



Board of Directors BUDGET & PERSONNEL

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

November 26, 2024

11:15 a.m.

In-person attendees in MARC's Westview room with a remote option via Zoom

Members of the public who wish to participate in this meeting: please email marcinfo@marc.org by 9:00 a.m. on Tuesday, November 26, 2024, for instructions to join the teleconference.

AGENDA

1. Approve Contracts, Grants, and Other Major Expenditures

EXEMPLARY CORE CAPACITIES

- a. REPORT: Overview of MARC's revised 2024 and proposed 2025 budget and workplan

THRIVING OLDER ADULTS AND COMMUNITIES

- b. VOTE: Authorize Senior Growth and Development Program SFY 2025 contract amendment with the Missouri Department of Health and Senior Services.
- c. VOTE: Authorize a contract with the Wilson Group to install a generator for Ray County Senior Center located in Richmond, Missouri.
- d. VOTE: Approve contracting and payment for a three-year agreement with My Senior Center for Mid-America Regional Council Aging and Adult Services.
- e. VOTE: Authorize acceptance of additional funding for Community Health Worker Collaborative and authorize additional contractual services.

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

- a. Approve the Minutes of October 22, 2024, Meeting

3. Other Business

4. Adjournment

AGENDA REPORT

Budget and Personnel Committee

November 2024
Item No. 1a
Core Capacities

ISSUE:

REPORT: Overview of the Revised 2024 and Proposed 2025 Budget

BACKGROUND:

The budget process for the next fiscal year begins in August. Since that time, key committees reviewed their accomplishments and identified goals for the upcoming year. Some, like 911 and OGL have developed 2025 budgets, which are folded into this MARC budget. Throughout the year, the Board and B&P Committee authorize grant applications and approve large expenditures which are also included in the budget process. MARC staff has engaged in planning sessions around each policy goal area and prepared a comprehensive summary of accomplishments in 2024 and priority work for 2025. 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 the regional vision. Our work in 2025 continues to illustrate progress in three key ways: fostering and managing new initiatives; supporting and leading key civic partnerships; and, strengthening organizational capacity.

Budget numbers get entered in September which includes identifying new grants that support 2025 work, and grants that are ending; and, a comprehensive computation occurs to ensure that personnel budgets in grants match up with staffing costs required for those grants. The high level numbers are coming together and the first draft of the budget document will be complete by Tuesday. During the next few weeks, staff will continue to refine numbers and create detailed financial charts.

The 2025 Budget and Work Plan document will once again model the GFOA Distinguished Budget Award format, with the overarching goal of clearly communicating our financial condition and operations to the public. The Budget and Personnel Committee meeting will include a review of the Budget Highlights section which provides narratives regarding the most significant information included in this Revised 2024 and Proposed 2025 Budget. At the Board meeting, staff will review the policy goal workplans and highlight projects that will be particularly impactful in 2025.

The current draft 2024 Budget and Work Plan document will be available [online](#) Tuesday, and we will have paper copies at the meeting. Over the next few weeks, hopefully you will review the document and ask any questions that you have. The December Board meeting will include high level financial information, and the Budget and Personnel meeting will include detail on the sources and uses of revenue.

RECOMMENDATION

None. Information only.

EXHIBITS:

The [draft 2024 Budget and Work Plan](#) will be posted online Tuesday, November 26.

RELATED JURISDICTIONS:

This item impacts all counties in the MARC region.

STAFF CONTACTS

Carol Gonzales, Director of Finance and Administration
Andrew Molloy, Finance Director
Darlene Pickett, Accountant III
Amanda Rehani, Grant Accountant

AGENDA REPORT

Budget and Personnel Committee

November 2024

Item 1b

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize Senior Growth and Development Program SFY 2025 contract amendment with the Missouri Department of Health and Senior Services.

BACKGROUND:

The Missouri Department of Health and Senior Services established the Senior Services Growth and Development Program (SSGDP) to provide additional funding for older adult programming through the Area Agencies on Aging. SSGDP was created in 2019 to provide funding to enhance services for the development and expansion of senior center programs, facilities, and services. In addition, it is intended to be utilized for any activities related to services for older adults in the Mid-America Regional Council’s (MARC) planning and service area (PSA). However, no funds were appropriated to the project until the 102nd General Assembly.

The amount allocated for MARC starting 7/1/2024 was reflected in the DHSS program services contract in the amount of \$983,757. MARC was notified earlier this month that SFY 2025 SSGDP funds have now been received by DHSS. While the transfer was later than anticipated, initial contracts were based on a lower estimate. The amendment will reflect a new SFY 2025 total of \$1,416,945.35. Fifty percent of these funds are designated for the development and expansion of the senior center programs, facilities, and services. The other fifty percent shall be used for any activities and programs that enhance services for older adults in MARC’s planning and service area (PSA), Jackson, Clay, Cass, Platte, and Ray Counties in Missouri.

BUDGET CONSIDERATIONS

REVENUES	
Amount	\$1,416,945.35
Source	Senior Services Growth and Development Program (SSGDP) Fund

COMMITTEE ACTION

The Commission on Aging considered this at its November meeting and recommended Board approval.

RELATED JURISDICTIONS:

Jackson, Platte, Clay, Cass, and Ray Counties in Missouri.

RECOMMENDATION

Authorize execution of program services for the SFY 2025 contract amendment from the Department of Health and Senior Services for Senior Services Growth and Development Award.

STAFF CONTACT

Katy Crow, Grant Accountant III
Kristi Bohling-DaMetz, Director of Aging and Adult Services

AGENDA REPORT

Budget and Personnel Committee

November 2024

Item 1c

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize a contract with the Wilson Group to install a generator for Ray County Senior Center located in Richmond, Missouri.

BACKGROUND:

Ray County Senior Center is the only Mid-America Regional Council (MARC) funded senior center in Ray County, and one of the providers of frozen home delivered meals in Ray County. Chilled and frozen foods are kept in the walk-in freezer and cooler in addition to an external refrigerated container. If the center were to lose power for a long period of time, all chilled and frozen foods would need to be disposed of so would be a total loss. The purchase of a generator would allow Ray County Senior Center to be prepared in the event of extended power loss. To further support home delivered meals in Ray County, the transportation provider in Ray County was recently awarded a freezer van to better serve the frozen home delivered meals in Ray County.

BUDGET CONSIDERATIONS:

MARC worked through the Kansas City Regional Purchasing Cooperative (KCRPC) who used a cooperative purchasing agreement to identify a vendor to purchase and install the generator and complete all associated work.

Projected Expenses	
The Wilson Group	\$151,030.57

REVENUES	
Total Contract Amount	\$3,942,681
Source	SSGDP Fund (50% designated for senior centers)

COMMITTEE ACTION

The Commission on Aging considered this at its November meeting and recommended Board approval.

RELATED JURISDICTIONS:

Ray County, Missouri

RECOMMENDATION

Authorize funding for a generator at the Ray County Senior Center.

STAFF CONTACT

Bethany Reyna, Program Manager

Kristi Bohling-DaMetz, Director of Aging and Adult Services

AGENDA REPORT

Budget and Personnel Committee

November 2024

Item No. 1d

Thriving Older Adults and Communities

ISSUE:

VOTE: Approve contracting and payment for a three-year agreement with My Senior Center for Mid-America Regional Council Aging and Adult Services.

BACKGROUND:

Mon Ami, a HIPAA compliant client management system, was selected through a Request for Qualifications (RFQ) and approved by the Commission on Aging and the Mid-America Regional Council (MARC) Board in June 2024. Senior community centers contracting with the MARC Area Agency on Aging (AAA) have kiosks that older adults use to scan their key tags when they come for meals or other activities. Mon Ami partners with My Senior Center to provide this kiosk functionality in senior community centers. With My Senior Center, older adults will be able to continue scanning key tags to check in for meals and other activities so data flows to the client management system without manual entry or dual entry of data. Mon Ami as the client management system meets Older Americans Act Performance System (OAAPS) reporting standards, is incorporating new Older Americans Act Reauthorization data requirements, and currently works with agencies from around the county including statewide implementation.

BUDGET CONSIDERATIONS:

My Senior Center will use existing kiosk and touchscreen hardware in senior community centers and is offering MARC discounted pricing of \$99,000 for 3 years. The initial year includes development of enterprise framework, data migration, hardware configuration, integration and API configuration with Mon Ami, and training. Years 2 and 3 represent the annual maintenance fee.

Year 1	\$59,800.00
Year 2	\$19,600.00
Year 3	\$19,600.00

REVENUES	
Amount	\$3,942,681.00
Source	Senior Services Growth and Development Program (SSGDP)
PROJECTED EXPENSES	
My Senior Center	\$99,000 for 3 years

COMMITTEE ACTION

The Commission on Aging considered this and voted to recommended Board approval.

RELATED JURISDICTIONS:

This item impacts Jackson, Platte, Clay, Cass, and Ray counties in Missouri.

RECOMMENDATION:

Authorize and approve contracting and payment for a three-year agreement with My Senior Center, a senior community center kiosk platform that works with the new client management system, Mon Ami, for MARC Aging and Adult Services (AAS).

AGENDA REPORT

Budget and Personnel Committee

STAFF CONTACT:

Kristi Bohling-DaMetz, Director of Aging and Adult Services

Nicolette Wallis, Business Technology Analyst

Sasan Baharaeen, Information Technology Director

AGENDA REPORT

Budget and Personnel Committee

November 2024

Item No. 1e

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize acceptance of additional funding for Community Health Worker Collaborative and authorize additional contractual services.

BACKGROUND:

The Mid-America Regional Council (MARC) has supported the Kansas City Regional Community Health Worker (CHW) Collaborative since 2015, with funding provided by the Health Forward Foundation and more recently by the Kansas Department of Health and Environment (KDHE). Funding from KDHE has supported a substantial increase in training for both new and experienced CHWs since early 2022. And funding from the Missouri Department of Health and Senior Services (MODHSS) supports training, curriculum development and toolkit preparation and webinars regarding reimbursement by Medicare and Medicaid for CHW services.

These funding streams allow MARC to execute agreements with two contractors, CGA Consulting for training services and ES Advisors for convening, advocacy and policy analysis.

BUDGET CONSIDERATIONS:

KDHE has offered MARC an additional \$35,000 to continue the work bringing the total KDHE funding to \$764,248. (The grant has been amended several times from \$414,248 with additions of \$100,000, then \$100,000 and an additional \$150,000.) The additional funds must be spent or obligated for services by June 30, 2025. In addition, the Missouri Department of Health and Senior Services (MODHSS) has offered to provide MARC with \$85,000 to support KC Regional CHW Collaborative. Previous grants from MODHSS for the CHW Collaborative training has been \$20,000. This would be a new grant award.

These increased funding amounts will allow contract increases for CGA Consulting and ES Advisors to further support the CHW Collaborative on behalf of the states of Kansas and Missouri. The CGA Consulting contract would be increased from \$159,000 to \$209,000. And the ES Advisors contract will be increased from \$95,700 to \$140,700.

REVENUES	
Amount	\$150,000
Source	Kansas Department of Health and Environment
Amount	\$85,000
Source	Missouri Department of Health and Senior Services
PROJECTED EXPENSES	
Contractual, CGA Consulting	Additional \$50,000
	KDHE: \$30,000 MDHSS: \$20,000
Contractual, ES Advisors	Additional \$45,000
	KDHE: \$20,000 MDHSS: \$25,000

AGENDA REPORT

Budget and Personnel Committee

EXHIBITS:

None

RELATED JURISDICTIONS:

This item impacts all counties in the MARC region.

RECOMMENDATION:

Authorize acceptance of additional funding from KDHE and MODHSS for Community Health Worker Collaborative and authorize additional contractual services.

STAFF CONTACT:

Marlene Nagel, Director of Community Development



BUDGET AND PERSONNEL COMMITTEE

Meeting
Summary
October 22, 2024
11:15 a.m.

COMMITTEE MEMBERS PRESENT

Council Member Holly Grummert, Overland Park, KS - Budget and Personnel Committee Chair
Mayor Damien Boley, Smithville, MO
Commissioner Janee Hanzlick, Johnson County, KS
Victor Hurlbert, Auditor, Clay County, MO
Mayor Pro Tem Beto Lopez, Lee's Summit, MO
Commissioner Rob Roberts, Miami County, KS
Council member Marge Vogt, Olathe, KS

STAFF PRESENT

David Warm, Executive Director
Carol Gonzales, Director of Finance and Administration
Dr. Toni Sturdivant, Director of Early Learning and Head Start
Ron Achelpohl, Director of Transportation and Environment
Kristi Bohling-DaMetz, Director of Aging and Adult Services
Andrew Malloy, Finance Director
Tom Jacobs, Chief Resilience Officer and Environmental Programs Director
Julie Phillips, Shared Services Director
Katie Killen, Housing Program Manager
Will Hendrickson, Housing Program Intern
John Davis, Fiscal Administrator
Eric Winebrenner, Public Safety Communications Program Director
McKenzie Neds, Executive Assistant

OTHERS

CALL TO ORDER

Council member Holly Grummert, Chair of the MARC Budget and Personnel Committee, called the meeting to order at 11:16 a.m. Due to the meeting being conducted remotely and in-person, Council member Grummert provided instructions for participation. She reported that staff would present on all the agenda items, provide an opportunity for comments and questions after each item, and ask for approval of all agenda items with one vote at the end of the meeting. Members would have an opportunity to abstain or object to any items necessary during the final vote.

Approve Contracts, Grants, and Other Major Expenditures

REPORT: Review Fiscal Year 2024 Year-to-Date Financial Reports through September.

Andrew Malloy, Finance Director, presented a snapshot of the year-to-date financials through September 2024. He informed the board that reports like these will be brought to the committee quarterly in order to keep the board informed on the financials of the organization. Mr. Malloy gave an overview of the 4 types of funds that MARC utilizes: General Fund, Indirect and Fringes, Special Revenue and Capital

Projects, and Enterprise Funds. Mr. Malloy also gave a detailed snapshot per fund of revenues and other inflows, expenses and other outflows and MARC's fund balance and the changes in the fund balance over time.

The FY24 YTD September agency-wide revenues & other financial sources of \$79.5M are 60% of budgeted FY24 inflows. We would normally expect FY24 YTD September actuals to approximate 75% of budget, however softer than expected special revenue fund revenues due to timing is the main cause of the variance to budget. The enterprise fund revenues have been strong led by GTI, Cooperative Purchasing, and Veterans Directed Care Program.

The FY24 YTD September agency-wide expenses & other financial uses of \$76.6M are 58% of budgeted FY24 outflows. Normally, we would expect FY24 YTD September actuals to approximate 75% of budget, however softer than expected special revenue fund expenditures due to timing are the main cause of the variance to budget. Indirect and fringe benefit expenses are softer than budgeted, which is positive and indicates MARC's management is controlling indirect and fringe benefit expenses within expectations.

The FY24YTD September agency-wide revenues & other financial sources of \$79.5M exceed agency-wide expenses & other financial uses of \$76.6 which creates a \$2.9M increase in fund balance for the period. MARC's governmental & proprietary fund balance totals \$21.3M at 9/30/24 and the majority of this fund balance is assigned or committed to various programs and initiatives. Schedules 1-5 in the FY24 YTD September Financial Package document detail fund balance categories across MARC's major funds.

Finally, the cash and investment balances (net of outstanding activity) totaled \$17.6M on September 30, 2024. The majority of MARC's cash and investment balances are restricted to various programs and initiatives. And the decrease of (\$1.3M) or (6.8%) from August 31, 2024, is timing-related as September had several large Transportation and Head Start expenses (which were reimbursed in October). There were no investment maturities in September 2024 to report, however, MARC did reinvest \$750K from two late-August maturities: \$500K FHLB bond which yields 4.0% and matures 5/26/28 and \$250K CD which yields 3.9% and matures 6/16/28.

The committee agreed that the new format and charts were helpful and they look forward to the next report.

VOTE: Authorize agreement with Sarann Auto Leasing and Rental for leasing of agency vehicles.

Carol Gonzales, Director of Finance and Administration, requested approval of a leasing agreement with Sarann Auto Leasing and Rental for the MARC agency vehicles. They are used regularly to attend training, conduct tours, transport guests and meet with constituent agencies and partners throughout the region. The funding for these vehicles is included in the Indirect budget because they are used by all departments and the executive director's vehicle is included in the general fund budget. The agreement is for an updated 5-year lease which includes 6 vehicles and roadside assistance, totaling \$43,020 per year.

Council member Holly Grummert asked if this annual cost included things like service requests as well as roadside assistance. Ms. Gonzales confirmed that all services (tire rotation, oil change, fluid, etc.) are covered in the cost of the contract.

VOTE: Authorize the Mid-America Regional Council to enter into an agreement with ADP to acquire and implement a human resources information system.

Carol Gonzales, Director of Finance and Administration, requested approval of an agreement with ADP to implement a human resources system for internal use. In October 2023, MARC selected Forvis to conduct an evaluation of current administrative and organizational processes and systems in order to address organizational needs and create operational efficiencies. Forvis compiled recommendations from four

platforms and MARC staff participated in demos of each one. ADP was selected as the preferred product that would best fit MARC's needs. The breakdown of the annual amounts and implementation fee was included in the board memo. The 5-year contract will total \$237,776 but the actual payroll costs could fluctuate because the cost is based on the number of employees.

VOTE: Approve the Mid-America Community Support Network Contract with Jewish Family Services to render services under the Mid-America Community Support Network.

Kristi Bohling-DaMetz, Directors of Aging and Adult Services, requested approval of a contract with JFS for services to implement comprehensive community support services for eligible clients. The compensation structure is determined by the number of services provided and the agreement outlines limits on the number of those services (i.e. maximum number of home-delivered meals). Funding sources for this agreement includes Menorah Heritage Funds, Older Americans Act Title IIIB funds, University of Missouri Kansas City (UMKC) funds, Administration for Community Living (ACL) grants, and Home State Health funding for Medicaid coverage.

VOTE: Authorize renewal of a contract with Rita Parker for cooperative purchasing coordination services for the Kansas City Regional Purchasing Cooperative.

Julie Philips, Shared Services Program Director, requested approval of a contract renewal with Rita Parker to provide cooperative purchasing coordination services for the Kansas City Regional Purchasing Cooperative. Ms. Parker has managed KCPRC for 21 years and continues to provide excellent support and guidance. KCPRC is expected to rebate revenues of over \$164,892 in 2025, which will cover the costs associated with the agreement and overhead expenses that MARC incurs. The total contract amount for Ms. Parker will be \$65,070 and has the option to extend it for another 3 years.

VOTE: Authorize an agreement with Platform Civic Strategies in an amount not to exceed \$120,000 with an initial term of six months.

Katie Killen, Housing Program Manager, requested authorization for an agreement with Platform Civic Strategies to provide dedicated project manager for the Regional Housing Partnership workgroup. MARC will hold and manage the contract on behalf of the RHP, which includes foundation representatives. The initial term of the contract is 6 months and will total \$120,000.

VOTE: Authorize application to the Marion and Henry Bloch Family Foundation to continue funding for the Regional Housing Partnership.

Will Hendrickson, Housing Program Intern, requested approval of an application and acceptance of funds if awarded to the Marion and Henry Bloch Family Foundation to continue funding for the RHP. The RHP seeks to mobilize individuals and organizations to enact system-level changes to grow the supply of affordable housing for cost-burdened households. The anticipated budget for 2025 was included in the board memo and includes funding from foundational dollars and HUD funding. The application will total \$1,120,000 for a two-year period.

VOTE: Authorize a grant application to the Ewing Marion Kauffman Foundation to support the development of a Community Childcare Exchange.

Dr. Toni Sturdivant, Director of Early Learning and Head Start, requested approval of a grant application to the Ewing Marion Kauffman Foundation in order to develop a community childcare exchange. Connecting the PIECES KC has been building strategy with regional stakeholders since early February 2024 and seeks initiatives that are designed to fortify the supply of childcare to make the exchange scalable, in a cross-sector collaborative effort. The total application amount is \$500,000 and includes contractual funds for consulting work to create the Community Childcare Exchange.

Council member Grummert commented that this issue is urgent around the region and she is hopeful that this strategy can alleviate some of the crisis we are seeing.

VOTE: Approve a one-year contract amendment with Syniverse to provide connectivity between two 911 system router locations in an amount of \$85,420.

Eric Winebrenner, Public Safety Communications Director, requested approval of a one-year contract to provide connectivity between 911 router locations. Syniverse holds the existing contract with the MARC 911 program and notified the team that there was a technical upgrade that needed to occur. The contract includes connectivity between the two sites, with a monthly recurring cost of \$6,510 and a one-time installation fee of \$7,300, totaling \$85,420.

Commissioner Hanzlick asked if this replacement / amendment changed the location sensitivity of 911 calls. Mr. Winebrenner said that this replacement is for the routers of the 911 system and would not increase the location sensitivity. Mr. Warm commented that the technology to increase the location sensitivity of 911 calls will be implemented in early 2025.

VOTE: Authorize grant application to the Missouri State Emergency Management Agency to support the Mid-America Missouri Local Emergency Planning District.

John Davis, Fiscal Administrator, requested authorization for an application and acceptance of funds if awarded to the Missouri SEMA grant program to support the Local Emergency Planning District. The application seeks funding for items to advance hazardous materials preparedness and response for a total amount of \$145,251.91. Members of the Mid America Missouri LEPD including representatives of area hazmat teams, hospital and public health representatives, and LEPD leadership met to discuss the opportunity and prioritize needs. The application was submitted by the October 16, 2024, deadline and MARC staff are asking the board for retroactive approval.

VOTE: Authorize an agreement with Toole Design for consulting services to assist the Destination Safe Coalition in the development of a Comprehensive Safety Action Plan.

Ron Achelpohl, Director of Transportation and Environment, requested authorization of a contract with Toole Design to assist the Destination Safe program with the development of a Comprehensive Safety Action Plan. An RFP was issued and four proposals were reviewed by a panel which identified Toole Design as the most qualified consultant. The total amount of the contract is not to exceed \$350,000.

VOTE: Approve the FY2025 Memorandum of Understanding with the Mid-America Regional Council Solid Waste Management District.

Tom Jacobs, Chief Resilience Officer and Environmental Programs Director, requested approval of the MOU with the MARC Solid Waste Management District. This MOU allows MARC to provide administration, planning, and financial services to the district and is required to be competitively procured every 5 years and MARC was reselected in 2023 for the period of 2024-2028. Each year MARC renews the MOU with the District and will have a total budget amount of \$698,812 for the 2025 year.

VOTE: Authorize a contract with Metropolitan Energy Center for \$205,184 to support the implementation of the City of Kansas City, Missouri updated energy code through educational programming.

Tom Jacobs, Chief Resilience Officer and Environmental Programs Director, requested approval for a contract with the Metropolitan Energy Center to support implementation of the updated energy code. Through this partnership, MARC will provide educational events and digital resources to architects, engineers, and affordable housing providers designing and operating in Kansas City, Missouri to help navigate these updated building standards.

Janeé Hanzlick asked if these educational events would provide insights for jurisdictions that will be discussing the new International Energy Conservation Code (IECC)? Mr. Jacobs said that as the education, activities, and structure of the training is provided, the group will gather feedback about the training(s) and how they are working and where adjustments need to be made.

Victor Hurlbert asked what the reception from the building industry and community has been and if their

perspective has been considered? Ms. Ashley Sadowski said that an event was hosted in September that was focused on architects and engineers because there is interest in that space on getting planning to the next level of construction. What the team is trying to avoid is people lagging to upgrade their buildings because they are worried about triggering the code and they want to help developers understand the incentives, how to meet compliance, and how to finance and fund improvements.

VOTE: Approve the Minutes of the October 22, 2024 Meeting.

Commissioner Janee Hanzlick moved for approval of all agenda items and Mayor Pro Tem Beto Lopez seconded the motion.

Victor Hurlbert voted nay on item 1m: *VOTE: Authorize a contract with Metropolitan Energy Center for \$205,184 to support the implementation of the City of Kansas City, Missouri updated energy code through educational programming.*

The motion passed.

Other Business

There was no other business.

Adjournment

Council member Grummert adjourned the meeting at 11:55 a.m.