



CHILDREN'S  
SERVICES  
FUND  
OF JACKSON COUNTY

## Board of Directors Meeting Minutes

Thursday, September 16, 2021 – 2:30 p.m.  
Virtual Meeting

### Board Members Present:

Jessica Ramirez (Vice Chair)  
Justice Horn  
Ajia Morris  
Jovanna Rohs

### Board Members Absent:

Ann Mesle (Chair)  
Brian Kaberline (Secretary)  
Anthony Mondaine (Treasurer)

### Guest, Affiliations:

Nancy Atwater, Preferred Family Healthcare  
Cheryl Costabile, KVC  
Amy Couture, Rose Brooks  
Sarah Forgey, Greater KC Community Foundation  
Melody Morgan, CAPA  
Gwen O'Brien, Synergy  
Lindsey Stephenson, KVC

### Staff Present:

Rob Whitten, Executive Director  
Seth Baker  
Sue Richter  
Moji Shogbamimu

- I. Call to Order Jessica Ramirez  
The Children's Services Fund of Jackson County (CSF) meeting was called to order at 2:33 p.m.
- II. Roll Call and Guest Introductions Jessica Ramirez  
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
  - A. Board of Directors Meeting - August 19, 2021 Minutes  
Dir. Ramirez asked if upon review of the minutes circulated in the Board packet there were any changes. Dir. Rohs requested that the minutes be corrected to reflect her absence from this meeting.

A motion was made to approve the August 19, 2021 meeting minutes with correction made as discussed.

First: Ajia Morris  
Aye: 3

Second: Justice Horn  
Abstention: 1

Motion: Approved  
Opposition: 0

- B. Closed Meeting Minutes – Minutes of June 17, 2021 and August 19, 2021  
 Dir. Ramirez asked for any comments to the minutes that had been circulated earlier by Dir. Mesle. Hearing no response, she requested a motion to approve.

A motion was made to approve the closed meeting minutes of June 17, 2021 and August 19, 2021.

First: Jovanna Rohs                      Second: Justice Horn                      Motion: Approved  
 Aye: 4

IV. Investing in Children Rob Whitten

A. Financial Report – August 2021

The following highlights from the Financial Activity Report circulated in the Board packet, prior to the meeting was discussed, with the following highlights noted:

Tax Revenue

- August 2021 -                      \$1,571,927
- YTD Tax Revenue -                \$9,436,459

MTD/YTD Comparison:

2018	2019	2020	2021
\$1,393,450	\$1,422,398	\$1,357,754	\$1,571,927*
\$9,020,481	\$9,066,980	\$8,630,072	\$9,436,459

\*It was noted that the August revenue was the highest since inception and YTD revenue is exceeding the anticipated forecast for 2021.

Interest Revenue

- August Interest                      \$     348.51
- YTD Interest                         \$    5,535.00

- YTD Revenue                         \$9,443,246

This total revenue makes up 76% of budget and puts CSF ahead of budget for 2021. Mr. Whitten noted that the more revenue brought in through sales tax revenue and interest, the less CSF will depend on the reserve account at the end of the year.

Expense

Mr. Whitten indicated that expenses remain on track with nothing atypical to report in August. It was noted that the first payment to Public Progress of \$12k was made to support the reauthorization effort.

The financial position was reported as follows:

Financial Position – August, 2021

• Current Assets		\$21,055,920
Cash	\$ 6,055,920	
Investments	\$15,000,000	
• Accrued Liabilities (2021/2022 Contracts)		\$10,290,953
• Net Assets		\$ 10,764,967

Mr. Whitten offered that due to the cash position CSF is evaluating additional investments pending 3Q21 payments in October, the release of tech dollars and further discussion regarding refugee support.

B. Initial Discussion – Budget 2022

In the past a draft budget would be presented at the October Board Meeting, with a final budget presented for approval in November. However, as the October meeting will be a work session, with no business conducted, Mr. Whitten wanted to share preliminary information for the Board.

Mr. Whitten presented the following information:

Revenue/Program Support

Category	2021 Budget	2022 Budget
Tax Revenue Received	\$12,240,000	13,750,000
Investment Income	\$15,000	\$15,000
Transfer from Reserve	\$3,184,196	\$3,529,180
Total Revenue	\$15,599,196	17,294,180
Core Funding	\$14,426,970	\$15,500,000
Strategic Initiatives	\$200,000	\$500,000
Program Support (Total)	\$14,426,970	\$16,000,000

Assumptions:

- Tax Revenue - Revenue for 2019 was \$13.5M, so \$13,750M is an estimate based on current trend.
- Interest Income - Interest rates not predicted to improve until 2023
- Reserve - The reserve easily covers the potential \$3.5M transfer
- Program Support - Assumes all budgeted expenses are incurred.
- Core Funding - Although Core Funding was approved by Board at \$15M, may be able to push that a bit due to utilization of funds by partners.
- Strategic Initiatives - Strategic initiatives increased. Currently nothing approved for this effort, but the \$2M technology grant during 2021 is an example of a one-time funding opportunity.

Operating & Overhead

Category	2021 Budget	2022 Budget
Personnel	\$602,623	\$630,980
Professional Contracts	\$201,150	\$433,600
Administration	\$73,200	\$105,300
Occupancy	\$38,954	\$57,000
Professional Insurance	\$33,700	\$38,200
Technology	\$8,600	\$12,600
Transportation	\$2,500	\$5,000
Depreciation	\$11,500	\$11,500
Operating & Overhead (Total)	\$972,226	\$1,294,180

Assumptions:

Personnel – Includes a cost-of-living adjustment for staff and 20% health insurance increase, built on current staffing plan

Professional Contracts

- Minor increases for audit fees and support from GKCCF
- Increase to Public/Community Relations - \$30k to \$60K, largely due to campaign efforts
- Increase to consultation - \$100k to \$300k due to campaign, equity work and theory of change development,

Administration

- Increased by \$30k due to anticipated marketing and printing costs related to the campaign.

Occupancy

- Includes potential rent increase if alternative office space is secured

Technology

- Phones and computer equipment replacement may be necessary

In summary, the overall increase to operating and overhead is approximately 30%, although most of the increase will be due to campaign costs. Program support is 93% of budgeted expense, with personnel at four percent of expenses. The remaining expense is overhead at three percent.

C. Update: Funding Applications for 2022/2023

Staff has reviewed 52 of 113 applications, which have been scored and discussed. A 30-point revised rubric is being utilized for application evaluation, with a green, yellow, or red determination, to be presented to the board. Most of the board discussion will be around the yellow and red applications.

Mr. Whitten sought board discussion regarding outcomes. He stated that outcomes remain a growth opportunity for many of our partners. Staff is reviewing outcomes during the application phase. Staff is proposing that one last opportunity to strengthen outcomes where organizations did not score well. This would be universally applied.

Dir. Rohs indicated that she agreed with this approach in that it would be completed before award to ensure that outcomes match what CSF wants to do for the children in Jackson County. Dir. Ramirez shared her agreement with this approach. Hearing no other comments, Mr. Whitten thanked the board for their feedback.

1. Board Conflict of Interest Disclosures  
Mr. Whitten indicated all had been received and thanked the Board for their cooperation in returning those forms.
2. Board Work Sessions – Funding  
Mr. Whitten indicated that a Funding Board work session will meet in late October or early November. Any Board member interested in participating in the effort was asked to contact Mr. Whitten.

Partners were asked to hold early to mid-November for interviews if needed.

Dir. Horn asked how the conflict of interest process works for final approval of the slate presented to members. Mr. Whitten indicated that during the work session, members are asked to recuse themselves from any discussion(s) where a conflict exists. During the November board meeting the slate is presented in its entirety and board members will vote a simple yes or no. If the conflict is noted during the upcoming work session, then members are allowed to vote on the final slate.

D. Update: Technology Grant

The grant opportunity opened August 11, 2021. It was reported that 31 awards totaling \$644,545 had been made. For audit purposes it is anticipated that the opportunity will close by the end of the year.

Dir. Morris asked if it would be beneficial to work with underserved organizations who do not have pre-existing relationships with CSF but work with children. Mr. Whitten indicated he would be glad to consider requests beyond those organizations who received the notice of opportunity through our existing contacts. Dir. Morris feels that there are organizations, particularly serving children on the east side of Kansas City, who are more focused on surviving and providing services than seeking out a grant opportunity. She stated these organizations could benefit from help navigating the process. Dir. Morris will reach out to Mr. Whitten for follow-up.

Dir. Horn offered that he had posted the grant opportunity link to the Google form on his social networks (LinkedIn, Facebook, etc.) and encouraged others to do the same.

E. Refugee Support

Mr. Whitten shared that both St. Louis County CSF and St. Louis City MHB were considering additional investments to organizations providing mental health services to the Afghanistan refugee population, including interpretation services as needed. Feedback from these other funders indicated that there is a small group in their community that already provide these services to refugees. Mr. Whitten recommended that due to the small number of local providers currently doing this type of work, we should use a targeted approach if the board wishes to provide additional funding in this area. He mentioned Jewish Vocational Services as one such organization currently doing that work.

Dir. Rohs indicated that working with those organizations, such as Della Lamb who is already bringing families in and working with young children, should be approached, and asked what they need. She suggested that due to running ahead of what was budgeted for tax revenue, perhaps those dollars could be used to fund this effort.

Dir. Horn questioned how the funding process would work? Dir. Rohs stated it should be funder defined by organizations such as Della Lamb and Jewish Vocational. As these organizations currently do refugee resettlement, she recommended they be contacted to assist CSF in identifying other organizations in that space.

Dir. Ramirez suggested reaching out to all partners for input. Dir. Horn indicated that he wondered if it would be soon enough. He would like to see CSF move more urgently. Mr. Whitten suggested that the board could approve a specified amount, authorizing staff to enter into an agreement for up to a specified amount for the purpose as long as they remain in the behavioral health space such as clinical and interpretive services in order to stay within the statute.

Dir. Rohs indicated she would like feedback from agencies currently doing the work to find out what is needed. She would not want to wait until the November Board meeting to approve funding and wondered if this could be discussed further in one of the work sessions, after feedback had been received.

Dir. Horn would like to see an emergency Board Meeting and would like to move forward with an immediate release of some funds.

Mr. Whitten proposed that the board provide approval to make initial awards to organizations working with Afghan refugees specifically around clinical mental health services and corresponding interpretation services, with individual awards not to exceed \$25,000 and the project itself not to exceed \$150,000 without further board action.

A motion was made to approve that initial awards not to exceed \$25,000 could be made to organizations providing Afghan refugee resettlement efforts, specifically in mental health as well as interpretation services, with the entire project not to exceed \$150,000.

First: Justice Horn

Second: Ajia Morris

Motion: Approved

Aye: 4

Dir. Rohs reminded that CSF is available to respond quickly due to the money management at the start of the fund. If those dollars had not been managed so well they would not be available to provide this type of rapid support.

V. Strengthening Partners - Partner Engagement

Seth Baker

- Staff has been reviewing COVID protocols. It has been determined that site visits will continue to be virtual.
- Review of 3Q21 reports is underway for partner reimbursement
- Review of RFP 2022-2023 applications

- VI. Honoring Community – Reauthorization of Sales Tax Rob Whitten  
Mr. Whitten shared the logo and the name for the campaign. The Steering Committee continues to meet monthly. The full coalition will begin meeting in October. Campaign leadership is being finalized. It was anticipated that polling will be conducted by Lake Research Group. Focus groups will then follow the polling effort. If petitions are required, then there will be a need to collect 25,000 signatures to verify 12,500.

Dir. Ramirez asked if consideration had been given to how signatures might be collected due to COVID. In the past, they were collected through various public events. Mr. Whitten indicated that at this point he had not heard a determination for that effort, however, one of the expenses that will fall to the Campaign Committee will be securing these signatures should there be a petition required. Mr. Whitten will queue that topic up for discussion during the next Committee Meeting.

Dir. Rohs asked for clarification regarding the timing and purpose of a petition effort. Mr. Whitten offered that a petition effort would lock the language on the ballot. Those signatures would be needed for verification by August 2022. This creates a lot more space between polling and a petition effort.

Dir. Horn asked if this approach were a final decision and commented that he questioned if the campaign would get half-way there, with not enough signatures and then need to reassess the approach. Mr. Whitten responded that this was not a final decision, and that the polling effort would assist in determining final strategy.

- VII. Optimize Organization – Strategic Imperative Rob Whitten

A. Governance Structure Work Session

In lieu of a CSF Board Meeting, members were reminded that a closed Board work session will be conducted on October 21, 2021, from 2:00 p.m. until 6:00 p.m. During this time there will be no business conducted. This session will review the governance structure.

B. Bylaws' Review

This review has been conducted every other year and is due again in 2021. There is language around Board member eligibility and the statute which needs to be included in the CSF bylaws. Also, strengthening the non-discrimination statement will be included in this review. Mr. Whitten encouraged participation from any member interested in assisting with this review.

C. Reserve Policy

Prior to COVID, a formal reserve policy was under development. Because of the pandemic this effort was halted, and subsequently three of the four committee members working on this completed their board terms. Mr. Whitten invited members to contact him so that this effort can be completed, particularly with the upcoming reauthorization campaign efforts.

D. Nominating

There are currently two open board seats. Two applications from district four have been received from the County. District four currently has no representatives, so one member must come from that district. The remaining representative can come from any district other than one or six. Mr. Whitten would like to get these open positions filled quickly and encouraged members to contact him if willing to participate on this committee.

VIII. New Business Jessica Ramirez  
Dir. Ramirez asked for any new business from Board Members.

Dir. Rohs asked if there were any CSF team members participating in legislative advocacy such as Kids Win or other agency priorities that should be kept in mind at the state level. Mr. Whitten indicated that he was still tangentially participating with Kids Win. CSF also sits at the Child Abuse Roundtable here in Kansas City.

Dir. Rohs indicated that it is important for CSF to keep an eye on how the federal dollars are flowing either through the CARES Act or reappropriation. She feels those agencies need to be targeted because the State of Missouri could use guidance.

IX. Guest Comments Jessica Ramirez  
Dir. Ramirez asked for any guest comments.

There were no guest comments offered.

X. Adjournment Jessica Ramirez  
Dir. Ramirez called for a motion to adjourn.

A motion was made to adjourn the meeting at 3:45 p.m.

First: Jovanna Rohs

Second: Justice Horn

Motion: Approved

Aye: 4

*Respectfully submitted: Sue Richter*

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Brian Kaberline, Secretary

Next Board Meeting: November 18, 2021 - 2:30-4:30 p.m.



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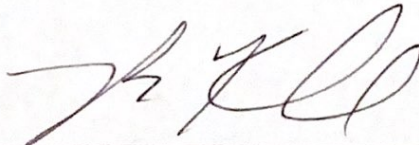
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Brian Kaberline, Secretary

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