

**LAFAYETTE COUNTY CHILDREN'S SERVICES FUND
BOARD OF DIRECTORS MEETING**

Commissoners:

Gil Rector
Harold Hoeflander
Tracy Dyer

**Board of
Directors:**

Arron B. Haynes
Higginsville
Board Chair

Treasurer
Terry Thompson
Lexington

Secretary
Tammy Zumalt
Waverly

Mary Borgman
Wellington

Opal Johnson
Mayview

Russell J. Kruse
Concordia

Daljeet Singh
Higginsville

Fran Atkins
Higginsville

Jill Sutherland
Higginsville

Jackie Roberts,
Children's Service
Coordinator

Minutes: Monday, December 14, 2015 at Lafayette Hall, Lexington, MO.

Chairman Arron Haynes called the meeting to order at 7:00 pm.

Welcome and Introductions: The following were welcomed: Arron B. Haynes, Fran Atkins, Russell Kruse, Mary Borgman, Opal Johnson, Terry Thompson, Jill Sutherland, Gil Rector, and Jackie Roberts. Absent: Daljeet Singh and Tammy Zumalt.

Public Comments: There were no public comments.

Mission Statement: read by Fran Atkins.

Minutes: Minutes from the previous meeting were approved. Russell Kruse made the motion and Opal Johnson seconded. Motion carried.

Children's Mental Health Coordinator Report: Jackie Roberts reported that Tom Durkin from the Attorney General's office came to Lexington on December 9th to present on the Missouri Sunshine Law. The presentation was held in the basement of Trails Regional Library. There was a total of 12 individuals from the community present, including members from the LCCSF Board of Directors. Members of the Board in attendance include Mary Borgman, Arron Haynes, Terry Thompson, as well as Commissioner Liaison, Gil Rector. A 'Thank You' letter will be sent out to Tom Durkin and Trails Regional Library. Jackie reported that she will look into setting up another Sunshine Law training in the Spring so that additional Board and community members will have the opportunity to attend.

The next meeting for counties that have a Children's Services Fund in Missouri will be held on January 7th in Jefferson City. Jackie will plan on attending this meeting and report back on information discussed.

Jackie reported that the Health Care Collaborative held the first ever Lafayette County Project Connect on November 20th at Wentworth Military Academy. The event served approximately 80 individuals from around Lafayette County and surrounding counties. It was reported that 16 dental patients were seen with 21 teeth extracted. Jackie was present at the event with a booth representing the Lafayette County Children's Services Fund, Brighter Futures, and CASA. Jackie was accompanied by CASA Robin at the event. Pathways Community Health and House of Hope both had individual booths representing their agencies. Health Care Collaborative plans to host two more Project Connects in the upcoming year in Odessa and Buckner.

Jackie reported that on Tuesday, January 12th, 2016, she will be presenting information regarding LCCSF to the Ministerial Fellowship in Higginsville.

Treasurer's Report: Terry reported our total assets are \$537,487.29 on December 1st. After our grants payable and expenses are deducted, the fund balance available is \$269,231.66. Terry called attention to pay the T.I.F. for this past month. The total amount for the T.I.F. was \$5,072.26. A motion to approve the Treasurer's Report was given by Fran

Atkins and Jill Sutherland seconded. Motion passed.

Brighter Futures' bill was presented for the month of November with a total request of \$14,792.00. Jackie Roberts' Expense Report was presented for the month of November for a total request of \$59.53. Gary Worth's invoice was presented for website maintenance and updates for the months of October, November, and December at the rate of \$50.00/month for a total request of \$150.00. A motion to approve bills to be paid was given by Fran Atkins and Opal Johnson seconded. Motion passed.

Old Business: Jackie Roberts updated the Board on the Grief Counseling Discretionary Funding Proposal. The \$10,000.00 discretionary fund was approved during November's Board meeting to be utilized as an expedited process for the purpose of grief/crisis counseling services to children in Lafayette County. Jackie reported that a 'Request Form' still needs to be created to work in conjunction with this discretionary fund. A vote to table the approval of the written proposal of this fund was given so that Board members may have time to review the document and provide feedback or request changes.

New Business: Jackie Roberts presented the Board with a Funding Policy Proposal. The Proposal provides a brief overview of the Lafayette County Children's Services Fund, identifies the beneficiaries of the Children's Services Fund, emphasizes maximization of funding on the part of the agency requesting funding, and provides funding goals on behalf of the Board. The document provides examples of types of funding classifications envisioned, such as Pilot Programs, Purchase of Service (POS) programs, and Match Funding programs. A vote to table the approval of the written proposal of this fund was given so that Board members may have time to review the document and provide feedback or request changes.

Jackie Roberts presented the Board with an 'Agreement for Purchase of Services' document. The document is meant to be a contract between the agency requesting funds and the Board to purchase services for a set unit cost. The unit cost is determined jointly by the LCCSF Board and the providing agency using the actual budget for the program, and not to exceed a set amount that is yet to be determined. The document includes a purchase agreement; contract duration; billing and payment requirements; reporting, monitoring, and modification guidelines; as well as additional terms to be included. A vote to table the approval of the written proposal of this fund was given so that Board members may have time to review the document and provide feedback or request changes. Jackie reported that she is still working on determining a set amount that may not be exceeded for the purchase of services, as well as creating an invoice for agencies to fill out that would include the service provided, unit measurement, unit rate per measurement, number of units provided in the month, number of children seen, and the total amount being requested for reimbursement by the agency.

Jackie Roberts presented a written policy in compliance with the Missouri Sunshine Law to the Board for consideration. Jackie reported that during the Sunshine Law presentation on December 9th, Tom Durkin encouraged all public governmental agencies to have a written policy stating that they will comply with the Missouri Sunshine Law. Jackie also referenced Chapter 610 RSMo §610.028.2, where it states:

"Each public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, open to public inspection, regarding the release of information on any meeting, record or vote and any member or employee of the public governmental body who complies with the written policy is not guilty of violation of the provisions of sections 610.010 to 610.030 or subject to civil liability for any act arising out of his adherence to the written policy of the agency."

The policy identifies the custodian of records for the Lafayette County Children's Services Fund as the Children's Mental Health Coordinator. The custodian of records is located at 1106 Main Street, Lexington, MO 64067. The policy also identifies that there will be a fee of 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee of \$16.00 for duplicating time. The statute states that fees may not exceed 10 cents for paper copies 9 by 14 or smaller, and that the hourly fee for duplicating time may not exceed the average hourly rate of pay for clerical staff of the public governmental body (§610.026.1). The statute states that the public governmental body may choose to reduce or waive fees (§610.026.1). A motion to approve the written policy in compliance with the Missouri Sunshine Law was given by Fran Atkins and Russell Kruse seconded. Motion passed.

Jackie Roberts stated that the following was not an item on the agenda as she received the proposal after publishing the agenda, however she would like it noted in the minutes. Jackie presented a proposal that was prepared for Lafayette County Children’s Services Fund to assist in developing critical tools to help them carry out their mission of providing resources for mental health assistance for children and their families in Lafayette County. The proposal was created by Gwen Martin, who is a consultant from Evalytics, LLC. The proposal included assistance creating a Theory of Change to guide the Board of Directors work. A Theory of Change will allow the Board to go from looking at activities (what we do) to results (the impact of what we do). The Theory of Change will take into account the context and reality of the work being done; measure and hold self and others accountable; and, make sure the underlying assumptions about the work and results are plausible and possible. Gwen will also assist in creating a Request for Funding tool, which will allow the Board and staff to ensure that those entities interested in seeking funds from Lafayette County Children’s Services Fund are aligned with the Theory of Change. Elements of this document include what services are being provided; the number, age, regularity, measures, and results; as well as a delineated Scope of Work associated with costs. The final piece of consulting is Evaluation. There are two facets of evaluation that may be addressed. The first is in the Request for Funding by providing guidelines on how grantees will be evaluated. The second is an evaluation of how the organization is doing in its efforts to meet its mission and attain the results (outcomes) desired. Also included in the proposal was an estimated budget. The rate for non-profit organizations is \$85.00/hour plus appropriate expenses. The estimated budget included 30 hours devoted to Theory of Change; 8 hours devoted to Request for Funding; and 15 hours devoted to Evaluation. The estimated total budget, including appropriate expenses, was \$5,000.00. A motion to approve to accept the proposal was given by Fran Atkins and seconded by Terry Thompson. Motion passed.

Meeting was adjourned at 8:30 PM.

Next Meeting: Thursday, January 14th at 7 PM at Lafayette Hall.

Respectfully submitted,
Jackie Roberts, Children’s Mental Health Coordinator

Mark your calendar for upcoming LCCSB meetings:

Thursday, February 11 th	July – NO MEETING
Thursday, March 10 th	Monday, August 8 th
Thursday, April 14 th	Monday, September 12 th
Thursday, May 12 th	Monday, October 10 th
Thursday, June 9 th	Monday, November 14 th
	Monday, December 12 th

REMINDER: January through June meetings have been moved to the second Thursday of the month. There will be no Board meeting during the month of July. Board meetings will return to the original meeting date and time of the second Monday of the month beginning in August.