

**ALLEN COUNTY CODE TITLE 15
YOUTH SERVICE CENTER BOARD OF DIRECTORS**

**ARTICLE 1
ALLEN COUNTY CHILD CARE FACILITIES
DEPARTMENT**

15-1-1 Chapter 1: Child Care Facilities Department

There is hereby created an Allen County Child Care Facilities Department to administer and oversee the child care facilities of Allen County and to recommend additional facilities or the reduction of facilities as needed and to insure compliance of Allen County facilities with all applicable state, federal and local rules and regulations, for the better health and well-being of the children of Allen County.

15-1-1-1 Title

This Department shall be known as the Allen County Child Care Facilities Department.

15-1-1-2

The Department shall be under the control of and administered by the Board of Commissioners of Allen County (“Commissioners”), who shall appoint the Administrator of said Department.

15-1-2 Chapter 2: Child Care Facilities Board

A board of nine (9) members to be known as the Child Care Facilities board (“Board”) is hereby created.

15-1-2-1 Appointment and Qualification of Board Members

- (a) The Board members shall be appointed by and serve at the pleasure of the following designated entities:
- (1) One member by the Superior Court Judges
 - (2) One member by the Director of the For Wayne Mental Health Association
 - (3) Five members by the Board of Commissioners of Allen County

- (b) All members of the Board shall be residents of the County and appointed without regard to political affiliation.
- (c) The members of the Board may receive an annual salary to be determined by the County Council of Allen County, Indiana

15-1-2-2 Board Meetings

- (a) The Board shall choose annually, at its first regular meeting in January, one (1) of its members chairman and another of its members vice-chairman, who shall perform the duties of the chairman during the absence or disability of the chairman. The Board shall also choose a secretary who shall keep records of all meetings. The Board may appoint such other officers and prescribe such other duties as it sees fit.
- (b) A majority of the members shall constitute a quorum, and no action of the Board shall be binding unless unauthorized by a majority of the members at a regular or duly called special meeting thereof.
- (c) The Board shall fix a time for holding regular meetings. Special meetings of the Board shall be called at any time by the chairman or any two (2) Board members, upon a written request to the chairman.
 - (1) Whenever, in the opinion of the chairman, or any two (2) members, a special meeting is necessary or advisable, he, or the, shall notify the members by mailing written notice of the time of the meeting, at least one (1) day before the meeting.
 - (2) Any member may waive this notice in writing and the presence of any member at a special meeting shall be deemed to waive notice.
- (d) All meetings shall be open to the public.
- (e) The Board may establish such other rules and regulations for the conduct of its meetings as it deems appropriate.

15-1-2-3 Powers of the Board

- (a) Rules and Regulations. The Board shall have the power to make rules and regulations for the operation and management of the child care facilities in Allen County, subject to the Commissioner's approval.
- (b) Schedule of Fees. Upon the request of Commissioners or upon its own motion, the Board shall adopt a proposed schedule of fees for the use of the facility and establish such other remuneration schedules as may be appropriate.

15-1-3 Chapter 3: Employees

The Commissioners, with the advice of the Child Care Facilities Board, shall determine the number of employees in the Child Care Facilities Department, and establish a classification ranks, grades and positions for employees.

15-1-3-1 Employee Benefits

Employees of the Child Care Facilities Department shall be considered employees of the Commissioners for the purposes of determining benefits and other rules applicable to employment, including but not limited to hiring procedures and termination procedures.

15-1-4 Chapter 4: Budget

The Administrator, with the advise and approval of the Board, shall prepare a budget each year accounting for all monies received and expended for the current year on forms prescribed by the State Board of Accounts and at the time and in the manner as provided by law for other departments and agencies, and submit the same to the Commissioners, who shall submit said budget to the approval of the Allen County Council as provided by law.

15-1-5 Chapter 5: Invalid Portions

If any provision of this Ordinance or the application thereof to any person or circumstance is invalid, which invalidity shall not affect the other provisions or applications of this Ordinance, which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

15-1-5-1 Effective Date

Original ordinance was signed on November 17, 1986.

15-1-6 Chapter 6: Cumulative Capital Improvement, Recreation, and Education Fund

15-1-6-1

The County Commissioners may provide for a “Cumulative Capital Improvement, Recreation, and Education Fund” to provide money for the payment of capital improvements to the Youth Service Center facilities, special recreation projects and equipment for the residents therein, and other miscellaneous related expenses which may from time to time arise for the Youth Services Center of Allen County, Indiana. Monies previously given by private individuals, foundations, and corporations to the Youth Services Center may be transferred to the Cumulative Capital Improvement, Recreation,

and Education Fund. Monies donated hereafter by individuals, foundations, and corporations to the Youth Services Center and/or Allen County, Indiana, for the benefit of the Youth Services Center and the residents therein may be transferred to the Cumulative Capital Improvement, Recreation, and Education Fund. Funds collected on behalf of Allen County for the benefit of the youth Services Center may be deposited in this Fund. Monies from said Fund may not be expended for any purpose other than the purposes set forth herein.

15-1-6-2

The balance in the Fund remaining at the end of the fiscal year does not revert to the County General Fund but shall be retained in a Cumulative Capital Improvement, Recreation, and Education Fund.

15-1-6-3

Any payment of funds provided for under this Chapter must be approved by Allen County Council and the Board of Commissioners of Allen County by the same method and in the same manner as the payment of any other claims by the Board of Commissioners of Allen County, except as provided in Chapter 15-1-6-4 hereafter.

15-1-6-4

The Youth Services Center Board of Directors may make recommendations to the Board of Commissioners of Allen County, Indiana, from time to time for the capital improvement projects and education and recreation projects which the Board deems worth of support by the Cumulative Capital Improvement, Recreation, and Education Fund. The recommendation for expenditure of such funds for said projects by the Youth Services Center Board of Directors shall be advisory only, and the Board of Commissioners of Allen County, with the approval of the Allen County Council, shall have the sole and final authority to expend funds from the Cumulative Capital Improvement, Recreation, and Education Fund is intended to be a long-term cumulative fund to provide funds for the prescribed purposes of the Youth Services Center from income and principal as deemed advisable, and therefore, the expenditure of income and principal from the Cumulative Fund shall not exceed 30% of the total Fund Balance in any calendar year without the unanimous approval of the Board of Commissioners of the County of Allen, Indiana. Any expenditures from the Fund balance less than said amount in any calendar year may be approved by the Board of Commissioners of Allen County and Allen County Council by the same method and in the same manner as the payment of any other claims by the Board of Commissioners of the County of Allen, Indiana.

15-1-6-5

The Cumulative Capital Improvement, Recreation, and education Fund shall be invested by the Auditor of Allen County by the same method and in the same manner as other cumulative funds are invested on behalf of Allen County, Indiana. The Auditor of Allen

County shall provide a written accounting and report to the Youth Services Center Board of Directors and the Board of Commissioners of Allen County at least annually as to the investments and expenditures of the Cumulative Capital Improvement, Recreation, and Education Fund.

Original ordinance was signed on November 17, 1986
Ordinance Amended May 10, 1991.