



Board of Directors BUDGET & PERSONNEL

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

August 24, 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, August 24, 2021 for instructions to join the teleconference.**

AGENDA

1. Financial and Program Reports and Discussion
 - a. REPORT: Discuss and Review Second Quarter Financial Statements
2. Approve Contracts, Grants, and Other Major Expenditures

EFFICIENT TRANSPORTATION AND QUALITY PLACES

- a. VOTE: Approve the Use of Missouri Coronavirus Response and Relief Supplemental Appropriations Act Funds to Establish a Roadway Preventive Maintenance Program

THRIVING OLDER ADULTS AND COMMUNITIES

- b. VOTE: Authorize an RFP Release, Contract Extensions, and Purchases to Support Community Home-Delivered Meals
- c. VOTE: Authorize an Agreement with the University of Missouri and the Addition of Funds for the University of Kansas Medical Center to Expand the Double Up Food Bucks Heartland Program
- d. VOTE: Authorize an Amendment to the Contract with Kansas State University to Support Double Up Food Bucks
- e. VOTE: Authorize Acceptance of a Grant from Anthem to Support Double Up Food Bucks
- f. VOTE: Authorize an Application for a Safety Net Grant from Health Forward Foundation to Support the Community Health Worker Program

SAFE AND SECURE COMMUNITIES

- g. VOTE: Authorize Acceptance of Pass-Through Funds from Everytown to Support Aim 4 Peace
- h. VOTE: Approve a Change Order to Purchase Radio Equipment for Upgrading the Microwave Network
- i. VOTE: Approve the Purchase of Call-taking Hardware for Regional Workstations

EFFECTIVE LOCAL GOVERNMENT

- j. VOTE: Accept a Grant from the Bloch Charitable Foundation to Support the Regional Housing Partnership

QUALITY EARLY LEARNING



Board of Directors **BUDGET & PERSONNEL**

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

- k. VOTE: Approve an Annual Contract with ChildPlus Software to maintain Head Start Records for the 2021-2022 Grant Year
 - l. VOTE: Approve the Purchase of Technology Equipment and Supplies for Head Start Direct Service Providers
3. VOTE: Approve Consent Agenda (Administrative Matters and Minor Expenditures)
- a. Approve the Minutes of the June 22, 2021 Meeting
4. Other Business
5. Adjournment

AGENDA REPORT

Budget and Personnel Committee

August 2021
Item No. 1-a
Core Capacities

ISSUE:

REPORT: Discuss and Review Second Quarter Financial Statements

BACKGROUND:

Finance staff provides regular financial reporting to the Board to ensure that members can fulfill their fiscal responsibility as appointed Board members.

Included with this report is an expanded dashboard format including highlights, followed by the more detailed schedules. Staff will review these reports at the meeting.

RECOMMENDATION:

None. Information only.

STAFF CONTACT:

Carol Gonzales
Katelyn Click

FINANCIAL REPORT HIGHLIGHTS — 2021 QUARTER 2

As of June 30, 2021

FUND BALANCES | Actual vs. Budget



General fund revenues include member and voluntary local dues which are used for some general expenses and are also used for matching purposes with other grants. Local dues were invoiced in March 2021. The revenues shown above reflect all invoices sent. Almost 100% of agencies have paid. We continue collection efforts and will write-off any billings deemed uncollectible.



Because the Special Revenue Fund serves primarily as the “pass-through” account for grants, revenues are recorded as expenses are paid, always showing a zero-fund balance. At the end of the second quarter, we have expended \$24.6M (38% of the revised budget) and recognized the same amount as revenue. In Q2 2020, we had also expended 38% of the original budget.



At the end of the second quarter some programs have deficits, but others have overall positive earnings that offset the deficits giving total year-to-date earnings of \$275,841 for the Enterprise Fund. KC Health Collaborative and Climate Action KC, while shown in the Enterprise Fund during 2020, were moved to the Trust & Agency Fund during the 2020 Annual Audit because MARC serves as the fiscal agent.



Allocations and expenditures are running as expected for second quarter of the year, with expenditures at 37% of budgeted amounts. See page 4 for more information on Indirect Cost Rates.



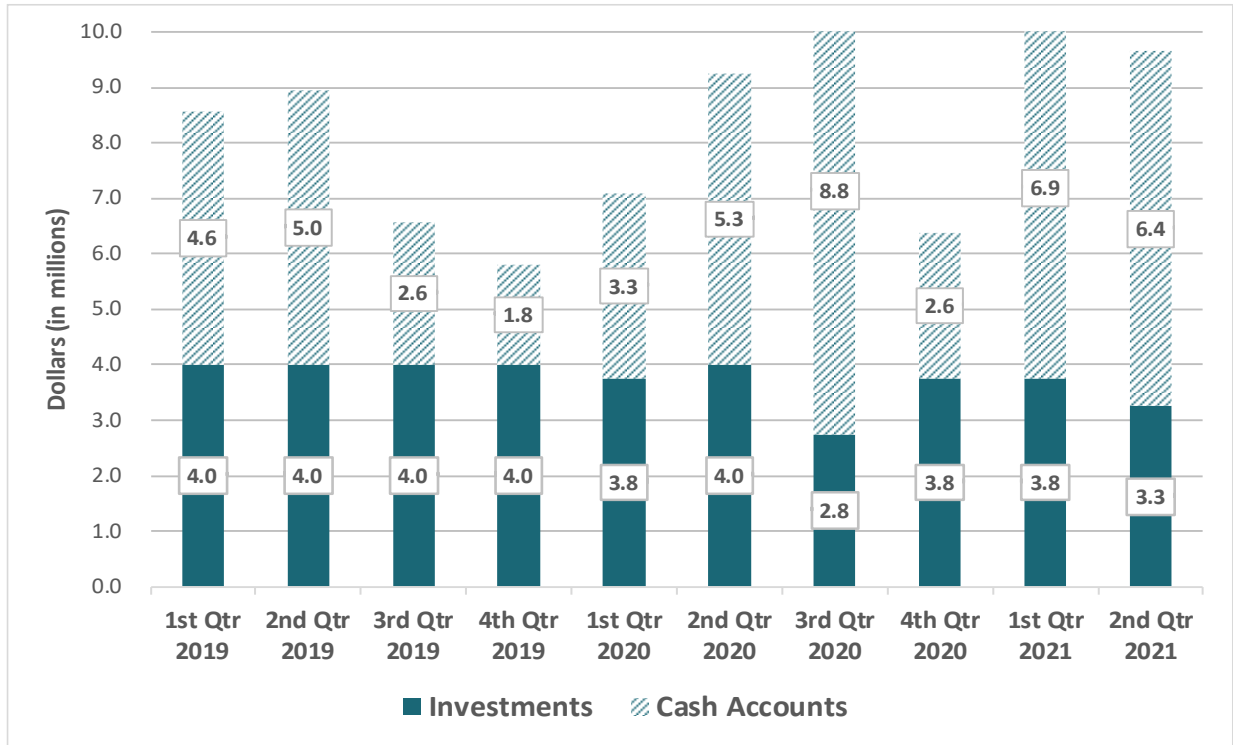
Allocations and expenditures are running as expected for second quarter of the year, with expenditures at 37% of budgeted amounts.

Schedules 5A and 5B: Cash and Investments

Cash on Hand (Security Bank and Country Club Bank).....	\$7,360,939
Net Outstanding Checks and Deposits	(960,393)
Investments	\$3,250,000
Investment Income.....	\$39,314

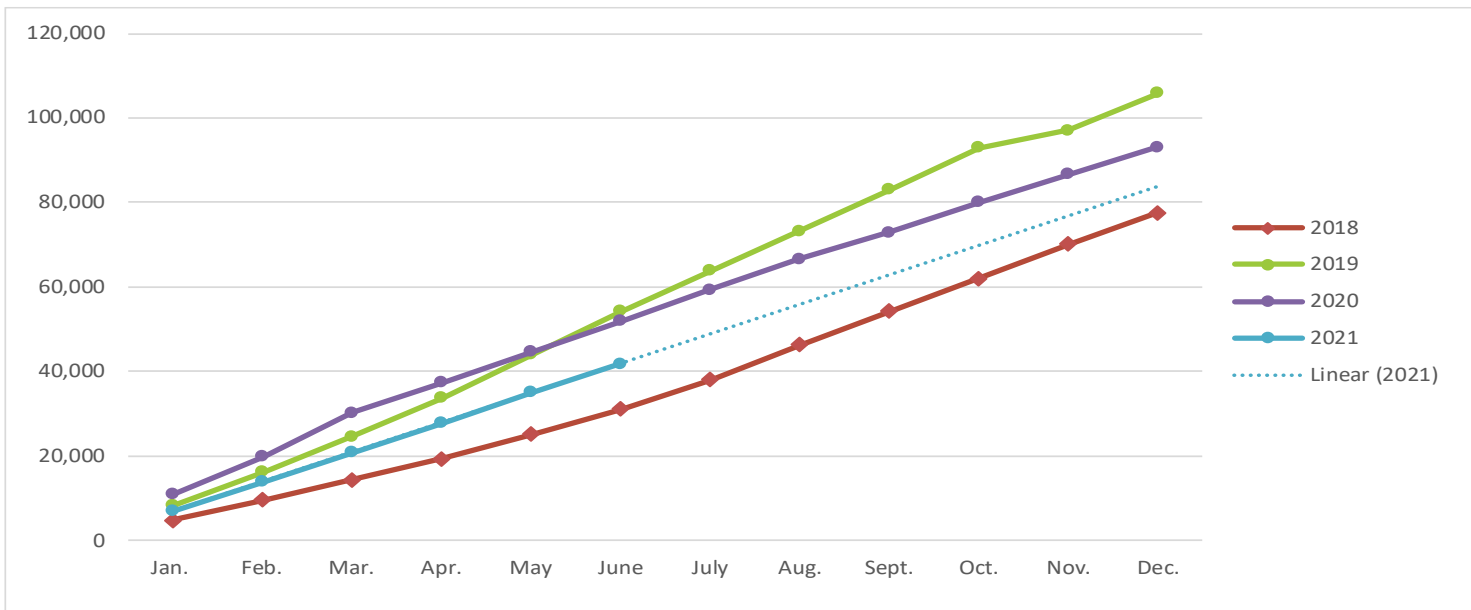
CASH UTILIZATION

Cash balances are appropriate and adequate.



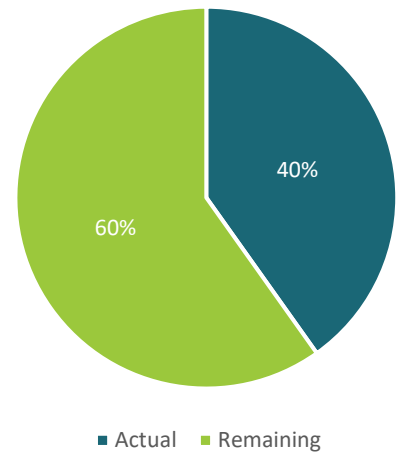
INVESTMENT INCOME AND TREND

During the second quarter of 2021, one investment of \$500,000 matured. These funds were reinvested in July 2021. Interest rates have been much lower in 2021 than expected. Original estimates projected \$120,000 in investment income. A revised projection at current rates would be \$83,000. MARC utilizes these funds to supplement other general funds and to help build fund balance for the long term contingency fund.



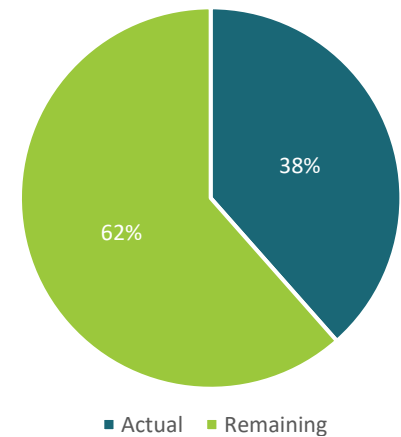
TOTAL REVENUES BY FUND

	BUDGETED 2021	YTD 2021	%
General Fund	1,991,651	2,060,808	103%
Special Revenue Fund	64,388,669	24,646,546	38%
Enterprise Fund	2,355,322	1,073,050	46%
Indirect and Clearing Fund	13,087,879	4,955,142	38%
911 Capital Fund	2,065,600	962,088	47%
Total Agency Wide	83,889,121	33,697,634	40%



TOTAL EXPENDITURES BY FUND

	BUDGETED 2021	YTD 2021	%
General Fund	\$ 1,371,333	\$ 567,741	41%
Special Revenue Fund	64,388,669	24,646,546	38%
Enterprise Fund	2,166,030	797,209	37%
Indirect and Clearing Fund	13,403,264	5,308,213	39%
911 Capital Fund	2,065,600	1,079,939	52%
Total Agency Wide	83,394,896	32,399,648	38%



LOCAL DUES SUMMARY (as of 6/30/2021)

	Members*		Other Cities		Total % Received
	Invoiced	Paid	Invoiced	Paid	
Basic Dues	\$ 422,046	\$ 392,137	—	—	93%
Voluntary Dues	—	—	71,984	66,716	93%
GIF Contribution	85,501	72,784	79,188	66,460	85%
GTI Membership Fee	59,701	52,503	29,688	21,974	83%
Total	\$ 567,248	\$ 517,424	\$ 180,860	\$ 155,150	90%

**Members named by formal agreement in MARC's bylaws, including Cass, Clay, Jackson, Platte, Ray, Johnson, Leavenworth, Miami and Wyandotte counties and the cities of Independence, Kansas City, Lee's Summit, Olathe, and Overland Park. Second notices have been sent.*

FEATURED TOPIC: INDIRECT COST ALLOCATION PLAN

The federal government has established a method of allocating indirect costs to grants through a negotiated indirect cost allocation rate. As a recipient of federal grants using this method, MARC must develop an annual Indirect Cost Allocation Plan. The plan includes both indirect rates and fringe benefit rates.

Each year, MARC develops an indirect cost proposal based on the most recently completed audit year. (For example, the 2022 proposal is based on actual 2020 numbers.) The final rate is negotiated with the U.S. Department of Health and Human Services, MARC's cognizant federal agency.

2021 INDIRECT AND FRINGE RATES | Negotiated vs. Year to Date

	Negotiated	Year to Date
Indirect Rate	30.7%	30.0%
Fringe Benefit Rate	48.0%	49.9%

Finance continues to monitor indirect and fringe benefits expenses against budget. As seen on schedule 4B, fringe benefit YTD rate exceeds our negotiated rate due to unexpected costs related to COVID sick leave and vacation utilization.

Schedule 1

General Fund

Revenues and Expenditures by Program

As of June 30, 2021

	Actual										
	Original Budget	Unrestricted	Property	Long-Term Contingency	Transportation Reserve	Emergency Services Program	Aging Program	Accumulated Vacation and Sick Leave Benefits	Total	Variance Favorable (Unfavorable)	Percent Used
REVENUES											
Other Local Funds	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 600	0%
Local Dues & Fees	1,740,068	526,040	-	-	758,489	436,461	78,265	-	1,799,255	59,187	103%
Fees for Services	27,350	(269)	-	-	2,925	-	-	-	2,656	(24,694)	10%
Investment Income	120,000	39,314	-	-	-	-	-	-	39,314	(80,686)	33%
Other Financing Sources	104,233	-	20,320	-	-	-	-	198,663	218,983	114,750	210%
Total Revenues	1,991,651	565,686	20,320	-	761,414	436,461	78,265	198,663	2,060,808	69,157	103%
EXPENDITURES											
Direct Program Expenses	209,797	18,836	5,592	-	7,358	-	-	-	31,786	178,011	15%
Contractual Services	39,900	1,135	-	-	-	-	-	-	1,135	38,765	3%
Transfer to Other Funds	876,744	12,619	-	-	125,241	190,435	75,999	-	404,294	472,450	46%
Personnel	244,892	130,526	-	-	-	-	-	-	130,526	(114,366)	53%
Total Expenditures	1,371,333	163,116	5,592	-	132,599	190,435	75,999	-	567,741	574,860	41%
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	620,318	402,570	14,728	-	628,815	246,026	2,266	198,663	1,493,067	(505,702)	241%
Fund Balance, Beginning of Year	3,736,470	115,679	(98,638)	1,572,145	(74,597)	1,134,604	112,477	1,017,843	3,779,514	(43,044)	101%
Subtotal	4,356,788	518,249	(83,911)	1,572,145	554,218	1,380,630	114,743	1,216,506	5,272,581	(548,747)	121%
Transfer from Unrestricted to Long-Term Contingency and Transportation Reserve	-	(59,403)	-	-	49,403	10,000	-	-	-	-	0%
Fund Balance, End of Year	\$ 4,356,788	\$ 458,846	\$ (83,911)	\$ 1,572,145	\$ 603,621	\$ 1,390,630	\$ 114,743	\$ 1,216,506	\$ 5,272,581	\$ (548,747)	121%
Budgeted Fund Balance, End of Year		\$ 98,800	\$ (63,192)	\$ 1,667,306	\$ 398,867	\$ 1,010,063	\$ 127,319	\$ 1,117,625	\$ 4,356,788		

ENDING BALANCE

General Fund Balance Recap:

	Original Budget	Current Actual
MARC Unrestricted	\$98,800	\$458,846
Long-Term Contingencies	1,667,306	1,572,145
Property & Equipment	(63,192)	(83,911)
Transportation Planning	398,867	603,621
Emergency Services	1,010,063	1,390,630
Settlement of Vacation and Sick Leave	1,117,625	1,216,506
Older Americans Act Match	127,319	114,743
Total	\$4,356,788	\$5,272,581

Schedule 2

Special Revenue Fund

Revenues and Expenditures by Program

As of June 30, 2021

	Original Budget	Actual						Total	Variance Favorable (Unfavorable)	Percent Used
		Aging Department	Emergency Serv. & Public Safety	Community Development	Transportation Planning	Early Learning & Head Start	Environmental Planning			
REVENUES										
Federal and State Funds	\$49,819,875	\$3,052,384	\$669,955	\$494,203	\$2,405,172	\$11,773,068	\$337,631	\$18,732,414	(\$31,087,461)	38%
Private Funds	3,590,250	6,905	63,854	1,114,657	-	192,247	44,832	1,422,496	(2,167,754)	40%
Other Local Funds	5,635,084	7,335	1,401,530	150,980	191,217	-	34,612	1,785,674	(3,849,410)	32%
Fees for Services	272,916	27,493	1,439	20,415	-	16,684	-	66,031	(206,885)	24%
Transfer from Other Funds	857,244	75,999	190,435	19	125,241	2,109	-	393,803	(463,441)	46%
Investment Income	30,142	-	-	-	-	-	14,780	14,780	(15,362)	49%
Contributed Services	4,183,158	660,026	3,408	441,281	323,669	772,630	30,335	2,231,348	(1,951,810)	53%
Total Revenues	64,388,669	3,830,142	2,330,621	2,221,556	3,045,299	12,756,738	462,190	24,646,546	(39,742,123)	38%
EXPENDITURES										
Direct Program Expenses	\$26,388,254	\$2,178,460	\$420,054	\$90,674	\$95,331	\$6,315,795	\$10,483	\$9,110,797	\$17,277,458	35%
Contractual Services	18,177,791	266,681	479,644	783,771	500,136	3,934,282	89,055	6,053,569	12,124,222	33%
Personnel	15,639,465	724,975	1,427,516	905,829	2,126,163	1,734,032	332,317	7,250,832	8,388,633	46%
Contributed Services	4,183,158	660,026	3,408	441,281	323,669	772,630	30,335	2,231,348	1,951,810	53%
Total Expenses	64,388,669	3,830,142	2,330,621	2,221,556	3,045,299	12,756,738	462,190	24,646,546	39,742,123	38%
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	-	-	-	-	-	-	-	-	\$ -	---
Fund Balance, Beginning of Year	-	-	-	-	-	-	-	-	\$ -	---
Fund Balance, End of Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---

Schedule 3

Enterprise Fund

Revenues and Expenditures by Program

As of June 30, 2021

	Original Budget	Actual									
		GTI	Small Cities	Cooperative Purchasing	Regional Aerial Photography	Research Services	IBTS	Annual Local Government Survey	Shared Services	Special Projects	KERIT
REVENUES											
Private Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Dues and Fees	155,200	89,039	-	-	-	-	-	-	-	-	-
Other Local Funds	252,500	-	-	-	-	-	-	-	-	-	-
Fees for Services	1,928,122	90,725	(15,539)	36,234	-	1,260	3,035	15,952	-	-	16,544
Transfer from Other Funds	19,500	9,750	-	-	-	-	-	-	-	-	-
Total Revenues	2,355,322	189,514	(15,539)	36,234	-	1,260	3,035	15,952	-	-	16,544
EXPENDITURES	2,166,030	96,537	23,026	40,921	-	14,572	3,723	16,010	-	-	15,657
Excess (Deficiency) of Revenues over Expenditures	189,292	92,977	(38,564)	(4,687)	-	(13,312)	(688)	(58)	-	-	887
Fund Balance, Beginning of Year	1,312,728	2,579	(115,740)	341,232	(3,537)	60,015	23,967	23,934	8,361	288	6,961
Fund Balance, End of Year	\$ 1,502,020	\$ 95,556	\$ (154,304)	\$ 336,545	\$ (3,537)	\$ 46,702	\$ 23,278	\$ 23,876	\$ 8,361	\$ 288	\$ 7,848
Budgeted Fund Balance, End of Year		\$ 30,478	\$ (91,262)	\$ 265,918	\$ (3,200)	\$ 96,493	\$ 21,155	\$ 30,066	\$ 8,361	\$ 288	\$ 11,313

	Original Budget	Actual								Variance Favorable (Unfavorable)	Percent Used
		Veteran's Services VD-HCBS	Managed Services Network	Workforce Development	Early Learning Educare	Early Learning Services	CORE 4	GIF	Total		
REVENUES											
Private Funds	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	---
Local Dues and Fees	155,200	-	-	-	-	-	-	163,981	253,020	97,820	163%
Other Local Funds	252,500	-	-	-	-	-	61,200	-	61,200	(191,300)	24%
Fees for Services	1,928,122	133,591	175,536	13,524	212,094	2,300	59,200	1,126	745,580	(1,182,542)	39%
Transfer from Other Funds	19,500	-	-	-	-	-	-	-	9,750	(9,750)	50%
Total Revenues	2,355,322	133,591	175,536	17,024	212,094	2,300	120,400	165,107	1,073,050	(1,282,272)	46%
EXPENDITURES	2,166,030	105,955	143,429	27,470	208,939	800	49,231	50,940	797,209	(1,368,821)	37%
Excess (Deficiency) of Revenues over Expenditures	189,292	27,636	32,107	(10,446)	3,155	1,500	71,169	114,166	275,841	86,549	146%
Fund Balance, Beginning of Year	1,312,728	157,650	388,709	(94,639)	254,455	-	144,491	114,003	1,312,728	-	
Fund Balance, End of Year	\$ 1,502,020	\$ 185,286	\$ 420,816	\$ (105,085)	\$ 257,610	\$ 1,500	\$ 215,660	\$ 228,169	\$ 1,588,569	\$ 86,549	106%
Budgeted Fund Balance, End of Year		\$ 469,447	\$ 183,244	\$ (60,624)	\$ 216,236	\$ -	\$ 214,062	\$ 105,569	\$ 1,497,544		

Schedule 4A

Indirect Costs

As of June 30, 2021

	Original Budget	Actual	Variance Favorable (Unfavorable)	Percent Used
FUNDING SOURCE				
Amount Allocated to Grants	\$3,939,557	\$1,772,893	(\$2,166,664)	45%
Prior Year's Surplus/(Deficit)	441,480	441,480	-	
Subtotal	4,381,037	2,214,373.26	(2,166,664)	
EXPENDITURES				
Accounting/Audit	147,770	90,648	57,122	61%
Automobile	31,100	12,888	18,212	41%
Capital Outlay	-	-	-	--%
Contractual Services	259,655	79,432	180,223	31%
Depreciation	41,935	14,171	27,764	34%
Equipment Rental	7,096	4,155	2,941	59%
Fringe Benefits Allocated	761,426	343,923	417,503	45%
Insurance	189,935	87,854	102,081	46%
Meeting/Travel	15,650	25	15,625	0%
Memberships/Periodicals	20,800	11,369	9,431	55%
Other	34,870	18,032	16,838	52%
Postage	10,785	6,295	4,490	58%
Printing/Reproduction	60,327	20,208	40,119	33%
Rent/Utilities/Maintenance	494,730	236,125	258,605	48%
Salaries	1,631,558	746,698	884,860	46%
Supplies	197,390	70,431	126,959	36%
Training	30,250	4,118	26,132	14%
Subtotal	3,935,277	1,746,372.38	2,188,905	44%
Less: Fees for Handling Pass-through Grants	(29,660)	(12,120.48)	(17,540)	41%
Net Indirect Costs	3,905,617	1,734,251.90	2,171,365	44%
Surplus/(Deficit) of Allocation to Grants, Cumulative to Date	\$475,420	\$480,121.36	\$4,701	101%
Agency-Wide				
Salaries		3,920,908		
Fringes		1,865,293		
Total Indirect Base		5,786,200		
Current Year Indirect Expenses - Actual		1,734,252		
Run Rate - Current Year Indirect %		30.0%		
Negotiated Rate		30.7%		
Difference		-0.7%		

Schedule 4B

Fringe Benefits

As of June 30, 2021

	Original Budget	Regular Actual	Intern/ Seasonal Actual	Total Actual	Variance Favorable (Unfavorable)	Percent Used
FUNDING SOURCE						
Amount Allocated to Grants	\$4,864,527	\$2,199,628	\$5,922	\$2,205,550	(\$2,658,977)	45%
Prior Year's Surplus/(Deficit)	101,067	101,067	-	101,067	0	
Subtotal	4,965,594	2,300,695	5,922	2,306,617	(2,658,977)	46%
EXPENDITURES						
FICA Taxes	848,790	374,101	5,922	380,023	468,767	45%
Pension	760,403	340,941	-	340,941	419,462	45%
401k Employer Match	229,583	109,485	-	109,485	120,098	48%
Health Insurance Subsidy	1,302,246	567,446	-	567,446	734,800	44%
Cafeteria Allowance	388,065	175,800	-	175,800	212,265	45%
Disability Insurance	36,315	17,051	-	17,051	19,264	47%
Unemployment Compensation	15,000	-	-	0	15,000	0%
Educational Assistance	25,000	2,496	-	2,496	22,504	10%
Other Fringe Benefits	2,500	-	-	0	2,500	0%
Vacation	733,391	362,854	-	362,854	370,537	49%
Sick Leave	390,609	153,745	-	153,745	236,864	39%
Holidays	467,950	163,036	-	163,036	304,914	35%
Other Leave	14,000	23,756	-	23,756	(9,756)	170%
Total Fringe Benefit Expenditures	5,213,852	2,290,710	5,922	2,296,632	2,917,220	44%
Surplus/(Deficit) of Allocation to Grants, Cumulative to Date	(\$248,258)	\$9,984	\$0	\$9,984	\$258,242	-4%
Agency-Wide						
Salaries		\$4,590,195	\$77,411			
Current Year Fringe Expenses - Actual		\$2,290,710	\$5,922			
Run Rate - Current Year Indirect %		49.9%	7.65%			
Negotiated Rate		48.0%	7.65%			
Difference		1.9%	0.0%			

Schedule 5A

Cash Utilization

As of June 30, 2021

Month	Security Bank Net Outstanding Checks & Deposits	Security Bank Overnight Sweep Account	Security Bank Checking Accounts	Country Club Bank Money Market Account	Government Securities Investments	Total
January 31, 2021	(\$3,113,525)	7,194,247	500,020	578,146	3,750,000	\$8,908,889
February 28, 2021	(1,262,424)	3,225,901	500,018	583,765	3,750,000	6,797,260
March 31, 2021	(379,311)	6,165,386	500,018	587,453	3,750,000	10,623,546
April 30, 2021	(1,869,639)	3,717,465	500,019	596,532	3,750,000	6,694,377
May 31, 2021	(575,732)	7,310,186	500,019	599,831	3,750,000	11,584,303
June 30, 2021	(960,393)	5,754,166	500,019	1,106,754	3,250,000	9,650,546
July 31, 2021	-					-
August 31, 2021	-					-
September 30, 2021	-					-
October 31, 2021	-					-
November 30, 2021	-					-
December 31, 2021	-					-
Current Interest Rates		0.25%	0.05%	0.05%		
Investments	Yield Rate	Purchase Date			Amount	Maturity Date
Federal Farm Credit Bank	2.680%	July 13, 2018			500,000	July 2, 2021
Federal Farm Credit Bank	2.820%	Aug 15, 2018			250,000	July 2, 2021
BMW Bank North America C.D.	1.250%	Apr 14, 2020			250,000	Oct 14, 2021
Federal Farm Credit Bank	2.633%	Apr 26, 2019			250,000	Oct 15, 2021
Freddie Mac	0.600%	Oct 29, 2020			1,000,000	Apr 29, 2022
Sallie Mae Bank C.D.	2.550%	May 8, 2019			250,000	May 9, 2022
Ally Bank C.D.	2.150%	Aug 1, 2019			250,000	Aug 1, 2022
Goldman Sachs Bank USA C.D.	2.900%	Mar 6, 2019			250,000	Mar 6, 2023
Capital One Bank USA NA C.D.	2.200%	July 31, 2019			250,000	July 31, 2023
Total					<u>\$3,250,000</u>	

AGENDA REPORT

Budget and Personnel Committee

August 2021
Item No. 2-a
Efficient Transportation and Quality Places

ISSUE:

VOTE: Approve the Use of Missouri Coronavirus Response and Relief Supplemental Appropriations Act Funds to Establish a Roadway Preventive Maintenance Program

BACKGROUND:

Title IV of the Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA), enacted on December 27, 2020, appropriated \$10,000,000,000 to provide funding to address COVID-19 impacts related to transportation programs.

A portion of the funding appropriated by the CRRSAA was suballocated to urbanized areas with a population over 200,000 in the same manner as the Surface Transportation Program (STP) Block Grant funds. MARC has the responsibility of determining funding priorities for the Kansas City metropolitan area.

The Kansas STP Priorities committee recommended using the Kansas allocation of these funds for two projects submitted for FFY 2023-2024 STP funding in the 2020 call for projects:

- \$1,002,644 to fully fund the city of Edwardsville's 98th Street Corridor roadway capacity project, previously approved for partial funding through STP, and
- \$4,314,032 to partially fund Overland Park's 167th Switzer Road to Antioch Road roadway operations project.

The Total Transportation Policy Committee (TTPC) recommended approval of these projects in June and they are included in the 2021 3rd Quarter amendment of the *Transportation Improvement Program*.

The Missouri STP Priorities committee explored options under the Special Authority provisions of CRRSAA for preventive maintenance activities on local roadways to address deferred maintenance needs for area cities and counties. A special sub-committee met on May 25 and June 29 to consider strategies for fund allocation and program design for a roadway preventive maintenance program in FFY 2023.

The subcommittee considered allocating funds to counties and cities above 5,000 population proportional to population or a "minimum-allocation" approach for cities with populations between 5,000 and 10,000. Because the population-based approach would provide only token funding to smaller communities, the subcommittee recommended providing a minimum of \$50,000 to each community between 5-10k population with the remaining funds to be distributed based on population.

The subcommittee also discussed and recommended other considerations for the program, including:

- Designing the program to maximize federal funds at 100% participation to the extent possible, with provisions for local governments to cover the costs of any change orders or overruns.
- Using CRRSAA funds for program administration, preliminary engineering, and construction engineering.

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- Focusing on local roadways not on the Federal Aid Highway system to provide maximum flexibility in implementing the program.
- Focusing on routes that connect neighboring jurisdictions, where practical.
- Avoiding routes that will trigger costly retrofits under Americans With Disabilities Act requirements or completing ADA upgrades on existing locally funded projects prior to federally funded work.
- Avoiding routes that will require extensive base or pavement repair prior to any preventive maintenance work.
- Grouping multiple jurisdictions' roadways into a small set of consolidated preventive maintenance contracts for economies of scale balanced with the opportunity for more firms to compete for the work.
- Using common specifications and mix designs to reduce cost and complexity of the program.
- Offering options for both Mill & Overlay contracts and Micro Surfacing contracts as needed.

If approved, MARC will:

- Work with MoDOT to secure funding for administration, preliminary engineering, construction inspection, and preventive maintenance contracts,
- Work with MoDOT and member jurisdictions to procure engineering services,
- Negotiate local agreements to cover program terms and costs,
- Manage project development activities and requirements,
- Conduct project lettings, and
- Manage construction inspection and federal grant reporting as needed.

TTPC recommended approval of this program at their July meeting.

BUDGET CONSIDERATIONS:

If approved, MARC would receive up to \$8,393,333 in Missouri CRRSAA funds to support administrative costs for the program, procure engineering services for design and inspection, and let construction contracts for preventive maintenance of pavements on area local roadways.

RECOMMENDATION:

Approve the use of Missouri CRRSAA funds, not to exceed \$8,393,333, to establish a roadway preventive maintenance program, which will be supplemented by additional local government funds as needed to cover change orders and cost overruns.

STAFF CONTACT:

Ron Achelpohl

AGENDA REPORT

Budget and Personnel Committee

August 2021

Item No. 2-b

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize an RFP Release, Contract Extensions, and Purchases to Support Community Home-Delivered Meals

BACKGROUND:

MARC continues to clarify the operational parameters of a frozen home-delivered meal system, led by community-based organizations (CBOs), that will continue services following the wind-down of the COVID pandemic.

Staff and CBOs have identified the need to outline programmatic details in an RFP for re-packing of meals and components, and delivery (i.e., fulfillment) of meals. The RFP will help MARC choose final partners for a formal launch date of early 2022.

In the interim, a contract extension with Kanbe's Markets is sought to continue stable service delivery.

Finally, fulfillment vehicles are needed to support the initiative. The national vehicle shortage has delayed availability, but MARC expects to eventually procure up to ten 2022 Ford Transit T-350 Medium-Roof cargo vans that will be vinyl wrapped and upfitted to freezer vans. Vehicles will be purchased through the Mid-America Council of Public Procurement (MACPP) Metro Vehicle Bid contract using Shawnee Mission Ford or another contracted dealership. A service contract will also be sought to ease maintenance and cleaning.

2022 Ford T-350 Transit Medium Roof (W9C 148)

Interior: Vinyl (VK)

Base Price: \$26,619

Options: \$8,127

Total: \$34,746

Upfitting and wrap: Approximately \$20,000

In addition, Kanbe's Markets operates a refrigerated 2013 Freightliner Sprinter with approximately 127,000 miles. Hogan Truck Leasing & Rental is the lessor and is willing to sell the vehicle for \$15,000 - an apparently fair price in the current market. Hogan is not willing to continue to offer the vehicle under a lease for the proposed contract extension period. Therefore, pending a neutral used-vehicle inspection by a mechanic, staff recommend purchasing this vehicle from Hogan and allowing Kanbe's to utilize it through the contract extension period. Kanbe's would be required to relinquish the vehicle to MARC, or purchase it, if they did not continue to use it for MARC services after the contract extension period.

BUDGET CONSIDERATIONS:

REVENUES	
Amount to MARC	\$723,740
Sources	Balance from United Health Care and Bloch Family Foundation Grants: \$148,000
	Older Americans Act, including relief dollars: \$575,740

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PROJECTED EXPENSES	
Contractual	\$161,280
Other (supplies, printing, training sessions, travel for trainings)	\$562,460

COMMITTEE ACTION:

In August 2021, the MARC Commission on Aging recommended authorization of an RFP release, contract extensions, and purchases as described above to advance community home-delivered meals.

RECOMMENDATION:

Authorize an RFP release, contract extensions, and purchases to advance community home-delivered meals as described above.

STAFF CONTACT:

Bethany Reyna
James Stowe

AGENDA REPORT

Budget and Personnel Committee

August 2021

Item No. 2-c

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize an Agreement with the University of Missouri and the Addition of Funds for the University of Kansas Medical Center to Expand the Double Up Food Bucks Heartland Program

BACKGROUND:

MARC Community Services Corporation was awarded a \$4 million four-year grant from the US Department of Agriculture's Gus Schumacher Nutrition Incentive Program (GusNIP) in 2020. Together with matching resources from area foundations, the Double Up Heartland Collaborative led by MARC has been operating the program in the state of Kansas, the Kansas City metro area, and west central Missouri. The current collaborative partners are Cultivate KC, K-State Research & Extension, West Central Missouri Community Action Agency, and the University of Kansas Medical Center. The current \$8.1 million Double Up Food Bucks program is being implemented across 80 grocery stores, farmers markets, farm stands, and mobile markets.

An earlier USDA grant allowed for establishment of the program in 2016, serving a large area in Missouri. A lack of matching funds prevented MARC and its partners from serving a larger area (nearly forty markets and grocery stores in Missouri), a loss that was felt more intensely as the effects of COVID-19 and the resultant economic downturn have impacted communities across Missouri. Another limitation of the GusNIP 2020 proposal was that the budget was able to support only 5 months (June through October) of incentive redemption in the grocery stores of Kansas City and southeastern Kansas.

In April 2021, the USDA invited all current GusNIP grantees to apply for the new Gus Schumacher Nutrition Incentive Program COVID Response and Relief (GusNIP CRR) grant. The funding for this opportunity was appropriated to the USDA by the COVID Response and Relief Act of 2021. No local match was required for these funds. The program required grantees to submit a proposal describing how they would build upon and expand their programs already supported by USDA funding. MARC submitted a proposal on behalf of the Double Up Heartland Collaborative in May 2021 with the following objectives to address areas that were not included in the 2020 application:

1. Expand the months customers can earn Double Up Food Bucks (DUFB) at the 32 grocery stores included in FY20, resulting in \$1.48 million additional incentive-related purchases.
2. Expand the incentive program to more grocery stores and farm stands in Kansas and west central Missouri, as communities with unmet needs and significant COVID-19 impacts are identified.
3. Expand the DUFB program to at least 17 Missouri farmers' markets to encourage better nutrition through purchases of fresh produce, resulting in \$300,000 in incentive expenditures.
4. Expand the DUFB program to at least 42 grocery stores in central, southern, and eastern Missouri, resulting in nearly \$1.3 million in incentive-related produce purchases.
5. Communicate with up to 600,000 additional low-income residents in Missouri and other newly identified communities to inform them of the incentive program.

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In order to implement the expansion to Missouri locations outside of the Kansas City and west central areas, the proposal included \$461,236 in funds to add the University of Missouri Extension to the Double Up Heartland Collaborative as a coordinating agency. Their staff will be responsible for coordinating with the farmers' markets outside of Kansas City and the west central area of Missouri. The University of Kansas Medical Center will also receive \$450,610 in additional funding from the GusNIP CRR grant to expand evaluation efforts to all the new sites. This year, to date, the evaluation teams have completed 148 surveys, half at grocery stores and half at farmers' markets. Some highlights of this evaluation effort underscore the importance of the Double Up Food Bucks program:

- About 53 percent of respondents indicated their food does not last and they do not have money to purchase more food.
- 52 percent of respondents indicated not being able to afford eating balanced meals.
- Half of the respondents indicated their health is fair or poor.
- Seniors answering the survey commented that many elderly receiving SNAP benefits only get about \$16 per month. They do not feel this amount is enough.
- Customers feel the program is easy to use at the participating sites.
- Customers report that they eat more fresh fruits and vegetables because of the program, and they eat less junk food like cookies, cakes, and candy.
- Farmers market managers feel the program makes their market stronger and that vendors are selling more produce.
- Grocery store managers appreciated that the program highlights their locally grown produce.

The USDA has awarded an additional \$4,635,648 to support the program. The grant period is from September 1, 2021 until August 31, 2024.

RECOMMENDATION:

Authorize an agreement with the University of Missouri and the addition of funds for the University of Kansas Medical Center to implement the Double Up Food Program as described above.

STAFF CONTACT:

Marlene Nagel
Donna Martin

AGENDA REPORT

Budget and Personnel Committee

August 2021

Item No. 2-d

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize an Amendment to the Contract with Kansas State University to Support Double Up Food Bucks

BACKGROUND:

The original proposal for the Gus Schumacher Nutrition Incentive Program in 2020 included several partners that would coordinate the Double Up Food Bucks (DUFb) program in areas of Kansas and Missouri that are outside of the MARC region. The Greater Wichita YMCA was to coordinate the Double Up Food Bucks program in the Wichita, Kansas area. However, due to restructuring later that year, the Greater Wichita YMCA made the decision to transition away from administering the Double Up Food Bucks program. At that time, staff from the YMCA, MARC, and K-State Research and Extension (KSRE), met to discuss transitioning the Wichita markets to KSRE for coordination. KSRE has a significant presence in the Wichita area that the program coordinator can tap into for assistance when working with the markets. This first amendment to the contract with Kansas State University transfers coordination of Wichita area markets from the Greater Wichita YMCA to KSRE.

BUDGET CONSIDERATIONS:

REVENUES	
Amount	\$160,508
Source	USDA Gus Schumacher Nutrition Incentive Program grant FY2020
PROJECTED EXPENSES	
Travel	\$1,000
Stipends & Supplies	\$28,500
Indirect	\$7,670
DUFb Incentives	\$123,338

RECOMMENDATION:

Approve a \$160,508 increase to KSU/KSRE's budget for the Double Up Food Bucks program from 2020-2024 to support coordination and administration of the healthy food incentive at Wichita and other Kansas farmers' markets.

STAFF CONTACT:

Marlene Nagel

Donna Martin

AGENDA REPORT

Budget and Personnel Committee

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

ISSUE:

VOTE: Authorize Acceptance of a Grant from Anthem to Support Double Up Food Bucks

BACKGROUND:

On April 14, 2021, the USDA National Institute of Food and Agriculture (NIFA) extended an invitation to MARC as an existing grantee of the Gus Schumacher Nutrition Incentive Program (GusNIP) to apply for the GusNIP COVID Relief and Response (GusCRR) funding opportunity, which will distribute \$75 million appropriated to the USDA by the Coronavirus Response and Relief Act 2021 passed by Congress in January 2021. A proposal was submitted in mid-May 2021 to expand the Double Up Food Bucks program in both Kansas and Missouri. The proposal included a proposed budget of \$5 million. In late June 2021, MARC staff were notified that the proposal was being recommended for approval. NIFA staff communicated that only 93% of the proposed budget was being recommended for an award (a reduction of \$364,352). A revised budget was submitted to USDA, taking into consideration the comments of the review committee to maximize the use of federal funds for the nutrition incentives and reduce the amounts for communications and outreach. These reductions were expected to impact the program's ability to reach people who could benefit from the program's rollout in new communities. Thus, staff applied to the Anthem Foundation to see if funding could be secured to make up for at least part of the reduced amount. The Anthem Foundation agreed to provide \$100,000 to support communication efforts for a one-year time frame (August 1, 2021-September 30, 2022).

BUDGET CONSIDERATIONS:

REVENUES	
Amount	\$100,000
Source	The Anthem Foundation, Inc.
PROJECTED EXPENSES	
Other (Printing, Postage, Media)	\$100,000

RECOMMENDATION:

Accept \$100,000 from the Anthem Foundation to support communication and outreach for the expanded Double Up Food Bucks program for a one-year time period (August 1, 2021-September 30, 2022).

STAFF CONTACT:

Marlene Nagel
Donna Martin

AGENDA REPORT

Budget and Personnel Committee

August 2021

Item No. 2-f

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize an Application for a Safety Net Grant from Health Forward Foundation to Support the Community Health Worker Program

BACKGROUND:

MARC supports the Regional Community Health Worker Collaborative and has worked with KC CARE Health Center on an initiative to deploy Community Health Workers (CHWs) at hospitals and clinics, to serve MARC's Area Agency on Aging clients with chronic disease education, and to identify resources to address client needs (food, transportation, medicine, utility/rent assistance, other). MARC and the KC CARE Health Center worked together last year on an application to the Health Forward Foundation through the competitive Safety Net process, and \$250,000 in foundation funds were awarded to enable KC CARE Center to hire, supervise, and deploy CHWs during calendar year 2021. KC CARE Center is working with several health organizations including University of Kansas Medical Center, St. Luke's Hospital, Children's Mercy Kansas City, UMKC, and Rose Brooks. CHWs will be assigned to non-elderly disabled identified through MARC's Adult and Aging Services program as needing support.

KC CARE's partnership with MARC is improving access to care for underserved patients across the metro. The program will reach a total of 2,750 patients through 20,000 encounters, with 600 enrollments in 2021. Community Health Workers will connect patients to a health home for primary care and accompany them on their journey to self-sufficiency.

KC CARE has asked MARC to apply to continue the program for 2022, serving 2,500 patients. On behalf of a collaboration between MARC and KC CARE Health Center, MARC will request \$325,000 from the Health Forward Foundation (HFF) to support the salary of four Community Health Workers, a portion of the salary for program supervisors, administration and leadership, program supplies, and equipment. The Care Coordination program targets clients with significant barriers to accessing and participating in care and who are at high risk of falling out of care. The program targets the uninsured and underinsured, low-income residents at or below 200% of the federal poverty level (FPL), BIPOC, and other populations who face multiple obstacles to care. The target population is from a geographic area that spans the Greater Kansas City metro within both Missouri and Kansas. The program strives to: (1) improve the participants' experience of receiving care and healthcare management; (2) improve the health outcomes of uninsured, underinsured, and underserved Kansas City residents; and (3) reduce overall healthcare costs.

Since the start of the COVID-19 pandemic, KC CARE has learned that patients' motivation to change things that are not actively in crisis has diminished. As a result, KC CARE will continue their approach to reach more individuals and focus on their top needs, by allowing the patient to define the intensity of the intervention needed. Major outcomes have included percent of patients demonstrated improved self-sufficiency, through an improved aggregate score (CY19 actual: 89%), and percent of patients reporting a decrease in emergency department utilization while in the program (CY19 actual: 55%).

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Budget and Personnel Committee

BUDGET CONSIDERATIONS:

REVENUES	
Amount	\$325,000
Source	Health Forward Foundation
PROJECTED EXPENSES	
Personnel (salaries, fringe, rent)	\$15,000
Pass-Through - KC CARE Health Center	\$310,000

RECOMMENDATION:

Authorize the application, and acceptance if awarded, of a grant from the Health Forward Foundation for a Regional Community Health Worker Initiative in the amount of \$325,000. If grant is awarded, authorize an agreement with KC CARE Health Center in an amount not to exceed \$310,000.

STAFF CONTACT:

Marlene Nagel

AGENDA REPORT

Budget and Personnel Committee

August 2021
Item No. 2-g
Safe and Secure Communities

ISSUE:

VOTE: Authorize Acceptance of Pass-Through Funds from Everytown to Support Aim 4 Peace

BACKGROUND:

The Kansas City, Missouri, Health Department supports a violence-prevention initiative, Aim 4 Peace, and has asked MARC CSC to assist the department and its program by serving as the fiscal agent for charitable contributions. A national organization, Everytown for Gun Safety Support Fund, has awarded Aim 4 Peace a two-year \$100,000 grant. At the discretion of the fund, Aim 4 Peace may be eligible for an additional \$40,000 contingent grant.

Funds may be used for infrastructure and operating expenses to support any activity that strengthens the organization's capacity to successfully address gun violence. Aim 4 Peace will work with targeted hospitals to send outreach workers to emergency rooms to meet with family and friends of gunshot victims and support them to reduce retaliation or escalation of violence. MARC CSC will accept the funds, retain \$1,000 for administrative expenses, and pass through the remaining funds to the Kansas City, MO Health Department on behalf of Aim 4 Peace.

RECOMMENDATION:

Authorize a grant application to the national organization Everytown for Gun Safety on behalf of Aim 4 Peace in the amount of \$140,000. If awarded, authorize a contract with the Kansas City, MO Health Department to implement the program through Aim 4 Peace in an amount not to exceed \$139,000.

STAFF CONTACT:

Marlene Nagel

AGENDA REPORT

Budget and Personnel Committee

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

ISSUE:

VOTE: Approve a Change Order to Purchase Radio Equipment for Upgrading the Microwave Network

BACKGROUND:

The original RAMBIS microwave network needs an upgrade to prepare for the NG911 (NG911) requirements. As of July 2020, the board approved an agreement with Nokia to provide material and installation for the upgrade.

During the planning and engineering for the upgrade Nokia presented an opportunity to increase the system from a one channel radio to two channels. This will improve the system by doubling the bandwidth available in the microwave ring for the region and taking full advantage of the capacities of the new microwave radios. This upgrade will meet the requirements for NG911 applications and provide flexibility for future bandwidth needs in the region.

BUDGET CONSIDERATIONS:

The Nokia Change Order quote estimates a cost of \$417,330.20.

REVENUES	
Amount	\$208,665.10
Source	911 Allocation Budget (Capital Projects)
Amount	\$208,665.10
Source	911 Allocation Budget (Capital Projects Reserve)
PROJECTED EXPENSES	
Contractual	\$417,330.20

COMMITTEE ACTION:

The Public Safety Communications Board approved the use of the funds needed for the change order in July 2021. This portion of the project will be paid for by using a portion of the Capital Projects Reserve (50% of the change order cost) and a portion funded from the 2022 Regional 911 Capital Projects Budget (50% of the change order cost).

RECOMMENDATION:

Approve change order #2 with Nokia and accept the quote for purchase and installation of 9500 MPR Radios and related antenna materials for the microwave upgrades.

STAFF CONTACT:

Eric Winebrenner

AGENDA REPORT

Budget and Personnel Committee

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

ISSUE:

VOTE: Approve the Purchase of Call-taking Hardware for Regional Workstations

BACKGROUND:

The Public Safety Communications Board approved the start of a Public Safety Answering Point (PSAP) VESTA Call-taking hardware replacement program. The intent is to replace 60 of the 240 regional PSAP workstations each year. This will improve productivity by preventing repairs and keeping the equipment current and updated. The contract with Motorola allows MARC to purchase equipment directly from the manufacturer, leaving out the increased cost of a middleman. This was made possible by the Public Safety Communications Board approving the move to MARC maintenance instead of contracted maintenance.

Johnson County Emergency Management & Communications was approved by the Public Safety Communications Board to receive four remote 911 positions for the Emergency Communications Center. Johnson County will cover the initial costs of \$92,685 for the purchase of this equipment.

BUDGET CONSIDERATIONS:

The Motorola quotes estimate a cost of \$551,790

REVENUES	
Amount	\$551,790
Source	911 Allocation Budget (Capital Projects)
PROJECTED EXPENSES	
Contractual	\$551,790

COMMITTEE ACTION:

The Public Safety Communications Board approved the use of the funds needed for these projects.

RECOMMENDATION:

Approve the agreements with Motorola and accept the quote for the purchase of equipment for Harrisonville, Lees Summit, North Kansas City, Pleasant Hill, Pleasant Valley, Grandview, Lenexa, and Johnson County ECC.

STAFF CONTACT:

Eric Winebrenner

AGENDA REPORT

Budget and Personnel Committee

August 2021
Item No. 2-j
Effective Local Government

ISSUE:

VOTE: Accept a Grant from the Bloch Charitable Foundation to Support the Regional Housing Partnership

BACKGROUND:

MARC is partnering with Local Initiatives Support Corporation (LISC) Greater Kansas City to organize the Regional Housing Partnership (RHP). The RHP will mobilize individuals and organizations to enact systems-level change to grow the supply of affordable housing for cost-burdened households. This will be accomplished through seven elements of an effective regional housing system: (1) data and analysis; (2) networked leadership; (3) financing tools; (4) production capacity; (5) rental & homeowner resources; (6) policy; and (7) education.

MARC requested funding from the Marion and Henry Bloch Charitable Foundation to launch the partnership even as fundraising continues to expand and sustain the work. The grant award will fund a full-time employee to staff this initiative and part-time support from MARC's local government services and research services. The key first year deliverables include:

- Develop a feasibility assessment for a regional housing trust fund and regional housing land bank/trust aimed at supporting small to mid-sized communities.
- Explore and develop strategies to support successful attraction and investment of new federal housing resources in the region.
- Establish partnerships with non-profit development partners to facilitate rehabilitation and production in multiple communities across the region.
- Explore and develop strategies to expand capacity of personal financial support services to serve first-time home buyers.
- Launch a Regional Housing Data Hub to define housing problems at the local and regional scales and track effectiveness of various housing strategies to support housing solutions.
- Establish and coordinate the Regional Housing Partnership Steering Committee to help set regional goals and advise on priorities for each element of an effective housing system.

BUDGET CONSIDERATIONS:

REVENUES	
Amount	\$560,000
Source	Marion and Henry Bloch Foundation Grant
PROJECTED EXPENSES	
Personnel (salaries, fringe, rent)	\$300,000
Contractual	\$260,000

RECOMMENDATION:

Authorize acceptance of a grant in the amount of \$560,000 from the Marion and Henry Bloch Foundation for the Regional Housing Partnership, to be administered through MARC Community Services Corporation.

AGENDA REPORT

Budget and Personnel Committee

STAFF CONTACT:

Lauren Palmer

AGENDA REPORT

Budget and Personnel Committee

August 2021
Item No. 2-k
Quality Early Learning

ISSUE:

VOTE: Approve an Annual Contract with ChildPlus Software to maintain Head Start Records for the 2021-2022 Grant Year

BACKGROUND:

MARC Head Start has contracted with ChildPlus, Inc. as the primary record keeping system for Head Start since 2006. This database is used to house information on all children and their families, as well as staff for all seventeen providers. The data is used to track the progress in meeting Head Start Performance Standards and MARC Head Start goals. Additionally, data is reported to the Office of Head Start in an annual Program Information Report that is required by Head Start Federal Regulations.

This renewal contract with ChildPlus extends from November 1, 2021 to October 31, 2022.

BUDGET CONSIDERATIONS:

Funds for this expenditure are included in the 2021 -2022 Head Start budget.

REVENUES	
Amount	\$50,426.53
Source	Administration for Children and Families
PROJECTED EXPENSES	
Contractual	\$50,426.53

RECOMMENDATION:

Approve the ChildPlus annual renewal contract in an amount not to exceed \$50,426.53 for use of the data base system and technical support services from November 1, 2021 through October 31, 2022.

STAFF CONTACT:

Jovanna Rohs
Steven Lewis

AGENDA REPORT

Budget and Personnel Committee

August 2021
Item No. 2-l
Quality Early Learning

ISSUE:

VOTE: Approve the Purchase of Technology Equipment and Supplies for Head Start Direct Service Providers

BACKGROUND:

MARC Head Start was awarded CARES Act supplemental funds in July 2020 and would like to use these funds to purchase computer, monitors, laptops, and scanners for family service staff. These purchases will be for staff whose equipment is over 5 years old and no longer under warranty. Many of our family service staff are working with computers that are over 10 years old.

Family service staff are responsible for obtaining the necessary documents required for each child's complete health record. This includes request for information, medical records, dental records, shot records, and special accommodations or medical needs. They document all the services provided for children and families. This includes community referrals, families' needs, goals, services received, and follow up. They record attendance and collect data on family outcomes, health outcomes, and family engagement. The documentation they provide tells the stories of the impact of Head Start on the families we serve. Updated equipment will help with efficiency, reliability, and timeliness.

Ten of MARC's Head Start and Early Head Start direct service providers have submitted proposals for technology upgrades for their staff.

Ability KC	\$ 2,500
Emmanuel	\$ 2,300
Grandview School District	\$ 2,000
Guadalupe Center Inc	\$ 2,000
Kansas City Public Schools	\$ 2,500
Learn A Lot	\$ 3,000
Operation Breathrough Inc	\$ 25,000
Raytown School District	\$ 4,000
The Family Conservancy	\$ 25,000
United Inner City Services	\$ 7,000
	<u>\$ 75,300</u>

BUDGET CONSIDERATIONS:

The costs of the technology upgrades are allowable expenses within the Head Start CARES Act supplemental COVID-19 funding through the Administration for Children and Families. The grant was initially approved for the period of July 17, 2020 to October 31, 2020. However, the Office of Head Start approved a carryover of the remaining unspent balance (\$1,892,067) due to the short time period to expend the funds. The time period for the carryover was extended to October 31, 2021.

AGENDA REPORT

Budget and Personnel Committee

REVENUES	
Amount	\$1,892,067
Source	Administration for Children and Families CARES Act
PROJECTED EXPENSES	
Other (supplies, printing, etc.)	\$75,300

RECOMMENDATION:

Authorize MARC Head Start to purchase the technology upgrades described above for a total cost not to exceed \$75,300.

STAFF CONTACT:

Steven Lewis
Jovanna Rohs

AGENDA REPORT

Budget and Personnel Committee

August 2021
Item No. 3-a

ISSUE:

VOTE: Approve the minutes of the June 22, 2021 meeting

BACKGROUND:

The minutes of the June 22, 2021 meeting are enclosed.

RECOMMENDATION:

Approve the minutes of the June 22, 2021 meeting.

STAFF CONTACT:

David Warm
Karina Bielecki



BUDGET AND PERSONNEL COMMITTEE

Meeting Summary

June 22, 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

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.

Commission Chairman Ed Eilert, Johnson County, Kan.

STAFF PRESENT

David Warm, Executive Director

Carol Gonzales, Director of Finance and Administration

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

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

Katelyn Click, Financial Accounting Manager

Joanne Bussinger, Grant Manager

Darlene Pickett, Accountant II

OTHERS

Kaleb Lilly, RubinBrown

CALL TO ORDER

Mayor Eileen Weir was unable to attend so Mayor Carson Ross led the meeting in her absence.

Mayor Ross called the meeting to order at 11:18 a.m.

Due to the meeting being conducted remotely, Mayor Ross provided instructions for participation. He 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

VOTE: Review and Accept MARC's 2020 Annual Audit

Ms. Carol Gonzales, Director of Finance and Administration at MARC, reminded the committee that a draft of the 2020 Annual Audit was presented at the May 2021 meeting. Ms. Gonzales presented a final version of the audit to the committee and commended MARC staff for their hard work on it. Ms. Gonzales also thanked Mr. Kaleb Lilly and other RubinBrown staff for their work.

Mr. Lilly reviewed the remaining open items from the May draft of the audit. Issues with information availability from federal agencies have since resolved and Mr. Lilly reported no findings in the Single Audit. All documents will be finalized after today's meetings. In summary, RubinBrown issued clean, unmodified opinions on the Consolidated Annual Financial Report, Single Audit, and Solid Waste Management District Report. Mr. Lilly paused for questions, but there were none.

Approve Contracts, Grants, and Other Major Expenditures

CORE CAPACITIES

VOTE: Approve New Administrative Spending Authority and Review Purchase Policies

Ms. Gonzales shared that MARC is modernizing financial policies and practices, which includes a full review of MARC's purchasing policy. The goals for the revision were to simplify processes and language, to embed and encourage a use of disadvantaged businesses, and to ensure practices are fair and public and deliver the best price for the best good or service. MARC staff realized purchasing thresholds had fallen behind those of other public agencies, cities, and counties.

Ms. Gonzales shared the new thresholds, which she noted are still fairly conservative due to a desire to be cautious over MARC's use of federal funds. Under the new thresholds, purchases up to \$50,000 can be approved administratively by the executive director, an authority which is set by the MARC Board. This level is comparable to those of other agencies and cities. In order to maintain Budget and Personnel Committee oversight, MARC staff plan to incorporate a contract report into regular fiscal reporting. This will keep committee members informed about expenditures and the vendors contracted for services. Ms. Gonzales paused for questions, but there were none.

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

Ms. Gonzales reminded the committee that MARC leases approximately 42,000 square feet of office space and conference rooms at 600 Broadway. As the way we work continues to change, MARC staff felt it was time for a space study to re-evaluate how the space is used. Through a competitive RFP process, four proposals were received and two teams were interviewed. MARC staff recommends engaging with Odimo, an architectural firm, to conduct a space study for MARC offices in an amount not to exceed \$35,000. The project is anticipated to take ten to twelve weeks to complete. Ms. Gonzales paused for questions, but there were none.

THRIVING OLDER ADULTS AND COMMUNITIES

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

Mr. James Stowe, Director of Aging and Adult Services at MARC, reminded the committee that the KC Health Collaborative, a regional health improvement collaborative, uses MARC's Community Services Corporation as its fiscal agent. Mr. Stowe requested acceptance of funds on behalf of the KC Health Collaborative from a variety of foundations that are proposing to initiate a Health Equity Learning and Action Network (HELAN). The network's aim will be to support health equity throughout the region's health providers, payers, Federally Qualified Health Centers (FQHCs), and community-based organizations. Goals include increased diversity in board leadership; finding new ways to partner around quality improvement initiatives that support health equity, reduce structural racism, and

advance other equity goals; and work around access to social determinants of health supports, such as meals, transportation, etc., that influence health equity and access in underserved communities. Funds from Health Forward Foundation, which has committed to funding the network, and other foundations will pass through MARC to the KC Health Collaborative for them to implement the project over the next two years. Mr. Stowe paused for questions, but there were none.

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

Mr. Stowe requested authorization for an agreement with a social health access and referral platform vendor to provide secure referral pathways between healthcare and community-based organizations. Community-based organizations can also refer clients to other organizations securely via the platform. There is a need for such a platform, and MARC is hoping to fill that gap by leading other community-based organizations toward a selected platform in order to reduce confusion in the market. Multiple vendors were requesting community organizations to sign on with their platforms. MARC led community stakeholders in a process that selected Community Care Link as the platform vendor. Community Care Link is a smaller, local, Kansas City-based provider and technology firm with experience in community-based initiatives and making referrals. Mr. Stowe requested leeway from the Board to potentially negotiate a partnership between Community Care Link and a national social health access and referral platform, such as Aunt Bertha, to ensure current functional needs in contracts with partner organizations are met. Mr. Stowe paused for questions, but there were none.

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

Mr. Stowe reported that MARC received an emergency grant from the Menorah Heritage Foundation. At the May 2021 meeting, the MARC Board approved funding indoor air quality improvements in contracted senior centers to make things more comfortable and increase overall health of the sites. Menorah Heritage Foundation has committed to funding the air quality engineer who will evaluate contracted senior centers and make recommendations for voluntary improvements that could be made. Mr. Stowe requested authorization to receive funds, pay for the indoor air quality engineer, and fund some improvement projects up to \$20,000 per center. Mr. Stowe paused for questions, but there were none.

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

Ms. Marlene Nagel, Director of Community Development at MARC, requested renewal of a funding grant from the US Department of Housing and Urban Development (HUD). Since 2015, MARC has been assisting the Johnson County Continuum of Care with the Homelessness Management Information System. MARC is eligible to apply annually for funding to support that work. Grant funds pay for some staff time and the technology license fee for the system that agencies use to record services to homeless individuals and families. The grant is for \$62,632, which is the amount that has been received annually since 2016. Ms. Nagel requested authorization to apply for and receive funds in this amount. She paused for questions, but there were none.

COMPETITIVE ECONOMY

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

Ms. Nagel reminded the Board that earlier this year, MARC received a grant from the Economic Development Administration (EDA) to assist Wyandotte County with economic recovery projects. One project is to provide increased support for disadvantaged businesses in the county with training and technical assistance. MARC issued an RFP and has identified two organizations it would like to contract with to provide services. The first is The Toolbox, a non-profit with a coworking and training space at 13th and Central. The Toolbox will provide training and technical assistance for an amount not to exceed \$51,400. Interpreter services will be provided in four different languages to help individuals with their small businesses. The second organization is a for-profit training company called Entrepreneur Business Basics. The company has experience working with disadvantaged businesses to

grow their operations. Entrepreneur Business Basics will provide training and coaching to at least forty small business owners for \$30,000.

Commissioner Janeé Hanzlick inquired about anticipated outcomes or targets for the training programs. Ms. Nagel shared that certain outcomes were identified in the federal grant, including a commitment to conduct outreach and provide training to at least 200 disadvantaged small business owners and to help at least twenty-five small businesses grow their operations in terms of total revenues or employees. Additionally, not many organizations provide technical assistance to disadvantaged small businesses in Wyandotte County. A third outcome of MARC's work with the Unified Government, Wyandotte Development Council, and others in the county is to strengthen the support and services for small businesses in the county. MARC hopes to provide training for a larger group of small businesses to help them manage finances, take advantage of loans and other resources, use technology effectively for marketing, and more. MARC hopes to track the expansion of at least twenty-five of those businesses over an eighteen-to-twenty-four-month period. There were no further questions.

SAFE AND SECURE COMMUNITIES

VOTE: Authorize a Contract Amendment to Support Emergency Services Work

Ms. Nagel reminded the committee that MARC receives an annual grant from the Missouri Department of Health and Senior Services (DHSS) to support hospitals and the regional healthcare coalition with planning, training, and exercise services. Since 2019, MARC has contracted with Mr. David Schemenauer for these services. His current contract, which ends on June 30, 2021, was underfunded. By working with the state, MARC was able to reallocate grant funds and fully compensate Mr. Schemenauer for his work. Ms. Nagel requested authorization to increase the contract with Mr. Schemenauer by \$49,399 in order to fully compensate him for his work through June. She paused for questions, but there were none.

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

Ms. Nagel noted that MARC provides trainings to law enforcement, fire, and EMS personnel which require supplies called simunitions. Ms. Nagel requested authorization to use \$30,000 of funds each from Missouri and Kansas Homeland Security Grants to cover the cost of the supplies. The funds will allow an additional 950 attendees to participate in the training over the next eighteen to twenty-four months. Additionally, MARC would purchase three tactical Throwbot devices for the Kansas City, Missouri police department which can be thrown and used remotely. Ms. Nagel requested authorization to purchase the devices at a cost of \$37,485. Mayor Ross inquired for more details on the type of devices purchased. Ms. Nagel noted that they may deploy tear gas or another item in order to defuse a situation or may be used for reconnaissance in a situation unsafe for personnel. There were no further questions.

QUALITY EARLY LEARNING

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

Mr. Steven Lewis, Mid-America Head Start Program Director at MARC, requested approval to submit an application for Head Start and Early Head Start core operation continuation to the Office of Head Start. This core grant funds the primary operations of MARC's Head Start and Early Head Start programs. Funds total \$27,143,805 and are inclusive of a five-year grant from 2018, of which we are currently in the third year. Mr. Lewis paused for questions, but there were none.

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

Ms. Jovanna Rohs, Director of Early Learning and Head Start at MARC, requested approval of continuation of the Educare contract with the Local Investment Commission (LINC) and the Missouri Department of Social Services (DSS). MARC has engaged in this work over the last three years to provide support to small childcare providers that are registered within the state of Missouri but not licensed. The program works with providers on areas such as professional development, home visits,

customized training, coordinating resources, and increasing awareness of quality care within the consumer base. Assistance ranges from making sure programs have safety kits to helping providers utilize subsidy from the state of Missouri. MARC has also extended this work to the Kansas side of the region through funds from the Kauffman Foundation. The program helps ensure there are many opportunities for children and families to access quality care. The contract with LINC amounts to \$403,800, of which \$264,000 will be passed through to service partners. Ms. Rohs paused for questions, but there were none.

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

Ms. Rohs requested approval to continue contracts with The Family Conservancy and Exploration Childcare Services to implement Educare initiatives around professional development, individualized technical assistance, and home visits. The two contracts total \$184,160. Ms. Rohs paused for questions, but there were none.

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

Ms. Rohs requested authorization to accept grant funds from the Francis Family Foundation to support general operations around the Early Learning Program Profile and readiness work. This is the second year of a two-year grant from the foundation in the amount of \$50,000. Ms. Rohs paused for questions, but there were none.

VOTE: Approve Consent Agenda (Administrative Matters and Minor Expenditures)
Approve the Minutes of the May 25, 2021 meeting

MOTION: Councilmember Fred Spears moved for approval of all agenda items and Commissioner Janeé Hanzlick seconded. Mayor Ross asked if any member wanted to abstain or object to any of the agenda items. All were in favor of approving agenda items 1-a through 3-a. The motion passed.

Other Business

There was no other business.

Adjournment

Mayor Ross adjourned the meeting at 11:46 a.m.

MINUTES APPROVED:

Eileen Weir, Chair

Date