

# Jackson County Community Children's Services Fund Board Meeting Minutes

Thursday, October 4, 2018, 2:30 p.m.  
Mid-America Regional Council Office  
600 Broadway Boulevard, Kansas City, Missouri

## **Board Members Present:**

Rhonda Holman, Chair  
Rob Whitten, Executive Director  
Robert Bartman, Ed.D.  
Ann Mesle, J.D.  
Marietta Parker, J.D.  
Jovanna Rohs, Ph.D.

## **Board Members Absent:**

Brian Kaberline  
Rachelle Styles

## **Guests, Affiliations:**

Raisa Akram, Greater Kansas City Community Foundation  
Sue Richter, Jackson County Community Children's Services Fund  
Carol Grimaldi, Cornerstones of Care  
Nancy Atwater, Preferred Family Healthcare  
Erin Eaton, Salvation Army Children's Shelter  
Barb Friedmann, Community Together  
Cassie Sipos, Metro Lutheran Ministry  
Sarah Forgey, Greater Kansas City Community Foundation  
Casey Thomas, The Family Conservancy  
Amy Couture, Rose Brooks Center  
Claire Terrebonne, Jackson County CASA  
Ashley Blake, Jackson County Executive Office

Director Holman called the meeting to order at 2:30 p.m. and welcomed everyone in attendance. Roll call of the board was taken and guests were invited to introduce themselves.

Dir. Holman asked the board to review the minutes from the September 6, 2018 meeting which were previously sent to the board for review. Following a motion by Director Parker and a second by Director Bartman, the minutes were unanimously approved.

Dir. Holman asked for a review of the meeting agenda. No changes were suggested, and the agenda was approved as presented.

## **Financial Report**

Mr. Whitten presented the financial report. Referring to the financial statement included in the board packet for the meeting, Mr. Whitten shared that the sales tax deposit for September

2018 was \$1,393,449.90, and that no payments went out to partners during September. The financial statement also provided current month and year-to-date amounts for revenue from tax receipts and from interest. The statement also showed program costs, operating costs, and the net surplus (or deficit). The net surplus for September 2018 was \$1,382,025.83. Mr. Whitten proposed that the same financial statement format be used going forward.

Mr. Whitten shared that he intends to bring a draft of the 2019 budget to the November meeting for final approval in December.

Revised financial procedures were sent to the board prior to the meeting, but the related financial policies were not. As a result, review and approval of the financial expenditures policy will be deferred until the November meeting to allow time for the board to consider the revised drafts.

### **Children's Services Contracting**

Mr. Whitten began the children's services contracting report, noting that Quarter 3 reporting would begin in several days and that recipients could expect payments within 30 days of their report receipt dates. No procedural changes were made to shorten the payment process. However, the process will be shorter because the process is now familiar.

Quarter 4 reporting will open by early December and the deadline for final reimbursement requests will be January 31, 2019. Reimbursement requests will be processed on January 15, January 25, and February 1. The earlier agencies submit their reports and invoices, the sooner they will receive payments, and the 2018 books can then close in February 2019. Contractors will be notified of the deadline via email, and information will be added to the JCCCSF website as well as the Fund's page on the GKCCF website.

Mr. Whitten then informed the board that 17 current school-based programs chose to extend their contracts for 6 months, to end in July. These programs can apply for funding during the upcoming school-based RFP process. Contracts awarded from that process will begin July 1, 2019. If all 17 programs request the full allocation for the 6-month period (up to 50% of the contract awarded), this will amount to \$887,000. These 17 agencies were asked to provide a revised 6-month budget, a brief narrative regarding operations, and an update on their service outcomes. The due date for these materials is October 15.

Mr. Whitten then shared the expected timeline for the school-based RFP. The RFP is planned to release on December 17, 2018 and applications are due on February 4, 2019 so they may be ready for the board to review by February 18. Since the holiday season will fall within the process period, the schedule allows 7 weeks for submissions rather than the 6 weeks allowed this summer. Scoring is to be done by March 8, and the funding slate would be ready for approval at the April 4 board meeting. Notifications could then be released in early April and contract periods can start in July.

The board received applications for review at a work session on October 1. There were 63 total applicants with 34 applications coming from current recipients. There were 18 applications for single-year funding and 45 for two-year funding. Total one-year requests amounted to \$9,517,000 against an allocated \$7,000,000, and 2-year funding requests totaled \$7,700,000. Fifty-four (54) programs requested reimbursement for actual expenses, and 9 programs requested reimbursement based on units of service. Scoring is to be completed by October 22, and contract award approvals will be on the December 6<sup>th</sup> board meeting agenda.

Director Holman noted that a discussion of criteria for external reviewers ought to be on the agenda in November or December if the board wishes to involve external reviewers in the next school-based round of RFPs.

### **Executive Director's Report**

Mr. Whitten discussed the proposed org chart included in the meeting packet. The chart showed two program officer positions and a finance officer position, with general descriptions of their respective responsibilities. The board briefly shared their expectations of staff and they stressed the hope that program officers' engagement with partner agencies will surface group training and development needs that the Fund can address.

Mr. Whitten then presented details of the prospective office space (Suite 228) in the Penn Tower building. The 1700 square-foot space includes 5 offices, a reception area, and a small conference room with attached kitchenette. The lease would be for 62 months (5 years with two months free) from December 1, 2018 through January 31, 2024. The lease was reviewed by the Fund's attorney and his questions will be sent to Penn Tower's legal team. Total monthly rent is \$2,659 including parking costs of \$50 per employee for the expected 5 employees. This results in a yearly cost of \$31,908 for the first 24 months. The amount increases by just under \$80 per month at the end of each 24-month period. The building has 100 visitor parking spaces in an attached garage with available overflow parking in the gated tenant parking area in the case of large events. Utilities, water, janitorial services, and access to shared areas are included, but internet and other telecommunication services are not included.

Four local firms responded to the RFP for logo and branding guide development. Two candidates showed promise, but the pool of candidates lacked diversity. Mr. Whitten reported he would use the next 30 days for more targeted outreach to identify minority- and women-owned in addition to the two candidates being considered.

Mr. Whitten also shared that the audit process is underway, and an audit report will be ready by the next board meeting. The timeline will allow the auditor to file the Fund's 2017 990 report by November 15.

### **Open for Comments**

Dir. Holman initiated discussion about the board's two vacancies, noting that the board now has no representative from District 3. Director Bartman has suggested 2 possible candidates, one of whom Director Holman knows and she agrees that he could replace expertise and

community connection that the board has lost. She promised to look into where that individual lives and to find out if he would consider serving on the Fund's board.

Dir. Holman then opened the meeting for comments.

Barb Friedmann invited the board to the next Children's Services Coalition meeting from 1:00-3:00 p.m. on October 26<sup>th</sup> at Synergy Services.

There being no further discussion, Dir. Holman asked for a motion to adjourn the meeting. With a motion from Dir. Mesle and a second by Dir. Bartman, the motion was unanimously approved, and the meeting was adjourned at 3:42 p.m.

**Next Meeting: November 1, 2018, Westview Room, Mid-America Regional Council, 2:30 to 4:30 p.m.**