



CHILDREN'S
SERVICES
FUND
OF JACKSON COUNTY

Board of Directors Meeting Minutes

Penntower
3100 Broadway, Suite 130, Kansas City, MO 64111
Thursday, May 18, 2023 – 2:30 p.m.

Board Members Present:

Jessica Ramirez (Chair)
Amy Harris (Vice-Chair)
Judy Morgan (Secretary)
Ajia Morris (Treasurer)

Board Members Absent:

Brian Kaberline
Ann Mesle

Guests, Affiliations

Nancy Atwater, Preferred Family Health
Jim Giles, University Health
Chad Harris, Cornerstones of Care
Louisa Spangler, Hope House

Staff Present:

Rob Whitten (CEO)
Seth Baker
Sue Richter
Moji Shogbamimu
Katherine Rivard

- 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 board members was taken. Guests were invited to introduce themselves.

III. Review and Approval of Meeting Minutes

Jessica Ramirez

Dir. Ramirez called for a motion to approve or changes to the April 20, 2023, board meeting minutes circulated in the board packet. The following additions to the draft were requested:

"A motion was made to come back into open session."

First: Judy Morgan Second: Brian Kaberline Motion: Approved

Aye: Ajia Morris
 Brian Kaberline
 Judy Morgan
 Ann Mesle

Note: Dir. Harris was taking a phone call outside the room during this motion/vote.)

The meeting came out of closed session at 3:50 p.m. on April 20, 2023.

Dir. Morgan asked that the minutes reflect, 'Since the relocation was noticed in open session, upon further consideration in closed session, the Board determined that it was appropriate to reconvene and have that discussion in open session.'

XII. "The meeting was adjourned at 3:53 p.m."

A motion was made to approve the April 20, 2023, meeting minutes with the above stated additions to be included.

First: Amy Harris Second: Judy Morgan Motion: Approved
Aye: 4 Opposition: 0

Dir. Ramirez called for a motion or changes to the May 5, 2023, Special Session board meeting minutes circulated in the board packet. Upon hearing no comments, the following motion was made:

A motion was made to approve the May 5, 2023, Special Session meeting minutes.

First: Ajia Morris Second: Judy Morgan Motion: Approved
Aye: 4 Opposition: 0

IV. Review and Approval of Proposed Agenda

Jessica Ramirez

Dir Ramirez called for a motion or changes to the proposed agenda. Mr. Whitten noted that the Closed Session would not be held and would be dropped from the May 18, 2023, agenda.

A motion was made to approve the May 18, 2023, agenda without the closed session.

First: Ajia Morris Second: Amy Harris Motion: Approved
Aye: 4 Opposition: 0

V. Investing in Children

A. Financial Report –April 2023

Moji Shogbamimu

A review of the financials circulated in the board packet was completed with the following highlights:

March 2023

Revenue

Category	March 2023	Budget
Tax Revenue	\$5.29M	\$25M
Investment Income	\$25k	\$300k
Interest Income (From State of MO)	\$17	
Total Revenue	\$5.3M	\$25.3M

Program Support

Core Funding	\$2.4M	\$16.4M
Capacity Building		\$3M
Collaboration		\$3M
Total Program Support	\$2.4M	\$22.4M

Operating and Overhead

Category	March 2023	Budget
Personnel	\$233k	\$1.8M
Professional Contracts	\$77k	\$301k
Administration	\$17k	\$94k
Occupancy	\$18k	\$218k
Professional Insurance	\$13k	\$49k
Technology	\$1k	\$39k
Transportation	\$6	\$5k
Depreciation	\$3k	\$29k
Operating & Overhead (Total)	\$363k	\$2.5M
Total Expense	\$2.8M	\$24.9M

There were no atypical expenses reported for this period. All expenses remain underbudget.

2023 Financial Position		
Assets		\$17.3M
-Cash	\$ 4.8M	
-Investments	\$12.5M	
Liabilities		
-Contracts (2023)	\$ 11.4M	
-Contracts (2024)	\$ 2.8M	
Net Assets		\$3.2M

Dir. Ramirez asked for any questions or a motion to approve the April, 2023 financial report.

A motion was made to approve the April 2023 financial report as presented.
 First: Ajia Morris Second: Judy Morgan Motion: Approved
 Aye: 4 Opposed: 0

B. Audit Updates Rob Whitten

2022 Audit
 The 2022 draft audit will be distributed to the Internal Affairs Committee in early June, with board acceptance anticipated at the June meeting.

Audit Firm RFP (2023-2025)
 There will be updates for discussion provided at the Internal Affairs Committee regarding the next CSF audit firm.

C. CSF Funding Opportunities Update Rob Whitten

Core Funding: Calendar Year 2024
 Mr. Whitten reported the following for 2024 calendar year core funding:

2024 CORE FUNDING (Calendar Year)	
• Board approved tentative allocation	\$17M
• Tentative 61 renewals with a 20% increase (Note: 6 organizations will renew for 6 months then transition to academic year.	\$11.8M
• 45 letters of intent (LOI's) submitted for review	\$8.5M
• Total Renewal + Request	\$20.4M
• Resulting gap	\$3.4M

It was stated that some requests will fall away due to the LOI's not being a good fit for CSF funding, resulting in an estimated reduction of \$1M, Further board discussion is anticipated regarding how to close any remaining gap.

Capacity Building Funding
Mr. Whitten provided the following:

CAPACITY BUILDING	
Board Allocation \$3M over 3 years	\$9M
Currently 19 applications 10 applications for 3 years, 2 applications for 2 years, 7 applications for 1 year	\$3M
Year One Total	\$1.4M
Year Two Total	\$915k
Year Three Total	\$735K

A summary of each application will be presented to the External Affairs Committee for review with a recommendation to the full board anticipated at the June meeting.

Collaboration Funding

Mr. Whitten indicated that one project was close to application requesting \$1M over three years. A second project has been vetted. CSF is now waiting for further details in the application. Three additional projects have requested meetings with staff. The process for approval will come through a recommendation by the External Affairs Committee to the full board at the June meeting. These recommendations will be based on application review by the Committee, prior to the meeting.

D. Regional Funding Changes

Due to significant shifts in funding by Health Forward and United Way, Mr. Whitten conducted a partner survey to better understand the impact of these changes on our partners. He received 20 responses out of 80 survey recipients. The feedback received was that in addition to the changes at Health Forward and United Way, partners were also seeing funding changes and loss of support from Kauffman, Reach, Loose, Shumaker Family, Francis Family, and others. For smaller organizations, the loss of support from funders such as Loose and Shumaker is as or more impactful to them because they are so small.

The trends and feedback regarding these changes revealed the following:

- There is a push to fund DEI and BIPOC led/serving organizations.
- COMBAT and Mental Health Fund Support have remained flat.
- Feedback has indicated the perception among other funders is that due to reauthorization, the CSF can now give more. This sentiment is concerning if the increased CSF revenue now must go to shortfall versus growth and expansion as originally intended by the public.

Discussion regarding what, if any response, should CSF have with the increase in revenue beginning in April.

- Concern was expressed regarding how CSF could or should equitably fund these shortfalls.
- The Internal Affairs Committee needs to be mindful of asks due to funding changes.

- These changes among funders need to be monitored, should any remaining funds be available at year end.
- It was noted that the CSF funding structure was announced and shared prior to the changes in funding by the other area funders.

VI. Strengthening Partners
Partner Engagement Seth Baker

Following site visits, Program Officers reported that feedback from partners indicates that all funding changes have been positive. Dir. Ramirez suggested that learnings from this feedback could be collected and incorporated in future information sessions, or perhaps a video link.

VII. Honoring Community Rob Whitten

Community Engagement

Mr. Whitten reported that CSF was a gold sponsor at the Mental Health Kansas City Conference. There were 750 attendees with multiple breakout sessions.

Jackson County Health Department Community Improvement Plan

This initiative targets eastern Jackson County, with Mr. Whitten sitting on the Steering Committee.

Health Forward

Health Forward will be spearheading an initiative looking into diverse health sciences workforce. Rob Whitten will sit on the Steering Committee and Jovanna Rohs will sit on the Community Advisory Board.

Dir. Ramirez stated that future updates regarding the above initiatives would be helpful for the Board in their efforts to be more impactful.

VIII. Optimizing Organization

I. Organizational Updates Rob Whitten

Accounting Specialist

An offer has been extended for this position, with an anticipated start in June.

Program Officer

The posting resulted in 38 responses. This was narrowed to a field of twelve, with a written prescreen now being conducted.

Grant Management Software RFP

The RFP document is in process expecting to be released in June.

"Handle with Care" Project

This project is a program that involves first responders notifying schools of traumatic issues involving their students for triage and support as well as possible mental health interventions by logging into a screen and providing the

child's information. This program is looking for a local champion to bring it to this area.

Letter to Lawmakers regarding DEI Language

The CSF was one of 200 non-profits and businesses who signed on to this letter opposing the inclusion of anti-DEI language in state budget bills, resulting in the Senate removing the language.

- II. CSF Committee Assignments Jessica Ramirez
Dir. Ramirez shared the following Committee assignments:

Internal Affairs Committee

Amy Harris, Chair
Ajia Morris, Member
Brian Kaberline, Member

External Affairs Committee

Judy Morgan, Chair
Ann Mesle, Member

- III. CSF Relocation Rob Whitten

Mr. Whitten presented information regarding previous questions about the CSF being officed "close to partners". He shared that 33 of 78 partners fall into four contiguous zip codes, with 64111 and 64109 being the densest zip codes for partner organization. However, those zip codes were not in the top twelve for the number of children receiving services. In looking at this data it was determined that where a partner has an office does not equate to where an organization does their work.

As a follow-up to prior discussion and request for information, the owner response to the follow-up questions regarding five-year, 7 year and 10-year lease options were shared as follows:

	10 Year	7 Year	5 Year
Tenant Improvements	\$45/sq ft	\$35/sq ft	\$22-\$25/sq ft
Rental Abatement	5 months	3 months	1 month
Parking Allowance	200 Hours	200 Hours	None

Further discussion and clarification were as follows:

- Parking Allowance – This would be a per month allotment, with unused hours rolling over to the next month. The cost to pay for parking is currently \$3 per hour.

Staff parking would be billed at \$100 per month per person. The CSF currently pays for parking at \$50 per month, per person.

- A ten-year lease versus a five-year lease was calculated at \$220k upfront for the leaseholder improvements and the rental abatement (excludes parking).

- Building Conference Space Availability – This conference space is intended to support the entire building. So, a meeting more than twice a month or a week of partner use could not be committed to by the property management company. It does have the AV equipment but is not outfitted for Zoom capability.
- Community Room in CSF Suite – In response to a question regarding elimination of the Community Room space in the currently proposed location: this would result in a savings of approximately \$40k per year. Property management was taking this idea into consideration, as an existing suite would need to be split if the community room was not pursued, and the landlord would need to ensure the unused portion would still be "leasable space". The community room was also intended to be used for daily operations (ie. weekly team meetings, collaboration meetings with partners, etc.). If the community room idea is discarded, this space likely does not meet our needs, and another location would need to be found.
- Alternative space – A look at other commercial space indicates that there are options for less than 3,000 square feet and between 15,000-24,000 square feet available, but 5,000 - 7,000 square feet is very limited. There are options in this range but would require a move to the south corridor along I-435.

Dir. Ramirez asked each board member what questions had not been answered, explored, or considered and any final thoughts regarding a decision on this space.

- Dir. Morris indicated that she had no additional questions. She felt the questions regarding proximity to partner agencies and the children we serve, long term versus short-term costs, and other options regarding had been explored and she trusted the team.
- Dir. Morgan requested clarification on the tenant improvement numbers, and the rental cost per year.
- Dir. Ramirez expressed concern that two members were not able to attend the meeting but felt their concerns had been expressed and addressed. She then asked if each member present would be comfortable supporting the choice of property and the term of lease.
 - Choice of Property – All present expressed agreement on the location choice.
 - Length of Lease – All members agreed that a ten-year lease should not be considered.

Dir. Harris expressed her interest in supporting the seven-year lease due to the cost savings which she stated were significant over the five-year option.

Dir. Morgan expressed her interest in five years due to proximity to the clients CSF serves. In response Dir. Morris indicated that she had investigated this further and there will still be locations coming available in years five through seven, but certainly not

within the next two to three years. Dir. Morgan would rather go with five but agreed to go with the majority on this.

Dir. Morris would like to see the dollars go towards programming rather than the landlord. For this reason, she stated her support of the seven-year lease. She would fully support being closer to where clients are located but given the time and circumstances this cannot be accommodated currently. She did not believe an additional two years waiting to determine the next CSF location was an issue. She offered that at the five-year mark CSF should begin the conversation regarding any future location.

Dir. Ramirez indicated that she was supportive of the cost savings of the 7-year lease particularly in the parking allowance. She also requested a quarterly report on utilization of the Community Space.

Mr. Whitten thanked the board members for their feedback and explained that the Board will need to formally approve the lease at a future date. This will be brought following work with the landlord with engagement by the CSF attorney.

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| IV. Staff Recognition | Rob Whitten |
| Mr. Whitten recognized and thanked Moji Shogbamimu for four years of service. | |
| V. Old/New Business | Jessica Ramirez |
| There were no comments offered. | |
| VI. Director and Guest Comments | Jessica Ramirez |
| There were no comments offered. | |
| VII. Adjournment | |
| The meeting was adjourned at 3:52 p.m. | |

Respectfully submitted: Sue Richter



Judy Morgan, Secretary

Next Meeting: June 22, 2023 - 2:30 p.m.