March 27, 2018
11:15 a.m.
MARC Conference Center - 2nd Floor - Heartland Room

REVISED AGENDA

1. Approve Contracts, Grants and Other Major Expenditures
   REPORT: FINANCE & ADMINISTRATION
   a. REPORT: Annual Refresher on Board Member Liability

   VOTE: AGING & ADULT SERVICES
   b. VOTE: Authorize submission of a grant application to the Administration for Community Living for falls prevention and chronic disease self-management programming
   c. VOTE: Authorize submission of a revised SFY 2018 Aging Area Plan Budget to the Missouri Division of Aging and Disability Services

   VOTE: EARLY LEARNING
   d. VOTE: Authorize submission of a grant application to the Early Education Grant Fund to support implementation of key system strategies
   e. VOTE: Authorize MARC to submit the 2018-2023 Mid-America Head Start Grant Application to the U.S. Administration for Children and Families, Office of Head Start

   VOTE: RESEARCH SERVICES
   f. VOTE: Authorize agreements with local governments to share the cost of the 2018 aerial imagery project
   g. VOTE: Authorize acceptance of funds from the Ewing Marion Kauffman Foundation to prepare a 2018 Quality of Life report

   VOTE: TRANSPORTATION & ENVIRONMENT
   h. VOTE: Authorize execution of a Memorandum of Understanding and receipt of funds from KCATA for FTA Section 5310 planning and programming activities

   VOTE: COMMUNITY DEVELOPMENT
   i. VOTE: Approve grant applications and a contract agreement for emergency services planning, training and exercises.

2. VOTE: Approve Consent Agenda (Administrative Matters and Minor Expenditures)
   a. Approve minutes of the February 27, 2018 Committee meeting

3. Other Business

4. Adjournment

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Please notify the Mid-America Regional Council at 816-474-4240 at least 48 hours in advance if you require special accommodations to attend this meeting (i.e., qualified interpreter, large print reader, hearing assistance). We will make every effort to meet reasonable requests. Free parking is available when visiting MARC. Visitors and guests should park on the upper level of the garage. An entrance directly into the conference area is available from this level. To enter this level from Broadway, turn west into the Rivergate Center parking lot. Please use any of the available spaces on the upper level at the top of the ramp.
ISSUE:
REPORT: Annual Refresher on Board Member Liability

BACKGROUND:
Midwest Public Risk (MPR) provides employee health and dental, workers’ compensation, property and casualty (liability) coverages for MARC. As part of its loss control program, MPR recommends that each of its members with public official liability coverage participate in an annual refresher.

Attached is a copy of MPR’s risk prevention advisory on public official liability. MARC does not have the same types of public official liability risks as cities and counties and has never had this type of claim. However, it is always important to be aware of those situations that might have potential for claims and/or lawsuits. The advisory includes general but effective rules to follow that will help avoid potential problems.

STAFF CONTACT:
David Warm
Carol Gonzales
Public Official Liability

The potential exposures for public officials are vast and can come from internal or external sources. Much of this increased exposure has been the result of various court decisions that have greatly expanded the area of civil rights litigation for elected and appointed officials.

Lawsuits may be filed against individual officials, a public entity, or both. Suits stem from both action and inaction. Injuries or property damage resulting from the careless actions or inaction of public officials, employees or agents often involve claims of negligence under state law. For Cities and Counties, claims resulting from land use regulation, emergency powers of law enforcement, limitations placed on a citizen or business may involve federal statutory or constitutional rights and are normally tried in federal court.

The potential list of areas of exposure for public officials is considerable. This advisory is offered as a guide to key issues that have occurred frequently or have resulted in significant losses. Some of the areas of exposure facing public officials include:

- Discrimination in the selection, promotion, discipline, or dismissal of employees.
- Improper training or supervision of employees.
- Administration of grants.
- Granting or denying franchises, permits, or licenses.
- Unequal provision of public services, or the failure to provide a service.
- Failure to protect public trust, including failure to attend meetings, or to examine documents.
- Use of inside information for personal benefit.
- Keeping silent about improper conduct of fellow officials.
- Making unauthorized payments.
- Failure to take advantage of legitimate financial opportunities presented to the public entity.
- Harassment of a business or employee.
- Failure to conduct inspections properly.
- Bidding and purchasing practices.
- Disclosure of personnel records.
- Denial of due process.
- Issues with implications for Cities and Counties include, but are not limited to:
  - Land use claims.
  - Assessment of taxes.
  - Improper treatment of suspects or criminals.
With all the exposure issues previously listed, it may seem quite a challenge to avoid liability. Some general but effective risk management practices to follow include:

- **Never hesitate to consult with your legal counsel.**
  - Ensure your policies and practices regarding employment practices are effective, especially in areas related to employee selection, promotion, discipline and firing.
  - The amount, topics and quality of training for your employees is a critical factor and should be a priority. This is a common area attacked by plaintiff attorneys.
  - Ensure that your entity complies with the Sunshine Law.
  - Avoid any issues that may be considered a conflict of interest. If the governing body discusses a conflicting issue, applicable individuals should refrain from voicing an opinion and abstain from voting on an issue of this nature.
  - Assess past and potential public official liability exposures. Ensure that critical areas are addressed by an ordinance and/or policy when practical.
  - Make every effort to ensure that all ordinances, practices and regulations are uniformly enforced and make sure they are Current, Clear, Comprehensive, Constitutional, and Consistent. Key terms should be defined.
  - When speaking publicly, do not make assumptions, do not speculate, and make no empty promises.
  - Try to ensure any ordinance, policy, or practice does not deprive a person of a “liberty” or “property” interest. If this is a possibility, make sure that any affected individual or group is given due process.
  - When appropriate, ensure that any member of the public that may be affected by the outcome of a new ordinance, policy, or regulation is given adequate notice to ensure that such persons will be given the opportunity to be heard before implementation.
  - Any time a potentially negative action or decision affects an individual or organization, a written statement containing reasons for the decision should be made available to the affected parties. This applies to both internal and external issues.
  - Be very cautious if a request for a reference regarding a former employee is made – you should have a policy on this matter.
  - Be sure any license or permit applicant has access to necessary information pertaining to all items required as part of the application process. Requirements and fees should be reasonable and consistently applied.
  - Keep good minutes of board, commission or council meetings.
  - Remember that documentation, both as a governing body and as an individual, can be very important.
  - When applicable, Cities and Counties must:
    - Ensure your policies and practices regarding law enforcement liability are effective, especially in areas related to use of force, vehicle operations, search and seizure and the care, custody and control of prisoners
    - Have a comprehensive land use plan
ISSUE:
VOTE: Authorize submission of a grant application to the Administration for Community Living for falls prevention and chronic disease self-management programming

BACKGROUND:
The Missouri Association of Area Agencies on Aging (MA4) intends to submit grant proposals to enact sustainable systems across Missouri that support 1) falls prevention and 2) chronic disease self-management programming. MARC may be selected by MA4 to lead the application effort and house project management staff during the three-year grant period.

Both grants are designed to result in sustainable contracts with health providers and payers to support programming. Key potential partners include the University of Missouri Extension, OASIS Institute, YMCA, ES Advisors LLC and others. Elder Services of Merrimack Valley (Lawrence, Massachusetts), which has extensive experience in establishing such systems, will be engaged to provide operational consultation.

These activities align with the U.S. Department of Health and Human Services priority to promote value-based health care transformation.

BUDGET CONSIDERATIONS:
The overall award would range from $900,000 to $1.5 million over the three-year project period. MARC would receive funding commensurate with its contribution to the statewide effort. The grant will fund staffing and technology costs, contracts to recruit and equip program delivery partners (community-based organizations), program licensing fees, and costs associated to enact the systems and relationships necessary to contract with health payers.

If contracts with health plans or other payers are signed, typical fees range from $350-$400 per individual served. Similarly sized states with enacted health plan contracts have observed up to 2,500 individuals served monthly statewide ($10.5 million-$12 million in annual revenue). No match is required for these opportunities.

COMMITTEE ACTION:
During its March 14 meeting, the Commission on Aging recommended authorization of grant submission and acceptance of funds, if awarded, as a grant subrecipient.

RECOMMENDATION:
Authorize the Executive Director to submit a grant proposal and accept funds, if awarded, as a grant subrecipient under MA4’s application to the Administration for Community Living.

STAFF CONTACT:
James Stowe
ISSUE:
VOTE: Authorize submission of a revised SFY 2018 Aging Area Plan Budget to the Missouri Division of Aging and Disability Services

BUDGET CONSIDERATIONS:
MARC’s Aging and Adult Services staff received the latest funding table for SFY 2018 on February 21. This table includes the most recent funding information available from the Missouri Division of Senior and Disability Services. Due to the fluidity of the programs, in particular the congregate program, MARC deferred developing an official amended budget until details involved could be solidified. The department has also gone through many developmental changes, as well. All have been incorporated into this amended area plan budget, which covers most of the remainder of the fiscal year. Staff will develop one final amendment in late May or early June to finalize the SFY 2018 budget that ends June 30. The new program year will begin July 1. Attached is a page that provides a general picture of the current Aging Services programs and funding sources.

COMMITTEE ACTION:
The Commission on Aging reviewed and discussed this information at its March 14 meeting and recommended approval.

RECOMMENDATION:
Authorize the Executive Director to submit the SFY 2018 Area Plan Budget amendment, based on the attached summary, to the Missouri Division of Aging and Disability Services.

STAFF CONTACT:
Bob Hogan
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DSDS Resources include all funds received from the Missouri Department of Health and Senior Services.

Local funds include Jackson and Cass County funds, and local match dollars.

MEHTAP funds are received from the Missouri Department of Transportation for the Missouri Elderly and Handicapped Transportation Assistance Program (MEHTAP).

Other Funds include Adopt-A-Senior funds, income received from guests at nutrition sites, Silver Haired Legislature sponsors and other funding sources.
ISSUE:  
VOTE: Authorize submission of a grant application to the Early Education Grant Fund to support implementation of key system strategies

BACKGROUND:  
MARC’s Department of Early Learning provides leadership to the development and implementation of a community-driven, outcomes-based plan for a comprehensive, collaborative and regional early learning system. While the region’s early learning system has many strengths, the challenges of system fragmentation and underfunding remain. MARC, in collaboration with early learning partners, developed a strategic plan to assist in the coordination and collaboration of early learning initiatives across partners and strategic investments. Strategies aim to move the region closer to the vision that every child enters school healthy and ready to succeed in kindergarten and beyond.

Quality early learning programs and experiences that are sustainable and accessible to the children and families who need them are critical components of the system. Five pillars for the system support the various strategies and components: 1) child and family relationships; 2) programs and resources; 3) community; 4) funding, policy and public engagement; and 5) leadership and coordination. These pillars interact to enhance the development of young children and provide support for adults in their lives. The first three pillars focus on child development and interactions with children and families, while the last two focus on aspects that drive the implementation and coordination of the early learning system.

MARC’s Department of Early Learning seeks to submit a grant application to the Early Education Grant Fund to support implementation of key system strategies from the plan, including: creation and implementation of a regional quality indicator system; implementation of regional early learning workforce development strategies; shared and coordinated measurement, data collection, and reporting systems; and multi-sector coordination of early learning initiatives.

The Early Education Grant Fund is offering a single round of grant opportunities in 2018, rather than two as it has done in the past. MARC’s Department of Early Learning has a current Early Education Grant Fund grant that will end on December 31, 2018. The requested funds are for a new grant period that will commence on January 1, 2019. This represents the second year of a two-year initiative.

RECOMMENDATION:  
Authorize MARC to apply for a grant to the Early Education Grant Fund in an amount not to exceed $495,000 for up to 18 months of program support and authorize MARC to accept and disburse grant funds if awarded.

STAFF CONTACTS:  
Jovanna Rohs  
Kyle Matchell
ISSUE:

VOTE: Authorize MARC to submit the 2018-2023 Mid-America Head Start Grant Application to the U.S. Administration for Children and Families, Office of Head Start

BACKGROUND:

MARC became the Head Start/Early Head Start Grantee for Clay, Jackson and Platte counties in 2005. MARC’s Department of Early Learning houses Mid-America Head Start (MAHS). As the largest grantee in Federal Region VII, MARC employs a team of early childhood professionals who oversee contracted services operated and/or managed by agencies and school district partners. In April 2016, MARC began exploration of its delivery structure in preparation for the next five-year grant application, which is due on April 9, 2018.

Based upon changes in local demographics as well as changes in the national agendas set by the Offices of Head Start and Child Care and the Department of Education, MARC conducted a formal process of reassessing its delivery structure for the Head Start grant in order to continue to ensure that MAHS: 1) meets the current needs of the community, 2) complies with new revisions in the Performance Standards, and 3) operates in an efficient, effective, transparent and fiscally responsible manner.

The formal reassessment resulted in six guiding principles for the MAHS grantee structure: 1) Head Start in Clay, Jackson, and Platte counties will have a regional approach; 2) infrastructure, philosophy and approach will support and empower partners to thrive while maintaining their unique identity; 3) Administrative efficiencies and a clear allocation strategy will be created; 4) Head Start will be connected to the broader early learning system and initiatives in the region; 5) Head Start partners will develop at least one area of shared emphasis (e.g. trauma-informed care); and 6) Head Start will strive to lessen gaps that may result from programmatic changes.

Based upon these guiding principles, the delivery structure to be included in the grant application ensures that funds are distributed logically and efficiently to MARC’s partners, consistent support is provided across partners, leadership is distributed, and a central eligibility/intake system is established to efficiently enroll children and families.

Agencies and school districts will provide direct services within one of three tiers:

1. Tier 1— Maximum support
   - Services provided by partnership agencies focus on classroom/home-visiting experiences and family engagement.
   - Services from MARC include an on-site Head Start Coordinator, coach for teachers, and all other supports needed to meet the full complement of Head Start requirements.

2. Tier 2— Moderate Support
   - Services provided by partnership agencies focus on classroom/home-visiting experiences and family engagement along with general and individualized coaching for teachers, and coordination of all other support services provided through the grantee.
Services from MARC include all other supports needed to meet the full complement of Head Start requirements.

3. Tier 3 — Minimum support

Services provided by partnership agencies include program planning and leadership to ensure all components necessary to meet the full complement of Head Start requirements are in place along with coordination of any support services provided by the grantee.

The grant proposes to serve 1,901 children and families through Head Start and 357 children and families through Early Head Start. An overview of the partner agencies, slots in Head Start and/or Early Head Start and proposed award amounts is included on the next page. At the start of the new grant year, MARC will work closely with partner agencies to ease service adjustments resulting from the redesigned tiered approach to service delivery and support, as well as the move to providing additional full-day programming options.

COMMITTEE ACTION:
The grant application was approved by the Mid-America Head Start Policy Council on March 12, 2018, and the Mid-America Head Start Advisory Committee on March 13, 2018.

RECOMMENDATION:
Authorize MARC to apply for a grant to the U.S. Department of Health & Human Services Administration for Children and Families to administer Head Start and Early Head Start programming in Clay, Platte, and Jackson counties in Missouri, in an amount not to exceed $24,536,320 annually, and accept and disburse funds if awarded.

STAFF CONTACT:
Jovanna Rohs
Liz Smith
## Proposed Head Start/Early Head Start 2018-2019 Budget

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ISSUE:
VOTE: Authorize agreements with local governments to share the cost of the 2018 aerial imagery project

BACKGROUND:
Every two years, MARC coordinates an aerial imagery project on behalf of the region’s local governments. MARC acts as the fiscal agent and manages the project while costs are shared among local governments, who are the owners of the imagery. For its services in organizing and managing the project, MARC receives a 2 percent fee as well as access to the imagery for regional planning purposes. By flying a broader area under one common set of specifications, local governments have found they save considerable cost over each jurisdiction conducting its own procurement. In addition, by joining the regional project, each participating local government has access to aerial imagery across the entire region rather than only its own service area, which has proved useful when issues spill over jurisdictional boundaries.

This year, the imagery project is capturing both traditional orthoimagery and LiDAR. Orthoimagery takes aerial photos from directly overhead and processes them to take out the curvature of the earth. This results in photos that can be stitched together into a seamless, high-quality map and used to take measurements for property-tax appraisal purposes. LiDAR uses lasers to map the surface of the earth as well as the heights of buildings and vegetation, and can be used to create contours. The vendors for each type of imagery, Surdex for orthophotography and Kucera for LiDAR, were selected and approved by the Board in November 2017.

Final costs to local governments depend upon the options they selected and the total number of local government partners within each county desiring imagery. In some counties, the county itself purchases the imagery on behalf of the local governments within its boundaries. In other counties, costs are shared between the county and its constituent local governments, with the county generally paying between 60 and 70 percent of the total cost. Remaining costs are allocated among the other local governments operating within the county, based approximately on the relative square miles of their service areas.

The final cost sharing arrangements have been calculated and are provided in the following table:
## BUDGET CONSIDERATIONS:
This project is being conducted under the auspices of KC MetroGIS, the region’s consortium of GIS managers. The Board previously approved agreements for amounts not to exceed $215,000 for Surdex and $172,500 for Kucera. MARC receives a 2 percent fee as the fiscal agent and project manager.

## RECOMMENDATION:
Authorize Executive Director to enter into agreements with local governments to share the cost of the 2018 aerial imagery project for amounts not to exceed those in the table above.

## STAFF CONTACTS:
Frank Lenk  
Jay Heermann
ISSUE: Authorize acceptance of funds from the Ewing Marion Kauffman Foundation to prepare a 2018 Quality of Life report

BACKGROUND: In 2017, the Ewing Marion Kauffman Foundation conducted a survey of approximately 1,000 residents of the Kansas City region concerning their quality of life. Though the survey was designed to help monitor the impact of the Foundation's investments in the region, the Foundation also desired to make the survey results more widely available. The Kauffman Foundation contracted with MARC to prepare a report to the community, which was completed in October 2017 and is available online at [http://www.marc.org/Data-Economy/Featured-Reports/Featured-Reports/Quality-of-Life-in-KC-Report-2017.html](http://www.marc.org/Data-Economy/Featured-Reports/Featured-Reports/Quality-of-Life-in-KC-Report-2017.html).

The Kauffman Foundation intends to conduct such surveys annually for the next several years, and completed its 2018 Survey in January. The Foundation again turned to MARC to make the findings more generally available to the community in the form of a report. This report will focus on how residents’ perception of their quality of life may have changed since the 2017 survey. It is expected to be completed by July, 2018.

BUDGET CONSIDERATIONS: MARC’s Research Services Department conducts economic and demographic research on behalf of the regional community. When the 2017 Quality of Life report was completed, a 2018 grant was viewed as a possibility. However, it was not included in MARC’s 2018 budget.

RECOMMENDATION: Authorize the Executive Director to accept funds in an amount not to exceed $37,000 from the Ewing Marion Kauffman Foundation to prepare a 2018 Quality of Life report.

STAFF CONTACT: Frank Lenk
ISSUE:
VOTE: Authorize execution of a Memorandum of Understanding and receipt of funds from KCATA for FTA Section 5310 planning and programming activities

BACKGROUND:
The Federal Transit Administration provides funding for the Section 5310 Program, also known as the Enhanced Mobility of Seniors and Individuals with Disabilities program. This 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 by the governors of Kansas and Missouri as the designated recipient of these funds for the Kansas City region. 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 (Coordinated 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’ respective roles in planning, programming and administering funds for this program and that MARC receive up to $85,366 from KCATA to assist in the administration of these activities.

BUDGET CONSIDERATIONS:
These funds will be added to the UPWP and MARC budget.

COMMITTEE ACTION:
The just-finished Coordinated Plan will be presented to the MARC Board of Directors for approval as part of a package of amendments to Transportation Outlook 2040 at the April Board meeting.

RECOMMENDATION:
Authorize the Executive Director to execute a Memorandum of Understanding and receive up to $85,366 from KCATA for FTA Section 5310 planning and programming activities.

STAFF CONTACT:
Martin Rivarola
Drew Stiehl
ISSUE: Approve grant applications and a contract agreement for emergency services planning, training and exercises.

VOTE: Approve grant applications and a contract agreement for emergency services planning, training and exercises.

BACKGROUND: MARC seeks authorization for the following emergency services grant applications and agreements:

1. Apply for and accept grant funding from the Kansas Division of Emergency Management on behalf of the Mid-America Local Emergency Planning Committee. The application includes planning funds in the amount of $30,000, and $13,499 for training activities. The grant will support HazMat training, enhancing emergency response plans, hazard analysis, and other appropriate activities. The performance period for the FY19 grant is September 1, 2018–August 31, 2019. A 20 percent in-kind or cash local match is required, and will be met through documented time of local emergency services personnel supporting the work.

2. Authorize the executive director to enter into agreements with Cass, Clay, Jackson, Platte and Ray counties for management and administration of the Mid-America LEPC; and authorize MARC, on behalf of the Mid-America LEPC, to apply for and accept Chemical Emergency Preparedness Fund grants not to exceed $62,300 from the state of Missouri to support the work of the Mid-America LEPC.

   The LEPC collects and maintains information on the types and quantities of hazardous materials at facilities throughout the metropolitan area, develops and updates a regional hazardous materials plan, conducts hazardous materials training courses and exercises, provides technical assistance to counties in developing their local operational plans, monitors legislation and works on state and federal public policy issues related to hazardous materials and emergency response.

   Two primary funding sources support the work of the LEPC: Hazardous Materials Emergency Planning (HMEP) grant from Kansas Department of Emergency Management and the Chemical Emergency Planning Funding (CEPF) through Missouri’s Chemical Emergency Preparedness Fund. The CEPF dollars are awarded to each of the Missouri counties in the Mid-America LEPC. This funding is used to support the operations of the LEPC including training, outreach and staff support. For the 2018-2019 funding cycle, approximately $62,300 is available to the Mid-America LEPC from this fund.

3. Apply for and accept $377,500 for ASPR FY18 Hospital Preparedness Program grant from the Missouri Department of Health and Senior Services. MARC administers the ASPR program on behalf of the Health Care Coalition (hospitals, public health agencies, emergency management and EMS) in Missouri’s Highway Patrol Region A. This grant will be used to strengthen and enhance the readiness of the public health and the health care delivery system to save lives during emergencies that exceed the day-to-day capacity and
capability of the public health and medical emergency response systems. Grant performance period is July 1, 2018—June 30, 2019.

4. Authorize engagement of a contractor with All Clear Emergency Management Group to design, develop, conduct and evaluate an exercise for the Health Care Coalition to test medical surge capacity in handling and transporting a sudden increase in patients at a cost not to exceed $30,000 using ASPR FY17 grant funds. Procurement conducted via request for proposal.

RECOMMENDATION
Authorize submission/acceptance of grant applications and execution of contracts as noted above.

STAFF CONTACTS
Erin Lynch
Cynthia Allen
ISSUE:  
VOTE: Approve minutes of the February 27, 2018 Budget & Personnel meeting

BACKGROUND:  
The minutes of the February 27, 2018, meeting are enclosed.

RECOMMENDATION:  
Approve the minutes of the February 27, 2018, meeting

STAFF CONTACT:  
David Warm  
Nancy Fordham for - Mary Laird
BUDGET AND PERSONNEL COMMITTEE

MID-AMERICA REGIONAL COUNCIL
600 Broadway, Suite 200
Kansas City, Missouri 64105

February 27, 2018
11:15 a.m.
Minutes of Meeting

COMMITTEE MEMBERS PRESENT
Commissioner Rob Roberts, Miami County, Kansas — MARC Board 1st Vice Chair
Commissioner Ron Shaffer, Johnson County, Kansas — MARC Board Past Chair
Councilmember Carol Suter, Gladstone, Missouri - MARC Board Chair
Mayor Randy Rhoads, Lee’s Summit, Missouri - MARC Board Secretary
Commissioner Doug Smith, Leavenworth County, Kansas
Commissioner Bob Holland, Leavenworth County, Kansas
Presiding Commissioner Jerry Nolte, Clay County, Missouri

STAFF PRESENT
David Warm, Executive Director
Nancy Fordham, Executive Assistant
Ron Achelpohl, Director of Transportation and Environment
James Stowe, Director of Aging and Adult Services
Marlene Nagel, Director of Community Development
Carol Gonzales, Director of Finance and Administration
Frank Lenk, Director of Research Services
Jovanna Rohs, Director of Early Learning
Tom Jacobs, Environmental Programs Director
Eric Winebrenner, Public Safety Program Director
Barbara Hensley, Public Affairs Program Director
Becky Hall, Accounting Manager

OTHERS PRESENT
Kaleb Lilly, RubinBrown Partner

CALL TO ORDER
Commissioner Rob Roberts called the Budget and Personnel Committee meeting to order at 11:15 a.m. Self-introductions were made.

FINANCIAL REPORTS AND DISCUSSION
Carol Gonzales introduced Kaleb Lilly, a partner in the RubinBrown firm that will conduct MARC’s annual audit. Mr. Lilly gave a short presentation, noting that as part of the audit he is required to communicate certain information to the board. He discussed the scope of services for the upcoming audit, which will cover MARC’s financial statements and compliance with federal programs, as well as additional reports that are required for MARC’s Solid Waste Management District, Community Services Corporation, and Missouri Department of Health and Human Services. He said the audit will be conducted in accordance with generally accepted financial standards and government standards. Field work will start in March with drafts available in mid-May and a board presentation in late May.
He said any board members with concerns about the audit should feel free to contact him, and asked for any questions. David Warm asked how the firm will determine which specific programs would be audited this year. Mr. Lilly said that is determined by a percentage formula of federal funds and that he would forward a list of specific programs to staff.

**APPROVAL OF CONTRACTS, GRANTS AND OTHER MAJOR EXPENDITURES**

**FINANCE AND ADMINISTRATION**
Mr. Warm reported that an update is needed to the list of trustees for MARC’s Savings Plan and Retirement Plan Trusts following Dorothy Pope’s retirement and asked the board to authorize naming Carol Gonzales to fill the vacant trustee position. The two trusts serve as funding mechanisms for MARC’s employee savings plan and retirement plan. Other trustees are Commissioner Harold Johnson, as MARC Board Treasurer, Mr. Warm and Georgia Nesselrode.

**MOTION:** Councilwoman Carol Suter moved for approval and Commissioner Bob Holland seconded. The motion was approved.

**AGING AND ADULT SERVICES**
James Stowe asked the board’s permission to review two items and hold a single vote, and Commissioner Roberts concurred.

First, Mr. Stowe reported on a regular annual appropriation MARC receives from Jackson County for the purpose of providing eligible Jackson County residents with home-delivered meals. This year, the County appropriated $91,858, which will be distributed among MARC’s nine senior centers within Jackson County, and will allow for the delivery of approximately 10,000 meals. The funds will be into the SFY 2018 area plan budget and expended before June 30, 2018. He asked the board to authorize the receipt and expenditure of the funds as earmarked.

Second, Mr. Stowe reviewed an annual application MARC submits to the Missouri Department of Transportation for funds through the Missouri Elderly and Handicapped Transportation Assistance Program (MEHTAP). These funds are used to provide transportation for senior citizens, as well as 18- to 59-year-old disabled persons, primarily for medical trips. He asked the board to authorize an application for $125,000 for SFY 2019. He said the funds are allocated by a formula and that MARC could expect to receive slightly less, about $118,000-$119,000.

**MOTION:** Mayor Randy Rhoads moved for approval and Commissioner Holland seconded. The motion was approved.

**EARLY LEARNING**
Jovanna Rohs reported on a grant application to the Hall Family Foundation to support implementation of key strategies under the five pillars in the early learning strategic plan. These strategies include the creation and implementation of a regional quality indicator system; implementation of regional early learning workforce development strategies; shared and coordinated measurement, data collection, and reporting systems; and multi-sector coordination of early learning initiatives. Ms. Rohs asked the board to authorize applying for $500,000 for up to two years of program support and accept and disburse the funds if awarded.

**DISCUSSION:** Commissioner Roberts asked how many years has MARC received this grant from the Hall Family Foundation? Mr. Warm stated, the grant has been received off and on for about 25 years.
MOTION: Commissioner Holland moved for approval and Commissioner Ron Shaffer seconded. The motion passed.

RESEARCH SERVICES
Frank Lenk reported on an update to the contract with Surdex Corporation previously approved by the board for a biannual aerial photography project. The project area for imagery to be captured early in 2018 includes Johnson, Wyandotte and Leavenworth counties in Kansas and Platte, Clay, Jackson and a portion of Cass County in Missouri. In November 2018, the MARC Board of Directors approved awarding the contract for orthoimagery to Surdex for an amount not to exceed $183,600. However, it was also stated that “The final overall cost of the 2018 project will depend, in part, upon ultimate specifications for flight height and building lean, the total number of local governments deciding to participate, and whether any partners want add-on imagery...” Since November, a majority of participants decided that they wanted closer flight lines to minimize building lean in the overall 2,700 square mile project area. Additionally, they desired to roughly double the flight lines over the 26 square miles with the tallest buildings and to obtain special tiling of the imagery for communities that requested it. Together, these modifications add a little over $40,000 to the cost of the orthoimagery project compared to the original estimate. As a result, the contract with Surdex is now expected not to exceed $215,000. Mr. Lenk asked the board to approve the modified amount.

DISCUSSION: Councilwoman Carol Suter asked if aerial mapping would still be needed as technology evolves or if local governments would transition to products like Google Earth. Mr. Lenk said that would be possible, but that local governments typically prefer to own their own data so they have more flexibility in how it is used and shared.

MOTION: Commissioner Shaffer moved for approval and Commissioner Holland seconded. The motion passed.

COMMUNITY DEVELOPMENT
Marlene Nagel reported that for a number of years MARC has received various grants from the U.S. Department of Energy to support the use of alternative fuels. In 2016, MARC partnered with the National Association of Regional Councils (NARC) on a “Fleets for the Future” grant designed to achieve nationwide economies of scale for alternative fuel vehicles (AFVs) through aggregated procurement initiatives. Over the course of the two-year grant, MARC worked with fleet managers and vendors to facilitate the purchase of more than 500 vehicles. Recently, the Department of Energy granted NARC a no-cost extension for a period of six months to further its work. NARC has allocated an additional $35,000 for MARC to continue its work through June 30, 2018, and Ms. Nagel asked for board authorization to accept the funds.

DISCUSSION: Commissioner Jerry Nolte asked for clarification on the original amount granted. Ms. Nagel said that MARC had received $350,000 originally. She said the additional $35,000, representing a 10 percent increase, would primarily support additional staff time.

MOTION: Councilwoman Suter moved for approval and Commissioner Holland seconded. The motion passed.

Next, Ms. Nagel presented two grant applications that would support MARC’s workforce development and postsecondary educational attainment efforts. The first application would seek $225,000 from the H&R Block Foundation to expand the KC Degrees program to better support adults for whom English is a second language and help adult learners mitigate the impact of prior debt in order to
facilitate a successful return to college. One-fourth of all KC Degrees’ clients have prior college debt challenges that pose obstacles to returning and completing a certificate or degree. The three-year grant request includes $30,000 for Metropolitan Lutheran Ministries, which has a program to help adult students address their prior debt.

In addition, Lumina Foundation has invited MARC to apply for a new Talent Hub grant. MARC received a Lumina Foundation grant in 2015 to support increasing postsecondary attainment in the metro area, and used the funds to advance human capital work under GradForce KC. The new funds, if awarded, would be used to work with colleges and universities in the region to further strengthen the postsecondary network to serve adult learners. In particular, the focus would be on adults who are first generation college-goers, persons of color and those with limited incomes.

DISCUSSION: Commissioner Nolte asked if William Jewell College was included in the effort. Ms. Nagel said that William Jewell is one of the 17 institutions MARC partners with through GradForce KC and KC Degrees. She also noted that the Lumina grant would focus on those with the highest percentage of students in the targeted audiences described.

MOTION: Commissioner Holland moved for approval and Mayor Randy Rhoads seconded. The motion passed.

Finally, Ms. Nagel reported on changes to MARC’s agreement with the Bistate Cultural District Commission for administrative support. Formed in 1998, the Bistate Cultural District raised $121 million through the four county sales tax before ending the sales tax in 2002. At the end of calendar year 2017, the District had $308,689 in its accounts, and recently approved a payment to Union Station for its current exterior preservation project. After this payment, the District will have just over $50,000 remaining.

MARC’s administrative duties were more extensive in the early years after the commission was formed, but have diminished greatly over time. The changes to the agreement include (1) reducing MARC’s administrative fee from $17,500 to $1,000 annually due to declining Commission resources; (2) helping the Commission meet state requirements to bond its Treasurer by including the Commission under MARC’s insurance through Midwest Public Risk as an additional insured for $150/year; helping the Commission meet state requirements for an annual audit by including it in MARC’s annual audit at no additional cost once its resources fall below a certain level; and changing from quarterly meetings to one annual Commission meeting.

DISCUSSION: Commissioner Shaffer asked if enough members attend quarterly meetings to reach a quorum and Ms. Nagel said that has been a challenge. The Commission only met once in 2017, but would like to stay in operation as an entity in case of future need. No vote was required.

TRANSPORTATION & ENVIRONMENT
Ron Achelpohl reminded the board that ground-level ozone is the region’s primary air quality concern, and that the annual season of daily monitoring and forecasting for ozone levels begins March 1. He shared the Air Quality Public Education committee’s plan a $135,000 media campaign in 2018 to educate the public about actions they may take to protect their health and to reduce emissions that lead to air pollution. This outreach is funded by the Congestion Mitigation/Air Quality program with contributions from both Missouri and Kansas.

DISCUSSION: Commissioner Shaffer asked if any changes were on the horizon with the current EPA administration. Mr. Achelpohl said no, but that the region is close to non-attainment under the
current EPA standards for ozone and will continue to focus on remaining in attainment.

MOTION: Commissioner Shaffer moved for approval and Commissioner Nolte seconded. The motion passed.

Mr. Achelpohl asked the board to authorize two purchases for the Operation Green Light traffic signal coordination program with one vote. First, he reported on a planned $150,000 radio purchase from Electronic Technology, Inc. (ETI) to replace aging distribution radios that send information from towers to traffic signals and from traffic signal to traffic signal. These radios provide communication to over 60 traffic signals, or approximately 9 percent of the distribution radio network. Second, he asked the Board to approve a one-year contract extension with Olsson Associates for traffic signal timing and engineering support services through March 18, 2019, with the extension amount not to exceed $193,332.30. Olsson Associates supports MARC staff in updating and maintaining traffic signal timing plans, system performance measures, signal engineering, troubleshooting and other related work.

MOTION: Commissioner Nolte moved for approval and Commissioner Holland seconded. The motion passed.

Tom Jacobs asked for authorization for two grant applications. MARC is seeking $250,000 from the Health Care Foundation of Greater Kansas City to support continued regional green infrastructure work. The grant would help MARC engage neighborhoods to identify, plan and implement green infrastructure strategies on vacant lots in the Urban Neighborhood Initiative area of Kansas City, Missouri, and in Clifton Park in Kansas City, Kansas. MARC will carry out this work in partnership with the city of Kansas City, Missouri, Unified Government, Urban Neighborhood Initiative and Central Avenue Betterment Association. The second grant, submitted to the Federal Highway Administration, would support a Blue River Watershed Feasibility Study. MARC requested $150,000 from the FHWA Resilience and Durability to Extreme Weather Pilot Program to fund modeling of flood risks in the Blue River watershed in partnership with Kansas State University, contracting with the university to conduct modeling and technical analysis for an amount not to exceed $52,500. Work would be integrated with the Integrated Blue River Watershed Feasibility Study currently being carried out in partnership with Johnson County, Kansas, and Kansas City, Missouri. Project recommendations would be evaluated for inclusion in the watershed study and in the regional transportation plan. Mr. Jacobs said that just before the meeting he has learned that FHWA approved the grant.

DISCUSSION: Councilwoman Suter said that flooding in the region over the past year elevated awareness of the need for this type of planning.

MOTION: Commissioner Holland moved for approval and Commissioner Shaffer seconded. The motion passed.

EMERGENCY SERVICES & PUBLIC SAFETY

Eric Winebrenner asked the Board to consider three items with one vote. The first item would authorize an agreement with Commenco, Inc. for the purchase and installation of point-to-point microwave links for the Raymore Police Department PSAP at a cost of $58,993.19. The second item would authorize a similar agreement with Commenco, Inc., for the Riverside Police Department PSAP, at a cost of $31,798.59. The third item would authorize renewal of an agreement with Airbus for software support for the Miami County Sheriff’s Office and Johnson County Emergency Communications Center PSAPs, at a total cost of $185,756.96. All three items were approved by the Public Safety Communications Board in December.
MOTION: Commissioner Holland moved for approval. Commissioner Shaffer seconded. The motion passed.

APPROVAL OF CONSENT AGENDA (ADMINISTRATIVE MATTERS AND MINOR EXPENDITURES)
Commissioner Roberts called for a motion to approve the consent agenda, which consisted of approval of the January minutes.

MOTION: Mayor Rhoads moved for approval, and Councilwoman Suter seconded. The motion passed.

OTHER BUSINESS
Commissioner Roberts asked if there was any other business to come before the board, and none was presented.

ADJOURNMENT
The meeting was adjourned at 11:50 a.m.

MINUTES APPROVED:

_______________________________
Harold Johnson Jr., Chair

_______________________________
Date