

Jackson County Community Children's Services Fund Board Meeting Minutes

Wednesday, February 20, 2019, 10:00 a.m.
Penntower Office Center
3100 Broadway Boulevard, Kansas City, Missouri

Board Members Present:

Rhonda Holman (Chair)
Jovanna Rohs, Ph.D. (Vice Chair)
Rachelle Styles (Treasurer) – by phone
Brian Kaberline, (Secretary)
Robert Bartman, Ed. D
Ann Mesle, J.D.
Marietta Parker, J.D.

Staff Present:

Rob Whitten (Executive Director)
Sue Richter, Recording

Guests, Affiliations:

Nancy Atwater, PFH
Brandi Bair, Hope House
Lyn Durbin, Steppingstone
Erin Eaton, Salvation Army Children's Shelter
Sarah Forgey, Greater Kansas City Community Foundation
Carol Grimaldi, Cornerstones of Care
Jaime Masters, Jackson County Executive's Office
Claire Terrebonne, Jackson County CASA

- I. **Call to Order** **Rhonda Holman**
The Jackson County Community Children's Services Fund (JCCCSF) meeting was called to order at 10:06 a.m.

- II. **Roll Call and Guest Introductions** **Sue Richter, Guests**
Roll call of the Board Members was taken, and guests were invited to introduce themselves.

- III. **Review/Approval of Proposed Agenda** **Rhonda Holman**
A review of the proposed agenda resulted in no changes being suggested.

- IV. **Review and Approval of January 10, 2019 Meeting Minutes** **Action Required**
Board Members were asked for any corrections or amendments of the minutes that had been circulated in the Board packet prior to the meeting. There were no changes requested. Director Holman then called for the question of approval. The minutes were approved unanimously.

V. Old Business

A. Financial Report

Rachelle Styles, Rob Whitten

1. December Financials - Revised

The following revisions were made to the December 2018 financials as follows:

- The revised year to date (YTD) Tax Revenue Received line was corrected and now reflects only sales tax dollars collected from January 1, 2018 through December 31, 2018, totaling \$13.2M.
- Revised adjustments totaling \$9,188 were made in preparation for the audit to accurately reflect actual December expense activity. The budget lines requiring adjustments were Auditing Fees, Office Supplies, Meeting Expense and Computer Hardware.

2. January Financial Activity

January tax revenue received was \$912k, against an operating expense of \$16k for the month.

In summary, current assets are \$17.2M. December sales tax revenue has been accrued at \$1.2M. Outstanding payments for 2018 were reported as an Accrued Liability of \$1.7M. The Fund's 6-month extension and core funding awards for 2019 were reported under Current Liabilities at \$7.6M.

3. 2018 Financial Closing & Audit Preparation

An Audit Committee will need to be established at the April Board Meeting. The auditors anticipate fieldwork beginning late March/early April timeframe, with an audit report to the Board in May.

B. Children's Services Contracting

Jovanna Rohs, Rob Whitten

1. Update on Winddown for 2018 Contracts

Accounting for Q4 invoices, payments for 2018 totaled \$4.9M, representing 84% of what was allocated for 2018. There remains \$867k in allocated funds which were unspent. This percentage was consistent with peer funds across the State for annual utilization. Moving forward, projects approved with a two-year contract award have been told to anticipate more focus on their utilization percentages, prior to receipt of funds on year two of the contract.

2. Update on Contracts for 2019

Budget revisions, outcomes and insurance coverages prevent four contracts from finalization. The remaining 40 contracts have been fully executed.

3. School Based Services Request for Proposal (RFP) Update

Applications for school-based funding are closed. There were 41 applications submitted totaling \$6.4M against a proposed allocation of \$3M. Application will be distributed for review. Each application will be reviewed by three reviewers, with scores and preliminary funding recommendations completed for discussion in a March 20, 2019 Board work session. Interviews with partners will be held March 26-March 27, if needed. The funding slate will be submitted for approval at the April 4, 2019 Board Meeting.

C. Executive Director Report

Rob Whitten

1. Hiring Update

Based on the previously presented staffing chart, hiring is now underway for the positions of one Finance Officer (FO) and two Program Officers (PO). From the job postings, ten applications for FO and 50 applications for the PO positions were received. Following a scorecard process applied to all resumes received, 14 PO applicants and six FO applicants received a written questionnaire. Based on those responses 2 candidates were interviewed for the FO position and 8 candidates were interviewed for the PO position. Pre-employment background screening is currently in process.

2. Benefits Framework

Action Required

A review of a document prepared and circulated to Board Members for consideration was discussed. The document outlined assumptions as well as rates to cover four employees in order to determine the percentage of coverage to be paid by both the Fund and the employee at varying percentages of the cost.

A motion was made to adopt the recommendation to provide a benefit plan with the employer contribution for health and dental at 90%, and vision at 100%, and a monthly HSA contribution of \$200/employee. The disability and group life benefits would be provided at 100% employer paid.

First: Robert Bartman Second: Marietta Parker Motion: Approved

A review of the recommendation for paid time off (PTO) was discussed using a tiered approach as follows:

- Tier 1 (Years 1-4) 25 Days
Accrue 16.67 Hours/Month – 200 Hours/Year
Accrual Cap* – 120 Hours
- Tier 2 (Years 5-10) 30 Days
Accrue 20 Hours/Month – 240 Hours/Year
Accrual Cap* – 144 Hours
- Tier 3 (Years 10+) 35 Days
Accrue 23.33 Hours/Month – 280 Hours/Year
Accrual Cap* – 168 Hours
*Accrual caps at 60% of annual allowance. No additional time will accrue until the balance is reduced.
- Payout upon separation is 50% of balance, assuming appropriate notice is given. If appropriate notice is not given, or employee is terminated, there is no payout.
- Bereavement leave would not be counted against the employee PTO balance. A benefit of up to five days per loss is allowed, as negotiated with the Executive Director.

A motion was made to approve the PTO recommendation as presented with the understanding that written guidance would be provided in a policy to ensure equitable application of bereavement leave.

Motion: Robert Bartman Second: Brian Kaberline Motion: Approved

3. Branding Update

In order to limit any risk to financial obligation the project with Fervor will be issued in separate contracts based on three distinct phases. There is language written in the contract that has been reviewed by JCCCSF legal which includes termination language to ensure JCCCSF would only be responsible for services rendered to that point.

There will be a kick-off session on March 13. Board Members were also asked to complete a survey which should be distributed the week of February 25.

4. Next Steps on Work Plan

Fund Reauthorization Ballot Issue - A meeting was held with Todd Patterson who will be putting together a proposal for services to include polling and timelines for beginning this process. The Executive Director also indicated he will be scheduling a meeting with Jaime Masters to discuss this subject further.

Record Retention – A draft policy has been developed and will be provided to the Board for review at an upcoming meeting.

VI. Other Items

Rhonda Holman, All

A. Board Vacancies

Significant progress has been made to identify candidates to fill the open Board position. Both candidates are from District 3. Meetings have been scheduled to meet with these potential members. Jaime Masters and Ann Mesle were both thanked for their work in identifying potential members for consideration.

A reminder that Board Members are not elected but appointed by the County Executive. Once these initial visits with potential candidates have been concluded the County Executive's office will be notified for final determination and appointment will be handled through an Executive Order.

B. Board Education: Guest Speakers, Research, consultation, etc.

Theresa Byrd from the Juvenile Court for Jackson County has been extended an invitation to share her perspective in a future presentation.

C. Director and Guest Comments

Director Comments – Director Bartman shared a correspondence and suggested that the JCCCSF contact Jenifer Tidball, Deputy Director from the Department of Social Services. There was interest expressed in exploring the possibility that the JCCCSF tax money could be used as a match to draw down federal funds to increase services provided to children in Jackson County.

Guest Comments –

- Ms. Jaime Masters, County Executive's Office
Ms. Masters has spoken with County Legislator Williams regarding placing the JCCCSF Board on the agenda in order to provide an update. Ms. Masters will work with staff to determine an upcoming date.

Ms. Masters confirmed that there are no outstanding tax issues that would preclude either board prospect from serving. Once the Board has met with the potential Board Member candidates, the County Executive will take minimal time in issuing the Executive Order.

Health Savings Accounts are so confusing to employees Ms. Masters offered her willingness to assist in educating the JCCCSF staff, if needed.

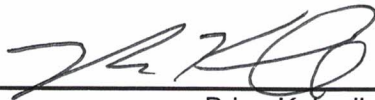
- Ms. Claire Terrebonne
Ms. Terrebonne is officed in the same location as Theresa Byrd and offered assistance to help coordinate a meeting.

Ms. Terrebonne also shared that Missouri is in the process of formulating its five-year plan for federal reimbursement funding. There was new federal legislation in the Family First Act that is moving money for the prevention side of things, with Missouri planning to meet its October implementation date. Things are moving quickly this year. Funds like the JCCCSF are being discussed regarding how to collaborate. Ms. Terrebonne would like to further encourage the fund to meet with the representative from Jefferson City to discuss this.

VII. Adjournment

The meeting was adjourned at 11:31a.m.

Respectfully submitted: Sue Richter



Brian Kaberline, Secretary

Next Meeting: March 7, 2019 – Penntower Office Center – Room 132, 2:30 p.m.