



Policies & Procedures
of
Vashon Alliance to Reduce Substance Abuse (VARSA)
Updated February 9, 2018

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1 PURPOSE

1.1 Vision

A community united in developing and sustaining an environment where youth can grow up drug and alcohol free.

1.2 Mission

To reduce and prevent underage drug and alcohol use by engaging, educating and empowering all sectors of our community.

1.3 Coalition Objectives

To reduce substance abuse among youth, and eventually adults. We will do this by addressing risk factors in the Vashon community, and by developing and implementing plans to mitigate and prevent drug and alcohol use. Our success will be measured by our ability to decrease youth use of alcohol, marijuana and other drugs by 5% based on previous years the Healthy Youth Survey.

To establish and strengthen collaboration among Vashon-Island organizations, businesses, individuals, nonprofit agencies, and government to support our efforts to reduce and prevent underage drug and alcohol use/abuse. Our success will be gauged by our ability to establish new relationships with at least one organizations per year.

To develop and implement a plan to ensure the Coalition's long term sustainability. Our success will be measured by our ability to maintain active member and sector leader (at least 12) participation in coalition meetings and activities.

1.4 Coalition Boundaries

The boundaries of the Coalition shall be the geographic area of both Vashon Island, encompassing 37 square miles.

2 MEMBERSHIP

Coalition membership is open to all Vashon community members and business owners. There are three types of memberships:

2.1 General Member

These members are community volunteers and support the Coalition by affirming and advocating for its' mission. They:

- May attend coalition meetings but do not have voting privileges
- Do not have an attendance expectation
- May serve on any committee as an equal member

2.2 Sector Leader (Board Member)

Sector Leaders (Board Members) are non-paid volunteer positions that represent various sectors within the Vashon community that have the ability to help drive the Coalition's mission, vision and objectives. Each Sector Leaders will represent only one of the sectors listed in Section 3.1 of this document. Prospective Sector Leaders will be vetted by the Administrative committee in advance of final approval by voting members of the coalition.

All Sector Leaders will provide direction in accordance with the Coalition's mission in a volunteer capacity for a minimum of one year and a maximum of three years. Each Sector Leader has one vote. Terms may be staggered to allow for smooth transition for incoming and departing leads.

Sector Leaders are expected to participate in a minimum of 75% of coalition meetings per year and serve on at least one committee. The average time commitment will be approximately 3-5 hours per month. If unable to participate in these duties, they may be asked to relinquish their position but are welcome to be a general member.

Sector leader responsibilities include:

- Identification of new Sector Leaders
- Approving new Sector Leaders
- The election of Coalition officers
- All budget approvals (addendums, updates, revisions)
- Updating yearly action plan(s)
- Creating and applying the logic model
- Approving and decisions on any grant application prior to any work being done. In the case of time sensitive grants this vote may be done via email.
- Approving of all grant documents prior to submittal.
- Attending required trainings

2.3 Officers

Coalition Officers are also described in the By-laws. There will be four elected officer positions:

- **Chairperson (President):** The Chairperson shall be the official spokesperson of the Coalition, and in cooperation with the Administrative Committee, provide support and oversight for all business and affairs of the Coalition. The Chairperson shall oversee all full Coalition meetings.
- **Vice-Chairperson (Vice-President):** Is an optional position. The Vice-Chairperson shall assist the Chairperson. The Vice-Chairperson has no voting privileges within the administrative committee. This position may be held by an active Sector Leader.
- **Secretary:** The secretary shall be responsible for documenting, maintaining record of, and facilitating accessibility of the record of the official business of the Coalition, supporting the work of the administrative committee and facilitating communication between all Coalition members, including owning and maintaining distribution lists for email communication. They are responsible for maintaining a chain of custody of all meeting minutes.
- **Treasurer:** The treasurer shall be responsible for vetting the completeness of the Coalition budget and reviewing financial reports. The treasurer is responsible for keeping detailed records of Coalition expenditures and income. This position shall provide a monthly report to the Coalition.

2.4 Requirements

All Sector Leaders and Coalition Officers must agree to and stay in compliance with:

- Community Involvement Agreement (CIA)
- Policies and Procedures
- Code of Conduct
- Background Check

2.5 Attrition

No later than September 30 of each year, the Coalition shall engage a Nominating Committee of three members to screen for officer candidates. Recommendations of the nominating committee shall be posted 30 days in advance of the November Coalition meeting. The Officers of the Coalition shall be elected by the Sector Leaders at the November Coalition meeting. Terms will be for one year with the option to renew for two additional years. The term will begin on January 1. While in office, officers shall relinquish their Sector Leadership, if held, and voting privileges. Voting privileges may be invoked by special circumstance or to terminate membership in the coalition. Following executive service, officers may remain as general Coalition members. Their knowledge, experience, and expertise are invaluable to the sustainability of the Coalition. Officers emeritus may serve a year as either a Sector Leader or general Coalition member before applying for another executive term.

Vacancies, Removals, and/or Resignations: Any officer may be removed by the affirmative majority vote of Sector Leaders. Any officer may resign from the Coalition at any time with or without cause in writing.

3 STRUCTURE

The full coalition includes a chairperson, a vice-chairperson (optional), secretary, treasurer, sector leaders, ad hoc project coordinators, employees and an unlimited number of general members.

3.1 Community Sectors

The coalition will have a maximum of 18 community sectors represented. The sectors may be chosen based on grant or other considerations. Current sectors include:

- Youth (under 18)
- Parents
- Business
- Media
- Law Enforcement
- Healthcare Professionals
- Faith Based or Fraternal Orgs
- Civic & Volunteer Groups
- Youth Serving Organizations
- Schools
- Government
- Substance Abuse Organizations
- Young Adults (18-24)
- Hispanic/Latino Community
- LGBTQ

3.2 Committees

3.2.1 Overview

There are Standing, ad hoc, and possibly other committees.

3.2.1.1 Standing Committees

Standing committees may include:

- Administrative
- Assessment, Data & Evaluation

- Positive Peer Networks
- School Partnership
- Sustainability and Fundraising

3.2.1.2 Ad Hoc Committees

Ad hoc committees will be developed as needed. They may include, but are not limited to:

- Community Partners Committee
- Grant Procedures

3.2.1.3 Other Committees

- May consist of Sector Leaders, funding coordinators, and general members.
- Can select one member to present the interests of the committee to the Administrative committee.
- Shall serve in an advisory capacity to Coalition by providing written reports and evaluation on activities/events/strategies.
- May collect evaluative data for grant reporting.
- Will be responsible for working with staff to implement and maintain projects requiring collaboration among target constituents.

3.2.1.4 Administrative

Administrative Committee. This committee is the steering body of the Coalition. It includes the Chairperson, Vice-Chairperson, Treasurer, Secretary, Committee Chairs and relevant project staff. Roles and responsibilities include:

- In making all decisions the wishes of the Sector Leaders should be a first priority; a coalition structure is an inverted pyramid.
- Support the overarching principles of cultural competence and ensure its incorporation into the coalition's comprehensive plan
- Operational Support
- Make day-to-day operational decisions
- Maintain standard operating procedures –e.g. create, maintain and distribute meeting notices, meeting minutes, and operating documentation
- Set the agenda for full coalition meetings
- Attend required trainings
- Facilitate and coordinate training for staff, members and volunteers
- Fiscal and Coalition Accountability
- Funding administration and oversight
- Budget, action plan, and application material development
- Ensure completion of required reports and evaluations
- Ensure all grant requirements are met

4 COMMUNICATION

4.1 Meetings

4.1.1 Full Coalition Meetings (FCM)

This is a required meeting for Administration Committee and all Sector Leaders and Employees. This meeting is open to all members of the coalition and the Vashon community.

4.1.1.1 Frequency

The Full Coalition Membership (FCM) meets monthly.

4.1.1.2 Attendance

Sector Leaders, Executives and Employees must notify the meeting organizer/s in advance if you cannot attend, will be late, or must leave early.

4.1.1.3 FCM Protocol

4.1.1.3.1 Opening

- Silence phones and stow unnecessary devices
- Administrative Committee and Sectors will introduce themselves.
- Sector Leaders may give a short sector report at introduction if they wish.
- Any special guests will be recognized at this time.
- Mention there will be time for Q&A from our members and guests after all agenda items are closed.

4.1.1.3.2 Flow

- Conduct – sensitive or personal discussions need to be quashed (politely) as soon as they surface.
- Late arrivals – if and when convenient, address them as they come in and tell them where to sit and mention the Q&A afterwards.
- Adhere to the agenda - This is not a time to educate guests or be distracted from VARSA business. Other related business and open Q&A is post-agenda if time allows.
- Guest Speakers – Use automated timer or assign timekeeper. Check in with speaker, asking if they prefer a 3 or 5 minute warning. If appropriate, require completed and admin approved Community Partnership Funding Request (CPFR) form. No “ask” at FCM; admin will distribute CPFR via email.

4.1.1.3.3 Closing

- Ask sector leaders if there is anything they would like to discuss
- Open Q&A
- Thank everyone for coming
- Chairperson will remain to answer other questions and meet guests

4.1.1.3.4 Minutes

Minutes from the Full Coalition Meeting must be made available within 5 business of the FCM by the secretary to Dropbox. Minutes for Full Coalition Meetings will include:

- Date, time and location of meeting
- Sector Leaders present and excused, Officers and guests present
- Who moves and seconds the voting on standing reports and the outcome
- The Motion voted on and who moves, seconds and the voting outcome.
- Discussion items will be listed, without reference to who said what within the discussion
- Any other pertinent information, requested to be in the minutes
- Time the meeting ended

4.1.2 Administrative Meetings

4.1.2.1 Frequency

Administration meetings are to be held minimum of twice per month. Additional meetings may be held as necessary to conduct business and/or make decisions within the administration scope.

4.1.2.2 Attendance

All executives, coordinators, and committee leaders are expected to attend when possible. Sector Leaders are always welcome to attend. Other guests, such as partners may attend for portions of the meeting with the permission of the meeting organizer.

4.1.2.3 Minutes

A record of discussions shall be posted within 2 business days of any administration meeting by the secretary into Dropbox. If the Secretary is not present it will be the Chairperson's responsibility to post minutes from the meeting. Sensitive information and/or references may be omitted from the minutes to preserve confidentiality rights or avoid conflicts of interest.

4.1.3 Board Meeting

4.1.3.1 Frequency

Board Meetings will be held annually. This can be held prior to or following a scheduled FCM.

4.1.3.2 Attendance

All members of the Administrative Committee and all Sector Leaders. This will be a closed meeting.

4.1.2.3 Minutes

A record of discussion and decisions will be posted within 5 business days of the Board Meeting.

4.2 Electronic Communications

4.2.1 Etiquette

Electronic communications can provide speed and ease of distribution to all members. The Coalition acknowledges this as an efficient way to deliver information but encourages face to face discussion with all pertinent members of the conversation.

All digital/electronic communication guidelines are:

- Be respectful of in boxes and do not copy those not involved, do copy all who need to know the information discussed.
- Respond to all electronic communication within 2 business days. It is acceptable to respond with just an acknowledgement of receipt and when you will respond in more detail.
- Deadlines listed in the communication are to be adhered to.

4.2.2 Practical Application

Paid coalition staff will be provided a computer and cell phone, which will be used for work related purposes only. All computers owned by VARSA will be firewall and password protected.

Email should be the primary communication method when conducting coalition business. In cases where documentation needs to be kept, correspondences should be conducted through email and maintained according to the document retention policy.

Voting on official business matters can be conducted by email or through other electronic methods as long as the results can be documented and maintained. If a vote is to be held via email, a minimum of 5 business days is required before votes are due to ensure that members have a chance to consider the request, potential impact and address any potential concerns.

5 CONDUCT

5.1 Code of Conduct

Coalition Members will hold themselves to the highest standard of integrity, and will review and sign VARSA's Code of Conduct, Confidentiality and Ethics declaration annually.

- When holding public discussions, avoid using language that may identify a staff member or volunteer of VARSA in a negative view. The expectation is we honor our peers. Do not voice dissent or spread gossip publicly or privately.
- Workgroups shall not promote internal decisions or publicly discuss ideas until such decisions or ideas have been approved by VARSA.
- All coalition members will model exemplary behavior around drugs and alcohol.
- At meetings, hold a professional, open and respectful demeanor.
- Be efficient, objective and action oriented.
- Differentiate between anecdote and data-driven evidence.
- Turn off cell phones and avoid side conversations.
- Digital communications (email, texting, social media.)
- Consider all digital communications public and subject to scrutiny.
- Be mindful of sensitive information, conflicts of interest, and conflict resolutions.
- Do not broadcast sensitive information or personal attacks in any digital communications.
- All external communications shall be in alignment with VARSA's mission and vision.

5.2 Confidentiality & Ethics

- The issue of confidentiality and ethics are extremely important when working at or volunteering for VARSA.
- As a coalition member with access to confidential information you must make the commitment to insure that all information remains strictly confidential. It is our obligation to protect the rights of all individuals within our organization; therefore, any information observed, reviewed, typed, filed, discussed or otherwise viewed must be kept in the strictest confidence.
- One of the aims of VARSA is to work cooperatively with other agencies serving the needs of our community. It is important to hold information from outside agencies completely confidential.

5.3 Conflict of Interest

Coalition members should avoid the appearance of impropriety in their dealings with the Coalition business and abstain from voting on any issue where they or a family member have a fiduciary or possibility of a financial interest.

No Coalition member shall perform or receive, for any personal gain (i.e. supplies of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind) or compensation, unless the fact of such transaction or contracts are disclosed in good faith, and the Coalition authorizes such a transaction.

The statement above is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient. "Nominal Value" is not to exceed \$50 in

cash value, contracts under the Federal Reporting rate of \$600.00 do not need full coalition vote, but, do need to be brought up at a Full Coalition Meeting for information.

Coalition members may be compensated as a consultant to the Coalition provided that full disclosure of the conflict of interest has been made and approval has been obtained as follows:

- Such compensation shall be pursuant to a written contract.
- The terms of the contract shall have been circulated to all members of the Coalition.
- The Administrative Committee and Sector Leaders shall have approved the contract.
- If a contracted Coalition member is a Sector Leader, they should relinquish their voting privileges if a conflict of interest can be perceived.

5.4 Disciplinary Policies

Failure to abide by the CIA, By-Laws, Policies & Procedures, and Code of Ethics, Conduct, & Confidentiality will result in the following processes being utilized:

- Meeting with the coalition chairs, written plan of corrective action will be signed
- If the behavior or action continues or happens again a request will be made by the chairs for the members written termination from VARSA
- If the member does not resign, a vote of all sector leaders and administrative committee members will be held via email or at the next Full Coalition Meeting to dismiss the member from the coalition.

6 DECISION MAKING

6.1 Revenue Streams

For the acceptance of new revenue streams, especially grants

The following outline describes VARSA's process for making decisions around new grants and other opportunities not currently on the Action Plan.

Investigation: Identify a point person to investigate the benefits and requirements of the proposal. The point person should not be a member of the administration committee and shall not benefit in cash from acceptance of the proposal. The investigation process should take 1-2 weeks and if followed up with a presentation to the administration committee.

Pursue Or Dismiss? The administration committee weighs the findings against timeline, resources, alignment, etc. and makes a decision to pursue further or dismiss altogether. Either way, a summary of rationale behind the decision is emailed to the coalition within 2 business days. Assuming the administration committee decides to pursue further, the coalition discusses at the next FCM where the coalition now decides whether to take it to the next phase or dismiss the proposal.

Refinement: For two weeks the point person works to answer questions, gather more information, identify resources, and strategize, etc. via email and/or ad hoc committee. The point person oversees the formal proposal draft and application process during this time, as if the coalition will support the proposal.

Voting: At the second FCM of this process, the coalition brings the proposal to vote. Email voting may be used if the timeline mandates. The second FCM can also be an additional meeting for discussion and/or voting.

6.2 Litmus Test

As a litmus test for any given service, program, or activity, if it

- does not conflict with VARSA's Code of Conduct, articles of incorporation, bylaws, processes, or policies,
- is in alignment with the Logic Model, Action Plan, Mission Statement and Objectives, and funding stream requirements,

- does not create a conflict of interest or is not deemed “sensitive” in regards to partners or VARSA internal,
- is conservative and within the previously approved budget,
- has clearly defined outcomes, and
- has been vetted past the Administrative Committee

6.3 Updates to Coalition Documents

By-Laws will be reviewed annually by an ad-hoc workgroup. Recommendations will be approved by the Administrative Team and sent to the Coalition Voting Membership for ratification.

Proposals for amendments or edits to the CIA, Policies & Procedures, and Code of Ethics, Conduct, & Confidentiality will be reviewed as needed by proposal. Recommendations proposed will be approved by the Administrative Team and sent to the Coalition Voting Membership for ratification.

7 DOCUMENTATION

7.1 Retention

Documents will be kept if:

- It documents significant VARSA decisions and commitments
- Adds to a proper understanding of the formulation or execution of VARSA actions, operations and responsibilities
- Conveys information of the value of important VARSA activities
- Facilitates action by agency staff
- Provides key substantive comments on a draft
- Is required by VARSA to be created or received
- Protects the financial, legal or other rights of VARSA and of persons directly affected by VARSA's actions
- Documents a transaction related to the receipt, use and disposition of property and income
- All financial records and receipts (e.g. bank statements, receipts for purchases, invoices, approvals for expenses, copies of payments to vendors)
- Is made or received in connection with grant related business (e.g. grant proposals, reports, budgets)
- Performance evaluations
- Meeting minutes and related meeting materials
- The documents may vary widely in physical forms and characteristics. They may be in paper, electronic, audiovisual or other media.
- When it is difficult to decide whether documents should be retained, they should be retained.

Documents will be retained for 6 years. The Chairperson or lead staff retains the records. When the Chairperson is replaced, the new Chairperson will be responsible for retaining the records.

Employee or volunteer separation: When possible the Chairperson must work with the departing employee to ensure that the following activities are completed:

- All important records, regardless of format are identified, collected, transferred to an appropriate location and assigned to a new custodian; and
- All documents are accessible and properly stored.

VARSA related documents will only be kept on network computers. Computer documents will be uploaded and saved to a zip drive or other compatible storage every month. In December of every year, all relevant hard copy documents will be saved to a file box and stored at the VARSA office or with the Chairperson if an office is not available. A copy of electronic files for that year will be stored on an electronic storage device (e.g. CD) and kept with the paper files.

7.2 Amendments

Any of these policies may be amended by a majority vote of Sector Leaders at any regular meeting or special meeting at which a quorum is present. Each Sector Leader must be provided an electronic or printed copy of the proposed amendment a minimum of 5 business days prior to the time when the voting takes place.

8 EMPLOYEES

8.1 Non Discrimination Policy

All positions in VARSA will be grant funded. Employees will be responsible to work in accordance with the action plan of their particular grant funding. Each employee will be allocated hours and payroll based on that year's funding cycle. Employees are to submit timecards signed by themselves to the treasurer based on timing of the grant cycle payments. Timecards must reflect actual hours worked and on what specific action item.

All positions are employment at will in accordance with state requirements. All positions will be in compliance with state, county and federal laws concerning non-discrimination and equal access. This policy exists regardless of race, color, ancestry, national origin, religion, creed, sex, sexual orientation, marital status, disabled or Vietnam era veteran status, disability, limited English speaking ability or political beliefs.

This statement is in accordance with the Provision of Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and regulations of the US Department of Health and Human Services issued pursuant to the Acts, Title 45 code of Federal Regulations parts 80, 84 and 91. In case of questions concerning this policy, or in the event of a desire to file a complaint beyond internal grievance procedure, alleging violations of this statement please contact:

Office for Civil Rights
US Department of Health and Human Services-Region X
2901 Third Ave, Third and Broadway Bldg. M/S 510
Seattle WA 98121
Phone (206) 442-7483(voice)

8.2 Paid Sick Leave

Employees must provide reasonable notice of an absence from work for the use of paid sick leave to care for themselves or a family member, or because the employee's child's school or place of care is closed by order of a public official for any health-related reason. Such notice must not interfere with an employee's lawful use of paid sick leave. Any information provided will be kept confidential.

Note: Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work. (See verification policy)

Reasonable Notice for Foreseeable Use of Paid Sick Leave

If an employee's absence is foreseeable, the employee must provide notice to VARSA Chair member when applicable at least not more than 10 days, or as early as practicable, before the first day paid sick leave is used.

- VARSA may request that the employee submit an *Employee Notice for Use of Paid Sick Leave* form.
- If possible, notification should include the expected duration of the absence.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave

If an employee's absence is unforeseeable, the employee must contact VARSA Chair member when applicable as soon as possible before the required start of their shift.

- As a best practice, and if circumstances allow, employees should provide notice as soon as the employee learns of the need for paid sick leave.
- In the event it is not practicable to provide notice of an unforeseeable absence, a person on the employee's behalf may provide such notice.
- If possible, this notification should include the expected duration of the absence.

- VARSA may request the employee submit an *Employee Notice for Use of Paid Sick Leave* form on the day of the employee's return from paid sick leave.

Reasonable Notice for Use of Paid Sick Leave for Domestic Violence Leave

An employee must give advance oral or written notice to VARSA Chair member as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave

If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking, the employee or their designee must give oral or written notice to VARSA Chair member no later than the end of the first day that the employee takes such leave.

Note: Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

8.3 Employee Evaluations

All performance appraisals are maintained in a secure manner. The purpose of performance appraisals is to ensure that the employee is satisfied in his/her work and suitable for the position. The performance appraisal is a time to discuss work demands and job responsibilities, to review policies and procedures, and to address any deficiencies that are noted. Employees will be evaluated each year on their anniversary date. Employees will be evaluated by their immediate supervisor or Chairperson. The supervisor is responsible for explaining the evaluation process to the employee during orientation. Annual evaluations are an opportunity for coaching to occur and for discussion of concerns or issues. They are also an opportunity for supervisors to meet individually with their employees to provide praise and appreciation for the employee's accomplishments. Both the employee and the supervisor will sign evaluation documents. The employee will be provided with his/her own signed copies. The employee's signature does not imply agreement with the evaluation. All evaluation forms and related documents will be kept confidentially using the document retention procedures.

8.4 Introductory Period

All employees have an introductory period for the first 120 days of employment. Introductory periods are used to determine the suitability of an employee to a position. At the end of the introductory period, each employee will be evaluated by his/her supervisor. Introductory evaluations follow the same format as used for annual evaluations. Upon promotion or transfer involving a substantial change in job responsibilities, an employee will enter a new introductory period and will be given a new anniversary date. There is no merit increase in salary following an introductory period. The introductory period allows the employee time to acclimate to the position.

8.5 Challenges

Following the evaluation discussion, the employee will have three days in which to challenge the evaluation. All challenges must be in writing. All challenges will go directly to the supervisor and/or Chairperson. After a challenge has been received, a conference will be held. The Director will provide the employee with a written response to the challenge. The challenge and any other supporting documents (including the response) will become a part of the employee's personnel file.

8.6 Merit Increases

An annual merit increase of up to five percent may be granted to an employee. Supervisors or the Chairperson may choose to decrease the percentage of an employee's raise if performance has not met standards. Supervisors may also delay an employee's raise until unsatisfactory performance has been corrected.

9 FINANCES

Stewardship of funds is one of the greatest responsibilities of VARSA. Therefore, the establishment and maintenance of sound financial policies is critical. VARSA will meet its obligations and operate in a financially prudent and ethical manner.

9.1 Operating Budget

Budgeting is an essential element of financial planning, control and evaluation process. Annual planning involves determining the types and levels of services to be provided and allocating available resources among various programs and functions based on the Strategic Plan and program priorities. The budget may need revision during the course of a fiscal year to ensure compliance with Department expenditure limits. These revisions may require some programs to increase, reduce or eliminate planned expenditures.

9.2 Spending Down

At regular scheduled intervals in the grant cycle, 2 months before the end of the cycle, the budget to actual will be reviewed by the Admin team. Their suggestions for spending within each goal will be presented at the next FCM. A vote is not needed unless their suggestions include moving money from one goal to another. Then county and state approval is also needed.

9.3 Revenue/Expenditure Processing

VARSA will maintain solid revenue and expenditure processes and documentation. A closing process will take place quarterly and annually to review the financial data and make any necessary corrections or adjustments.

9.4 Revenues

Annual revenues will be conservatively estimated as a basis for preparation of the annual budget for programs. Budgeted revenues must be sufficient to support planned expenditures. Revenues will be recorded when they

become measurable and available. Measurable means the amount of the transaction can be reasonably estimated. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current fiscal year.

9.5 Accounts Receivable

Accounts receivable for VARSA may consist primarily of grant funding. Other receivables may arise during the normal course of business (e.g. donations, fund raising efforts).

9.6 Cash Processing

All monies collected will be placed in an officially designated and secure location daily. Monies received shall be deposited by the following business day of which they are received.

9.7 Expenditures

Expenditures approved by the Chairperson and Treasurer in the annual budget define VARSA's authorized spending limits for each program for the upcoming financial year. Planned expenditures for each program or grant may not exceed expected revenues within the budget. VARSA will maintain a practice of operational transparency and responsible stewardship of all funds. Expenditures will be recorded in the fiscal year when the goods or services are received for when the related liability is incurred. All expenditures must be approved in advance by the Chairperson and Treasurer. The approval must be documented in writing or by email. Approval records must be kept in accordance with our document retention procedures. VARSA will create and maintain a petty cash fund of \$100 for small purchases. Reimbursement of this fund will come from the appropriate grant funds or donation budget.

9.8 Payment Processing

At a minimum, payment processing documentation should include evidence of authorization for purchase, receipt of goods or services, and approval for payment.

9.9 Accounting/Financial Reporting

VARSA will maintain a system of financial accounting, monitoring, control and reporting for all organizational operations and funds in order to provide an effective means of managing resources, increasing accountability and providing greater transparency into operations. The Chair and Treasurer will conduct quarterly reviews and budget to actual statements will be provided to coalition members, via Dropbox monthly.

9.10 Asset Management

All assets that can be labeled will have a numbered tag attached. All small and attractive assets shall be inventoried, tracked and recorded.

9.11 Purchasing/Bids

VARSA will select vendors in a manner that enhances fairness and competition and results in the best value and optimal balance of overall benefits.

9.12 Solicitation

Goods up to \$2,000. Competitive bidding is not required for goods with a total value of less than \$2,000 but it is advisable to use a competitive process or informal solicitation whenever possible.

Goods or Services more than \$2,000. Requires advertising in the local newspaper for a minimum of 2 weeks. Written documentation is to include, at a minimum, a description of goods being requested, delivery date if needed by a specific date, and any other costs that may be incurred such as shipping costs. The solicitation can be issued by email or phone. If conducted by phone, documentation must include the vendors contacted, the quotes given, any questions asked, and/or responses received and the justification for the final selection.

Any voting VARSA coalition member may make purchases on behalf of the coalition if:

- They receive written pre-approval for the good or service with a “not to exceed” budget from the Chairperson and Treasure
- The purchase aligns with the needs or deliverables of a specific program or grant activity
- The full coalition votes in support of the good or service if it does not clearly align with pre-approved program activities (only required if greater than \$100).

After the purchase, the purchaser may submit a written request for reimbursement with the original receipt to the Treasurer. A check will issue a within 1-4 weeks of receiving the reimbursement request. A copy of the check will be kept and retained according to document retention policies.

10 DOCUMENT REVISION HISTORY

Version	Date	Sections	Print Name	Comments
1.00	12/29/14	All	Lisa Bruce	Collation of various documents to form the PnP Rough Draft
1.01	5/5/15	All	All	Draft Version to be sent out v1.01
1.02	5/28/15	All	Lisa Bruce	Formatting of v1.01
1.03	5/30/15	All, 4.1.2	Chuck vanNorman	Formatting and added content on administrative meetings
1.04	6/2/15	9.12, 10	Chuck vanNorman	Check issue time increased, formatting, standardized versioning history
1.05	2/5/16	All	Theresa Hampl & Lee Kopines	Revised per admin meeting, FCM discussion and to align with bylaws
1.08	2/9/2018	8.2	Lee Kopines	Revised per full coalition, to reflect changes in sick leave policy