



AMESBURY HEALTH CARE TRUST COMMISSION

BYLAWS

MISSION:

The mission of the Amesbury Health Care Trust Commission (AHCTC) is to responsibly appropriate trust funds and improve the accessibility to health care services for Amesbury residents who do not have sufficient means or medical insurance. The Commission will encourage applications from qualified residents. Eligibility will be determined by the commission with compassion on a case-by-case basis.

PURPOSE:

The purpose of the AHCTC is to provide financial assistance for health care services to qualified Amesbury residents.

TARGET POPULATION:

Low-income qualified Amesbury residents including adults and children.

DESCRIPTION:

The AHCTC is a City body responsible for administering funds held in trust by the City of Amesbury for the benefit of the health care needs of Amesbury residents. It has a principal place of business at Amesbury City Hall, 62 Friend Street, Amesbury, MA 01913-1520.

The original Trust, Amesbury Hospital Charitable Trust, was created on June 28, 1963. In accordance with the original trust documents, the June 1, 1993 sale and closure of the Amesbury Hospital resulted in the reorganization of the Commission resulting in the creation of the AHCTC on or about January 13, 1998.

ORGANIZATION AND MEMBERS:

Composition of the AHCTC consists of five members appointed for three-year terms so arranged that as nearly an equal number of terms as possible expire each year. The members shall be appointed based on qualifications of education, training and work experience.

Qualifications of AHCTC members shall include but not be limited to health care experience, vocation, and knowledge of the healthcare needs and requirements of the residents of Amesbury. Those appointed shall be residents of the City of Amesbury and shall have no personal interest, direct or indirect, in the fiscal affairs of any healthcare provider doing business with the City or its residents.

The Mayor shall appoint all AHCTC members. Unless otherwise provided by the City Charter, appointments shall become effective twenty-one (21) days after submission of a written notice of any appointment to the City Clerk, provided however, that the City Council may, during such period, by a two-thirds vote of the full City Council, reject any such appointment.

Pursuant to the City Charter, when a vacancy in an office appointed by the Mayor occurs, whether by reason of disability, death, resignation, or removal from office for any reason, the Mayor may appoint another person to perform the duties of that office for a period not to exceed four (4) months. Whenever a vacancy continues beyond the four months, the Mayor may make a second four-month appointment, but no temporary appointment shall be continued beyond eight months.

ORGANIZATIONAL STRUCTURE:

Chairperson: prepares agenda, prepares, directs and coordinates monthly meetings.

Correspondence Secretary: prepares and distributes all correspondence to residents submitting requests for fiscal assistance.

Administrative Secretary: composes minutes following each meeting, books meetings, and prepares copies of documents as needed.

All members share in the responsibility for the AHCTC mission, interacting with Amesbury residents and organizations, answering questions and promoting the mission.

MEETINGS AND QUORUM:

The AHCTC meets monthly. All meetings of the AHCTC shall be conducted in accordance with the requirements of the Open Meeting Law, as may be amended. The presence at any meeting of (3) three members shall constitute a quorum and when a quorum is present, voting shall be by majority vote of the members present at the meeting.

Notice of the meetings shall be filed with the City Clerk and the notice or copy of the notice shall be publicly posted in the office of the Clerk and on the principal bulletin board of the City at least 48 hours (but not including Saturdays, Sundays or legal holidays) prior to the meetings.

Minutes of each meeting shall be formally recorded and include all documented actions taken. A confidential case log will also be maintained. Such copies shall be maintained by the City Clerk and the public library. There shall be accurate records of meetings, setting forth the date, time, place, members present or absent, and action taken at each meeting, including executive sessions. The records of each meeting shall become a public record and be available to the public; provided, however, that the records of any executive session will remain confidential to the extent allowed by law. All votes taken in executive sessions shall be recorded as roll call votes and shall become a part of the record of said executive session.

APPOINTING STRUCTURE:

MAYOR

CITY COUNCIL

AMESBURY HEALTH CARE TRUST COMMISSION

APPOINTMENT PROCESS:

Potential Commission members apply to the office of the Mayor. An interview with the Mayor or designee follows. Successful candidates for appointment are presented to the City Council. City Council may consider candidates and vote on the Mayor's recommended appointment. Affirmative candidates become effective members of the Commission twenty-one (21) days after presentation of the appointment to the City Council, unless otherwise rejected in accordance with the City Charter.

APPLICATION PROCESS FOR ASSISTANCE:

1. All applicants are required to complete the AHCTC application and submit signed copy with all supporting documents to the AHCTC. Incomplete applications will not be considered. Applications on behalf of a minor child must be completed and signed by parent or legal guardian.
2. Members of the AHCTC review each application and submitted claims and make determination based on eligibility, amount requested, and criteria met for assistance.
3. The AHCTC will forward written correspondence to each applicant notifying them of the outcome.
4. All approved invoices are submitted to City Hall for processing and payment.
5. All related documents for AHCTC are kept on file pursuant to state regulations.
6. Records will be securely stored, and destroyed after three years, unless otherwise provided by law.

PROCESS AND ELIGIBILITY CRITERIA:

- **Applicant must** be a resident of Amesbury at time services are rendered.
 - “Resident” is defined as: residing in Amesbury for at least 6 months and must submit formal written proof of residential address(es).
- Minimum invoice to be paid is \$25.00
 - No estimated bills or invoices will be considered.
- Payments are only considered for health care services and prescribed treatments.
 - Requests must be made no later than one year from the date of service identified on the original invoice/bill.
- The following are not covered:
 - Third party liability
 - Drug/pharmaceutical prescriptions other than an emergency one-time medication
- Each Resident is set allotted monies per fiscal year (July 1, to June 30th).
- All actions of AHCTC are subject to confidentiality laws and regulations
- APPROVED AHCTC administrative expenses will be paid out of the AHCTC fund.
- All invoices will be paid directly to the providers.

Records will be securely stored and will be destroyed after three years, unless otherwise provided by law.

Income Limits

The AHCTC is designed to assist lower-income individuals and families pay for medical expenses.

Proof of Total Household Income is required as designated on the application. Total household income includes:

- Wages
- Salaries and tips
- Savings / Checking Bank Statements
- Alimony
- Child Support
- Unemployment Insurance
- Social Security / Social Security Disability
- Public Assistance: Transitional Aid to Families with Dependent Children (TAFDC)I or other benefits

- Aid to Families with Dependent Children (AFDC): Cash benefits only
- Veterans Benefits
- Workman's Compensation
- Retirement/ Pension (IRAs, 401Ks)
- Dividends/Interest
- Additional Cash Assets
- Real Estate Income
- Trusts

U.S. Housing and Urban Development ("HUD") income limits are used for the purpose of determining eligibility for assistance. Applicants who fall into the "very low" and "extremely low" categories will be eligible for financial assistance.

Once an applicant is deemed eligible for assistance the AHCTC may take into consideration all factors, including but not limited to the Trust's resources and the amount requested, in determining the amount of financial assistance to grant.