



CHILDREN'S SERVICES FUND  
OF JACKSON COUNTY

## Board of Directors Meeting Minutes

Thursday, February 20, 2020 - 2:30 p.m.  
Penntower Office Center  
3100 Broadway Boulevard, Kansas City, Missouri

Board Members Present:

Ann Mesle (Vice Chair)  
Brian Kaberline (Secretary)  
Robert Bartman, Ed.D.  
Rhonda Holman  
Marietta Parker  
Jessica Ramirez

Guests, Affiliations:

Nancy Atwater, PFH  
Tahir Atwater, Jackson County CASA  
Brandi Bair, Hope House  
Amy Couture, Rose Brooks  
Erin Eaton, The Salvation Army Children's Shelter  
Sarah Forgey, GKCCF  
Barb Friedmann, Community Volunteer  
Carol Grimaldi, Cornerstones of Care  
Sally Hornstra, Cornerstones of Care  
Susan Pinne, Saint Luke's Hospital/Crittenton  
Casey Thomas, the Family Conservancy

Board Members Absent:

Anthony Mondaine  
Jovanna Rohs, Ph.D. (Chair)  
Rachelle Styles (Treasurer)

Staff Present

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

- I. Call to Order Brian Kaberline  
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 Rob Whitten/Guests  
Roll call of the Board Members was taken, and each guest was invited to introduce themselves.

III. Review and Approval of January 16, 2020 Meeting Minutes      Action Required

Board Members were asked for any comments regarding their review of the minutes that had been circulated in the Board packet prior to the meeting. Dir. Mesle requested that her comment regarding the need for a review of LAGERS by an attorney knowledgeable in ERISA be included in the minutes.

A motion to approve the minutes, with the above addition, was made.

First: Robert Bartman      Second: Ann Mesle      Motion: Approved  
Abstained: Rhonda Holman, Marietta Parker

IV. Review of Proposed Agenda      Brian Kaberline

The Board reviewed and had no comments to the proposed agenda.

V. Board Action Items      Rob Whitten

As two board members needed to leave the meeting early, all items requiring board action were slated for the first part of the meeting to ensure a quorum.

A. 2020 RFP Funding Parameters

This topic was discussed at our last board meeting, following initial work by a group including Jovanna Rohs, Ann Mesle, Rhonda Holman, Marietta Parker, and Jessica Ramirez. Following that board meeting, this group reconvened and is bringing forward the following for board action:

Recommendation: Our next application would be for a two-year funding cycle, allotting up to \$17M per year (for a total pool of up to \$34M). Organizations would be allowed three requests (compared to two in prior years), and the dollar cap for individual proposals would be eliminated. We will still require a 25% cash match per project, and both the project budget and total award to an organization will be reviewed against the financial size of the organization. As the dollar cap is being removed, we will ask that similar proposals be combined into a single proposal. Finally, we will also allow an up-front release for start-up costs to be requested.

Following limited discussion and no questions.

A motion to approve the above recommendation was made.

First: Rhonda Holman      Second: Marietta Parker      Motion: Approved

B. Approval of Personnel Policy Handbook

It was noted the Personnel Policy Handbook had been sent to the board the week prior for review. A draft for this handbook was provided by our attorney, Greg Lam. Rob then took that draft and made revisions reflective of our organization. Rob's revisions were in turn approved by Greg, with two minor revisions limiting our liability around PTO payout and introducing a caveat around unpaid leave resulting in potential job loss.

Rob also noted that this policy manual introduces two new facets to the employee benefit program:

1. Extended Leave Bank – in addition to PTO, employees would accrue 5 days of extended leave per year, with a maximum accrual of 30 days. This balance is not payable upon termination. Extended leave provides a mechanism for employees to be away from work for protracted medical and/or family situations without relying solely on PTO. This bank is accessible after 2 days of PTO have been utilized.

In discussing how extended leave and PTO interact, Rob reminded the board that PTO accrual is capped at 60% of an employee's annual allotment to manage the financial liability of a large PTO payout upon termination. Extended leave could supplement PTO in those designated circumstances.

2. Family & Parental Leave – CSF is exempt from FMLA as we have fewer than 50 employees. This policy around Family & Parental Leave would be our intent to honor the idea of FMLA by allowing for up to two-months of leave to care for a family member, including but not limited to birth of a child/adoption, caring for a family member during an illness, or a similar family emergency.

Employees could use PTO, Extended Leave, or unpaid leave during this two-month, with a plan to ensure the employee's position remains available for their return for that two-month period. CSF can require medical certification if requested.

Brief discussion followed.

A motion to approve the Personnel Policy Handbook was made.

First: Marietta Parker

Second: Robert Bartman

Motion: Approved

Abstained: Rhonda Holman

### C. Approval of Document Retention Policy

A draft Document Retention Policy was provided to the board in their packet in advance of the meeting. The policy was crafted by our attorney Greg Lam, and was written to ensure compliance with the Missouri Sunshine Law. This document is intended to provide operational guidance as to what is retained, and for what length of time.

Discussion around the handling of specific documents followed, such as applications for funding and correspondence.

A motion to approve the Document Retention Policy was made.

First: Ann Mesle

Second: Robert Bartman

Motion: Approved

## VI. Old Business

### A. Financial Report

Moji Shogbamimu

1. December 2019 Financials (Revised) – It was noted that the December financials prior were preliminary, pending the receipt of outstanding 2019 expense information.

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

Revenues were reported as follows:

- Sales tax revenue for MTD was reported at \$1.2M, and for YTD at \$13.5M. Total revenue for MTD was reported at \$1.3M and for YTD at \$13.9M. This amount includes interest and investment income revenue.

Expenses were reported as follows:

- Payment to partners MTD was reported at \$2.4M with YTD at \$8.584M
- Total YTD Expense actuals were reported at \$9.252M against a budgeted YTD Expense of \$11.810M. Of that, \$668K was operating and overhead.

Year-end financials reflect a surplus of \$4.608M.

2. January 2020 Financials – Beginning with January, financial reporting form has been revised to allow comparative analysis. Moving forward, the prior year's relevant activity will be included for comparison.

Revenues were reported as follows:

- Sales tax revenue for MTD was reported at \$910K. Total revenue for MTD was reported at \$912K. This amount includes interest and investment income revenue.

Expenses were reported as follows:

- No program expenses in January. MTD operating expenses was \$46K.

Financial Position was stated as follows:

- Current Assets (1.31.2020) - \$24.364M
- Accrued Liabilities (2020 Contracts) - \$11.895M
- Accrued Liabilities (2021 Contracts) - \$2.008M
- Ending Net Asset - \$10.460M

### B. Children's Services Contracting

1. Update on 2019 Utilization

Rob Whitten

It was reported that utilization for the 44 projects funded for calendar year 2019 was 91.1%, up from 84.8% the year prior. For the projects funded for the

academic year cycle, utilization was 44.9% through six months of services provided.

Most checks for Q4 reimbursements were mailed on 2.11.20, falling inside the 30-day timeframe per contracts. Checks not mailed were intentionally held due to needing updated certificates of insurance.

An additional item for board consideration related to children's services contracting is our commitment to learning and allowing partners to learn as well. Case in point is a recent conversation with a partner who is in the second year of a two-year project and has approached us with lessons learned and what they believe to be a better way of providing their service. The specific consideration for board feedback is staff having latitude to revise programming, as long as outcomes and budget are left intact.

The consensus was supportive of allowing organizations to learn and adapt. It was noted that it would be good to track these changes for future discussions. It was also noted the importance of not allowing changes to fundamentally alter what the board had agreed to fund initially. Finally, it was noted the thoughtfulness of this discussion should be specifically included in the minutes to demonstrate the intentionality with which the board approached the discussion around "learning lessons". Dir. Holman noted a prior colleague who shared the viewpoint that we should not "penalize people for getting smarter."

## C. Executive Director's Report

Rob Whitten

### 1. Strategic Planning

Rob shared a framework for strategic planning, with several components:

#### Goal

Create a strategic plan that continues to develop and advance the positive community impact of CSF, while also identifying strategies that solidly ensure that CSF funds provide optimal positive effect for the children of Jackson County.

#### Concurrent Functions

- Funding Cycle Guidance (niche)
- Refinement of Evaluation & Outcomes (measures to tell our story)
- Advancement of CSF Impact Narrative (stimulate awareness & trust)

#### Process

- Phase I
  - Framework & Engagement of Support
- Phase II
  - Information Gathering
  - Stakeholder Engagement
- Phase III
  - Drafting of Plan

- Phase IV
  - BOD Approval
  - Dissemination
- \*Phase V
  - Implementation

\*Phase V an addition per Dir. Holman's request.

### CSF Roles

Fairly distribute funds, create community, and advocacy.

### Considerations

Equity, Quality & Community

Discussion included the importance of community engagement into the process, as well as growing our funding beyond just those organizations we already fund. The opportunities around special project, board directed funding, and funding in partnership with other funds should also be a topic of this discussion. There was also discussion around disseminating the RFQ to appropriate vendors, with the selected vendor spearheading the full project.

## 2. Staff Retirement Vehicle

As follow-up to prior discussions regarding a retirement plan for staff, Moji shared due diligence she had done in this arena. Following outreach to eight potential retirement providers, Moji received responses from three. In follow-up with those three providers, the small size of our team was a frequent barrier to be overcome, both in scheduling meetings and in having plans proposed.

Rob shared he had touched base with Greg Lam on the ERISA question, and will share more of that during the next board meeting, at which point a recommendation will be made for board action.

## D. Other Items

### Board Education

Rob has a meeting with the program staff at the Boone County Children's Services Fund on 2.25.20 to further discuss their outcomes and dashboard, as a precursor to that being a board education topic during a future meeting.

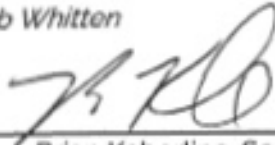
### Director and Guest Comments

Barb Friedmann, Community Volunteer, noted it was disappointing that there was not more interest from potential 403b providers in working with the CSF.

Adjournment

The meeting was adjourned at 3:35 p.m.

*Respectfully submitted: Rob Whitten*



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Brian Kaberline, Secretary

Next Meeting: April 16, 2020 - Penntower Office Center, Room 130, 2:30 p.m.