JCCMHFB
Special Board Meeting

May 11, 2020
Via Zoom

Join Zoom Meeting
https://comtreazoom.us/j/95337953743?pwd=MzRsU0gxR2hBN1FJUXd3U29GU3huUT09
Meeting ID: 953 3795 3743
Password: 577630
+1 312 626 6799 US (Chicago)
Meeting ID: 953 3795 3743
Password: 577630
JCCMHFB Special Meeting
AGENDA

Meeting Date: May 11, 2020  Time:  9:00 am  Location:  Via Call In

1. Approval of Agenda

2. Approval of Meeting Minutes
   a. March 9, 2020

3. Financial Report

4. Consideration of approval of amended Bylaws

5. Consideration of policy and regulation committee (if bylaws are approved)

6. Adjournment
The JCCMHFB Meeting was called to order by Josh Isaacson, Interim Chair at 8:54 am with a quorum of members present.

1. Approval of Agenda
The March 9, 2020 board meeting agenda was reviewed with no changes requested.
Recommendations: “I, Mark Mertens, move that the March 9, 2020 agenda be approved as presented.” Audrey Mitchell seconded the motion. The motion carried.

2. Approval of Minutes
The December 9, 2019, meeting minutes were reviewed with no changes requested.
Recommendations: “I, Mark Mertens, move that the December 9, 2019 meeting minutes be approved as presented.” Jerry Rogers seconded the motion. The motion carried.
The January 16, 2020, work session minutes were reviewed with no changes requested.
Recommendations: “I, Mark Mertens, move that the January 16, 2020, work session minutes be approved as presented.” Jerry Rogers seconded the motion. The motion carried.
The February 19, 2020, special board meeting minutes were reviewed with no changes requested.

**Recommendations:** “I, Mark Mertens, move that the J February 19, 2020, special board meeting minutes be approved as presented.” Jerry Rogers seconded the motion. The motion carried.

3. **Financial Report**

Amy Rhodes went over the financial report through March 1st. The allocations have been shown to date and the amount received to date. There was no questions.

**Recommendations:** “I, Mark Mertens move that the JCCMHFB approve the financial report as presented.” Jerry Rogers seconded the motion. The motion carried.

4. **Approval of COMTREA Board Actions**

**Recommendations:** “I, Mark Mertens, move that the JCCMHFB approve the COMTREA Board Actions through March 9, 2020 as presented.” Audrey Mitchell seconded the motion. The motion carried.

5. **By Laws**
   
   **a. Status of Legal Review**

Mark Mertens spoke to two individuals regarding the review of the bylaws. Jerry Rogers has not had a chance to reach out to Forest Wegge, Dennis Gannon also stated that finding out what the qualifications of the attorney so they are qualified. Josh Isaacson stated that if a person can’t be found then a conversation may need to be had with COMTREA for an approval to pay the bill for an attorney. Amy Rhodes stated that there is money put aside for the split of the board. Mark Mertens was going to ask Judge Missey for any recommendations. Dennis Gannon stated that an attorney is needed that has some expertise of this. The documents were given to the county attorney for review of what is done between the county.

Josh Isaacson brought up the money budgeted and that there should be a motion to review the bylaws with a cost that does not exceed a certain amount. Mark Mertens spoke to give a few weeks to see if any Pro Bona work can be done. Mark Mertens asked about Megan Breeze and Sue Curfman stated that Megan Breeze would be qualified. Dennis Gannon spoke of the contract and how that is phrased and the administrative agent language. Dennis
Gannon spoke of the authorizations from the county and state. There was discussion on whether this is making it easier for Senator Weiland. Dennis Gannon stated that doing wording like home based in Jefferson County. Mark Mertens spoke of the small grants that are given out and how will that affect those that receive those. Josh Isaacson stated that the board will have more power and at any time that board could vote and cut out any wording and we are trying to proactively take care of things. Josh Isaacson stated that this hold COMTREA more accountable to the work they are doing.

**Recommendations:** “I, Jerry Rogers move that the JCCMHFB suspend looking for pro bono work for the legal review and authorize COMTREA to enter into contract with Megan Breeze for the review not to exceed $25,000.” Mark Mertens seconded the motion. The motion carried.

There was a suggestion to have a special meeting of the board after the COMTREA meeting in April 2020.

Josh Isaacson reminded everyone we are trying to do the best we can within the parameters.

**6. Adjournment**

With no other business to discuss.

**Recommendations:** “I, Mark Mertens move to adjourn.” Jerry Rogers seconded the motion. The motion carried.

☐ Minutes approved ___________________________ _________

(Signature of JCCMHFB President) (Date)
## Community Treatment Inc
### MIL Tax and Sales Tax Request to JCCMFB
#### FISCAL YEAR 2020 - March

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| **ADMINISTRATION**               |             |                 |                   |                |         |         |           |
| COMTREA administration of funds/board | 116,000 | 116,000         |                   | 87,000         | 43,500  | 43,500  |
| Cost associated with division of boards/administration | 100,000 | 100,000         |                   |                |         |         |

| **TOTAL COSTS / REQUESTS**       | 21,655,885  | 2,900,000       | 2,800,000         | 12,629,830     | 1,554,466 | 2,109,997 |

- Approximately 5,500 clients at $2,658/per patient
- Received to date: 1,933,333 2,191,951
- **3 meetings - Sue, Lisa & Amy time.**
April 6, 2020

Susan Curfman  
Community Treatment, Inc.  
227 E. Main Street  
Festus, Missouri 63028

Dear Ms. Curfman:

I have been asked for a legal opinion in regards to the proposed bylaw changes for the Jefferson County Community Mental Health Fund Board (“JCCMHFB”). The question presented is whether the changes to the JCCMHF Board Bylaws serves to divide the JCCMHFB and the Community Treatment, Inc. (“Comtrea”) Board. There has been some concern that the two Boards have been intolerably linked for some time. The question presented, to be clear, was not whether the linkage between the two Boards is legal. Rather, in the event that Comtrea chooses to endorse a division between the two Boards, do the recent changes to the JCCMFHB Bylaws achieves that goal? The answer to that narrow question is yes.

Specifically, the changes to the Board member makeup of the JCCMHFB under the proposed bylaw revisions serves to create distance and objectivity between the two Boards. Allowing a system in which other entities may apply for JCCMH funds is again, likely to foster a sense that the two entities are independent from each other.

Please let me know if you have any additional questions or concerns.

Sincerely,

/s/ Meagan E. Breeze

Meagan E. Breeze
BY-LAWS

Jefferson County Community Mental Health Fund Board

(Draft Revision of Amendments for Review/Consideration-February 19, 2020)

ARTICLE I

NAME; OFFICES; BOOKS AND RECORDS; AUTHORITY

SECTION 1.1. Name. The legal Name of this Board is Jefferson County Community Mental Health Fund Board (herein referred to as the JCCMHFB).

SECTION 1.2. Offices. The JCCMHFB shall maintain a principal office in Jefferson County, Missouri.

SECTION 2.1.3. Books and Records. The books and records of the JCCMHFB 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. The JCCMHFB shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, board of directors and committees having any of the authority of the board of directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or his/her agent or attorney for any proper purpose at any reasonable time.


ARTICLE II

STATEMENT OF PURPOSE; MISSION AND VALUES; INDIVIDUALS SERVED

SECTION 2.1. Purpose. The JCCMHFB 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 (Property Tax approved August 5, 1986-to help people with personal or family problems, mentally ill persons, victims of child abuse, incest or spouse abuse and for the purpose of providing counseling, family support) and to provide services which promote the well-being and safety of children and youth and to strengthen families (2004 Community Children’s Services Fund).
SECTION 2.2. Mission Statement. The mission of the JCCMHFB is: Maximizing community resources to build and sustain a comprehensive system of services for individuals in need.

SECTION 2.3. Vision Statement. The vision of the JCCMHFB is: Preparing all individuals to realize a better tomorrow.

SECTION 2.4. Values. In pursuit of its mission, the JCCMHFB practices the following values:

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

Accountability: The JCCMHFB will ensure that funded agencies have developed accountable service delivery systems that are responsive to the service needs of individuals serviced.

Strength Based: The JCCMHFB will encourage service providers to be strength-based in their approach to providing services to individuals.

SECTION 2.5. Individuals Served. Agencies funded through JCCMHFB shall use those funds to provide programs and services to residents of Jefferson County, Missouri.

ARTICLE III

POWERS OF THE BOARD

SECTION 3.1. The JCCMHFB shall have the powers set forth in Jefferson County including the following:

The power to set the spending and services priorities of the JCCMHFB 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 JCCMHFB has the right to solicit donations and contributions from the community.

ARTICLE IV

MEMBERS

SECTION 4.1. The JCCMHFB 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 JCCMHFB.

SECTION 5.2. Appointment, Qualifications and Composition. The County Executive, with the advice and consent of the County Council, shall appoint all Board members. The JCCMHFB shall consist of nine (9) appointed members.

a) All appointees and board members must be registered voters and residents of Jefferson County, Missouri for a period of no less than one (1) year.
b) No more than one-third of the Board members shall represent public or private entities involved in the provision of services as provided by State Statutes sections 205.975 to 205.990. At least one-third of the members shall represent consumers of psychiatric services or the families or such consumers.
c) Employees of public and private entities which are recipients of funds pursuant to State Statutes sections 205.975 to 205.990 are prohibited from serving on the board.
d) The composition of the board shall be representative of the residents of the county with at least one Board member representing each county council district. At least one Board member shall be a licensed physician and at least one Board member will be a representative of the Jefferson County school superintendents. At least one-half of members of such body shall be individuals who are not providers of health care.

SECTION 5.3. Terms. Unless appointed to complete the term of another Board member, one-third of the members shall be appointed for one year, one-third for two years, and one-third for three years, effective January 1st. Board members may be reappointed at the discretion of the County Executive with the advice and consent of the County Council.

SECTION 5.4. Regular and Special Meetings. Regular meetings of the JCCMHFB shall be held at minimum quarterly. The JCCMHFB, with due notice, may schedule special meetings of the JCCMHFB.

SECTION 5.5. Attendance at Meetings. Attendance at each board meeting is very important in order for the JCCMHFB 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. 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 JCCMHFB Executive Director and/or the Board Chair in the absence of the Executive Director shall prepare an agenda for each regular and special meeting of the board.

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 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, Records, Custodian of Records. All meetings and records of the board shall be open to the public, except otherwise authorized under the provisions of section 610.010 to 610.030, RSMO.2, the “Sunshine Law.” The Executive Director shall be the custodian of records of the JCCMHFB.

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 JCCMHFB policies.

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.

SECTION 5.13. Vacancies. Vacancies in the board occasioned by resignation 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 of 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 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 JCCMHFB.

ARTICLE VII

OFFICERS
SECTION 7.1. Number. The board shall elect a chairperson, vice chairperson, treasurer, secretary, and such other officers, as deemed necessary by the board.

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 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 recommended to the County Executive for removal for cause during the 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 JCCMHFB, 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 JCCMHFB 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 and suspension.

SECTION 7.7. Chairperson. The Chairperson of the JCCMHFB 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. The treasurer shall be bonded in an amount as may be required by a resolution of the Board.

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 JCCMHFB.
ARTICLE VIII

FISCAL YEAR; FUNDING

SECTION 8.1. Fiscal Year. The fiscal year of the JCCMHFB 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 JCCMHFB shall be as per fiscal year of the JCCMHFB.

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 JCCMHFB office 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 JCCMHFB is based on a fiscal year contract. The JCCMHFB 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 JCCMHFB 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 the result of poor planning. A written request with justification of need must be submitted to the JCCMHFB. The JCCMHFB requires at least 3 bids should any capital, equipment, technology, or other necessary items exceed $1,000.00. In addition to the application and submission of bids, an agency board resolution is required. The JCCMHFB 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, dependent on available funds and the nature of the emergency. Time sensitive requests may require a board decision via email or phone.

SECTION 8.6. Types of Funding. Except as otherwise provided the JCCMHFB 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 JCCMHFB or ceases to provide programs and services for Jefferson County children or those with mental health needs, all capital equipment, materials, and buildings purchased through funds provided by the JCCMHFB shall be returned to the JCCMHFB in compliance with the Capital Funding Policy or other unless so otherwise approved by a majority of the Board members. In addition, if the agency no longer uses capital equipment, materials, and buildings purchased with JCCMHFB funds for its original intent, the agency will need JCCMHFB approval to redirect its use.
Section 8.8. **Collection of Funds.** Sales tax and MIL tax revenues are collected by Jefferson County and held in a dedicated account called the Jefferson County Community Mental Health Fund. The Department of Revenue of Missouri will charge a ___% processing fee to the JCCMHFB on all dollars collected, which will be deducted from the total sales tax revenue amount. Jefferson County will send the JCCMHFB a monthly Statement of Accounts including a statement of interest earned and commission fees to inform the JCCMHFB of its current balance.

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 JCCMHFB, an agency must be incorporated or authorized to do business in the State of Missouri as a not-for-profit corporation or be a government entity. Must require employees and volunteers of the agency to maintain the confidentiality of any information that would identify individual served by the agency; must require that services provided by the agency regardless of race, religion, national origin, sex, sexual orientation, 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.

SECTIONS 8.12. **Application Requirements.** Any agency that meets the criteria listed in Section 8.11 may apply for funding to the JCCMHFB. 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 a government 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, an annual financial audit conducted by an independent organization, a summary of the service has proposed to be offered, an estimate of the number of persons to be served. The JCCMHFB has the right to request additional information it deems necessary from applying agencies in a form the JCCMHFB designates.

SECTION 8.13. **Notification.** When agencies submit a) their annual application, b) a letter of inquiry to submit a funding application, c) the mid-year and finance final reports, and d) the annual financial audit, they will receive an electronic response confirming the receipt of such documentation.

SECTION 8.14. **Approval.** The JCCMHFB will provide the Jefferson County Council with a distribution budget each year. The JCCMHFB will enter into contracts with agencies that will receive funding.
SECTION 8.15. Other Required Reporting. An agency that receives funds from the JCCMHFB must file an annual service report to the JCCMHFB on or before the fifteenth (15th) day of February for the year following the year in which funds were received.

An agency that receives funds from the JCCMHFB must submit a copy of its annual financial audit within six (6) months after the close of that agency’s fiscal year. Funds over $10,000 performed by an independent individual or firm licensed by the Missouri State Board of Accountancy. A program unit price must be submitted for the program(s) funded through the JCCMHFB. If the audit is not completed, a request for extension of the audit must be submitted to the JCCMHFB. If the agency shows good cause why the agency cannot submit the audited financial statement, the JCCMHFB shall make an award contingent upon the submission of the audit. The funds may be allocated and may not be disbursed until the audited financial statement is submitted to the JCCMHFB.

SECTION 8.16. Investment Policy. It is a policy of the JCCMHFB to invest available funds in the Jefferson County Mental Health Fund (JCCMHF) for the purpose of earning additional funds for mental health and children. Monthly sales and MIL tax revenues collected by the Missouri Department of Revenue and property taxes collected by Jefferson County are distributed to the JCCMHFB. Funds may be placed in an interest bearing account.

ARTICLE IX

CONFLICTS OF INTEREST

SECTION 9.1. JCCMHFB Policies. The policies of the JCCMHFB shall adhere to applicable Ethic Laws in the State of Missouri.


Section 1-Declaration of Policy

The proper operation of the JCCMHFB requires that board members and employees be independent, impartial and responsible to the people; that decisions and policy be made in the proper channels of the JCCMHFB structure; and not be used for personal gain; and that the public have confidence in the integrity of the JCCMHFB. In recognition of these goals, there is hereby established a procedure for disclosure by JCCMHFB members and the Executive Director of private financial or other interests in matters affecting the JCCMHFB.

Section 2-Conflicts of Interest

a. All JCCMHFB-appointed members as well as the Executive Director of the JCCMHFB must comply with section 105.454 of Missouri Revised Statutes on conflicts of interest.

b. Any member of the governing body of the JCCMHFB who has a “substantial or private interest” in any proposed or pending financial decision before such governing body must
disclose that interest to the Board Chair and such disclosure shall be recorded in the following month’s JCCMHFB minutes.

Substantial or private interest is defined as ownership by the individual, his or her spouse, or his or her dependent children, whether singularly or collectively, directly, or indirectly of 1) an interest having a value of $10,000 or more or 2) the receipt of a salary, gratuity, or other compensation or remuneration of $5,000 or more, per year from any JCCMHFB funded agency.

Section 3-Disclosure Reports

Each JCCMHFB member shall disclose the following information by May 1, or the appropriate deadline as referenced in Section 105.487 RSMo, if any such transactions occurred during the previous calendar year:

a) For the JCCMHFB members, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the JCCMHFB, other than compensation received as an employee or payment of any tax, fee or penalty due to the JCCMHFB, and other than transfers for no consideration to the JCCMHFB.

b) The date and the identities of parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the JCCMHFB, other than payment of any tax, fee or penalty due to the JCCMHFB, and other than transfers for no consideration to the JCCMHFB.

c) The name and address of each nonprofit agency for which a JCCMHFB member served in the capacity as a director, officer, or receiver.

d) The Executive Director also shall disclose by May 1, or the appropriate deadline as referenced in Section 105.487, RSMo., the following information from the previous calendar year:

i) The name and address of each of the JCCMHFB members from whom income of one thousand dollars or more was received during the year covered by the statement;

ii) The name and address of each sole proprietorship owned by the Executive Director; the name, address, and the general nature of the business conducted of each general partnership and joint venture in which he/she was partner or participant; the name and address of each partner or co-participant for each partnership or joint venture with the secretary of state; the name, address, and the general nature of the business conducted of any closely held corporation or limited partnership in which the Executive Director owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two
percent or more of any class or outstanding stock, limited partnership units or other equity interests;

iii) The name and address of each nonprofit agency for which the Executive Director served in the capacity of a director, officer, or receiver.

Section 4-Filing of Reports

a) The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;

i) Every JCCMHFB member and the Executive Director is required to file a financial interest statement and file the statement annually no later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31.

ii) Each JCCMHFB member and the Executive Director shall file the statement within thirty days of such appointment or employment covering the calendar year ending the previous December 31.

SECTION 9.3. Directors, Officers, and Employees. Each director officer, and employee of the JCCMHFB shall adhere to applicable Ethics Laws.

SECTION 9.4. Employment. Individual board members shall not be eligible for employment by the board within twelve (12) months of termination of services as a member of the board. No person may be employed by the board who is related within the third degree by blood or by marriage to any member of the board.

SECTION 9.5. Questions. The board of directors, by resolution, may refer questions arising under Ethics Laws in relation to JCCMHFB policies or the actions of a director, officer, or employee to the appropriate authority.

SECTION 9.6. 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 JCCMHFB has funded. 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.