



CHILDREN'S SERVICES FUND  
OF JACKSON COUNTY

## Board of Directors Meeting Minutes

Thursday, May 21, 2020 - 2:30 p.m.  
Virtual Meeting

Board Members Present:

Jovanna Rohs, Ph. D (Chair)  
Ann Mesle (Vice Chair)  
Anthony Mondaine (Treasurer)  
Jessica Ramirez (Secretary)  
Robert Bartman  
Rhonda Holman  
Brian Kaberline  
Rachelle Styles

Staff Present:

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

Guests, Affiliations:

Nancy Atwater, Preferred Family Healthcare  
Tahir Atwater, Jackson County CASA  
Brandi Bair, Hope House  
Amy Couture, Rose Books  
Eri Eaton, The Salvation Army  
Carol Grimaldi, Cornerstones of Care  
Chad Harris, Cornerstones of Care  
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 2:34 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 enter their name and organization in the Zoom application chat feature.
- III. Review and Approval of Minutes Action Required  
The April 16, 2020 meeting minutes were distributed in the board packet prior to the meeting for review.

A motion was made to approve the minutes from the April 16, 2020 Board Meeting.

First: Ann Mesle                      Second: Jessica Ramirez                      Motion: Approved

Aye: 6-(Bartman, Kaberline, Mesle, Mondaine, Ramirez, Rohs)

Opposition: 0                      Abstention: 0

Note: Directors Holman and Styles did not participate in this vote.

IV. Review of Proposed Agenda Jovanna Rohs  
The Board reviewed and had no comments or additions to the proposed agenda.

V. Old Business

A. Financial Report

Rob Whitten

1. April 2020 Financials – the Financial Activity documents circulated in the board packet of materials prior to the meeting were reviewed.

Revenue was reported as follows:

April Tax Receipts	\$820k
YTD Tax Receipts	\$4.1M
April Interest	\$3k
YTD Interest	\$147k
YTD Revenue	\$4.2M

April 2020 sales tax revenue demonstrated an increase over April 2019 revenue. An inquiry to the County Treasurer explained that retailers have latitude in remittance of sales tax, as demonstrated by the percentage of sales tax revenue reflected in the April 2020 receipts as follows:

• April 2020	12.6%
• March 2020	55.9%
• February	21.6%
• January	2.6%
• December 2019 & Earlier	7.3%

It was further explained that these percentages fluctuate month to month, again dependent on retailer remittance of sales tax.

Expenses were reviewed with items of note reported as follows:

Program Support (MTD)

• Core Funding	\$2.9M
• Strategic Initiatives	\$180k

Program Support (YTD)

• Core Funding	\$5.8M
• Strategic Initiatives	\$316k

Total Program Support (YTD) \$6.2M

The remaining expenses were reported in line with the budget, with two exceptions:

- Retirement Plan Contribution - A one-time contribution to Missouri LAGERS of \$42k was reported. This funded the unaccrued liability, which now makes CSF current with prior service coverage.
- Staff Development – A small credit was reported for staff development. CSF would expect refunds in this budget line due to the cancellation of various staff trainings and conferences that had been planned prior to the issuance of the stay-at-home order.

Financial Position	
Current Assets (4.31.20)	\$18.9M
Current Liabilities (2020 Contracts)	\$8.9M
Accrued Liabilities (2021 Contracts)	\$2M
Ending Net Assets	\$7.9M

It was noted that the net asset number is down \$2.4M from last month. Additional erosion in assets are anticipated based on further decline in tax receipts.

Board Members were also reminded that the Reserve Policy workgroup had made good progress prior to the quarantine and would need to be resume work to get that policy in place.

1. 2019 Audit Update

The audit draft from CBIZ MHM has been received, with no red flags. The audit committee will be convening in early June in advance of presenting the audit to the full board at the regular June meeting.

Members of the audit committee were noted as Jovanna Rohs, Anthony Mondaine, Rachelle Styles, Robert Bartman and Brian Kaberline.

In response to a question from Dir. Rohs, the audit committee should expect receipt of the draft the week of June 1, 2020.

B. Children's Services Contracting

Rob Whitten

1. Update on 2020 Support to Partners

- Q1 Core Funding - During the March 19, 2020 special session the Board approved the release of Q1 funding at 25% of award. Checks were released in the amount of \$2.9M.
- Technology Support - To date a total of \$316k has been awarded. It was noted that \$9,850 has not been released due to non-receipt of the signed award notice from one agency. This document is required for CSF to release funding.
- Cash Match - During the April 6, 2020 special session the board approved the release of \$2.9M to fund the "cash match", enabling organizations to repurpose their match funds in other capacities to combat COVID-19. Each partner was requested to complete a short form attesting that they were still delivering services. One organization did not complete the form making a \$17.4k match unable to be released.
- Q2 Core Funding - During the March 19, 2020 special session a motion was passed to approve the plan for the release of Q2 funds in mid-June. The Board also requested a review of this plan closer to that time and prior to the release of funds.

Dir. Rohs asked Program Officers to provide feedback regarding partner need for the release of this funding. Ms. Rivard indicated that in talking to agencies this funding would be greatly appreciated. She reported that agencies are not seeing a decrease in need but have encountered challenges in finding new ways to meet the needs. Mr. Baker echoed

those sentiments as agencies work to submit Q1 and Q2 reporting. Both Program Officers indicated support for the release of Q2 funding.

Dir. Mesle expressed no concern about the need for the additional release of funds or technology. She questioned whether enhanced services were being provided by other agencies to get to the services offered by CSF partners. She indicated that her understanding was that this was occurring. Mr. Whitten offered that yes, Dir. Mesle's understanding was correct.

Dir. Rohs asked for any reservations or concerns regarding the previously approved action taken by the board approving the release of Q2 funds in June. There were comments of continued support of this action and no reservations or concerns were expressed.

- Q3 Reimbursement Strategy  
Mr. Whitten expressed a need to begin communicating the CSF Q3 reimbursement strategy to partners now, with a plan to return to expense based or units of service reimbursement.

Dir. Holman indicated support for this strategy. Dir. Kaberline asked about if any concerns had been received regarding the reopening of schools in the fall. Based on numerous documents and feedback from districts there are many concerns being expressed. Dir. Rohs shared that MARC guidance to Early Childhood programs was that until families can escort their child into the classrooms, they should not allow ancillary support in the programs either. So, although this might be the same for some of our partners, the technology pieces are there to address some of the tele support. Dir. Holman asked for clarification regarding ancillary services. Dir. Rohs offered that MARC guidance suggests that if families are not currently able to come into the classrooms, then others such as mental health providers, coaches etc. should not be allowed either.

## 2. Update on 2021 Funding Application Process

Mr. Whitten shared the following updates:  
Information Sessions – Three virtual information sessions were held. There were 151 participants from 95 organizations. There were 26 organizations in attendance that are not currently funded. The slides from the information session have been posted on the CSF website.

Letters of Intent (LOI) – LOI's became available through the Greater Kansas City Community Foundation website on May 20, 2020. CSF will be taking questions through May 27, 2020, with responses posted to the website by May 29, 2020. LOI's are due by 5:00 p.m. on June 3, 2020. Staff will then screen for appropriateness against statute.

Invitation to Apply – Invitations to apply will be extended no later than Friday, June 26, 2020. CSF may consider making recommendations to applicants

regarding the amount of funding requested. However, the ultimate decision remains with the applicant. The application deadline is 5:00 p.m. on August 7, 2020.

Dir. Rohs asked for feedback from any Board Members that might have attended the sessions. Dir. Holman indicated that she had attended and thought that the session went well. She also indicated that she did not hear any unexpected questions from the participants.

3. Approval of Academic Year 2020/2021 Funding Slate                      Action Needed

New contracts for academic year projects become effective on July 1, 2020 and run through June 31, 2021. The slate for academic year projects totals 29 projects in the amount of \$4,016,843. However, it was offered that three of these projects were approved in November of 2019 as they were first year applicants. These approvals totaled \$283,407. The remaining slate requiring approval was \$3,733, 436.

A list of each organization, the project title and the 2020 amount requiring approval was circulated in a document prior to the meeting for review.

Dir. Holman asked for observations, advice or concerns from staff regarding contracts due to the impact from the COVID crisis on these programs. Also, should the board think any differently regarding how CSF funds these programs. Ms. Rivard indicated that the situation is dependent on the school districts that these agencies interact with. Many of them anticipate continuing to deliver services either during the summer or in the fall. However, they have unanswered questions due to decisions being made outside of their organization (i.e. by the school districts with whom they partner). So, agencies remain in a continued wait and see mode. Mr. Baker indicated that many agencies are delivering services in a new way. He suggests it would be helpful for the board to look at what the "new" reality is for the first semester of the upcoming academic year to determine other needs in program delivery. Mr. Whitten offered that if you look across the slate several programs are school districts which are funded directly. Several are traditional non-profits where their work aligns with the school year, but that work is not completely in conjunction with a school, so those programs continue to find creative ways to deliver their work. The organizations with the most exposure are those third-party non-profits who are contracted to provide services either to a school or in a school.

Dir. Holman asked about a meeting in July. Although no meeting is scheduled Mr. Whitten did offer that hopefully by mid-June some schools have made decisions that could be shared regarding what reopening looks like for the schools.

Dir. Holman asked if an invitation to shelter personnel had been extended to update the board regarding how they are keeping their clients safe in a residential environment during this crisis period. Mr. Whitten has reached out to shelters and found that some have shut down client intake during this period.

Almost all who have programs in congregative care have self-selected to reduce their capacity in an effort to implement social distancing guidelines. This request has been queued up for future discussion. Dir. Holman expressed a concern regarding kids who needed this type of care, or, has the need for this type of care gone away? Mr. Whitten agreed to add those questions for upcoming discussion with shelter personnel. Dir. Mesle indicated that colleges have had the same issues with anyone that is a resident. She expressed hope that creative people will find creative ways to move forward so that we can work with them to fund their need.

It was noted during the discussion that the full board was now in attendance in the virtual meeting.

A motion was made to approve the Academic slate as presented.

First: Rhonda Holman                      Second: Robert Bartman                      Motion: Approved  
Aye: 8                      Opposed: 0                      Abstention: 0

C. Executive Directors' Report

Rob Whitten

1. Approval of Section 218 Resolution (Retirement)

Action Needed

Mr. Whitten recommended that the Board approve the Section 218 Agreement that had been circulated in the board packet prior to the meeting. This agreement would allow CSF to continue social security contributions on behalf of employees, allowing social security benefits to be a component of retirement planning for employees. The Resolution document had been reviewed and revised by CSF attorney, Greg Lam. Mr. Lam also reviewed the Plan and Agreement document and indicated no concerns.

A motion was advanced to give the Executive Director the approval needed to move forward with the Section 218 Resolution.

First: Rhonda Holman                      Second: Brian Kaberline                      Motion: Approved  
Aye: 8                      Opposed: 0

2. Other Updates

- CSF Office – The current plan is to reopen the CSF offices on June 1, 2020.
- Behavioral Health Funders Collaborative – A virtual meeting was held on April 20, 2020. Work on the Network Strength Pilot Project has resumed following the stay-at-home orders. This collaborative is comprised of CSF, REACH, Health Forward, the United Way and the Community Mental Health Fund.
- CSF Executive Directors Meetings – A virtual meeting to reconvene this group will be held on June 28, 2020. There have been new Executive Directors appointed in both Boone and Lafayette Counties. Additionally, Jefferson County funded at the 1/8-cent level has been managed by a small non-profit. It is anticipated that Jefferson County will now establish a CSF to be more consistent with other counties across the State.

Dir. Rohs indicated it will be interesting to hear from other CSF ED's how the responses have varied and opportunities that different funds have based on capacity and reserves.

Mr. Whitten shared that he has heard nothing but appreciation for the CSF Board action and response. Feedback from organizations operating in multiple counties who also receive support from other CSF's have shared that the rate of response, flexibility and generosity by the CSF of Jackson County was extremely helpful during this crisis.

Dir. Holman asked if Mr. Whitten had been in any discussions or opportunities to work with the ED from Clay County who serves the same metropolitan area, especially during the COVID crisis? Mr. Whitten responded that as of early April the Clay County CSF Board had taken a different approach and a stricter interpretation to the Missouri Sunshine law and therefore would not meet unless they had a physical meeting space. Their board had also elected to provide larger amounts of money to fewer organizations. The ED of Clay County had shared, in a previous conversation, that out of 20 organizations who applied for funds seven were awarded at significant amounts. For those reasons, Mr. Whitten found it difficult to provide comparisons. It was Dir. Homan's recollection that CSF-Clay County first funded through school districts, and asked if they were now funding through non-school district entities? Also, were those entities now expected to re-grant or work with smaller agencies in terms of what they receive, or do they literally expect the recipient organizations to do all the work proposed? Mr. Whitten stated that he understood they were now funding non-school entities, and he did not believe there was any expectation that the award must flow out to other funders. Mr. Whitten then explained that an update had been provided through the Zoom chat that the CSF-Clay County Board was now holding virtual meetings.

## VI. Other Items

All

### A. Nominating Committee

Dir. Rohs shared that there is currently a board vacancy. There has been interest expressed from individuals and recommendations forwarded from other Board members. Dir. Rohs and Mr. Whitten felt that it would be helpful to put forth a nominating committee that would vet and make recommendations to the County Executive's office. In the past the Nominating Committee has just done the slate of officers for the Board. Dir. Rohs asked what members would be willing to serve in that capacity. The following members volunteered: Ann Mesle, Jessica Ramirez, Robert Bartman, Jovanna Rohs (Ex-Officio).

Dir. Kaberline asked for feedback regarding any expertise that would be helpful in identifying a candidate. Mr. Whitten offered that experience in either healthcare and/or human resources would be extremely helpful.

Dir. Holman asked what districts the open seat could pull from. The response was districts one, two, three or four. She then asked procedurally, if Mr. Whitten wanted to be the central coordinator? Mr. Whitten indicated he would be agreeable as the first point of contact and he could then forward information to

the Nominating Committee. Dir. Holman also suggested that there was a form on the Jackson County website that was previously used by candidates to submit their interest in committee work for the county. She is not sure if the form still exists or is relevant but suggested looking into that to avoid duplication or to be aware of any items that should be referenced for consideration.

Note: Form referenced by Dir. Holman was located:

[www.jacksongov.org/formcenter/applications-7/boards-commissions-application-47](http://www.jacksongov.org/formcenter/applications-7/boards-commissions-application-47)

#### B. Director and Guest Comments

Dir. Mondaine wanted to add that in previous conversations there was a desire expressed for a diverse board. He questioned if there were other areas of expertise, such as a teacher or administrator, that should also be considered? Dir. Mesle suggested that a deep background in ethics, particularly in dealing with children, would be important. Mr. Whitten indicated that these suggestions would be added to the list compiled for the Nominating Committee.

There were no other comments from Directors offered.

Comments from Guests were requested. There were no comments from guests offered.

#### VII. Closed Session- Executive Director Annual Performance Evaluation

A motion was made that the meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, subsection 13 RSMo, for the purpose of discussing the performance evaluation of the CSF of Jackson County Executive Director."

First: Jessica Ramirez  
Aye:

Second: Robert Bartman

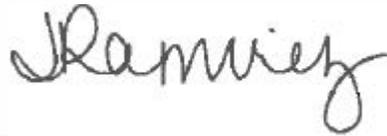
Motion: Approved

Robert Bartman  
Rhonda Holman  
Brian Kaberline  
Ann Mesle  
Anthony Mondaine  
Jessica Ramirez  
Jovanna Rohs  
Rachelle Styles

The meeting was closed at 3:46 p.m., on May 21, 2020, virtually via Zoom.

The Board came out of closed session at 4:09 p.m., on May 21, 2020, virtually via Zoom. Roll Call was taken and with the exception of Dir. Bartman all Board Members were on the call. Meeting was then adjourned.

*Respectfully submitted: Sue Richter*



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Jessica Ramirez, Secretary

Next Meeting: June 18, 2020 – 2:30-4:30 p.m.