

Iowa Respite and Crisis Care Coalition Board Policies

Board Membership Policy

All Board members shall hold individual or family membership in the Iowa Respite and Crisis Care Coalition. This membership must be current for the member to serve on the Board.

Adopted: 11-28-01
Effective Date: 11-28-01

Check Signing Policy

1. The Executive Director shall be authorized to sign checks without Board approval for expenses of the Coalition that do not exceed \$2,000.

Exceptions to this policy include training related expenses, or expenses that have been approved by the Board.

2. The Treasurer, and at least two other board members shall be authorized to sign checks should the need arise.

3. All checks made out to the Executive Director must be accompanied by receipts and documentation and shall be signed by the Treasurer or other board member.

4. A list of checks written and the assigned chart of accounts shall be available each month to be reviewed by the Treasurer and the Executive Director.

Approved: 11-28-01
Revised: 2-19-03
Effective Date: 2-19-03

Conference Registration Policy

All individuals who attend the Annual Conference or other IRCCC training events shall be paid registrants. This includes conference committee members and members of the Board.

Adopted: 11-28-01
Effective Date: 11-28-01

Confidentiality Policy

All information relating to any consumer receiving IRCCC funding and /or services shall be held in strict confidence. All personal information shared with the IRCCC be held in strict confidence except when an appropriate release has been signed. Information and views shared by contract staff and other Board members during Board meetings shall be held in strict confidence.

A release (Public Awareness Material Usage Permission Form, PA-1) must be signed to disclose the name of a consumer or family member to someone outside of IRCCC.

Further, a release (Form S-1) or a variation thereof, must be signed by stipend applicants in order to release their name to sponsoring organizations.

Revised: 11-28-01
Effective Date: 11-28-01

Conflict of Interest Policy

- A. It is assumed that all Iowa Respite and Crisis Care Coalition Board members and contract staff enter into participation with the Board intending to serve the public and to further "promote, through education, the development and support of a statewide quality respite and crisis care system... a system which strengthens all families throughout the lifespan".
- B. It is further assumed that members and employees are knowledgeable in areas important to the Board and that such knowledge may be derived from actual practice and experience in the field. Such individuals are expected to be objective and fair and not in pursuit of financial and personal gain.
- C. Through this policy the Board intends to make reasonably certain – that no member or employee realizes or creates the appearance of realizing financial gain of any character, nature or amount from Board actions.
- D. Members and contract staff shall not engage in any conduct or activity that might reasonably be interpreted by the general public as tending to adversely affect the performance of their official duties.
- E. All IRCCC Board members, and those serving in an advisory capacity to the IRCCC Board, who serve or whose family members serve as officers, directors, partners, consultants, or employees of the applicant being evaluated shall be excluded from voting on the evaluation of that applicant and all other applicants submitting proposals in that category.
- F. No contractor shall be allowed to use salary of a IRCCC Board member as match for any contract.
- G. No IRCCC Board member shall be allowed to receive salary money from any IRCCC Board contract or grant.

Revised: 11-28-01
Effective Date: 11-28-01

Grievance Procedure**Board Related:**

Grievances shall be directed to the individuals involved. If further action is necessary, grievances shall be directed to the President of the Board of Directors. If the situation is not resolved in a satisfactory manner, the grievance shall be directed to the Executive Committee. The decision of the Executive Committee is final.

Consumer Related:

1. All disputes or grievances shall be directed to the Executive Director. The Executive Director shall inform the individual of the policy regarding grievances.
2. Working together, the Executive Director and the individual will attempt to define the problem. Then the Executive Director will attempt to arrive at a solution to the problem.
3. If a solution is not reached, the situation will be referred to the President of Board of Directors for action by the Board at their next regular meeting.
4. The decision of the Board is final.

Revised: 11-28-01
Effective Date: 11-28-01

Insurance Coverage

The Iowa Respite and Crisis Care Coalition shall maintain director and officer's liability insurance for all board members.

The Iowa Respite and Crisis Care Coalition shall maintain bond insurance as follows:

Each Director	\$5,000
Executive Director	\$45,000
Office Manager	\$20,000

Additionally, any coverage required by contract will be carried to satisfy contract amount. This includes:

General Liability	\$1 million
-------------------	-------------

Adopted: 2-19-2003
Revised 2-16-2005

Non-Discrimination Policy

The Iowa Respite and Crisis Care Coalition will not exclude any person from employment, application for employment, contractual services or from participation in or the receipt of programs on the basis of race, color, creed, national origin, gender, sexual orientation, age, religion, or disability.

Adopted: 11-28-01
Revised: 7-10-02
Effective Date: 7-10-02

Notice of Intended Action Policy

Board or Executive Committee members will be sent an agenda including notification of business requiring Board action (vote) a minimum of one week prior to Board or Executive Committee meetings. No action may be taken on by-laws or policy changes without prior notification.

Adopted: 9-18-02
Effective Date: 9-18-02

NSF (Insufficient Funds Policy)

It shall be the policy of the Iowa Respite and Crisis Care Coalition to have a charge of \$25.00 for each check submitted that is returned for insufficient funds.

This policy shall be stated on forms whenever fees are collected.

Adopted: 7-10-02
Effective Date: 7-10-02

Records Retention

All Coalition financial records, programmatic records, contracts and other documents shall be retained for a period of 5 years. Records shall be shredded thereafter.

Adopted: 11-28-01
Effective Date: 11-28-01

Time Limit on Claiming Expenses Policy

Board members are expected to make timely claim for expenses to be reimbursed. Claims received more than 30 days after the date of occurrence will not be paid.

Claims must be made within the same fiscal year in order to have them paid. (Expenses incurred in fiscal year 2003 will need to be claimed prior to 9-30-2003.

Adopted: 2-19-2003
Effective Date: 2-19-2003

Travel Reimbursement Policy

Employees, contracted staff, and Board members may be reimbursed for travel at the rate of \$.29 per mile, payable upon a completed and signed mileage claim form. For Board members, this includes Board and committee meetings.

Stipends for board members whose participation is not supported by their place of employment may be claimed in the amount of \$50 per diem.

Contracted staff shall be allowed reimbursement for meal expenses incurred during travel as follows:

Breakfast	\$ 5.00
Lunch	\$10.00
Dinner	\$15.00

Lodging expenses incurred during travel shall be reimbursed at the actual rate. Receipts shall accompany the travel expense form for lodging.

Adopted: 11-28-01
Revised: 3-20-02
Effective Date: 2-21-01