



Board of Directors BUDGET & PERSONNEL

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

November 23, 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, November 23, 2021 for instructions to join the teleconference.**

AGENDA

1. Financial and Program Reports and Discussion
 - a. REPORT: Overview of the Revised 2021 and Proposed 2022 Budget
2. Approve Contracts, Grants, and Other Major Expenditures

CORE CAPACITIES

- a. VOTE: Authorize the Executive Director to Sign a Lease Amendment with Price Brothers Development Company for Additional Office Space
- b. VOTE: Authorize an Agreement with GrowthZone for an Association Management Software System to Support Contact and Event Management

EFFECTIVE LOCAL GOVERNMENT

- c. VOTE: Authorize Renewal of a Contract with Rita Parker for Cooperative Purchasing Coordination Services for the Kansas City Regional Purchasing Cooperative

SAFE AND SECURE COMMUNITIES

- d. VOTE: Approve the Purchase of Two Graybar Uninterruptable Power Supply Systems from Vertiv Corporation to Replace the Current Systems at the Trimble and Booth Towers
- e. VOTE: Authorize Three Contracts with Community Agencies to Support Regional Public Health Response to COVID-19

THRIVING OLDER ADULTS AND COMMUNITIES

- f. VOTE: Approve a Contract with W.H. Koch Inc. to Implement the Double Up Food Bucks Program at Three Grocery Stores in Missouri
- g. VOTE: Authorize MARC to Contract with Selected Managed Services Network Partners
- h. VOTE: Authorize an Agreement with Community Care Link to Provide a Social Health Access and Referral Platform to Support Aging and Adult Services
- i. VOTE: Authorize Receipt and Expenditure of Grant Funds from the Menorah Heritage Foundation to Support Integrated Care Services for Older Adults in Kansas

EFFICIENT TRANSPORTATION AND QUALITY PLACES

- j. VOTE: Authorize a Memorandum of Understanding with and Acceptance of Funds from the Kansas City Area Transportation Authority



Board of Directors BUDGET & PERSONNEL

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QUALITY EARLY LEARNING

- k. VOTE: Approve a Contract with The Family Conservancy for Professional Development Services
 - l. VOTE: Approve a Contract with Propio Language Services for Interpretive Services for MARC Head Start
3. VOTE: Approve Consent Agenda (Administrative Matters and Minor Expenditures)
 - a. Approve the Minutes of the October 26, 2021 Meeting
 4. Other Business
 5. Adjournment

AGENDA REPORT

Budget and Personnel Committee

November 2021
Item No. 1-a
Core Capacities

ISSUE:

REPORT: Overview of the Revised 2021 and Proposed 2022 Budget

BACKGROUND:

The draft 2022 Budget is being prepared for review by the Budget and Personnel Committee. The 2022 Budget and Work Plan document models the GFOA Distinguished Budget Award format, with the overarching goal of clearly communicating our financial condition and operations to the public. As is our practice, we use this budget process as an opportunity to ensure we are directing resources toward the policy goal areas that support our vision, and toward organizational goals of retooling established programs to meet community needs, increasing technical capacities, building a culture of leadership and innovation, broadening opportunities for engagement, and diversifying and managing our funding base.

Since July, key committees have reviewed their accomplishments and identified goals for the upcoming year. Some, like 911 and Operation Green Light have approved 2022 budgets to recommend to the MARC Board. Those budgets are folded into this MARC budget. The Policy Goal Area section provides a comprehensive summary of accomplishments in 2021 and priority work for 2022. COVID-19 funding and programming remained strong through the first half of 2021. It has waned now and been replaced by funding for and work around recovery and renewal. Some of those opportunities are reflected in the 2022 budget, some are unknown at this time. Recent federal funding will offer strategic opportunities to invest in the region. We are monitoring legislation and will bring those to the Committee as appropriate. Throughout the budget document, COVID-19 related content is still highlighted in orange, or with an orange asterisk.

The Budget Highlights section provides narratives regarding the most significant information included in this Revised 2021 and Proposed 2022 Budget, including grants that are ending or beginning. Information about staffing additions and changes are described in this section as are reflections on revenue outlook for the upcoming year. Capital expenditures are identified for 911 and Operation Green Light, and targeted funding is identified to support organizational goals for the entire agency. The Funds section includes the more detailed financial elements of our five major funds: General, Special Revenue, Enterprise, Indirect and Clearing, and 911 Capital Outlay.

The draft 2022 Budget and Work Plan document will be provided for review via an email link prior to the Committee meeting. At the November Budget and Personnel Committee meeting, staff will review budget highlights. Over the next few weeks, hopefully you will review the document and ask any questions that you have. In December, staff will share fund numbers with the Committee and department directors will review the 2021 Work Plans with the Board.

RECOMMENDATION:

None. Information only.

STAFF CONTACTS:

Carol Gonzales
Katelyn Click
Joanne Bussinger
Darlene Pickett

AGENDA REPORT

Budget and Personnel Committee

November 2021
Item No. 2-a
Core Capacities

ISSUE:

VOTE: Authorize the Executive Director to Sign a Lease Amendment with Price Brothers Development Company for Additional Office Space

BACKGROUND:

In June, MARC contracted with Odimo to complete a space study for the MARC offices. The study included comprehensive analysis of current MARC leased space and development of recommendations based on a future needs analysis. The study identified key metrics, which the current building meets to varying degrees. The study showed that we currently lease 41,905 square feet and are actually in need of 51,904 square feet. The priorities that this additional space would address are room for more workstations and meeting rooms, more effective use of work and break rooms, and a secure and operationally efficient space for vital Information Technology and 911 operations, both of which are currently located in spaces that are overcrowded with both staff and equipment.

Price Brothers Development Company purchased the 600 Broadway (Rivergate) Building in 2016 and took over the lease with MARC. MARC was ten years into a 20-year lease at that time. The lease ends July 31, 2026. MARC currently leases two training rooms and an office area on the first floor, the conference center and offices on the second floor, and the entire third floor which includes workstations, offices, and two small conference rooms.

An office area of 12,750 square feet is available on the fourth floor of the Rivergate Building. The space will provide additional work and meeting spaces and a secure and more efficient space for 911. Staff has negotiated a "Fourth Floor Expansion" lease amendment with Price Brothers that includes:

- Discontinue lease of the small conference room on the first floor (1409 sf)
- Lease an additional 12,750 square feet on the fourth floor
- Reduce the overall square foot lease rate from \$22.05 to \$19.05
- Access to the space on December 1
- New lease payment for all space at lower rate begins on March 1
- An additional \$191,250 in tenant refurbish allowance

BUDGET CONSIDERATIONS:

MARC currently pays \$924,005 annually (\$22.05 psf/41,905 sf), which will increase to \$1,014,336 (\$19.05 psf/53,246 sf) with this lease amendment. Lease costs are allocated based on use of space and charged directly to program grants and to indirect for general spaces. This change has been incorporated into the Proposed 2022 Budget. Additionally, the Public Safety Board and staff have been aware of the need for additional and different space and has included some funding for furniture and improvements in their budget as well.

RECOMMENDATION:

Authorize the executive director to sign a lease amendment with Price Brothers to include an additional 12,750 square feet of office space at 600 Broadway.

STAFF CONTACT:

Carol Gonzales

AGENDA REPORT

Budget and Personnel Committee

November 2021
Item No. 2-b
Core Capacities

ISSUE:

VOTE: Authorize an Agreement with GrowthZone for an Association Management Software System to Support Contact and Event Management

BACKGROUND:

MARC has been using a product called EBMS for contact and event management since 2010. In 2017, a new browser-based version of EBMS was released. A hosted option was offered with this new version while allowing customers to have an on-premises installation. MARC stayed with the on-prem model due to the high cost of the hosted solution and because the upgraded version did not have some of the functionality that the previous version had. Now, the owner of EBMS will no longer support the version MARC is using.

Compounding the challenges of the limited functionality of EBMS, needs for the system have changed. More advanced email marketing capabilities, financial reports for training and events, and integration with the new MARC Learning Management system are needed. An exploratory staff committee of 19 key users was established to identify the needed functionality and to evaluate the new version of EBMS and other platforms. Needed functionality was identified as contact management, event management, training registration, email marketing, payment receipt and tracking, and financial reporting.

- After multiple presentations and online meetings with subgroups of our exploratory committee, it was determined that the new version of **EBMS** was an improvement over the existing version, but did not address all our requirements. Implementation costs were \$53,000 and the annual fees would be \$45,710.
- **Microsoft Dynamics 365** has a robust platform for Customer Relationship Management that staff explored but determined that it would require extensive customization at an estimated cost of over \$100,000.
- The committee also had several demonstrations of a platform through **Advanced Solutions International iMIS**. The interface was not intuitive, and the functionality was inadequate for our needs. The cost estimates were \$40,000 for implementation and \$63,300 in annual fees.

The committee became aware of a platform named **GrowthZone** through the KC Chamber of Commerce. GrowthZone is a software originally designed for Chambers of Commerce and now used by a variety of associations for member management. The committee saw multiple demos on various features and the committee determined that it was a very intuitive platform and met almost all of our needs. Some additional work will be needed to create the integration with our learning management system.

BUDGET CONSIDERATIONS:

Because this platform supports almost all programs it is funded from the Indirect budget. The current payment for EBMS is \$14,000. Once the new software is implemented and content has been migrated, we will cancel our licenses with EBMS. In order to integrate with the learning management system, we will use a platform named Zapier. There will be an initial development cost for the integration, then ongoing costs based on the number of tasks per month. Developers at GrowthZone and Zapier have estimated costs based on our description of the work.

AGENDA REPORT

Budget and Personnel Committee

REVENUE	Year 1	Year 2	Year 3
Source: Indirect	\$ 43,600	\$23,100	\$23,100
PROJECTED EXPENSES			
Implementation Costs			
GrowthZone	\$15,500		
Zapier integration with LMS	\$5,000		
Total	\$20,500		
Annual Costs			
Base Licenses	\$22,500	\$22,500	\$22,500
LMS	\$600	\$600	\$600
Total	\$23,100	\$23,100	\$23,100

RECOMMENDATION:

Authorize MARC to enter in a three-year agreement with GrowthZone for an association management software system for implementation costs estimated at \$20,500 and ongoing annual costs estimated at \$23,100, for the three-year total of \$89,800.

STAFF CONTACT:

Sasan Baharaeen
Carol Gonzales

AGENDA REPORT

Budget and Personnel Committee

November 2021
Item No. 2-c
Effective Local Government

ISSUE:

VOTE: Authorize Renewal of a Contract with Rita Parker for Cooperative Purchasing Coordination Services for the Kansas City Regional Purchasing Cooperative

BACKGROUND:

The Kansas City Regional Purchasing Cooperative (KCRPC) provides three cooperative purchasing services. The first generates regional joint bids among MARC members for commodities such as ammunition and storm warning sirens. The second is an agreement approved in 2005 by the MARC Board with the Houston-Galveston Area Council of Governments (H-GACBuy). The agreement provides MARC members access to contracts awarded at manufacturer level and includes involving local dealers, when available, in the process. The third includes management of the contract database, buyer resources, outreach through newsletters, on-site workshops, and webinars for local governments and providing procurement assistance to MARC staff as needed.

KCRPC has helped local governments procure \$261 million in products and services using cooperatively bid contracts. These contracts have generated documented savings to local governments of \$18.5 million. Seventy-seven different local agencies are using the local KCRPC contracts and 151 different local governments have used the H-GACBuy contracts. KCRPC charges a 1.5 percent administrative fee to cover program expenses which is included in the price of each successful vendor bid.

In 2020, staff issued a Request for Proposals (RFP) for professional services for KCRPC's cooperative purchasing coordination and selected Rita Parker through the procurement process. Ms. Parker has managed the KCRPC for 17 years and has been a Certified Professional Public Buyer (CPPB) for over 25 years. Ms. Parker has developed a number of successful relationships with local government purchasing specialists, with vendors, and with H-GACBuy representatives. The board is asked to authorize a contract with Ms. Parker in an amount not to exceed \$59,515. This provides 1300 hours of service over the course of the year for an hourly fee of \$42.00, a 2% increase from 2021. This contract also includes incidental expenses such as travel, marketing, and professional memberships.

BUDGET CONSIDERATIONS:

The KCRPC is expected to generate rebate revenues of \$100,300 in 2022. This will result in sufficient funding to cover the contractual costs associated with the agreement and program overhead expenses.

REVENUES	
Amount	\$100,300
Source	Program Rebates
PROJECTED EXPENSES	
Personnel (salaries, fringe, rent, indirect)	\$36,750
Contractual	\$59,515

AGENDA REPORT

Budget and Personnel Committee

RECOMMENDATION:

Authorize a contract with Rita Parker in an amount not to exceed \$59,515, to provide cooperative purchasing services to local governments for the year of 2022.

STAFF CONTACT:

Lauren Palmer
Jacob Worth

AGENDA REPORT

Budget and Personnel Committee

November 2021
Item No. 2-d
Safe and Secure Communities

ISSUE:

VOTE: Approve the Purchase of Two Graybar Uninterruptable Power Supply Systems from Vertiv Corporation to Replace the Current Systems at the Trimble and Booth Towers

BACKGROUND:

The UPS (Uninterruptable Power Supply) at the tower sites provides protection from power surges and spikes. In the event of loss of commercial power from the local utility provider, the batteries in the UPS supply power to keep systems operational until the backup generator comes online.

This piece of equipment is critical to the 911 system, as a power outage can result in loss of connectivity leading to workstation logoffs and unanswered calls.

BUDGET CONSIDERATIONS:

REVENUES	
Amount	\$56,077.68
Source	911 Allocation Budget (Capital Projects)
PROJECTED EXPENSES	
Contractual	\$56,077.68

COMMITTEE ACTION:

The Public Safety Communications Board approved the use of funds for this project in the 2021 Regional 911 Budget.

RECOMMENDATION:

Approve the purchase of two Graybar UPS systems from Vertiv Corporation to replace the current systems at the Trimble and Booth towers.

STAFF CONTACT:

Eric Winebrenner

AGENDA REPORT

Budget and Personnel Committee

November 2021
Item No. 2-e
Safe and Secure Communities

ISSUE:

VOTE: Authorize Three Contracts with Community Agencies to Support Regional Public Health Response to COVID-19

BACKGROUND:

MARC has supported the COVID-19 Regional Response and Recovery Fund by managing funds targeted for public health. During 2020 and much of 2021, funds were used to support our COVID-19 regional data dashboard and analytical work; communications support around safe practices, testing and vaccination, and two public surveys; support for testing and vaccination services; support with convening the MAC-G and other regional groups around COVID response; and emergency assistance to residents affected by COVID-19 through community organizations. The first grant to MARC for \$500,000 has been expended or obligated for work being completed by late 2021/early 2022.

An additional \$500,000 recently awarded will support ongoing COVID-related data and analysis; incentives for public health agencies to use as they encourage testing and vaccination; and grants to community organizations to provide emergency assistance to residents impacted by COVID where other funds cannot meet needs.

Contracts for three organizations will enable emergency assistance to continue. The Community Health Council of Wyandotte County was identified by the Wyandotte Health Department to assist at-risk households. The contract for \$100,000 will enable that organization to assist county residents' needs not addressed through other funds. Two contracts have been identified for Kansas City, MO: Community LINC and Guadalupe Centers, each for \$50,000. Additional organizations are being identified to assist residents with emergency support and to utilize incentives to encourage vaccination and testing.

RECOMMENDATION:

Authorize contracts with Community Health Council of Wyandotte County, Guadalupe Centers, and Community LINC to assist COVID-19 affected clients with emergency services as described above.

STAFF CONTACT:

Marlene Nagel

AGENDA REPORT

Budget and Personnel Committee

November 2021

Item No. 2-f

Thriving Older Adults and Communities

ISSUE:

VOTE: Approve a Contract with W.H. Koch Inc. to Implement the Double Up Food Bucks Program at Three Grocery Stores in Missouri

BACKGROUND:

MARC's Double Up Food Bucks program recently received an award of \$4.35 million to expand the work of the existing Double Up Food Bucks program to communities that have been heavily impacted by COVID-19, unemployment, and other related issues. Since receiving this news, MARC staff have been reaching out to grocery stores and farmers' markets in Missouri and Kansas that have previously expressed interest in offering the Double Up Food Bucks program. W.H. Koch Inc. operates three grocery stores located in Chillicothe, Sweet Springs, and Cameron, Missouri. The data on SNAP households, unemployment, and other indicators demonstrated the need for the program in these three communities. These stores use the same loyalty program provider as the Price Choppers in Kansas City, and they have worked with that provider to make sure the Double Up Food Bucks program can work successfully in their stores. They would like to start offering Double Up Food Bucks in November. Based on their previous SNAP sales, MARC staff has estimated that the contract will require a budget of \$78,813.82 over the next three years for incentives redeemed at the three stores.

BUDGET CONSIDERATIONS:

REVENUES	
Amount	\$78,813.82
Source	USDA Gus NIP COVID Relief and Response grant
PROJECTED EXPENSES	
DUFB Incentives	\$78,81382

RECOMMENDATION:

Approve a contract for \$78,813.82 with W.H. Koch Inc. to implement the Double Up Food Bucks program in three grocery stores from 2021-2024.

STAFF CONTACT:

Marlene Nagel
Donna Martin

AGENDA REPORT

Budget and Personnel Committee

November 2021

Item No. 2-g

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize MARC to Contract with Selected Managed Services Network Partners

BACKGROUND:

MARC accepts responses to its Integrated Care Network Partner Services RFP on a rolling basis. New responses have been received to bolster Missouri service provision and further expand capacity for Kansas service provision.

Under new Managed Services Network (MSN) integrated care contracts, the following services are needed: assessment, community care management, and evidence-based programs. KC Shepherd's Center and the Community Health Council of Wyandotte County are able to provide services.

Rates for Integrated Care Network Partner Services are delineated in the posted RFP and are occasionally altered according to health care contract specifications. Assessment is generally a part of community care management, but a telephonic Social Determinants of Health screen will be reimbursed at \$20/completed assessment, due to a high number of assessed clients not converting to the community care management service. Without assessment compensation, lack of conversion places community-based organizations at risk of financial loss.

BUDGET CONSIDERATIONS:

REVENUES	
	\$50,000
	Source - BlueKC; Older Americans Act; grant funding, and other MSN sources
PROJECTED EXPENSES (outside of metro region)	
KC Shepherd's Center	\$25,000
Community Health Council of Wyandotte County	\$25,000

COMMITTEE ACTION

The MARC Commission on Aging recommended authorization to contract with these partners at its November 10 meeting.

RECOMMENDATION:

Authorize contracts with KC Shepherd's Center and the Community Health Council of Wyandotte County as described above.

STAFF CONTACT:

James Stowe

AGENDA REPORT

Budget and Personnel Committee

November 2021

Item No. 2-h

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize an Agreement with Community Care Link to Provide a Social Health Access and Referral Platform to Support Aging and Adult Services

BACKGROUND:

A Request for Qualifications was released for a social health access and referral platform (SHARP) to assist with secure referrals between health care, public health entities, and community-based organizations. A community stakeholder approach was utilized in the selection process. MARC received input and feedback and held a final vote for the recommended platform vendor, Community Care Link, which is based in Kansas City.

A secure referral platform is needed to meet modern privacy and confidentiality expectations and regulations. This functionality is also a typical business requirement under integrated care agreements, where a broad variety of health care or other professionals may make referrals of clients to community-based organizations (CBOs) or entities who coordinate services among CBOs, such as MARC.

Moreover, this type of platform creates a seamless experience for clients/patients when a referring entity or individual requires information about the disposition of the referral. For example, when a homebound individual contacts MARC to request an in-home vaccination, a SHARP platform allows us to check on the status of the referral and receipt of the vaccine.

The recommended provider proposed a first-year total fee of \$118,000 (\$70,000 for the annual license and a one-time \$48,000 implementation fee). The implementation fee includes custom development to meet MARC and partner workflow needs.

BUDGET CONSIDERATIONS:

Costs associated with the implementation of service provision for all recommended service providers will be incorporated into the SFY 2022 Area Plan Budget.

REVENUES	
Amount to MARC	\$118,000
Source	MO DHSS: COVID-19 Vaccine Registry Assistance for Older Missourians From US Department of Health and Human Services/Centers for Disease Control and Prevention award CDC-RFA-IP19-1901 Immunization and Vaccines for Children
PROJECTED EXPENSES	
Contractual	\$118,000

RECOMMENDATION:

Authorize an agreement with Community Care Link to provide a social health access and referral platform to support MARC's Aging and Adult Services.

STAFF CONTACT:

Nicolette Wallis
James Stowe

AGENDA REPORT

Budget and Personnel Committee

November 2021

Item No. 2-i

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize Receipt and Expenditure of Grant Funds from the Menorah Heritage Foundation to Support Integrated Care Services for Older Adults in Kansas

BACKGROUND:

The Menorah Heritage Foundation has funded various components of the Managed Services Network (MSN) integrated care model for the past several years. The Foundation agreed to review one additional MSN proposal to fund the provision of social health services to vulnerable older adults on the Kansas side of the metro.

These funds will be earmarked for client populations served under the rigorous evaluation of the MSN model currently underway in collaboration with regional hospitals and the University of Missouri, Kansas City's Healthcare Institute for Innovations in Quality (HI-IQ). The Menorah grant funding will make it possible for MARC to serve older adults on the Kansas side of the metro, preferably in cooperation with a Kansas hospital, that was otherwise prevented due to Missouri-only limitations on MARC's federal funding.

All grant monies will go directly to service contractors as Menorah has separately funded MSN administrative staff and functions in collaboration with other regional philanthropies.

Most clients receive wraparound social health services for 30-90 days under the initiative, with the intent to improve health, stabilize transitions to home from the hospital, and reduce readmissions and other poor outcomes.

BUDGET CONSIDERATIONS:

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

COMMITTEE ACTION:

In November 2021, the MARC Commission on Aging recommended authorization of receipt and expenditure of grant funds from the Menorah Heritage Foundation for integrated care services for Kansas older adults.

RECOMMENDATION:

Authorize receipt and expenditure of grant funds from the Menorah Heritage Foundation to MARC Community Services Corporations for integrated care services for Kansas older adults.

STAFF CONTACT:

James Stowe

AGENDA REPORT

Budget and Personnel Committee

November 2021

Item No. 2-j

Efficient Transportation and Quality Places

ISSUE:

VOTE: Authorize a Memorandum of Understanding with and Acceptance of Funds from the Kansas City Area Transportation Authority

BACKGROUND:

The Federal Transit Administration provides funding for the Section 5310 Program that targets specific users and their mobility needs.

Section 5310 (also known as the Enhanced Mobility of Seniors and Individuals with Disabilities program) provides funding for vehicle purchases, capital projects, and operations that address mobility solutions for older adults and persons with disabilities.

Additional information on the Section 5310 Program is available at:

<http://www.marc.org/Transportation/Funding/FTA/5310>

The Kansas City Area Transportation Authority (KCATA) has been named as the “designated recipient” for these funds for the Kansas City area by the Governors of Kansas and Missouri. In the past, KCATA and MARC have agreed to share the responsibility for the competitive solicitation and selection of projects for funding. Under past agreements, MARC has been responsible for developing a Coordinated Public Transit-Human Service Transportation Plan and Program of Projects for these funds and the KCATA has administered and managed grants and contracts with the competitively selected project sponsors.

Staff recommends that MARC enter into a MOU with KCATA to reaffirm our agencies' roles in planning, programming, and administering funds for this program for 2021 and 2022 projects. MARC will receive up to \$139,769 from KCATA to assist with these activities.

BUDGET CONSIDERATIONS:

These funds will be added to the Unified Planning Work Program and MARC budget.

ECOMMENDATION:

Authorize MARC's Executive Director to execute a Memorandum of Understanding and receive up to \$87,011.87 from KCATA to assist with local and regional public transit and human services transportation planning activities related to the Federal Transit Administration Section 5310 program.

STAFF CONTACT:

Ron Achelpohl
Laura Machala

AGENDA REPORT

Budget and Personnel Committee

November 2021
Item No. 2-k
Quality Early Learning

ISSUE:

VOTE: Approve a Contract with The Family Conservancy for Professional Development Services

BACKGROUND:

MARC has contracted with The Family Conservancy since 2018 to provide professional development services for the Head Start and Early Head Start staff at fourteen Direct Service Provider agencies. Services include a large group pre-service for up to 200 participants and a spring conference up to 100 participants. Costs are based on per-person registration and participants are estimated based on training plans submitted by each of the 14 providers. The total maximum amount of this contract for the twelve-month period of November 1, 2021 through October 31, 2022 is \$55,000.00.

BUDGET CONSIDERATIONS:

Funding for this contract was included in the Mid-America Head Start (MAHS) budget.

REVENUES	
Amount	\$27,143,805.00
Source	Administration for Children and Families
PROJECTED EXPENSES	
Contractual	\$55,000.00

RECOMMENDATION:

Approve MARC's contract with The Family Conservancy to provide professional development services for Head Start and Early Head Start staff from November 1, 2021 through October 31, 2022, for a maximum contract amount of \$55,000.00

STAFF CONTACT:

Steven Lewis
Jovanna Rohs

AGENDA REPORT

Budget and Personnel Committee

November 2021
Item No. 2-l
Quality Early Learning

ISSUE:

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

BACKGROUND:

The Office of Head Start requires that programs are able to create an environment that is welcoming to unique cultural, ethnic, and linguistic backgrounds, including families whose first language is not English. Although programs seek to employ bi-lingual staff who speak the languages of the families they serve, this is not always possible. With increasing numbers of immigrant and refugee families who speak a wide variety of languages and dialects, there is a need for on-site, telephone, and video remote interpretive services, particularly in home-visiting programs where staff work directly with parents. It is for this reason that MARC Head Start is contracting with Propio Language Services to provide in-home, on-site, telephone, and video remote interpretive services for programs serving dual language families.

BUDGET CONSIDERATIONS:

This expense was included in the 2021-2022 budget.

REVENUES	
Amount	\$27,143,805
Source	Administration for Children and Families
PROJECTED EXPENSES	
Contractual	\$85,000.00

RECOMMENDATION:

Approve MARC Head Start to contract with Propio Language Services for interpretive services in an amount not to exceed \$85,000.00 from November 1, 2021 through October 31, 2022.

STAFF CONTACT:

Steven Lewis
Jovanna Rohs

AGENDA REPORT

Budget and Personnel Committee

November 2021
Item No. 3-a

ISSUE:

VOTE: Approve the minutes of the October 26, 2021 meeting

BACKGROUND:

The minutes of the October 26, 2021 meeting are enclosed.

RECOMMENDATION:

Approve the minutes of the October 26, 2021 meeting.

STAFF CONTACT:

David Warm
Karina Bielecki



BUDGET AND PERSONNEL COMMITTEE

Meeting Summary

October 26, 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 Pro Tem Beto Lopez, Lee's Summit, Mo. - MARC Board Secretary

Councilmember Fred Spears, Overland Park, Kan.

Commission Chairman Ed Eilert, Johnson County, Kan.

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

Presiding Commissioner Jerry Nolte, Clay County, Mo.

STAFF PRESENT

David Warm, Executive Director

Carol Gonzales, Director of Finance and Administration

James Stowe, Director of Aging and Adult Services

Ron Achelpohl, Director of Transportation and Environment

Marlene Nagel, Director of Community Development

Frank Lenk, Director of Research Services

Lauren Palmer, Director of Local Government Services

Kristin Johnson-Waggoner, Public Affairs Program Director

Steven Lewis, Mid-America Head Start Program Director

Catherine Couch, Public Affairs Coordinator

Karina Bielecki, Executive Assistant

John Hwang, Network Administrator II

Jovanna Rohs, Director of Early Learning and Head Start

Katelyn Click, Accounting Manager

Lisa McDaniel, Solid Waste Management Program Manager

Darlene Pickett, Accountant II

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 11:15 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

REPORT: Review of the Third Quarter Financial Statements

Ms. Carol Gonzales, Director of Finance and Administration at MARC, shared MARC's third quarter financial statements for 2021. Ms. Gonzales reported that so far, revenues are at 62% of the budgeted amount for the year, and expenses are at 61% of their budget. She reported that 100% of local dues for the year have been received. Ms. Gonzales paused for questions, but there were none.

Approve Contracts, Grants, and Other Major Expenditures

CORE CAPACITIES

VOTE: Approve Local Government Dues for 2022

Ms. Gonzales reported that the nine counties and six largest cities in the region (named as incorporating members in MARC's bylaws) pay annual dues calculated on a per-capita basis. The five counties on the Missouri side of the region and the cities of Independence and Kansas City, Missouri also pay an annual match (calculated per capita) as part of MARC's Area Agency on Aging. Other cities in the MARC region are asked to pay basic dues based on population. In addition, all communities are asked to make program-specific voluntary contributions to the Government Training Institute (GTI) (based on number of employees) and the Government Innovations Forum (GIF) (calculated per capita).

In order to provide enough time for agencies to include an accurate amount for MARC dues in their budget, normally staff brings modifications to the Board for consideration a year ahead. However, based on MARC's bylaws 2022 dues must be recalculated based on the 2020 census numbers. Those numbers were only recently released.

Since 2014, the Board has approved a 2% annual increase to help keep up with inflation, which is staff's recommendation for 2022. When doing the re-calibration for the new census, the total dues amount is increased by 2% and the percent changes in population are reallocated based on the amount. Because of a combination of the 2% increase and population changes, some agencies saw their dues decrease from 2021 to 2022. Ms. Gonzales requested approval of the two percent increase in local government member and voluntary dues, GTI and GIF membership dues, and the Aging local match for 2022. Ms. Gonzales paused for questions, but there were none.

SAFE AND SECURE COMMUNITIES

VOTE: Authorize a Grant Application to the Kansas Highway Patrol to Support Emergency Services Work

Ms. Lauren Palmer, Director of Local Government Services at MARC, reminded the Board that since 2012, the Kansas City region has been eligible to apply to Kansas and Missouri for a portion of their annual State Homeland Security Grant funding. MARC's grant application to the Kansas Highway Patrol's State Homeland Security Grant program will provide \$437,011 of FY22 funds to support critical training and exercises; collaborative, strategic, and operational planning; community resilience programming; cybersecurity; a portion of KC Regional Fusion Center operations; and essential equipment replacement and sustainment for the Kansas side specialty teams (hazmat, tactical, EOD and technical rescue, fatality management, and the Kansas City Regional Mortuary Operational Response Group). Ms. Palmer paused for questions, but there were none.

VOTE: Authorize a Grant Application to the Missouri Department of Public Safety to Support Emergency Services Work

MARC's grant application to the Missouri Department of Public Safety/Office of Homeland Security program will provide \$604,064 of FY22 funds to support critical training and exercises; collaborative, strategic, and operational planning; community resilience programming; cybersecurity; and essential equipment replacement and sustainment for the Missouri side specialty teams (hazmat, tactical, EOD, and technical rescue). Ms. Palmer paused for questions, but there were none.

VOTE: Authorize the Purchase of a Gas Detector to Support Homeland Security

Ms. Palmer reported that the Kansas City, Missouri Fire Department requested funding for a gas detector for hazmat incidents. Funding was approved by the Missouri Homeland Security Grant, which MARC oversees. The original price estimate of the equipment was \$45,000, however due to the COVID-19 pandemic prices have substantially increased. A budget increase of \$15,055 was approved by the MO Homeland Security Program in August 2021. Ms. Palmer requested authorization to purchase the equipment from Missouri's only authorized dealer of the necessary equipment, for a total cost of \$55,055. Ms. Palmer paused for questions, but there were none.

VOTE: Authorize a Contract Extension to Support Emergency Services Work

Ms. Palmer requested authorization to extend a contract with Mr. David Schemenauer to provide contract support for MARC's Hospital Preparedness Program, COVID-19 response, and Complex Coordinated Terrorist Attack (CCTA) planning and activities. The contract would be amended for \$25,000, not to exceed a total cost of \$80,000. Ms. Palmer paused for questions, but there were none.

EFFECTIVE LOCAL GOVERNMENT

VOTE: Approve an Agreement with Surdex to Provide Services for the 2022 Aerial Imagery Project

Mr. Frank Lenk, Director of Research Services at MARC, reminded the Board that since 2008, many of the region's local governments have collaborated to fly the region every other year to produce orthoimagery (top-down map quality aerial imagery). By agreeing to a common flight specification and creating a joint project, local governments have been able to save thousands of dollars on each flight through economies of scale.

Recently, a new model for delivering aerial imagery has been developed by some vendors. Instead of flying each region under a separate contract, they fly most cities twice a year regardless and then offer to license those cities the resulting imagery. Because of the increased frequency, some local governments have decided they don't need to own the imagery and have entered (or will soon enter) into licensing agreements with one of these non-traditional vendors. Still, many other local governments want to maintain the standard imagery that has historically been delivered and local ownership of it. The anticipated project area for the 2022 flight is about 1,940 square miles, compared to 2,500 in some prior flights.

Four vendors responded to the Request for Proposals, three of which met the RFP specifications. The three vendors were invited to make a presentation on September 20, 2021. After the interviews, Surdex emerged as the clear choice of the Aerials Working Group. Mr. Lenk requested authorization for an agreement with Surdex for aerial imagery services in an amount not to exceed \$141,000. Mr. Lenk paused for questions, but there were none.

VOTE: Accept a Grant from the Health Forward Foundation to Support the Regional Housing Partnership

Ms. Palmer requested acceptance of a grant in the amount of \$150,000 from the Health Forward Foundation to support the Regional Housing Partnership. This award will supplement a previous grant of \$560,000 from the Marion and Henry Bloch Foundation. Ms. Palmer paused for questions, but there were none.

COMPETITIVE ECONOMY

VOTE: Authorize Applications to the Ewing Marion Kauffman and Kresge Foundations to Support Grant Preparation Services for American Rescue Plan Funds

Ms. Marlene Nagel, Director of Community Development at MARC, reminded the Committee that the EDA announced a number of grant opportunities through the American Rescue Plan in August, including the Good Jobs Program. The Good Jobs Program is intended to assist regions to form industry sector partnerships and design interventions to strengthen our workforce development, training, and education systems to serve all residents, particularly those in historically underserved populations (such as communities of color, women, and other groups facing labor market barriers). The four industry clusters initially identified are health care, information technology, advanced

manufacturing, and logistics. Equity Cities, a national consulting firm, has been identified by KC Rising and the Kauffman Foundation to assist with convening organization representatives and drafting an application, which is due late January. The EDA expects to make 30-50 grant awards with \$3 billion available for this program.

Congress also appropriated sizable grants to states, local governments, and other organizations with the passage of the American Rescue Plan. Congress is considering additional legislation that could add more resources to support communities in recovering from the pandemic. The Kresge Foundation has offered funding to support efforts at convening stakeholders and outlining funding strategies and proposals for resources to support a broad range of initiatives for regional economic recovery and progress. Ms. Nagel requested authorization to apply to the Ewing Marion Kauffman Foundation and the Kresge Foundation for \$70,000 and \$75,000, respectively, to support preparation of grant proposals for EDA and other ARP funding on behalf of the region. She also requested authorization of an agreement with Equity Cities to support the EDA grant application as described above for \$70,000. Ms. Nagel paused for questions, but there were none.

VOTE: Authorize a Contract to Support Workforce Services under the EDA CARES Act Grant

Ms. Nagel reminded the Committee that MARC was awarded a grant by the EDA to aid in the economic recovery of communities due to the COVID-19 disaster. MARC has worked with community partners on a funding proposal, focused on Wyandotte County, that would respond to the impacts of the disaster on “main street” small businesses and on those unemployed with limited skills to re-enter the workforce. The KC Degrees staff will work with community organizations in Wyandotte County to encourage those newly unemployed and most disadvantaged to take advantage of the guidance and training. A Request for Qualifications (RFQ) was issued for Career Navigators to support residents seeking career guidance. Ms. Kellie Jones responded to the RFQ and has been selected to provide part-time services over the next 18 months at a cost not to exceed \$31,000. Ms. Nagel requested authorization to contract with Ms. Jones to provide career guidance and workforce services as described above. Ms. Nagel paused for questions, but there were none.

THRIVING OLDER ADULTS AND COMMUNITIES

VOTE: Authorize the Revision and Re-release of an Integrated Care Network Services RFP to Support Older Adults

Mr. James Stowe, Director of Aging and Adult Services at MARC, reminded the Committee that an RFP has been released on a rolling basis for services offered under MARC’s Managed Services Network (MSN) model of integrated care. The rolling basis allows for expedient accrual of member organizations to meet the various needs of health care contracts or other integrated care initiatives.

The current RFP has several redlined clauses due to updates. Staff recommend revising and re-releasing an updated, rolling version of the RFP, including the opportunity to onboard other Network Lead Entities around technology, data sharing, cooperative purchasing, and integrated care strategy, without necessarily contracting for direct service provision. In addition, experience under current contracts suggest a need to add commodity foods as a service line for cases where individual home-delivered meals are inadequate to meet a client or family need. Mr. Stowe paused for questions, but there were none.

HEALTHY ENVIRONMENT

VOTE: VOTE: Approve the FY2022 Memorandum of Understanding with the MARC Solid Waste Management District

Ms. Lisa McDaniel, Solid Waste Management Program Manager at MARC, reminded the Committee that the MARC Solid Waste Management District receives grant funds from the Missouri Department of Natural Resources (MDNR) to support waste reduction and recycling efforts within Cass, Clay, Jackson, Platte, and Ray counties. The district conducts planning, administers grants to encourage waste reduction and recycling, and promotes various initiatives to area residents, including the Regional Household Hazardous Waste Program (HHW) and RecycleSpot.org. MARC provides administrative,

organizational, and planning support for district activities under an annual Memorandum of Understanding. The fiscal year begins January 1, 2022. Ms. McDaniel requested authorization for the MOU, and to accept and administer funds to support the district's programs and initiatives. Ms. McDaniel paused for questions, but there were none.

QUALITY EARLY LEARNING

VOTE: Approve Contract Extensions for Head Start and Early Head Start Support Services

Mr. Steven Lewis, Head Start Program Director at MARC, reported that Mid-America Head Start (MAHS) has been supporting Head Start and Early Head Start programs through contracts with individuals and agencies who provide a variety of support services for fourteen programs serving a total of 825 children. Each contractor/agency was selected through an individual Request for Qualifications process conducted in Spring 2018. MAHS is requesting to extend these contracts for another 12 months from November 1, 2021 through October 31, 2022.

Contracted services include education coaching services for Head Start and Early Head Start classrooms, mental health services for classrooms and therapeutic services for children and families, and early intervention services for children with special needs and diagnosed disabilities. Mr. Lewis paused for questions, but there were none.

VOTE: Approve a Contract with Learning Genie to Provide Assessment and Child Outcome Reporting to Head Start Programs

Mr. Lewis requested approval for a contract with Learning Genie to support implementation of the Desired Results Developmental Profile (DRDP) early childhood assessment system. This assessment of children's progress and reporting of child outcomes is required for Head Start grantees. Learning Genie has customized the application to meet the particular needs of MARC Head Start providers and has provided effective technical support to educators. Mr. Lewis paused for questions, but there were none.

VOTE: Authorize a Contract to Provide Support to University of Missouri Kansas City's "Strengthening the Missouri Early Childhood Workforce" Project

Ms. Jovanna Rohs, Director of Early Learning and Head Start at MARC, reported that the University of Missouri-Kansas City Institute for Human Development (UMKC-IHD) is completing a project on behalf of the Missouri Department of Elementary and Secondary Education focused on strengthening the early childhood workforce in Missouri. The goal of these workforce development activities is to create steps to transform Missouri's early childhood profession into one where the workforce is paid a livable wage and has access to: (1) quality professional development, (2) information about what constitutes a career in early childhood, and (3) assistance in moving through his/her career in early childhood.

The specific purpose of this project is to strengthen Missouri's early childhood system (ages birth to five) through the implementation of strategies to address alignment and data collection, program development, systems design, messaging, and operationalizing information in a manner that is user friendly. UMKC-IHD is contracting with MARC Early Learning to support activities taking place between August 1, 2021 and December 31, 2021. Ms. Rohs requested authorization for this contract in an amount not to exceed \$66,000. Ms. Rohs paused for questions, but there were none.

VOTE: Approve Consent Agenda (Administrative Matters and Minor Expenditures)

Approve the Minutes of the September 28, 2021 meeting

MOTION: Councilmember Fred Spears moved for approval of all agenda items and Mayor Pro Tem Beto Lopez 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 2-a through 3-a. The motion passed.

Other Business

There was no other business.

Adjournment

Mayor Ross adjourned the meeting at 11:40 a.m.

MINUTES APPROVED:

Eileen Weir, Chair

Date