

BOONE COUNTY CHILDREN'S SERVICES BOARD
MEETING
COMMISSION CHAMBERS – BOONE COUNTY GOVERNMENT CENTER
801 E. WALNUT ST., COLUMBIA, MO.

Thursday, May 8, 2014 at 4:30 p.m.

MINUTES

Board Members Present: Les Wagner, Greg Grupe, Dewey Riehn, Nancy McKerrow, Bruce Horwitz, Jennifer Walker, Michele Kennett, Harry Williams

Others Present: Kelly Wallis, Director of Boone County Community Services and Joanne Nelson, Program Manager Community Services

Board Members Absent: Kathy Thornburg

Guests: Jacqueline Schumacher and Christian Arment, Institute of Public Policy in the Truman School of Public Affairs

Les Wagner, Chair, opened the meeting at 4:30

1. Election of Officers

A motion was made by Jennifer to reelect Les as Chairman, and Greg seconded, the motion carried. Les was reelected as Chairman.

A motion was made by Bruce to reelect Greg as Vice Chair, and Dewey/Harry seconded, the motion carried. Greg was reelected as Vice Chair.

A motion was made by Greg to reelect Nancy as Treasurer, and Michele/Greg seconded, the motion carried. Nancy was reelected as Treasurer.

2. Director's Report

Kelly provided an overview of the Community Services Department efforts and reported that:

- RFPs (Purchase of Service and Pilot Programs that Provide Innovative Services) are being released tomorrow (5/9/14). She has been working very closely with Purchasing to ensure the proper language is being used. The RFPs will be listed in the paper and Purchasing will be emailing notices to those who have registered to be a vendor. These RFPs are also listed on the Purchasing Boone County website and the Community Services section will have a link to these RFPs.

- Kelly is planning on meeting with other director's of other Community Children's Service in Troy, MO on Friday, May 9, 2014.
- Hiring an Administrative Assistant is still in the works. There were over 143 applicants. The Human Resources department did the initial review of candidates and marked the ones that met the minimal qualifications. Kelly, Joanne, and Jennifer will review all these qualified candidates and begin the interview process.
- The due dates for the POS RFP are 6/10/14 and for the Pilot RFP, 6/24/14. Two copies of proposals are required and must be submitted to the Purchasing office by these due dates. An electronic copy must be emailed to Purchasing office after the due date. These proposals will then be read during a Boone County Commission meeting.
- The Community Services Department is working closely with the City of Columbia, Cradle to Career, and the Heart of Missouri United Way to develop Boone Indicators. There is hope in this work group to gather data in the same way.
- The Community Services Department is looking for a common grants management system with the city and other area funders. Kelly is working on gathering some data.
- Kelly will be visiting Colorado with other members from the community to observe Family Access Centers in counties similar to Columbia.
- The Community Services Department has moved into their new building and is slowly becoming a functional office.

3. Final Review and Approval of Recommended Funding Policy Changes

Bruce led a discussion regarding proposed changes to the Funding Policy. There was a discussion specifically on the language in the new proposed section titled, "Maximization of Funding". Les offered some changes in the language of this policy. Michele made a motion to accept Les' changes to the language, Bruce seconded. Harry asked a clarifying question about funding and Bruce suggested that the word "fundraising" is removed from the language. There was a call to accept the changes to the language to the Funding Policy. The motion passed with proposed changes.

4. Final Review and Approval of Contingency Fund Application

Kelly discussed the proposed changes to the Contingency Fund application. She explained that this fund should be used sparingly and for emergency purposes only. Any time the Board needs to access this money they will need to do a budget amendment. Bruce moved to accept the changes and release the Contingency Fund application, it was seconded and the motion passed.

5. Discuss Board Member Communication

Bruce led a discussion on any Board conversations with people in the community regarding the Children's Services Fund. There was agreement that if any member of the community has questions regarding funding, they should contact Kelly and not a member of the board. Bruce also encouraged the group to share anything they might hear out on the "streets" as a way of avoiding miscommunication and making sure that everyone is on an equal playing field. The Board wants to make sure that there are no signs of impropriety with any private agencies. The goal of the funding process is to be an open, inclusive process. No decision item made.

6. Discuss Extension of Consultant Contract

Kelly and the Board discussed an extension of the consultant's contract. Jacqueline addressed information in the current contract and gave an update on the analysis of this data. Jacqueline hoped to complete key informant interviews to synthesize with current data before the end of their contract in July. The Board discussed what type of work would be handled if the extension was granted. Kelly reminded the board that the extension of the current contract avoided the process of putting the work out for bid. Any new work assigned after the July 2014 deadline, will be renegotiated.

7. Public Comment:

No other comments were offered.

8. Adjourn

The meeting was adjourned by Les.

NEXT MEETING: May 22, 2014