



**HEARTS OF GOLD EXECUTIVE BOARD
MEETING MINUTES
Headquarters –R&A Office
August 29, 2011**



This meeting was called to address matters from the August 18th Membership meeting. There was not a quorum of the Executive Board at that time. The meeting was called to order at 0900 hours.

Executive Committee Members in attendance were:

1. Executive Chair – Jennifer Turner
2. Vice-Chair – Cindy Mechtel
3. Chief of Staff – Not present
4. Treasurer – Tom Earley
5. Secretary – Kim Warner
6. Director – Not present
7. Director – Vacant
8. TPF Liaison – Not Present

Delegate Board Members in attendance were:

MINUTES

A motion was made to accept the July Meeting Minutes. It was moved by Tom Earley and seconded by Cindy Mechtel. Motion was approved.

TREASURER’S REPORT

A motion was made to accept the Treasurer’s Report. It was moved by Jennifer Turner and seconded by Cindy Mechtel. Motion was approved.

OPERATING PROCEDURE CHANGES

A motion was made to accept changes to the Operating Procedures, as read at the past two meetings. It was moved by Tom Earley and seconded by Cindy Mechtel. Motion was approved.

The Board was read the recommended change to Article V, Section 1D, and the Board agreed on this recommended change. It will be read for the second time at the September meeting.

The Board also recommended that Article V, Section 1D read:

That the applicant has **explored all reasonable means (not to include qualified retirement accounts; i.e., 529 accounts)** to obtain financial assistance prior to application, or that financial

assistance will be significantly delayed to cause hardship on the contributing member or dependent family.

ASSISTANCE APPLICATION

A motion was made to accept the modified short term application with exception that notary portion be removed. It was moved by Tom Earley and seconded by Cindy Mechtel. Motion was approved.

FEEDBACK FORM

A motion was made to accept newly created Feedback Form as drafted. Any new application as of this date would receive this form. It was moved by Tom Earley and seconded by Cindy Mechtel. Motion was approved.

FROM AUGUST 18 MEETING MINUTES

TREASURER’S REPORT

Tom Earley reported, as of **July 31, 2011**, that Hearts of Gold has a total of **\$295, 467.34** available. There is **\$188,666.63** in the Tucson Old Pueblo Money Market account, **\$4,975.32** in the Tucson Old Pueblo Credit Union Checking account, **\$6,812.60** in the Old Pueblo Credit Union Regular Shares account and **\$100,000.00** in a one-year certificate. A total of four applications submitted for the month of July. All were approved for a total of **\$4,874.00**.

Operating Procedure Changes

This is the second reading of suggested changes to the Operating Procedure, and includes changes recommended by the Board during the first reading:



Hearts of Gold Police Family Outreach



OPERATING PROCEDURES

ARTICLE I

Meetings

Section 1 The regular meeting of the Executive Committee ~~shall~~ **will** be held each month at the hour and place determined at the previous month's meeting.

Section 5 The acting Executive Committee will be in force and effect during the initial start up year in 2008, and will be composed of those members who participated in the development of the Hearts of Gold Police Family Outreach Program. **Capt. Harper will be the acting Executive Chair until March 18, 2008 when all Executive Committee offices are placed into full force and effect.**

ARTICLE II

Elections

Section 1 The Executive Committee shall be comprised of ~~at least one (1) three (3) sworn contributing members of the Tucson Police Department, one (1) three (3) non-sworn contributing members of the Tucson Police Department and one (1) Board member of the Tucson Police Foundation.~~ All shall have voting rights, except the Foundation member who shall only vote when the question at hand is equally divided for and against.

ARTICLE III

Duties of Officers

Section 1 **Chairperson (Executive Chair)**

~~d) The Chairperson, along with the Treasurer, Vice Chair, Chief of Staff, all have signing authority for disbursements from any account of the Fund. The signature of any one of the above four shall be required for amounts lower than \$1,500. Two signatures are required for any disbursement greater than \$1,500. Approval of four members of the Executive Committee must be given before any check be signed and issued.~~

ed) The Chairperson shall have the power to call special meetings when deemed necessary, or upon proper request from any other Executive Committee member.

fe) The Chairperson shall, upon expiration of their term of office, convey to their successor all unfinished business, files, and documents of the Fund.

gf) The Chairperson may serve in an Ex-officio capacity for one year subsequent to leaving office.

Section 5 **Executive Committee Directors** ~~(One TPD contributing & One TPF)~~

~~a) One (1) Tucson Police Department contributing member and one (1) Tucson Police Foundation board member will serve as Executive Committee Directors. The Foundation member shall have the right to vote only in those cases where the assembly is equally divided on a vote under consideration.~~

ab) They shall ascertain that all monies received have been allocated to the credit of the proper funds and so deposited in the name and to the credit of the Hearts of Gold Fund.

bc) They shall work with the Tucson Police Foundation to annually cause an independent audit of all funds, financial books and records of the Hearts of Gold Fund for the same time period as required by law.

ed) They shall perform duties as the Chair may require, except to the extent that such direction may be in direct and express conflict with the Operating Procedures, policies or procedures of the Hearts of Gold program.

de) They shall, at the expiration of their term of office, deliver to their successors all books, records, documents, paraphernalia, and equipment in their possession or under their control.

ef) They shall coordinate with the Chief of Staff in conducting a preliminary review for applications for assistance and make recommendations to the entire Executive Committee.

~~f) One "at large" Executive Committee member shall be a board member of the Tucson Police Foundation and shall have the right to vote only in those cases where the assembly is equally divided on a vote under consideration.~~

Section 6 **Delegates**

a) There are ~~twelve (12)~~ **seventeen (17)** Delegates, who are contributing members from the department. Delegates will have a term of one year with two successive years permissible. Delegates will fill the chair position for the designated subcommittees. Delegates are voting members for all general elections associated with the selection of candidates for the Executive Committee. Otherwise, they are non-voting members.

~~d) The Assistance Subcommittee will have three (3) Delegate Board Members and the Chief of Staff from the Executive Committee. All Subcommittees shall have two (2) Delegates, except for the Assistance Subcommittee, Investment Subcommittee, and the Memorial Subcommittee, which shall have three (3) Delegates.~~

ARTICLE IV

Subcommittees

Section 1 The following shall be standing committees of the Hearts of Gold Police Family Outreach under the Chair of a Delegate Committee member:

Assistance Subcommittee
Fundraising Subcommittee
Investment Subcommittee
Membership Subcommittee
Memorial Subcommittee
Heart's Desire Subcommittee
Retired Members Subcommittee
Ombudsman Subcommittee

Section 2 The **Assistance Subcommittee** will consist of, **at a minimum**, the Chief of Staff and three (3) Delegate members. It ~~shall~~ **will** be the duty of the Assistance Subcommittee to coordinate with contributing members in need and to receive applications on behalf of the Executive Committee.

Section 3 The **Fundraising Subcommittee** shall will consist of, at a minimum, ~~not less than three (3) members and not more than ten (10) members~~ two (2) Delegate members. It shall be the duty of this committee to seek and evaluate all new proposals for fundraising activities. The committee shall report these findings to the Executive Committee at the regular monthly meeting

Section 4 The **Investment Subcommittee** shall will consist of, at a minimum, ~~not less than three (3) Delegate members~~ and the Treasurer. It shall be the duty of this committee to thoroughly evaluate all avenues of investment of Hearts of Gold funds to ensure safeguards of deposits and dividends or interest paid on deposits. The committee shall report these findings to the Executive Committee at the regular monthly meeting.

Section 105 The **Membership Subcommittee** will consist of, at a minimum, (3) Delegate ~~Board~~ members. It shall be the duty of the Membership subcommittee to coordinate membership drives, make presentations to employees and employee groups and to answer questions about memberships directed to the Hearts of Gold program. Work with the Treasurer for any requests for voluntary withdrawal from the program.

(A renumbering issue was corrected for these sections)

Section 56 The **Memorial Subcommittee** shall will consist of, at a minimum, ~~not less than three (3) members and not more than seven (7) members~~ two (2) Delegate members. It shall be the duty of this committee to assist contributing members' survivors subsequent to the death of any contributing member or immediate dependent family member. The committee will also perform any duties as directed by the Executive Committee in honor of fallen officers during Police Memorial Week, or in honor of any contributing member in the event of their death.

Section 67 The **Heart's Desire Subcommittee** will develop a process to include guidelines and applications in order to make recommendations for the approval of this program by 2010. They will process applications submitted by contributing members to the Chief of Staff of the Executive Committee. The committee will provide assistance to approved applicants as directed by the Executive Committee.

Section 78 The **Retired Members Subcommittee** will develop a process for applications and make recommendations for the approval of the inclusion of retired contributing members into the program by 2010. They will process applications submitted by retired contributing members to the Assistance Subcommittee for review by the Executive Committee. The committee will provide assistance to approved applicants as directed by the Executive Committee.

Section 89 The **Ombudsman Subcommittee** will be comprised of the Sergeants assigned to the Behavioral Sciences Unit. They will assist contributing members with completing assistance applications and in answering any questions they may have about the program.

Section 910 The Chair of the Executive Committee shall appoint the Delegate chairpersons of

all committees with the approval of the Executive Board.

Section 910 The Executive Chair may also establish ad hoc committees, as the need arises, to fulfill the objectives of the Hearts of Gold Police Family Outreach Program. Upon the completion of the desired purpose, the committees may be dissolved at the discretion of the Executive Chair. ~~Capt. Harper will be the acting Executive Chair until March 18, 2008 when all Executive Committee offices are placed into full force and effect.~~

~~Section 10 The Membership Subcommittee will consist of (3) Delegate Board members. It shall be the duty of the Membership subcommittee to coordinate membership drives, make presentations to employees and employee groups and to answer questions about memberships directed to the Hearts of Gold program. Work with the Treasurer for any requests for voluntary withdrawal from the program.~~

ARTICLE V

Financial Assistance

Section 1 The Executive Committee is solely responsible for the approval of all requests for financial assistance from contributing members. The ~~Executive Chair~~ Chief of Staff shall, within seventy-two (72) hours from receipt, refer any and all applications for assistance to the Assistance Subcommittee, who will investigate immediately to determine the following:

b) That the need for assistance has evolved from an incident arising due to death, disability, illness, injury or some other catastrophic circumstance not related to employment status or vagaries of the economy; including assistance for non-traditional therapies when a terminal illness has been diagnosed, and that the circumstance which caused the need occurred while they were employed as a full time member of the Tucson Police Department, (to be changed to include retired members of the TPD upon approval of the Executive Committee). ~~The Fund is not set up to provide long-term or life-time disability coverage for contributing members.~~

e) That the applicant's financial remedies coverage is significantly lower than the financial remedy needed (not less than \$100.00). ~~The Fund is not set up to provide long-term or life-time disability coverage for contributing members.~~

f) That the request does not exceed the current maximum for a short-term disbursement, or in the case of a subsequent request, does not exceed the current maximum for an annual or lifetime disbursement.

Section 2 The following are the current maximums for distribution of funds:

a) Short-Term: \$2,500

b) Annual: \$10,000 or less than or equal to 5% of the fund amount, whichever is less.

c) Lifetime: \$25,000 or less than or equal to 5% of the fund amount, whichever is less.

~~f) **Section 3 Disbursement of funds** The maximum distribution of funds for a short-term request is \$2,500. The annual maximum distribution of funds is \$5,000 or less than or equal to 5% of the fund amount, whichever is less. The lifetime maximum distribution of funds is \$20,000 or less than or equal to 5% of the fund amount, whichever is less.~~ Any amount above \$1500 must be approved by a quorum from the Executive Committee. No award will be given, less than \$100. The Executive Committee may authorize payment of costs directly to providers if this facilitates assistance to the contributing member. If checks are issued to a contributing member, all certificates, medical receipts, invoices, or other proofs associated with the expenditure of disbursed funds will be returned by the receiving contributing member within 45 days of the disbursement of funds, upon request of the Executive Committee.

The Chairperson, along with the Treasurer, Vice-Chair, Chief of Staff, all have signing authority for disbursements from any account of the Fund. The signature of any one of the above four shall be required for amounts lower than \$1,500. Two signatures are required for any disbursement greater than \$1,500. Approval of four members of the Executive Committee must be given before any check be signed and issued.

Section 24 The following definitions shall control in matters relating to financial assistance as to the objectives of the Fund:

c) "Sworn ~~Officer~~ **member**" shall mean any contributing certified TPD officer currently employed or employed at the time of the catastrophic event.

h) "Off-duty" **Death or Disability**" shall mean the death or incapacitation of a contributing member as a result of a catastrophic event occurring at times other than when the contributing member is at work.

k) "Termination of membership" Any member of Hearts of Gold may voluntarily withdraw from the program by written notice to ~~the~~ a Hearts of Gold Membership ~~committee~~ **Delegate** who will coordinate with the Treasurer to stop automatic payments. Any member of the Hearts of Gold program may be removed for cause based on any act of misrepresentation or any other cause shown to be detrimental to the program. Members who discontinue paying or leave prior to retirement will be dropped from the program. Any funds collected prior to the above are not refundable to the leaving member.

Section 35 Disclosure: The applicant further agrees to complete an Application for Benefits form, which includes a truthful Financial Disclosure form. Confidentiality will be adhered to.

Section 46 Reports: Upon completion of their investigation, the Assistance Subcommittee shall submit their findings and recommendations to the Executive Committee. The committee's report will be reviewed by the Executive Committee as soon as practical or at the next regularly scheduled monthly meeting or at a meeting specifically called by the Executive Chair for this purpose. The Executive Committee shall decide, by a majority vote of its members in

attendance, whether or not the applicant is entitled to financial assistance. Applicants' cases discussed at any meetings of the Executive Committee are confidential and shall not be discussed or disclosed outside the purview of the Hearts of Gold program.

Section 57 **Notifications:** The applicant shall be notified, by the Chief of Staff, verbally or in writing if requested, as to the Executive Board's decision on the applicant's request for financial assistance.

Section 68 **Funding Limitations:** The Executive Committee, through these Operating Procedures, shall set a limit on the length of time and the amount of funds to be granted to the applicant in instances where they rule that the applicant is entitled to such assistance. In fixing the length of time and the amount of funds granted, the Executive Committee shall consider the nature of the request, the applicant's financial situation, and will, whenever possible, see that payments are made directly to creditors or vendors from the Hearts of Gold Fund. If further assistance is needed, the Assistance Committee shall submit their findings and recommendations, including all assistance provided to date, to the Executive Committee for further review and approval.

ARTICLE VI

Operating Budget

The Executive Committee will allocate 5% of the annual contributions to the Fund, or \$5000, whichever is less, to an operating budget. The operating budget will be used for administrative costs associated with operating the Fund (i.e. printing and postage), an administration fee charged by the Tucson Police Foundation for their administration of the program, and charitable issues as negotiated by the Executive Committee.

ARTICLE VII

ARTICLE VIII

The Board members present also recommended changing verbiage in Article V – Section 1D. This will be considered the first reading for these changes:

ARTICLE V

Financial Assistance

Section 1 The Executive Committee is solely responsible for the approval of all requests for financial assistance from contributing members. The **Chief of Staff** shall, within seventy-two (72) hours from receipt, refer any and all applications for assistance to the Assistance Subcommittee, who will investigate immediately to determine the following:

d) That the applicant has ~~exhausted all reasonable remedies~~ explored all reasonable means to obtain financial assistance prior to application, or that financial assistance will be significantly delayed to cause hardship on the contributing member or dependent family.

This meeting was adjourned at 1000 hours.