

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

Thursday, December 7, 2017, 2:30 p.m.  
Mid-America Regional Council Office, Westview Room

## Board Members Present:

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

## Board Members Absent:

None

Guests, Affiliations: Jennifer Jones, Greater Kansas City Community Foundation; Nancy Atwater, Preferred Family Healthcare; Angie Blumel, Jackson County CASA; Ashley Burke, Jackson County Health Services Department; Lynn Durbin, Steppingstone; Dean Olson, The Family Conservancy.

Director Holman welcomed everyone and called the meeting to order. Roll call of the board was taken.

Dir. Holman presented the minutes from the November 2 board meeting. Following the corrections made to the spelling of two names, Dir. Holman entertained a motion for approval. A motion was made and seconded to accept the minutes as amended which were unanimously accepted.

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

## **Financial Report**

Director Styles presented the financial report. Disbursements come from the city once a month; there is now just over \$6 million in the account through November. Another deposit is expected December 10. December's deposit expects to be significant with the holiday spending taking place. Expenditures to date include the legal fees for the retainer of general counsel and the fees paid to the executive search firm, the bond fees, and administrative staff for the recording of the meeting minutes. There have been no fees paid to the Greater Kansas City Community Foundation (the "Community Foundation") at this time, as these fees will be paid quarterly. Dir. Styles stated there will be a budget generated after projected costs are estimated, but at this time

there is not much to work with. There will be plenty of dollars available for distribution for the first round of grants.

### **Website Update**

Director Kaberline spoke of the progress made in setting up a website for the Fund. He suggested the board consider using a WordPress-type of website. This would keep costs at a minimum. Dir. Kaberline offered to work on the website himself with costs of \$20 or \$30 here and there. He also discussed the need to have a logo for the website and asked the board for ideas. Dir. Holman stated that soon there would be an Executive Director on staff to devote more time to this project.

### **RFP Process Update**

Director Rohs updated the group on the RFP process. The request went live on November 9 at 4:00 p.m. and by 9:00 a.m. the next morning there had been 114 hits. Since then there have been 65 stops and starts on the site. Directors Holman and Rohs met with Community Foundation staff Gwen Wurst and Sarah Forgey to work on next steps. A 30-minute reviewer's training session has been set for December 11, 9:30 a.m. at the Community Foundation's office. Everything will be available for review through the portal beginning December 14. Community Foundation staff will provide hard copies of the applications for each reviewer. There will be no hard copies of the proposed budgets or financial statements provided. Reviewers scores are due by end of day on December 25, so Community Foundation staff can begin score compilations on December 26. Dir. Rohs stressed the importance of the tight timeline for the process but stated it was necessary in order to begin making grants in January. The plan is to announce awards on January 15.

The board discussed front-loading capital to award recipients to enable the organizations to move forward with the proposed work. After much discussion, the board agreed they would be comfortable with front-loading capital of up to 15 percent of the total amount awarded to an organization. After the notice of award, the organization will be advised it is able to submit a request for the advance funding. Dir. Rohs made the motion to make available for contract recipients to submit requests of up to 15 percent of the funded amount for front-loading their projects. Director Bartman seconded the motion and the board unanimously approved the motion. Dir. Holman thanked the board for its discussion.

### **Legal Update**

Director Mesle updated the board on the work with legal counsel to come up with a conflict of interest policy. Dir. Mesle shared that she found the draft conflict of interest documents provided to be a bit cumbersome and longer than expected and stated she would like a couple of directors to work with legal counsel, Greg Lam, to shape the document to make it more self-explanatory and more clearly defined. The board discussed how broad or how clearly defined individual disclosure should be.

Dir. Holman suggested that at this time there be no formal policy made but to rather ask each director who feels they have a potential conflict, to disclose it to the rest of the board. Dir. Rohs requested that for the purpose of the current RFP review each director declare their conflicts to her by email by end of day December 8.

Also discussed by the board was the length of terms for each director. As it is currently understood, each director will serve on the board until the County Executive makes a new appointment. Dir. Mesle agreed that this topic be discussed with legal counsel, as well.

Dir. Holman asked that the record show Directors Bartman, Cordoba and Scott are not reviewing proposals for this first round of grants due to apparent conflicts.

### **Executive Director Search**

Dir. Holman updated the board regarding the search for an Executive Director. The search firm HCap Search has been engaged. An agreement with HCap has been fully executed and the initial payment has been made. Dir. Holman expects a report from Jennifer Furla regarding next steps. Compensation within a certain range has been established, but there have been no decisions made about insurance or other benefits. Dir. Holman talked about the need to put together a compensation package and stated that is the responsibility of the group to put together a package that will attract the level of talent needed for the full-time position. The position description has been posted and has had considerable traffic. Dir. Holman asked the working group to commit to a series of meetings to put together the compensation package and to finalize the details of the incomplete job description. She also suggested that legal counsel be consulted about the need for an executive session of the board to discuss the details of employment.

Dir. Holman discussed the projected calendar for the search with round one of interviews taking place January 2 – 26 and round two, interviews with the finalists, taking place February 5 – 8. The board discussed the need for the search to include discussions with the community about the qualifications and skill sets of the right candidates, and possibly hold community forums. The board also brought up the idea of HCap doing a survey to assess the issues important to the community. Dir. Holman expressed her concern with the time it will take to add these unanticipated processes to the search, pushing the time table back a couple of months. Given the flexibility available through the Community Foundation's administrative support, the board decided it would be best to take the extra time to find the right candidate.

### **Other Business**

Dir. Holman noted that the guest speaker was not in attendance and suggested she be added to a future meeting. Dir. Holman is contacting Boone County Children's Services to ask a representative to attend the next meeting, January 4. She also asked the board for suggestions for future guest speakers.

Dir. Holman asked the board if there were any additional issues to be discussed; there were none. She asked the guests in attendance if they had any comments. Dean Olson wanted to thank the board and compliment them for all the hard work they have put in. He commented on how amazing it has been to see the process of work.

Dir. Holman asked that board to entertain a motion to adjourn the meeting and following a motion and a second, the meeting was adjourned at 3:59 p.m.