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3.0 General Executive Restraint

The Executive Director shall not cause or allow any unlawful, imprudent or unethical practice, activity, or organizational decision.

Monitoring: internal report, annually

Adopted 2/17/93; Rev 3/13/08, rev 1/12/12, 3.1 changed to 3.0 and subsequent policies were re-numbered.

3.1 Asset Protection

The Executive Director shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the Executive Director shall not:

3.1a Unnecessarily expose the organization, its Board or staff to claims of liability.

3.1b Inadequately maintain insurance:

- Against theft and casualty losses to at least 80 percent replacement value.
- Against liability losses to board members, staff, or the organization itself.

3.1c Make purchases or commitments outside of budgeted items to purchase, rent or lease (other than salaries) in excess of $20,000.

3.1d Allow conflicts of interest to exist in purchasing or making commitments without due diligence paid to value and quality.

3.1e Inadequately maintain investments that are managed by a professional consultant and provide a reasonable return while protecting principal such that:

3.1e-1 The level of risk is moderate to low.
3.1e-2 To the extent practical, investments are socially responsible and emphasize child well-being.
3.1e-3 The investment portfolio is diverse.

3.1f Maintain records of the corporation without a record retention schedule approved by legal counsel.

3.1g inadequately prepare for possible crises.

3.1h Allow the Board to be unaware of significant risk exposures as they occur.

Monitoring: internal report, annually plus direct inspection of 3.1e, 3.1e-1, 3.1e-2, 3.1e-3 and 3.1g annually

Adopted: 7/20/94; rev 10/12/06, 7/12/07, 4/10/08, rev 1/12/12, 1/14/15, 7/9/15

3.2 Budgeting/Forecasting

Budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from Board Ends priorities, jeopardize programmatic quality, risk fiscal jeopardy or fail to be derived from a multi-year plan.

Accordingly, the Executive Director shall not cause or allow budgeting which:

3.2a Contains too little information to reasonably project revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

3.2b Forecasts expenses greater than projected revenues.

3.2c Provides less than a reasonable annual amount for Board prerogatives, such as costs of professional services, Board development, and Board and committee meetings.

Monitoring: internal report, semi-annually

Adopted 3/16/94; Rev 4/20/94, 5/17/95, 7/8/98, 1/13/11

3.3 Treatment of Consumers

With respect to interactions and communications with consumers or those applying to be consumers, the Executive Director shall not cause or allow conditions that are disrespectful, do not preserve privacy, are unsafe or inaccessible.

Accordingly, the Executive Director shall not:

3.3a Elicit information for which there is no clear necessity.

3.3b Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material elicited.

3.3c Inadequately communicate to consumers a clear understanding of what may be expected and what may not be expected from the service offered.

3.3d Allow consumer's inadequate means to be heard if they believe they have not been accorded a reasonable interpretation of their protections under this policy.

3.3e Neglect complaints from consumers.

Monitoring: internal report, annually

Adopted 4/10/08, rev 1/12/12, 1/14/15, 10/08/15

3.4 Financial Condition

With respect to the actual, on-going condition of Wisconsin Youth Company, Inc.'s financial health, the Executive Director shall not cause or allow the development of fiscal jeopardy or material deviation of actual expenditures from Board priorities established in Ends policies.

Accordingly, the Executive Director shall not:

3.4a Expend more funds than are received in a fiscal year.

3.4b Operate without a minimum reserve of three months of operating expenses.

3.4c Operate without a level of liquidity that supports the organization without borrowing for purposes of covering expenses.

3.4d Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

3.4e Operate without settling payroll and debts in a timely manner.

3.4f Use systems or allow financial procedures contrary to generally accepted accounting principles.

3.4g Operate without or use a long-term investment account.

3.4h Operate without a scholarship- generating fund that provides income to the scholarship operating fund.
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Monitoring: internal report, quarterly
+post-audit if changed (3.4, 3.4a, 3.4c, 3.4d, 3.4e, 3.4g, 3.4h)

external report, annually (3.4a, 3.4b, 3.4f)

Adopted 2/9/94; rev 7/8/98, 11/11/03, 7/12/07, 2/27/08, 1/14/10, 10/14/10, 11/11/10, 2/9/12, 1/14/15, 5/14/15

3.5 Staff Treatment

The Executive Director shall not cause or allow the treatment of paid and volunteer staff to be unfair, undignified, or illegal.

Accordingly, the Executive Director shall not:

3.5a Operate without personnel policies and operational procedures, including a clear grievance procedure.

3.5a-1 Operate without acquainting staff with and giving staff access to personnel policies and operational procedures, including the grievance procedure.

3.5a-2 Prevent staff from grieving to the Board when administrative grievance procedures have been exhausted.

3.5b Discriminate against any staff member for nondisruptive expression of dissent.

Monitoring: internal report, annually

direct inspection, annually
of personnel policies
of closed grievances

Adopted 8/17/94; Rev 4/10/08, 1/14/15, 09/10/15, 3.6 changed to 3.5 and subsequent policies were re-numbered 9/10/15.

3.6 Employment, Compensation and Benefits

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the Executive Director shall not jeopardize Wisconsin Youth Company, Inc.'s fiscal integrity or public image, or fail to conform to relevant laws.

Accordingly, the Executive Director shall not:

3.6a Establish compensation and benefits which are unfair or inequitable, or compromise the ability of Wisconsin Youth Company, Inc. to hire and retain qualified staff.

3.6b Change his or her own compensation and benefits.

3.6c Act in a manner that negates Wisconsin Youth Company's status as an at-will employer.

Monitoring: internal report, annually

Adopted 8/17/94, rev 1/14/15; 04/14/16

3.7 Communication and Counsel to the Board

The executive director shall not be untimely in communicating information and counsel to the board.

Accordingly, the executive director shall not:

3.7a Submit required monitoring data that is inaccurate or ambiguous.

3.7b Allow the board to go un-notified of relevant trends, anticipated adverse media coverage, and material external or internal changes.

3.7c Allow the board to go unadvised if, in the executive director's interpretation, the board is not in compliance with its policies.

3.7d Deem decisions or instructions of individual board members, officers, or committees as binding except when the board has specifically authorized such exercise of authority.

3.7e Allow the board to go uninformed of actual or anticipated noncompliance with any policy.

3.7f Operate without providing the board president with a copy of the crisis management plan, executive succession plan and vital corporate document file.

Monitoring: internal report, annually

Adopted 7/20/94; Rev 7/12/00, 4/10/08, 11/12/09, 1/14/15; 3.8 changed to 3.7 and subsequent policies were re-numbered 9/10/15. Rev. 8/11/16

3.8 Emergency Executive Succession

The Executive Director shall not have fewer than two other administrative staff familiar with Board and executive issues and processes.

Monitoring: internal report, annually

Adopted 9/21/94

3.9 Fraud

The Executive Director shall not inadequately protect the assets of Wisconsin Youth Company from fraudulent and dishonest activities.

Accordingly, the Executive Director shall not:

3.9a Inadequately maintain anti-fraud systems and controls to prevent, detect and mitigate fraud.

3.9b Create and communicate an organizational culture void of honesty and high ethics.

3.9c Inadequately insure against potential losses due to fraud.

Monitoring: internal report, annually

Adopted 11/10/05; rev 7/1/08, 1/14/15, 03/10/16