

**Minutes**  
**Children's Service Fund Board of Directors**  
**CSFB Board Meeting**  
**January 16, 2020**

**The Board of Directors of CSFB** met on January 16, 2020 at 8:30 a.m. at 7001 North Locust, Suite A-100, Gladstone, Missouri, 64118. Present members included: Deb Hermann, Chair; Kenneth Honeck, Vice Chair; Clinton Newton, Secretary; Bruce Culley, Treasurer; Thomas Peca; Edward O'Herin; Allen Dillingham; Pastor Robert Franseen

**Excused:** John McGovern

**Also Present were:**

Kathy Macken – Executive Director, Clay County Children's Services Fund  
Sarah Forgey – Greater Kansas City Community Foundation staff  
Afton Baxter – Greater Kansas City Community Foundation staff  
Ashley Zugelter – Clay County CASA  
Hon. Jim Welsh – Missouri Court of Appeals  
Hon. Liz Davis – Clay County Circuit Court  
Justin Horton – Cornerstones of Care  
Heather Heaster – Crittenton Children's Center  
Holly Wilmes – Easterseals Midwest  
Jennifer Kapp – Kearney School District  
Meeghan Masters – Kearney School District  
Jessica Meisenheimer – Liberty Public Schools  
Shaney Othic – Northland Therapeutic Riding Center  
Andrea Ambroson – Smithville School District  
Cassidey Collins – Synergy Services  
Corky McCaffrey – Synergy Services  
Dennis Meier – Synergy Services  
Gwen O'Brian – Synergy Services  
Robin Winner – Synergy Services  
Janice Storey – Tri-County Mental Health Services  
Lori Wheelhouse – Tri-County Mental Health Services  
Shannon Hallauer – Tri-County Mental Health Services  
Tom Petrizzo – Tri-County Mental Health Services

**Call to Order**

Deb Hermann called the meeting to order at 8:37 a.m.

**Roll Call**

Clinton Newton called roll. John McGovern was excused from the meeting. All other members were present.

### **Approve/Amend Agenda Items**

The Board reviewed the agenda for January 16<sup>th</sup> meeting with an amendment to include a proposal from the Liberty School District in Other Business. Kenneth Honeck moved to approve the amended agenda for January 16<sup>th</sup>, Ed O'Herin seconded the motion. The Board voted in favor 8-0.

### **Introductions/Announcements**

Individuals introduced themselves as visitors at the meeting.

Visitors Hon. Jim Welsh and Hon. Liz Davis expressed the need for a higher volume of services for infants and children in at-risk situations. They were hopeful for the programs recently supported by the Clay County Children's Services Fund to be able to meet the need within Clay County.

### **Approval of Minutes**

Allen Dillingham moved to approve the minutes from December 18, 2019, and Pastor Robert Franseen seconded the motion. The board voted in favor 8-0.

### **Finance Report**

Bruce Culley presented the financial report to the Board. Total sales tax income in December 2019 was \$1,001,660.00 resulting in total sales revenue of \$9,562,596.25 in 2019, a 28% increase from 2018. Bruce reviewed the 2019 Budget to actual expenses, noting operational costs of \$83,163.92 below the budgeted amount.

The total fund balance as of December 31, 2019 was \$13,017,076.02. With expenses totaling \$19,421.79, the total net income for December 2019 was \$993,255.59. Ed O'Herin made a motion to approve the financial report. Thomas Peca seconded the motion and the board voted in favor 8-0.

### **Executive Director's Report**

Ms. Macken shared about meetings in December, including a site visit to Easterseals Midwest, a meeting with the Northland Therapeutic Riding Center and attending the NRCC Education Committee meeting. She also researched quotes for employee benefits and received confirmation from Society Security that a 218 Agreement will need to be signed.

Ms. Macken scheduled four grantee presentations for monthly board meetings and generated a data table reflecting the amount of funding provided to each service category. The data will be included in the annual report and will include additional data received from each school district. After the board's review of the data, Kenneth Honeck suggested that committed funds be itemized in the fund's financials to give a clear understanding of overall funds available.

Next, Ms. Macken presented the proposed 2020 grant cycle to the board. The community-based program cycle will launch about one month earlier than the year prior. The school district cycle will begin with each district submitting expansion of service requests in February 2020.

Following the discussion of granting, Deb Hermann suggested relying more heavily on committees to complete quality reviews of their respective issues to bring recommendations to boards. The board agreed to add a Programs Committee, including Pastor Robert Franseen, Ed O'Herin, Ken Honeck and

Thomas Peca, and potentially additional board members. Committees will begin setting regular meetings in preparation of monthly board meetings.

### **Action Items**

Next the board discussed the reserve funds policy. Bruce Culley suggested the Finance Committee review Resolution No. 01-15-2020 and bring an analysis back to the board. The resolution would establish a reserve fund balance policy, which would be appropriate for tracking funding commitments and potential emergency funding in the future.

The board discussed the 2019 financial audit and moving forward with hiring Ralph C. Johnson & Company, P.C. to conduct the audit. Clinton Newton made a motion for the Ralph C. Johnson & Company, P.C. to conduct the 2019 Audit. Bruce Culley seconded the motion and the board voted in favor 8-0.

The board agreed to hold a discussion on the Personnel Policy at the February meeting, after legal counsel has had time to review the documents.

Kathy Macken presented Service Audit proposals to the board. The Clay County Children's Services Fund has received three proposals. The board agreed that CommCare aligned best with the service auditing needs. Clinton Newton made a motion to hire CommCare to conduct a Service Audit. Pastor Robert Franseen seconded the motion and the board voted in favor 8-0.

### **Synergy Services Presentation**

Gwen O'Brien and Cassidey Collins presented to the board how Synergy Services has used the CSF awarded funding to date. Synergy Services coordinates services with Tri-County Mental Health Services to provide services to all Clay County public school districts. Additionally, they collaborate with teachers, social workers, crisis teams and homeless student coordinators to provide access to students.

Synergy Services has had success in all districts within Clay County. Funds were exceeded in the Smithville School District and they are considering reallocating program funding. In 2020, the agency should have eight full time employees supported by CSF funding.

Tom Petrizzo from Tri-County Mental Health Services added that the partnership with Synergy Services has been extremely beneficial in providing services. Synergy took questions from the board and visitors. Synergy Services discussed with Hon. Welsh and Hon. Davis the variety of services the agency offers, noting that the presentation only covered what was funded by the CSF and did not include information about services they offer outside of schools, not supported by the CSF. Because the CSF can only fund Clay County residents, services supporting children from other areas cannot be supported by the CSF funds.

### **Other Business**

Jessica Meisenheimer from the Liberty Public School District presented the district's proposal to revise their CSF approved budget to cover the costs for 50 staff members to attend the Conscious Discipline training. The district was recently selected to be a National Satellite Site where the training will be held

this summer. The 6-day training costs \$1,500 per participant and the district requested shifting some program funding to allow 50 staff members to attend the training, totaling \$75,000.

The board discussed the valuable opportunity and decided to leave existing funds to the Liberty Public School District in place. Instead, they decided to award a new grant to the district to help fund their staff and other districts or agencies to attend.

Clinton Newton made a motion to grant \$300,000 to the Liberty School District to fund participants of the CD1 training. The Liberty School District will use \$75,000 of the grant to register all 50 previously designated staff members. The additional \$225,000 will support as many more people as possible to register for the CD1 training. Ed O'Herin seconded the motion and the grant was unanimously approved by the board 8-0.

Kathy will work with the school districts and agencies to develop a plan for the best way to get others registered for the training after the first 50 Liberty Public School District staff members register. The board discussed potentially funding another CD1 training in Clay County in the future.

**Next Meeting**

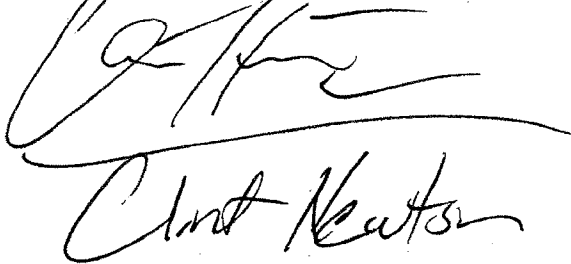
The next Board of Directors meeting is to be held on February 19, 2020 at 7001 N. Locust, Gladstone, Missouri 64118 at 8:30 a.m.

**Adjournment**

The meeting was adjourned at 10:10 a.m. with a motion by Kenneth Honeck, seconded by Ed O'Herin and unanimously approved by the board 8-0.

Respectfully submitted,  
Kathy Macken  
Executive Director

Board approved February 19, 2020



The image shows two handwritten signatures in black ink. The top signature is cursive and appears to be 'Kathy Macken'. The bottom signature is also cursive and appears to be 'Clinton Newton'. Both signatures are written over a horizontal line.