

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

*Thursday, May 22, 2014 at 4:30 p.m.*

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**MINUTES**

**Board Members Present:** Les Wagner, Greg Grupe, Dewey Riehn, Nancy McKerrow, Michele Kennett, Kathy Thornburg

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

**Board Members Absent:** Harry Williams, Bruce Horwitz, Jennifer Walker

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

**1. Open Meeting**

In Les Wagner's absence at the beginning of the meeting, Greg Grupe called the meeting to order at 4:30 pm

**2. Approval of Minutes**

- a. April 24, 2014 Minutes - Greg called for the approval of these minutes. Nancy made the motion and Dewey seconded, the motion carried.
- b. April 30, 2014 Minutes - Greg called for the approval of these minutes. Dewey made the motion and Michele seconded, the motion carried.
- c. May 8, 2014 - Greg called for the approval of these minutes. Michele made the motion and Nancy seconded, the motion carried.

**3. Director's Report**

- a. RFP Updates - Both of the Purchase of Service (POS) and the Pilot Program for Innovative Services (Pilot) were released on May 9, 2014. Potential applicants were encouraged to submit written questions by May 21, 2014 and the Pre Proposal Conference will be held on May 23, 2014. Kelly mentioned that there were over 107 vendors registered on the Boone County Purchasing site to receive specific information about these RFPs. *Addendum 1* was completed by the Community Services office and returned to the Purchasing office to upload to the website and email potential vendors. Many of these questions in *Addendum 1*, focused on contract terms and outcomes. Kelly gave a couple of examples of

questions and a few of the Board members asked clarifying questions as well. Kelly will send every Board member a copy of *Addendum 1*. There were no decision items.

- b. Consultants - Kelly discussed the recent meeting held with the consultants (Jacqueline and Christian) to discuss further funding opportunities. She mentioned that perhaps the consultants could work with the final applicants to determine the best way to gather good data. There was also a discussion on providing some type of workshop for applicants. No decisions were made at this time.
- c. Media Notes – Kelly mentioned that she was recently a guest on KOPN and also a guest panelist on a mental health panel for the League of Women’s Voters. Other panel members included Melissa Armstrong, Thompson Center for Autism and Neurological Disorders, Christine Cocoran, Putting Kids First, Tim Harlan, National Alliance on Mental Illness/Missouri, and Susan Perkins, Columbia Public Schools. There were no decision items.
- d. Director’s Meeting - Kelly recently met with the Children’s Service fund directors from other Missouri counties. She felt it was very helpful and productive meeting. Each county discussed the successes and issues they faced. Kelly reported that she feels Boone County is doing well in the process of utilizing the funds in a thoughtful, transparent manner. She also discussed SB493 (takes away 5% of the Children’s Services fund in St. Louis to help with struggling school districts) that was recently passed and sent on for the Governor’s signature. She expressed concern that this might set a dangerous precedent for future lawmakers. There were no decision items.
- e. Anonymous Letter - Kelly partially read an anonymous letter complaining about a local agency. It was recommended that the letter be destroyed. There were no decision items.

#### **4. Colorado Family Assessment Center Site Visits**

Kelly announced that the Missouri Juvenile Justice Association awarded a grant to allow key participants to visit three sites in Colorado that have “assessment” centers similar to the ones Boone County is interested in establishing here. Joanne and Kelly will be attending this trip along with representatives from: Missouri Juvenile Justice Association, Boone County Juvenile Justice Center, the Circuit Court Administrator, the Columbia Police Department, the University of Missouri, and Columbia Public Schools. Kelly stated that she would send the Board links to all three sites and encouraged them to send Kelly any specific questions that they might want answered.

There was a brief discussion about rescheduling the Board Meeting scheduled for 6/19/14 to 6/26/14. This will avoid the time both Kelly and Joanne are completing their fact finding trip to Colorado. There was a motion made by Dewey and seconded by Greg to accept the new dates for the June meeting.

#### **5. Proposal Evaluation Tools**

Kelly prefaced this discussion, stating that this evaluation tool was being completed in the same process that the RFP was handled. Taking a look at what was out there looking at the city’s evaluation and the Heart of Missouri United Way evaluation. Joanne

presented this draft form of the evaluation tool for the Purchase of Services RFP. Joanne started by reviewing the Evaluation Sheet. She explained the rationale behind each section and how she arrived at each one of the criteria. There was a Board discussion and it was recommended that the wording be changed to avoid yes and no questions. The Board recommended these questions reflect more of a Likert Scale format. She also explained the Group Consensus Score Sheet and the Overall Score Sheet. Kelly recommended that the RFP Workgroup take a look and perhaps offer some recommendations.

There was a discussion on the number rankings 0 – 5. Greg asked the Consultants for their thoughts on number groupings. After a brief discussion it was suggested that the scoring be moved to 0 – 4. There was also a discussion on how to label these scores. There were no final decisions on this.

This led to a discussion about weighted items on the Overall Score Sheet. The Board wanted to finalize how much each section should be weighted. After discussion it was decided to revise the Overall Sheet to indicate the following weights:

Agency and Service Information = 15%  
Evaluation = 50%  
Budget = 35%

The Board also decided to give “bonus points” for both the Matching Funds and the Collaboration sections. The Matching Funds section will offer up to an extra 10 points and the Collaboration section will offer up to an additional 15 points.

Kathy moved to accept the recommended changes to the Evaluation Tool scoring, Michele seconded, the motion passed.

**6. Public Comment:**

No other comments were offered.

**7. Adjourn**

Les called for the meeting to end, Kathy made the motion and Nancy seconded. The meeting was adjourned by Les.

**NEXT MEETING: June 5, 2014**  
(The meeting was subsequently changed to June 12, 2014)