following documents are required to be on file at the CCRB:
 1. Proof of 501c3 status
 2. Agency By-Laws
 3. Articles of Incorporation
 4. Current Certificate of Corporate Good Standing
 5. Certification/Accreditation Certificate(s)
 6. Board Roster
 7. Mission Statement and Strategic Plan

8. Most Current Audit (due within 3 months of close of fiscal year)
9. Audited Program/Unit Cost Report
10. Annual report (if available)
11. Agency policies on non-discrimination, statement of confidentiality and statement for screening of staff for past child abuse and neglect

Payments will be withheld from an agency if any of the documents and/or waivers is not submitted on time.

21. Indemnification: The agency agrees to hold harmless, defend and indemnify the CCRB for any and all liability for personal injury or property damage stemming from any acts, negligence, misfeasance or omissions arising out of the agency's performance of the Contract Agreement. The agency agrees it has or shall obtain liability insurance, including a blanket fidelity bond, in form and amount sufficient as determined by the CCRB pursuant to this clause for indemnification, and that it shall provide the CCRB with documentation evidencing this insurance.
22. Publicity by Agency: The agency shall notify the CCRB of contact with media regarding CCRB funded programs or profiles of participants in CCRB funded programs. The agency will acknowledge the CCRB as a funding source whenever publicizing CCRB-funded programs. The agency will partner with the CCRB to inform the community about the ways its tax dollars are being invested in services and supports.
23. Notice: Any written notice or communication to the CCRB shall be mailed or delivered to the Community and Children's Resource Board of St. Charles County, 2440 Executive Drive, Suite 214, St. Charles, MO 63303.

APPEALS PROCESS FOR AGENCIES

If the agency disagrees with a decision of the CCRB, the following are procedures for the agency to appeal a decision:

- a. The Board of the Agency must vote in a Board meeting to appeal the decision of the CCRB.
- b. Within 60 days of the CCRB's decision, a letter must be received by the CCRB from the President of the agency stating the agency's decision to appeal and a copy of the minutes of the Board meeting stating the vote of the Board to appeal.
- c. The letter from the President of the agency must state, in specific terms, the reason(s) for the appeal.
- d. The CCRB will review the appeal and provide a written response within 60 days from receipt of appeal.

BY-LAWS

ST. CHARLES COUNTY CHILDREN & FAMILY SERVICES AUTHORITY

Effective: July 19, 2005

ARTICLE I

NAME; OFFICES; BOOKS AND RECORDS; AUTHORITY

Section 1.1. Name. The Name of this Board shall be the St. Charles County Children and Family Services Authority (herein referred to as the Authority Board).

Section 1.2. Offices. The Authority shall maintain a principal office in St. Charles County, Missouri.

Section 1.3. Books and Records. The books and records of the Authority shall be kept at its principal office and/or at such other place or places, as the Board of Directors shall from time to time determine.

Section 1.4. Authority. The Authority Board derives its authority from Revised Missouri State Statutes sections 210.860, 210.861 and 67.1775, and from St. Charles County Ordinance 97-152.

ARTICLE II

STATEMENT OF PURPOSE; MISSION AND VALUES; INDIVIDUALS SERVED

Section 2.1. Purpose. The Authority Board was created for the purpose of administration, allocation and distribution of any taxes or fees authorized by the voters and collected hereafter for the purpose of providing necessary funds to establish, operate and maintain community mental health services and for the purpose of providing counseling, family support, and temporary residential services to persons eighteen (18) years of age or less, and for the purpose of recommending to the County governing body, the allocation and distribution of other County funds appropriated to the benefit of the Authority.

Section 2.2. Mission Statement. The mission of the Authority Board is: In partnership with the community, the St. Charles County Children & Family Services Authority will work to strengthen and integrate local mental health services to provide a comprehensive system of care for children and families in need of assistance.

Section 2.3. Values and Vision. In pursuit of its mission, the Authority Board holds the following values and has the following vision:

Collaboration: The Authority Board will encourage collaboration and integration of mental health services and public funds to deliver services that are effective, efficient and continually improved.

Family Voice: The Authority Board will ensure that children and families in need of services will have a voice and are true partners in the planning, development, and delivery of those services.

Accountability: The Authority Board will help develop accountable service delivery systems that are responsive to the community as well as public health and welfare authorities.

Strength Based: The Authority Board will encourage service providers to be strength-based in their approach to providing services to children and families.

Vision. “St. Charles County will be a community in which all adults share responsibility for our children and teenagers; where youth can achieve their full potential in a safe and supportive environment; where personal responsibility and respect for others are taught and practiced; where we have the tools and support necessary to nurture and guide our children; and where the needs of young people are our highest priority.

To achieve this vision, we must ...

- Provide the resources and support services young people need to grow and excel.
- Expand programs and information that strengthen families and give parents tools to be effective and loving guardians of their children.
- Teach our young people to appreciate diversity in our community and value our differences as well as our similarities.
- Ensure that every child has an equal opportunity in the educational process.
- Demonstrate through our words and actions the importance of personal responsibility and respect for people, places and things.
- Help children and youth develop self-esteem, discipline and a sense of connection that will enable them to respond to challenges, say no to temptations, and become productive members of the community in the future.

We will provide a solid foundation for our young people, protect them from harm, and help them develop into confident and productive citizens. Their future, and ours, requires nothing less!”

Section 2.4. Individuals Served. Agencies funded through the Authority shall use funds to provide programs and services to the following individuals:

Residency. Services can only be provided to residents of St. Charles County, Missouri.

Age. Services can only be provided to children and youth 18 years old and younger. If a youth begins treatment prior to his or her 19th birthday and then turns 19 during the course of treatment, he or she will be eligible for continued assistance until treatment has been terminated. Services to adult family members that are part of the child or youth's treatment plan are covered with the exceptions of marital counseling and individual adult psychotherapy.

Mental Health Diagnosis. Funding from the Authority Board is largely focused on providing services to children and youth with a mental health diagnosis (DSM-IV-R), however it is not a requirement for several of the services that are funded, including prevention programs, respite care, and services to pregnant teenage mothers.

ARTICLE III **POWERS OF THE BOARD**

Section 3.1. The Authority Board shall have the powers set forth in St. Charles County Ordinance 97-152, including the following:

The power to set the spending and service priorities of the Community Children's Services Fund each year in accordance with Revised Missouri State Statute sections 210.860, 210.861 and 67.1775.

The power to contract with any agency that meets the criteria set in Sections 8.11 and 8.12 of these By-laws.

The authority has the right to solicit donations and contributions from the community.

ARTICLE IV **MEMBERS**

Section 4.1. The Authority Board shall not have members.

ARTICLE V **BOARD OF DIRECTORS**

Section 5.1. Management by the Board of Directors. The Board of Directors shall manage the business, purpose and affairs of the Authority Board.

Section 5.2. Appointment and Qualifications. The County Executive, with approval of the County Council, shall appoint all Board members. The Board shall consist of nine (9) appointed members. All appointees and board members must be registered voters and residents of St. Charles County, Missouri for a period of no less than one (1) year.

At least two (2) board members must be related by blood within the third degree to a person with a mental health diagnosis.

Section 5.3. Terms. Unless appointed to complete the term of another Board member, all Board members shall be appointed to serve for a term of three (3) years, effective October 1st. Board members may be reappointed at the discretion of the County Executive and the County Council.

Section 5.4. Regular and Special Meetings. Regular meetings of the Authority Board shall be held on the third Tuesday of every month. The Board, with due notice, may schedule special meetings of the Board.

Section 5.5. Attendance at Meetings. Attendance at each Board meeting is very important in order for the Authority Board to carry out its mission. A Board member who is going to be absent from a Board meeting shall so notify the Executive Director.

Section 5.6. Notice. Written notice stating the place, date, and time of any regular or special meeting of the Board of Directors shall be posted in at least three (3) locations on County property, including the County Executive's office and the County's Administrative Building. These public notices need to be posted for at least 24 hours prior to the scheduled meeting time, and must list the meeting's agenda. Should proper notice not be given, the meeting shall be cancelled in accordance with Missouri State Sunshine Laws.

Section 5.7. Agenda. The Executive Director of the Authority Board shall prepare an agenda for each regular and special meeting of the Board. Directors may contact the Executive Director to request items to be put on the Board agenda. The deadline for requesting items to be put on the agenda shall be no later than noon on the first Tuesday of the month.

Section 5.8. Quorum. A quorum for the transaction of business at any meeting of the Board of Directors shall consist of the majority of the directors. If less than a majority of the directors are present at any meeting, no votes or actions may be taken.

Section 5.9. Manner of Acting. The act of the majority of the directors present at a meeting of the Board at which a quorum is present shall be the act of the Board of Directors, unless the affirmative vote of a greater number is required by law or by these by-laws.

Section 5.10. Public Meetings and Records. All meetings and records of the Board shall be open to the public, except otherwise authorized under the provisions of sections 610.010 to 610.030, RSMO. 2, the "Sunshine Law". The Executive Director shall be the custodian of the records of the Authority Board.

Section 5.11. Compensation. The Board of Directors shall not receive compensation for their services, but may be reimbursed for their actual and necessary expenses, according to St. Charles County Ordinance 97-152.

Section 5.12. Removal from Office. The County Executive holds the power and authority not to re-appoint any Board member when their term expires. If it is discovered that a Board member is serving in a capacity with a funded agency that constitutes a conflict of interest, the Board member will be asked to end that relationship immediately or immediately submit their resignation from the Authority Board.

Section 5.13. Vacancies. Vacancies in the Board occasioned by resignations or otherwise shall be reported to the County Executive. The position shall be filled in as stated in Section 5.2. of these by-laws.

ARTICLE VI **COMMITTEES**

Section 6.1. Standing or Ad Hoc Committees. The Chairperson or the Board, by resolution, may establish one or more standing committees or ad hoc committees as deemed necessary. Membership on a committee shall not exceed a majority membership of the Board.

Section 6.2. Authority. A standing committee or ad hoc committee shall undertake advisory and administrative functions only, and no such committee shall have or exercise the authority of the Board of Directors in the management of the Authority Board.

ARTICLE VII **OFFICERS**

Section 7.1. Number. The Board shall elect a chairperson, vice chairperson, treasurer and such other officers, as it deems necessary for its membership.

Section 7.2. Terms. The terms of each officer shall be for one (1) year from the election at the January meeting of the Board. Officers may be re-elected.

Section 7.3. Election. Nominations are made for officer positions at the January Board meeting, starting with the chairperson. In any case in which there is more than one nomination for an office, a secret ballot shall be taken. The nominee receiving the majority of votes shall be the officer. In the case of only one (1) nomination, the majority vote of the Board of Directors shall determine the officer.

Section 7.4. Removal from Office. Any officer may be removed for cause during a term of office by two-thirds (2/3) vote of all members of the Board upon due and

reasonable notice and hearing. Inefficiency, violation of the law or rules governing the Authority Board, or physical or mental conditions that incapacitate such officer from performing the duties of the office, shall be cause for removal from office.

Section 7.5. Vacancies. The Board of Directors at the next available meeting of the Board of Directors shall fill a vacancy in any office, however arising. An officer elected to fill a vacancy shall serve for the unexpired term of such officer's predecessor in office.

Section 7.6. Control by Board. Except to the extent otherwise provided by law, the powers and duties of the officers of the Authority Board as prescribed in these by-laws are subject to alteration or suspension by the Board of Directors from time to time in general or specific instances or for specific purposes, all as set in the resolution of the Board effecting such alteration or suspension.

Section 7.7. Chairperson. The Chairperson of the Authority Board shall preside at all meetings of the Board of Directors. The Chairperson, or any other officer so authorized by resolution of the Board, shall have the power to sign contracts. The Chairperson shall assign members to committees. The Chairperson is authorized to sign checks authorized by the Board of Directors.

Section 7.8. Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall preside at meetings of the Board of Directors. The Vice Chairperson is authorized to sign checks and contracts authorized by the Board of Directors in the Chairperson's absence.

Section 7.9. Treasurer. In the absence of the Chairperson and the Vice Chairperson, the treasurer shall preside at meetings of the Board of Directors. The treasurer is authorized to sign checks authorized by the Board of Directors.

Section 7.10. Required Signatures. Two signatures from the Chairperson, Vice Chairperson, Treasurer and/or other Board member who is authorized with the bank to sign checks are required on all checks paid by the Authority Board.

ARTICLE VIII **FISCAL YEAR; FUNDING**

Section 8.1. Fiscal Year. The fiscal year of the Authority Board shall begin on the first day of January and end on the thirty-first day of December each year.

Section 8.2. Funding. Except as provided in Section 8.5 of these by-laws, funding by the Authority Board shall be as per the fiscal year of the Authority Board.

Section 8.3. Applications for Funding. The Board of Directors shall issue to agencies Applications for Funding in or about July of each calendar year. Completed forms shall be submitted to the Authority Board offices in or about September. The Board of Directors shall make decisions on funding requests in or about November of each

calendar year for operations and capital equipment. The Board, at its discretion, may make funding decisions at other times.

Section 8.4. Year-to-Year Contracts. Funding by the Authority Board is based on a fiscal year contract. The Authority Board reserves the right to renew or not renew each such contract.

Section 8.5. Emergency Funding Requests. Agencies may make emergency funding requests to the Authority Board at any time during the year. Such emergency funding requests may or may not be approved as per the majority vote of the Board of Directors.

Section 8.6. Types of Funding. Except as otherwise provided, the Authority Board shall fund operations and capital. The Board of Directors, by resolution, may, but shall not be required to, make exceptions to the scope of funding.

Section 8.7. Board Ownership. If an agency ceases to be funded by the Authority Board or ceases to provide programs and services for St. Charles County children with mental health needs, all capital equipment, materials, and buildings purchased through funds provided by the Authority Board shall be returned to the Authority Board in compliance with the Capital Funding Policy or unless so otherwise approved by a majority vote of the Board of Directors. In addition, if the agency no longer uses capital equipment, materials, and buildings purchased with Authority Board funds for its original intent, the agency will need Authority Board approval to redirect its use.

Section 8.8. Collection of Funds. Sales tax revenues are collected by St. Charles County and held in a dedicated account called the Community Children's Services Fund. The Department of Revenue of Missouri will charge a 1% processing fee to the Authority on all dollars collected. The Authority Board and St. Charles County will enter into an agreement each year regarding the amount of money that will be budgeted to the Authority Board. Any funds in excess of the budgeted and agreed upon amount will be held in this account under the County and will be invested with County funds. The Authority Board has the right to invest a percentage of the monies it is allocated in accordance with its Investment Policy.

Section 8.9. Monthly Financial Report. At each regularly scheduled board meeting, the treasurer shall present to the Board a monthly financial statement prepared by the accountant. This report will include, but is not limited to: tax receipts, monthly and year-to-date expenditures, and year-to-date variances to budgets.

Section 8.10. Yearly Audits. On an annual basis, the Board shall have a financial audit performed by an independent accounting firm. The Board will address any variances identified in these audits in writing. These reports will be kept with the financial audit reports.

Section 8.11. Agency Qualifications. In order to qualify for funding from the Authority Board, an agency must be incorporated or authorized to do business in the State of

Missouri as a not-for-profit corporation or be a governmental entity; must receive at least twenty-five percent (25%) of its funds from sources other than funds distributed by the Authority with no more than one-half (1/2) of these other sources being contributions of goods or services, including materials, commodities, transportation, office space or other types of facilities or personal services; must require employees and volunteer of the agency to maintain the confidentiality of any information that would identify individuals served by the agency; must require that services be provided by the agency regardless of race, religion, national origin, sex, gender or age; and must require that employees and volunteers of the agency who work with children be screened for past incidents of child abuse and neglect.

Section 8.12. Application Requirements. Any agency that meets the criteria listed in Section 8.11 may apply for funding to the Authority. All applications must include at least the following information in order to be considered for funding; evidence that the agency is incorporated or authorized to do business in the State of Missouri as a not-for-profit corporation or is a governmental entity; a list of directors or trustees of the corporation; a proposed budget of the agency for the past year as well as the year for which they are applying, a summary of the services proposed to be offered, an estimate of the number of persons to be served. The Authority has the right to request additional information it deems necessary from applying agencies in a form the Authority designates.

Section 8.13. Notification. The Authority will notify in writing the receivership of an application to the agency that applies, and upon review and acceptance of their application, they will be notifying in writing the amount of their award.

Section 8.14. Approval. The Authority will present to the St. Charles County Council for their approval a distribution budget each year. The Authority will enter into agreements with the County for the amount to be distributed each year and the Authority will enter into contracts with agencies that will receive funding.

Section 8.15. Other Required Reporting. An agency that receives funds from the Authority must file an annual report with the Authority on or before the fifteenth (15th) day of April for the year following the year in which funds were received. This report shall include statistics on the number of children served, outcomes and an external, independent audited financial statement of the previous financial year. No information contained in the report shall identify any person served by the agency or enable any person to determine the identity of any such persons.

An agency that misses the April fifteenth (15th) deadline for submission of its agency's annual report renders itself ineligible for the following year's funding. However, if the agency shows good cause why the agency cannot submit the audited financial statement, the agency may make an award contingent upon the submission of the audit; the funds may be allotted, but shall be disbursed until the audited financial statement is submitted to the Authority.

Ineligibility for funds due to failure to submit an annual report shall not be permanent, but in order to be eligible for future funding cycles, the agency shall wait at least twelve (12) months and submit the missing report.

ARTICLE IX **CONFLICTS OF INTEREST**

Section 9.1. Authority Policies. The policies of the Authority Board shall adhere to applicable Ethics Laws in the State of Missouri.

Section 9.2. Directors, officers, and Employees. Each director, officer, and employee of the Authority Board shall adhere to applicable Ethics Laws.

Section 9.3. Employment. Individual board members shall not be eligible for employment by the Board within twelve (12) months of termination of service as a member of the Board. No person employed by the Board who is related within the third degree by blood or by marriage to any member of the Board.

Section 9.4. Questions. The Board of Directors, by resolution, may refer any question arising under Ethics Laws in relation to Authority Board policies or the actions of a director, officer, or employee to the St. Charles County Counselor or other appropriate authority.

Section 9.5. Other Relationships. Board members, officers and employees are not allowed to serve in any capacity, as an employee, board member, or volunteer, with any agency that the Authority funds. Board members are allowed to serve in a volunteer capacity for up to twelve (12) hours per year with an agency that is being funded, and may make financial contributions to any agency of their own choosing.

ARTICLE X **BY-LAWS**

Section 10.1. These by-laws may be altered, amended, or repealed and new by-laws provided by a majority of the Board of Directors at a Board meeting where notice is given of such changes. However, no alteration, amendment, or repeal shall permit the Board of Directors to carry on an activity or do any act not permitted by or contrary to county, state or federal law.