

**Minutes**  
**Clay County Children's Service Fund**  
**Board Meeting**  
**February 19, 2020**

**The Board of Directors of CCCSF** met on February 19, 2020 at 8:30 a.m. at 7001 North Locust, Suite A-100, Gladstone, Missouri, 64118. Present members included: Deb Hermann, Chair; Clinton Newton, Secretary; Bruce Culley, Treasurer; Thomas Peca; Edward O'Herin; Allen Dillingham; Pastor Robert Franseen

Excused: Kenneth Honeck and 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  
Carol Grimaldi – Cornerstones of Care  
Perry Hilvitz – North Kansas City School District  
Janelle Porter – North Kansas City School District  
Janice Storey – Tri-County Mental Health Services  
Lori Wheelhouse – Tri-County Mental Health Services  
Shannon Hallauer – Tri-County Mental Health Services  
Laura Bruce – Tri-County Mental Health Services  
Tom Petrizzo – Tri-County Mental Health Services  
Shaney Othic – Northland Therapeutic Riding Center  
Heather Heaster – Crittenton Children's Center  
Gwen O'Brien – Synergy Services  
Carolyn Morris – Community Volunteer  
Jocelyn Mourning – The Family Conservancy  
Dennis Meier – Synergy Services  
Cassidey Collins – Synergy Services  
Andrea Ambroson – Smithville School District

**Call to Order**

Deb Hermann called the meeting to order at 8:30 a.m.

**Roll Call**

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

**Approve/Amend Agenda Items**

The board reviewed the agenda for the February 19<sup>th</sup> meeting. An amendment was made to add discussion on Social Security benefits to Other Business. Ed O'Herin moved to approve the amended agenda and Pastor Robert Franseen seconded the motion. The board voted in favor 7-0.

**Introductions/Announcements**

Thomas Peca shared that he visited Northland Therapeutic Riding Center and participated in a riding session. Individuals introduced themselves as visitors at the meeting.

### **Approval of Minutes**

Noting an amendment to include the word "audit" in reference to the work being conducted by Ralph C. Johnson & Company, P.C. and a grammatical correction on page 3, Clinton Newton moved to amend the minutes from the January 15, 2020 meeting and Allen Dillingham seconded the motion. The board voted in favor 7-0.

### **Finance Report**

Bruce Culley presented the finance report to the board. He presented a revised balance sheet for December 2019 reflecting the decrease in interest income, which decreased total assets to \$13,013,877.89.

Sales tax income in January 2020 totaled \$847,616.64, a -1% difference from January 2019. The total fund balance as of January 31, 2020 was \$13,850,982.42, which included committed funds of \$3,140,799.08 for community-based and school district programs. With expenses totaling \$14,860.56, the total net income for January 2020 was \$837,794.53.

Bruce Culley presented the recommendation from the Finance Committee to move \$5,248,132.37 from the checking account to the money market account to earn interest. The goal is to keep a minimum of \$1 million in the checking account, but there will be no penalty if the CCCSF needs to move money market funds back into the checking account. Bruce Culley made a motion to transfer funds to the money market. Thomas Peca seconded the motion and the board voted in favor 7-0.

In a review of the Budget vs. Actuals as of January 2020, more revenue has been incurred than anticipated and expenses are only half of what was budgeted for the month. Expenses were budgeted equally for all twelve months, allowing for expenses to fluctuate throughout the year. Clinton Newton made a motion to approve the financial report. Ed O'Herin seconded the motion and the board voted in favor 7-0.

Following the finance report, Deb Hermann mentioned that the Clay County Children's Services Fund now has four committees that will meet separately to discuss issues in detail and bring recommendations back to the board, in an effort to keep the monthly board meetings concise.

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

Ms. Macken shared about meetings she attended in January, including the Northland Coalition meeting where the new Tobacco 21 law was discussed. She also conducted site visits with Metro Lutheran Ministry, the Excelsior Springs School District and Rachel House Pregnancy Resource Centers, Inc.

Next, Ms. Macken shared that requests from school districts for expansion of services had been submitted. The school districts submitted quarterly reports and the community-based agencies submitted invoices. Ms. Macken shared spending summaries of both and noted that the summaries show what areas funding is supporting, per statute. She also shared that the expansion request deadline fell on the same day as a Title One report deadline, and suggested that the board aim to offset deadlines from other important deadlines if this happens in the future.

### **Action Items**

Bruce Culley shared on behalf of the Finance Committee the discussion on the need for a Reserve Fund. After revising the terms and conditions, Resolution No. 01-15-2020 affirms that \$1.5 million will be held in the Reserve Fund and can be amended after annual financial audits each year. The board will determine all expenditures from the Reserve Fund. Clinton Newton and Deb Hermann will sign the Resolution. Ed O'Herin made a motion to approve the Resolution for a Reserve Fund. Thomas Peca seconded the motion and the board voted in favor 7-0.

The Program Committee met to discuss expansion requests submitted by the school districts. The committee reviewed the requests to expand or reallocate original funding. The Excelsior Springs School District, Kearney School District and Liberty School District all requested to reallocate original funds. Missouri City School District did not submit an expansion request. The North Kansas City School District requested \$357,208.75 in additional funding and the Smithville School District requested \$70,000 in additional funding, the majority to support continued services from original funding. The committee also discussed meeting with each school and major provider throughout the year for updates on programming. Allen Dillingham made a motion to approve all applications for expansion as presented. Ed O'Herin seconded the motion and the board voted in favor 7-0.

Discussions about the personnel policy, vision insurance and short- and long-term insurance were held for the March meeting. The Personnel Committee will meet to discuss each topic and report back with recommendations at the next meeting.

### **Tri-County Mental Health Services Presentation**

Janice Storey, Lori Wheelhouse and Shannon Hallauer from Tri-County Mental Health Services presented how the organization has used the CCCSF awarded funding to date. They gave an overview of programs offered and discussed programs supported by the CCCSF. Ms. Storey shared successes and challenges of the funded programs. She also shared the organization's goals to expand programming, intensive outpatient services, treatment opportunities and to improve trauma informed care. They will also continue to focus on substance abuse prevention.

Ms. Storey added that the partnerships with the school districts, Synergy Services and the CSF has been beneficial in providing services. After questions from the board and visitors, Deb Hermann thanked Tri-County Mental Health Services for the report.

Following the presentation from Tri-County Mental Health Services, Deb Hermann also mentioned that in the future, the board may need to consider multi-year funding to help staffing and services continue to grow.

### **Other Business**

As an amendment to the agenda, the board discussed the Personnel Committee's recommendation on Social Security benefits for the Clay County Children's Services Fund staff. The committee recommended participation in Social Security and 401(k). As a county board, the Clay County Children's Services Fund aims to remain consistent with staff benefits offered to Clay County employees. Bruce Culley noted that Social Security benefits will add an additional \$7,000 in administrative expenses.

**Discussion Items**

The Executive Director evaluation form was presented. Board members will send their evaluations to Deb Hermann in John McGovern's absence, or bring their evaluations to the March meeting.

Ms. Macken shared that the Clay County Children's Services Fund contract with CommCare had been signed and that CommCare is currently scheduling appointments with community-based agencies to perform program audits.

Ms. Macken also announced to the board and visitors that the parking lot at Stone Canyon Pizza is restricted for restaurant customers and that attendees of the monthly meetings should use the iWerx parking lot.

**Next Meeting**

The next Board of Directors meeting is to be held on March 18, 2020 at 7001 N. Locust, Ste. A-11, Gladstone, Missouri 64118 at 8:30 a.m.

**Adjournment**

The meeting was adjourned at 9:42 a.m. with a motion by Clinton Newton, seconded by Bruce Culley and unanimously approved by the board 7-0.

Respectfully submitted,  
Kathy Macken  
Executive Director

Board approved April 22, 2020

		
Signature	Printed Name	Date