

Jackson County Community Children's Services Fund Board Meeting Minutes

**Thursday, April 12, 2018, 2:30 p.m.
Mid-America Regional Council Office
600 Broadway Boulevard, Kansas City, Missouri**

Board Members Present:

Rhonda Holman, Chair
Robert Bartman, Ed.D. – by phone
Brian Kaberline
The Honorable Ann Mesle
Jovanna Rohs, Ph.D.
Marietta Parker, J.D.
Rachelle Styles

Board Members Absent:

Luis Cordoba, Ed.D.

Guests, Affiliations:

Sarah Forgey, Greater Kansas City Community Foundation
Jennifer Furla, HCap Search
Laura McCray, HCap Search
Gwen Wurst, Greater Kansas City Community Foundation
Erin Eaton, The Children's Shelter
Lynn Durbin, Steppingstone
Jennifer Hurst, Synergy
Beth Brubaker, Jackson County, Scott Burnett's office
Evie Craig, reStart
Bard Friedmann, community volunteer
Winifred Jamieson, Jackson County, Crystal William's office
Diane Mack, Putting Families First
Nancy Atwater, Preferred Family Healthcare

Director Holman called the meeting to order at 2:36 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 March 1, 2018 meeting previously provided to the board. Following a motion by Director Bartman and a second by Director Mesle, the minutes were unanimously approved.

Financial Report

Director Styles presented the financial report. The tax deposit for March 2018 was \$1,046,272.00. As of March 31, 2018, the total tax collected for the twelve-month period is at \$11,858,804.00. Dir. Styles pointed out that the Fund now has twelve months of activity to

review and determine trends. Dir. Styles shared that next steps include working on the budget for the Executive Director's review.

Dir. Holman also stated that she has documents from Commerce Bank to be signed. The current resolution/signature card shows former director Scott as the primary contact and does not include our current Vice-Chair.

2018 Contract Award Process

Director Rohs provided the board with an update on the 2018 Contract Award process. All contracts for services have been signed and returned to the Greater Kansas City Community Foundation. Agencies were required to add Jackson County and Jackson County Community Children's Services Fund to their liability insurance policies. A question was raised as to whether this was necessary for an agency that was not directly providing the services but was contracting with other agencies. Dir. Rohs referred this question to the Fund's legal counsel, who advised that the agency in this situation should also meet the liability insurance policy requirement.

In preparation for the first quarter report due on April 16, Dir. Rohs offered a webinar for agencies on how to submit the report online. The reports are due in the same online system that was used to submit the grant requests. Dir. Holman asked if agencies would report on all their activities or only those paid for by the Fund. Dir. Rohs responded that agencies are being asked to report on those services paid for by the Fund. Dir. Holman suggested that April may have been early for some agencies to report any activities but the board was hesitant to make agencies wait to request reimbursement until June. Dir. Rohs shared a handout clarifying the reimbursement process by instructing agencies to request reimbursement for either actual expenses or units of service provided depending on whether their program is ramping up or fully implemented.

Then, Dir. Rohs explained that the Fund would need to enter into a check preparation contract in order to issue the first reimbursement checks. Dir. Rohs handed out an overview of the services and fees from the company, SmartPayables. In response to a question regarding timing, Dir. Rohs said that SmartPayables needs two to three days to cut checks, requires two approvals and will run a test check batch to ensure that the funds are available. For an additional \$.15 per check, SmartPayables will include a letter with each check. Dir. Styles offered to investigate the company's services further.

Executive Director Search

Dir. Holman next asked Dir. Parker to provide an update on the Executive Director (ED) hiring process. Dir. Parker shared that the Search Work Group is prepared to negotiate a salary between \$110,000 and \$120,000 annually with employee benefits not to exceed 30.4% of the base salary. The Search Work Group worked with HCap Search to determine the employee benefits cap. Ms. Furla explained that the 30.4% is reported by the Bureau of Labor Statistics as the average percent of base salary paid for non-mandated employee benefits. She added that she believed the negotiated benefits package with the new ED will be less than that average.

In addition, the Executive Director will be offered fifteen vacation days, eight federal holidays and two additional paid holidays annually. The two additional paid holidays may be used at any time during the year at the discretion of the Executive Director. Because the desire is to offer all JCCCSF employees similar benefits, Dir. Holman explained that the offer includes more vacation days than may be offered to all new hires. This offer recognizes that mid-career candidates are often reluctant to trade off benefits earned through their years of prior employment.

Dir. Parker suggested that the Fund contact Midwest Public Risk for assistance with establishing a benefits package once two employees are hired. Two employees is the smallest group that the Midwest Risk works with. Dir. Parker moved that the board to allow the Search Work Group to negotiate an offer to the preferred Executive Director candidate within the guidelines discussed. Following a second by Dir. Styles, the motion was unanimously approved.

Report of the Nomination Committee

Dir. Holman shared that the following board members' terms expired in March 31, 2018 and all three would like to continue to serve for another term, which will be 3 years:

- Robert Bartman
- Brian Kaberline
- Rachelle Styles

Following a motion by Dir. Parker and a second by Director. Bartman, the board unanimously approved the new terms of those board members, subject to veto by the County Executive.

Directors Bartman and Mesle provided the report from the Nominating Committee. The committee nominated the following directors for one-year terms in the officer positions shown below:

- Rhonda Holman – Chair
- Jovanna Rohs – Vice Chair
- Brian Kaberline – Secretary
- Rachelle Styles – Treasurer

Following a motion by Dir. Bartman and a second by Dir. Parker, the board unanimously approved the above slate of officers.

The committee also recommended that the following board members serve as the Executive Director Liaison Work Group to assist with the incoming Executive Director's onboarding:

- Robert Bartman
- Ann Mesle
- Jovanna Rohs
- Rhonda Holman – ex-officio

Following a motion by Dir. Bartman and a second by Dir. Parker, the proposal to create the ED Transition Work Group was unanimously approved.

Dir. Holman referenced the bylaws requirement that an Audit Committee be appointed at the annual meeting and Dir. Styles named the following members to it:

- Robert Bartman
- Brian Kaberline
- Rachelle Styles
- Executive Director – ex-officio
- Board Chair – ex-officio

The Committee will select an auditor to review the activity of the Fund and assist the Board with developing financial policies and procedures. Dir. Bartman asked whether the Fund's services contractors provided audited statements. Dir. Rohs explained that the contract says that the agencies will provide the Fund with a copy of their audit if requested. In addition, the Fund may undertake additional checks and site visits. Audits or other financial statements were required as part of application packages. There was discussion about whether to shift responsibility for updating audited and other financial reports to services contractors. This change will be considered for future agreements.

Dir. Styles offered to create and post a Request for Qualifications (RFQ) for an auditor. Dir. Holman reminded the board of the support that Jackson County's Purchasing Department provided when the Fund needed to choose a bank of account. The board will expect the Audit Committee to recommend a firm for its approval. The Chair asked Dir. Styles about the need to file a 990 for 2017. Dir. Styles aid that a 990 will need to be filed and that it will be necessary to file a request for an extension. Dir. Holman asked her to see to this by the May 15 deadline.

Executive Director Onboarding

Dir. Holman invited Jennifer Furla to discuss onboarding for the incoming Executive Director. Ms. Furla explained that HCap will propose activities based on their experience and on information gleaned from stakeholder interviews and survey results. The incoming Executive Director will meet with the other EDs of Children's Services Funds at a meeting on May 18th in Columbia, Missouri.

Dir. Holman addressed the current board vacancy and shared that she and Dir. Cordoba have each met separately with a potential candidate for the vacancy. The candidate meets many of the criteria in terms of interest in youth development, residence, gender, and ethnicity. The Chair encouraged other directors who want to meet the candidate to let her know so she can help them connect with him.

Dir. Holman shared that the Jacob and Ella Loose Foundation board asked someone from the JCCCSF board to attend that board's June 7 meeting and acquaint them with the Fund's mission and plans. Fortunately that meeting will be earlier in the day than the JCCCSF board meeting, which will be the same day. Dir. Rohs plans to attend the meeting on behalf of the Fund.

Additional JCCCSF directors may be able to attend so long as they can be accommodated in the meeting space.

Comments from Directors and Guests

Dir. Holman invited additional comments from board members and afterward, from guests. Jennifer Hurst from Synergy Services offered to provide the incoming executive director with an overview of the campaign that secured approval for the Fund's creation.

Winifred Jamieson, from Jackson County, Crystal William's office, requested information regarding the agencies that have been funded. When Dir. Holman said that Legislator Williams received that information at a February session of the Legislature, Ms. Jamieson explained that she would prefer to get information in formats that can be more easily posted or republished to share with constituents. The Chair thanked her for the clarification and encouraged her to offer ideas for more helpful communications.

Evie Craig of reStart shared that after listening to Dir. Rohs' webinar, she and her staff were comfortable that they could readily comply with the reporting requirements.

Dir Holman thanked everyone for their attendance and then asked for a vote to go into Closed Session to handle a personnel matter. After a unanimous roll call vote, the board moved into Closed Session.

Return to Open Session

The board returned to Open Session at 4:35.

There being no further business, Dir. Holman asked for a motion to adjourn the meeting. A motion from Dir. Bartman was seconded by Dir. Styles and unanimously approved. The meeting was adjourned at 4:38 p.m.