

**Jackson County Community Children’s Services Fund
Board Meeting Minutes**

**Thursday, January 4, 2018, 2:30 p.m.
Mid-America Regional Council Office, Westview Room**

Board Members Present:

Rhonda Holman, Chair
Robert Bartman, Ed.D.
Brian Kaberline
The Honorable Ann Mesle
Marietta Parker, J.D.
Jovanna Rohs, Ph.D.
Dred Scott, Ed.D.

Board Members Absent:

Luis Cordoba, Ed.D.
Rachelle Styles

Guests, Affiliations: Jennifer Jones, Greater Kansas City Community Foundation; Gwen Wurst, Greater Kansas City Community Foundation; Nancy Atwater, Preferred Family Healthcare; Angie Blumel, Jackson County CASA; LaTasha Bunting, Jackson County COMBAT; Ashley Burke, Jackson County Health Services Department; Lynn Durbin, Steppingstone; Erin Eaton, Salvation Army Children’s Shelter; Jennifer Furla, HCap Search; Tammie Jordan, Jackson County COMBAT; Laura McCray, HCap Search; Monica Nielsen Parker, United of GKC; Dean Olson, The Family Conservancy; Vince Ortega, Jackson County COMBAT; Robin Winner, Synergy Services.

Director Holman called the meeting to order at 2:31 p.m. welcomed everyone. Roll call of the board was taken.

There are no minutes to approve from the December 7 board meeting as they had not yet been reviewed. Minutes from December 7 and today’s meetings will be presented at the February 1 board meeting.

Dir. Holman reviewed the draft agenda and invited discussion and any desired revisions. There being no revisions, the agenda was accepted and discussion followed accordingly.

Financial Report

In Director Styles absence, Dir. Holman presented the financial report using a short slide presentation. Monthly sales tax deposits through Jackson County began in May for April 2017 tax income. Deposits have totaled \$7,555,665 through December. An initial payment for December deposit came on the 17th; the remainder is expected in January. Expenditures to date were made for required surety bonding through the Robert Miller Insurance Agency, for temporary administrative support, an initial payment to HCap Search for Executive Search services, and an initial retainer to our legal counsel. Dir. Holman stated these numbers are all currently unaudited.

Based upon deposits to date for eight months, monthly deposits average \$944,000, but this amount will be larger for a full 12 months. Anticipated 2018 payments include quarterly fees to the Greater Kansas City Community Foundation (the “Community Foundation”), another two payments to HCap Search, and payments due to health services contracts with service providers, staff salary and benefits, legal

expenses, surety bonding for 2018, office lease payments, as well as fees for data management and a discretionary fund.

To give Board members a sense of what the budget size might look like for administration in 2018, Dir. Holman shared the amounts yielded at 5, 10 and 15% of projected annual income. 5% would be \$566,000, which would be a respectable amount and 10% would come in at \$1.1 million, which seems like more than needed to cover 2018 expenses. Dir. Holman opened the discussion to questions and comments, of which there were none.

Contract Award Process/Update

Director Rohs thanked everyone who participated as a reviewer for the applications received. She then gave a thorough overview of the applications received and reviewed by the Committee. There were 88 applications received, with a total amount requested of over \$12.2 million. The average request was \$139,330, with a request range of \$9,878 to \$250,000 (the maximum request allowed). Dir. Rohs provided a breakdown of the amounts requested, as well as a breakdown of the locations by zip codes of the agencies requesting the amounts. She stated in the future it will be better to request the zip codes of where intended clients reside or where they will receive proposed services. Dir. Rohs also presented a breakdown of how the agencies applying fit into the four designated priority areas; 1) temporary shelter, 2) home- and community-based intervention, 3) prevention programs – school-based and other, and 4) individual, group, or family counseling.

Dir. Rohs presented the information gathered using the reviewers' scores on all 88 applications. There were 11 applications scoring 90 points and above, and 22 applications scoring between 80 and 89. Dir. Rohs noted that these 33 applications totaled \$5.3 million, just shy of the \$5.5 million earmarked for distribution. The remainder of the 55 applications scoring ranged from 34 to 79.5.

Next steps suggested by Directors Rohs and Holman are to look at any applications that had a large variance in reviewer scores and ask the two reviewers to have a conversation in the next few days about the variance in scores. Dir. Rohs asked that these conversations be completed by end of day, Monday. Dir. Holman proposed that the group not spend time interviewing any agency whose application received a score of 90 and above, but to focus their time on interviewing agencies whose application received a score of less than 89.

The Board discussed criteria for approval, in addition to reviewer scores. There was discussion about the differences in the quality of applications and the quality and/or critical needs of the programs. A request was made to see the zip code breakdown of the agencies with the higher scores. Another stated the importance of approving applications to all different types and sizes of agencies. Dir. Holman stressed the importance of the interviews. The group agreed that the process of reviewing and awarding contracts was going to take longer than the previous goal of January 15.

Dir. Rohs talked about looking at calendars to schedule 15-minute interviews with the 16 – 18 agencies with large variances in scores and any others that prompted additional questions. Dir. Holman discussed the next steps: 1) begin conducting interviews over the next couple of weeks, 2) recast the data to map out the areas of need identified as RFP priorities, and 3) generate another list that reflects service priorities and additional information from interviews. It might easily take a couple of weeks to get through this process.

Dir. Holman asked the Board and the Community Foundation for comments and any lessons learned so far. The board agreed that future applications should ask: 1) where the population is that will be served by the proposed program, and 2) what is the size of the applicant organization?

Executive Director Search

Dir. Holman introduced Jennifer Furla and Laura McCray from HCap Search to update the Board on the search for an executive director. The update included a brief report on the work done to fully incorporate the Committee's request to solicit stakeholder input. Since the week of December 5 there have been 40 conversations with stakeholders and potential candidates. The search has yielded all high-quality applications; 15 candidates, of which eight HCap is recruiting. With the Work Group's instructions, HCap has moved forward with a stakeholder survey to be distributed to targeted recipients and provide additional outreach to communities of color. This will move the timeline by six weeks, from late March to early May. It was the Work Group's consensus that the importance of taking the time to do the stakeholder input takes precedence over following a predetermined time frame. HCap presented a revised timeline for the search.

HCap presented the question of residency requirements for candidates and the Board agreed that while it is preferred that the executive director be a resident of Jackson County, Mo, it would not be a requirement.

Legal Update

Dir. Holman introduced Directors Mesle and Parker who have been meeting with legal counsel, Greg Lam. Dir. Mesle stated they have met twice with Mr. Lam and have several items for discussion and Board approval at a special meeting; the bylaws as drafted need to incorporate the language regarding 501(c)(3) status, the financial disclosure and conflict of interest policy has been tweaked, and the program expenditure policy which will need to be used for nonprofit compliance when creating the agency agreements. Mr. Lam is also going to provide the Board with a "blueprint" for producing an appropriate legal and policy structure.

Directors Mesle and Parker also discussed with Mr. Lam the date of reelection of board members, and asked when the board was officially appointed. Mr. Lam determined that April 2017 is when this board was appointed and he is convinced that the County Executive has the responsibility and power to fill board vacancies. Dr. Mesle noted that the bylaws allow the board to recommend a process for filling upcoming vacancies to the County Executive. Dir. Mesle's recommendation is to seek help from Steve Roling, who was part of the group that sought and reviewed applications from which sitting board members were chosen.

There was also a brief discussion on whether the organizations applying for funding must have 501(c)(3) designations.

Election of Officers

The Board discussed the timing for electing new officers and after discussion, the Board agreed that it would be best to hold off on elections until the April or May "Annual" Meeting, after new board members may have been appointed to fill impending vacancies.

Other Business

Dir. Holman asked the Board if there were any additional issues to be discussed; there were none. She asked the guests in attendance to introduce themselves.

Dir. Holman requested a motion to adjourn the meeting. Following a motion and a second, the meeting was adjourned at 3:54 p.m.

Next meeting: February 1, 2018, MARC, Westview Room, 2:30 to 4:30 p.m.