



CHILDREN'S SERVICES FUND
OF JACKSON COUNTY

Board of Directors Meeting Minutes

Thursday, October 17, 2019 - 2:30 p.m.
Penntower Office Center
3100 Broadway Boulevard, Kansas City, Missouri

Board Members Present:

Jovanna Rohs, Ph. D (Chair)
Ann Mesle (Vice Chair)
Brian Kaberline (Secretary)
Robert Bartman, Ed. D
Anthony Mondaine
Marietta Parker

Board Members Absent:

Rachelle Styles (Treasurer)
Rhonda Holman

Staff Present:

Rob Whitten (Executive Director)
Seth Baker
Katherine Rivard
Sue Richter (Recording)
Moji Shogbamimu

Guests, Affiliations:

Nancy Atwater, Preferred Family Healthcare
Ashley Burke, Jackson County Executive Office
Amy Couture, Rose Brooks
Lynn Durbin, Steppingstone
Erin Eaton, TSA Children's Shelter
Sarah Forgey, Greater Kansas City Community Foundation
Justin Horton, Cornerstones of Care
Susan Pinne, St. Luke's/Crittenton
Claire Terrebonne, Jackson County CASA
Casey Thomas, The Family Conservancy

- I. Call to Order Jovanna Rohs

The Children's Services Fund of Jackson County (CSF) meeting was called to order at 2:30 p.m.

- II. Roll Call and Guest Introductions Sue Richter/Guests

Roll call of the Board Members was taken, and each guest was invited to introduce themselves.

reconvenes at a date yet to be determined. OSEDA has expressed a willingness to work with CSF. Program Officers were asked to work with partners to assist in developing baseline data to determine measurable and effective outcomes.

VI. Old Business

A. Financial Report

1. September Financials

Moji Shogbamimu

The Financial Activity document for September 2019, circulated in the board packet prior to the meeting, was reviewed.

Revenue – line items of note were reported as follows:

- Sales tax revenue for September (MTD) was reported at \$1M and for the year (YTD) at \$10.1M.
- A line item for interest income from the state was inserted. This revenue is due to state held tax deposits which generate interest. When this held interest is greater than expense, it is released. This revenue will not be received with any predictability. This revenue was reported at \$25k for both MTD and YTD.
- Interest income was reported at MTD \$13k and YTD at \$251k. This YTD figure reflects the change from cash to accrual basis.
- MTD Revenue was reported at \$1.1M and YTD of \$10.4M

Expense - line items of significance were noted as follows:

- Audit fees were reported at \$2k MTD and \$16k YTD, against an annual budget of \$13.5k. This negative variance was due to auditors completing year-end journal entries and newly required accounting standards updates.
- MTD Expense was reported at \$68k, with YTD expense of \$4.3M

There was a reported MTD net surplus of \$1M, with a YTD net surplus reported at \$6.1M.

Summary

- Current assets as of September 30, 2019 were reported at \$23M.
- Current liabilities were reported at \$7.4M, which represented the balance of the contracts awarded for 2019.
- Accrued liabilities for 2020 award commitments were reported at \$8.9M
- Ending net assets were reported at \$7.2M.

2. 2020 Draft Budget

Moji Shogbamimu/Rob Whitten

A review of the draft budget circulated in the board packet prior to the meeting was reviewed. It was noted that there will be some slight movement in a few categories pending receipt of some updated numbers (i.e. insurance providers). Then final budget will be submitted for approval during the November meeting.

Items of note in the draft budget follow:

- Program expense – an additional line item for strategic initiatives was added to the budget. This will allow for collaborative funding or the possibility of tuition reimbursement, both of which have been discussed in prior meetings.
- Partner support will account for approximately 94% of expense for the 2020 budget year.
- Personnel expense – The budgeted amount represents a 4% increase for salary and payroll tax expenditures, reflecting a full year of full staffing.
- Fringe benefit expense – The budgeted amount represents a 10% decrease to prior year and includes a 10% increase from insurance broker.
- Professional contracts – There were budgeted increases reported in legal, audit, granting and public and/or community relations line items.
- Professional insurance – Updated numbers are still outstanding for this line item.
- Depreciation expense – This line item was added due to accrual basis accounting methodology.

Net deficit is forecasted at \$262k, due to funding of partners from the CSF cash reserve account. It was also noted that this deficit is based on partner utilization of committed funding at 100%. It was requested that a reserve and spending policies workgroup be convened.

B. Children's Services Contracting

1. Update on 2019 Projects

Rob Whitten

Preliminary reimbursement requests received by October 15 totaled \$2,174M.

- Core Funding (January 2019 through December 2019)
 - Total allocation for funding was reported at \$6.7M
 - Core programming billed at \$1.513M for third quarter
 - Funding currently trends at 90% utilization for the year and reported as exceeding last year.
- Academic Year Funding (July 2019 through June 2020)
 - Preliminary billing for first quarter \$660k
 - Currently trends at 18% of allocated \$3.676M

2. Update on 2020 Applications

Rob Whitten

The process was outlined in two parts as follows:

Part 1 – Second year awards for existing partners

- a. Updates for year two budget are under review for 15 organizations requesting an extension to their current program.
- b. Program Officers are reviewing current utilization and outcomes for all programs funded in the January – December cycle.

Part 2 – New Applications

- a. 24 new applications have been submitted with a total request of \$2.5M

- b. Review teams have complete work and board work session for review has been completed
- c. 15 of the 24 applications are under consideration
 - o Four interviews have been scheduled
 - o Six additional organizations have been requested to provide written feedback to staff for further consideration.
 - o Nine applications were determined to be out of scope

Financial Implications were reported as follows:

- a. Tentative year two awards total \$8.9k, with \$5.7k for the calendar year and \$3.2k for the academic year.
- b. Tentative year-two extensions total \$1.7M, with \$1.2M for the calendar year and \$563k for the academic year.
- c. 2020 Applications currently under review represent \$2.5M in requests, with \$1.6M in potential awards

Consideration of these financial implications were reported as approximately \$12.2M total for 2020 projected awards.

C. Executive Director's Report

Rob Whitten

1. Website

The new CSF website will be launched utilizing the same URL. All board meetings, agendas and minutes will be posted there, as well as upcoming funding cycle announcements.

2. Behavioral Health Funders Collaborative

This collaborative continues work on a pilot around Assessing Network Strength. The pilot will be launched in two phases: one in Missouri and one in Kansas. Each of the collaborative participants (Health Forward, REACH Foundation, United Way, Jackson County Mental Health Foundation and CSF) have identified a slate of organizations they would like to see participate in the pilot. The focus of this pilot will be to identify opportunities in areas such as client referral and movement between organizations to better serve children and families.

Other discussions regarding best practice, and alignment and streamlining opportunities are also being discussed between funding organizations.

3. 2020 Operational Plan

A CSF planning session was held with staff in order to identify and prioritize work for next year. The following focus areas were identified:

- a. Internal Operations
- b. Funding
- c. Strategic Planning
- d. Research and Evaluation
- e. Broadened Community Engagement
- f. Sales Tax Reauthorization

4. Retirement Vehicle Update
Board members were advised that a special meeting could be called, prior to the November board meeting, in order to budget and have a plan in place for January. Three 403(b) options have been identified as well as the Missouri LAGERS plan.
5. External Engagements
The following meetings were held:
 - a. Resource Development Institute meeting with Nancy Twillman and Cynthia Larcom to discuss school-based mental health services and service coordination.
 - b. A meeting with Patti Mansur, Board Chair for Kansas City Public Schools (KCPS) and Director of Communications and Health Policy at REACH was held regarding the Federal Census Project and KCPS Anti-Violence Initiative. Topics for discussion related to potential interest by CSF for KCPS to provide more mental health services and a need for conflict resolution training.
 - c. CSF Executive Director participated as a panelist for the FRED Talk, Funders Roundtable, Discussion centered on a panelist's perspective regarding the funding process and an opportunity for audience questions and feedback.
6. Other Updates
 - a. Federal Funding – Additional information has been submitted to Jefferson City related to Missouri's desire to leverage some federal funding based on CSF funds received. Questions remain around monitoring and what degree CSF would be able to control those funds.
 - b. Children's Funds in Missouri – Boone and Lafayette Counties in Missouri are each seeking a replacement for an Executive Director for their funds.
 - c. Jackson County Executive – Jamie Masters, our liaison to the County Executive's office, has been appointed by the Governor of Texas to the position of Commissioner of the Texas Department of Family and Protective Services, and will begin that position in December of this year.
 - d. 2020 RFP – A request to form a board and staff workgroup was made in preparation for the 2020 RFP. A consideration for a letter of intent to be incorporated into this process was also made. The purpose of the letter of intent would be to screen out those applicants who do not meet CSF funding criteria before they expend resources in order to submit an application that cannot be approved.

VI. Other Items

All

A. Board Vacancy

The board vacancy position has been posted for the remaining board member. This member must come from any district other than one or six. There is a preference for someone from the Hispanic community.

B. Board of Education

The topic for Board Education will be tabled for November, due to anticipated funding and 2020 budget discussion and approval

C. Director and Guest Comments

Anthony Mondaine asked about social media channels for the fund. It was stated that LinkedIn and Twitter are currently available from the newly launched CSF website. Facebook will be added soon.

Claire Terrebonne, CASA shared that Casey Family Programs has been working in Jackson County since 2016. They are technically working with and retained by the family court but are bringing stakeholders together to discuss all components of family court (i.e. guardian ad litem, parent attorney's, etc.). The next meeting is November 1, 2020.

VII. Adjournment

A motion was made to adjourn the meeting.

First: Ann Mesle

Second: Bob Bartman

Motion: Approved

The meeting was adjourned at 3:47 p.m.

Respectfully submitted: Sue Richter



Brian Kaberline, Secretary

Next Meeting: November 21, 2019 – Penntower Office Center, Room 132, 2:30 p.m.