

*County of*  
**RAY**  
*State of Missouri*  
**RAY COUNTY SENIOR SERVICES 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 Services Board of Ray County will operate under the following Policies and Procedures.**

**I INTERNAL 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 Financial Secretary. Each officer shall be elected from the membership of the Board by majority vote of the Board. An Officer shall serve his or her term until such time as that Officer resigns, his or her 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.

**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 Tax Board may also serve on the Board of, or be employed by, an organization which requests grant money so long as (1) the Tax Board member abstains from voting on said grant request and (2) does not influence or lobby other Tax Board members to vote for or against the organization for which they also serve as a Board member.

**B. Directors Reviewing and Voting on Service Providers' Grant Requests.**

1. A Board member shall not use confidential information 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 Ray 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

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Board without good cause and Board approval, shall be considered to have resigned from the Board. 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.

### 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 do 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.

#### 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.

#### 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 (Ray County Clerks 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)

#### D. Financial Secretary

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

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1. 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.
2. Collect vouchers for payment of reimbursements or services, write checks as necessary to pay from submitted vouchers and obtain second signature as required. When board approval is required, present voucher to RSCSB for approval prior to payment.

#### IV NOTIFICATION OF BOARD MEETING

A. The Board Secretary will give notice that the regular monthly meeting of the Board shall occur on the First Tuesday of each month unless circumstances require changing that date which shall only be done with Board approval. All meetings will be held at a time and place designated by the Board and published for public notice at least 48 hours prior to said meetings unless circumstances preclude the advance time for prior posting. Notice of each regular, special, or proposed closed meeting will be posted as provided in 610.021 RSMo.

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

#### VI AGENDA

A. Availability

A tentative agenda for each regular, special, or proposed closed meeting of the Board shall be prepared by the Chairperson and shall be available to the public. Any member of the Board may request items to be placed on the agenda.

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.

B. Any patron, group or patrons or member(s) of the public desiring to address 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.

C. All such patron or public comment shall not be an agenda item but shall be held to three (3) minutes prior to the opening of said Board meeting; this requirement may be waived by majority approval of the Board members present at its discretion.

D. Any Board member may deem that the written request to address the Board requires placement on the agenda which may be done with concurrence of the majority of the Board members present prior to the opening of that meeting.

E. Unless unusual circumstances dictate otherwise, the Board will not make a decision on an issue(s) presented by any individual or group representative during that particular meeting.

#### VII BOARD MEETINGS

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- A. Unless otherwise indicated, the regular monthly meeting of the Board shall occur on the First Tuesday each month at 5:00 P.M. A schedule of Board meetings shall be published on the Public Notice bulletin board of the Ray County Courthouse, at least 48 hours 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 with written statement of issue prior to meeting if the request has been made as required in Policy IV.C.1. 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 three 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 Newly Revised.

#### VIII FISCAL MANAGEMENT GOALS AND OBJECTIVES

- A. The Ray 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.

#### IX ANNUAL BUDGET

- A. The Board shall prepare an annual budget for each fiscal year using forms required by the County Budget Law, Chapter 50.745 RSMo. The fiscal year shall be from January 1 through December 31.

**Policy & Procedure adopted on January 6, 2009**

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Resources will be allocated to those areas of greatest need or priority. Any expenditure in excess of a budgeted amount and any amendment to the approved budget shall require Board approval.

**X DEPOSITORY OF FUNDS**

A. The Board shall annually review the depositories and determine the distribution of Board monies. The selection of the depository shall be made by the Board. 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.

**XI AUTHORIZED SIGNATURES**

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

**XII ACCOUNTING SYSTEM**

- A. The Financial Secretary 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.

**XIII QUALITY CONTROL**

A. All purchases, 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, contracts should be awarded and purchases made from an entity having a physical presence in Ray County.

**XIV REQUEST FOR PROPOSAL (RFP) OF FUNDING**

- A. Purpose
1. Pursuant to Chapter 67.993.4 RSMo, "The Board of Directors...shall establish eligibility requirements for the programs to which it directs tax dollars;..." Accordingly, the Board may request that proposals be presented that will provide the goods and/or services required to fulfill the identifiable needs of Ray 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.

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**B. Tax 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.

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

3. The Board will publicly advertise requests for an RFP for three (3) consecutive weeks in all Ray County daily newspapers. The Board shall include identifiable needs to the RFP.

4. The Board will provide an Application Form 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 for which funds are being requested.

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 including proof of liability insurance coverage.

f. RFP and contract should include method for performance audit, monitoring procedures, and method of monitoring compliance.

g. RFP will be posted on public bulletin board in addition to advertisements in County newspapers.. RFP’s will be available from the Ray County Clerk’s office or by calling the RCSSB Secretary, Terry Tipton at 816-580-7427.

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 Tax Board: Eight copies and the original RFP must be submitted to The Ray County Senior Service Board PO BOX 228 Richmond, MO 64085 on the designated due date. No late proposals will be reviewed.

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2. Financial Reporting

- a. Service Providers who have been granted a request from this Board must submitted quarterly reports showing how grant monies are being spent to provide services to Senior Citizens residing in Ray County.
- b. Service Providers are required to submit to this Tax Board a year end financial and service report.
- c. The Board may, at its discretion, withhold funds from any Service Provider or grant recipient who does not comply with all policies and procedures; and may if it deems it necessary, withdraw approval of a grant to any Service Provider for cause.