AGENDA

1. Approve Contracts, Grants and Other Major Expenditures

   CORE CAPACITIES
   a. VOTE: Approve the Revised 2019 and Proposed 2020 MARC Budgets
   b. VOTE: Authorize an Agreement with RubinBrown for the 2019 Audit

   EFFECTIVE LOCAL GOVERNMENT
   c. VOTE: Approve Local Government Dues for 2021

   SAFE AND SECURE COMMUNITIES
   d. VOTE: Approve a Contract with SecuLore Solutions to Provide Cybersecurity Monitoring and Risk Assessment for the MARC 9-1-1 Regional System
   e. VOTE: Authorize payment to the Direct-Action Resource Center to provide a Counter-Terrorism Operations Planning Course in the Kansas City Metro in February 2020

   QUALITY EARLY LEARNING
   f. VOTE: Approve Grant Applications to the United Way of Greater Kansas City and the Stanley H. Durwood Foundation, to Support the Regional Early Learning System

   THRIVING OLDER ADULTS
   g. VOTE: Authorize the release of SFY 2021 Aging and Adult Services Request for Proposals
   h. VOTE: Approve contracts with three in-home assessors for Aging and Adult Services, and authorize the continuation of the rolling Request for Qualifications for additional assessor services

2. VOTE: Approve Consent Agenda (Administrative Matters and Minor Expenditures)
   a. Approve the Minutes of the November 26, 2019, Meeting

3. Other Business

4. Adjournment
ISSUE:
VOTE: Approve the Revised 2019 and Proposed 2020 MARC Budgets

BACKGROUND:
MARC’s annual budget is adopted each December for use as a management tool that will guide financial activity over the next fiscal year, which is the calendar year. Like most organizations, MARC has funding streams and programs that overlap and flow through multiple years. MARC’s budget has added complexities because the agency receives funds from more than 100 federal, state and local agencies and programs in a typical year, each with its own start and end dates and reporting requirements. During the course of the budget year, new programs may be initiated and new funding sources that support our policy goals, may become available. It is our practice to revise the budget late in the year, to capture any changes to the initial revenue and expenditure projections.

MARC’s 2020 budget is stable, including continued funding sources in almost all priority areas. The 2020 work plan is integrated with the budget, and illustrates the linkages between revenue, expenditures, policy goals and work programs.

Staff reviewed the budget with the Budget and Personnel Committee at the November meeting, and will provide additional information at the December meeting. Members of the MARC Board are asked to approve the revised 2019 budget and the proposed 2020 budget. The revised 2019 budget adjusts expenditures based on actuals to date. The complete budget document draft is available online at: https://www.marc.org/About-MARC/General-Information/Board-of-Directors/Board-Meeting-Packets

BUDGET CONSIDERATIONS:
The following are total budget numbers for the revised 2019 and proposed 2020 budgets. Annual revenues and expenses differ in budget years due to fluctuations in fund balances.

<table>
<thead>
<tr>
<th></th>
<th>Revised 2019</th>
<th>Proposed 2020</th>
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<tr>
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RECOMMENDATION:
Approve the revised 2019 and proposed 2020 MARC budgets.

STAFF CONTACT:
Carol Gonzales
Becky Hall
Katelyn Click
Joanne Bussinger
ISSUE:
VOTE: Authorize an Agreement with RubinBrown for the 2019 Audit

BACKGROUND:
RubinBrown audited MARC for fiscal years 2011 through 2015. During the fall of 2016, MARC staff conducted a request for proposals (RFP) process for the audits of fiscal years 2016 through 2020. The MARC Board of Directors approved the selection of RubinBrown for annual audit services with the understanding that the Board would reaffirm the engagement on an annual basis. It is now time to engage the audit firm for the audit of fiscal year 2019.

A summary of the actual and estimated fees is shown below. The audit firm's 2016 to 2020 proposal included a provision for fees of $5,000 for each additional major Type A federal program above the three programs included in the base fee amount. Depending upon the variety and dollar amounts of actual federal grant funds expended during the calendar year and applying the Uniform Grant Guidance single audit selection criteria, it is uncertain how many major Type A programs will be audited until the final expenditures are known.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Base Fees</th>
<th>Additional Major Programs Audited ($5,000 each)</th>
<th>Aging Program - State Procedures</th>
<th>Combined Fees Billed</th>
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<td>2016</td>
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<td>$3,200</td>
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<tr>
<td>2017</td>
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<tr>
<td>2018</td>
<td>$70,760</td>
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<tr>
<td>2019 Est.</td>
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<td>$5,000</td>
<td>$77,800</td>
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</table>

RubinBrown is beginning the planning process for the FY 2019 audit. At this point in time, we anticipate that the audit firm may have to audit four major Type A programs (like 2016), resulting in estimated fees of approximately $77,800.

BUDGET CONSIDERATIONS:
Funding for the annual audit fees are included as an indirect cost in the clearing fund budget.

RECOMMENDATION:
Approve the RubinBrown audit engagement letter for FY 2019 at an estimated cost of $77,800.

STAFF CONTACT:
Carol Gonzales
Becky Hall
ISSUE:
VOTE: Approve Local Government Dues for 2021

BACKGROUND:
Counties and cities in the region support MARC programs in a number of ways. Although dues and voluntary contributions are less than 2% of MARC’s overall budget, they are unrestricted funds that provide a foundation for a broad range of regional programs and initiatives, and they can be used as matching funds to leverage federal, state and private grants.

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

In order to provide enough time for agencies to include MARC dues in their budget, staff brings modifications to the board for consideration a year ahead, in this case the recommendation is for 2021. Last December, the Board approved an increase of up to 3% for 2020. Staff has studied these (Members’ Dues, Aging Local Match, Voluntary Dues, GIF, GTI), and other local government fees such as the transportation project fees and the salary survey, and determined that the final recommendation for the Board will be 2% for 2020, which aligns with the budget. Staff is proposing the Board approve a 2% increase in 2021.

BUDGET CONSIDERATIONS:
Below is a chart that shows a five-year history of contributions to each program and attached is a more detailed schedule showing the amounts by agency, by program.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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<tbody>
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<td>Members’ Dues</td>
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<td>$405,643</td>
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<td>71,785</td>
<td>72,703</td>
<td>73,637</td>
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<td>78,265</td>
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<td>Voluntary Dues</td>
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<td>66,300</td>
<td>68,159</td>
<td>69,435</td>
<td>70,709</td>
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<td>137,427</td>
<td>138,517</td>
<td>141,634</td>
<td>161,457</td>
<td>164,689</td>
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<td>Government Training Institute</td>
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<td>76,412</td>
<td>75,444</td>
<td>79,493</td>
<td>87,628</td>
<td>89,389</td>
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<td><strong>Total</strong></td>
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<td><strong>$741,801</strong></td>
<td><strong>$752,505</strong></td>
<td><strong>$769,842</strong></td>
<td><strong>$810,288</strong></td>
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<tr>
<td><strong>Summary of Increases</strong></td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
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</table>

RECOMMENDATION:
Approve a 2% increase in local government member and voluntary dues, GTI and GIF membership dues, and the Aging Local Match for 2021.
AGENDA REPORT
Budget and Personnel Committee

STAFF CONTACT:
Carol Gonzales
Becky Hall
## MARC Local Dues Combined - Basic, Voluntary, GIF, GTI, and Aging

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Basic Local Dues</th>
<th>Voluntary Dues</th>
<th>GIF Dues Requested</th>
<th>GTI Dues Requested</th>
<th>Aging Local Dues</th>
<th>2020 Combined Total</th>
<th>Proposed 2021 Combined Total</th>
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</thead>
<tbody>
<tr>
<td>Cass County</td>
<td>19,903</td>
<td>4,157</td>
<td>746</td>
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<td>$27,468</td>
<td>$28,023</td>
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Total Member's Dues  
<table>
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<tr>
<th>Basic Local Dues</th>
<th>Voluntary Dues</th>
<th>GIF Dues Requested</th>
<th>GTI Dues Requested</th>
<th>Aging Local Dues</th>
<th>2020 Combined Total</th>
<th>Proposed 2021 Combined Total</th>
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<tbody>
<tr>
<td>$413,763</td>
<td>$0</td>
<td>$83,824</td>
<td>$58,529</td>
<td>$76,731</td>
<td>$632,847</td>
<td>$645,513</td>
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</table>

Basehor            | 512            | 347               | 343               | $1,202           | $1,225             |
Belton             | 2,566          | 3,466             | 746               | $6,778           | $6,908             |
Blue Springs       | 5,836          | 4,157             | 1,491             | $11,484          | $11,702            |
Bonner Springs     | 812            | 694               | 343               | $1,849           | $1,884             |
Buckner            | 341            | 347               | 343               | $1,031           | $1,052             |
Claycomo           | 159            | 347               | 343               | $849             | $866               |
De Soto            | 635            | 694               | 343               | $1,672           | $1,704             |
Edgerton           | 185            | 347               | 343               | $875             | $893               |
Edwardsville       | 482            | 347               | 343               | $1,172           | $1,194             |
Excelsior Springs  | 1,230          | 2,078             | 343               | $3,651           | $3,722             |
Fairway            | 431            | 347               | 343               | $1,121           | $1,143             |
Garden City        | 182            | 347               | 343               | $872             | $890               |
Gardner            | 2,123          | 3,466             | 746               | $6,335           | $6,457             |
Gladstone          | 2,821          | 4,157             | 746               | $7,724           | $7,872             |
Grain Valley       | 1,427          | 2,078             | 343               | $3,848           | $3,923             |
Grandview          | 2,717          | 3,466             | 746               | $6,929           | $7,062             |
Greenwood          | 580            | 694               | 343               | $1,617           | $1,648             |
Harrisonville      | 1,112          | 694               | 746               | $2,552           | $2,601             |
 Kearney           | 930            | 694               | 343               | $1,967           | $2,005             |
Lake Lotawana      | 215            | 347               | 343               | $905             | $923               |
Lansing            | 1,250          | 2,078             | 343               | $3,671           | $3,743             |
Lawson             | 275            | 347               | 343               | $965             | $983               |
Leavenworth        | 3,913          | 4,157             | 1,491             | $9,561           | $9,744             |
Leawood            | 3,537          | 4,157             | 1,491             | $9,185           | $9,362             |
Lenexa             | 5,349          | 4,157             | 2,238             | $11,744          | $11,968            |
Liberty            | 3,236          | 4,157             | 746               | $8,139           | $8,295             |
Louisburg          | 479            | 347               | 343               | $1,169           | $1,192             |
Merriam            | 1,221          | 2,078             | 746               | $4,045           | $4,124             |
Mission            | 1,035          | 694               | 343               | $2,072           | $2,111             |
Mission Hills      | 388            | 347               | 343               | $1,078           | $1,099             |
North Kansas City  | 467            | 347               | 746               | $1,560           | $1,591             |
Oak Grove          | 853            | 694               | 343               | $1,890           | $1,927             |
Osawatomie         | 494            | 347               | 343               | $1,848           | $1,870             |
Paola              | 622            | 694               | 343               | $1,659           | $1,691             |
Parkville          | 616            | 694               | 343               | $1,653           | $1,686             |
Peculiar           | 511            | 347               | 343               | $1,201           | $1,225             |
Platte City        | 521            | 347               | 343               | $1,211           | $1,234             |
Pleasant Hill      | 901            | 694               | 343               | $1,938           | $1,975             |
Pleasant Valley    | 329            | 347               | 343               | $1,019           | $1,039             |
# MARC Local Dues Combined - Basic, Voluntary, GIF, GTI, and Aging

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Basic Local Dues</th>
<th>Voluntary Dues</th>
<th>GIF Dues Requested</th>
<th>GTI Dues Requested</th>
<th>Aging Local Dues</th>
<th>2020 Combined Total</th>
<th>Proposed 2021 Combined Total</th>
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<tbody>
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<td>Prairie Village</td>
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<th>$77,633</th>
<th>$29,099</th>
<th>$0</th>
<th>$177,441</th>
<th>$180,860</th>
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</thead>
</table>

| Grand Total Local Dues | $413,763 | $70,709 | $161,457 | $87,628 | $76,731 | $810,288 | $826,373 |
ISSUE:
VOTE: Approve a Contract with SecuLore Solutions to Provide Cybersecurity Monitoring and Risk Assessment for the MARC 9-1-1 Regional System

BACKGROUND:
SecuLore’s Overwatch service provides monitoring by implementing behavioral-based cybersecurity that is customized specifically for public safety and is designed to identify threats that are often missed by other layers of security. SecuLore Overwatch includes the support of a dedicated cyber analyst, daily network checks, weekly cybersecurity reports and automated cybersecurity alerts.

SecuLore CyberBenchmark is the only cybersecurity risk assessment built specifically for public safety and based upon FCC, APCO, DHS, and NIST best practices. SecuLore will provide passive data capture and in-depth data analysis. SecuLore will provide CyberBenchmark reports, vulnerability reports, National Institute of Standards and Technology (NIST) risk analysis checklist, key cybersecurity policies, a cyber incident response plan and a master internet protocol list.

BUDGET CONSIDERATIONS:
The cost for SecuLore’s Overwatch service and CyberBenchmark is $117,480 per year. These costs will be billed quarterly and paid for with 911 cybersecurity allocations. The discounts on this service are provided by the use of the Houston/Galveston Area Cooperative contract.

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<th>REVENUES</th>
<th>Amount</th>
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<tr>
<td>Source</td>
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<td>911 Cybersecurity Allocation</td>
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<tr>
<th>PROJECTED EXPENSES</th>
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</thead>
<tbody>
<tr>
<td>Personnel (salaries, fringe, rent)</td>
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<td></td>
</tr>
<tr>
<td>Contractual</td>
<td>$117,480</td>
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<tr>
<td>Pass-Through</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other (supplies, printing, etc.)</td>
<td>-</td>
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COMMITTEE ACTION:
The Public Safety Communications Board approved the use of these funds in the 2020 Regional 911 Budget.

RECOMMENDATION:
Approve a one-year contract with SecuLore Solutions, not to exceed $117,480, to provide cybersecurity services for the MARC 9-1-1 Regional System.

STAFF CONTACT:
Eric Winebrenner
ISSUE:  
VOTE: Authorize payment to the Direct-Action Resource Center to provide a Counter-Terrorism Operations Planning Course in the Kansas City metro in February 2020.

BACKGROUND:  
In 2017, MARC was awarded a three-year Complex Coordinated Terrorist Attack (CCTA) grant from the US Department of Homeland Security to increase regional and local capabilities to deter, respond to and recover from multiple coordinated terrorist threats. Assessments have been completed for each of the nine counties and five largest cities in the region, and work is underway to develop training to address gaps for local agency personnel. One of the training gaps that law enforcement agencies identified was the lack of training in specialized tactics for police officers to engage and counter-maneuver against trained, motivated attackers.

Over the past year, 53 officers from the Kansas City region have attended a week-long, hands-on training course at the Direct-Action Resource Center (DARC) in Arkansas. This center has trained police officers in counter-terrorism since 1996, using a facility built exclusively for tactical urban training. The week-long Law Enforcement Counter Terrorism Course Level 1 (LECTC-1) expands the officers’ scope of knowledge against a trained attacker, their reaction to counter measures, and engagement and combat against multi-attackers. These 53 officers were sent to LECTC-1 training at the facility in Arkansas with the intent for them to return to the region and use their new knowledge to help develop customized regional training for an additional 4,000 officers across the metro area.

DARC also teaches a Counter-Terrorism Operations Planning Course (CTOPS). FEMA recently approved MARC to offer CTOPS training in the Kansas City region in February 2020. This training will involve first line supervisors and senior command to focus on target areas in their jurisdictions with the result of starting a terrorism emergency plan and focus on mutual aid plans for the region. Due to our established relationship with DARC, they are willing to conduct the initial training of 40 officers here, at the KCPD academy facility, rather than in Arkansas. This will allow each of our partner jurisdictions the opportunity to send several officers.

BUDGET CONSIDERATIONS  
The total cost for the training is $25,000. The funding for this week-long training, approved by the CCTA task force, will come through the CCTA grant.

COMMITTEE ACTION  
The Regional Homeland Security Coordinating Committee has included these expenses in the CCTA budget.

RECOMMENDATION  
Authorize payment to DARC of $25,000 for CTOPs training for 40 officers in the Kansas City region.

STAFF CONTACT  
Erin Lynch  
Diana Mendoza-Cauley
ISSUE:
VOTE: Approve Grant Applications to the United Way of Greater Kansas City and the Stanley H. Durwood Foundation, to Support the Regional Early Learning System

BACKGROUND:
MARC’s Department of Early Learning provides leadership for the development and implementation of a community-driven, outcomes-based plan for a comprehensive early learning system.

The United Way and Durwood Foundation grants will provide general operations support for efforts to develop, expand and strengthen the regional early learning system. Funds from these grants will be used to support personnel and contractual costs to:

- Pilot a newly created Family Child Care Profile
- Expand Early Learning Program Profile implementation
- Implement an entry-level early care and education pathway for parents and caregivers to address the need for more qualified teacher assistants in early learning classrooms
- Expand implementation of the Kindergarten Observation Form (KOF) and the Pre-Kindergarten Observation Form (PKOF) to measure school readiness
- Strengthen early learning and child health data available for decision making and community planning mechanisms

Funding for these projects will expand efforts to increase access to quality early learning programs, address critical early learning workforce needs, provide a greater context for understanding school readiness factors and the availability of early learning services, as well as equity and access issues affecting children and families in the Greater Kansas City Metropolitan area.

BUDGET CONSIDERATIONS:
Funding from this general operations grant will be included in the FY20 budget.

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<tr>
<th>REVENUES</th>
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<td>Source</td>
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<th>PROJECTED EXPENSES</th>
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REVENUES

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<th>$150,000</th>
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<tr>
<td>Source</td>
<td>Stanley H. Durwood Foundation</td>
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PROJECTED EXPENSES

| Personnel (salaries, fringe, rent) | $100,000 |
| Contractual                         | $50,000 |
| Pass-Through                         | -       |
| Other (supplies, printing, etc.)    | -       |

RECOMMENDATION:
Authorize MARC to submit a grant application to the United Way of Greater Kansas City for $42,750 and to the Stanley H. Durwood Foundation for $150,000 and if awarded, accept and disburse grant funds to support the regional early learning system.

STAFF CONTACT:
Jovanna Rohs
Kyle Matchell
ISSUE:
VOTE: Authorize the release of SFY 2021 Aging and Adult Services Request for Proposal

BACKGROUND:
To strategically plan for the next program year, the Department of Aging and Adult Services and MARC Commission on Aging will develop several Requests for Proposals (RFPs) for services to begin on July 1, 2020 and extend through June, 2021.

Services include:

- Telephonic Care Management: Individualized connection to social and non-medical resources based upon a care plan that is developed during an in-home assessment. The telephonic approach is anticipated to be added to the service array of providers who offer face-to-face care management. This approach offers MARC more flexibility when developing integrated care programs and offerings.
- Tai Chi for Arthritis: Adapt the rolling Integrated Care Network Partner Services RFP to include the 16-session balance and exercise course, Tai Chi for Arthritis.
- Community Center Services for Jackson and Platte Counties: Community center services include congregate meals, transportation to the site, some home-delivered meals, selective on-site preparation of meals, and a variety of educational offerings at the site.
- Medically Sensitive Home-Delivered Meal Services: Similar to medically tailored meals, but do not require physician prescription, these nutritious meals support clients with a variety of medical conditions. Client choice in food item selection, local food sourcing, and local packaging are emphasized in this service line.

The RFP documents will be released on Friday, January 31, 2020. Proposals submitted in response to these documents will be due at the MARC office no later than Friday, March 6, 2019.

BUDGET CONSIDERATIONS:
MARC policies and procedures require a formal bid process if the anticipated amount exceeds $25,000.

COMMITTEE ACTION:
The RFP release was presented to the Commission on Aging through the December electronic voting procedure. Commission member votes were tabulated, and they recommended the release be approved by the MARC Board.

RECOMMENDATION:
Authorize the release of SFY 2021 Aging and Adult Services RFPs to include telephonic care management, community center services for specified counties, Tai Chi for arthritis, and medically sensitive home-delivered meals.
ISSUE:
VOTE: Approve contracts with three in-home assessors for Aging and Adult Services, and authorize the continuation of the rolling Request for Qualifications for additional assessor services.

BACKGROUND:
As MARC continues to expand its integrated care services, there is an ongoing need for qualified assessors. Contract assessors complete mandatory in-home assessments for federal requirements under the Older Americans Act, as well as Medicaid Re-Assessments for the State of Missouri using the InterRAI validated assessment tool. They also conduct “options counseling” duties for the Veteran-Directed Care program and similar integrated care duties across several health contracts through private funding sources. Due to increasing demand for comprehensive in-home assessments of clients across the health sector, the capacity for quality assessments is viewed as an Aging and Adult Services strategic priority.

Contractors are selected through a competitive, rolling Request for Qualifications (RFQ) process. This process involves a continually open RFQ, to ensure a steady supply of qualified assessors which are always in demand. Each contractor must meet or exceed the qualifications required to be employed as a Missouri Department of Health and Senior Services Adult Protective and Community Services Worker II, including years of experience requirements and a minimum of a bachelor’s degree in a health or human services field. MARC is seeking approval to contract with Sarah Albin, Tammera Davis, and Tristan Davis, each of whom meet or exceed those qualifications, and each have prior experience in human services assessment.

BUDGET CONSIDERATIONS:
Each assessor contract is initially made for $25,000 and may be amended depending upon productivity and mix of assessments completed. As contractors, assessors are provided scheduling flexibility.

Fees for Older Americans Act assessments are a part of the overall service cost for the service lines that require in-home assessments (in-home services, and home-delivered meals).

Fees for Medicaid Re-Assessments are considered revenue for MARC and come from a flat rate of $75 per completed assessment. To-date in SFY 20, MARC completed Medicaid Re-Assessments totaling compensation of $71,925 dollars, and net revenue of $45,195 after assessor payments.

COMMITTEE ACTION:
These contracts were presented to the Commission on Aging through the December electronic voting procedure. Commission member votes were tabulated, and they recommended they be approved by the MARC Board.

RECOMMENDATION:
Approve initial contracts of up to $25,000 each for three assessors (Sarah Albin, Tammera Davis and Tristan Davis) and authorize continuation of the rolling RFQ for additional assessor services.

STAFF CONTACT:
James Stowe
Shannon Halvorsen
ISSUE:
VOTE: Approve the minutes of the November 26, 2019 meeting

BACKGROUND:
The minutes of the November 26, 2019 meeting are enclosed.

RECOMMENDATION:
Approve the minutes of the November 26, 2019 meeting.

STAFF CONTACT:
David Warm
Kerry Kudron
COMMITTEE MEMBERS PRESENT
Commissioner Rob Roberts, Miami County, Kan., - MARC Board Chair
Commissioner Harold Johnson Jr., Unified Government of Wyandotte County/Kansas City, Kan. - MARC Board 2nd Vice Chair
Mayor Eileen Weir, Independence, Mo. - MARC Board Treasurer
Mayor Carson Ross, Blue Springs, Mo. - MARC Board Secretary
Mayor Carol Suter, Gladstone, Mo, MARC Immediate Past Board Chair
Mayor Pro Tem Beto Lopez, Lee’s Summit, Mo.
Councilmember Marge Vogt, Olathe, Kan.
Councilmember Curt Skoog, Overland Park, Kan.
Presiding Commissioner Jerry Nolte, Clay County, Mo.
Commission Chairman, Ed Eilert, Johnson County, Kan.

STAFF PRESENT
David Warm, Executive Director
Jovanna Rohs, Director of Early Learning and Head Start
Carol Gonzales, Director of Finance and Administration
Becky Hall, Financial Accounting Manager
James Stowe, Director of Aging and Adult Services
Eric Winebrenner, Public Safety Program Director
Barbara Hensley, Public Affairs Program Director
Katelyn Click, Grant Manager
Joanne Bussinger, Grant Manager
Ron Achelpohl, Director of Transportation and Environment
Marlene Nagel, Director of Community Development
Kerry Kudron, Executive Assistant

CALL TO ORDER
Mayor Weir called the meeting to order at 11:16 a.m.

CORE CAPACITIES
REPORT: Overview of the MARC Budget and Work Plan for 2020
David Warm, Executive Director at MARC reported that the budget will be presented in two parts, including an initial overview at the board meeting today. At the December board meeting, the financial schedules will be reviewed, there will be a focus on the work plan, and final adoption of the budget and work plan will be conducted. Last year, the work program and budget were combined to create a better sense of how funds are invested towards pre-determined objectives. The draft budget reflects a stable financial outlook. The major federal programs that MARC frequently relies on appear to be stable. The budget and work plan are organized around strategic goals. Mr. Warm suggested that there are three financial items to focus on: whether indirect costs and overhead are being managed in proportion to the rest of MARC’s resources, health insurance
costs for personnel, and the local government fund. Within the local government fund, a contingency fund has been created to respond to emergencies and this fund continues to grow.

Carol Gonzales, Director of Finance and Administration at MARC presented the draft budget. Ms. Gonzales reported that multiple committees contribute to the budget and work plan and hold a financial responsibility. Each committee has reviewed the budget for their area of work and has provided input. The budget-at-a-glance section will be discussed in detail at the board meeting. The financials are examined in two different ways: how resources are used, related to the programmatic work that is done and funding, which follows an accounting and financial structure. Ms. Gonzales reviewed the policy goals section of the budget and explained how interrelated MARC’s program work is. The Exemplary Core Capacities section looks slightly different, in that the resources that are allocated are more embedded in the programs and supported by indirect funds.

Revenues do not always match expenditures due to varying grant timelines within a calendar year. Key changes that have a financial impact on the budget for 2020 are outlined in the document. These changes include funding for the Managed Services Network, a change in funding for the Double Up Food Bucks program, the regional 911 system expansion, participation in the G2U Initiative, a Wetlands Development grant and funding for work on the 2020 Census, along with grants that will be ending. The revenue outlook is a draft only and will be updated for the December meeting. Many of the grants that MARC receives require a match through funds, time, or something of value. These matches are tracked as contributed services. MARC is planning for a 2% increase for local dues and fees in 2020 and the graph in the document explains the allocations. The expenditure highlights were reviewed as well as salaries and benefits. MARC has budgeted for a 10% increase in health insurance for 2020. During the recession in 2008-2009, some benefits were altered as a cost savings measure. Included in the 2020 budget is the replacement of a four-hour personal holiday with an eight-hour day the day after Thanksgiving. This will have about a $20,000 impact to the budget. Larger capital items in the budget include the Regional 911 System and Operation Green Light, which are technologically driven. In order to stay on top of new technology, there are related cost implications.

A forecast of MARC’s indirect cost rate was conducted to see how much room there was for discretionary expenditures, and how those funds can be allocated to meet goals. The need for cybersecurity has increased and has had an impact on expenses. The long-term contingency fund is steadily increasing. The goal for the balance of this fund is 12% of annual salaries, fringe benefits, indirect costs and rent, and the fund is currently at about 9.2%. Ms. Gonzales reported that she will review the individual funds at the December board meeting.

DISCUSSION: Councilmember Vogt and Mayor Weir commended the financial staff for a well-done, informative report.

THRIVING COMMUNITIES
VOTE: Update on the KC Degrees program and authorize the submission of grant applications to support and expand the KC Degrees program
Marlene Nagel, Director of Community Development at MARC stated that there would be a report on the KC Degrees program at the board meeting. Work started in 2014 with a group called Grad Force KC, made up of representatives from colleges, universities and workforce partners, focused on increasing post-secondary education attainment. Out of this group, KC Degrees was formed in 2016. The Ewing Marion Kauffman Foundation provided initial funding for the program. KC Degrees has a strong and continuing relationship with KC Scholars, a scholarship program that helps both youth and adults with college expenses. In January, KC Degrees will be meeting with KC Scholars to create a budget and work plan for 2020. There is great opportunity to expand the KC Degrees program and partner with workforce investment boards, a technical institute called Skilled KC and employers with workers who would benefit from post-secondary education. MARC would like
authorization to submit applications to various funders, to secure funds that will be used to continue and expand the KC Degrees program in 2020.

MOTION: Councilmember Skoog moved for approval and Councilmember Vogt seconded. The motion passed.

VOTE: Authorize an agreement with Solera Health, to provide health promotion education for the Managed Services Network
James Stowe, Director of Aging and Adult Services at MARC requested that he present on the next two agenda items and conduct one vote for both.
Mr. Stowe reported that Solera Health is a company based out of Phoenix that works with health plans. Solera has an advantage in that they can address a health plan’s entire membership base and offer programming in tiers. Solera would like to utilize MARC and the network of community-based organizations that MARC has, to deliver programs regarding fall prevention and social isolation interventions in the Kansas City region. The amount has been negotiated lower than what is stated in the report that was provided. The estimated total would be about $210,000 for the first year of service. These classes will be conducted through community-based organizations. MARC may manage the contract directly or on behalf of the Missouri Association of Area Agencies on Aging. The contract will extend to 30 counties in Missouri and two counties in Kansas.

VOTE: Authorize a grant proposal to the Menorah Heritage Foundation to develop an evaluation of the Managed Services Network
Mr. Stowe said that research scientists in the community, under the Quality and Value Innovation Consortium (QVIC), focus specifically on implementation science. Implementation science is a distinct, new addition to health care designed to identify when discoveries in health care are not being implemented and determine how to bring them into service. This work extends into community service organizations as well. He asked the Board to authorize MARC to submit a grant proposal to the Menorah Heritage Foundation for $50,000 to develop an evaluation with QVIC and assist with implementation of the of the Managed Services Network.

MOTION: Councilmember Skoog moved for approval of both agenda items and Commissioner Roberts seconded. The motion passed.

QUALITY EARLY LEARNING
VOTE: Authorize a grant application to the Sherman Foundation to support the regional early learning system
Jovanna Rohs, Director of Early Learning and Head Start at MARC reported that the Department of Early Learning would like to apply for a grant for $35,000, through the Sherman Foundation, to support personnel costs. These personnel costs are related to the creation and pilot of the family child care profile and the expansion of the early learning program profile, implementation of an education pathway for Head Start parents and caregivers to become qualified teaching assistants, implementation of the kindergarten and pre-kindergarten observation form to measure school readiness, and strengthening early learning and child health data available for decision making and planning.

MOTION: Mayor Pro Tem Lopez moved for approval and Mayor Ross seconded. The motion passed.

EFFECTIVE LOCAL GOVERNMENT
VOTE: Authorize renewal of a contract with Rita Parker for cooperative purchasing coordination services
Ms. Nagel reported that the cooperative purchasing program was established in 2003. At that time, an RFP was issued for a consultant to assist with the program. Rita Parker, a former City of Lee’s Summit staff member who specialized in purchasing, was chosen. Ms. Parker has been a consultant with MARC, working 25 to 30 hours a week since 2003. MARC recognizes the need to periodically review contractor
agreements. Ms. Parker has developed valuable relationships and expertise with local governments that are served. MARC now has a strong relationship with the Houston/Galveston purchasing cooperative which allows our organizations to take advantage of the purchase of specialized and heavy equipment from local vendors at competitive prices. The cooperative purchasing program is also able to respond to local agency needs, saving the agencies time and effort in the procurement process. MARC would like to continue to contract with Ms. Parker for another year in order to continue delivering high quality service. Ms. Parker has made a commitment to look for ways to further add to the quality and depth of the cooperative purchasing program. A continued contract for one more year with Ms. Parker would total $56,880. MARC receives a small amount from each purchase that is made through the program. These funds are used to pay for Ms. Parker’s contract.

MOTION: Mayor Ross moved for approval and Commissioner Roberts seconded. The motion passed.

HEALTHY ENVIRONMENT

VOTE: Approve a regional Brownfield Coalition assessment grant application to the U.S. Environmental Protection Agency and, if awarded, agreements with the EPA and project partners

Ms. Nagel reported that MARC previously submitted a grant application to the EPA for a regional Brownfield Coalition assessment grant. The application was rated highly but was not funded. MARC has studied the review from that application and has made changes accordingly. This grant funding would allow MARC to work with local communities in Jackson and Wyandotte counties, where there are many Brownfield properties. The grant would pay for the assessment of properties, in order to be in a better position for reinvestment. MARC would like to apply for a total of $600,000. A portion of this total would be used to manage the grant and the contracting. MARC would work closely with the Kansas City, Missouri Brownfields office, who has received these grants in the past. The Kansas City, Missouri office didn’t spend down 75% of their awarded grant money, so they are not eligible to apply this cycle. MARC would be passing through most of the funds to receive support from the Kansas City, Missouri Brownfields office and to pay for the contractual environmental assessments. Kansas City, Missouri is applying for a regional grant that would cover the cost of the actual clean up of properties.

DISCUSSION: Commissioner Nolte asked if Kansas City in Clay County and Platte County would be involved in this effort. Ms. Nagel stated that they would not, partly due to the distress criteria that the EPA is requiring. Kansas City in Jackson County and in Unified Government of Wyandotte County met the distressed criteria that would make MARC a competitive applicant for the grant.

MOTION: Councilmember Vogt moved for approval and Mayor Pro Tem Lopez seconded. The motion passed.

SAFE AND SECURE COMMUNITIES

VOTE: Authorize MARC to accept a grant from the Kansas 911 Coordinating Council to upgrade the public safety microwave network

Eric Winebrenner, Public Safety Program Director at MARC said he would present on four public safety items and asked the Board to conduct one vote on all four items. Mr. Winebrenner reported that MARC would like to apply for a total of $300,000 to replace and upgrade existing microwaves on the Kansas side of the state line. The project would begin during the fourth quarter of 2020.

VOTE: Authorize a contract extension with Windstream for regional 911 telephone service

Mr. Winebrenner reported that Windstream is the current telephone provider for the 911 public safety answering points (PSAPs). The phone lines allow 911 call takers to make outgoing calls. Windstream offered to extend the existing contract for 24 months at the current rate as well as a one-month credit. The total amount for the 24-month extension is $180,386.01.

VOTE: Approve a contract with PowerPhone Inc. to provide online training for the region’s 911 telecommunicators
Mr. Winebrenner reported that it is sometimes difficult to send 911 call-takers to attend trainings off site due to staffing issues. Online trainings that can be conducted at their consoles provide easier access and reduce overtime costs for the agency. The Public Safety Training Advisory Committee reviewed three online training providers. PowerPhone provides the most content and is the most engaging due to their interactive format. The contract with PowerPhone is $32,760 for one year with the ability to renew at the same yearly rate for up to five years.

VOTE: Approve an agreement with Commenco, Inc. to install two additional dispatching workstations for the Cass County Sheriff’s public safety answering point (PSAP)
Mr. Winebrenner reported that the Public Safety Communications Board approved adding two additional dispatching positions to the Cass County Sheriff’s department. They have had an increase of calls coming into their PSAP and the Sheriff’s department will become the backup center for all of Cass County. In the event that one of the Cass County PSAPs failed, the two workstations with the Cass County Sheriff’s department would continue to take calls. The cost of two additional workstations is $44,194.24 to be purchased through Commenco, Inc.

MOTION: Councilmember Skoog moved for approval on all four items and Mayor Suter seconded. The motion passed.

VOTE: Approve Consent Agenda (Administrative Matters and Minor Expenditures)
VOTE: Approve the minutes of the October 22, 2019, meeting

MOTION: Mayor Suter moved for approval and Councilmember Vogt seconded. The motion passed.

Other Business
No other business.

Adjournment
Mayor Weir adjourned the meeting at 11: 54 a.m.

MINUTES APPROVED:

____________________________________
Eileen Weir, Chair

____________________________________
Date