

BOONE COUNTY CHILDREN'S SERVICES BOARD

MEETING

BOONE COUNTY GOVERNMENT CENTER – Room 301

801 E. WALNUT ST., COLUMBIA, MO.

Wednesday, April 30, 2014 at 9:00 a.m.

MINUTES

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

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

Board Members Absent: Kathy Thornburg and Harry Williams

Guests: June Pitchford and Jason Gibson, Auditor's Office, Jacqueline Schumacher and Christian Arment, Institute of Public Policy in the Truman School of Public Affairs, and Melinda Bobbitt, Purchasing

1. Auditor's Office

June Pitchford and Jason Gibson gave a brief presentation on the status of the Boone County Children's Services Fund. They shared handouts with the Board that included the Fund Statement, the Community Children's Sales Tax Receipt; and the Community Children's Services Fund Balance Sheet. They also discussed the process for approving spending appropriations.

2. Institute of Public Policy in the Truman School of Public Affairs

Jacqueline Schumacher and Christian Arment passed out a handout that reviewed the deliverables of their contract with the Boone County Children's Services Board (BCCSB). The handout provided specific information on the Inventory, Synthesis, and Community Input Sessions. Jacqueline's and Christian's data analysis indicated that the big issues mentioned in the Input Sessions were:

- Structure/Systems
- Access
- Billing for home visiting services
- Education piece

The consultants are planning on scheduling Key Informant Interviews in the next couple of weeks.

3. Purchasing

Melinda Bobbitt, Director of Purchasing, provided a brief overview of the Boone County RFP Evaluation Process. She provided the Board with a handout and explained the RFP process.

4. Review RFP Workgroup's Recommendations for Changes to Funding Policy

The RFP Workgroup made a recommendation during their subcommittee meeting, held on April 25, to add some content to the Funding Policy encouraging agencies to maximize funding from other sources before utilizing the Children's Services Fund. Kelly developed some draft language for a section titled, "Maximization of Funding" and shared it with the Board. During the discussion the Board also discussed making changes to the language under the section titled, "Examples of Types of Funding Classification Envisioned." In this section there was a discussion involving changing the words "would" to "may".

5. Finalize Changes to Funding Policy

After the discussion, there was a motion made to change the language in the "Examples of Types of Funding Classification Envisioned" section. The motion was made by Greg, seconded by Michelle, and the motion passed. The discussion the "Maximization of Funding" section will be finalized during the May 8th Board meeting.

6. Review RFP Workgroup's Recommendation for Requests for Proposals (RFPs)

Kelly opened this discussion reminding the Board that these Requests for Proposals were developed by reviewing other RFP sources put out by: Boone County, City of Columbia, the Heart of Missouri United Way, other Children's Services Boards, and other funding agencies.

There was an open discussion with the Board covering all three draft proposals: Purchase of Services, Pilot Programs for Innovative Services, and Contingency Funds. The discussion included information on:

- a. Contingency Funds - Some members of the Board expressed some concern about the word "exigent". There was concern that some might not know the meaning of this. It was felt that the RFPs needed to include language that defined the word. There was also discussion regarding the budgeting of this fund. It was discussed one option would be to keep this money in the fund balance and then make budget adjustments as necessary.
- b. Tax-Exempt status of agencies - There was discussion about what types of agencies can apply for the Children's Services funds. The Board requested that Kelly look up information on various tax-exempt agencies. There was a brief discussion about opening these funds to for-profit agencies but the Board decided to leave it at tax-exempt agencies for now.
- c. Anti-Discrimination Language - There was a request to add both sexual orientation and genetic information in the Minimum Eligibility Criteria in the

RFPs. Before there are any changes, Kelly will check with the County policy and CJ Dykhouse. If everything was approved by CJ, Kelly will make the changes on all the RFPs and Fund requests.

- d. Indirect Expenses – There was discussion regarding the ability of agencies to charge for indirect expenses. Kelly discussed some of the research which included looking at what other Children’s Service Counties and what other not-for-profits do for their indirect expenses. One Board member expressed concern over the indirect expenses that were defined in the draft. He wanted to remove the taxes portion off of the wording and just have indirect expenses up to a maximum of 15% of salary expenses only (salary expense does not include benefits). The Board requested that Kelly look into this further to see if there was any good reason to leave this language in the RFP.
- e. Contract Period – There was a brief discussion about the length of the contract period. It was decided to finalize this during the contract negotiation period.
- f. Length of proposals and copies to be submitted – The Board requested Kelly do some research and make the policy decision regarding the length of each type of proposal. The board felt that there should be two hard copies and one electronic copy of each proposal submitted to the Purchasing office. All board members were willing to review proposals electronically.
- g. Opening the RFP – Karen requested that opening RFPs follow the County policy. Once RFPs have been submitted to the Purchasing office, they will be opened during a Commission Meeting.
- h. Pilot Programs for Innovative Services RFP – One Board member asked a clarifying question regarding this RFP; if there was a need to be an existing agency to apply for this funding? It was decided that anyone could apply for these funds and specifics could be worked out during the Best and Final Offer (BAFO) period.
- i. Collaboration – The Board requested that there was specific language that addressed the need for collaboration. Karen suggested that there is a higher score for those who collaborated. The Board discussed the language to include in the RFP’s and Kelly will make the necessary changes.

Dewey made a motion to finalize changes outlined during this Board Retreat and get the RFP’s out as soon as possible. This was seconded by Greg, the motion passed.

The Board did not give final approval for the Contingency Funds. Changes will be made to the request and presented at the next Board meeting for approval.

7. Public Comment:

No other comments were offered.

8. Adjourn

The meeting was adjourned by Les.

NEXT MEETING: May 8, 2014