

Jackson County Community Children's Services Fund Board Meeting Minutes

**Tuesday, December 11, 2018, 12:30 p.m.
Mid-America Regional Council Office
600 Broadway Boulevard, Kansas City, Missouri**

Board Members Present:

Rhonda Holman, Chair
Rob Whitten, Executive Director
Ann Mesle, J.D.
Brian Kaberline
Jovanna Rohs, Ph.D.
Rachelle Styles (via phone)

Board Members Absent:

Marietta Parker, J.D.
Robert Bartman, Ed.D.

Guests, Affiliations:

Raisa Akram, Greater Kansas City Community Foundation
Sue Richter, Jackson County Community Children Services Fund
Barb Friedmann, Community Together
Angie Blumel, Jackson County CASA
Jenna Wilcox, Rose Brooks Center
Erin Eaton, Salvation Army Children's Shelter
Kristina Brown, Child Abuse Prevention Association
Sarah Forgey, Greater Kansas City Community Foundation
Josh King, Metropolitan Organization to Counter Sexual Assault
Traci Francis, HopeHouse, Inc.
Carol Grimaldi, Cornerstones of Care
Casey Thomas, The Family Conservancy
Kelli Doyle, Pelofsky & Associates
Ashley Burke, Jackson County Executive's Office
Jamie Masters, Jackson County Executive's Office
Melody Morgan, Child Abuse Prevention Association

Director Holman called the meeting to order at 12:31 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 November 1, 2018 meeting previously provided to the board. Following a motion by Dir. Kaberline and a second by Dir. Mesle, 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. November tax receipts were \$778,152.79. There was a significant disbursement of \$1,560,489.55 to partners.

Mr. Whitten reported that the Form 990 for 2017 was completed and sent to the board via email for review following the audit presentation in the previous board meeting. The Form 990 was then postmarked on November 15 as required and was received by the IRS on November 16.

Mr. Whitten shared revisions made to the intended budget for 2019 since the previous meeting, noting that the county projected 2019 tax revenues to be \$12,800,000 and that \$12,500,000 was used for budgeting purposes. Mr. Whitten further noted that there were several placeholders in the budget that will be evaluated throughout 2019. Also, general liability insurance was not included in the 2019 budget because that has been paid through 2020. With a motion by Dir. Kaberline and a second by Dir. Mesle, the board voted to approve the proposed budget for 2019.

Next, Mr. Whitten brought attention to the Financial Control Policy that had been discussed in previous board meetings and revised with the help of several board members and the fund's attorney. The revised policy was provided to the board prior to the meeting. Following a motion by Dir. Mesle and a second by Dir. Kaberline, the board voted to approve the Financial Control Policy.

Mr. Whitten then presented the Whistleblower Policy that was provided to the board via email on December 5. With a motion by Dir. Rohs and a second by Dir. Kaberline, the board voted to approve the Whistleblower Policy.

Mr. Whitten provided an update on new investments, sharing that an additional CD was purchased. This \$5,000,000 CD will mature in 12 months. With a 2.25% return rate, the CD will earn \$112,500 by December 2019.

Children's Services Contracting

Mr. Whitten provided an update on current contractors and services, indicating that current contractors have been notified of year end procedures. All current contracts will end on December 31, 2018, and the processing of quarter 4 reports will begin on January 15. These reports will be processed in waves on January 15, January 22, and at the final submission date of January 31.

Mr. Whitten then presented the 2019 Funding Slate, noting that 2019 Funding priorities remained the same from 2018. Priority areas were temporary shelter up to 30 days, home- and community-based intervention programs, prevention programs, and counseling services (including individual, family, and group counseling). A total of 63 projects were proposed. \$7,000,000 was allocated for this round, with a total of \$9,500,000 requested for year-one funding. Of the 63 projects proposed, 45 requested 2 years of funding. Total funding requested for year 2 was \$7,700,000.

The review process began with an initial review by staff at the Greater Kansas City Community Foundation, who verified that applicants met the eligibility requirements, requests matched

funding priorities, and requests were allowed by statute. There were 7 applications disallowed at this step. Requests that remained were read and scored by 3 board members per application and scores for each request were averaged. Agencies were then contacted for follow-up questions or interviews if so needed. A funding slate proposal was then created and presented to the board.

The proposed funding slate recommended funding for 44 programs, totaling \$6,688,000 of the allocated \$7,000,000. Of these 44 programs, 34 had a second-year component in the request, totaling \$5,816,000 in year 2. Second year funding is not guaranteed, and is contingent on year one utilization of funding and program outcomes. Mr. Whitten noted that agencies could submit up to 2 requests, with amounts up to \$300,000 for transitional housing or \$250,000 for other programs.

Mr. Whitten detailed the number of requests and recommendations for year one by funding range, and percentage of request funded, and by priority area. Mr. Whitten noted that some programs would not receive the full amount requested because there was an error in the Excel spreadsheet causing calculated amounts requested to not match actual expenses, and these programs would be contacted to ensure they understood the reasoning for this.

The board packet provided prior to the meeting included a summary chart of the programs recommending for funding. Dir. Rohs clarified that the board will be voting to approve year 1 and 2 funding for those projects that requested 2-year funding, contingent on performance and fulfillment of the contract.

Following a motion by Dir. Mesle and a second by Dir. Rohs, the board approved the recommended funding slate for 2019. Mr. Whitten reported the next steps for this funding cycle, indicating that they would send award and denial letters, and would then publicize the awards on their website, the GKCCF website, and they may send out a press release.

Mr. Whitten then presented proposed budget revisions for 2018 contracts. Requests for budget modifications were received from 4 current contracts:

1. One agency recognized nearly \$15,000 of savings on contracted services and utilities. They asked to reallocate \$8,000 to salary across 5 different positions. Some of these positions cost more in hiring than anticipated, and there were some employees providing more time to the project than originally planned. They also requested a reallocation for furniture, technology and supplies. They requested \$5,900 for a direct expense that was approved as part of their 2019 budget, so that would not be included in their 2018 budget revision. Mr. Whitten recommended that \$8,700 of their request be approved for reallocation. Their original contract total was \$100,000.
2. Another agency requested to reallocate about \$16,000 of their original \$150,000 contract, using about \$5,400 for salary of a staff member who was providing more services, about \$2,600 for furniture and technology that was expected to be provided by the place where they were provided services but ended up not working out, and \$8,300 in additional contracted services. Mr. Whitten recommended that the \$8,100 for salary and expenses be reallocated, while the \$8,300 for contracted services does not seem necessary based on timing of the new contracts.

3. A third agency requested about \$32,000 in revisions to their \$186,000 original contracted amount. Mr. Whitten recommended that \$15,800 be reallocated. This would include a direct expense increase of \$11,647 (insurance, mileage, technology, and training) and an indirect expense increase of \$4,200 keeping them below the 15% threshold.
4. The final agency requesting revisions asked for \$75,000 reallocated of their \$176,700 total contract. Mr. Whitten recommended that \$32,000 be reallocated to salary, direct expenses (utilities, food, training, repairs, and maintenance). They requested reallocation to indirect expenses as well, but that would have taken them over the 15% threshold, so they were allowed \$34,000 for indirect expenses to keep them under the threshold.

Dir. Rohs suggested that there be a consistent format for bringing revisions to the board in the future, including the original contract amount, requested reallocation, and recommendation for revision, so that the requests are easier to follow.

Dir. Holman clarified that these revisions only include reallocations for existing funding commitments. They are not requests for additional funding. They also do not include new expenses. For example, a position that was not included in the approved budget could not be allocated funded, but a position already funded could adjust the amount if savings were found in other areas. Finding general approval from the board, the budget modifications were approved.

Mr. Whitten reported that the school-based RFP would be available on Monday, December 17, with proposals due on February 4, 2019. The selected programs would be presented for board approval at the April meeting.

Executive Director's Report

Dir. Styles joined the meeting via phone.

Mr. Whitten shared his November activities, including a proposed office furniture purchase. Office Products Alliance was chosen to furnish the conference room and 5 offices. Furnishing for the lobby was not included because this will occur after branding and a logo are more definite so that the appearance is consistent. Office Products Alliance offered a bid of \$24,407 with a waived delivery fee and waived sales tax even though the fund's 501(c)(3) status was pending. With a motion by Dir. Kaberline and a second by Dir. Rohs, the board voted to approve the furniture purchase.

Mr. Whitten then provided an update on the intended benefits framework. Benefits would include health insurance with the employer having a sizeable stake. They expect to work with a broker to offer employee-paid vision and dental insurance. Benefits would also include employer-paid short-term disability of up to approximately 6 months at 40-60% of salary and long-term disability of 65%, as well as life insurance of \$10,000-\$15,000, with buyup options for each if the employee would like additional coverage. They will offer a 5% match for retirement contributions and there was discussion of a three-tier PTO structure. This benefits framework found general approval from the board, and Mr. Whitten shared that he intends to ask for some commitment regarding the benefits package at the January meeting.

Other Items

Dir. Holman reminded the board and guests of the two board vacancies for which they are seeking candidates, with priority given to candidates in the third district.

Dir. Holman shared that she extended an invitation to the people who lead mental health work at the Healthcare Foundation, and they have agreed to present to the board during the January 10 meeting.

Open for Comments

Dir. Holman then opened the meeting for comments.

Barb Friedmann inquired about the reasons for having the Greater Kansas City Community Foundation perform the initial review of applications. Dir. Holman responded that the task of initial review can take up quite a bit of time, so they chose to give this task to someone with the capacity to complete this, and with the ability to identify which programs fit the criteria for funding. She noted that initial review only consisted of determining whether applicants were eligible, and any judgement calls were made by board members. Dir. Rohs added that the board did see all applications including those that were identified as ineligible.

Ms. Friedmann also asked whether agencies can keep submitting proposals every year. Dir. Rohs responded that the board has not yet discussed whether there is a lifetime limit for proposals. Ms. Friedmann also suggested that the board seek the assistance of agencies for media coverage because many agencies may have existing media connections.

There being no further discussion, Dir. Holman adjourned the meeting at 2:27 p.m.

Next Meeting: January 10, 2019, Westview Room, Mid-America Regional Council, 2:30 to 4:30 p.m.