



Board of Directors BUDGET & PERSONNEL

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

March 22, 2022
11:15 a.m.

Hybrid format: limited attendees in MARC's Board Room with a remote option via Zoom

- Members of the public who wish to participate in this meeting: please email Karina Bielecki at kbielecki@marc.org by 9:00 a.m. on Tuesday, March 22, 2022 for instructions to join the teleconference.

AGENDA

1. Approve Contracts, Grants, and Other Major Expenditures

CORE CAPACITIES

- a. VOTE: Approve an Expansion Project for the MARC Offices
- b. VOTE: Expand and Extend an Agreement with Rubin Brown for Audit Services

THRIVING OLDER ADULTS AND COMMUNITIES

- c. VOTE: Authorize Amending SFY 2022 Contract Amounts for Selected Providers to Continue Service Provision
- d. VOTE: Authorize Acceptance and Expenditure of American Rescue Plan Act Funding for Older Americans Act Services
- e. VOTE: Authorize Acceptance of Centers for Disease Control and Prevention COVID-19 Vaccine Access Funding and Release of Relevant Requests for Proposals
- f. VOTE: Authorize the Release of a Rolling Home-Delivered Meals Driver Request for Qualifications
- g. VOTE: Authorize an Application to the Kansas Department of Health and Environment and the Missouri Department of Health and Senior Services for Community Health Worker Projects

HEALTHY ENVIRONMENT

- h. VOTE: Authorize an Application to the Environmental Protection Agency to Support Community Air Quality Monitoring

EFFICIENT TRANSPORTATION AND QUALITY PLACES

- i. VOTE: Authorize a Rebuilding American Infrastructure with Sustainability and Equity Grant Application for the Bi-State Sustainable Corridor

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

- a. Approve the Minutes of the February 22, 2022 Meeting

3. Other Business

4. Adjournment

AGENDA REPORT

Budget and Personnel Committee

March 2022
Item No. 1-a
Core Capacities

ISSUE:

VOTE: Approve an Expansion Project for the MARC Offices

BACKGROUND:

In the summer and fall of 2021, Odimo architects facilitated a space study for the MARC offices. In October, the MARC Board approved an amendment to MARC's lease at the Rivergate Office Center to lease an additional 12,750 square feet to help address identified needs. With that amendment, MARC's total square footage leased expanded to 53,246.

Over the past few months, MARC staff has worked with Odimo on how to best allocate the space to meet identified needs. Highest priority needs include:

- Additional space for more workstations
- Larger, more secure, and efficient work area for 911 operations
- More secure equipment storage and work area for Information Technology
- AudioVisual upgrades for conference rooms, especially the Board room
- Modifications to improve acoustics, including taking walls to the ceiling for some offices
- Improve and expand the 3rd floor break room area
- More meeting rooms and more quiet spaces for virtual meetings

The other high priority that we were unable to meet at this time, in this building, was a large training/meeting room.

MARC staff worked with Odimo to develop a plan for the 4th floor space and the ensuing changes on the 3rd floor. The key elements of the plan include:

- Upgrade of the audio visual systems in the Board room and other meeting rooms
- Relocating all Local Government Services and Community Development staff to the 4th floor
- Creating a secured area for 911 with ample work space
- Shifting staff on the 3rd floor so that an adequate number of work stations can be provided and work groups have better colocation
- Relocating the break room from the center of the building to a larger and more open area on the west side of the 3rd floor
- Using the current break room area for secured IT storage and reusing the 911 work room for an IT work room
- Taking current office walls to the ceiling and constructing several new private offices
- Converting several offices to meeting rooms and using the three meeting rooms on the 4th floor

Other logistics of the plan include:

- An assessment of the HVAC system to ensure adequate and safe airflow
- Reuse of some MARC furniture, reuse of furniture donated by a private company, and a small amount of new furniture
- Staff is working with the building owners to determine whether they or MARC will contract directly for the construction related work.

AGENDA REPORT

Budget and Personnel Committee

BUDGET CONSIDERATIONS:

At this time Odimo has prepared almost complete plans and provided estimated costs for this project. Staff has worked hard to balance the investment with the benefits. Because of the restricted nature of most of MARC's funding there are limited options for this type of expenditure. We currently have a tenant refurbishment allowance that can be allocated toward the project. Some aspects of the project were budgeted in Indirect, and there is flexibility to increase that amount. We hope that some other grants may be able to absorb some of the furniture and audio visual equipment costs. Because 911 is a large part of this project, their board has approved direct funding in their budget. Now that we have more cost information to share with them, we plan to request some additional 911 funding. Finally, we are cautiously recommending that we draw down on about 10% of our reserves. This type of unique project is an appropriate use of reserves, although obviously we do not want to reduce the reserves by very much. As with everything we do, we will also do any of the work that we can, ourselves.

We have developed the budget below, knowing that there will still be changes in both the costs and the sources of revenue as we move forward. Contracts and purchases related to the project over \$50,000 will come to the Board for approval.

REVENUES	
Tenant Refurbishment Allowance	342,537
Indirect	215,000
911 Budget	80,000
10% of Long Term Contingency balance	167,000
Additional 911, other grant, indirect funding	310,463
Total	\$1,115,000
PROJECTED EXPENSES	
Remodel Costs	950,000
Furniture	100,000
Board Room Equipment	65,000
Total	\$ 1,115,000

RECOMMENDATION:

No action necessary at this time. Information only.

STAFF CONTACT:

Carol Gonzales
Mike Daniels

AGENDA REPORT

Budget and Personnel Committee

March 2022
Item No. 1-b
Core Competencies

ISSUE:

VOTE: Expand and Extend an Agreement with Rubin Brown for Audit Services

BACKGROUND:

RubinBrown audited MARC for fiscal years 2011 through 2015. During the fall of 2016, MARC staff conducted a request for proposals 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. In April 2021, the Board approved engaging Rubin Brown for the 2021 audit. Staff recommended this extension because of key staff turnover and the many changes that occurred in financial processes due to COVID. Even though there have been staff changes at Rubin Brown, the institutional knowledge that the company has about our organization is invaluable in facilitating the audit process. Just as we were beginning the 2021 audit the new accounting manager, who completed the audit last year, submitted her resignation. MARC's Finance Department has many capable and experienced accountants and grant managers, but none of them have worked directly on the MARC audit before.

Rubin Brown has broad public sector and grant experience and they have provided excellent service to MARC. They understand our financial structure, and especially the uniqueness of the many grants that we manage. They have periodically rotated audit managers to provide a fresh perspective. The United States Governmental Accounting Office has endorsed manager rotation for audits as an efficient way to mitigate costs and still retain some institutional knowledge.

Staff recommends we postpone the competitive process and engage Rubin Brown for the next three years, still with confirming each engagement on an annual basis. Additionally, we are recommending an amendment to the current agreement, expanding Rubin Brown's role to include preparation of the audit report. In the past MARC staff did the report preparation, but with the limited experience and fewer filled positions, it would be more efficient for Rubin Brown to include that in their scope. This first year, the cost for that work includes mapping MARC financial software to their software (\$8,500). In future years, the cost would be about half that much. Staff recommends incorporating that additional scope in future years also. Rubin Brown has provided a proposal for those services and the pricing is reflected in the table below. Based on the market and the complexity of the MARC audit, staff believes these costs are reasonable and appropriate.

Staff is bringing this forward at this time because of the increased scope for the 2021 audit, and because an RFP process for 2022 audit services would need to commence in May. If the Board approves engaging Rubin Brown for the 2022 audit, a formal engagement letter will be brought to the December Budget and Personnel and Board meetings.

BUDGET CONSIDERATIONS:

Funding for audits is included as an Indirect Cost in the Clearing Fund budget. A summary of the actual and proposed fees is shown below.

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Budget and Personnel Committee

Additional Major Programs Audited (\$5,500 each)					
Fiscal Year	Base Fees	Number	Fees	Report Prep	Combined Fees
2016	66,700	1	5,000		71,700
2017	68,700				68,700
2018	70,760				70,760
2019	72,800	1	5,000		77,800
2020	74,200				74,200
2021	77,300			8,500	85,800
2022*	70,000	1	5,500	4,200	79,701
2023*	72,800	1	5,500	4,400	82,701
2024*	75,800	1	5,500	4,600	85,901

**proposed, base fee includes one major program*

RECOMMENDATION:

Approve the expansion of the agreement with Rubin Brown for the FY 2021 audit to include report preparation at an additional cost of \$8,500; approve engaging RubinBrown for annual audit services through 2024 with the understanding that the Board would reaffirm each engagement on an annual basis.

STAFF CONTACT:

Carol Gonzales
Darlene Pickett

AGENDA REPORT

Budget and Personnel Committee

March 2022

Item No. 1-c

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize Amending SFY 2022 Contract Amounts for Selected Providers to Continue Service Provision

BACKGROUND:

Existing partners require contract amendments to continue SFY 2022 work under the Home Modification and Repairs Service line.

Hope Builders and Metro Lutheran Ministries (MLM) have effectively and efficiently completed referred projects and are nearing their current contract ceilings of \$90,000. Currently, MARC staff do not anticipate the remaining contractors expending their full contract amounts for SFY 2022. Therefore, the overall service line funding is unlikely to differ from original authorizations.

Jewish Family Services (JFS) provides a significant proportion of MARC’s transportation service. Due to cost escalations and a recent analysis of expenditures, JFS has requested a \$0.50/one-way trip rate increase, from \$27.50 to \$28.00. Moreover, their existing contract ceiling of \$88,000 must be amended to allow for continued service during SFY 2022. Finally, JFS has proposed a new rate structure for longer trips that would not be feasible without additional one-way compensation, and a lowering of the current rate for medium-length trips.

BUDGET CONSIDERATIONS:

SFY 2022 Increases, Home Modifications and Repairs service line

Metro Lutheran Ministries

Total Increase to Contract \$60,000

Hope Builders

Total Potential Increase to Contract..... \$60,000

SFY 2022 Increases, Demand Transportation

Jewish Family Services

\$28.00/one-way trip under 30 miles (+\$0.50/one-way trip)

\$41.75/one-way trip, 30-45 miles (-\$13.25/one-way trip)

\$56.00/one-way trip, 45-60 miles (+\$1.00/one-way trip)

Total Potential Increase to Contract..... \$21,000

COMMITTEE ACTION:

The MARC Commission on Aging recommended authorization to amend SFY 2022 contract amounts and rates for selected partners.

AGENDA REPORT

Budget and Personnel Committee

RECOMMENDATION:

Authorize amending SFY 2022 contract amounts for selected providers to continue service provision as described above.

STAFF CONTACT:

James Stowe

AGENDA REPORT

Budget and Personnel Committee

March 2022
Item No. 1-d
Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize Acceptance and Expenditure of American Rescue Plan Act Funding for Older Americans Act Services

BACKGROUND:

Due to recent Missouri legislative action regarding American Rescue Plan Act (ARPA) dollars designated for Older Americans Act services to be rendered through the Area Agencies on Aging (AAA), MARC expects to receive an allocation from the Missouri Department of Health and Senior Services according to the intrastate funding formula for AAAs.

These monies are divided among the regular service Titles of the Older Americans Act and may contain some restrictions for emphasizing certain types of spending, such as under nutrition programs. Further details will likely become available as the funds come nearer to disbursement.

The total statewide amount is approximately \$26.1 million, and the dollars require a 25% local match.

BUDGET CONSIDERATIONS:

REVENUES	
American Rescue Plan Act	Approximately \$3,915,000*
PROJECTED EXPENSES	
Personnel (salaries, fringe, rent)	\$750,000
Contractual	\$200,000
Pass-Through	\$2,615,000
Other (supplies, printing, etc.)	\$350,000

*These ARPA funds require a 25% local match

COMMITTEE ACTION:

The Commission on Aging recommended acceptance and expenditure of American Rescue Plan Act funding for Older Americans Act services.

RECOMMENDATION:

Authorize acceptance and expenditure of American Rescue Plan Act funding for Older Americans Act services as described above.

STAFF CONTACT:

James Stowe

AGENDA REPORT

Budget and Personnel Committee

March 2022
Item No. 1-e

Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize Acceptance of Centers for Disease Control and Prevention COVID-19 Vaccine Access Funding and Release of Relevant Requests for Proposals

BACKGROUND:

Missouri is preparing to release funding to the Area Agencies on Aging (AAAs) for an effort by the Centers for Disease Control and Prevention (CDC) labeled, “Expanding Access to COVID-19 vaccines via the aging network.” These dollars are similar to the previous “Covid Vaccine Registry Assistance for Older Americans” in which MARC assisted navigation of vaccine registries and appointments for those with digital access barriers and the homebound.

Due to very high vaccination rates of older Missourians, this round of funding will be used to expand capacity to address coordination of vaccine efforts and bolster infrastructure for improved communication between MARC, MARC’s contracted or related partners, and clients.

The total statewide amount is approximately \$942,111, and MARC is expected to receive an allocation based upon the intrastate funding formula for AAAs.

MARC staff recommend an allocation of 3% of the total award to the Missouri Association of Area Agencies on Aging, for centralized coordination of ongoing messaging campaigns, data analysis, and reporting support.

In addition, permission to release an expedited RFP to help MARC secure an SMS messaging platform for enhanced client intake and communication is requested.

Finally, an increase to MARC’s current contract with United Way 2-1-1 to increase call center capacity for client intakes will also be recommended later.

These funds must be expended before June 30, 2022. Remaining balances on the projects mentioned in this item will be funded through Older Americans Act allocations.

BUDGET CONSIDERATIONS:

REVENUES	
Centers for Disease Control and Prevention	Approximately \$144,000
PROJECTED EXPENSES	
Personnel (salaries, fringe, rent)	\$15,000
Contractual	\$100,000
Other (supplies, printing, etc.)	\$29,000

COMMITTEE ACTION:

The Commission on Aging recommended acceptance of Centers for Disease Control and Prevention COVID-19 vaccine access funding and release of relevant RFP(s).

AGENDA REPORT

Budget and Personnel Committee

RECOMMENDATION:

Authorize acceptance of Centers for Disease Control and Prevention Covid-19 vaccine access funding and release of relevant RFP(s).

STAFF CONTACT:

James Stowe

Cindy Terryberry

AGENDA REPORT

Budget and Personnel Committee

March 2022
Item No. 1-f
Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize the Release of a Rolling Home-Delivered Meals Driver Request for Qualifications

BACKGROUND:

In the tight labor market, MARC has observed declining staffing at home-delivered meals partners across nutrition programs. In some cases, this has led to service delays or denials, and the system of home-delivered meals is vulnerable to further strains or unexpected events. MARC competitively selects contractors through a rolling RFQ approach and has experienced high rates of satisfaction and retention of independent contractors.

MARC staff propose to retain home-delivered meals drivers, both by hiring and by contract with independent contractors, to expand the current community model of frozen home-delivered meals, accommodate new clients, and provide “pressure relief” for partners who have experienced inconsistent or declining staffing.

To make the model more feasible over the long-term, drivers will likely be recruited and/or trained for the capacity to conduct other understaffed frontline customer service activities, such as assessments or even social health interventions, if trained as a Community Health Worker.

BUDGET CONSIDERATIONS:

REVENUES	
Source	Amount
Older Americans Act; MSN (health care contracts)	\$133,000
PROJECTED EXPENSES	
Personnel (salaries, fringe, rent)	\$57,000
Contractual	\$76,000

COMMITTEE ACTION:

At its March meeting, the Commission on Aging recommended authorization to release the rolling Home-Delivered Meals Driver Request for Qualifications.

RECOMMENDATION:

Authorize release of a rolling Home-Delivered Meals driver Request for Qualifications.

STAFF CONTACT:

James Stowe
Bethany Reyna
Melody Elston

AGENDA REPORT

Budget and Personnel Committee

March 2022
Item No. 1-g
Thriving Older Adults and Communities

ISSUE:

VOTE: Authorize an Application to the Kansas Department of Health and Environment and the Missouri Department of Health and Senior Services for Community Health Worker Projects

BACKGROUND:

MARC's regional health care access initiative supported a regional committee focused on developing community health workers as a key part of the health care system. Community Health Workers are individuals trained to work with patients to connect them to needed health care and community services to improve their health outcomes, including reducing re-admissions at hospitals. MARC received funding over the past six years to support the committee's work and has identified ongoing work to continue to advance the development of a trained workforce. The work over the past year has focused on advocacy to encourage agencies to consider adding CHWs to their workforce; supervisory and other training and enrollment in a state credential for CHWs in both Missouri and Kansas to increase professionalism of those in the workforce; and preparation of a toolkit to help agencies understand how to use billing codes for reimbursement of CHW services as well as encouraging state agencies and private health payers to reimburse agencies for CHW services related to improving patient health outcomes.

MARC has been invited to apply for \$228,000 from the Kansas Department of Health and Environment (KDHE) to support training, convening, communications outreach, and evaluation around increasing use of Community Health Workers in Kansas for the period from April 1, 2022 through August 20, 2022. In addition, KDHE has invited MARC to apply for annual funding beginning August 21, 2022. The Missouri Department of Health and Senior Services (MDHSS) has issued a Request for Applications for CHW support over the next year for up to \$200,000 statewide.

MARC's work in building a strong Community Health Worker system across Missouri and Kansas has been largely funded by the Health Forward Foundation, which is considering a request for the next year beginning May 1, 2022. The funding from the two states (federal funds focused on Community Health Worker system expansion) would enable MARC to work with local and statewide partners to further expand the work.

RECOMMENDATION:

Authorize two applications to the Kansas Department of Health and Environment to cover services for up to 18 months of up to \$650,000 and one application to the Missouri Department of Health and Senior Services for up to \$200,000 for one year, and if awarded accept the funds.

STAFF CONTACT:

Marlene Nagel
Hannayd Ruiz

AGENDA REPORT

Budget and Personnel Committee

March 2022
Item No. 1-h
Healthy Environment

ISSUE:

VOTE: Authorize an Application to the Environmental Protection Agency to Support Community Air Quality Monitoring

BACKGROUND:

The EPA is seeking applications for projects through the Enhancing Air Quality Monitoring for Community Program. The purpose of this ARP-funded grant program is to enhance ambient air quality monitoring in and near underserved communities that may be experiencing disproportionate and adverse health outcomes. The grant program also seeks to leverage existing air quality expertise; expand the use of community monitoring advisory groups or other approaches that give the community a voice in the monitoring of their air quality; and build a foundation of trusting relationships and enhanced understanding from which sustainable solutions to community air pollution problems can be found.

The Kansas City region currently has six EPA monitors that detect PM_{2.5} (fine particulate matter). While these monitors assist in determining regional scale ambient PM_{2.5} levels for the purposes of ensuring compliance with National Ambient Air Quality Standards, they do not provide localized data on air quality issues that may vary from one neighborhood to the next. Neighborhoods with low-income, minority populations are disproportionately likely to be exposed to harmful air pollution. Exposure to fine, breathable particles can cause short-term health effects, but also worsen medical conditions such as asthma and heart disease. Environmental justice (EJ) areas in the urban core of the region experience the highest rates both asthma and heart disease. Neighborhoods in these EJ areas are often exposed to higher levels of traffic (road and rail) and have closer proximity to industry, both common sources of PM_{2.5} pollution.

In response to this request for applications, the MARC Air Quality Program is seeking funds to support a three-year community air monitoring project in partnership with community organizations serving EJ areas, KC Digital Drive, Tellus and the Kansas City Public Library. This project will expand an existing PM_{2.5} air quality sensors project currently focused in an 18 square-mile area along the Troost Ave. corridor, roughly running from Front St. to 85th, and from Main to US-71. The proposed project would include adding up to 140 more sensors to the network, with continued focus on the Troost corridor project area, but also expanding to communities along the east-west Bi-state Sustainable Investment Corridor (Kansas City, Ks to Independence, Mo, and other communities throughout the region. The majority of these sensors will be placed in neighborhoods (primarily on residences) that are considered environmental justice areas and have higher health disparities, including greater prevalence of asthma, heart disease and COVID cases. Sensors outside of these areas will be used to detect transported PM_{2.5} pollution from wildfires and controlled burning outside of the region and serve as reference sensors. The sensors will help empower residents with tools and data to better understand how PM_{2.5} may be impacting their neighborhoods. For a small number of residents interested in outdoor and indoor air quality, the project team will be able to co-locate sensors both indoor and outdoor at hosts' home to assess ambient PM_{2.5} levels and the air inside homes.

A Community Monitoring Advisory Group will be formed to connect interested residents to air quality professionals, discuss data trends and air quality issues and help guide the project's

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Budget and Personnel Committee

implementation. Community meetings will be held at least once per year to promote the project and provide a forum for education and community discussion. In addition, the Kansas City Public Library will facilitate sensor building workshops for youth, make sensors available to check-out at library branches, provide an air quality educational display with sensor network data visualizations in the libraries, and host sensors at five additional libraries (3 sensors already in place). The project team hopes to replicate the library programming in other libraries systems in the region.

This project is considered “citizen science” and will not factor into official EPA ambient air monitoring or compliance with National Ambient Air Quality Standards. Proposed projects are not allowed to include air quality mitigation in their scopes. However, the MARC Air Quality program will inform and coordinate with local governments should localized air quality issues arise.

BUDGET CONSIDERATIONS:

Work is underway on a budget that supports partnerships and builds community capacity. Contractual funds will support sensor network set-up, sensor calibration, custom data visualizations, a data dashboard, and the purchase of air sensors. Grant sub-awards (pass-through) will go to Kansas City Digital Drive and the Kansas City Public Library. Budget estimates are outlined below and may be refined as partnership budgets are finalized.

REVENUES	
Amount	\$450,000
Source	EPA Enhanced Air Quality Monitoring for Communities Program (ARP funds)
PROJECTED EXPENSES	
Personnel (salaries, fringe, rent)	\$44,000
Contractual (Tellus)	\$61,000
Pass-Through (Community organizations)	\$295,000
Other (supplies, printing, etc.)	\$50,000

RECOMMENDATION:

Authorize an application to the US Environmental Protection Agency, and the acceptance and expenditure of funds if awarded, for up to \$450,000 to support community air monitoring.

STAFF CONTACT:

Karen Clawson
Tom Jacobs

AGENDA REPORT

Budget and Personnel Committee

March 2022

Item No. 1-i

Efficient Transportation and Quality Places

ISSUE:

VOTE: Authorize a Rebuilding American Infrastructure with Sustainability and Equity Grant Application for the Bi-State Sustainable Corridor

BACKGROUND:

Passage of the federal Infrastructure Investment and Jobs Act (“Bipartisan Infrastructure Law”) has created new opportunities for federal investment in a wide range of infrastructure needs in communities across the nation. The US Department of Transportation has recently issued a notice of funding opportunity for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program. This program will support transportation planning and capital investments through grants between \$5 to \$25 million. Applications are due April 14, 2021.

Under the leadership of Congressman Emanuel Cleaver, II and Congresswoman Sharice Davids, MARC has been supporting efforts among the cities of Independence, Kansas City, MO and the Unified Government of Wyandotte County/Kansas City, KS to coordinate development of a bistate corridor connecting key activity centers and promising neighborhoods in need of reinvestment and mobility services along State and Independence Avenues from Village West in Wyandotte County to Truman Square in Independence.

New federal infrastructure funding provides a generational opportunity to invest in coordinated and comprehensive transportation, housing, workforce, broadband, green infrastructure, public safety, and economic development strategies to support equitable growth and redevelopment of promising but disadvantaged neighborhoods along the corridor. Focused investment along and connected to this corridor will enhance its capacity to catalyze growth and opportunity throughout the Kansas City area using sustainable strategies.

MARC is working with the Kansas City Area Transportation Authority and local government partners along the corridor to apply for planning funds to position the corridor for future federal grants for zero-emission transportation investments such as electric bus rapid transit, mobility hubs, pedestrian and bicycle facilities, and electric charging stations. The proposed project would include robust community engagement to complete corridor planning, environmental clearances, and preliminary engineering to 30% design for the transportation elements of the corridor.

BUDGET CONSIDERATIONS:

Current estimates for this work total \$7 million, of which at least 80% would be eligible for federal reimbursement through the RAISE program and up to 20% would be provided as cash match by local partners. Up to \$500,000 would be used for MARC staff support for coalition building, convening, and project planning.

RECOMMENDATION:

Authorize staff to prepare and submit a RAISE grant application to USDOT for planning and transportation project development for the Bi-State Sustainable Reinvestment Corridor for a total cost of up to \$7 million.

AGENDA REPORT

Budget and Personnel Committee

STAFF CONTACT:
Ron Achelpohl

AGENDA REPORT

Budget and Personnel Committee

March 2022
Item No. 2-a

ISSUE:

VOTE: Approve the minutes of the February 22, 2022 meeting

BACKGROUND:

The minutes of the February 22, 2022 meeting are enclosed.

RECOMMENDATION:

Approve the minutes of the February 22, 2022 meeting.

STAFF CONTACT:

David Warm
Karina Bielecki



BUDGET AND PERSONNEL COMMITTEE

Meeting Summary

February 22, 2022

11:15 a.m.

COMMITTEE MEMBERS PRESENT

Commissioner Harold Johnson, Jr., Unified Government of Wyandotte/Kansas City, Kan. - MARC Board Chair

Mayor Carson Ross, Blue Springs, Mo - MARC Board 1st Vice Chair

Commissioner Janeé Hanzlick, Johnson County, Kan. - MARC Board 2nd Vice Chair

Mayor Eileen Weir, Independence, Mo. - MARC Board Treasurer

Mayor Pro Tem Beto Lopez, Lee's Summit, Mo. - MARC Board Secretary

Mayor Curt Skoog, Overland Park, Kan.

Commissioner Doug Smith, Leavenworth County, Kan.

Councilmember Daniel Hobart, Independence, Mo.

Councilmember Holly Grummert, Overland Park, Kan.

Councilmember Logan Heley, Overland Park, Kan.

Commissioner Becky Fast, Johnson County, Kan.

Mayor/CEO Tyrone Garner, Unified Government of Wyandotte/Kansas City, Kan.

STAFF PRESENT

David Warm, Executive Director

Carol Gonzales, Director of Finance and Administration

Ron Achelpohl, Director of Transportation and Environment

Marlene Nagel, Director of Community Development

Lauren Palmer, Director of Local Government Services

Jovanna Rohs, Director of Early Learning and Head Start

James Stowe, Director of Aging and Adult Services

Frank Lenk, Director of Research Services

Kristin Johnson-Waggoner, Public Affairs Program Director

Catherine Couch, Public Affairs Coordinator

Karina Bielecki, Executive Assistant

John Hwang, Network Administrator II

Joanne Bussinger, Grant Manager

Eric Winebrenner, Public Safety Program Director

Brad Gaeddert, Grant Manager

Steven Lewis, Head Start Program Director

Jay Heermann, GIS Manager

Amanda Graor, Chief Innovation Officer

Bob Hogan, Manager of Aging Administrative Services

Melody Elston, Regional Ombudsman Coordinator

Tom Jacobs, Environmental Program Director

Beth Heslowitz, Workforce Development Program Director

CALL TO ORDER

Mayor Eileen Weir called the meeting to order at 11:22 a.m.

Due to the meeting being conducted remotely, Mayor Weir provided instructions for participation. She reported that staff would present on all the agenda items, provide an opportunity for comments and questions after each item, and ask for approval of all agenda items with one vote at the end of the meeting. Members would have an opportunity to abstain or object to any items necessary during the final vote.

Approve Contracts, Grants, and Other Major Expenditures

SAFE AND SECURE COMMUNITIES

VOTE: Approve an Agreement with Motorola to Purchase VESTA Call-taking Hardware to Support Public Safety

The Public Safety Communications Board approved workstation replacements for Kansas City Fire, Atchison County, Leavenworth County, Leavenworth Police, Miami County, Jackson County, Sugar Creek Police, Ft. Leavenworth Police, Platte County, Independence Police, Blue Springs Police, Lee's Summit Police, and Lee's Summit Fire. Our contract with Motorola allows MARC to purchase equipment directly from the manufacturer, leaving out the increased cost of a middleman. This was made possible by the Public Safety Communications Board approving the move to MARC maintenance instead of contracted maintenance. The Motorola quote estimates a cost of \$504,653.45 to be paid for by the 911 budget's Capital Projects fund. Mr. Eric Winebrenner, Public Safety Program Director at MARC, requested approval for the agreement with Motorola. There were no questions.

VOTE: Authorize an Agreement with Nicholas Vajan to Support Special Event Threat Assessment Work This item was deferred.

VOTE: Authorize Applications to the Bloch Charitable Foundation and the Health Forward Foundation to Support COVID-19 Response and Recovery and Grant Services

Ms. Marlene Nagel, Director of Community Development at MARC, reported that MARC secured foundation funds in 2020 and 2021 to support coordination and planning to address the COVID-19 pandemic response, including a data dashboard with regular analysis and reporting on the presence of the disease and hospital and other impacts. The funds were used to support testing and vaccination messaging and events, to conduct public surveys to understand awareness and attitudes, to fund agencies providing emergency assistance and related efforts. Funds were also used to support MARC and contractor work to help convene stakeholders and prepare recommendations for use of the COVID-19 Regional Response and Recovery Fund. In late 2021, MARC was awarded a grant from the Kresge Foundation to assist with grant preparation services.

Funds in 2022 would support continued work in data collection and analysis for both the coronavirus disease and recovery efforts to support residents impacted by the disease and the economic conditions, continued public education through www.preparemetrokc.org and social media, and grant preparation by MARC and partners for new federal resources. Funds would be requested from the Marion and Henry Bloch Charitable Foundation for \$165,000 for the response and recovery work and \$75,000 for grant services; and from the Health Forward Foundation of \$50,000 to support response and recovery work with a focus on equity. There were no questions.

VOTE: Authorize an Application to the Health Forward Foundation of Greater Kansas City to Support the Community Health Worker Project

Ms. Nagel reminded the committee that MARC's regional health care access initiative supported a regional committee focused on developing community health workers as a key part of the health care system. Community Health Workers (CHWs) are individuals trained to work with patients to connect them to needed health care and community services to improve their health outcomes, including reducing re-admissions at hospitals. MARC received funding over the past six years to support the committee's work and has identified ongoing work to continue to advance the development of a trained workforce. The work over the past year has focused on advocacy to encourage agencies to

consider adding CHWs to their workforce; supervisory and other training and enrollment in a state credential for CHWs in both Missouri and Kansas to increase professionalism of those in the workforce, and preparation of a toolkit to help agencies understand how to use billing codes for reimbursement of CHW services as well as encouraging state agencies and private health payers to reimburse agencies for CHW services related to improving patient health outcomes.

Activities for 2022-2023 include regular meetings of the CHW Collaborative and various subcommittees and work groups, continued work on training, including a supervisory training program for CHW supervisors and new CEU trainings for those securing a credential. Other work includes completion of a sustainability toolkit looking at various reimbursement mechanisms by public and private payers to cover the costs of CHW services and trainings on use of the toolkit.

Health Forward Foundation funds will be used to cover MARC salaries, fringe benefits, overhead and rent; consultant costs to support the work; meeting and training costs. MARC has worked with three consultants in 2021 and would continue their engagement over the next year. Ms. Erika Saleski with ES Advisors would support facilitation with the Collaborative and work to address sustainability through completion of the toolkit. The second consultant, Ms. Caitlin Allen with CGA Consulting, will continue to support work advancing CHW training. The third consultant, Freedmen's Health, would support finalizing the toolkit and providing training on its use. There were no questions.

THRIVING OLDER ADULTS AND COMMUNITIES

VOTE: Authorize Submission of the SFY 2023 Aging Area Plan and Budget to Missouri Department of Health and Senior Services

Mr. James Stowe, Director of Aging and Adult Services at MARC, reported that in preparation for the start of SFY 2023, the Missouri Department of Health and Senior Services requires the submission of the Area Plan, which forecasts programming, goals and priorities, and a projected budget for Older Americans Act activities. Mr. Stowe presented an overview of the budget, which is based on the latest Allotment Tables received from the Division of Health and Disability Services. There were no questions.

VOTE: Authorize Rate Increases to the SFY 2022 Nutrition Program to Account for Rising Costs across Providers

Mr. Stowe reported that, over the past two months, MARC has received communication from nutrition program partners about the pressures of absorbing escalating costs, particularly in the areas of raw food, gasoline, and labor. Cost increases seem to concentrate most among those involved with the provision of home-delivered meals.

MARC analyzed key indices most relevant to our nutrition programming and attempted to forecast our ability to accommodate the requests financially, while maintaining current enrollment levels and anticipating moderate enrollment increases in the near term.

As a result, a rate increase of 10%, effective February 1, 2022 is recommended for the following services:

- Administration of the Center (for centers actively involved in MARC home-delivered meals)
- Site Transportation
- Home-Delivered Meal Delivery
- Preparation of Home-Delivered Meals
- Preparation of Congregate Meals
- Catered Meals
- Pre-Plated Home-Delivered Meals (frozen, Trio Community Meals)
- Medically Sensitive Home Delivered Meals (frozen, Guadalupe Centers)

Staff also recommend establishing reimbursement for Guadalupe Centers to deliver bulk frozen meals for distribution to the centers and other partners. The net impact of these increases is expected to be

approximately \$344,000 dependent upon volume of overall service delivery. The majority of funding will be from Older Americans Act Title III C, designated for Nutrition Programs.

MARC revised rate guidelines in the relevant SFY 2023 RFPs to provide partners flexibility to propose rates that more closely align with costs. MARC will continue to engage partners in the months ahead to explore longer-term cooperative strategies to enable our region to sustain high quality services to as many people as possible. There were no questions.

VOTE: Authorize an Application for SFY 2023 Missouri Elderly & Handicapped Transportation Assistance Program Funds

Each year, MARC applies 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 services for senior citizens, as well as 18 to 59-year-old disabled persons, primarily for medical trips. The application deadline for funds to be received and expended during SFY 2023 is March 15, 2022. MARC will incorporate this funding into the SFY 2023 area plan transportation budget. Currently, MARC receives \$128,109.37 under the SFY 2022 program. This application will request \$150,000. Mr. Stowe requested authorization to apply for an accept funds as described. There were no questions.

VOTE: Authorize an Update and Re-release of the Rolling Aging Assessor Request for Qualifications

Mr. Stowe reported that continued demand for assessments of function and need for services has driven the development of a cadre of qualified professionals who contract with MARC to meet this community need. MARC competitively selects contractors through a rolling RFQ approach and has experienced high rates of satisfaction and retention of independent contractors since the approach was adopted.

To accommodate new services, new approaches to assessments, and the adoption of per client, per month reimbursement approaches, an updated RFQ is needed.

Specific updates will include:

- Monthly care management/coordination for clients with complex needs receiving the Consumer-Directed Services approach to in-home services, at \$175/client/month
- \$25/hour for orientation and training activities
- \$45/Older Americans Act Assessment

Mr. Stowe requested authorization to release the RFQs as described above. There were no questions.

VOTE: Authorize a Contract with the Missouri Department of Health and Senior Services to Provide Comprehensive Social Services for Adult Protective Services Clients

MARC and sister Area Agencies on Aging (AAAs) across Missouri were selected as single feasible source providers for an initiative of Adult Protective Services (APS) to address unmet and ongoing social health needs of clients. The Missouri Association of Area Agencies on Aging (MA4) will serve as a coordinating and support entity, and will manage a platform, Cumulus (Long-Term Care Innovations, Inc.) for referral and case management functions. A core service of care management will be offered to clients authorized and referred by Adult Protective Services field staff. The local AAA will offer non-emergent social health services to provide care and support for the referred client, over an approximate period of 90 days. Meals, transportation, and the purchase of short-term supplies or needs (e.g., groceries, rent assistance, etc.) will be provided and coordinated by the AAA. MARC will utilize its Talent Learning Management System to organize the creation of a statewide training course to help orient APS and AAA staff to the new program. The following existing MARC MSN contract organizations are expected to provide services to APS clients under the initiative:

Jewish Family Services
Metro Lutheran Ministries
KC Care Health Center

Community Health Council of Wyandotte County
Kansas City Shepherd's Center

The combined base contract for all Missouri AAAs is approximately \$946,000, with allocation designated by APS call volume in the respective AAA's service area. Additional services, for which demand and volume are unknown, are at additional contracted rates or reimbursed at market rates. Mr. Stowe requested authorization to contract with the Missouri Department of Health and Senior Services as described above. There were no questions.

HEALTHY ENVIRONMENT

VOTE: Approve 2022 Ozone Season Public Outreach Campaign Media Purchases

Mr. Ron Achelpohl, Director of Transportation and Environment at MARC, reported that the Mid-America Regional Council conducts an air quality public outreach campaign to educate the public about actions they may take to protect their health and to reduce emissions that lead to air pollution. The Air Quality Program requests to make approximately \$285,000 of media campaign advertising purchases for the 2022 Ozone Season. Approximately 20 percent of the budget will be spent targeting minority populations. This program is funded by the Congestion Mitigation/Air Quality program with contributions from both Missouri and Kansas. He requested approval to make the media purchases. Commissioner Janeé Hanzlick inquired if MARC collected feedback on the outreach; Mr. Achelpohl replied that MARC does. There were no further questions.

VOTE: Authorize a Contract with Business Service Collective for Contractor Accelerator Services

The Kauffman Heartland Challenge is a contractor accelerator program for "Rising Trades", administered by Climate Action KC. The program is entering into Phase II of the contract with our program partners which will run from January-July 2022. The Rising Trades Contractor Accelerator is a curated business program designed to support diverse entrepreneurs in green construction and the high-performance buildings industry. Through customized coaching, education, and strategic pairings with professional service providers and mentors, we provide business counsel and connections to accelerate BIPOC contractors as leaders of sustainable construction. Business Services Collective is providing program management support as well as financial advisory, bookkeeping, and estimating services to contractor participants as part of the program's Phase II scope. These services will cost \$54,290, which is a portion of the total allocation of the \$360,000 provided by Kauffman Foundation to execute the Rising Trades program for the period July 1, 2021 - August 30, 2024. Mr. Tom Jacobs, Environmental Programs Director at MARC, requested authorization to contract with Business Services Collective NFP for services as described above. There were no questions.

EFFICIENT TRANSPORTATION AND QUALITY PLACES

VOTE: Authorize Acceptance of Missouri Federal Coronavirus Response and Relief Supplemental Appropriations Act Funds for Preventative Roadway Maintenance

Title IV of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), enacted on December 27, 2020, appropriated \$10,000,000,000 to provide funding to address coronavirus disease 2019 (COVID-19) impacts related to transportation programs. A portion of the funding appropriated by the CRRSAA was suballocated to urbanized areas with a population over 200,000 in the same manner as the Surface Transportation Block Grant program funds. MARC has the responsibility of determining funding priorities for the Kansas City metropolitan area.

The Missouri STP Priorities committee explored options under the Special Authority provisions of CRRSAA for preventive maintenance activities on local roadways to address deferred maintenance needs for area cities and recommended other considerations for the program, including:

- Designing the program to maximize federal funds at 100% participation to the extent possible, with provisions for local governments to cover the costs of any change orders or overruns.
- Using CRRSAA funds for program administration, preliminary engineering, and construction engineering.

- Focusing on local roadways not on the Federal Aid Highway system to provide maximum flexibility in implementing the program.
- Focusing on routes that connect neighboring jurisdictions, where practical.
- Avoiding routes that will trigger costly retrofits under Americans With Disabilities Act requirements or completing ADA upgrades on existing locally funded projects prior to federally funded work.
- Avoiding routes that will require extensive base or pavement repair prior to any preventive maintenance work.
- Using common specifications and mix designs to reduce cost and complexity of the program.
- Offering options for both Mill & Overlay contracts and Micro Surfacing contracts as needed.

MARC's role will include:

- Using funds for project administration, preliminary engineering, construction inspection and preventive maintenance contracts,
- Working with MoDOT and member jurisdictions to procure engineering services,
- Negotiating local agreements to cover program terms and costs,
- Managing project development activities and requirements,
- Conducting project lettings, and
- Managing construction inspection and federal grant reporting as needed.

MARC will receive up to \$8,393,333 in Missouri CRRSAA funds to support administrative costs for the program, procure engineering services for design and inspection, and let construction contracts for preventive maintenance of pavements on area local roadways. Mr. Achelpohl requested approval to accept federal funds as described above. There were no questions.

VOTE: Authorize 2022 Call for Projects and Federal Transportation Funding Allocations

One of MARC's fundamental roles as a Metropolitan Planning Organization is to provide a forum and facilitate cooperative decision-making about the use of federal transportation dollars for projects and programs in the Kansas City area. In anticipation of a call for projects for the Congestion Mitigation Air Quality (CMAQ) program, Surface Transportation Block Grant Program (STP) and the Surface Transportation Block Grant Program - Set Aside Program (TAP) program in 2022, MARC staff has worked with the programming committees and other interested parties to review and update project evaluation criteria and processes. MARC staff has also worked with appropriate committees and stakeholders to update the online GIS resources relevant to the project evaluation process to reflect changing demographics, land use, and local planning efforts. These resources are provided to project sponsors as part of the application process.

Given the completion of these activities, authorization is requested to proceed with a call for projects for CMAQ, STP and TAP funds in early 2022. MARC plans to conduct the 2022 call for projects in two phases. The first phase will assess project applications for consistency with regional plans and policies. The second phase will evaluate project applications using the scoring methodologies established by the various programming committees as in previous funding rounds.

Staff recommend that this call for projects fully fund federal fiscal year (FFY) 2025 and FFY 2026 for CMAQ, STP and TAP. With the recent passage of the Infrastructure Investment and Jobs Act (IIJA), MARC anticipates that these targets may increase as details of the IIJA emerge. MARC will collect fees in 2023 from applicants awarded funds in this programming cycle as detailed in the Transportation Program Local Match Policy and Strategy. Mr. Achelpohl requested approval to authorize a call for projects and authorize agreements to receive funds for projects. There were no questions.

EFFECTIVE LOCAL GOVERNMENT

VOTE: Amend Contract with Surdex for Aerial Imagery Services

Mr. Frank Lenk, Director of Research Services at MARC, reported that the MARC Board approved a contract with Surdex to conduct the 2022 aerial imagery project in an amount not to exceed \$141,000.

This project consists of both flying the region in early Spring to capture leaf-off imagery and processing the imagery (orthorectify it) to produce images that are as geographically accurate as a map at a resolution where each pixel represents 6 inches on the ground. MARC coordinates this project on behalf of local governments who agree to a single set of specifications and to share both the costs and the imagery among the participants. MARC collects a 2.5% administrative fee for managing the project. Historically, there have been times when other public agencies, such as USGS or Department of Homeland Security, have desired to partner with local governments in acquiring imagery. This year, the Missouri Department of Conservation recently decided it wishes to participate in the MARC project. They seek to capture 7,095 square miles at a resolution where each pixel represents 12 inches (1 ft.) on the ground. This area overlaps portions of Clay and Jackson County already being captured as part of the MARC region project. Additionally, leaf-off imagery requires that flights begin as soon as there is clear weather, making finding a quick administrative solution to getting Surdex under contract a necessity. For these reasons, it makes sense for MDC to join the MARC project.

Despite some areas of overlap, the MDC images do not really compete with the MARC-project imagery in those areas. An MDC image will have ¼ the number of pixels as a MARC-project image of the same area. Additionally, because they are using fewer flight lines, the images will exhibit more building lean. Surdex assures that they have the capacity to capture and process this extra area without harming the delivery dates of the imagery for the counties and cities in the MARC region. Because the MDC images are lower resolution, their processing cost is significantly lower, \$18.50 per square mile instead of the \$63 for a comparable product at the higher resolution specified by MARC region participants. Total cost of imagery for the MDC area is \$18.50 X 7,095, or approximately \$131,300. To this, MARC would add its standard 2.5% administrative fee. As a result, MARC seeks approval to amend its contract with Surdex to add an amount not to exceed \$134,600. There were no questions.

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

Approve the Minutes of the January 25, 2022 meeting

MOTION: Mayor Carson Ross moved for approval of all agenda items and Mayor Pro Tem Beto Lopez seconded. Mayor Weir asked if any member wanted to abstain or object to any of the agenda items. Mayor Pro Tem Lopez abstained from item 1-f due to his employment with Guadalupe Centers. All others were in favor of approving agenda items 1-a through 2-a. The motion passed.

Other Business

There was no other business.

Adjournment

Mayor Weir adjourned the meeting at 11:46 a.m.

MINUTES APPROVED:

Eileen Weir, Chair

Date