



St. Charles County Ordinance 120: Creation of the CCRB

Chapter 120. Boards and Commissions

Article X. Community and Children's Resource Board

Section 120.730. Creation of Community and Children's Resource Board.

[Ord. No. 97-152 §1, 10-1-1997; Ord. No. 06-146 §1, 11-1-2006]

There is hereby created the Community and Children's Resource Board of St. Charles County, which Board shall be the successor board to the Community and Children's Resource Board. All of the powers and duties of the Community and Children's Resource Board are transferred to the Community and Children's Resource Board.

Section 120.740. Purpose.

[Ord. No. 97-152 §2, 10-1-1997; Ord. No. 06-146 §1, 11-1-2006]

The Community and Children's Resource Board is 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 nineteen (19) 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 Community and Children's Resource Board.

Section 120.750. Membership, Qualifications and Term.

[Ord. No. 97-152 §§3—6, 10-1-1997; Ord. No. 98-142 §1, 7-30-1998; Ord. No. 04-098 §1, 6-30-2004; Ord. No. 06-146 §1, 11-1-2006; Ord. No. 12-035 §2, 5-3-2012]

- A. There shall be nine (9) members of the Community and Children's Resource Board to be appointed by the County Executive with the approval of the County Council. The Community and Children's Resource Board shall meet at least quarterly.
- B. Membership on the Community and Children's Resource Board shall be limited to registered voters who have resided in St. Charles County for a period of not less than one (1) year.
- C. No member of the Community and Children's Resource Board shall be an employee, board member or volunteer of an agency receiving assistance from the funds administered or recommended by the Community and Children's Resource Board. Nothing in this Article shall be interpreted to disable persons formerly served by agencies from serving on the Community and Children's Resource Board. Volunteers serving an agency or agencies receiving money from the Community and Children's Resource Board twelve (12) hours a year or less shall be exempt from this Subsection.

- D. Appointments to the Community and Children's Resource Board shall be made as follows: three (3) members shall be appointed for a one (1) year term beginning October 1, 1997; three (3) members shall be appointed for a two (2) year term beginning October 1, 1997; and three (3) members shall be appointed for a three (3) year term beginning October 1, 1997. From and after October 1, 2012, all appointments of Community and Children's Resource Board members shall be for a term of three (3) years ending December thirty-first (31st). Appointments as a result of a Board member's death, resignation or forfeiture shall be made for the remainder of the three (3) year term of that member.

Section 120.755. Reimbursement For Expenses.

[Ord. No. 97-152 §7, 10-1-1997; Ord. No. 06-146 §1, 11-1-2006]

The members of the Community and Children's Resource Board may be reimbursed for their reasonable and necessary expenses from funds appropriated for that purpose and such reimbursement shall be limited to monies actually and necessarily expended in their performance of their duties.

Section 120.760. Qualifications For Funds Distributed By This Board.

[Ord. No. 97-152 §8, 10-1-1997; Ord. No. 06-146 §1, 11-1-2006]

- A. To qualify for funds allocated and distributed by the Community and Children's Resource Board pursuant to this Article, an agency shall meet all of the following requirements:
1. Be incorporated or authorized to do business in the State as a not-for-profit corporation or be a governmental entity;
 2. Receive at least twenty-five percent (25%) of its funds from sources other than funds distributed pursuant to this Article. These other sources may be public or private, but no more than one-half (1/2) of these other sources may include contributions of goods or services, including materials, commodities, transportation, office space or other types of facilities or personal services;
 3. Require persons employed by or volunteering services to the agency to maintain the confidentiality of any information that would identify individuals served by the agency;
 4. Require that services be provided by the agency regardless of race, religion, national origin, sex, gender or age; and
 5. Require that employees and volunteers of the agency who work regularly with children as set out in Section **104.010** be screened as required in that Section.

Section 120.765. Agencies Which May Apply For Funds.

[Ord. No. 97-152 §9, 10-1-1997; Ord. No. 98-142 §2, 7-30-1998; Ord. No. 06-146 §1, 11-1-2006]

- A. Any agency meeting the requirements set out in Section **120.760** above may apply to the Community and Children's Resource Board for funds and may use such 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. All applications shall include, but not be limited to, the following:
1. Evidence that the agency is incorporated or authorized to do business in this State as a not- for-profit corporation, or is a governmental entity;
 2. Where appropriate, a list of the directors of the corporation, and a list of the trustees of the agency if different;
 3. The proposed budget of the agency for the following calendar year, or other period for which funding is sought;
 4. A summary of the services proposed to be offered in the following calendar year, or other period for which funding is sought;
 5. A estimate of the number of persons to be served during the following calendar year as a result of the funds received pursuant to this Article, or other period for which funding is sought;
 6. Any other information deemed relevant to the application by the Community and Children's Resource Board;
 7. A detailed report of programs and services provided in a format designated by the Community and Children's Resource Board.

Section 120.770. Notification.

[Ord. No. 97-152 §10, 10-1-1997; Ord. No. 06-146 §1, 11-1-2006]

After review of the applications for funds from agencies that meet the criteria set out above, the Community and Children's Resource Board shall notify agencies in writing whether they are eligible to receive funds, and if the agency is eligible, specify the amount of the award.

Section 120.775. Approval Required Before Distribution.

[Ord. No. 97-152 §11, 10-1-1997; Ord. No. 06-146 §1, 11-1-2006]

All general funds appropriated to be distributed by the Community and Children's Resource Board shall be distributed only after the approval of the Board's recommendations by the County Council and upon the signing of a contract by the agency to whom funds will be distributed. The contract between the agencies and the County shall be approved in form by ordinance.

Section 120.780. Annual Report Required.

[Ord. No. 97-152 §12, 10-1-1997; Ord. No. 06-146 §1, 11-1-2006]

- A. An agency that receives funds pursuant to this Article shall file an annual report with the Community and Children's Resource Board on or before the fifteenth (15th) day of April for the year following the year in which funds were received. The annual report shall include statistics on the number of persons served by the agency as a result of the funds received pursuant to this Article. The annual report shall include an external, independent audited financial statement of the previous closed financial year of the applicant agency; however, if that statement is not through December thirty-first (31st) of the previous year, it shall be supplemented by the external independent audited financial statement covering the period closing December thirty-first (31st) for the previous year within ten (10) days of its receipt by the agency. 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.
- B. An agency which misses the April fifteenth (15th) deadline for submission of its agency's report thereby renders itself ineligible for that year's funding cycle and no funding shall be voted by the Community and Children's Resource Board for that budget year with regard to that agency. However, if the agency shows good cause why the agency cannot submit the audited financial statement, the Community and Children's Resource Board may make an award contingent upon the submission of the audit; the funds may be allocated but shall not be disbursed until the audited financial statement is submitted to and approved by the Community and Children's Resource Board.
- C. Such ineligibility for funds due to failure to submit an annual report shall not be permanent, but in order to be eligible in future funding cycles, the agency shall:
 - 1. Have sat out at least one (1) twelve (12) month funding cycle for the Community and Children's Resource Board; and
 - 2. Shall have filed with the Community and Children's Resource Board the missing report.
- D. The Community and Children's Resource Board shall compile the reports filed pursuant to this Section annually and transmit the compiled report to the County Executive and the County Council with its estimate of the number of persons served by funds the Board has recommended, its recommendations of programs to aid children residing in the County, its estimates of the resources necessary to implement and operate such programs, and shall develop and report like figures with regard to persons receiving funds from the Board.

Section 120.785. Solicitation of Donations.

[Ord. No. 97-152 §13, 10-1-1997; Ord. No. 98-142 §3, 7-30-1998; Ord. No. 06-146 §1, 11-1-2006]

The Community and Children's Resource Board shall have the authority to solicit donations and contributions from the community.

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