

LAFAYETTE COUNTY CHILDREN'S SERVICES FUND

BOARD OF DIRECTORS MEETING

Commissoners:

Craig Williams
Harold Hoeflander
Tracy Dyer

**Board of
Directors:**

Arron B. Haynes
Higginsville
Board Chair

Pro tem Chair
Fran Atkins
Higginsville

Treasurer
Terry Thompson
Lexington

Secretary
Tammy Zumalt
Waverly

Mary Borgman
Wellington

Opal Johnson
Mayview

Russell J. Kruse
Concordia

Daljeet Singh
Higginsville

Jill Sutherland
Higginsville

Tiffany Dehn,
Children's Service
Coordinator

Minutes: Monday, December 12, 2016 at Lafayette County Health Department, Lower Level, Lexington, MO.

Meeting called to order by Arron Haynes at 7 PM

Guests: Alissa Karnes, Mike Koch, Bill Molini, Tiffany Dehn, Gil Rector, Tom Emerson, Terry Thompson, Opal Johnson, Arron Haynes, Daljeet Singh, Tammy Zumalt and Fran Atkins. Absent: Russell Kruse, Jill Sutherland, and Mary Borgman.

Public Comments: Gil Rector said his last day would be December 29th in the office. He hoped we continued funding Brighter Futures and focus on helping elementary children with mental health needs early in their lives. The board thanked Gil for his service through the years.

Mission Statement: read by Tammy Zumalt.

Minutes: Fran moved that the November minutes were approved as written and Terry seconded. Motion carried. Fran moved that the October minutes were approved as written and Daljeet seconded. Motion carried.

Treasurer's Report was prepared and presented by William (Bill) Molini CPA. January – October 31, 2016: total income \$216,794.12; total program expenses \$246,712.22; Total expenses \$34,602.88; LCCSF is deficit spending \$64,520.98, but has adequate cash funds. There was much discussion on the misunderstanding of how and when bills are to be paid. The memorandum of agreement said bills would be paid in 10 days. During the October board minutes the board changed the policy on payment of invoices. However, the minutes had not yet been approved. As of tonight the change in payment of invoices will be changed for any future payments. This is standard operating procedures which mean LCCSF will pay invoice within 30 days. The invoice will be presented at the meeting and approved and paid at the next meeting. Arron and Tiffany will be notifying those affected by the change in policy in writing. It was also noted that our funds had not been moved to Equity Bank in Higginsville, but that would be addressed this month. Opal moved to accept treasurer's report and Daljeet second. Motion carried.

The need for a new invoice and funding policy was also discussed. The invoice was changed to show more specific accounting of the funds being provided. A few amendments were made to the invoice provided by Tiffany. Terry motioned to approve the invoice with the following changes: the form must be fully filled out to be paid, swear to the accuracy of the invoice, and an addition of a box to be marked if any other sources of funding are received. Fran seconded. The motion carried. The board was in favor of Tiffany working on a funding policy.

The following bills were to be paid: Lexington Tax and Accounting \$501.25 and \$276.25 (invoices August – November); Gary Worth \$266.05 and \$150.00 (2 invoices); Brighter Futures - \$13,477 and \$12,359 (2 invoices); Easter Seals Midwest - \$429.12; and Teeple Insurance \$90. Daljeet moved to pay bills and Fran seconded; motion carried with one opposed.

Old Business: Three board members were not in attendance, but provided proxies for voting purposes. Terry had Russell's proxy; Arron had Jill's proxy; and Tammy had Mary's proxy. Daljeet moved to accept proxies and Opal seconded; motion carried.

Alyssa Karnes addressed the board over the concerns that the board members had addressed on their scoring sheets in regards to Compass (Pathways) funding request. Alyssa shared her concerns over the ratings they received. The Memorandum of Agreement between LCCSF, Compass Health, and Department of Mental Health was still requesting signatures. This was no longer in effect and Tammy should send a reply back to the email stating that.

House of Hope and CASA scoring sheets and responses were provided by Tiffany Dehn.

Coordinator's Report: Tiffany met with Mr. Molini to work on the payment protocol. She compiled a comprehensive scoring sheet for each funding request during this funding cycle: Compass Health, CASA, and House of Hope. She met with each funding partner and discussed the results. She met with Santa Fe and Wellington – Napoleon School Districts and approached Odessa School District about setting up a meeting. She also attended Social Services Meeting with HCC, Lafayette County Commissioners' meeting. Director's Meeting of Children's Services Fund, meeting with Kelly Wallis of Boone County children's Service Fund. Tiffany worked on updating LCCSF invoices and by-laws, obtaining a computer, and researching the best phone service. Tiffany wanted to add agenda to the dropdown documents on the website. No motion was needed for this change. Tammy moved to accept the coordinator's report and Opal seconded. Motion carried.

New Business: After having the opportunity to read, discuss, and rate the funding partner requests, Compass Health, House of Hope, and CASA were to be voted on for approval. Fran moved to approve funding for Compass Health and Terry seconded. The votes are as follows: Russell's proxy – no, Terry – yes, Opal – no, Jill's proxy – yes, Mary's proxy – no, Tammy – no, Fran – yes. Compass Health's request for full funding was denied. Opal and Tammy both discussed their concerns over full funding of partners while LCCSFB was deficit spending and not having fully funded last two funding partners. Terry mentioned that Russell would not fund because of his concerns over the texting program. Opal also was not in favor of the texting. Tammy mentioned that the \$3,500 for the advertising costs would be considered to administrative costs and not covered. Opal made a motion to approve Compass Health's request for \$60,944, not including funds for text it and advertising. Tammy seconded. Motion carried.

Fran moved to approve House of Hope's funding request of \$24,550. Terry seconded. Motion approved.

Fran moved to approve CASA's funding request of \$59,752. Terry seconded. Roll call vote was as follows: Terry – yes, Russell's proxy – yes, Jill's proxy – yes, Fran – yes, Mary's proxy – no, Opal – no, and Tammy – no. Motion carried.

Tiffany had suggested the following recommendations for our board policies: Changes in Outcomes Measurement: C. The agencies mid-year and final reports shall additionally include: total number of individuals served, basic demographics, services provided, and referrals received from other agencies. D. Agencies must use approved invoice form or otherwise approved form with exact information. E. LCCSF Coordinator reserves the right for unannounced site visits to conduct oversight of payment for monthly invoice charges. Article VIII – Timeline for funding as new section title. Section 8.1 Funding Cycle 1 - Fiscal Year. The fiscal year of the LCCSFB shall begin on the first day of January and end on the thirty –first day of December each year. Funding Cycle 2. The second funding cycle of the LCCSFB shall begin on the first day of July and end on the thirtieth day of June. Under same section below 8.5 Mid-year service reports and annual reports must include total number of individuals served, basic demographics, services provided, and referrals received from other agencies. Agencies must use LCCSFB approved invoice form or otherwise approved invoice with exact information. LCCSF Coordinator reserves the right for unannounced site visits to conduct oversight of payment for monthly invoice charges. Fran motioned to approve the following amendments to the LCCSFB policies, procedures, and by-laws. Opal seconded and motion carried.

Tiffany shared the information about cell phone service. She mentioned that she would have to pay the bill and then be reimbursed. Opal motioned that the phone bill be paid by monthly cycles. Fran seconded.

Motion carried. Mr. Molini now has approval to pay monthly phone bill without having to have prior monthly approval. Fran motioned to approve Verizon as the carrier since it covers the area better than the other providers. Opal seconded. Motion passed. Fran motioned that Tiffany could purchase a cheap color printer. Opal seconded and motion carried.

Opal moved that the following slate of officers for 2017 be voted on: Chair – Arron Haynes; Pro tem Chair – Fran Atkins, Acting Treasurer – Terry Thompson; Secretary – Tammy Zumalt. Fran seconded. Motion passed.

Terry reminded the board that Tiffany would need to request to approve the use of our current office rent free for 2017 during the January Commissioners’ meeting.

Tammy motioned for adjournment at 8:45 and Opal seconded. Motion carried.

Respectfully submitted,
Tammy Zumalt,
Secretary

Mark your calendar for upcoming LCCSB meetings:

REMINDER:

2017

Monday, January 9th
Monday, February 13th
Monday, March 13th
Monday, April 10th
Monday, May 8th
Monday, June 12th

No meeting in July
Monday, August 14th
Monday, September 11th
Monday, October 9th
Monday, November 13th
Monday, December 11th

Retreat - TBA