

Jackson County Community Children's Services Fund Board Meeting Minutes

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

Board Members Present:

Jovanna Rohs, Ph.D.
Rob Whitten, Executive Director
Ann Mesle, J.D.
Brian Kaberline
Marietta Parker, J.D.
Rachelle Styles (by phone)

Board Members Absent:

Rhonda Holman, Chair
Luis Cordoba, Ed.D.
Robert Bartman, Ed.D.

Guests, Affiliations:

Raisa Akram, Greater Kansas City Community Foundation
Barb Friedman, Community Together
Chris Potthast, The Family Conservancy
LaShonda Fowler, Leading Hearts
Lynn Durbin, Stepping Stone
Nancy Atwater, Preferred Family Healthcare
Carol Grimaldi, Cornerstones of Care
Cassie Sipos, Metro Lutheran Ministry
Kerri VanMevern, Amazing Traditions
Erin Eaton, The Children's Shelter
Anika Hickman, Jackson County CASA
Sue Richter, Operations Manager of Jackson County Community Children's Services Fund
Jaime Masters, Jackson County Executive's Office

Director Rohs called the meeting to order at 2:30 pm and welcomed everyone in attendance. Roll call of the board was taken and guests were invited to introduce themselves.

Dir. Rohs asked the board to review the minutes from the July 5, 2018 meeting previously provided to the board. Following a motion by Director Parker and a second by Director Mesle, the minutes were unanimously approved.

Next, Dir. Rohs asked for a review of the meeting agenda. No changes were suggested and following a motion by Director Kaberline and a second by Director Parker, the meeting continued.

Financial Report

Director Styles reported that June tax receipts arrived on July 6th, and they were \$1,309,760.70. Expected expenses consist of payroll and the next round of contracts to be reimbursed. Mr. Whitten reported that progress was made toward linking the QuickBooks account to the e-commerce account. The CD purchase of \$7,000,000 outlined in the previous meeting was executed, with \$2,000,000 maturing after 9 month and \$5,000,000 maturing in 12 months, giving the fund assets of about \$14,000,000.

Mr. Whitten shared that the auditor selection process was underway, and that 10 requests for proposals were sent last month. Four responses were received within the timeframe requested: CBIZ, Inc.; BKD; Cochran Head Vick & Co.; and Novak Birks. A scorecard was developed, and members of the audit committee have received copies of the proposals. A decision is expected within a week to 10 days. Mr. Whitten also noted that they did get an extension for 990 filing until mid-November.

Mr. Whitten then provided an update regarding the review and approval of the Financial Expenditure Policy considered in the previous meeting. At the July 5th meeting, the policy was given provisional approval until the next meeting at which a quorum is present, and once the policy is reviewed by legal counsel. Notes from legal counsel have not yet come in, so further review and approval of the policy will be moved to the September meeting.

Children's Services Contracting

Mr. Whitten reported that 2nd Quarter invoices and progress reports for current children's services contracts were due on July 16th. These have been received and Quarter 2 invoicing came to \$1,159,000, amounting to only 27% of what was allocated for this year. This was also an increase from the \$366,000 invoiced in Quarter 1. It is projected that the fund is not expected to reach 75% of what was allocated for the year, and Mr. Whitten expressed the intent to visit more sites that have been underspending.

Director Rohs explained that there was some confusion in response to Quarter 1 invoices about being reimbursed for units of service, rather than true expenses. Agencies that did submit invoices for units of service were able to do so, and this is expected to be clearer for the next RFP. Checks for July were disbursed successfully.

The board received copies of the RFP, and Dir. Rohs presented the changes and the recommendations made by the RFP workgroup, consisting of Mr. Whitten, Directors Rohs and Holman, and with the help of Sarah Forgey and Gwen Wurst of GKCCF. These changes were developed from workgroup discussion of processes previously used, as well as responses from a survey of stakeholders.

An additional question was added to indicate whether the agency is requesting funding for one or two years, if the board chooses to move forward with multiple-year funding. The workgroup also proposed an increased cap for transitional living funding requests of \$300,000. Other projects will remain limited to \$250,000, and agencies requesting funding for two projects may submit one transitional housing proposal at the \$300,000 cap and one at the \$250,000 amount. Director Rohs noted that these amounts were allotted per year.

On the previous application, agencies were able to select as many focus areas as they found appropriate. To gain a better understanding of the program, the application will now allow only one primary and one secondary focus area.

Agencies will be given the option to submit reimbursement requests for units of service. Agencies would be expected to choose either units of service or expenses and would continue with invoices reflecting that selection through their funding cycle. GKCCF will assess the invoices with this additional information, but as JCCCSF increases capacity, this may become the responsibility of future staff.

Director Mesle inquired whether it would be beneficial to include a definition of “evidence-based practices” on the application to help agencies and reviewers determine if the agencies did meet this criterion. Dir. Rohs indicated that this could be incorporated in the application.

In the outcomes section, the application previously asked for a measure, diagnostic, or evaluation tool to be used. This seemed a bit redundant, so the application has changed to ask for an outcome, indicator, and a measure to determine what outcomes are achieved by the program.

The word count limit was increased in several areas of the application. Agencies will be asked to submit a project timeline as a planning document, but this will not count toward the word limit. Agencies will again be asked to attach zip code information for where children reside and where the services are provided. The budget template will contain a two-year option and a one-year option, but all other attachments will remain the same. Mr. Whitten expressed the intention to further incentivize collaboration in future RFP’s.

Dir. Rohs asked the board to consider three decisions. First, the board would need to decide whether to allocate \$10,000,000 each year for the next two years, and second, whether to conduct two RFP cycles to include the calendar year and the school year. Based on the previous year’s contracts, there was a 70%/30% split between community-based and school-based projects. Separate RFPs would allow both project types to receive funding for their full fiscal years, and would mean RFP cycles beginning in August and January, allocating \$7,000,000 for the August (community-based) cycle and \$3,000,000 for the January (school-based) cycle. Third, the board would need to decide whether to allow for 2-year contracts.

After a brief discussion about whether \$10,000,000 would leave enough funding to respond to emergencies that may come up, the board determined that there is expected to be enough funds for an emergency allocation.

Dir. Rohs took the suggestion from Bob Bartman to release the school-year RFP in January and release decisions in May to better serve these programs. The workgroup recommended that current school-based projects be extended through June 30th, with a corresponding additional allocation of up to 50% of their current contract.

Dir. Rohs asked whether the board was comfortable considering the aforementioned recommendations together, or whether each recommendation needed to be considered individually. The board consented to consider the recommendations together. With the recommendations of the workgroup serving as the motion to approve the recommendations, and a second by Dir. Parker, the motion was unanimously approved.

Dir. Rohs provided the board with a timeline: The RFP was expected to go live on Monday, August 6th, allowing 6 weeks for responses. Proposals will be due no later than close of business on Monday, September 17th. GKCCF will review applications to ensure they meet all qualifying criteria, are complete, and that matches are in place. Reviews will take place in October for a two-week period, and decisions will be due on October 22nd. The funding slate may then be finalized by December 1st for approval at the December 6th board meeting. A similar time frame will be used for the school-based project RFP. Dir. Rohs noted that they may have community reviewers in addition to board members to provide more feedback for each application.

Dir. Mesle noted two problems that occurred during the last round of RFPs, and asked responses not be due on a holiday as that caused difficulties in the last round of RFPs. She further expressed concern that certain browsers were incompatible with GKCCF's application website, and that she did not want this to affect applicants in future RFPs.

Dir. Kaberline inquired about the sort of community members that the board would look for as community reviewers? Dir. Rohs responded that they could not be employees of an agency that might request funding, but perhaps school personnel could review community projects and vice versa.

Dir. Rohs expressed that the workgroup would develop a more descriptive rubric for this review cycle, which will be beneficial for board reviewers and especially for community reviewers.

Executive Director's Report

Mr. Whitten updated the board on activities from July. He spent some time on the stakeholder's survey and RFP workgroup. The website jacksoncountykids.org went live so that JCCCSF will have a web presence through the upcoming RFP. There were some outstanding 501(c)(3) documents that needed finalizing. All documents have now been submitted to the IRS, so there are no additional action items for us at this time.

With the new operations manager, Sue Richter, taking over many internal duties, Mr. Whitten expressed that he plans to dedicate more time on external meetings and site visits. He met with the team at Crittenton Children's Center and discussed their invoice, and he participated in a meeting at GKCCF about a common application for funding for the region that may be developed in the non-immediate future. He further reported his work in support of the upcoming RFP's and finalizing written plans for staffing, job descriptions, handbook, and benefits information, to prepare for the hiring process.

Dir. Rohs shared that there is an existing list for Board Education and guest speakers and inquired whether the board had any additional recommendations or comments. Dir. Mesle recommended that Bridget McCandless be added if she was not already on the list. Dir. Rohs then opened the meeting for additional comments from JCCSF directors and meeting guests, bringing attention to the invitation given out by Barb Friedman for the August 10th meeting for Children's Services Coalition.

Barb Friedman of Community Together advised the board to review all applications from the upcoming RFP since there is so much to be learned from reading these proposals, about the services offered and the needs of the community. It is also a good opportunity to find community partners. Dir. Rohs clarified that GKCCF will not conduct an initial review, but will only ensure that applications are complete and meet all qualifying criteria before being presented to reviewers.

Jamie Masters of the Jackson County Executive's Office informed the board that she is working on finding out if they can forecast projected tax receipts for JCCSF.

There being no further discussion, Dir. Rohs asked for a motion to adjourn the meeting. With a motion from Dr. Mesle and a second from Dir. Kaberline, the motion was approved unanimously, and the meeting was adjourned at 3:36 pm.

Next Meeting: September 6, 2018, Westview Room, Mid-America Regional Council, 2:30 to 4:30 p.m.