

## **WASA POLICY AND PROCEDURES**

**WASA Mission Statement:** To strengthen present and future generations in making the right choices for their health and well-being.

**WASA Vision Statement:** Empowering youth and families through fun and instruction.

**1.1 POLICY AND PROCEDURE REVIEW:** Policies and Procedures will be reviewed, updated and approved by the WASA Governing Board annually.

### **1.2 WASA GOVERNING BOARD:**

**1.2.1 General Powers:** The affairs of WASA shall be governed by its Executive Committee and a General Board of Directors. The Executive Committee is the driving force that creates proposals, etc. with final approval, amendment(s) or rejection required by the General Board of Directors. Board membership and Officer selection will be as outlined in WASA By-Laws.

**1.2.2 Removal and Resignation:** Any member of the Board of Directors may be removed upon the occurrence of one of the following events:

**1.2.2-a)** Failure to serve in a manner consistent with WASA By-laws or Articles of Incorporations, federal or state law, or any relevant authoritative guideline or regulation, or whenever, in the Board's judgment, the best interests of the WASA organization would be best served. At least a two-thirds (2/3) vote of the WASA Board Members (Executive Committee and General Board) present and voting is necessary for such removal, which shall take effect immediately. If the removed director is not present for the vote, written notice of removal shall be sent within ten (10) days.

**1.2.2-b)** Resignation from the Board of Directors. A director intending to resign shall submit to the President of the Board a written resignation with an effective date or announce his/her resignation at a Board meeting. A resignation by announcement shall become effective at the end of the Board meeting in which it is made.

**1.2.2-c)** Failure to attend meetings or participate in WASA activities as outlined in the Governing By-laws.

**1.2.2-d)** In the event of the loss of a Board member through death, no vote or notification is required – the Board will express condolences to the family and move to replace the position in a timely manner, if possible with a person representing the same or similar community interests.

**1.3 Powers and Duties of the Board of Directors.** The Board of Directors (Executive Committee and General Board) shall have and exercise all powers necessary and convenient to affect those lawful and reasonable purposes of the WASA organization as set in the Governing By-laws Action Plan.

**1.4 WASA Board Meetings.1.4.1 Regular Meetings:** Both the Executive Committee and the General Governing Board will meet on a monthly basis to conduct WASA business. Times, places and power to call special meetings to conduct WASA business are set forth in the By-Laws.

**1.4.2 Annual Meeting:** An annual “Friends of WASA” meeting will be held in April aimed at engaging and involving the community in WASA endeavors. This meeting should include information on existing and upcoming programs, awards and scholarships and entertainment

## **2.0 WASA RECRUITMENT AND HIRING PRACTICES**

**2.1 POLICY:** WASA ensures the recruitment and selection practices are conducted through a formal competitive selection process that complies with federal, state, city and school district regulations and ensures fair and consistent treatment of all employees and candidates.

### **2.2 PROCEDURES:**

#### **2.2.1 Recruitment and Hiring Practices for Office Employees**

**2.2.1–a)** As WASA is primarily volunteer and/or grant driven any employee must be made fully aware that payment for services is dependent upon funding availability and that long term paid employment cannot be guaranteed.

**2.2.1–b)** In order to maintain a consistent presence and keep WASA functioning, the office needs to be open and working year round with a minimum of 30 hours a week being put into activities, record keeping, grant writing, program delivery, etc. Funds to pay at least one full time coordinator or program director will be figured into all grants or other project requests that would result in funds coming to WASA. Salary requests will be included in grant project applications to cover the services needed. Upon Board approval, should there not be grant or similar funding available, a \$100 per week stipend will be given to a volunteer who works more than 30 hours a week in the WASA Office. No person would receive the stipend while being paid through a grant or other funding for the same services.

**2.2.1–c)** All those who work with the youth whether volunteer, stipend paid or salaried must have passed a background check. They may use current clearance from other organizations or agencies as long as they give permission for that agency to be contacted and sign permission for a background check to be done.

**2.2.1–d)** Stipends and grant funded positions will be paid as contracted services without benefits or withholdings – services will be paid by WASA check from the Treasurer upon receipt of documentation of time worked on a one payment every two-week basis. Payees receiving six hundred (\$600) or more dollars per year will receive a 1099 MISC form in January in accordance with IRS guidelines.

**2.2.1 – e)** If funds become available through grants or other means to hire full or part time personnel, positions will first be offered to those who have been providing the services on a stipend basis. Should they not be available or qualified for the position, a posting will be made on the WASA website and local newspaper.

**2.2.1-f)** A written application for any position is required and interviews will be conducted by WASA officers using the scoring format developed for summer youth hires and adapted as appropriate for other positions.

**2.2.1-g)** The name selected will be shared with our partners (City of Willcox and WUSD) prior to announcing the selection, and any concerns addressed.

**2.2.1-h)** Through the WUSD Memorandum or Understanding, two summer youth employees are paid through the school and assigned to WASA for our summer program annually. The hiring process would be the same as for other employees except that WASA would submit a formal request for hire of the students selected and they would receive full orientation by the school and conform to the school hourly tracking and payment method.

**2.2.2 Procedures for Volunteers:** As a non-profit that hosts a wide variety of events and activities, WASA annually engages in a sizeable amount of paid and unpaid volunteers. Our volunteers are valuable to us and greatly appreciated, but must meet the following criteria:

**2.2.2-a)** Any adult volunteer who will be working directly with children must have proof of current background check. If clearance has been applied for but not yet received the volunteer may assist programs but must be under direction supervision by a WASA staff member until clearance is on file. Any volunteer who cannot pass a background check will be immediately dismissed.

**2.2.2-b)** Paid adult volunteers (i.e. activity specialists, camp instructors, etc.) must have proof of a current background check and will complete a signed contract clearly stating anticipated duties and expected amount of compensation.

**2.2.2-c)** Volunteers for one-time events or activities (i.e. Halloween Carnival, Career Day, Fairs, etc.) are not required to show a background check, but must remain in a public area within view of WASA, School and/or City personnel when dealing with youth.

### **3.0 SEPARATION FROM WASA EMPLOYMENT**

**3.1 POLICY:** WASA ensures that separation from employment of all employees is fair and consistent.

#### **3.2 PROCEDURES**

**3.2.1** All employees are clearly informed as to their employment status (summer, year- round or for a particular program) and whether their employment is contingent upon specific funding.

**3.2.2 Voluntary Resignations:** If an employee voluntarily resigns, a written notice of at least two weeks in advance is expected. Resignation should be turned in to the WASA Coordinator who will notify the Board as soon as possible and arrange final payment with the Treasurer.

**3.2.3 Workforce Reduction:** Should a specific funding source be lost (i.e. a grant that funded a specific position is no longer available) or a position is eliminated, the employee will be given written notice at least two weeks prior to separation.

#### **3.2.4 Involuntary Termination**

**3.2.4-a)** Dismissal for unsatisfactory performance must be documented in writing and reviewed with the employee showing an improvement plan that includes a time line for clearly

outlined improvements. If the required improvements are not forthcoming, the WASA Coordinator will meet with the Executive Committee and determine the next steps.

**3.2.4-b)** In the case of gross misconduct an Emergency Meeting of the Executive Committee can be called and the employee can be dismissed without advance notice.

**3.2.4-c)** WASA Coordinator will provide Treasurer with notice of what employee is owed and a check will be given as soon as arrangements can be made.

**3.2.5 Return of Items:** Employees who are separated from employment for any reason are responsible for immediately returning all keys and WASA materials which they may have in their possession.

#### **4.0 TREATMENT OF FUNDS RECEIVED and FINANCIAL OVERSIGHT**

**4.1 POLICY** - Funds received by WASA shall be handled in accordance with Funding section of the WASA Governing By-Laws.

#### **4.2 PROCEDURES:**

**4.2.1 Funding:** WASA will be funded as follows:

**4.2.1-a) Grants & Appropriations:** Requests and applications will be written with the approval and oversight of the Executive Committee. Approval by the WUSD Governing Board, the Mayor & City Council or other Fiduciary Agent will be obtained as directed or requested by the issuing funding authority. The WASA Treasurer will be responsible for documenting the approved usage of these funds.

**4.2.1-b) Gifts and Donations:** Gifts & Donations may be accepted by WASA in accordance with our goals and objectives. A current membership list as well as a donor list with regular updates will be provided to the General Governing Board.

**4.2.1-c) Contracted Services:** Contracted Services (i.e. contract to provide youth activities with the City of Willcox, WUSD or any other state, county or local agency ) will be entered into by vote of the Executive Committee with updates to the General Governing Board.

**4.2.1-d) Fund-Raising:** Projects shall be approved by the General Governing Board with appropriate sub-committees established by the Chairperson to complete a project. Upon completion of each fund raiser, the Project Chairperson will submit a full accounting of the activity to the General Governing Board. All monies received will be turned in to the Treasurer for documentation and deposit at the earliest opportunity and any seed monies taken from the general funds to start the project will be paid back immediately upon the completion of the fundraiser.

**4.2.2 GENERAL OFFICE PROCEDURES FOR HANDLING FUNDS:** WASA will maintain a checking account for general purposes and savings accounts to maintain integrity of specific funded activities (i.e. Summer Program, Youth Court, etc.) Executive Committee officers will be signers on these accounts and monthly reports will be made to the Executive Committee and General Governing Board by the Treasurer.

**4.2.2-a)** Approved signers for checking and savings accounts are determined by the Executive Committee and must include at least the Treasurer and two Officers.

**4.2.2-b)** Payments, donations, etc. may be accepted for WASA by any staff member as long as a receipt is provided and amount, purpose and source of the money received is clearly noted.

**4.2.2-c)** All finances are run through the WASA Treasurer who uses an on-line connection with Cochise Credit Union to track and balance funds.

**4.2.2-d)** The WASA Office will keep \$50 in petty cash to be used for making change (i.e. Youth Court fees) and small office purchases such as postage. Money paid out will be reimbursed from the General Account in exchange for notated receipts and a running account balance sheet will be maintained with the petty cash funds.

**4.2.2-e)** A debit card on the General Checking Account will be kept with Petty Cash to be used only for payment when a check is not feasible such as electronic ordering of supplies or purchase of materials at stores that do not take checks. Any use of the debit card must have prior approval of at least two members of the Executive Committee and receipts from the purchase given to the Treasurer as soon as possible.

**4.2.2-f)** Treasurer provides monthly report on all WASA finances at both the Executive and the General Board meetings.

**4.2.2-g)** IRS filings and other financial reports are done by the Treasurer in coordination with the WASA Coordinator and Executive Committee.

## **5.0 DONATION POLICY**

**5.1 POLICY:** WASA supports local organizations that serve youth and families through the donation of funds and/or volunteer service whenever feasible.

**5.2 PROCEDURE:** All donation requests to WASA will be reviewed at the upcoming monthly Executive Committee or General Board meeting, whichever is closest. A decision will be made at that time based on the type and amount of the donation requested. Upon reaching a decision regarding a donation, either a request for payment of a specific amount will be authorized and given to the Treasurer or, in the case of a rejection, a polite turn-down letter or explanation will be sent.

## **6.0 POLICY TO SUPPORT YOUTH and FAMILY PROGRAMS AND ACTIVITIES:**

**6.1 POLICY:** It is the intent, desire and mission of WASA to support the youth and families of our community in developing and strengthening healthy lifestyles which we will do by providing a wide variety of programs and activities. WASA will endeavor to find grants and related funding sources that can aid us with this – whenever we are funded by outside sources, our policy will be to follow the procedures required by the grant. Certain programs and projects are a part of WASA's community profile and every effort will be made to maintain them intact as long as they are seen as a community need and will follow the procedures as outlined.

### **6.1.2 PROCEDURES**

**6.1.2-a) College Scholarships:** WASA will provide two (2) annual scholarships of \$500 each to graduating seniors or continuing education students from Northern Cochise County. Applications will be provided by the first of March of each year to be reviewed and selection made by May 1. A review committee will be established to review and score each application using the current format developed for this purpose. Awards will be made to the two highest scorers using all criteria including application, references and interview. One scholarship will be paid from WASA General Funds and one from WASA Youth Court account.

**6.1.2-b) Athletic/Academic Fee Scholarships:** WASA will maintain a scholarship fund to assist high school students with paying the \$50 activity fee required for each sport and other activities such as band and knowledge bowl. Applications will be made available to coaches or

can be picked up by students in the WASA office. Four (4) \$50 awards will be offered each season (fall, winter, spring). Funding for this program will come from WASA general account, with one-half (½) of auction concession receipts being designated to this project. A selection committee made up of WASA staff and officers along with a school representative will make final selection of recipients based on financial need, family circumstances and recommendations from teachers and coaches, taking into account the necessity of passing grades, regular school attendance and few, if any, discipline referrals.

**6.1.2-c) WASA Summer Program:** This annual event is probably the most widely recognized program that WASA does and must remain a mainstay of WASA. It is also the most costly and to be successful needs wide-spread fund raising, grants and donations. Staffing consists at a minimum of a full time program director, the two youth employees provided by WUSD with a wide variety of camp coaches and directors. Healthy activities for all school aged youth from 5-18 needs to be provided throughout the school summer break, with as much diversity as possible. Participants must register and have signed parent permission. Participation fee of \$10 per student with a \$25 family max does not come close to paying for the program but needs to be kept low so as not to deny access to the youth who need it the most.

**6.1.2-d): Red Ribbon Week:** Participation in this annual national program allows WASA to maintain focus on our aim to support healthy drug-free lifestyles. Primary focus should be at the schools where bullying prevention will be included. This week long activity is also intended to promote drug prevention awareness in the entire community using media and activities aimed at all ages. Primary funding comes from WASA general funds and community donations.

**6.1.2-e): Halloween Activity:** This popular annual activity began at the request of Willcox Police Dept. to allow youth and families to have activities to participate in and a place to gather during a high risk time so that not everyone is on the street at the same time. Community involvement is crucial and has been consistently high. Funding is provided through WASA funds, donations and entrance fees for some of the high interest activities such as the haunted house.

**6.1.2-f) Other:** Various programs, activities and opportunities come up each year such as Career Fairs, Mock Car Crash, assemblies, youth leadership opportunities, awareness programs and more. These will be evaluated individually and provided as long as they meet WASA standards and WASA has sufficient staff, volunteers and funding to provide them.

## **7.0 STORAGE AND DISPOSAL OF WASA RECORDS**

**7.1 POLICY:** WASA maintains records of WASA grants, finances, fund raisers, Youth Court, Summer and Halloween programs and any other activities run through the WASA office in a secure and confidential manner. Financial and business records are intended to be transparent and are open to the public with a 24 hour request notice, and to the Board immediately upon request. Client sensitive records for Youth Court or any private or legally sensitive matter are only open to the person in whose name they are kept and those with the legal authority to view the material.

### **7.2 PROCEDURES:**

**7.2.1** WASA finance records are kept by the Treasurer and coordinated electronically in conjunction with Cochise Credit Union.

**7.2.2** Current files are maintained in solid filing cabinets in the WASA office for a minimum of two years.

**7.2.3** Files more than two year old but less than five will be boxed, labeled and stored in WASA storage facilities.

**7.2.4** After five years files may be destroyed by shredding

**7.2.5** Confidential information that identifies individuals will not be placed where it can be viewed by unauthorized persons.

**7.2.6** Electronic devices (hard drives, discs, flash drives, etc.) containing confidential material are erased of said materials as soon as the immediate need or work has been completed and properly handled.

**7.2.7** Files with specific storage and/or retention requirements under State or Federal laws will be managed as required by the regulatory schedules.

## **8.0 WHISTLEBLOWING POLICY AND PROCEDURE**

Any employee has the right and responsibility to report any activity within the WASA organization which is illegal, incorrect or against WASA policy without fear of repercussion. The appropriate chain of reporting would be first to one's immediate supervisor, then to the WASA Governing Board. Claims will be investigated and appropriate action on the claim will be decided by the appropriate authority without any change to the reporting employees' status or treatment by staff or administration.

## **9.0 CONFLICT OF INTEREST POLICY**

Should a matter which requires a vote/decision come before the Governing Board and any member of the governing body have a personal bias or financial interest in said matter, that member shall excuse himself or herself from any vote or decision making on that item.

## **10.0 WASA NON-DISCRIMINATION POLICY**

All WASA programs, activities, services, hiring of personnel and any other WASA related activity shall adhere strictly to a non-discrimination policy that does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, ancestry, marital status, gender identity, religion and/or familial status. Certain programs may be geared to a specific segment of the community (i.e. a program for pregnant teens would obviously be directed toward females between the ages of 13 and 19) but all programs are open to the public.

**ADOPTED: September 23, 2016**

**SIGNED: Gary R. Hatch, Timothy Bowlby, Sam Lindsey, Kathryn Ford-Maddox, Jeff Stoddard and Sally White**

