**Minutes**

**Clay County Children’s Service Fund**

**Board Meeting**

**December 15, 2021**

**The Board of Directors of CCCSF** met on December 15, 2021 at 8:30 a.m. via Zoom conference. Present members included: Kenneth Honeck, Chair; Bruce Culley, Treasurer; Pastor Robert Franseen, Vice Chair; Allen Dillingham; Deb Hermann; Carrie Lonsdale; and Ed O’Herin.

**Excused:** John McGovern and Thomas Peca

**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

Elena Pautler – Ability KC

Janet Padley – Ability KC

Sarah Murphy – Ability KC

Heather Heaster – Crittenton Children’s Center

Carron Miesner – Easterseals Midwest

Heather Gross – Excelsior Springs School District

Chris Evans – Feed Northland Kids

Jennifer Kopp – Kearney School District

Jessica Meisenheimer – Liberty Public Schools

Alea Surender – Mattie Rhodes Center

John Fierro – Mattie Rhodes Center

Julie Youngers – Mattie Rhodes Center

Becky Poitras – Metro Lutheran Ministry

Shaney Othic – Northland Therapeutic Riding Center

Denise Harwood – Smithville School District

Gwen O’Brien – Synergy Services

Jocelyn Mourning – The Family Conservancy

Janice Storey – Tri-County Mental Health Services

**Call to Order**

Ken Honeck called the meeting to order at 8:30 a.m.

**Roll Call**

Kathy Macken called roll. Tom Peca and John McGovern were excused. All other board members were present.

**Approve/Amend Agenda Items**

The board reviewed the agenda for the December 15, 2021 meeting. Bruce Culley moved to approve the agenda and Allen Dillingham seconded the motion. The board voted in favor 7-0.

**Approval of Minutes**

Deb Hermann moved to approve the meeting minutes from October 20, 2021 and Ed O’Herin seconded the motion. The board voted in favor 7-0.

**Finance Report**Bruce Culley presented financial reports from the last two months. He noted that program expenses were high in October due to committed grants paid. Sales tax income in October 2021 totaled $878,114.03. The total fund balance as of October 31, 2021 was $18,544,173.22, with $14,112,123.32 in total grants committed. With $880,319.05 in revenue and expenses totaling $944,034.20, total net income for October 2021 was ($63,715.15). Pastor Robert Franseen made a motion to approve the October financial report. Ken Honeck seconded the motion and the board voted in favor 7-0.

Sales tax income in November 2021 totaled $859,697.31. The total fund balance as of November 30, 2021 was $19,245,237.36, with $13,964,351.59 total grants committed. With $861,925.69 in revenue and expenses totaling $160,075.55, total net income for November 2021 was $701,850.14. Ken Honeck made a motion to approve the November financial report. Ed O’Herin seconded the motion and the board voted in favor 7-0.

Lastly, Ken Honeck made a motion to move $3 million from the money market to the checking account to cover expenses of October invoices. Pastor Robert Franseen seconded the motion and the board voted in favor 7-0.

**Executive Director’s Report**

Ms. Macken shared budget revision requests. Mattie Rhodes Center requested a budget revision due to difficulty hiring a bilingual therapist. The request to reallocate $57,600 was approved, in order to hire a second bilingual service coordinator and secure a contract therapist they have worked with before. Liberty Public Schools also submitted a budget revision request for $1,800 that was approved for a late bill received for prevention services.   
  
Final reports from 2020-2021 Community-Based Grant partners have been received. Interim reports have been received from the 2021-2022 Community Based Grant partners. A total of $843,532 was spent on services for children in the first two months of the 2021-2022 grant cycle.   
  
Next, Ms. Macken shared that the 2020 financial audit has been reviewed and is currently being finalized with the audit company.

Lastly, she shared that the CSF Executive Assistant position has been posted on ZipRecruiter. Kathy will forward resumes of potential candidates to Ken Honeck and John McGovern.   
  
The board agreed that board meetings will continue to be held the third Wednesday of each month in 2022, with the exception of December. The last monthly meeting of 2022 will occur on December 14, 2022. Ken Honeck made a motion to approve the proposed 2022 meeting schedule. Pastor Robert Franseen seconded, and the board voted in favor 7-0.

**Action Items**

Pastor Robert Franseen presented the slate of officers for 2022 on behalf of the Nominating Committee, with the recommendation to re-elect the current officers. All current officers indicated they would like to continue to serve in 2022 and no other nominations were received. The slate of officers for 2022 are outlined in the table below. Pastor Robert Franseen made a motion to approve the slate of officers. Deb Hermann seconded the motion and the board voted in favor 7-0.

|  |  |
| --- | --- |
| **Officers** | |
| Kenneth Honeck | Chair |
| Pastor Robert Franseen | Vice Chair |
| John McGovern | Secretary |
| Bruce Culley | Treasurer |

**Presentation**The scheduled presentation from Easterseals was postponed due to staff illnesses. Kathy will be contacting agencies to schedule presentations for 2022.

**Next Meeting**

The next Board of Directors meeting is to be held on January 19, 2022 via Zoom.

**Adjournment**  
With a motion by Bruce Culley and seconded by Ed O’Herin, the meeting was adjourned at 8:50 a.m.

Respectfully submitted,

Afton Baxter

Greater Kanas City Community Foundation

Board approved January 19, 2022.

John McGovern Secretary

Signature Printed Name Title Date