

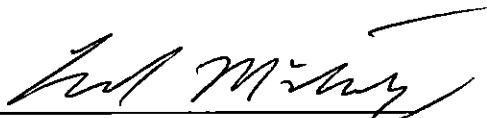
**ORDER: RECOGNIZE THE LAFAYETTE OXFORD UNIVERSITY LONG TERM
RECOVERY COMMITTEE AS AN UNMET NEEDS COMMITTEE FOR THE
COUNTY AND APPROVE THREE RIVERS AS THE 501.C.3
FISCAL PLACEMENT AGENCY**

Motion was made by Larry Gillespie, duly seconded by Brent Larson, to recognize the Lafayette Oxford University Long Term Recovery Committee as an unmet needs committee for the County and approve Three Rivers as the 501.C.3 fiscal placement agent.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes
Supervisor Larry Gillespie, voted yes
Supervisor David Rikard, voted yes
Supervisor Chad McLarty, voted yes
Supervisor Mike Roberts, absent

After the vote, Vice President McLarty, declared the motion carried, this the 1st day of March, 2021.



**Chad McLarty, Vice President
Board of Supervisors**



Sherry Wall, Chancery Clerk

Lafayette, Oxford, University (LOU)

Long Term Recovery Committee

Organizational By-Laws

Mission Statement:

To provide recovery services to individuals and families affected by recent natural or manmade disasters in Lafayette County, Mississippi. Services will be provided regardless of the individual's race, creed, gender, disability or religious preference.

The Goal of the Long-Term Recovery Committee is to see that all of our fellow residents fully recover from any recent disaster while being careful not to overlook any affected citizens.

ARTICLE I

Name

1.01 Name

The name of this committee shall be **Lafayette, Oxford, University (LOU) Long Term Recovery Committee**, or otherwise stated LOU LTRC.

ARTICLE II

Purpose of the LOU Long Term Recovery Committee

2.01 Purpose

The LOU Long Term Recovery Committee is a non-profit organization and sets forth these operational procedures to establish and maintain a network with and on behalf of the faith-based, non-profit, governmental, business and other organizations and agencies which will provide a coordinated recovery effort toward disasters affecting Lafayette County, Mississippi, and shall be operated exclusively for recovery purposes within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986.

The LOU Long Term Recovery Committee's purpose is to provide coordinated management of the Long-Term Recovery to the residents and provide additional long-term assistance to individuals and families affected by a disaster who do not have adequate personal resources for the basic needs, and/or recovery needs as a result of the disaster.

The LOU Long Term Recovery Committee's purpose is to provide spiritual, emotional, physical, and financial resources to those affected by the disaster

regardless of sex, race, creed, ancestry, national origin, color, sexual orientation, disability, or religion.

To maximize or impact current efforts, we may seek to collaborate with other non-profit organizations which fall under the 501 (c) (3) section of the Internal Revenue Code and are operated exclusively for recovery and charitable purposes.

2.02 Powers

The LOU LTRC executive board, may provide volunteer opportunities which shall provide opportunities for involvement in said activities and programs in order to have a greater impact for growth and/or change.

The LOU LTRC executive board shall have the power, directly or indirectly, alone or in conjunction with others, to do any and all lawful acts which may be necessary or convenient to affect the recovery process, for which the organization is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers may include, but not limited to, the acceptance of contributions from public and private sectors, whether financial or in-kind contributions and/or donations.

Article III **Exempt Activities Limitation**

3.01 Exempt Activities Limitation

Notwithstanding any other provision of these Bylaws, no executive board member, sub-committee member, employee, or any other representative of the LOU LTRC shall take any action to carry on any activity by or on behalf of the committee not permitted to be taken or carried on by an organization exempt under section 501 (c)(3) of the Internal Revenue Code as it now exists, or by any organization contributors to which are deductible under section 170(c)(2) of such code and regulations as it now exists or may be amended.

No part of the net earnings of the organization shall inure to the benefit or be distributable to any member, employee, or other private person, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws.

3.02 Distribution upon Dissolution

An exit strategy will be developed that allows for the dissolution of the LOU LTRC, that ensures all cases are closed, completed, or forwarded to a member agency for completion and the dispersion of assets shall be determined by the Executive Committee.

Upon termination or dissolution of the LOU LTRC, any assets lawfully available for distribution shall be contained and reserved for any future disaster(s) that may accrue.

Article IV **Membership**

4.01 Membership

Each participating faith-based (diocese, presbytery, conference, et al.), non-profit, governmental, business, and other organization and agency providing financial support, and/or labor for the work of LOU LTRC is considered a member organization.

Article V **Eligible Voters**

5.01 Eligible Voters

Only one (1) representative of each Member Organization shall be eligible to vote on matters coming before LOU LTRC sub-committee(s) of which they serve on.

5.02 Bodies of the executive board will vote on matters coming before the executive board, and will also have the final say on all matters coming before them on behalf of all sub-committees, and the chair will vote only in case of a tie.

Article VI **Meetings**

6.01 Meetings

All meetings of LOU LTRC will be at the call of the executive chair, or any two (2) of the LOU LTRC executive board.

Regularly scheduled meetings of LOU LTRC may be established. Notice of these meetings, giving the date, time, place, and the proposed agenda, shall be electronically transmitted or given by written notice to all individual members.

For the purposes of this section, an e-mail transmission from an established e-mail address on record constitutes valid writing.

6.02 Special Meetings

Special meetings of LOU LTRC may be called, providing the case, shall clearly state the purpose for the meeting and the date, time, and place shall be given electronically at least one (1) working week (5 days) in advance to all individual members.

Article VII **Quorum**

7.01 Quorum

A Quorum for transaction of business shall consist of at least 50% plus one voting individual member present. No business shall be considered by the executive board at any meeting at which a quorum is not present.

Article VIII

Terms

8.01 **Terms**

All members of the executive board and sub-committees shall be elected to serve a one-year term; however, if the term ends during a declared disaster, the term will be extended for the duration of the recovery process.

Executive members may serve terms in succession.

The term of office shall begin on January 1 and end on December 31 of any given year.

8.02 **Vacancies**

The executive board may fill vacancies due to the expiration of a member's term, resignation, death, or removal of an executive chair or may appoint new members to fill a previously unfilled board position, subject to the maximum number of board members.

8.03 **Unexpected Vacancies**

Vacancies in the board due to resignation, death, or removal shall be filled by a member of the executive board for the balance of the term of board member being replaced until a replacement can be voted upon.

Article IX

Officers

9.01 **Board Officers**

The officers of the LOU LTRC shall be a board Chair, Co-Chair, Secretary, and a treasurer, all of whom shall be chosen by, and serve at the pleasure of, the executive board. Each board officer shall have the authority and shall perform the duties set forth in these Bylaws. One person may hold two board offices, but no board officer may act in more than one capacity where actions of two or more officers are required.

The Executive Board of LOU LTRC shall provide direction.

The Executive Committee shall meet at the call of the chair to perform such actions related to administrative overview of the affairs of LOU LTRC, including but not limited to:

1. Hiring, evaluating, and terminating staff, whether compensated or volunteer.
2. Engaging and executing contracts and agreements.
3. Public Relations.

9.02 **Board Chair**

A chair shall preside at all meetings, as well as be the chief executive officer of LOU LTRC, and perform other functions as deemed necessary by the executive committee. A member of the executive committee shall preside in the absence of the chair or at other times as deemed necessary by the chair.

9.03 Secretary

A secretary who shall record and preserve all minutes of the meetings and perform other functions as deemed necessary by the executive committee. If unable to attend a meeting, the chair shall appoint a secretary pro term for that meeting.

9.03 Treasurer

A treasurer who shall receive, deposit and account for any financial matters of LOU LTRC, providing regular financial reports to the members, and perform other functions as deemed necessary by the executive committee.

Article X
Sub-Committees

10.01 Sub-Committees

The LOU LTRC may create such temporary or permanent sub-committees and task forces made up of its members or other persons as agreed upon. These sub-committees and task forces shall have such authority as the LOU LTRC executive board directs.

10.02 Names of Sub-Committees

1. Finance Committee (Donations and Fund Raising): Works to secure grants, donations, and other resources for LOU LTRC and coordinates with other entities to secure donations and funding as mentioned in these Bylaws. Also approves distribution of funds based on case manager's recommendations.

2. Construction Committee: Oversees the coordination and scheduling of all rebuilding projects for cases approved by the LOU LTRC process - a project manager function.

3. Case Management & Unmet Needs Committee: Receives, reviews, and acts on referral cases for submission. This committee also provides and/or marshals professionals to provide counseling to address emotional and spiritual needs of clients. In addition, they also help generate money (financial support), materials (donations, equipment, supplies, etc.) or volunteer labor crews and expertise to meet the needs of individuals who have been referred.

4. Volunteer Committee: Recruits volunteer organizations and groups with needed capabilities. Coordinates scheduling, develops logistical support for volunteers (housing, feeding, etc.), and works with the construction Management Committee to insure available volunteer resources.

5. Community Assessment: Identifies participants, identifies basic needs, and estimated repair costs, and initiates the process with the cooperation of FEMA and MEMA individual assistance teams.

6. Crisis Counseling, Emotional & Spiritual Care: Works to meet emotional and spiritual needs. Provides support counseling for participants and community and identifies additional needs.

10.03 Additional Sub-Committee information

1. Sub-committees may consist from as few as one, to many members.
2. Membership of sub-committees may consist of both LOU LTRC members and other subject matters experts.
3. Each sub-committee will be chaired or co-chaired by a member or members of LOU LTRC.
4. Each sub-committee may be staffed by a "Coordinator."
5. Staffing may be provided by hired staff, loaned staff, grant-funded positions, contracted services, volunteers, or any combination of the above.

Article XI **Fiscal Agent**

11.01 Fiscal Agent

The Fiscal Agent deemed necessary for LOU LTRC shall be Three Rivers Planning and Development District (TRPDD), and shall accept donations on behalf of LOU LTRC, and as directed by a vote of the finance committee release funds to TRPDD for disbursement.

Article XII **Financial Reports**

12.01 Reports

Financial reports will be produced in accordance with direction of the executive committee and will be subject to approval of the individual members.

Article XIII **Transparency and Accountability**

13.01 Purpose

By making full and accurate information about its mission, activities, and governance publicly available, LOU LTRC practices and encourages transparency and accountability to the general public. This policy will:

1. Indicate which documents and materials produced by the organization are presumptively open to members and/or the public.
2. Indicate which documents and materials produced by the organization are presumptively closed to members and/or the public.
3. Specify the procedures whereby the open/closed status of documents and materials can be altered.

13.02 Means and Condition of Disclosure

LOU LTRC shall make "Widely Available" the aforementioned documents on the Emergency Management page of the Lafayette County website: www.lafayettems.com to be viewed and inspected by the general public.

1. The documents shall be posted in a format that allows individuals using the Internet to access, download, view, and print them in a manner that exactly reproduces the image of the original document (except information exempt from public disclosure requirements, such as contributor and referral lists).
2. The web-site shall clearly inform readers that the document is available and provide instructions for downloading it.
3. The LOU LTRC shall not charge a fee for downloading the information.

Article XIV

Selection Criteria for Clients/Needs Assessment

14.01 Selection Criteria

Selection criteria of clients shall be established and approved by the LOU LTRC, comprised of a written set of "criteria of assistance in priority order" to guide the work of LOU LTRC and the case management and needs assessment process.

Article XV

Code of Ethics and Confidentiality.

15.01 Code of Ethics

The LOU LTRC will adhere to a code of ethics when providing any/all assistance performed through and during the recovery process:

- Caring and compassion for all people is the foundation for all we do.
- Work is accomplished in a respectful, non-judgmental, and non-discriminatory manner.
- Trust, mutual respect, and equal partnerships of community service providers are essential elements of our work.
- All people have inherent dignity, worth and autonomy.
- Human relationships are essential to hope and healing.
- Integrity is an essential component of our work and service in helping individuals navigate through the sequence of disaster assistance.

15.02 Confidentiality

Any member, employee, volunteer of LOU LTRC will at all times obtain and practice confidentiality at all times during the performance of their duties. This includes all information about members, clients, families, employees, and other associate organizations, as well as any other information otherwise marked or known to be confidential.

Certificate of Adoption of Bylaws

I do hereby certify that the above stated Bylaws of the Lafayette, Oxford, University Long Term Recovery Committee were approved by the Lafayette, Oxford, University Long Term Recovery EXECUTIVE BOARD on February 4, 2021 and constitute a complete copy of the Bylaws of the organization.

Secretary: _____

Chair: _____

Executive Board Member: _____

Executive Board Member: _____

Date: _____

**Lafayette, Oxford, University
Long Term Recovery Committee**

Unmet Needs

Assistance Guidelines

Adopted February 4, 2021

UNMET NEEDS ASSISTANCE GUIDELINES

The following guidelines are intended to assist disaster case managers (DCM's) as they assist those in need throughout the Lafayette, Oxford, University (LOU) area in response to a disaster. Please understand that funding is limited and assistance must be prioritized based on need (as detailed below). All requests for funding will not be fulfilled based on funding limitations, but we will make every effort to fill requests or provide referrals for alternative solutions.

At times DCM's are to provide services to persons seeking assistance in a professional and non-judgmental manner.

The Hallmarks of good service are:

- Recognition of the worth and dignity of each individual and affirmation of the right of each one to make his or her own decisions;
- Establishing a meaningful relationship with the applicant (whether brief or lengthy) through a caring interest in him or her as a person;
- Starting with the need expressed by the applicant;
- Listening without being judgmental or condemning;
- Regarding all information as confidential; and
- Collaborating with community organizations, faith-based entities, and governmental agencies to achieve success.

ELIGIBILITY

Assistance will be provided to individuals who meet the established qualification criteria and can verify that they were directly impacted/affected by the declared disaster, as resources are available. They must also document that their need resulted from that incident. The financial assistance provided by the Lafayette, Oxford, University Long Term Recovery Committee (LOU LTRC) will be primarily given to clients who have exhausted the disaster assistance available through government and voluntary helping agencies, did not have sufficient insurance to support their need, or for special reasons do not qualify for assistance from these entities. The client must agree to surrender any and all paperwork, receipts, and required verification before they can be considered for assistance. All cases are unique and individual in their own circumstance(s), so each individual case may require additional substantiation within 30 days of original assessment.

Clients must be referred by a Disaster Case Manager that works directly with the LOU LTRC Finance Committee, and Executive Board members.

DCM's should provide short-term case management with persons, exploring the reason for the unmet needs, an analysis of the family income and its adequacies and a review of the assistance previously received, or denied by government and voluntary helping agencies. Applicants will be required to sign a release of information to enable the DCM to access all records relevant to making an eligibility determination.

PRIORITIZING NEED

Assistance will be provided in order of priority and based on the availability of resources. Priority is determined by a variety of factors, including: household size, scope of unmet need, other assistance provided, children in the home, current housing status, elderly individuals or individuals with disabilities residing in the home. Requests that meet the eligibility requirements will be based on the selection criteria in comparison to other projects submitted.

SELECTION CRITERIA

Need and Household Composition

- Number of Persons Impacted
- Number of Children (under the age of 18) residing in the home.
- Individuals who are elderly or have significant disabilities residing in the home.
- Current Housing Status (homeless, FEMA, THU, living with family, etc.)

Impact

- Project Readiness
- Documentation of Lack of Other Affordable Housing Options that meet the household need.
- Cost Effectiveness/Project Feasibility

Other Resources Available

- Other State/Federal Assistance
- Cash Contribution (Out of Pocket, Insurance, etc.)
- In Kind Contribution for Construction Projects Only (Manual labor, materials).

SPECIFIC ASSISTANCE CRITERIA

In order to meet all the unmet needs individuals may have, the LOU LTRC will follow certain criteria to ensure as many unmet needs as possible and that can be met with the available resources.

Construction Considerations:

- All owner-occupied construction unmet need(s) for existing homes will be referred to the LOU LTRC Construction Committee and the LOU LTRC Volunteer Committee, and together will work through their assessment and implementation process.
- Storm damage, and any secondary damage due to the disaster, will be the priority items addressed by the LOU LTRC.
- Whenever possible, supplies, material and labor will be provided from volunteer, donated resources and/or approved providers. The LOU LTRC coordinates construction and volunteer resources for the purposes of the Recovery efforts.
- If roof assistance is considered, the LOU LTRC DCM, Volunteer Committee, and/or construction committee may determine that roof repair may be necessary instead of a roof replacement due to available resources, but could go back and replace at a later date if resources are available.
- Any home that is considered by the LOU LTRC to be infeasible and/or not cost effective to be repaired due to disaster damage will be a candidate for demolition and total rebuild when all resources are available to complete the project.
- Utility Assistance may include:
 - Utility Deposits
 - Service Poles and Electrical services

Household Item Considerations:

- Appliances that *may* be replaced (if previously owned prior to disaster):
 - Washer and dryer
 - Refrigerator
 - Stove
- Furniture that *may* be replaced (if previously owned prior to disaster):
 - Bed frames/mattresses
 - Box Springs
 - 1 Dresser or Chest of Drawers
 - 1 Couch or 1 Love Seat
 - 1 Chair

- The LOU LTRC will not replace stereos, VCR's/DVD, and other entertainment-oriented devices. It is *possible*; however, that a functional TV or computer could be replaced if those devices become available as in-kind donations and if there is a demonstrated need.
- The LOU LTRC will not replace small appliances (toaster, coffee pot, blender, deep freezes, etc.) unless determined to be necessary.
- The LOU LTRC will not replace end tables, book shelves, lamps, and other non-necessary items (unless determined to be necessary or donated).
- The LOU LTRC will not provide landscaping services.

Examples of Emergency Situations:

The following are examples of situations that the LOU LTRC would consider being an emergency situation and may receive immediate assistance. This is not a comprehensive list.

- Family is in immediate danger to their health or welfare (homelessness, domestic violence related, etc.).
- Family has a member with health considerations that require immediate assistance.

FINANCIAL POLICY

The funds available to the LOU LTRC have been contributed by faith-based organizations, community agencies, foundations, and individuals to be used exclusively to meet the unmet needs of persons impacted by this current disaster.

There will be no cash transactions. All funding is disbursed through vouchers. The client, or their authorized representative, should sign the voucher in the presence of the caseworker. The voucher will include a detailed list of the assistance provided and what the assistance will be used for.

Financial Assistance Amounts:

- Financial assistance must be submitted to a case manager and then to the Chair of the Unmet Needs Committee for review and approval. Funding will only be provided after approval has been given by the Chair of the Unmet Needs Committee, Finance Committee, and members of the LOU LTRC Executive Committee.
- Requests in excess must be submitted to a case manager and then to the Chair of the Unmet Needs Committee to be brought before the LOU LTRC Finance Committee for approval.

General Guidelines for Distribution of Funds:

- Financial assistance can only be given if it is determined that the damage sustained or the loss is directly related to the disaster and is not a pre-existing condition, and address of affected area is in with in the affected area. The property will be assessed and then determined if assistance can be provided.
- LOU LTRC financial assistance cannot be used to replace farm buildings, businesses, grain bins, garages, access roads, storage sheds, seasonal homes, vehicles, damage to vehicles, recreational vehicles, or rental property.
- The Unmet needs committee, the DCM's, and the DCM supervisors will seek other possible resources if a client does not meet the basic standards for assistance.
- Funds will only be used in coordination with building and city codes.

ASSISTANCE STATUS REPORT

Clients who have completed the application process are always informed in writing if their request for assistance has been approved, denied, spelling out the reason for the denial, or is pending additional information. Basic reasons an application will be denied include the following:

- No verification that they were impacted by a declared disaster situation.
- Refusal to cooperate or allow for verification of the need.
- Falsifying information.
- Demonstrating verbally or physically abusive behavior toward staff.
- Inability to meet the requested need. Some requests are denied because no financial or community resource is available to meet a particular need.

APPEAL PROCESS

Despite our best efforts to adequately meet the needs of those who present themselves to us, not all will be satisfied with the decisions made or services provided. Persons who disagree with the actions taken by the DCM may file a written appeal. The appeal will be directed to the Chair of the LOU LTRC Executive Committee for action, and a decision will be given to the applicant within 2 weeks of receipt.



Lafayette, Oxford, University
Long-Term Recovery Committee

EXECUTIVE COMMITTEE

Board Chair -- Barry Williams
Co-Chair -- Brent Larson
Secretary -- Melody Madaris
Treasurer --

SUB COMMITTEES

Finance Committee (Donations and Fund Raising)
- (Chair) Jon Maynard (Oxford Chamber of Commerce)
- Kurt Brummett (United Way)
- Margaret Wylde (Rotary)
- Ron Kitchens (Lions Club)

Construction Committee
- (Chair) Cliff Sink (Discount Building Materials)
- Joe Skinner (Habitat for Humanity)
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Case Management & Unmet Needs Committee
- (Chair) John Kohne (Oxford Food Pantry)
- Alonzo Hilliard (Interfaith Compassion Ministries)
- Kendra Campbell (Department of Human Services)

Volunteer Committee
- (Chair) Arledia Bennett (RSVP)
- Jon Maynard (Oxford Chamber of Commerce)
- Barry Williams (REF Methodist Church)
- Kurt Brummett (United Way)

Community Assessment
- (Chair) Barry Williams (REF Methodist Church)
-

Crisis Counseling, Emotional & Spiritual Care
- (Chair) Melody Madaris (Communicare)
- Clay Anthony (CMN)
- Joe Young (Baptist Memorial Hospital)
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AD HOC NON-MEMBERS

Lafayette EMA - Steve Quarles
Oxford EMA -- Jimmy Algood
University EMA -- Josh Glasz