

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

Thursday, September 6, 2018, 2:30 p.m.  
Mid-America Regional Council Office  
600 Broadway Boulevard, Kansas City, Missouri

## **Board Members Present:**

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

## **Board Members Absent:**

Luis Cordoba, Ed.D.

## **Guests, Affiliations:**

Raisa Akram, Greater Kansas City Community Foundation  
Sue Richter, Operations Manager of Jackson County Community Children's Services Fund  
Erin Eaton, Salvation Army Children's Shelter  
Nancy Atwater, Preferred Family Healthcare  
Lynn Durbin, Steppingstone  
Barb Friedmann, Community Volunteer  
Ashley Burke, Jackson County Executive's Office  
Jaime Masters, Jackson County Executive's Office  
Cassie Sipos, Metro Lutheran Ministry  
Casey Thomas, The Family Conservancy  
MaryAnne Metheny, Hope House  
Sarah Forgey, Greater Kansas City Community Foundation  
Amy Couture, Rose Brooks Center  
Carol Grimaldi, Cornerstones of Care  
Angie Blumel, Jackson County CASA

Director Holman called the meeting to order at 2:30 pm and welcomed everyone in attendance. Roll call of the board established that a quorum was present, and guests were invited to introduce themselves.

## **Review and Approval of Minutes from the August 2, 2018 Meeting**

Dir. Holman asked the board to review the minutes from the August 2, 2018 meeting previously provided to the board. Mr. Whitten requested the following revisions:

- The section in the minutes stating “agencies will be asked to include zip code information for where the services are provided or where the children served reside” rather than where the agency headquarters are located.
- The word “further” be added to result in the statement “Mr. Whitten expressed the intention to *further* incentivize collaboration in the future,” as efforts to do so have already been made.
- Capture that current school-based projects would be extended through June 30, 2019, allocating 50% of their *current contract* amount.
- State that 501(c)(3) documents have been submitted and status is pending, rather than finalized.

Director Bartman also clarified his observation about the proposed announcement date in May for the school-based RFP. He said that it would be better for the schools if they were notified in April to allow school staff some time to plan before they are swamped with school year-end demands. Dir. Holman recommended that this be discussed as a part of the upcoming agenda item about children’s services contracting.

With the revisions noted and following a motion by Director Parker and a second by Director Rohs, the minutes were approved with one abstention due to absence from the meeting.

Dir. Holman asked for review and approval of the proposed agenda. With no changes suggested, the meeting continued.

### **Financial Report**

Mr. Whitten reported that the August tax receipts were \$881,264.70. This amount was deposited into the main JCCCSF account on August 8. Significant expenditures consisted of payments to children’s services contractors, payroll, and rent. Year-to-date payments to contractors stand now at \$1,523,921.97, about 27% of what is allocated for the year.

CBIZ MHM was selected for a three-year audit contract including audits for the years 2017 through 2019 with a Year 1 cost of \$13,500. The audit itself will be \$12,000, and the remaining \$1,500 for preparing the 990. Their schedule will have the 2017 990 ready to be approved by the board in time for submission to the IRS by November 15<sup>th</sup>.

The Financial Expenditure Policy was reviewed by JCCCSF’s attorney, resulting in a longer draft of the policy. Directors Parker and Mesle will examine and possibly revise the draft, and review and approval of this policy will be on the agenda for the October board meeting. Until then, the Fund will continue to operate under the provisional approval that was given at the July 5th meeting.

### **Children’s Services Contracting**

Mr. Whitten notified the board of a contractor that will not use its full allocated amount, and the contractor suggested an alternative use for the funds. Mr. Whitten whether there was a threshold for changes he may authorize, or if a more formal process is needed for this change.

Dir. Rohs indicated that typically changes less than 10% of an award may be authorized without a formal process. Director Holman reminded the board that in cases of such changes, they will need to be consistent in their treatment of all contractors, and board members should be advised of changes.

Director Holman then inquired about closeout procedures for current contracts at the end of the year, indicating that these procedures need to be decided and communicated to contractors well before year-end. Mr. Whitten and Dir. Rohs will consider a timetable and recommend an end date for reimbursement requests for 2018 services.

Dir. Rohs raised a question about how to get checks to contractors more quickly. Reimbursements for Q2 were released earlier than in Q1, but about 2 weeks later than the target date of August 15. After some discussion, Dir. Rohs and Mr. Whitten agreed to review the current process and recommend possible changes at the next board meeting.

Mr. Whitten then provided an update on the RFP for 2019 contracts, reporting that there had been 2 informational meetings with a total of 46 attendees from 34 organizations. As of September 5<sup>th</sup>, there were 2 submissions and 85 applications in progress.

Dir. Holman engaged the board in a discussion of the use of outside reviewers to review proposals for 2019 funding. Board members saw it as an important opportunity for future RFPs. Dir. Holman suggested that this discussion be included on the agenda for the October board meeting so that external reviewers might be used for the 2019-2020 school-based RFP.

Dir. Rohs shared the timeline for the RFP underway: Applications are due September 17<sup>th</sup>. GKCCF will screen applications for completion and get review materials to the board by October 1<sup>st</sup>, and the target date for reviews to be complete is October 22<sup>nd</sup>. Dir. Mesle requested that reviewers discuss expectations before beginning the reviews to ensure they are consistent in their evaluations. Dir. Holman expressed that she wants JCCCSF to do a better job at providing feedback to applicants following this review cycle, especially to those who were denied funding.

The board briefly discussed the RFP schedule for school-based programs. Dir. Holman noted that last year there were many fewer school-based program applicants than year-round program applicants, which may allow for a shorter receipt and review timeline and help JCCCSF announce awards in April instead of May. Dir. Rohs, Mr. Whitten, and the GKCCF staff members involved will discuss recommendations for shortening the process and report back at the next meeting.

### **Executive Director's Report**

Mr. Whitten attended several external meetings in August, including site visits with Mattie Rhodes Center and Start at Zero, and a meeting with Big Brothers Big Sisters. He met with Hall Family Foundation representative Mayra Aguirre, and attended the Children Services Coalition meeting with Director Rohs, the meeting of Children Services Fund Directors from other counties, and the recent Kansas City listening session on child welfare with Director Parker.

An RFP for a logo and branding guide was sent to 8 Jackson County vendors and 4 of these vendors sent letters of intent to respond. The deadline for proposals is September 7, and vendors will present their ideas on September 17<sup>th</sup>. Board members are welcome to attend these presentations.

Mr. Whitten and Ms. Richter looked at a potential office space in the Penntower Building. Mr. Whitten also worked on finalizing job descriptions for 2 program officer positions and a finance position that will be presented to the board for discussion.

### **New Business**

Dir. Holman notified the board of the resignation of board member Luis Cordoba Ed.D. This leaves two vacancies on the board. The board discussed recruitment of new board members and potential conflicts for candidates as well as the need for board member diversity. Dir. Holman invited help from board members and guests in finding candidates.

### **Director and Guest Comments**

Barb Friedmann, community volunteer, thanked Mr. Whitten and Director Rohs for attending the Children's Services Coalition meeting, and expressed the intent to schedule Coalition meetings close to the dates of JCCCSF meetings. She will invite the board to the next meeting.

Jamie Masters of the Jackson County Executive's Office warned against issuing too broad of a call for board candidates because of residential requirements and the County's desire that the board reflect the County's diverse population. Dir. Holman assured Ms. Masters that candidates proposed by the JCCCSF board would be the result of these and other considerations.

Dir. Holman discussed need for periodic voter re-approval of the sales tax that funds the JCCCSF. The next re-approval must occur by year-end 2024, 7 years after the first approval; however, it has been suggested that re-approvals are more likely to pass at the time of Presidential elections. Dir. Holman stated that the board would need to discuss and decide soon whether it will be prepared to seek approval in 2020. An early start toward this decision will allow time to seek input from stakeholders and professional advisers.

There being no further discussion, Dir. Holman asked for a motion to adjourn the meeting. With a motion from Dir. Bartman and a second by Dir. Mesle, the meeting was adjourned at 4:11 p.m.

**Next Meeting: October 4, 2018, 2:30 to 4:30, Mid-America Regional Council, 600 Broadway, Westview Room**