

County of **CAMDEN** State of Missouri

SENIOR CITIZENS' SERVICES FUND BOARD

Policies and Procedures

In order to carry out the duties imposed upon it by Chapter 67.993 RSMo. As specified by the BYLAWS, the Senior Citizens' Services Fund Board of Camden County will operate under the following Policies and Procedures.

I INTERNAL ORGANIZATION/RE-ORGANIZATION

A. Directors

1. The Board shall consist of seven Directors as provided by Chapter 67.993.2 RSMo.

B. Officers

1. The officers of the Board shall be Chairperson, Vice-chairperson, Secretary, and Treasurer. Each officer shall be elected from the membership of the Board by majority vote of the Board. No person may hold more than one office at one time. Officers shall serve until their successors are chosen and qualified. An Officer shall serve their term until such time that an Officer resigns, their tenure as a Director expires, or a motion is made to change the Officer. Persons may be re-elected to any office. Officers shall assume their office immediately upon election, except that the Treasurer must provide the bond required.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: September 15, 2005

Supersedes Policy Adopted July 31, 1991

II BOARD MEMBER RESPONSIBILITIES

A. Conflict of Interest

1. The Board desires that its members not only adhere to all laws regarding conflict of interest, but are also alert to situations which have the appearance of conflict of interest. Pursuant to and in the spirit of Chapter 67.993.2 RSMo: "Directors.....shall, as nearly as practicable, represent the various groups to be served by the Board.". A member on this Board may also serve on the Board of an organization which requests grant money so long as (1) the Board member abstains from voting on said grant request and (2) does not influence or lobby other Board members to vote for or against the organization for which they also serve as a Board member.

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B. Directors Review and Voting on Service Providers' Grant Requests.

1. A Board member shall not use confidential information used in the course of his/her official capacity in any manner with the intent to result in financial gain for self, any other person, or any business.

2. A Board member shall arrive at conclusions only after discussing all aspect of an issue at hand with fellow Board members in a public meeting. Members will respect the opinion of others and will abide by the principle of majority rule. Board members will recognize that authority rests only with the whole Board assembled in a meeting and will make no personal promises nor take any private action which may compromise the Board. Board members will insist that all Board transactions be legal and ethical. Members shall honor their fiduciary responsibility to the tax payers of Camden County and respect their moral obligations to those citizens they are assembled to serve.

3. Attendance: Board members are expected to attend meetings and be advocates for the citizens they serve. Any Board member missing three (3) consecutive regular monthly meetings of the Board without good cause and Board approval, shall be considered to have resigned their position. The Board shall consider such member's position to be vacant and, if so considered, shall request of the County Commission that the vacated position be filled for the remainder of any such unexpired term.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: November 21,2021

Supersedes Policy Adopted September 15, 2005

III OFFICERS RESPONSIBILITIES

A. CHAIRPERSON

The Chairperson shall preside at all meetings and shall appoint all temporary committees. The Chairperson of the Board shall be an ex-officio member of any such committee. The Chairperson shall have the right, as other members of the Board, to make motions, to discuss questions, and to vote thereon. The Chairperson shall act as spokesperson for the Board on any business conducted in an executive or closed session, other than what is revealed by the minutes of the action taken by the Board. Any executive or closed session shall be in compliance with the Missouri Sunshine Law, Chapter 610, with exceptions noted under 610.021.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: September 15, 2005

Supersedes Policy Adopted July 31, 1991

B. VICE-CHAIRPERSON

The Vice-Chairperson shall have the powers and duties of the Chairperson in an absence, or due to an impairment, which results in an inability to perform the duties of the chairperson and such other powers and duties as the Board, from time to time, determine.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: September 15, 2005

Supersedes Policy Adopted July 31, 1991

Date: 1/19/2023

C. SECRETARY

It shall be the duty of the Secretary to perform or to see that the following functions are performed:

1. Maintain a calendar of the Board's unfinished business and remind the Board of its own decisions concerning these items.
2. Call to the attention of the Board legal requirements or issues the Secretary feels are relevant.
3. Record the official minutes to reflect Board action, distribute minutes in a timely manner to Board members and others as directed by the Board; and see that the approved minutes are maintained in the designated depository (Camden County Clerk's Office). The minutes shall become official when approved by the Board and signed by the secretary.
4. Act as the custodian of Board records and see that official Board documents (minutes, BYLAWS, etc.) be maintained in the designated depository.
5. Provide, or see that provision is made, for the legal notification of meetings in accordance with 610.021 RSMo. (Missouri Sunshine Law)

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: September 15, 2005

Supersedes Policy Adopted July 31, 1991

D. TREASURER

It shall be the duty of the Treasurer to perform or cause the following functions to be performed:

1. Receive and deposit all monies assigned to the Board and make legal expenditures by order of the Board;
2. Keep a record of all receipts and disbursements and submit a monthly report to the Board reflecting the expenditure(s) and balance(s) of Board funds at the close of the preceding month.
3. Invest all surplus funds in a depository(s) selected by the Board;
4. On or before January 1, 1992 and continuously thereafter, the Treasurer of the Board shall provide a corporate surety bond equal to one hundred and ten percent of the estimated revenues for the current budget year. Further, if at any time funds available to the Board exceed the amount of the Treasurer's bond, the treasurer shall immediately furnish additional bond so that the Treasurer's bond always exceeds the amount of total funds available to the Board. All such bonds shall be conditioned on the treasurer's faithful discharge of the duties of the office. Cost of the Treasurer's bond shall be paid from funds available to the Board.
5. The Treasurer will maintain the following fund:

Operating Fund: In order to meet certain financial obligations such as mileage compensation for Directors, Secretarial expenses, annual D & O Insurance payments and/or insurance deductibles etc., a fund of \$20,000 must be set aside to cover anticipated operating expenses of this Board.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: February 16, 2023

Supersedes Policy Adopted November 21, 2019;

Date: 1/19/2023

IV NOTIFICATION OF BOARD MEETING

A. The Board Secretary shall give notice that the regular monthly meeting of the Board shall occur on the third Thursday each month, except said meeting will be held on the second Thursday of each December. These meetings will be held at 1:00 P.M. in the Camden County Courthouse. A schedule of Board meetings shall be published on the Camden County Missouri Senior Services Fund (camdencountyseniorservicesfund.com) web site and Public Notice Bulletin board of the Camden County Courthouse, at least 2 weeks prior to the Board meetings, unless circumstances preclude the advance time for prior posting or ability to post in the Court House due to closure. Notice of each regular, special, or proposed closed meeting will be posted as provided in 610.021 RSMo. *Annually the notices will be posted on the Public Notice Bulletin Board in the Camden County Court House as able.*

B. Reasonable efforts shall be made to make the meeting accessible to individuals who are physically impaired.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: January 19, 2023

Supersedes Policy Adopted November 15, 2021

VI AGENDA

A. Availability

A tentative agenda for each regular, special, or proposed closed meeting of the Board shall be prepared by the Secretary, in consultation with the Chairperson, and shall be available to the public *on the Camden County Missouri Senior Services Fund (camdencountyseniorservicesfund.com) web site.* Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials, and minutes of the previous meeting shall be provided to each member at least three days prior to the stated meeting. The agenda for each meeting of the Board shall be adopted or modified by motion by a majority of those Board members present. Once the agenda is approved, it shall require a unanimous vote of the Board members present to make additional modifications.

B. Closed or Executive Meetings.

The agenda for executive or closed sessions, as provided in 610.021 RSMo, may be on a separate document; however, the motion to close a meeting must be voted on during a public meeting and must also include the reasons for closing the meeting.

C. Any patron or group of patrons desiring to be included on the agenda for the purposes of addressing the Board shall make a request to the Chairperson or Secretary at least five days prior to the regular Board meeting. The request shall be submitted in writing and shall provide sufficient detail to explain fully the issue(s) to be discussed. Unless unusual circumstances dictate otherwise, the Board will not make a decision on an issue(s) presented by an individual representing a group during that particular meeting.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: January 19, 2023

Supersedes Policy Adopted September 15, 2005

Date: 1/19/2023

VII BOARD MEETINGS

- A. Unless otherwise indicated, the regular monthly meeting of the Board shall occur on the third Thursday each month at 1:00 P.M. in the Camden County Courthouse. A schedule of Board meetings shall be published *on the Camden County Missouri Senior Services Fund (camdencountyseniorservicesfund.com) web site*, at least 2 weeks prior to the Board Meetings, unless circumstances preclude the advance time for prior posting.
- B. Minutes of the previous meetings shall be read or waived by the Board as the first order of business at each regular meeting.
- C. Special meetings may be called by the chairperson or by a call of not less than four (4) members. All members shall receive a reasonable notice of any special meeting.
- D. All meetings of the Board shall comply with Chapter 610 RSMo. (Missouri Sunshine Law).
- E. It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to be natural and to encourage free discussion and to promote group thinking and action.
- F. The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community, but it is necessary that the Board not allow any interference with their diligent attention to their affairs. For this reason the Board will only hold discussion on items that have been properly placed on the agenda. Exceptions will only be made by unanimous consent of the members present.
- G. The Board shall allot a portion of the meeting for members of the community to speak. Statements may not be directed at any individual Board member but rather shall be directed to the Board as a whole. This portion of a regular meeting, “statement by patrons”, shall not exceed twenty minutes in total unless waived by a majority vote of the Board members present.
- H. The Board may adjourn sine die (without a day specified for a future meeting) any regular meeting that runs more than two hours in length. Extension of the meeting beyond this time frame shall require a majority vote of those members present.
- I. All meetings shall be governed by Roberts Rules of Order.

Policy Adopted: Camden County Senior Citizens’ Services Fund Board

Date: January 19, 2023

Supersedes Policy Adopted September 15, 2005

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VIII FISCAL MANAGEMENT GOALS AND OBJECTIVES

- A. The Camden County Senior Citizens' Services Fund Board shall:
1. Encourage advance planning through the best possible budget procedures;
 2. Explore all practical and legal sources of dollar income;
 3. Guide the expenditure of funds so as to achieve the greatest return on investment;
 4. Require efficient accounting and reporting procedures;
 5. Adhere to the legal and moral obligations to protect all monies entrusted to the Board.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: September 15, 2005

Supersedes Policy Adopted July 31, 1991

IX ANNUAL BUDGET

- A. The total amount of grants approved shall not exceed the annual projected revenue from taxes due from the Camden County Clerk's office on the Pro Forma for the senior special tax base without the approval of the board. The fiscal year shall be from January 1 through December 31. Resources will be allocated to those areas of greatest need or priority. Any expenditures in excess of the annually expected budgeted amount shall require Board approval.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: February 16, 2023

Supersedes Policy Adopted September 19, 1991

X DEPOSITORY OF FUNDS

- A. The Board shall annually review the depositories and determine the distribution of Board monies. If a change in depository is approved by the board, then the selection of the depository shall be made after due diligence for the security of funds not necessarily based on highest interest rate by a majority vote of the board. Monies shall be so deposited as to return the maximum yield possible consistent with the security required. The Board shall require pledged securities to protect all monies.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: February 16, 2023

Supersedes Policy Adopted January 17, 2019

XI AUTHORIZED SIGNATURES

- A. The Treasurer and one other Officer of the Board shall sign all checks issued by the Board. The authorized co-signers of checks are designated as the Treasurer, Chairperson, or Vice Chairperson. These names will be provided, by the Treasurer, to the appropriate Bank and Insurance Company. No facsimile signatures shall be authorized by the Board.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: September 15, 2005

Supersedes Policy Adopted September 19, 1991

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XII ACCOUNTING SYSTEM

- A. The Treasurer shall provide a system of obligation accounting and submit a report at each regularly scheduled monthly meeting. The monthly reports will reflect obligation, amounts paid, and balances as of the last day of the preceding month.
- B. Monthly reports will be filed for audit.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: September 15, 2005

Supersedes Policy Adopted September 19, 1991

XIII QUALITY CONTROL

- A. All purchase exceeding \$1500.00 whether by competitive bid or otherwise, shall take into consideration the quality of the articles and supplies, their conformity with developed specifications, their suitability, and delivery terms. All other things being equal, when available contracts meeting board needs should be awarded and purchases exceeding \$1500 should be made from an entity having a physical presence in Camden County.

Policy Adopted: Camden County Senior Citizens' Services Fund Board

Date: January 19, 2023

Supersedes Policy Adopted September 15, 2005

XIV REQUEST FOR PROPOSAL (RFP) OF FUNDING

A. Purpose

1. Pursuant to Chapter 67.993.4 RSMo; "The Board of Directorsshall establish eligibility requirements for the programs it furnishes;..." Accordingly, the Board may request that proposals be presented that will provide the goods and/or services required to fulfill the identifiable needs of Camden County residents 60 years of age or older. The Board may allow organizations, or other entities to submit requests for funding of projects, programs, goods, or services as related to needs established.

B. Board Responsibilities

1. Expenditure of funds on any such requests will adhere to any existing Board policies and shall be consistent with all statutes governing the expenditure of public funds. Requests for funding will be considered on a "case by case" basis and shall be approved only by a majority vote of the Board's membership.

a. Exceptions to granting of requests for funds. No funds will be granted to support the construction of a new facility or building, nor for new construction as an addition to an existing facility or building. Funds will be considered for grants when construction is intended to repair an existing facility or building, especially where health and safety is the objective of such construction. Funds may not be used for fundraiser expenses by agencies.

2 The Board of Directors shall use the funds in the Senior Citizens' Services Fund to provide programs which will improve the health, nutrition, and quality of life of persons who are sixty years (60) of age or older.

3 The Board will publicly advertise requests for an RFP for 3 concurrent weeks in the local newspaper. The Board shall include six identifiable needs to the RFP:

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- a. Food services for senior citizens
 - b. Telephone contact for home bound senior citizens
 - c. Transportations services for senior citizens
 - d. Home bound chores services
 - e. In home services
 - f. Other identifiable needs
4. The Board will provide an Application Form or may be accessed on the *Camden County Missouri Senior Services Fund (camdencountyseniorservicesfund.com)* web site, providing the information and format of an RFP. This Application Form will contain, at a minimum, the following information:
- a. Cover sheet to include contact person(s), last date to submit proposal, date and time of bid opening, inspection requirements, and brief description of the Board and statement of Board's purpose.
 - b. Signature page
 - c. Description of service or goods provided
 - d. RFP will include the contract which will detail invoicing requirements, billing and payment procedures, and method of dispute settlement.
 - e. RFP should include basic requirements plus enhancements and the system the Board will use to analyze proposal.
 - f. RFP and contract should include method for performance audit, monitoring procedures, and method of monitoring compliance.
 - g. RFP will be posted on a designated public bulletin board in addition to advertisement in local newspaper and any direct mailings. RFP's will be available from the Camden County Clerk Office or through the website listed in #4.
5. The Board shall not discriminate against any qualified bidder and will maintain a posture of accountability, equity, fairness, and public disclosure.
6. Requests for funding must be properly placed on the agenda in accordance with Board policies. The Board reserves the right to delay action on any request until such time as sufficient information has been provided and ample consideration has been given.

C. Service Providers Responsibilities

1. *Submission of RFP's to the Board:* One Copy or electronically completed RFP via the *Camden County Missouri Senior Services Fund (camdencountyseniorservicesfund.com)* web site, or the original RFP when completed by hard copy must be submitted to the Camden County Clerk's Office no later than 4:00 P.M. on the 2nd Friday of November. When submission is completed on the *Camden County Missouri Senior Services Fund (camdencountyseniorservicesfund.com)* web site the receipt of the RFP may not be received any later than midnight of the 2nd Friday of November.
3. Late proposals are subject to rejection or penalty.
 - a. Exceptions to Late RFP's: Since the annual granting of funds, by this Board, is predicated upon; (1) grant proposals being submitted by the 2nd Friday deadline in November and (2) the annual year end collection of personal property and real estate taxes, this Board is not in a position to grant these annual funds until adequate funds are received from the County, which could be in the first one to three months of each new year. This Board, however, also

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remains sensitive to certain special needs that may arise in the interim period that cannot wait.

b. During this interim period, this Board will give first priority to those service providers who submitted RFP's by the previous November deadline.

c. Requests for additional funds must be made in writing 10 days prior to the September Board meeting. It is also recognized that once this Board receives a request for proposal (RFP) of funds, one to three months may be necessary for purposes of review, discussion, questions and subsequent voting.

d. Organizations or entities that submit late proposals, during this interim period, must provide substantive information demonstrating why their request for funds cannot wait until the annual November deadline for submitting RFP's. While this Board encourages oral presentations and dialogue, such additional requests must be submitted in writing, to the Secretary of this Board 10 days prior to the September Board meeting.

2. Financial Reporting

a. For those first time Service Providers, who have been granted a request from this Board, monthly reports must be submitted for at least one year, showing how grant monies are being spent to provide services to Senior Citizens residing in Camden County.

b. Service Providers, except as noted in C. 2. a. above, are required to submit to this Board a year-end financial report showing how grant monies are being spent to provide services to Senior Citizens residing in Camden County.

3. In-Home Health Care Organizations

Home Care Guidelines for use of Camden Mo Funds

Family Size	2022 Annual FPL	2022 Monthly FPL							
		50%	100%	156%	191%	200%	250%	306%	400%
1	13,590	566	1,133	1,767	2,163	2,265	2,831	3,465	4,530
2	18,310	763	1,526	2,380	2,914	3,052	3,815	4,669	6,103
3	23,030	960	1,919	2,994	3,666	3,838	4,798	5,873	7,677
4	27,750	1,156	2,313	3,608	4,417	4,625	5,781	7,076	9,250
5	32,470	1,353	2,706	4,221	5,168	5,412	6,765	8,280	10,823
6	37,190	1,550	3,099	4,835	5,919	6,198	7,748	9,483	12,397
7	41,910	1,746	3,493	5,448	6,671	6,985	8,731	10,687	13,970
8	46,630	1,943	3,886	6,062	7,422	7,772	9,715	11,891	15,543
+add'l	4,720	196.67	393.33	613.60	751.27	786.67	983.33	1,203.60	1,573.33

To receive Camden Co Funding recipient must be at or below 191% of FPL to qualify to use Camden County funding for services. Also be 60 years of age or older and reside in Camden County and Meet the following requirements:

- Recipient must require assistance with at least one daily living activity, such as mobility, dressing and undressing, bathing and eating, financial or mental health support. ADLs are routine tasks that one performs on a daily basis. Without the ability to perform these tasks, one could not live independently.
- The help they receive must be provided in one's home or a guardian's home not a residential living community. Independent Senior housing is allowed for funding.

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- If the individual has mild dementia and does not require assistance with at least two ADLs, it is strongly recommended that one's doctor provide a statement explaining why the individual is in need of a protected environment and support services. Example, Healthy living and wellbeing reviews, financial management/oversite, fall risk assessments and Home environment check for a healthy life style.
- Funding is provided for the recipient that is unable to leave their home due to a medical or physical condition that limits their ability to maintain a household and is in need of medical assistance to maintain healthy life style while in a home setting. Example of need- transportation to medical appointments when not in OATS service area or there is a need for a companion on medical visit, obtaining medications, or basic necessities for wellbeing such as food and supplies for independent living where recipient of funds for services cannot navigate alone.
- Home Care Services are limited to light housekeeping in the following rooms Kitchen, Main bathroom of use, Living room and main bedroom of grant recipient.
 - Light House Keeping Services include:
 - Clearing away dishes after meals
 - Drawing baths and setting out towels
 - Hang up towels and washcloths to dry or place in laundry
 - Cleaning sink, bath tub and toilet after use
 - Wiping down spills and sanitizing surfaces
 - Changing bed linens
 - Taking out trash
 - Sweeping and vacuuming floors
 - Laundry when soiling is evident to promote healthy living environment

A questionnaire on income limits must be completed to receive grant funding and kept on file by the agency and submitted with Grant recipients' annual budget for Senior Funds used for grant year. The board may request from guarantor a copy of the questionnaire to the recipient and request income verification if misappropriation is a concern.

In-Home Health Care Organizations Payment Ceilings

In-Home Health Care organizations are required to use an RN, LPN or LCSW for the client assessments of Camden County seniors served by the Camden County Senior Citizens Services Fund. Follow the Level of Care caps for In-Home Health Organizations: Level of Care caps set for the organizations receiving Tax Funds follow: Homebound Clients: HC max = 32 units, Non Homebound Clients: HC max = 16units, Homebound Clients: PC max = 64 units, Non-Homebound Clients = 32 units, Respite Clients: R2 max = 96 units. It is the provider's responsibility to make sure that as new clients are assessed and added to local funds that they are not receiving any other local fund dollars by another home health agency with local fund dollars. The maximum units to be delivered per client is 64 units total per month. This can be delivered under PC, HC or a combination of both services not to exceed the 64 units per month. Respite Clients: R2 max is 96 units. The maximum of 6 hours should be allowed only in extreme cases of need. Clients receiving respite are not eligible for additional HC, PC, or RN care. The recommended amount of respite should fall in the 64 unit category. RN Services: 1 medication visit 2-4 times a month with a cap of 4 visits per client per month. Services should not be delivered on holidays and weekends that would increase the unit rate. If services are delivered due to unusual circumstances, the provider will absorb the

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additional cost. Rate is at the Missouri Medicaid Rate plus a \$10.00 per month per client administrative fee add on.

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