



CHILDREN'S
SERVICES
FUND
OF JACKSON COUNTY

Board of Directors Meeting Minutes

Thursday, August 19, 2021 – 2:30 p.m.
Virtual Meeting

Board Members Present:

Ann Mesle (Chair)
Jessica Ramirez (Vice
Chair) Brian Kaberline
(Secretary) Ajia Morris
Justice Horn

Board Members Absent:

Anthony Mondaine (Treasurer)
Jovanna Rohs

Guests, Affiliations:

Nancy Atwater, Preferred Family Healthcare
Brandi Bair, Hope House
Cheryl Costabile, KVC Niles
Amy Couture, Rose Brooks
Terry Cunningham, CommCARE
Sarah Forgey, Greater Kansas City Community Foundation
Sally Hornstra, Cornerstones of Care
Monique Johnston, Youth Ambassadors
Gwen O'Brien, Synergy
Erin Phillips, The Salvation Army
Lindsey Stephenson, KVC

Staff Present:

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

- I. Call to Order Ann Mesle
The Children's Services Fund of Jackson County (CSF) meeting was called to order at 2:31 p.m.

- II. Roll Call and Guest Introductions Ann Mesle
Roll call of the board members was taken, and guests were welcomed and invited to use the chat function to enter their name and organization.

- III. Review and Approval of Minutes from June 17, 2021, Meeting.
 Dir. Mesle asked if upon review of the minutes circulated in the Board packet there were any changes. Hearing no response, she requested a motion to approve.

A motion was made to approve the June 17, 2021, meeting minutes without any modification.

First: Jessica Ramirez Second: Justice Horn Motion: Approved
 Aye: 5 Abstention: 1

Review and Approval of Minutes from June 17, 2021, Closed Meeting

Dir. Mesle indicated that she would be circulating the minutes from the closed session to each of the Members. She also stated that once the minutes were approved there was a question regarding where to retain the approved document in order to remain compliant with the Sunshine Law. Advice from counsel was sought with the recommendation that they needed to be either retained in a closed file within the CSF office or by counsel. In further conversation with Mr. Whitten, it was determined that they would be retained by legal counsel once the minutes are approved. Director Mesle indicated Board Members should contact her with their approval and once all members had responded she will send to CSF counsel.

A motion was made to table the May 20, 2021, and June 17, 2021, closed meeting minutes.

First: Brian Kaberline Second Justice Horn Motion: Approved
 Aye 6

- IV. Review and Approval of Proposed Agenda Ann Mesle
 Dir. Mesle asked if there were any additions or changes to the proposed agenda. There were no changes or additions offered.

Dir. Horn asked if there would be a report updating the Board regarding the Technology Grant that could be shared during this meeting. Mr. Whitten indicated that it was included and would be a topic slated for later in the meeting.

V. Investing in Children

- A. Financial Report –June 2021 Moji Shogbamimu
 Ms. Shogbamimu shared the following:

<u>Tax Revenue</u>	
June 2021	\$ 1,223,882
July 2021	\$ 1,040,425
YTD Tax Revenue	\$ 7,864,532

YTD Comparison

2018	2019	2020
\$ 7,627,032	\$ 7,664,582	\$ 7,272,318

Ms. Shogbamimu indicated that more tax revenue had been collected thus far in 2021 than in prior years. Mr. Whitten reminded the Board that CSF budgeted a reduction in revenue based on projections from the County. This assumed that

post-pandemic there would be struggles. The strength of CSF sales tax revenue will bode well for year-end.

Interest Revenue

May Interest	\$	4,001	
July 2021	\$	326	
YTD Interest	\$	5,186	
Total YTD Revenue			\$7,870,970 (includes interest and sales tax revenue)

Ms. Shogbamimu noted that the increase in May interest was due to the recording of the long-term investment receivable that was booked during June.

It was reported that the total YTD revenue to date is 63% of the budget and excludes any release from reserves.

Expense

Program support to partners for the second quarter of \$3.3M was recorded and is included in the expense YTD total of \$6M. This is reflected in the Program Support line item of the financials. All other expenses for YTD remain within budget, with nothing noted out of ordinary to report. YTD expenses reflect a surplus of \$932,216 against budgeted expense.

The financial position was reported as follows:

Financial Position – July 2021

• Current Assets		\$22,852,321
Cash	\$ 7,852,321	
Investments	\$15,000,000	
• Accrued Liabilities (2021/2022 Contracts)		\$13,599,856
• Net Assets		\$ 9,252,465

Mr. Whitten indicated that because sales tax proceeds are much stronger than anticipated, CSF will probably move approximately \$3M of this cash into a long-term investment. Mr. Whitten offered that these investments are made with Commerce Bank. They are invested in repurchase agreements, which can be liquidated with no penalty should CSF need access to cash quickly. There are multiple investments structured so that one matures from investment to cash every three months. As a reminder, the cash account does have a "sweep feature" where every night the funds are swept out with interest earned. In the past the interest rates were much higher than those amounts that are currently reported.

B. Update Funding Applications for 2022/2023 Rob Whitten

1. Core Funding

Mr. Whitten reminded that \$30M had been approved for funding core applications for 2022 and 2023, resulting in approximately \$15M per year to be awarded.

A total of 143 letters of intent (LOIs) were received and screened for application. Of those 116 were invited to make application, with program requests totaling

\$23.697M. CSF responded to these LOIs with a recommended total amount of \$18,582M. It was explained, prior to application, that this recommended amount was non-binding. Of those invited to apply, 113 applications were submitted totaling \$18,503M.

To be transparent to our partners, Mr. Whitten stated that with the current applications totaling \$18.5M, in order to get to the approved \$15M will likely mean that some current partners may not receive funding.

Organizations where LOIs submissions were declined were offered feedback sessions by CSF regarding why they did not move forward. Most of the feedback that was shared in these sessions was related to what the statute can and cannot support in this effort.

Following conversations that were held to discuss the review process with Dir. Mesle and Dir. Rohs, Mr. Whitten then outlined the process that will be followed to review the 113 applications submitted as follows:

- Staff will read and score, sorting into three categories (green, yellow, red)
- Board of Directors will have access to any application documents through the Greater Kansas City Community Foundation portal if needed.
- An application summary and outcomes for each proposal will go to the Board for a Board of Directors work session in late October
- If any partner interviews are required, those meetings will take place in early November.
- The funding slate will be submitted for approval at the November 18, 2021, Board meeting.

Mr. Whitten then shared the 2022-2023 RFP Application Summaries & Feedback form requesting input. Dir. Morris asked where the type of work would be shown, as we consider the applicant and the work they perform for a specific area. Mr. Whitten offered that that would be displayed in the Service Type (i.e., individual counseling, home visitation, etc.). The "Proposed Impact" section is a narrative which will be taken directly from the application. In this section an applicant can share how children of Jackson County will be impacted by their program. We will be talking during the working session about geography and analysis by service type.

2. Conflict of Interest Disclosures

Mr. Whitten indicated that a 2021 conflict of interest declaration will be mailed to each board member. Every organization that is either currently funded or has applied for funding will be listed. Board Members were asked to go through the list and check any organization where a conflict exists (i.e., past board member, a relative employed by the organization, etc.). On the second page is an area to explain specifics about the conflict. Any indication of conflict does not prevent a member from serving on the Board, but ensures that this is noted and on file, and that members will recuse themselves from any discussions or actions related to those organizations. Should no conflicts exist, there is also a place on

the second page to attest to that. Once completed, members were instructed to sign, date, and returned to CSF.

C. Update: Technology Grant

The technology grant funding opportunity was opened on August 13, 2021. As approved by the Board this funding opportunity allowed \$2M to be awarded. It was reported that 22 applications had already been received totaling \$457k. Applications will be reviewed on a weekly basis, with ten awards already approved. In a follow-up to previous Board discussion and feedback regarding timeframe for distribution to partners, it was determined that reimbursement for expenses would be done in two parts. Once, when an organization had expended at least 50% of the award a request for reimbursement could be made, and then again when the process was closed.

Mr. Whitten stated this grant will stay open until funds are expended. Ideally, he would like for the grant period to be closed by the end of the year for audit purposes.

VI. Strengthening Partners

A. Partner Engagement

Seth Baker

Mr. Baker offered the following regarding Program Officers activities:

- Site visits with all partners were conducted during April and May.
- Fielded questions regarding new Core Funding opportunity for LOI process.
- Responded to additional questions regarding application process both with current and new applicants. Most of these questions were around service area selection, the CSF recommended amounts, and units of service.
- An opportunity for applicants to submit outcomes by mid-July for CSF review was offered, with 26 organizations taking advantage of that opportunity. This review provided feedback regarding the thoroughness of an outcome statement, not the quality of the outcome
- During mid-July, Q2 reporting from partners became available and was reviewed by Program and Finance Officers.
- Site visits will be upcoming in the fall. Although hopeful for in-person visits it has yet to be decided if these will instead be virtual.

Related to upcoming site visits, Dir. Horn asked in what capacity the board would help in these efforts. In representing District 1, Dir. Horn stated it might be beneficial to participate once a quarter particularly with the bigger partners. Mr. Whitten shared that this topic had been discussed last year but was slowed down by the pandemic. The question regarding this topic remains how to do this in an equitable way. Mr. Whitten stated, "it is difficult to do a site visit and not fall in love with the work they are doing". Mr. Whitten stated that board participation must be done in a way that prevents the appearance of preferential consideration. The current site visit schedule will be finalized, and a determination made regarding virtual versus in-person visits for 3Q. Should in-person visits be conducted, CSF will be looking for a way to invite a Board Member to tour the organization, understand what an organization does, and hear about need. Then the bulk of the site visit would be conducted by the Program Officers. This approach would ensure the site

visits are conducted very consistently by CSF but allow Board Members visibility to Partners in their districts. Dir. Mesle indicated her agreement that while Board Members can be present, they cannot speak on behalf of the organization during a site visit.

- B. Networking Pilot, Part II Rob Whitten
The Behavioral Health Funders Collaborative (BHFC) consists of CSF, Jackson County Community Mental Health Fund, REACH Foundation, Health Forward Foundation, United Way and more recently the Hall Family Foundation. During late 2019 CSF contributed dollars towards a pilot project geared towards assessing network strength. This initiative looked at how organizations working in CSF space work with each other. How do they successfully transition clients back and forth between programs and organization as services are needed or change, to ensure that people don't fall through the cracks in the non-profit community. Three organizations (two of which are CSF partners) went through the entire pilot project and reported out in a session about how meaningful the project was, and how their practice was better internally and externally. Some of the language from this pilot program was included in the CSF strategic plan.

Mr. Whitten shared that the BHFC is now ready to launch a second pilot in the Fall. The pilot will look at defining a network, assessing network strength, and growing network capacity. This will include training, consultation, and technical assistance for the pilot participants. CSF and the Jackson County Community Mental Health Fund will jointly contribute a little less than \$10k to support the first part of this new effort. Ms. Rivard will be representing the CSF in this initiative.

- VII. Honoring Community Rob Whitten
A. Community Impact Report (2018/2019)
A smaller impact report for 2019 and a micro report for 2018 have been developed. These new reports as well as the 2020 Impact Report will be uploaded to the website soon.

- B. Re-Authorization of Sales Tax Rob Whitten
Mr. Whitten reported that with the Board Action approving his recommendation of engaging Public Progress to assist reauthorization efforts, things have moved quickly. The Steering Committee has been named as follows:
- Brad Smith, Drumm Farm
 - Dred Scott, Boys and Girls Club
 - Lisa Mizell, The Child Protection Center
 - Lynn Durbin, Steppingstone
 - Robin Winner, Synergy
 - Rochelle Parker, Child Abuse Prevention Association

It was noted that Mr. Smith, Ms. Mizell, Mr. Durbin, and Ms. Winner served on the Steering Committee in 2016, so they bring valuable insight and understanding. Several have stated they view their current participation as an opportunity to finish the job. It was their intent in 2016 to bring a quarter-cent sales tax in-perpetuity. The Steering Committee has met twice. The Campaign name, logo and website should be finalized within the next two weeks. Job descriptions have been

developed for campaign leadership, which will include the honorary chair and treasurer. Ideas and meetings regarding these leadership positions are underway, with the hope that those names can be shared at the September meeting.

In Missouri the campaign must be filed with the Missouri Ethics Committee. To do that you must have a bank account. To have a bank account you must have a campaign. Although a bank has been identified to manage the account, work with Jefferson City continues on this issue.

The current plan is that the Steering Committee will move to the full Coalition in October 2021. This will consist largely of non-profits currently operating in the CSF space. Public Progress has also suggested that each coalition member bring someone outside of the non-profit space, such as a board member, broker, or a contact from the for-profit sector to participate and grow the coalition.

The first polling is scheduled for October or November. This will assist in determining the question to be put before voters.

Dir. Horn asked if the Campaign is going to make the decision on whether CSF is reauthorized at the current or increased dollar amount? Mr. Whitten indicated that there has not been a decision. The polling efforts will assist the Steering Committee and the Coalition to determine, as they will make the final decision on ballot placement. Mr. Whitten indicated that he sits at the Steering Committee table and believed that if there was a strong feeling about this it would be listened to. The challenge remains to be clear where CSF would be part of the campaign, along side of the campaign or where CSF should maintain daylight between the CSF and the campaign due to our 501(C)3 status. CSF wants to be mindful of what can and cannot be said and/or paid for. Even though CSF benefits, encouragement to vote for reauthorization must come from the campaign committee.

Dir. Morris would like to know what is acceptable and would like to engage as much as appropriate. Mr. Whitten offered that once the Coalition starts meeting, Board Members can certainly be there. CSF legal counsel has indicated that the organizations purpose should be to inform and educate about the Fund. Dir. Morris suggested forming an education tour to go out and speak to one or two voters groups or organizations. She volunteered to participate to spread the good works of CSF. Mr. Whitten indicated that he would like to utilize board members in the districts that they represent and with some of the organizations that are funded in those districts. Mr. Whitten thanked Dir. Morris for her willingness to participate.

Dir. Mesle anticipated more conversation with legal counsel to help CSF figure out how to approach reauthorization in an ethical and correct manner.

VIII. Optimizing Organization

A. Board Chair Report

Ann Mesle

Dir. Mesle indicated that she will be including a Board Chair report at the meetings. She explained that she wanted to touch on the changes being made in the assessment to the application process. At inception, nothing was in place, so everything was done by the Board. This included the creation of by-laws, policies,

establishing a bank account, hiring legal counsel, hiring staff, etc. Then with the first round of applications, it was the Board that reviewed and approved them. This was difficult for both the Board and new staff coming on. Dir. Mesle believes that you can now see the increased sophistication of staff and their understanding of the programs CSF supports. She indicated she believes they also now understand board priorities and how to assess organizations.

Additionally, Board Members are incredibly busy and the addition of reviewing the 113 applications currently received would be better served by using CSF staff. Dir. Mesle indicated that members should thank staff for the work they are doing for them today. She shared that the role of reviewing those applications, where there are questions, will still require a significant effort on the part of the Board.

- B. Refreshing Governance Structure Rob Whitten
Mr. Whitten reminded that as part of the CSF Strategic Plan there was an objective to, "Update and Function Within a Solid Governance Structure. Ensure the organization operates effectively and efficiently, guided by appropriate bylaws and board structure." In a discussion with Dir. Mesle, Mr. Whitten proposed that a board discussion be facilitated by Alana Muller, who provided support on the creation of the Strategic Agenda now in place. Dir. Mesle agreed with Mr. Whitten's recommendation.

Mr. Whitten shared that in lieu of the October meeting an expanded four-hour board work session would be held, with the goal to meet in-person, pending COVID numbers. During this session the following discussion points would be considered:

- Role of the Board
- Clarification of Roles
- Sample Non-Profit Board Compositions & Practices
- Discussion of Board Committees
- Succession Planning & Board Member Prospecting
- Ideal End State
- Implications for Revisions to By-laws

Dir. Mesle feels that CSF will be better served by focusing on this objective of the strategic plan first, as CSF already has a very diverse Board. Mr. Whitten also indicated that diversity and program evaluation will require some time and capacity. The area of governance can be accomplished in a short period of time.

- C. Nominating Rob Whitten
It was announced that Dir. Bartman is resigning his seat, effective immediately. This is due to his recent relocation decision to move closer to family. Dir. Bartman was an original board member and his experience as a former school district superintendent and knowledge in the education arena will be missed.

With Dir. Bartman's resignation there is no representation from District 4. The second seat can be pulled from Districts two, three four or six. The Jackson County Executives office has been informed of these resignations. Board members were encouraged to forward any names to Dir. Mesle or Mr. Whitten for consideration of

these seats. Dir. Horn shared a link to the county map to assist in identifying the geographic boundaries for each district.

Finally, under this agenda item, Mr. Whitten thanked Ms. Richter for three years of service to CSF in July of 2021.

IX. New Business

Dir. Mesle called for any new business. There was no new business presented.

X. Director and Guest Comments

Dir. Mesle called for Director comments.

Dir. Kaberline expressed his thanks to new board members who have jumped in as this is a working board. To that end, he is very interested to hear about the governance structure. As one of the original members, there was a lot of work, but he is happy that a review of the existing structure to consider any changes is exciting and looks forward to reauthorization.

Dir. Mesle called for Guest comments. There were no Guest comments.

XI. Adjournment

A motion to adjourn the meeting was made.

First: Justice Horn

Second: Ajia Morris

Motion: Approved

Aye: 6

The meeting was adjourned at 3:44 p.m., on June 17, 2021, virtually via Zoom.

Respectfully submitted: Sue Richter

Brian Kaberline, Secretary

Next Meeting: September 16, 2021 - 2:30-4:30 p.m.

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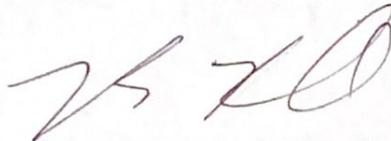
Second: Ajia Morris

Motion: Approved

Aye: 6

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Brian Kaberline, Secretary

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