

HENDRICKS COUNTY HEALTH PARTNERSHIP – LCC BYLAWS

ARTICLE I: PURPOSE

The Hendricks County Health Partnership is organized exclusively for charitable, educational, and scientific purposes, including a Substance Use Special Interest Subcommittee (SATF SATF Executive Board) for the distribution of funds from the Drug Free Communities Fund to organizations that support the mission of the Hendricks County Health Partnership and abide by all the bylaws of the Partnership.

ARTICLE II: MISSION

The mission of the Hendricks County Health Partnership is to improve the health and wellness of all Hendricks County residents, in particular as it relates to the prevention of mental health struggles, substance use, traumatic experiences, and other related problems.

ARTICLE III: SATF EXECUTIVE BOARD MEMBERS

Section 1. Number of SATF Executive Board Members. The number of members of the SATF Executive Board shall be no more than fifteen (15). The SATF Executive Board shall consist of no more than eleven (11) elected adult members, and four (4) elected student members – who carry only one vote per School Corporation. Every effort will be made for a diverse variety of community sectors to be represented on the SATF Executive Board. SATF Executive Board members can appoint a proxy to attend and vote in their absence.

Section 2. Election. The election of SATF Executive Board members will be held annually or as needed to fill vacancies. Any voting member of the Partnership is eligible for self-nomination. The candidates that are elected to serve on the SATF Executive Board will be installed immediately. SATF Executive Board members will be elected by the voting members of the Partnership by simple majority.

Section 3. Term. Any member of the SATF Executive Board can vacate their position at any time with written notification to the Board. Every January, all members of the SATF Executive Board will be voted on by the Partnership for a renewal of their position.

Section 4. Removal of Members of the SATF Executive Board. If an SATF Executive Board member or proxy does not attend a minimum of 8/11 meetings during the calendar year, 1 2020 Update the SATF Executive Board will review circumstances and make a recommendation for either continuation of term or removal from the board. Nominations to fill any unexpired terms will be heard at the next Partnership meeting.

ARTICLE IV: OFFICERS

Section 1. Officers. The officers of the Hendricks County Health Partnership shall be a Chairperson or President, and such other officers as needed. (a) President/Chairperson. The Partnership shall elect a President for a term of 3 years. The elected President may be reelected for a second 3-year term by the Partnership if desired, but must concede their position to a new nominee after 6 consecutive years of service. The elected President must attend the required number of meetings (8/11) and meet the duties as monitored by the SATF Executive Board and the Partnership. Their duties will include, but are not limited to, presiding over the SATF Executive Board and Partnership meetings, and representing the Partnership at special events. The President shall also oversee the work of the Coordinator and be directly responsible to the SATF Executive Board for the Coordinator and all paperwork associated with all employees or contracted personnel of the Partnership. An annual review of the coordinator will be conducted by the President and reported to the SATF Executive Board. The President will also maintain a

copy of the Coordinator’s job description, and contract that auto-renews annually. (b) Treasurer. This position is currently being filled by the Coordinator. If filled by another person it will occur as follows: The Partnership will interview and hire a candidate for the position of Treasurer, with final approval voted on by the SATF Executive Board. Responsibilities of the position include providing a monthly report of the status of the Drug Free Communities Fund per the Auditor. In grant months, the Treasurer will be responsible for completing the vouchers, and turning them into the auditor’s office for payment. The Treasurer will also maintain the receipts received from grantees, and other duties as assigned. (c) Other officers will be recommended and approved by the SATF Executive Board as needed.

ARTICLE V:

COORDINATOR The Coordinator reports directly to the President. The Coordinator will act as the board secretary, maintaining all records and performing administrative duties. The Coordinator is responsible for the gathering and tracking of data to submit Annual updates and 3 year plans to the State of IN. The Coordinator can resign the position or be removed from the position with 60 days’ notice. The contract for the position auto-renews each year following the evaluation completed by President. See Attachment A “Job Description.”

ARTICLE VI: PARTNERSHIP MEMBERSHIP

Section 1. Definition of Membership. Upon attending 2 consecutive meetings, an Individual or Organizational Representative becomes a Voting Member. Voting Members must attend at least 6/11 Partnership meetings in the following 12-month period in order to maintain voting rights on any subject brought forward during a Partnership meeting. Attendance will be recorded at each Partnership meeting by the President and filed by the Coordinator. Voting Members may make suggestions or comments when appropriate, and serve on subcommittees. Voting Members are allowed to nominate themselves for any opening on the SATF Executive Board. Any Voting Member who does not meet the attendance requirements will be notified by the Coordinator or the President and will be temporarily ineligible to participate. Any person suspended from Voting Membership may regain eligibility following consistent regular attendance (at 2 consecutive meetings).

Section 2. Conflict of Interest. All Board Members will sign Conflict of Interest disclosure statements annually. Having done so, the members are allowed to vote on any grant they have sponsored during that year. Members may be asked to leave the room during a voting procedure if the member benefits from the requested funds. Any members who do not sign a statement will abstain from the voting procedure if they will benefit directly or indirectly from the proposed grant.

ARTICLE VII: GRANT APPLICATIONS

Section 1. Eligibility. To be eligible to apply for grant funding from the Partnership, the Applicant or a Proxy must be a Voting Member of the Partnership, must have attended a minimum of 75% Partnership meetings in the 12 months prior to their application, and must be an actively participating member of one of the three Project Subcommittees (Youth/Prevention/Education, Intervention/Treatment/Recovery, or Law Enforcement/ Criminal Justice). *****Supplanting Clause: Partnership funds shall not be awarded to a project or program that can be adequately funded by the applying agency; in other words, Partnership funds shall not be used to replace the applying agency’s funds for the project or program in order for the agency to reallocate its current funds.***

Section 2. Application Process. All persons or organizations requesting funding from the Hendricks County Health Partnership are required to file a grant application with the Partnership. Applications can be submitted by any Voting Member that meets the eligibility requirements as listed in Article VII,

Section 1. A W-9 form is required for the applying agency. Granting will take place twice annually, at the February and October Partnership meetings. Applications must be submitted by email, using the supplied Grant Application form, to the Coordinator **by the January** Partnership Meeting or **by the September** Partnership meeting; in other words, grant applications must be submitted one month in advance of the month of granting. Any grant application received after the one-month prior deadline will not be considered by the SATF Executive Board and/or Partnership. Grant applications must be approved prior to the implementation of the named project. ****Exception: Law-Enforcement Departments are not required to submit their application for the PRE-APPROVED annual disbursement amounts from the general Partnership fund during this February and October window due to the nature of the funds being pre-approved; all other reporting requirements still apply.**

Section 3. Approval Process. Grant applications must be submitted to the Coordinator by the deadline stated in Article VII, Section 2 (above). Each grant application will be *initially reviewed* by the SATF Executive Board via email to ensure the application meets the basic requirements listed here below, and giving the SATF Executive Board the opportunity to provide applicants *initial feedback* on the quality of the application.

Applications will be judged based upon four basis requirements:

- 1) Project/program adheres to the Partnership’s Mission Statement and the Partnership’s Comprehensive Community Plan approved by the ICJI Behavioral Health Division.
- 2) Project/program is **evidence-based (quantitatively and qualitatively proven to work)**, OR has been submitted for review to become evidence based, OR uses evidence-guided “best practices”. Project/program must be measurable, and benefit a specifically indicated target-audience.
- 3) Applicant clearly indicates financial need, including written explanation that other funding sources have been researched and/or utilized.
- 4) Applicant clearly indicates financial sustainability plan for the project/program, including written explanation of the goals for how the project may be sustained without Partnership funds in the future.

Applicants may be asked follow-up questions by the SATF Executive Board regarding their application prior to the application being judged for final approval or disapproval by the SATF Executive Board. SATF Executive Board members will share review all applications by email and vote for final approval of an application prior to the February or October meeting. Applicants (or a proxy) who applications are voted for approval by the SATF Executive Board are required to attend the February or October meeting in order to present their approved proposal to the Partnership. Annually, or upon request, the President will inform the Hendricks County Commissioners of grant distributions.

ARTICLE VIII: FUNDED PROJECTS

Section 1. Attendance Requirement. *Funded Applicants or a Proxy must attend a minimum of 75% of Partnership meetings in the 12 month period following grant approval, as well as participate in at least 1 community event, such as the annual HCSATF Drug Free Family Event, one of the five Tox Away Days, or a different event related to the mission of HCSATF.* A funded organization that fails to comply with these requirements will be placed on probation and prohibited from reapplying for funding until two years (24 months) after original grant approval.

Section 2. Accountability. a) All grantees are required to submit an Outcome Report no later than 12 months following a project/program’s implementation, documenting the results of the project/program

according to the grant application's judgement criteria as listed in Article VII, Section 3. Grantees may include attachments as needed, on the form provided by the HCSATF to document progress towards goals as outlined in the Comprehensive Community Plan. ****K-9 Grant recipients must submit an outcome report annually until the dog retires from duty.** b) Any material misrepresentation will result in forfeiture of rights to apply for funding up to 24 months from confirmation of infraction. It is expected that any funds disbursed related to the infraction will be returned to the Partnership within 30 days of written notice from the Partnership. c) Any modifications to the use of the funding must be submitted as a revised grant application to the Coordinator and SATF Executive Board for re-approval before the grantee can change the original use of funding. d) Any funds approved for disbursement must be utilized within 12 months of approval. Any remaining funds after the 12 month period must be returned to the general fund. e) All parties who are awarded grants will be accountable for meeting the requirements outlined in Article VIII, Section 1.

ARTICLE IX: MEETINGS

All meetings related to the HCSATF are subject to the open door law statutes.

COMPLIANCE TO OPEN DOOR POLICY STATEMENT Local Coordinating Council officers, members, and committees are knowledgeable and aware that as an organization that was established by State Statute and operates under the guidance of the Governor's Commission for a Drug Free Indiana established through Indiana Code, they are considered a governing body of a public agency and have a duty to observe the policy of the Open Door Law: that official action be conducted and taken openly. This includes regular, executive, grant review and sub-committee meetings that would be acting in an official capacity. To this end, the following meeting procedures shall be compliant with (IC 5-14-1.5): 1. Meeting is a gathering of a majority of the governing body for the purpose of taking official action upon public business. Official action is receiving information, deliberating, making recommendations, establishing policy, making decisions and taking final action (voting). All meetings with the exception of Executive Sessions are open to the public. Any closed Executive Sessions MUST meet the criteria as stated in Indiana Code to be legal (IC 5-14-1.5-6.1). 2. Public notice is a requirement that applies to open meetings, reconvened meetings, rescheduled meetings AND executive sessions. Notice must be posted 48 hours in advance of the meeting, not including Saturdays, Sundays and legal holidays. The notice must be posted at the agency's principal office or at the meeting place. Also, if there is an agenda, it must be posted as well (IC5-14-1.5-5). Minutes and memorandum must be kept as the meeting progresses and must contain the following: a. Date, time and location of meeting; b. Members present and absent; c The general substance of all matters proposed, discussed or decided. d. Record of all votes taken, including by individual members if roll call is used. Since an LCC is considered a public agency, and since a public agency is subject to the Indiana Open Door Law, all memoranda as it pertains to open meetings must be available to the public for inspection. These By-Laws and all minutes from monthly meetings will be posted on our Website once established.

ARTICLE X: AMENDMENTS

All recommendations for amendments to the bylaws will be reviewed and/or approved by the SATF Executive Board. Notice of any proposed amendments will be provided to all voting SATF Executive Board members at least one (1) month prior to next meeting.

Amendment: 3/8/2007 Amendment to Article V, Section 2: Discussed in SATF Executive Board on June 11, 2008 and approved by the General Board on 9/10/08.

Edition – April 11th, 2023

Amendment to Article IV, Section 2: Discussed in SATF Executive Board 9/10/08. Approved by the General Board on 10/8/08.

Amendment – added Article on Open Door Policy. Approved by General Board and SATF Executive Board on 12/10/08.

6/8/11: By-Laws were reviewed and amended by the SATF Executive Board on 6/8/11. Changes to be finalized by SATF Executive Board and emailed to general for vote at August meeting. 8/10/11. Approved by the general board.

12/9/15: By-Laws were reviewed and amended by the SATF Executive Board on 12/9/15. Changes to be shared with the General Board via email and voted on at January 2016 meeting.

3/8/17: Amendment presented and approved by general board and SATF Executive Board as follows: Effective January 1, 2018 all funding in Education/Prevention, Criminal Justice and Intervention/Treatment categories will utilize evidence based/best practice or piloting programs that are seeking evidence based status. All discretionary funds distributed will be determined by the board.

7/12/2017 – Changes made to By-laws per SATF Executive Board review: updated mission, updated Coordinator responsibilities, adjusted grant months, added amendment from 3/8/17 under Article VIII, Section 2., Accountability.

11/13/2019 – Changes made to By-laws per SATF Executive Board review and voted approval: updated term limit for President, and significant amendments to Article VI, Article VII, and Article VIII.

4/19/2020 — Changes made to By-laws per SATF Executive Board review and voted approval: minor amendments to Article VII.

10/5/2022 – Changes made to Bylaws Article VII, Section 3, per SATF Executive Board review and voted for approval.