

Jackson County Community Children's Services Fund Board Meeting Minutes

Thursday, June 7, 2018, 2:30 p.m.
Mid-America Regional Council Office
600 Broadway Boulevard, Kansas City, Missouri

Board Members Present:

Robert Bartman, Ed.D.
Rhonda Holman, Chair
Brian Kaberline
The Honorable Ann Mesle
Jovanna Rohs, Ph.D.
Rachelle Styles
Rob Whitten, Executive Director

Board Members Absent:

Luis Cordoba, Ed.D.
Marietta Parker, J.D.

Guests, Affiliations:

Sarah Forgey, Greater Kansas City Community Foundation
Amanda Birger, Jackson County CASA
Barb Friedmann, Children's Services Coalition
Chris Potthast, The Family Conservancy
Claire Terrebonne, Jackson County CASA
Jaime Masters, Jackson County Health Services
Jenna Wilcox, Rose Brooks Center
Lynn Durbin, Steppingstone
Melody Morgan, CAPA
Nancy Atwater, Preferred Family Healthcare
Sarah Fox, Commerce Bank and Foundations & William T. Kemper Foundation
Starla Brennan, Metro Lutheran Ministry
Winifred Jamieson, Jackson County Legislature, Crystal Williams' 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 May 3, 2018 meeting previously provided to the board. Dir. Holman asked that the minutes be corrected to show Rob Whitten as an attendee. With the correction noted and following a motion by Director Kaberline and a second by Director Bartman, the minutes were unanimously approved.

Next, Dir. Holman asked for a review of the meeting agenda. With no changes suggested, the meeting continued.

Service Contract Reporting and Payments

Director Rohs shared a handout of contract payments following submission of the first quarter reports. The total reimbursement amount to be paid for Quarter 1 was \$360,901. Dir. Rohs reported that checks were mailed out about 2 weeks later than originally anticipated due to the time needed to establish the working relationship with SmartPayables, the payment processing vendor. Now that the arrangement is in place, future payments should be sent on time.

Dir. Rohs also shared lessons learned so far from our first contract award process. Those lessons included that 1) reporting the number of children served by postal code is more difficult for some agencies than for others. 2) Issues surrounding hiring and staffing resulted in low reimbursement requests from some agencies, including some agencies that did not request any reimbursement at all. Dir. Rohs anticipates that towards the end of the program year the board will need to address underspent contract funds. Other lessons include the timing of awards to school-based programs which may not begin services until August. Second quarter reports, due on July 16, 2018, will require more scrutiny by members of the board to ensure that organizations are on track to achieve their proposed results. Developing, tracking and reporting on outcomes will continue to be a priority in the 2019 RFP.

Dir. Bartman asked when the 2019 Request for Proposal process would begin. Dir. Rohs suggested creating an RFP working group to review the timeline, the possibility of multi-year agreements and using a different application cycle for schools and school-based programs that will better line up with the school year. Dir. Rohs asked directors to let her know if they wish to be part of the 2019 RFP working group. Discussion of this issue will continue in the Executive Director Report portion of the meeting.

Financial Report

Director Styles presented the financial report. The fund balance to date is \$12,327,810.37. Forty-six checks were issued for Quarter 1 payments on May 23; thirty-four of those checks have been presented for payment.

Directors Holman and Styles and Mr. Whitten met with Commerce Bank earlier this week. The conversation included options for generating greater income for the Fund on its idle cash. Options include short term CDs without penalty for early withdrawal. Dir. Styles and Mr. Whitten will meet soon to review financial software options to meet the accounting, payroll and expense needs of the Fund. Mr. Whitten will have a credit card with a \$5,000 limit to pay for business expenses.

Dir. Holman added that related to this discussion there is a Commerce Bank Investment Services form to be signed today. During a conversation regarding investment options, Dir. Holman explained that the current Commerce Bank account maintains a balance of \$250,000 and money above that amount is swept daily into an account tied to government-backed securities pledged to the JCCCSF. The Fund currently earns about 0.07% from this arrangement. The suggestion to use secured CDs proposes maturities of 30 days to 12 months with no early withdrawal penalties. The JCCCSF could earn about 1.4% on these investments.

Dir. Styles shared that she will soon convene an Audit Committee to issue a Request for Proposal or Request for Qualifications to select an independent auditor. Dir. Holman suggested, for information purposes only, checking with Jackson County to review how the County purchases external auditing services.

Finally, Dir. Styles announced that she submitted a request to extend the deadline to file the 2017 Form 990 Return. The return is now due on November 15, 2018. Dir. Holman asked that Dir. Styles and Mr. Whitten work together prior to the next board meeting to blend their thoughts about the 2018 budget and revise the budget that Dir. Styles projected earlier this year. Dir. Rohs suggested gathering a few quotes on financial software costs prior to purchasing software. With the hiring of Mr. Whitten, systems and forms are being developed to generate payroll and create personnel files. Dir. Holman suggested possibly contracting with a Human Resources firm to ensure that appropriate personnel management files and procedures are in place prior to hiring the next staff person. Mr. Whitten said that he has reached out to several firms and is awaiting responses.

Transition Team

Dir. Bartman shared that the transition team viewed potential office locations. Concerns included the availability of parking and the rental contract process.

Legal Affairs

Dir. Mesle shared that she and Mr. Whitten have spoken with Greg Lam, JCCCSF legal counsel, about policies that clarify the roles played by the Fund's executive director and board. Personnel policies addressing vacation, personal time off and holidays have already been decided in Rob's hiring process. HIPAA policies will need to be considered in some of our future policy decisions. Current priorities are work on internal control and risk policies. Dir. Styles added that reviewing internal controls and policies will be part of the audit process.

Executive Director's Report

Mr. Whitten reported that he visited five potential office spaces and selected Westport Commons as the new office location. The cost is \$720 per month in a six-month lease which includes all utilities, office maintenance, parking and access to larger meeting spaces. The agreement promises room to grow as additional staff are added.

As a part of his onboarding process, Mr. Whitten has so far met with some members of the board, JCCCSF's attorney, the insurance broker and others. He also plans to meet with Executive Directors of the other Missouri Children's Services Fund. In addition, Mr. Whitten is developing a logo and website. He shared the tentative 2019 RFP cycle which includes releasing the application in August 2018 with a submission deadline in September. A review working group would evaluate applications in October and conduct any needed agency interviews in November. Final recommendations to the board would be made in December 2018 with a target of having contracts issued by the end of the year.

Mr. Whitten also invited the board to consider making multi-year commitments as well as creating an RFP for schools that more closely aligns with the school year. Dir. Bartman asked

how agencies will meet the proposed application deadlines while they are still executing 2018 services contracts. Dir. Rohs added that the board will need to discuss whether to extend current contract timeframes to allow contractors to spend all allocated 2018 funds, or terminate 2018 contracts, regardless of underspending, and start new contracts in 2019.

Dir. Mesle suggested that Mr. Whitten speak to current award recipients to learn about their experiences and preferences and their ideas about other ways to deploy underspent funds. Dir. Rohs also shared that other Children's Services Funds have developed innovation funds to meet immediate community needs.

Chair's Report

Next, Dir. Holman shared the address, phone number and email address for the JCCCSF office: 300 East 39th Street, Kansas City, MO 64111
816-832-6698
jcccsfed@gmail.com

Dir. Holman then updated the board on the status of the board candidate who was discussed during the board's May meeting. The candidate has expressed interest in serving on the board and his supervisors are waiting for the response from internal KCPD legal advisors on potential conflicts of interest.

Dir. Holman also shared that Dir. Rohs, Mr. Whitten and she attended the Jacob and Ella Loose Foundation board of directors meeting earlier in the day. Dir. Rohs shared that she sees these meetings as opportunities to further explain what the Fund does and does not support in order to build possible partnerships.

Finally, Dir. Holman asked the members of the board to consider the timing of the Thursday, July 5, 2018 meeting immediately after a holiday. The bylaws do not require monthly meetings, although the board will have significant work to accomplish in July, especially work on the 2019 RFP. Mr. Whitten will poll board members' availability to determine an alternative July meeting date.

Open for Comments

Dir. Holman then opened the meeting for comments.

Dir. Holman raised the issue of board members participating in or at least attending on-site visits to funded agencies. Dir. Styles suggested that presentations from agencies a part of JCCCSF board meetings would also be interesting as long as opportunities for presentations are offered fairly. Dir. Bartman referred to the awardees' requirements to collaborate and asked that the Fund continue to examine ways to support organizations that both innovate and collaborate as a part of their work.

The board was invited to attend the monthly coalition meeting of local nonprofits at Synergy Services in August 2018.

There being no further discussion, Dir. Holman asked for a motion to adjourn the meeting. With a motion from Dir. Mesle and seconded by Dir. Bartman, the motion was unanimously approved and the meeting was adjourned at 4:12 p.m.

Next Meeting: To be determined