



Board of Directors BUDGET & PERSONNEL

Mid-America Regional Council • 600 Broadway, Suite 200 • Kansas City, Missouri 64105 • 816/474-4240

June 22, 2021
11:15 a.m.
Remotely via Zoom

- **Members of the public who wish to participate in this meeting: please email Karina Bielecki at kbielecki@marc.org by 9:00 a.m. on Tuesday, June 22, 2021 for instructions to join the teleconference.**

AGENDA

1. Financial and Program Reports and Discussion
 - a. VOTE: Review and Accept MARC's 2020 Annual Audit
2. Approve Contracts, Grants, and Other Major Expenditures

CORE CAPACITIES

- a. VOTE: Approve New Administrative Spending Authority and Review Purchase Policies
- b. VOTE: Authorize an Agreement with Odimo to Conduct a Space Study for the MARC Offices

THRIVING OLDER ADULTS AND COMMUNITIES

- c. VOTE: Authorize Applications to Various Foundations to Support the KC Health Equity Learning and Action Network
- d. VOTE: Authorize an Agreement with a Selected Social Health Access and Referral Platform Vendor
- e. VOTE: Authorize Receipt of Grant Funds from the Menorah Heritage Foundation for an Indoor Air Quality Engineer
- f. VOTE: Authorize a Grant Application to the Department of Housing and Urban Development for the Homelessness Management Information System to support Johnson County Continuum of Care

COMPETITIVE ECONOMY

- g. VOTE: Authorize Agreements with The Toolbox and Entrepreneur Business Basics, LLC to Provide Small Business Training and Technical Assistance in Wyandotte County

SAFE AND SECURE COMMUNITIES

- h. VOTE: Authorize a Contract Amendment to Support Emergency Services Work
- i. VOTE: Authorize Purchase of Equipment and Supplies for Homeland Security Resources

QUALITY EARLY LEARNING

- j. VOTE: Authorize MARC Head Start to Submit a Core Operations Continuation Application to the Office of Head Start for MARC's Head Start and Early Head Start Programs
- k. VOTE: Authorize a Contract with the Local Investment Commission to Administer the Educare Program



Board of Directors **BUDGET & PERSONNEL**

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- l. VOTE: Authorize Agreements with Two Community Providers to Implement Coaching and Support for the Educare Program
 - m. VOTE: Authorize Acceptance of Grant Funds from the Francis Family Foundation to Support the Regional Early Learning System
3. VOTE: Approve Consent Agenda (Administrative Matters and Minor Expenditures)
 - a. Approve the Minutes of the May 25, 2021 Meeting
4. Other Business
5. Adjournment

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 1-a
Core Capacities

ISSUE:

VOTE: Review and Accept MARC's 2020 Annual Audit

BACKGROUND:

Kaleb Lilly, partner with RubinBrown, presented information regarding the Comprehensive Annual Financial Report for fiscal year 2020 at the May 25, 2021 meeting. Kaleb also provided a report that contained "required auditor communications."

The following reports are available on the MARC website:

2020 Comprehensive Annual Financial Report

2020 Federal Uniform Grant Guidance Single Audit Report

2020 Auditor Communications and Other Considerations Resulting from Financial Audit

The 2020 Comprehensive Annual Financial Report will be submitted to the Government Finance Officers Association for compliance with the Certificate of Achievement for Excellence in Financial Reporting, which MARC has received for the past 30+ years.

If there are any questions about the draft reports distributed at the May meeting, please contact Carol Gonzales, Katelyn Click, or David Warm at MARC, or Kaleb Lilly with RubinBrown at (913) 499-4417.

BUDGET CONSIDERATIONS:

The Board approved the Agreement with Rubin Brown for Audit Services at the April 2021 meeting for a cost not to exceed \$77,300. Total fees are expected to be \$74,500. This amount was budgeted in the Indirect Costs Fund in the 2021 Budget.

RECOMMENDATION:

Approve the fiscal year 2020 Comprehensive Annual Financial Report and Federal Uniform Grant Guidance Supplemental Financial Report.

STAFF CONTACT:

Katelyn Click

Carol Gonzales

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 2-a
Core Capacities

ISSUE:

VOTE: Approve New Administrative Spending Authority and Review Purchase Policies

BACKGROUND:

The MARC Purchasing Policy was last updated in 2017. Over the past year, staff has reviewed the purchasing policy and updated the policy keeping the overall goals in mind: employing efficient and effective purchasing processes; obtaining the lowest price through fair and open processes; ensuring continual compliance with laws, Uniform Guidance, and grant requirements; emphasizing use of minority-owned businesses; clearly defining authority and roles; and updating spending thresholds to better reflect similar public agencies and the economy. A draft purchasing policy is under final review with staff and will be sent for legal review.

Several notable changes that are part of the draft document are:

- Increasing levels of authority for expenditures for program managers, directors, and the executive director (chart below).
- Modifying vendor selection thresholds (chart below) and processes to streamline purchases and bring in line with other agencies.
- Separating and defining different competitive processes for purchase of goods (bids) and purchase of services (request for proposals).
- Defining when a contract is needed and when a letter of agreement should be used.
- Updating guidelines related to unique types of purchases such as software acquisitions, trainers, and media buys.

Expenditure Authority

The Executive Director administratively approves the purchasing policy, however based on MARC's organizational structure, the Board sets the expenditure threshold for the Executive Director. Our current practice is to bring all expenditures over \$25,000 to the Budget and Personnel Committee and any purchases over \$50,000 are also placed on the Board Consent Agenda. We've found that city managers and executive directors in agencies of similar size to MARC typically have authority up to \$50,000. Making this adjustment will simplify our processes and reduce the number of routine items that come before the Budget and Personnel Committee. To ensure that Budget and Personnel members remain aware of projects and programs, we are developing a regular report of contracts and grants to incorporate into the regular fiscal reports. The chart below shows the current levels and proposed changes.

CURRENT		PROPOSED	
\$0 to \$1,000	Program Manager	\$0 to \$2,500	Program Manager
\$1,001 to \$5,000	Department Director	\$2,501 to \$20,000	Department Director
\$5,000 to \$25,000	Executive Director	\$20,001 to \$50,000	Executive Director
\$25,001 to \$50,000	Budget and Personnel Committee	Exceeds \$50,000	Budget and Personnel Committee and Board of Directors
Exceeds \$50,000	Board of Directors		

AGENDA REPORT

Budget and Personnel Committee

Vendor Selection Thresholds and Process

Type of Purchase	Cost of Purchase*	Vendor Selection**	Purchasing Method
Goods	\$0 - \$2,500	Reasonable price based on market	Pay through Accounts Payable or Credit Card process.
Goods	\$2,501 - \$20,000	Price check/comparison shopping	Pay through Accounts Payable or Credit Card process.
Goods	\$20,001 - \$50,000	Minimum of three informal price quotes	Complete a Purchase Request Form. Obtain a Purchase Order if the item has multiple purchases. Pay through Accounts Payable process.
Goods	Exceeds \$50,000	Formal Bid Request	Complete a Purchase Request Form. Obtain a Purchase Order. Pay through Accounts Payable process.
Professional Services	\$0 - \$20,000	Negotiated price	Use a Letter of Agreement or Purchase Order with Scope of Work attached. Pay through Accounts Payable or Credit Card process.
Professional Services	Exceeds \$20,000	Formal Request for Proposals (RFP or RFQ)	Use a Professional Services Agreement. Obtain Purchase Order. Pay through Accounts Payable process.

* Consideration should be given to multiple purchases from the same vendor for similar goods and services throughout a year when determining vendor selection methods.

** Different funding sources/grants may require different vendor selection methods. When there is a difference, the funding source/grant requirements prevails.

RECOMMENDATION:

Approve setting the Executive Director's spending authority at \$50,000.

STAFF CONTACT:

Carol Gonzales

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 2-b
Core Capacities

ISSUE:

VOTE: Authorize an Agreement with Odimo to Conduct a Space Study for the MARC Offices

BACKGROUND:

MARC leases 42,000 square feet on floors 1, 2, and 3 of the Rivergate Office Center at 600 Broadway Boulevard. Our current lease expires in 2026. Prior to the pandemic, MARC was experiencing challenges with our space. The most critical needs were for more or different types of workspaces, for new technology design and equipment in conference rooms, and for additional and/or differently configured conference and training rooms. We had begun planning for a space study, which was obviously put on hold in March 2020 when most staff began to work remotely. The pandemic added an entirely new array of issues to space needs and the timing of doing the work now is even more appropriate as we make the transition to more in-office work and planning for the future.

A Request for Proposals (RFP) was published seeking firms to conduct a space needs study, including an analysis of the current MARC leased space and development of recommendations based on a future needs analysis. Four proposals were received and were evaluated against criteria by a staff team. Two firms were interviewed, and the selection team identified Odimo as the firm that best met the criteria. They clearly demonstrated an understanding of the project scope and MARC's primary objectives.

BUDGET CONSIDERATIONS:

Funding for this project was included in the Indirect Fund in the 2021 MARC Budget and will also be partially supported with Head Start COVID-19 supplemental funding. We expect to prioritize and develop a plan to phase in recommendations from the study. This plan will most likely be discussed during the 2022 Budget process.

REVENUES	
Amount	\$20,000
Source	Indirect Fund
Amount	\$15,000
Source	Administration for Children and Families
PROJECTED EXPENSES	
Contractual	\$35,000

RECOMMENDATION:

Authorize entering into an agreement with Odimo to conduct a space study for the MARC offices at a cost not to exceed \$ \$35,000.

STAFF CONTACT:

Carol Gonzales
Mike Daniels

AGENDA REPORT

Budget and Personnel Committee

June 2021

Item No. 2-c

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize Applications to Various Foundations to Support the KC Health Equity Learning and Action Network

BACKGROUND:

MARC has agreed to use its 501c3 organization (MARC Community Services Corporation) to serve as the fiscal agent for the KC Health Collaborative (KCHC), a regional health improvement collaborative formed last year through the efforts of twenty-four founding organizational members (including MARC). KCHC does not yet have 501c3 designation, so MARC's role as fiscal agent allows the Collaborative to receive certain public and private funds and to efficiently manage its resources.

The Health Forward Foundation is currently partnering with KCHC to lead a comprehensive, multi-sector strategy to address health equity across the region. The effort will engage hospitals and health systems, patients, payers, purchasers, and community-based organizations who will participate in a "Health Equity Learning and Action Network" (HE LAN). Participants will be provided with, at no cost to them, education and action-oriented tools and methods to make advancements individually and collectively in addressing inequalities in health access, treatment, and outcomes. Expert guidance, tools, and resources will be provided by the Institute for Healthcare Improvement (IHI), a nationally recognized leader in health care quality improvement.

To support this work, KCHC will act as the backbone organization providing project management and coordinating engagement of local faculty, meeting expenses, and evaluation and measurement.

As the primary funder, Health Forward will support the engagement of IHI and other expert resources. Additional funding is anticipated to come from other regional foundations and corporations who have been invited to partner with Health Forward in supporting this initiative. Health Forward and others will provide funding through grants to KCHC as the not-for-profit backbone organization. The grant making process for these funders typically involves KCHC completing a grant application to support the work. To date grant applications completed by KCHC with MARC CSC as the fiscal agent include: J.E. Dunn Foundation, Sunderland Foundation, and Commerce Trust. Other funders invited to participate include: Hall Family Foundation, Marion and Henry Bloch Foundation, Cerner, Blue KC, and REACH Healthcare Foundation. As these organizations express interest in supporting the HE LAN, KCHC will submit additional grant requests to them. The total amount of funding from Health Forward and these other funders to be managed by KCHC (with MARC CSC as fiscal agent) is estimated to be approximately \$650,000 over two years.

In addition to its fiscal agent role supporting KCHC, MARC may also choose to be a participant in the Health Equity Learning and Action Network.

BUDGET CONSIDERATIONS:

An amendment to the agreement between MARC CSC and KCHC will be forthcoming to MARC CSC Board, providing for an extension of fiscal management services into 2022. The existing Fiscal Management agreement was originally executed in June of 2020. KCHC has applied for

AGENDA REPORT

Budget and Personnel Committee

its own 501c3 recognition, and it will evaluate its needs for fiscal management support in early 2022 pending IRS approval.

REVENUES	
Amount (est.)	\$650,000 in grants to KCHC with MARC CSC as Fiscal Agent
Source	Various foundations
PROJECTED KCHC EXPENSES TO SUPPORT THE HE LAN	
KCHC Personnel	\$220,000
Contractual	\$350,000
Other (supplies, printing, meeting expenses, communication, etc.)	\$80,000

RECOMMENDATION:

Authorize applications for and acceptance of up to \$650,000 from various foundations and expenditure of those funds to support the KC Health Equity Learning and Action Network with MARC acting as Fiscal Agent for KCHC.

STAFF CONTACT:

James Stowe
Marlene Nagel
Carol Gonzales
Joanne Bussinger

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 2-d
Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize an Agreement with a Selected Social Health Access and Referral Platform Vendor

BACKGROUND:

In May 2021, MARC released an RFP to secure a Social Health Access and Referral Platform vendor. This platform facilitates secure sharing of client referrals between community organizations, or between health care and community organizations, which is a key function under integrated care initiatives.

An open review process was formulated to include community stakeholders who may have interest in using the platform. Consensus around a common platform is viewed as an advantage to data sharing and user/training burden and enhancing client access to services.

To-date, three finalists have been identified, including Aunt Bertha, Community Care Link, and Unite Us. An executive committee is assisting MARC in deliberations and selection of the recommended vendor from the three finalists. Deliberations will conclude on June 22.

The budget estimates are for the first year of service, based upon the median cost estimate among the three finalist vendors.

BUDGET CONSIDERATIONS:

REVENUES (Anticipated, pending State approvals, Year 1)	
Amount to MARC	\$120,000
Source	CDC COVID emergency funding; MARC Aging revenue funds; Older Americans Act
PROJECTED EXPENSES	
Contractual	\$120,000

RECOMMENDATION:

Authorize an agreement with a selected Social Health Access and Referral Platform vendor.

STAFF CONTACT:

James Stowe

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 2-e
Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize Receipt of Grant Funds from the Menorah Heritage Foundation for an Indoor Air Quality Engineer

BACKGROUND:

The Menorah Heritage Foundation took action to fund an emergency grant to MARC to hire an indoor air quality consulting engineer, designated as Lankford Fendler and Associates by the Foundation, to evaluate contracted senior centers for air flow, air purification, and other factors that will improve overall building health and potentially help program participants to feel more comfortable about resuming attendance.

The engineer will make recommendations to center administrators, and improvements will be voluntarily implemented. Centers are not obligated to make improvements to re-open. In May, the MARC Board authorized up to \$20,000 per center to contribute to these recommended improvements, but this action authorizes securing the air quality engineer through Menorah's grant.

BUDGET CONSIDERATIONS:

REVENUES	
Amount to MARC	\$50,000
Source	Menorah Heritage Foundation, Emergency Grant
PROJECTED EXPENSES	
Contractual	\$50,000

RECOMMENDATION:

Authorize receipt and expenditure of grant funds from the Menorah Heritage Foundation for an indoor air quality engineer.

STAFF CONTACT:

James Stowe

AGENDA REPORT

Budget and Personnel Committee

June 2021

Item No. 2-f

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize a Grant Application to the Department of Housing and Urban Development for the Homelessness Management Information System to support Johnson County Continuum of Care

BACKGROUND:

In 2015, the MARC Board authorized the organization to serve as the Lead Agency for the Homelessness Management Information System (HMIS) on behalf of the region's three Continuum of Care organizations serving much of the homeless population in the Kansas City region (Wyandotte County Homeless Services Coalition, Johnson County Continuum of Care, and Greater KC Coalition to End Homelessness serving Jackson County). The Homeless Management Information System (HMIS) is an internet-based data collection software application designed to capture information about the numbers, characteristics, and needs of homeless persons and those at risk of homelessness over time. Agencies receiving Department of Housing and Urban Development (HUD) and other federal grant funds are required to use the system to track and report on services.

MARC secured grants from HUD for fiscal years 2015-2020 to support the HMIS Lead Agency work. In April 2020, the Continuum of Care for Jackson and Wyandotte counties decided to assume the work in-house. Since that time, MARC has continued to support Johnson County's Continuum of Care. HUD has offered continued funding to support the services for a grant period of September 1, 2021 to August 31, 2022. The Johnson County renewal would be for \$62,632. MARC would use agency user fees to meet the required match of 25 percent.

The funds would be used for a twelve-month period to cover the HMIS system software license fee and MARC staff support. The annual fees charged to agencies using the system range from \$500 to \$3,500 depending on the number of programs included in the system and number of users.

BUDGET CONSIDERATIONS:

The HUD funds cover a portion of staff needed to support the project and the software license fee. A separate HUD grant is also supporting some of the costs. Additional funds are being identified to enable MARC to continue to offer this service in 2022.

RECOMMENDATION:

Authorize an application to the Department of Housing and Urban Development for a FY21 grant to support the HMIS Lead Agency responsibilities in an amount not to exceed \$62,632.

STAFF CONTACT:

Marlene Nagel
Sherry Ellis

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 2-g
Competitive Economy

ISSUE:

VOTE: Authorize Agreements with The Toolbox and Entrepreneur Business Basics, LLC to Provide Small Business Training and Technical Assistance in Wyandotte County

BACKGROUND:

MARC received an Economic Development Administration (EDA) grant to support workforce development and small business assistance in Wyandotte County, Kan. with community partners. One element of the grant is to work with Wyandotte Economic Development Council (WYEDC), the Unified Government of Wyandotte County and Kansas City, Kansas, KCSOURCELINK, and other community partners to deliver training and technical assistance to small disadvantaged businesses and entrepreneurs looking to establish a business in the county.

MARC issued a Request for Proposals and received five proposals for training and technical assistance. Working with a selection committee composed of project partners, two proposers were selected. The Toolbox, a nonprofit organization located in a co-working space in Kansas City, Kansas, will deliver monthly trainings and targeted individualized assistance over twelve-eighteen months. Entrepreneur Business Basics, LLC., a for-profit firm, will provide two twelve-week training programs for up to forty small business owners and targeted technical assistance for a minimum of ten small business owners. The target market for this program includes women- and minority-owned businesses affected by the COVID-19 pandemic and in need of support to stabilize and grow their businesses.

RECOMMENDATION:

Authorize agreements with The Toolbox for \$51,400 and Entrepreneur Business Basics, LLC. for \$30,000 to provide small business training and technical assistance.

STAFF CONTACT:

Marlene Nagel
Beth Heslowitz

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 2-h
Safe and Secure Communities

ISSUE:

VOTE: Authorize a Contract Amendment to Support Emergency Services Work

BACKGROUND:

Healthcare Coalition Readiness and Response Contract Amendment

David Schemenauer has been providing contract support for MARC's Office of the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program since March 2019. Mr. Schemenauer was selected through a Request for Qualifications (RFQ) process. Mr. Schemenauer will continue to support the program in the following areas:

Planning

- MARC Health Care Coalition (HCC) Preparedness and Response Plan - Review and update both plans to include review of resource management, updated personal protective equipment (PPE) and transportation information, and the development of a Burn Annex.
- Help collect required information for health and medical considerations and update the Hazard Vulnerability Analysis (HVA) and Threat and Hazard Identification and Risk Assessment (THIRA).
- Evaluate eICS users and reach out to HCC member organizations to encourage multiple employees to access this information sharing platform.

Operations

- Serve as a key member of the MARC HCC Threat Assessment team and as MARC HCC Duty Officer.
- Be able to send out threat notification through eICS and to conduct a bed poll if needed.
- Participate in all queries and requests through ASPR, the Missouri Department of Health and Senior Services, and/or the Centers for Disease Control.
- Ensure timely dissemination of information and guidance to protect and safeguard healthcare workers during real-world events.

Exercises

- Design and execute the required Coalition surge exercise.
- Conduct two redundant communications drills in the Northern and Southern District with HCC coalition members in order to maintain familiarity with information sharing platforms and communications systems/processes.
- Serve on the design team for the regional recovery exercise planned for 2021. Incorporate impacts to healthcare facilities in the exercise.
- Following HCC exercises, develop final After-Action Review and Improvement Plan. Documentation and review of real-world events with an Emergency Support Function (ESF) 8 nexus, and present findings at committee meetings to enhance HCC-wide learning.

Reporting

- Compile data reports and performance measures.

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Budget and Personnel Committee

MARC staff request an increase in Mr. Schemenauer's contract by an amount not to exceed \$49,399 for work performed July 1, 2020 through June 30, 2021. This continued contractor support for MARC's ASPR Hospital Preparedness Program will be funded by ASPR FY20 funds.

BUDGET CONSIDERATIONS:

REVENUES	
Amount	\$49,399.00
Source	Missouri Department of Health and Senior Services Hospital Bioterrorism Prevention Grant
PROJECTED EXPENSES	
Contractual	\$49,399.00

RECOMMENDATION:

Authorize a contract amendment with David Schemenauer in an amount not to exceed \$49,399 for services through June 30, 2021.

STAFF CONTACT:

Erin Lynch
John Davis

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 2-i
Safe and Secure Communities

ISSUE:

VOTE: Authorize Purchase of Equipment and Supplies for Homeland Security Resources

BACKGROUND:

MARC receives grant funds through the two states to support regional homeland security planning, training and exercises, and the purchase of equipment and supplies. Request is being made for the approval to purchase the following equipment and supplies:

Kansas and Missouri Homeland Security Funds FY20

- Purchase of simunitions (training supplies) to support the KC LEO Regional Counter Terrorism Training (CTRT). This eight-hour course is locally developed by regional police officers and fire/EMS personnel. It was developed for regional first responders who will be exposed to and then asked to demonstrate techniques related to countermeasures when engaging with motivated attackers. - \$30,000 from each state

The combined total of \$60,000 will allow us to train an additional 950 officers regionally over the next 18-24 months.

Missouri Homeland Security Funds FY19

- Purchase of three Throwbots for the Kansas City Missouri Police Department in support of the Regional Homeland Security Tactical Team - \$37,485

BUDGET CONSIDERATIONS:

These expenditures are included in the Missouri FY19, Missouri FY20, and Kansas FY20 grant budgets approved by the Regional Homeland Security Coordinating Committee.

RECOMMENDATION:

Authorize the purchase of equipment and supplies as listed above.

STAFF CONTACT:

Erin Lynch

John Davis

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 2-j
Quality Early Learning

ISSUE:

VOTE: Authorize MARC Head Start to Submit a Core Operations Continuation Application to the Office of Head Start for MARC's Head Start and Early Head Start Programs

BACKGROUND:

MARC Head Start is required to submit a continuation application for the next annual period of its five-year Head Start/Early Head Start grant, initially awarded in July 2018. The award for the upcoming budget period of November 1, 2021 to October 31, 2022 will fund the fourth year of this five-year grant.

This grant supports the enrollment of 1,811 Head Start (HS) and 370 Early Head Start (EHS) children in programs managed by seventeen direct service providers (DSPs) at locations in Clay, Platte, and Jackson counties. MARC will pass through most of the funding to these DSPs as indicated in the budget summary below.

Individual contracts with the DSPs are reimbursed at an annual per-child rate based on their level of service (Tier 1, 2, or 3) and program options (HS and/or EHS, as well as center-based and/or home-based). The total amount of annual funding available is \$27,143,805 and incorporates a 1.22% cost of living allowance (COLA) increase to the non-training portion of the budget. Included in this total are funds to support program operations, training and technical assistance, and contracts for specialized services for families and staff covering mental health, education, health and nutrition, professional development, and family engagement services.

BUDGET CONSIDERATIONS:

REVENUES	
Total Grant Amount	\$ 27,143,805
Source	Administration for Children and Families
PROJECTED EXPENSES	
Program Operations	\$ 26,788,505
Training and Technical Assistance	\$ 355,300
Total	\$ 27,143,805

COMMITTEE ACTION:

MARC Head Start's Policy Council and Advisory Committee approved the continuation application at a joint meeting on Monday, June 14, 2021.

RECOMMENDATION:

Authorize MARC Head Start to submit a HS/EHS Core Operations continuation application, and to receive \$27,143,805 from the Administration for Children and Families and expend these funds during the period of November 1, 2021 to October 31, 2022.

STAFF CONTACT:

Steven Lewis
Jovanna Rohs

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 2-k
Quality Early Learning

ISSUE:

VOTE: Authorize a Contract with the Local Investment Commission to Administer the Educare Program

BACKGROUND:

MARC's Early Learning department provides leadership to the development and implementation of a community-driven, outcomes-based plan for a comprehensive early learning system.

The Local Investment Commission (LINC) wishes to continue its contract with MARC to administer and provide oversight for the Educare Program. Educare is a twenty-year old state funded initiative that provides resources, technical assistance, and training opportunities at free or reduced costs to child care providers with an emphasis on licensed exempt, registered and family home providers in Cass, Clay, Jackson, Platte, and Ray counties in Missouri. The purpose of the project is to promote school readiness by establishing linkages in policy, program, and practice that will ensure all children receive a solid foundation for success in school and life. Services and support offered to area childcare providers include:

- Professional development opportunities for childcare providers
- Individualized home visits for family childcare providers
- Customized center-based training
- Coordination of existing community resources to optimize funding
- Linking childcare providers and families to schools and community resources
- Increasing consumer awareness of the important role that quality childcare has in the development of children

This project complements the current mission and supports the work of other initiatives within MARC's Early Learning department. Most of the funding from this agreement will be passed through to direct service agencies. A portion of the funds will be used to support existing MARC staff time in the management and oversight of the project subcontracts as well as data entry and coordination of program supports.

BUDGET CONSIDERATIONS:

Funding from this contract was included in the 2021 budget.

REVENUES	
Amount	\$403,800
Source	Missouri Department of Social Services
PROJECTED EXPENSES	
Personnel (salaries, fringe, rent)	\$118,000
Contractual	\$264,000
Other (supplies, printing, etc.)	\$21,800

RECOMMENDATION:

Authorize a twelve-month contract with LINC, in an amount not to exceed \$403,800, and authorize agreements with subcontractors.

AGENDA REPORT

Budget and Personnel Committee

STAFF CONTACT:

Jovanna Rohs

Kyle Matchell

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 2-l
Quality Early Learning

ISSUE:

VOTE: Authorize Agreements with Two Community Providers to Implement Coaching and Support for the Educare Program

BACKGROUND:

MARC's Early Learning department is partnering with the Local Investment Commission to administer and provide oversight for the Educare program. Educare is a twenty-year old state funded initiative that provides resources, technical assistance, and training opportunities to childcare providers who serve children receiving state subsidy support in Cass, Clay, Jackson, Platte, and Ray counties in Missouri. The purpose of the project is to promote school readiness by establishing linkages in policy, program, and practice that will ensure all children receive a solid foundation for success in school and life. In addition, MARC recently received a two-year grant from the Ewing Marion Kauffman Foundation to enhance and expand Educare to serve more programs in the region.

MARC intends to contract with The Family Conservancy (TFC) and Exploration Child Care Services (ECCS) to implement key project services and supports for area childcare providers including:

- Professional development trainings and support groups for childcare providers
- Individualized technical assistance and resources for family childcare programs to address issues identified through state monitoring visits
- Home visits for family childcare providers focused on improving quality

BUDGET CONSIDERATIONS:

This agreement was included in the 2021 budget.

REVENUES	
Total Revenue	\$503,800
Source(s)	LINC, Missouri Department of Social Services, Ewing Marion Kauffman Foundation
PROJECTED EXPENSES BY AGENCY	
Contractual - TFC	\$157,160
Contractual - ECCS	\$27,000
Total	\$184,160

RECOMMENDATION:

Authorize MARC to enter into a twelve-month contract agreement with The Family Conservancy and Exploration Child Care Services in the amounts outlined above to provide professional development trainings and quality improvement technical assistance support to providers participating in the Educare program.

STAFF CONTACT:

Kyle Matchell
Jovanna Rohs

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 2-m
Quality Early Learning

ISSUE:

VOTE: Authorize Acceptance of Grant Funds from the Francis Family Foundation to Support the Regional Early Learning System

BACKGROUND:

MARC's Early Learning department provides leadership for the development and implementation of a community-driven, outcomes-based plan for a comprehensive early learning system.

The Francis Family Foundation grant, originally awarded in May 2020 and eligible for a second year of funding, provides general operations support for efforts to develop, expand, and strengthen the regional early learning system. Funds will be used to support personnel and contractual costs to:

- Pilot a newly created Family Child Care Program Profile
- Expand Early Learning Program Profile implementation
- Expand implementation of the Kindergarten Observation Form (KOF) and the Pre-Kindergarten Observation Form (PKOF), which measure school readiness, to the St. Louis region
- Strengthen early learning and child health data available for decision making and community planning mechanisms

This will continue to advance work that enriches a regional system of early learning through measuring and enhancing program quality, attracting and sustaining members of the early learning workforce, measuring school readiness, and providing leadership and coordination for early learning initiatives in the region.

BUDGET CONSIDERATIONS:

Funding from this general operations grant will be included in the FY21 and FY 22 budget.

REVENUES	
Amount	\$50,000
Source	Francis Family Foundation
PROJECTED EXPENSES	
Personnel (salaries, fringe, rent)	\$40,000
Contractual	\$10,000

RECOMMENDATION:

Authorize MARC to accept grant funds in the amount of \$50,000 from the Francis Family Foundation to support the regional early learning system.

STAFF CONTACT:

Jovanna Rohs
Kyle Matchell

AGENDA REPORT

Budget and Personnel Committee

June 2021
Item No. 3-a

ISSUE:

VOTE: Approve the minutes of the May 25, 2021 meeting

BACKGROUND:

The minutes of the May 25, 2021 meeting are enclosed.

RECOMMENDATION:

Approve the minutes of the May 25, 2021 meeting.

STAFF CONTACT:

David Warm
Karina Bielecki



BUDGET AND PERSONNEL COMMITTEE

Meeting Summary

May 25, 2021

11:15 a.m.

COMMITTEE MEMBERS PRESENT

Commissioner Harold Johnson, Jr., Unified Government of Wyandotte/Kansas City, Kan. - MARC Board Chair

Mayor Carson Ross, Blue Springs, Mo. - MARC Board 1st Vice Chair

Commissioner Janeé Hanzlick, Johnson County, Kan. - MARC Board 2nd Vice Chair

Mayor Eileen Weir, Independence, Mo. - MARC Board Treasurer

Mayor Pro Tem Beto Lopez, Lee's Summit, Mo. - MARC Board Secretary

Commissioner Rob Roberts, Miami County, Kan.

Commissioner Doug Smith, Leavenworth County, Kan.

Councilmember Curt Skoog, Overland Park, Kan.

Councilmember Fred Spears, Overland Park, Kan.

Commissioner Brian McKiernan, Unified Government of Wyandotte/Kansas City, Kan.

STAFF PRESENT

David Warm, Executive Director

Ron Achelpohl, Director of Transportation and Environment

James Stowe, Director of Aging and Adult Services

Marlene Nagel, Director of Community Development

Jovanna Rohs, Director of Early Learning and Head Start

Frank Lenk, Director of Research Services

Kristin Johnson-Waggoner, Public Affairs Program Director

Lauren Palmer, Assistant Community Development Director and Local Government Services Director

Steven Lewis, Mid-America Head Start Program Director

Catherine Couch, Public Affairs Coordinator

Karina Bielecki, Executive Assistant

John Hwang, Network Administrator II

Brad Gaeddert, Grant Manager

Katelyn Click, Financial Accounting Manager

Joanne Bussinger, Grant Manager

Tom Jacobs, Environmental Program Director

Amanda Rehani, Accountant III

Darlene Pickett, Accountant II

OTHERS

Kaleb Lilly, RubinBrown

CALL TO ORDER

Mayor Eileen Weir called the meeting to order at 11:15 a.m.

Due to the meeting being conducted remotely, Mayor Weir provided instructions for participation. She reported that staff would present on all the agenda items, provide an opportunity for

comments and questions after each item and ask for approval of all agenda items with one vote at the end of the meeting. Members would have an opportunity to abstain or object to any items necessary during the final vote.

Financial and Program Reports and Discussion

CORE CAPACITIES

REPORT: Briefing on the 2020 Annual Audit and Comprehensive Financial Report

Mr. David Warm, Executive Director at MARC, introduced Mr. Kaleb Lilly with RubinBrown, MARC's auditing firm. Mr. Warm reminded the Board that the audit is traditionally presented in a two-step process, where the required communications are delivered to the Board in May for formal approval at June's meeting.

Ms. Lilly thanked Mr. Warm and MARC financial staff for their work on the audit, including Ms. Carol Gonzales, Director of Finance and Administration, and Ms. Katelyn Click, Financial Accounting Manager. Mr. Lilly noted that there are a few items left to complete for the audit, the CAFR document is in the draft stage, and there may be some cosmetic changes to the audit by the time it is finalized next month. Big picture items that are still pending include the single audit, the completion of which depends on state and federal agencies making data available to MARC. Due to COVID-19, there is an extension available for this document if necessary. Mr. Lilly shared his contact information and encouraged Board members to contact him directly with any questions.

Reviewing the scope of the audit, Mr. Lilly shared that RubinBrown audits MARC's financial statements in accordance with generally accepted auditing standards and government auditing standards for the purpose of issuing an opinion about whether MARC's financial statements are presented in accordance with generally accepted accounting principles. Auditors look at MARC's internal control structures, policies, and procedures to establish an audit plan and determine an audit strategy. Mr. Lilly noted that RubinBrown expects to issue an unmodified opinion on MARC's financial statements for the year ended December 31, 2020. As part of the process, RubinBrown issues a report on compliance and on internal control over financial reporting based on an audit of the financial statements in accordance with government auditing standards. RubinBrown anticipates issuing an unmodified opinion on compliance and a report on internal controls over federal financial assistance in accordance with uniform guidance. RubinBrown also issues an in-relation-to opinion on the combining and individual fund schedules and other supplementary information. RubinBrown does not issue an opinion on the management's discussion and analysis portion or the statistical information portion of the final document.

RubinBrown is required to notify MARC if the 2020 audited financial statements are used in any other document, such as a bond offering. RubinBrown is not aware of any such uses. The planned scope and timing of the audit was communicated to the Board at the January 26, 2021 meeting. Mr. Lilly noted that significant accounting policies are described in Note 1 to the financial statements. RubinBrown noted no transactions entered into during the year lacking authoritative guidance or consensus. No significant transactions have been recognized in a different period than when the transactions occurred. No new accounting policies were adopted, and the application of existing policies was not changed. Mr. Lilly noted that all financial statements include estimates; RubinBrown looks at the underlying information used to create those estimates to see if they are appropriate. He noted the two most notable estimates affecting the financial statements: depreciable lives and estimated residual value of capital assets, and actuarial assumptions in the calculation of other post-employment benefit costs. RubinBrown reported the following significant disclosures: Disclosure 3(9B) on Page 49 - Grant Receivable and Unearned Revenue, Disclosure 3(G) Page 53 - 911 Equipment Fund, Disclosure 4(A) Page 54 - Risk Management, and Disclosure 4(E) Page 57 - Postemployment Healthcare Plan.

RubinBrown reported no difficulties encountered in dealing with management related to the performance of the audit. There was one corrected misstatement noted during the audit, related to a

deferred revenue line item. This corrected misstatement increased the change in net position and ending net position by \$54,627 and decreased deferred revenue by the same amount. There were two other uncorrected misstatements regarding custodial activity and fair value adjustments which management determined were not material to the financial statements. There were no disagreements with management or management consultations with other independent accountants. There were no other matters of significant discussion that affected RubinBrown's retention as MARC's auditors. Mr. Lilly paused for questions, but there were none.

Approve Contracts, Grants, and Other Major Expenditures

THRIVING OLDER ADULTS AND COMMUNITIES

VOTE: Authorize Submission of a Grant Proposal to the Administration for Community Living for Integrated Care Service Delivery Capacity Building

Mr. James Stowe, Director of Aging and Adult Services at MARC, reminded the Board that MARC previously applied for, and was awarded, a three-year grant from the Administration for Community Living (ACL) to deliver community-based chronic disease self-management education throughout the state of Missouri. This additional grant proposal would complement that work, using COVID-19 relief funding from the ACL to build capacity to bill healthcare entities for MARC's work, develop a more robust connection between community-based organizations offering courses, and incorporate cybersecurity work into MARC's role as the network lead entity. Mr. Stowe paused for questions, but there were none.

VOTE: Authorize Final Acceptance of Designated Aging and Adult Services Proposals

Mr. Stowe requested renewal of several Aging and Adult Services proposals, either because the services were delivered above expectations or there was no perceived way to do the services better. Mr. Stowe noted that the request was a bit unorthodox, since most providers will receive a fourth year of renewal rather than the customary three years. Mr. Stowe noted that this was due to many of the providers not offering services during the past year due to COVID-19 or dramatically altering services and being at or above capacity due to the emergency situation. Cost of living adjustments were recommended for some providers. Mr. Stowe paused for questions, but there were none.

VOTE: Authorize Submission of Final SFY 2021 Area Plan Amendment to the Missouri Department of Health and Senior Services for Aging and Adult Services

Mr. Stowe requested authorization to submit a customary final Area Plan amendment for the year to the Missouri Department of Health and Senior Services (DHSS). This is required annually when MARC has more information on the year's spending and final information on state financial allotments. The amendment outlines the categorization of all expenditures according to budget line items. Mr. Stowe noted more spending this year than usual due to COVID-19 relief funding coming into the system, which is primarily funding a nutrition program. The budget supports a wide array of wraparound services. Mr. Stowe paused for questions, but there were none.

EFFECTIVE LOCAL GOVERNMENT

VOTE: Authorize Contracts for a Government Training Institute Custom Project with the Unified Government of Wyandotte County and Kansas City, Kansas for Diversity, Equity, and Inclusion Training

Ms. Lauren Palmer, Assistant Community Development Director and Local Government Services Director at MARC, reported that MARC was asked by the Unified Government of Wyandotte County and Kansas City, Kansas to submit a proposal through MARC's Government Training Institute (GTI) for Diversity, Equity, and Inclusion (DEI) training for the Unified Government's workforce. MARC has received verbal approval of the proposal, and Ms. Palmer requested authorization to enter an agreement with the Unified Government and sub-contractor agreements with the GTI instructor team. Ms. Palmer paused for questions, but there were none.

COMPETITIVE ECONOMY

VOTE: Authorize an Application to the Economic Development Administration for Funds to Support Economic Development

Ms. Marlene Nagel, Director of Community Development at MARC, shared that every three years, MARC is offered the opportunity to apply to the Economic Development Administration (EDA) for an annual planning grant. Work supported by the grant includes the provision of community economic and labor market data. MARC works with the Regional Workforce Intelligence Network, a group comprised of chamber and economic development representatives from around the region. MARC also works with KC Rising and other groups on economic policy and planning. Grant funds are also used for staff support around grant applications and administration in smaller communities throughout the region. This year, MARC has been asked to apply for \$192,500 with a one-to-one match, usually met with in-kind services. Ms. Nagel requested approval to apply for and, if awarded, accept the funds. Ms. Nagel paused for questions, but there were none.

SAFE AND SECURE COMMUNITIES

VOTE: Authorize an Application to the Missouri Department of Health and Senior Services for Grant Funds and Authorize Contractual Agreements to Support Emergency Services Work

Since 2003, MARC's Emergency Services program has received an annual grant through a program with the Missouri Department of Health and Senior Services. The grant enables MARC to work with hospitals, public health departments, emergency medical services (EMS) providers, and other related organizations that support health care response efforts in the Missouri side of the metro and surrounding counties, constituting a state-wide area known as Region A. MARC develops and updates regional plans, helps with training, and supports cooperative exercises to prepare for and respond to public health issues. Ms. Nagel noted that challenges have been significant over the last year and a half due to COVID-19. To support this work, MARC has selected two contractors through a competitive RFP process. Ms. Nagel requested authorization to continue to work with the contractors. The first contractor is Mr. William Moberly, a health care planner in the Region A counties outside the MARC region. The second contractor is Mr. David Schemenauer, a former emergency manager with an area hospital, who has helped to procure personal protective equipment (PPE) and other critical supplies. Ms. Nagel requested authorization to apply for \$348,485 in grant funding and to continue the two contracts for a combined total of \$132,408. Ms. Nagel paused for questions, but there were none.

VOTE: Authorize an Application to Missouri's Department of Public Safety to Support Emergency Services Work

This item is an annual application to Missouri's Department of Public Safety for funds from the US Department of Homeland Security (DHS) to support homeland security planning and response. This year's grant totals \$764,943. Further details of the work supported by this grant were provided in the meeting's agenda packet. The Regional Homeland Security Coordinating Committee (RHSCC) reviews and makes a recommendation on use of grant funds. Funding goes toward planning work with regional stakeholders, training and exercise support, and modest supply and equipment replacement. The DHS issues federal priorities that MARC is required to address, including cybersecurity, domestic terrorism, and other priorities. Ms. Nagel requested authorization to reply for and accept funds as described. Ms. Nagel paused for questions, but there were none.

VOTE: Authorize a Grant Agreement to Support Hazardous Materials Planning

Ms. Nagel reminded the Board that MARC has supported the Local Emergency Planning Committee (LEPC) for the metro area since 1987. LEPC seeks funds from the Kansas Department of Emergency Management for planning and training support for the next year. Ms. Nagel requested authorization to apply for and, if awarded, accept \$84,200 from the state of Kansas for this work. Ms. Nagel paused for questions, but there were none.

EFFICIENT TRANSPORTATION AND QUALITY PLACES

VOTE: Authorize a Consultant Contract for a Planning Sustainable Places Study

Mr. Ron Achelpohl, Director of Transportation and Environment at MARC, requested authorization to enter an agreement with the team of Kimley-Horn, Parson + Associates, and CityFi for the Countywide Mobility Plan and Transit-Oriented Development (TOD) Strategy in Wyandotte County, Kansas. The contract, which is not to exceed \$300,000, will be funded by the Surface Transportation Program (STP) block grant's Planning Sustainable Places (PSP) program and local match funds provided by the Unified Government of Wyandotte County and Kansas City, Kansas. Mr. Achelpohl paused for questions, but there were none.

VOTE: Authorize the Change of Selected Consultant Team for the Osawatomie OZ Commons Project and Authorize a Contract for the Same Planning Sustainable Places Study

This item was tabled due to the issue with the original consultant team being resolved.

VOTE: Approve a Contract with RideShark Corporation to Provide Web-Based Ride-Matching Services for the RideshareKC Program

Mr. Achelpohl requested authorization to enter into another year's agreement with RideShark to provide ride matching software for the RideshareKC program. The one-year agreement is for \$19,200, funded through the Congestion Mitigation Air Quality (CMAQ) program. Mr. Achelpohl paused for questions, but there were none.

HEALTHY ENVIRONMENT

VOTE: Partnership with Climate Action KC to Establish the Building Energy Exchange KC and Authorization of Related MOU

Mr. Tom Jacobs, Environmental Program Director at MARC, requested approval to update the MOU with Climate Action KC (CAKC) previously authorized by the Board in early 2020. Since that time, CAKC has made notable progress on several fronts, including launching the regional Building Energy Exchange (BE-Ex KC). The updated MOU clarifies the relationship between MARC and CAKC. Ms. Ashley Sadowski, the Executive Director of BE-Ex KC, will be a MARC employee paid for by resources raised by CAKC. The budget clarifies several points with respect to indirect cost allocation, rent, and MARC's support for CAKC now that the Climate Action Plan has been adopted. MARC will provide office space for BE-Ex KC and absorb the normal rent allocation as MARC's in-kind support for the program. MARC will also charge the normal Indirect Cost Allocation to direct salary in lieu of the previous \$1,500 per month payment for fiscal services. In addition to the updated MOU, Mr. Jacobs requested acknowledgment of the receipt of \$143,022 to establish the BE-Ex KC. Mr. Jacobs paused for questions, but there were none.

VOTE: Authorize an Application to the Environmental Protection Agency to Support Regional Environmental Justice and Climate Resilience

Mr. Jacobs requested authorization to submit a grant application to the Environmental Protection Agency (EPA) to support regional environmental justice and climate resilience. The grant is in the final stages of completion and is expected to be submitted on May 28, 2021. The recently passed Climate Action Plan recognizes that social equity is a fundamental element of climate adaptation and resiliency work; this is due to the disparate impact climate change will have on more vulnerable communities. In response to this, MARC proposes to build a network of neighborhood-based community leaders to build capacity on that front and implement aspects of the Climate Action Plan. MARC would convene a group of neighborhood organizations and create opportunities for them to work together and share lessons learned. Community organizations would complete vulnerability assessments in their neighborhood and receive pass-through funding for grant implementation. The hope is for the network to create a platform that can be built out over time to continue addressing equity issues. Mr. Jacobs paused for questions, but there were none.

VOTE: Approve a Contract with SCS Engineers to Provide Qualified Environmental Professional Services Related to the Regional Brownfields Coalition Assessment Grant

Mr. Jacobs reminded the Board that MARC received the KC Regional Brownfields Coalition grant from the Environmental Protection Agency (EPA) last year. In partnership with the Unified Government of Wyandotte County and Kansas City, Kansas and Jackson County, Missouri, MARC used a competitive procurement process to select a firm to provide technical assistance and grant administration. The firm selected to provide qualified environmental professional services was SCS Engineers. Mr. Jacobs requested approval of a contract with SCS Engineers to provide these services. Mr. Jacobs paused for questions, but there were none.

VOTE: Approve a Subgrant Agreement with the City of Kansas City, Missouri Brownfields Program

The City of Kansas City, Missouri is a partner in the Regional Brownfields Coalition grant. Mr. Jacobs requested approval for a subgrant agreement with the City, which has developed substantial expertise over twenty years of managing Brownfields grants. Kansas City, Mo. has offered to provide technical assistance from the city's Brownfields program for \$61,350. Mr. Jacobs paused for questions, but there were none.

QUALITY EARLY LEARNING

VOTE: Authorize Acceptance of Grant Funds from the United Way of Greater Kansas City to Support Quality Early Learning

Ms. Jovanna Rohs, Director of Early Learning and Head Start at MARC, requested authorization to accept funds from the United Way of Greater Kansas City to support the Early Learning department's system building efforts in the community. This is the second year of a three-year grant that was awarded in 2020; this year's funding totals \$25,724. Ms. Rohs paused for questions, but there were none.

VOTE: Authorize an Application to the Administration for Children and Families to Support Continued Services for the Early Head Start Expansion Program

Mr. Steven Lewis, Mid-America Head Start Program Director at MARC, requested authorization to submit a baseline grant application for MARC's Early Head Start Expansion Grant to the Administration for Children and Families (ACF). This is a five-year non-compete grant application with a budget period of September 1, 2021 - August 31, 2022. The total amount of funding is \$1,703,151. Mr. Lewis paused for questions, but there were none.

VOTE: Authorize Mid America Head Start to Receive and Expend Funds from the Missouri Department of Social Services to Operate the Early Head Start Program

This is an annual grant awarded to MARC Head Start by the Missouri Department of Social Services, Children's Division/Office of Childhood, to operate the state-funded Early Head Start Program. Mr. Lewis requested approval to receive and expend funds totaling \$1,493,500 for the year. Mr. Lewis paused for questions, but there were none.

VOTE: Approve a Contract with Propio Language Services for Interpretive Services for MARC Head Start

Ms. Rohs requested approval for a contract with Propio Language Services to provide interpretive services for the Head Start program. MARC Head Start is required by the Office of Head Start to ensure that all families, including those whose primary language is not English, to be provided with services so they can fully participate in the Head Start program. MARC Head Start needs interpretation for on-site, telephone, and remote video services, as well as for the home visiting program. The proposed contract with Propio Language Services is not to exceed \$55,000 through the end of the Head Start grant year on October 31, 2021. Ms. Rohs paused for questions, but there were none.

VOTE: Approve Contracts for Renovations and Upgrades to Head Start Facilities to Meet Health and Safety Needs and to Expand Outdoor Play Activities

Ms. Rohs reminded the Board that they previously approved carrying forward unspent Coronavirus Aid, Relief, and Economic Security (CARES) Act funding in the amount of \$1,892,067. Ms. Rohs shared that

MARC Head Start is starting to spend down the dollars by helping programs meet health and safety needs and expanding outdoor play activities. Six Head Start providers have submitted proposals for large projects that will support their COVID-19 response. The YMCA of Greater Kansas City and Learn-A-Lot have requested flooring renovations. Kansas City Public Schools, the Independence School District, and the Excelsior Springs School District are all interested in new or renovated bathrooms. The Emmanuel Family and Child Development Center requested the installation of an outdoor classroom and playground. MARC Head Start is still reviewing bids for each project to ensure both MARC procurement policy and Davis-Bacon Act standards for prevailing wages are met. MARC anticipates the projects to cost a total of about \$933,511. Ms. Rohs requested approval to enter into contracts with selected vendors. Ms. Rohs paused for questions, but there were none.

VOTE: Approve a Contract with Conscious Discipline for a Summer Institute Training for Head Start and Early Head Start Staff

Ms. Rohs requested approval of a contract with Conscious Discipline for a summer training institute with one hundred Head Start and Early Head Start staff. This weeklong training is provided by Conscious Discipline trainers and is one of the most anticipated trainings within the Head Start program. The total cost is not to exceed \$150,000 for the five-day training. Ms. Rohs paused for questions, but there were none.

VOTE: Approve Consent Agenda (Administrative Matters and Minor Expenditures)
Approve the Minutes of the April 27, 2021 meeting

MOTION: Mayor Pro Tem Beto Lopez moved for approval of all agenda items and Commissioner Harold Johnson seconded. Mayor Weir asked if any member wanted to abstain or object to any of the agenda items. Mayor Pro Tem Lopez has a standing disclosure of his conflict of interest in contractual matters between MARC and his employer, Guadalupe Center, and he is recorded as having abstained from a vote on agenda item 2-b. All others were in favor of approving agenda items 2-a through 3-a. The motion passed.

Other Business

There was no other business.

Adjournment

Mayor Weir adjourned the meeting at 12:00 p.m.

MINUTES APPROVED:

Eileen Weir, Chair

Date