



CHILDREN'S
SERVICES
FUND
OF JACKSON COUNTY

Board of Directors Meeting Minutes

Thursday, November 19, 2020 - 2:30p.m.
Virtual Meeting

Board Members Present:

Jovanna Rohs, Ph. D (Chair)
Ann Mesle (Vice Chair)
Robert Bartman
Rhonda Holman
Brian Kaberline

Board Members Absent:

Anthony Mondaine (Treasurer)
Jessica Ramirez (Secretary)
Rachelle Styles

Staff Present:

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

Guests, Affiliations:

Nancy Atwater, Preferred Family Healthcare
Tahir Atwater, Jackson County CASA
Brandi Bair, Hope House
Sara Barnes, Cornerstones of Care
Kelly Broeker
Terri Cunningham, CommCare
Karyn Finn, KVC Niles
Sarah Forgey, Greater KC Community Foundation
Chad Harris, Cornerstones of Care
John Hile, Citizens of the World Charter Schools
Sally Hornstra, Cornerstones of Care
Justin Horton, Cornerstones of Care
Melody Morgan, Child Abuse Prevention Association
Monica Nielsen-Parker, United Way of Greater KC
Susan Pinne, St. Luke's Hospital, Crittenton Children's Center
Daniel Robbins-Gregory, KC Healthy Kids
Kelly Sales, Brookside Charter School
Claire Terrebonne, Jackson County CASA
Laura Willeke, Child Protection Center

I. October 2020 Financials

Moji Shogbamimu

**Financial information shared while awaiting a quorum to call the meeting to order.*

Revenue

October Tax Revenue Receipts	\$821k
YTD Receipts	\$10.5M
October Interest	\$187
YTD Interest	\$213k
YTD Revenue	\$10.7M

Sales Tax Revenue - comparisons by year were reported as follows:

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
October	\$ 753,736	\$ 778,153	\$ 839,644	\$ 821,023
YTD		\$10,745,370	\$10,938,831	\$10,479,963

In summary the YTD sales tax revenue was reported as down \$459k from 2019, and \$265k from 2018. CSF will continue to monitor this trend.

Expense

A review of the expense information distributed in the board packet prior to the meeting demonstrated no unusual expense in October. All major expenses are in line with budget except for program support. Total YTD overhead was reported at 6.37% of overall expenses. A YTD surplus of \$740k was reported.

Financial Position

Current Assets (9.30.2020)	\$21.8M
Current Liabilities (2020 Contracts)	\$5.7M
Accrued Liabilities (2021 Contracts)	\$2M
Ending Net Assets	\$14.1M

Dir. Holman asked if the October sales tax revenue collection is at the same percentages as seen in prior periods. Ms. Shogbamimu reported that the percentages were consistent with prior periods.

II. Call to Order

Jovanna Rohs

The Children’s Services Fund of Jackson County (CSF) meeting was called to order at 2:42 p.m.

III. Board Member Resignation

Jovanna Rohs

A letter of resignation was shared and regrettably accepted from Dir. Rachelle Styles.

Mr. Whitten updated the board that one candidate is currently moving through the nominating process. Additionally, a posting for new board members has been sent to NP Connect. A copy of this posting was sent to each Board Member for their information prior to this meeting. Apart from district five, candidates from all other Jackson County districts could be considered for membership.

IV. Review and Approval of Minutes Action Required

The October 15, 2020 meeting minutes were distributed in the Board packet prior to the meeting for review. Mr. Whitten noted that a correction to the minutes moving Dir. Kaberline from present to absent needed to be made to the minutes.

A motion was made to approve the minutes as amended from the October 15, 2020 Board Meeting.

First: Rhonda Holman Second: Ann Mesle Motion: Approved
Aye: 5 Opposition: 0

V. Approval of 2021 Budget Action Required

A draft of the 2021 budget was shared with the Board during the October meeting, and an updated draft was included in the Board packet distributed prior to this meeting.

2021 Budgeted Revenue

Total Revenue for 2021 was budgeted at \$15.6M. This comprises tax revenue, interest income and a transfer from reserve. The 2021 tax revenue is budgeted at \$12.4M. It was noted that tax revenue projection was based on a 4.4% reduction per Jackson County financial modeling. Interest rates were based on a Commerce Bank modeling for investment strategy that should yield \$15k in 2021 interest income. Additionally, a transfer from reserve to operating of approximately \$3.2M will be necessary to allow for a zero budget.

2021 Budgeted Expense

Program Support was budgeted at \$14.6M (94% of expense). The bulk of this is designated for core funding, with a placeholder of \$200k budgeted for strategic initiatives.

Personnel for 2021 was budgeted at \$602k (4% of expense). Mr. Whitten noted that should the funding slate be approved as presented this would result in 97 contracts for 2021. Current staff capacity may not prove adequate for this increase in programs. Following execution of the 2021 funding slate, a request for additional staff may be made to ensure partners have adequate CSF support.

Professional contracts were budgeted at \$201k (1.2% of expense). This remains consistent with the budget for 2020.

Dir. Holman asked if money was built in to start a research agenda in support of determining goals and outcomes for the CSF. Mr. Whitten replied that \$100k for consultation was included in the 2021 budget to support strategic planning, research and evaluation work, and ballot initiative work.

A motion was made to approve the 2021 budget as presented.

First: Ann Mesle Second: Robert Bartman Motion: Approved
Aye: 5 Opposition: 0

Dir. Rohs thanked Mr. Whitten and Ms. Shogbamimu for their work on the 2021 budget.

VI. 2021 Funding Slate Action Required

Mr. Whitten summarized the following regarding the recommended funding slate:

- 131 Letters of Intent were submitted \$20,729,058
- 119 Invited to apply \$19,427,671
- 117 Application were received \$17,689,479
 - 79 Renewal Programs \$12,475,956
 - 38 New Programs \$5,213,523

Mr. Whitten then summarized the 2021 funding slate which had been circulated in the board packet prior to the meeting as follows:

- Total slate consists of 97 Projects from 74 partners totaling \$14,758,905
- Renewals - 73 Projects \$11,531,419
 - New Programs - 24 Projects \$ 3,227,486
 - Calendar Year - 66 Projects \$10,078,192
 - Academic Year - 31 Projects \$ 4,680,713

The 2021 funding slate consisted of the following services:

	Recommend/ Total Applied	Funding Amt. Recommended
• Prevention Services	34/57	\$4,857,788
• Home & Community Based Intervention	25/30	\$3,888,996
• Individual, Group & Family Counseling	24/28	\$3,767,517
• Transitional Living	4/5	\$ 570,129
• Temporary Shelter	4/4	\$ 761,500
• Crisis Intervention	4/4	\$ 463,340
• Outpatient Psychiatric	1 /1	\$ 246,750
• Services to Teen Parents	1/1	\$ 71,635
• Respite Services	0/1	

Mr. Whitten offered thanks to all the Board for their help reading and scoring applications as well as the Board workgroup members, Dir. Rohs, Dir. Holman, Dir. Mesle, and Dir. Ramirez for their work with staff and participation in partner interviews. Mr. Whitten then displayed the full list of programs that were included in the funding slate which was circulated in the board packet prior to the meeting.

[A motion was made to approve the recommended 2021 funding slate as presented.](#)

[First: Brian Kaberline](#) [Second: Rhonda Holman](#) [Motion: Approved](#)
[Aye: 5](#) [Opposition: 0](#)

VII. Strategic Planning Vendor Action Required

A request for quote (RFQ) for a strategic planning vendor was sent to nine potential vendors on September 30, 2020. Vendors for this RFQ were sought from the Missouri Office of Equal Opportunities, Black Chamber of Commerce, Hispanic Chamber of Commerce, and the Kansas City Women’s Chamber of Commerce. In addition,

recommendations were solicited from most of the CSF funded partners and board members. Six responses to the RFQ were received and scored. Two vendors were advanced to an interview, with strong consideration of engagement cost and relevant experience. Coffee Lunch Coffee scored well and interviewed well, resulting in a superior rating in both the written response to the RFQ as well as the interview portion during the selection process. Reference checks for this vendor also came back as highly recommended. Based on the above, Mr. Whitten requested board approval for the engagement of Alana Muller from Coffee Lunch Coffee at \$27,300.

Dir. Holman asked if legislators would be included during the community input sessions of this process? Mr. Whitten responded that yes in addition to partners, other funders, legislators, and key community stakeholders identified through the process would be invited to provide input.

Dir. Holman requested clarification regarding the thought given to a strategic planning process during a period of social distancing. Mr. Whitten indicated that bids were all submitted post-COVID. Discussions with finalists included the need for board engagement and the need for a wide net being cast which would require multiple zoom sessions. Ms. Muller was asked to update her bid to ensure appropriate resources and felt the bid she submitted would support the work needed at the proposed cost. The CSF budget for 2021 includes meeting expense costs, should in-person convening be an option next year.

[A motion was made to approve entering into an agreement with Alana Muller of Coffee Lunch Coffee.](#)

First: Brian Kaberline
Aye: 5

Second: Bob Bartman
Opposition: 0

Motion: Approved

VIII. Update on 2020 Contracts

Rob Whitten

Reimbursement

Third quarter reimbursements for calendar year contracts and first quarter for academic year contracts totaled \$2.8M. The bulk of these checks were mailed on November 16, 2020. This distribution met the timeline established in the CSF contract. Expired certificates of liability insurance from partners remain a problem. If a partner insurance certificate is expired, checks are not distributed. Approximately 15 checks were held due to expired certificate of insurance, with follow-up undertaken by Program Officers prior to release of funds.

Dir. Mesle expressed concern regarding careful monitoring of these certificates to ensure no partner with CSF is uninsured. Mr. Whitten agreed that the receipt of a current insurance certificates should be a partner responsibility. Mr. Whitten indicated that due to the competitiveness nature of future funding rounds applications could be viewed unfavorably for those partners who repeatedly do not keep their insurance information updated.

Budget Revision

In a follow-up from the last meeting, Mr. Whitten distributed in the board materials the budget revision for the Police Athletic League's request, as follows:

- Reallocation of \$24k from officers to mental health professionals
 - Reallocation of \$4k from field trips to program costs
 - Reallocation of \$8k from personnel to equipment & supplies for meals (\$4k) and supplies (\$4k)
- Total reallocation \$36k or 29% of contract.

Dir. Holman indicated support for the reallocation going from officers to mental health professionals. Dir. Holman was curious about meals and program costs for field trips, as there have been questions around funding in these areas with past applications. Mr. Whitten indicated that meals for this program were approved in the initial ask, with this being the second year of a two-year contract. Ms. Shogbamimu indicated that program costs were for the activities in which the children are engaged. Program costs for league referees have increased due to COVID, which is driving the increase in cost for this area. Based on the explanations provided Dir. Holman indicated she would support these reallocated costs.

Dir. Mesle asked if there were other organizations where expenditures for meals have been approved or removed from budgets? Mr. Whitten responded that many programs are currently in the second year of their contract, and meals were initially funded. He stated that the Police Athletic League request for meals is consistent with other 2020 contracts. Moving forward, the funding for food may look differently in 2021.

Upon hearing no further discussion or objections to the budget revision, Mr. Whitten stated his intention to move this request forward.

IX. Executive Directors Report

Rob Whitten

Behavioral Health Funders' Collaborative

It was reported that the pilot project of assessing network strength, although slowed by the pandemic, remains underway. As a reminder CSF contributed \$5k along with four other organizations to fund this pilot. Two of the three organizations taking part in this pilot are CSF funded organizations.

Also, this collaborative has had early discussions around a possible 2021 initiative focusing on trauma-informed services in schools. Each of the partners in the collaborative fund this type of service. The collaborative would like to explore what is funded across organizations, is there a best practice, and is there a preferred resource to which people could/should be directed in this arena.

The Health Forward Foundation is working with the Missouri Foundation for Health on a needs assessment around behavioral health for the greater KC area, with heightened focus on Jackson County. While early in the discussion phase, this would be an initiative where we can partner, with a possible focus on prevention services.

Grantmakers for Effective Organizations (GEO) Remote Learning Series

Mr. Whitten participated in a six session learning series focused on the following:

- Capacity Building
- Collaboration

- Community Driven Philanthropy
- Learning and Evaluation

Mr. Whitten indicated that this was an amazing resource with good content that will be shared with staff and board in the new year. This content also has implications for strategic planning and funding for 2021 as well.

X. Director and Guest Comments Jovanna Rohs

Director Comments

Dir. Holman asked when information regarding the funding slate would be posted to the website. Mr. Whitten indicated that posting to the website would take 1-2 weeks, however notification to applicants would be sent immediately. The website will be uploaded with the information prior to contracts being awarded.

Dir. Rohs indicated that a session for board members will be scheduled soon to do a debrief of the application process. She asked members to look for that meeting request.

Dir. Holman expressed her thanks to other directors and staff for their work. She expressed hope that everyone stays safe and enjoys the holidays.

Guest Comments

Many guests shared their appreciation for funding in the chat feature of the Zoom meeting.

XI. Adjournment

A motion was made to adjourn the meeting at 3:34 p.m.

First: Rhonda Holman

Second: Ann Mesle

Motion; Approved

Opposition: 0

Respectfully submitted: Sue Richter



Jessica Ramirez, Secretary

Next Meeting: January 21, 2021 - 2:30-4:30 p.m.