

BOARD OF DIRECTORS

BUDGET & PERSONNEL



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

September 27, 2011

11:15 a.m.

MARC Conference Center
2nd Floor - Heartland Room

600 Broadway, Suite 200, Kansas City, Missouri 64105

NOTE: Please notify the Mid-America Regional Council at 816-474-4240 at least 48 hours in advance if you require special accommodations to attend this meeting (i.e., qualified interpreter, large print reader, hearing assistance). We will make every effort to meet reasonable requests.

AGENDA

1. VOTE: Approve the minutes of the August 23, 2011 meeting
2. REPORT AND VOTE: Authorize the Executive Committee (MARC Board officers) to act on behalf of the Board in certain matters
3. REPORT: Review Annual Conflict of Interest Policy for MARC Boards
4. REPORT AND VOTE: Update on procurement process and approve term for professional audit services
5. REPORT AND VOTE: Accept Head Start reports and approve contracts
 - a) Accept monthly reports of Head Start budget and expenditures, credit card transactions, free and reduced meals served and program data
 - b) Approve contract with the Metropolitan Community College District for The Francis Institute to provide coaching support for the Hall Program Administration Scale project
 - c) Approve contract with the Metropolitan Community College District for The Francis Institute to provide coaching support for the Hall Classroom Assessment Scoring System (CLASS) project
 - d) Approve contract with The Family Conservancy to provide coaching support for the Classroom Assessment Scoring System (CLASS) project
6. VOTE: Authorize Aging contract modifications with HomeCare of Mid-Missouri
7. REPORT AND VOTE: Approve Transportation grant application, accept funds, and approve agreements
 - a) Approval to apply for and receive Veterans Transportation & Community Living Initiative funds from the Federal Transit Administration
 - b) Authorize an agreement with INRIX, Inc. to purchase archived travel data for the purpose of updating the MARC Regional Travel Time Study
 - c) Authorize a consultant agreement to support a MARC Complete Streets Policy Guidebook
8. REPORT AND VOTE: Authorize an agreement with a vendor for 2012 aerial imagery of the Kansas City area region and vicinity
9. REPORT AND VOTE: Authorize acceptance of grant funds from the Centers for Disease Control and Prevention and the U.S. Economic Development Administration
10. VOTE: Authorize contract with the selected vendor to assist Ray County with floodplain management planning services
11. VOTE: Authorize acceptance of funds for planning and legal services to support the Rock Island Corridor Coalition

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12. VOTE: Authorize submission of a Community Planning Challenge Grant to HUD
13. VOTE: Authorize application to the Federal Home Loan Bank Board of Des Moines for Minor Home Repair in the Green Impact Zone
14. VOTE: Authorize MARC CSC, on behalf of the Regional Health Care Initiative, to submit a Regional Initiative Grant application to the Health Care Foundation of Greater Kansas City and to the REACH Healthcare Foundation, and to accept and expend funding if awarded
15. VOTE: Authorize Environmental Services acceptance of funds and approve agreement
 - a) Authorize acceptance and administration of funds to MDNR Clean Diesel projects as determined by RFP and other processes
 - b) Authorize solicitation and acceptance of funds from the State of Missouri for MARC's air quality program
 - c) Approve an increase to the existing agreement with Applied Ecological Services (AES)
16. VOTE: Authorize an agreement with Highlands Consulting Group, LLC to develop an interoperable communications training curriculum
17. REPORT AND VOTE: Approve Homeland Security/Emergency Services contracts, expenditures and grant applications
18. Other Business
19. Adjourn

Free parking is available when visiting MARC. Visitors and guests should park on the upper level of the garage. An entrance directly into the conference area is available from this level. To enter this level from Broadway, turn west into the Rivergate Center parking lot. Please use any of the available spaces on the upper level at the top of the ramp

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 1

ISSUE:

VOTE: Ratify actions taken and approve minutes of the August 23, 2011 meeting

BACKGROUND:

The minutes of the August 23, 2011 meeting are enclosed. As there was not a quorum present, the actions taken at the meeting need to be ratified and the minutes approved.

RECOMMENDATION:

Ratify actions taken and approve minutes of the August 23, 2011 meeting.



Mid-America Regional Council

BUDGET AND PERSONNEL COMMITTEE

MID-AMERICA REGIONAL COUNCIL

600 Broadway, Suite 200
Kansas City, Missouri 64105

August 23, 2011
11:15 a.m.

Minutes of Meeting

COMMITTEE MEMBERS PRESENT

Commissioner Ed Peterson, Johnson County, KS - MARC Board Treasurer
Mayor Pro-Tem Jim Schultz, Independence, MO - MARC Board Chair
Councilmember Jan Marcason - MARC Board 2nd Vice Chair
Commissioner Kathy Dusenbery, Platte County, MO - MARC Board Secretary
Presiding Commissioner George Pretz, Miami County, KS
Commissioner Jim Wise, Miami County, KS
Mayor Ron Shaffer, Prairie Village, KS

STAFF PRESENT

David Warm
Jim Caccamo
Mell Henderson
Jacqui Moore
Marlene Nagel
Dorothy Pope
Keith Faddis
Ron Achelpohl
Dave Cooper
Tom Gerend
Mary Laird

OTHERS PRESENT

Brad Dusenbery
Mayor Adrienne Foster, Roeland Park, KS

CALL TO ORDER

Commissioner Peterson called the meeting to order at 11:25 a.m. There was not a quorum present. A revised agenda item 11 was distributed.

RATIFY ACTIONS TAKEN AND APPROVE MINUTES OF THE JUNE 28, 2011 MEETING

As there was not a quorum present, the actions taken at the June 28th meeting need to be ratified and the minutes approved.

Commissioner Dusenbery moved to ratify the actions taken and approve the minutes of the June 28, 2011 meeting. The motion was seconded by Mayor Shaffer and carried.

REVIEW OF FINANCIAL STATEMENTS

Dave Cooper reported that the financial summary statements for the first seven months of fiscal year 2011 were provided in the meeting packet. Financial analyses were highlighted in the general fund, special revenue fund, enterprise fund-combined; enterprise fund-by program, agency expenses by major cost category, indirect costs, fringe benefits, local appropriations-members, local appropriations-voluntary, cash utilization, and idle funds investment income.

APPROVE LOCAL GOVERNMENT DUES FOR 2012

Dorothy Pope reported that when MARC was formed in 1972, a formula was developed for per capita contributions by the eight counties and four largest cities, which formally incorporated the organization. This dues structure was not changed for some 20 years. In 1990/91, MARC experienced significant financial difficulties as a result of several factors, including static local sources and declining federal and private funding. The problems resulted in several actions to reduce MARC's overhead, including salary freezes, staff reductions and other efforts to bring MARC's expenses into alignment with available resources. At the same time, Board members established the objective of developing a long-term contingency balance to ensure financial stability for the agency. As a part of each subsequent year's budget, funds have been added to the contingency reserve.

The Board also took several steps to increase the local contributions, including soliciting voluntary contributions from smaller units of government. This effort has been relatively successful with almost all cities of over 1,500 population making annual contributions for the last several years. The Board also enacted dues increases for 1991 through 1993; dues were held steady during 1994 and 1995. In August 1994, the Board approved two percent increases for 1996 and 1997, noting that the small increases were preferred to a large "quick fix" type of increase and allowed MARC to keep up with inflation and rising costs. Until 2002, the Board has endorsed a two percent increase each year. For 2002, the Board agreed not to increase the local dues to minimize the impact of increases resulting from the new census counts. Local dues were increased two percent for 2003 through 2008.

Typically, the MARC Board reviews the annual local contributions at the February meeting. The calculation and discussion of the projected local contributions for 2012 was postponed until the results of the 2010 census were available. Included in the meeting packet were projected contributions for 2012 which reflected the impact of the 2010 census. The contribution amounts have increased or decreased from 2011 for each member based upon the change in the member's population.

At the March 3, 2009 meeting, the MARC Board approved a two percent increase for 2009. At the March 2, 2010 meeting, the MARC Board approved a zero percent increase for 2010 and to reconsider annual increases as part of the budget process. The 2011 approved budget included a zero percent increase for 2011.

A detailed analysis of the General Fund balance history and projections was included in the packet. Like 2010 and 2011, MARC staff has assumed a zero percent increase for 2012 for planning purposes.

Mayor Pro Tem Schultz moved to approve a zero percent increase in local government dues for 2012 and to reconsider annual increases as part of the budget process later this year. It was seconded by Commissioner Dusenbery and carried.

AUTHORIZE ISSUANCE OF A REQUEST FOR PROPOSAL FOR MARC'S ANNUAL AUDIT

Mrs. Pope stated that in 2006, MARC solicited proposals for annual financial audit services for fiscal years 2006, 2007 and 2008. Four proposals were received from the following firms:

Cochran Head & Co., P.C.
Allen, Gibbs & Houlik, L.C.

McGladrey & Pullen
RubinBrown

Allen, Gibbs & Houlik, L.C. (AGH) was selected for the initial three-year commitment. Subsequently, the B&P Committee approved the continuation of AGH's audit services for fiscal years 2009 and 2010. The annual audit fees were:

<u>Fiscal Year</u>	<u>Amount</u>
2006	\$49,750
2007	51,240
2008	52,780
2009	76,200
2010	81,600

The 2009 audit fees of \$76,200 included \$69,000 for base audit plus \$4,800 for the increase in number of ARRA grants and \$2,400 for increase in AICPA sample sizes. There was an increase in the base fee from prior years to reflect the significant increase in MARC expenditures since 2006, primarily due to the Head Start program. Mrs. Pope advised that the audit firm prepares not only the Comprehensive Annual Financial Report (CAFR), but the Federal A-133 Supplemental Financial Report (long and short version), Financial Statements for the Solid Waste Management District, Supplemental Financial Report for Aging Grants, Community Services Corporation audit and 990 tax form, and the Metropolitan Official Health Agencies of the Kansas City Area (MOHAKCA) audit.

The 2010 audit fees of \$81,600 include the same base fee of \$69,000 for 2009 plus the \$3,000 for the increase in AICPA sample sizes. In addition, there were additional fees of \$4,800 for one additional federal major program that needed to be audited and \$4,800 for the state-mandated aging program audit procedures (since the Aging Program was not selected as a major federal program).

The B&P Committee serves as MARC's audit committee and is responsible for the selection of MARC's audit firm and receiving the annual audit reports. A chart listing the audit firms that MARC has used since 1988 was included in the packet.

MARC staff reviewed the chart with the officers in June 2011. The discussion included the need to periodically obtain bids. The officers felt it was appropriate at this time to seek bids for the annual audit services and directed the staff to initiate a request for proposals (RFP) process. It was also noted that the current audit firm, Allen, Gibbs & Houlik, would be given the opportunity to participate in the RFP process.

David Warm noted that several members of the B&P Committee will be asked to participate in the final auditor selection interviews.

Mayor Pro Tem Schultz moved to authorize the MARC staff to initiate a selection process and issue a request for proposals (RFP) for audit services for the 2011, 2012 and 2013 fiscal year audits. It was seconded by Councilmember Marcason and carried.

AUTHORIZE APPLICATION FOR AND ACCEPT FUNDS FROM THE STATE OF MISSOURI FOR REGIONAL PLANNING

For many years the Missouri state legislature has appropriated funding to regional planning commissions in the state. At this time, we expect that MARC and the East-West Gateway Council of

Governments in St. Louis will receive approximately \$10,670 (same amount as FY 2010) for FY 2012 while the rural councils will receive much smaller amounts.

The state of Missouri requires that MARC provide an equivalent amount of funds for regional planning. MARC will receive \$207,126 in 2011 from the Missouri members, which will exceed the state's matching requirements. All of the funds have been budgeted as revenue in the 2011 MARC budget. These funds will be used to match a variety of federal, state and local grants.

Councilmember Marcason moved to authorize the executive director to apply for and accept funds totaling approximately \$10,670 from the state of Missouri for FY 2012. It was seconded by Mayor Shaffer and carried.

AUTHORIZE CONTRACT WITH KANSAS EASTERN REGION INSURANCE TRUST (KERIT) FOR ACCOUNTING AND ADMINISTRATIVE SERVICES

Since 1986, MARC has provided services to the Kansas Eastern Region Insurance Trust including preparing monthly financial statements with supporting schedules; processing bank deposits and reconciliations; maintaining account receivable schedules; monitoring contract payments, investments and cash flow; and assisting with the annual budget and audit. Since 1991, MARC has also prepared the meeting agenda packets and recorded the minutes of the meetings. MARC staff members also prepare a quarterly newsletter for KERIT. These services will be performed in 2012 by existing staff for an annual fee of \$32,160 (which includes a two percent increase from 2011). The increase of \$636 from 2011 will cover increases in MARC costs (salaries, fringe benefits, rent and indirect costs).

MARC will be compensated \$2,680 a month (\$32,160 annually) for the services provided, and the compensation will be used for staff resources to provide the accounting and administrative services discussed above.

Commissioner Dusenbery moved to authorize the executive director to enter into a contract to provide accounting and administrative services to the Kansas Eastern Region Insurance Trust in an amount of \$32,160 for calendar year 2012. It was seconded by Commissioner Wise and carried.

Jim Caccamo said the Head Start items 3-a and 3-b can be voted on separately at the wish of the Committee.

ACCEPT MONTHLY REPORTS OF HEAD START BUDGET AND EXPENDITURES, CREDIT CARD TRANSACTIONS, FREE AND REDUCED MEALS SERVED AND PROGRAM DATA

The Head Start Grantee must report monthly to the Governing Board on Head Start Budget and Expenditures, Head Star Credit Card Expenditures, Free and Reduced Meals Served and Monthly Program Data. The monthly reports as of June 30 and July 30, 2011 were enclosed.

Mr. Caccamo noted that the program is currently at full-funded enrollment. One delegate is at 100 percent in completed health screenings, with two other delegates being in the high 90th percentile, and one delegate who is struggling to get to 90 percent. This situation is being closely monitored. He reminded the Committee that one of the findings in the 2010 Federal review was that nine teachers in the Kansas City, Mo. School District were identified who had not had criminal background checks conducted prior to their employment. This is a requirement of all delegate agencies. In July, the Office of Head Start did a random check of current employees, and found all background checks had been performed. A letter is expected soon verifying that information.

Staff recommends acceptance of the monthly Head Start budget and expenditures, credit card transactions, free and reduced meals served, and program data.

AUTHORIZE MARC, ON BEHALF OF MID-AMERICA HEAD START, TO RECEIVE AND EXPEND THE FUNDS FOR MISSOURI EARLY HEAD START PROGRAM FOR THE PERIOD FROM JULY 1, 2011 TO JUNE 30, 2012

Each year Mid-America Head Start must submit an application to the State of Missouri Department of Social Services, Children's Division/Office of Early Childhood to request continued funding to operate the State funded Early Head Start program. Two delegate agencies, The Family Conservancy (TFC) and Independence School District (ISD), serve a total of 222 children monthly with this funding. Upon receipt, funds are subcontracted to both delegates. The Family Conservancy receives \$1,046,091.33 to serve 123 slots and Independence School District receives \$804,008.81 to serve 99 slots, for a total award of \$1,850,100.14.

Staff recommends that the Mid-America Regional Council, on behalf of Mid-America Head Start, be authorized to receive and expend the funds for Missouri Early Head Start Program in the amount of \$1,850,100.14 for the time period of July 1, 2011 to June 30, 2012.

Commissioner Pretz moved to accept the Head Start monthly reports, and apply for, accept and disburse grant funds. It was seconded by Councilmember Marcason and carried.

Jacqui Moore said the Aging Services items 4-a and 4-b can be voted on separately at the wish of the Committee.

AUTHORIZE A COLLABORATIVE AND FINANCIAL AGREEMENT WITH PRIMARIS TO PROVIDE SERVICES IN A PROGRAM KNOWN AS COMMUNITY LEADERS ASSISTING THE INSURED OF MISSOURI (CLAIM); THE STATE HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP)

Primaris is an organization that entered into an agreement with the Missouri Department of Insurance, Financial Institutions and Professional Registration (DIFP) to provide CLAIM services, which provides local Medicare counseling. DIFP receives federal funding for this program from the US Department of Health and Human Services, Centers for Medicare & Medicaid Services (CMS).

CLAIM has more than 250 volunteer counselors throughout Missouri providing local Medicare counseling in their communities. Volunteers receive extensive training to become a certified Medicare counselor, and continue to receive updates and trainings on a regular basis. By way of this agreement, MARC will serve as a Community Partner of the CLAIM program for the period July 1, 2011 through June 30, 2012. The maximum amount available under the terms of this agreement is \$15,000.

Staff recommends that MARC be authorized to enter into an agreement with Primaris to be a Community Partner of the CLAIM program for the period July 1, 2011 through June 30, 2012.

AUTHORIZE AN ADDENDUM TO CONTRACTS WITH AGING SERVICES PROVIDERS AND VENDORS, BEGINNING JULY 1, 2012

At the May meeting, the Budget & Personnel Committee and Board of Directors approved a final list of contractors and vendors for the 2012 Aging Services program year, based on an attachment provided within the May packet. While preparing contracts, a few service providers/vendors were granted significantly larger contract amounts than were estimated within the packet. The purpose of this agenda item is to update this information and request authorization to contract for these amounts:

Service: Structured Respite Provider: Platte Senior Services, Inc.; Unit Rate: \$6.39
Total Amount: \$15,943.05

Service: Grandparent-as-Parent Support Group/Group Counseling Provider: The Children's Mercy Hospital; Unit Rate: \$50.00
Total Amount: \$12,000.00

Service: Catering Provider: H&S Food Service, Inc.; Unit Rate: \$3.59
Amount: \$183,176.16; Unit Rate: \$3.55 Amount: \$138,290.25; Unit Rate: \$3.69; Amount:
\$201,961.08
Total Amount: \$523,427.49

MARC has been given a best-guess estimate of funds from the Missouri Division of Senior and Disability Services to apply to the SFY 2012 budget. Amounts awarded to contractors/vendors are based on recommendations from the various sub-committees and available funding.

Staff recommends authorization for the executive director to contract with these service providers and this vendor for the SFY 2012 program year beginning July 1, 2011, at the amounts listed above.

Councilmember Marcason moved to approve Aging Services agreements and contracts as described. It was seconded by Commissioner Dusenbery and carried.

Mell Henderson advised that the Transportation items 5-a, 5-b, 5-c and 5-d can be voted on separately at the wish of the Committee.

AUTHORIZE SUBMISSION OF A GRANT APPLICATION FOR FEDERAL TRANSIT ALTERNATIVES ANALYSIS FUNDS IN AN AMOUNT NOT TO EXCEED \$1,200,000 AND TO ACCEPT AND EXPEND FUNDS IF AWARDED
MARC in partnership with the region's transit agencies (KCATA, UGT, JCT) and local jurisdictions have worked together to jointly develop the Smart Moves Regional Transit Plan, outlining a strategy for an expanded regional transit service. Since 2009 the Smart Moves team has continued work on refining the Smart Moves Plan through the development of a supporting Regional Transit Implementation Plan consisting of a Phase I Urban Corridors Report, focused on advancing the region's bus rapid transit network, and a Phase II Commuter Corridors report, focused on assessing commuter rail opportunities and defining a regional commuter transit service strategy.

A recently released USDOT Federal Transit Administration notice of funding availability for Alternatives Analysis (AA) planning grant funds has been released, and local jurisdictions have indicated an interest in pursuing a joint application. This grant solicitation presents a timely opportunity to continue the partnership with the KCATA, Jackson County, and city of Kansas City, Mo. by submitting an additional coordinated regional grant application. The application would request funds to conduct more detailed planning intended to build off the Downtown and Commuter Corridors Alternatives Analysis, and would extend the Commuter Corridor Analysis to include the US-71/Grandview corridor. The grant request is \$1.2M and will require a 20% local match which will be provided by local partner jurisdictions and supporters.

The grant request is \$1.2M and will require a 20% local match which will be provided by partner local jurisdictions and supporters.

Staff recommends that the executive director be authorized to submit a \$1.2M Alternatives Analysis planning grant and to receive funds if awarded.

AUTHORIZE RECEIPT OF FUNDS FOR FFY 2009, 2010, 2011 AND 2012 CMAQ FUNDS FOR MARC OUTREACH PROJECTS

The federal CMAQ program provides funding for transportation projects that improve air quality and reduce congestion. In 2010, MARC programmed funds for projects in the Kansas City area to use CMAQ funds in FFY 2011 and 2012, including funds for three public outreach projects to be undertaken directly by MARC:

Project	Kansas CMAQ	Missouri CMAQ	Required Match
Regional Air Quality Public Education	\$252,000 (2009)	\$252,000	\$126,000
	\$280,000 (2010)	\$280,000	\$140,000
	\$250,000 (2011)	\$250,000	\$125,000
	\$250,000 (2012)	\$250,000	\$125,000
Regional Rideshare Program	\$109,000 (2009)	\$109,000	None Required
	\$121,000 (2010)	\$121,000	
	\$125,000 (2011)	\$125,000	
	\$125,000 (2012)	\$125,000	
Active Transportation Program	\$ 39,311 (2009)	\$ 39,311	\$ 19,656
	\$ 40,225 (2010)	\$ 40,225	\$ 20,113
	\$ 36,000 (2011)	\$ 36,000	\$ 18,000
	\$ 36,000 (2012)	\$ 36,000	\$ 18,000

Historically, MARC's CMAQ funds have been transferred from the Federal Highway Administration (FHWA) to be managed by the Federal Transit Administration (FTA). However, this year KDOT has decided to retain oversight of FFY 2011 & 2012 projects with FHWA. MoDOT has indicated that they prefer to continue to transfer oversight of these projects to FTA.

Funds for the 2009 & 2010 projects were included in the 2009 & 2010 MARC budgets. Funds for the 2011 projects are currently included in the 2011 MARC budget.

Staff recommends authorization to enter into agreements with FTA, KDOT and/or MoDOT as needed to receive FFY 2009, 2010, 2011 & 2012 CMAQ funds for MARC outreach projects.

APPROVE AMENDMENT #4 TO THE 2011 UNIFIED PLANNING WORK PROGRAM

The *Unified Planning Work Program (UPWP)* 1) describes the transportation planning activities MARC and other agencies will undertake during the year; 2) documents the proposed expenditures of federal, state and local funds in support of applications for various planning grants; and 3) provides a management tool for MARC and the funding agencies in scheduling major transportation planning activities, milestones and products. An amendment is proposed to the *2011 UPWP* to:

- Transfer \$25,000 of CPG funds currently budgeted for salaries in Task 2.1 as follows:
 - Redirect \$15,000 within Task 2.1 toward contractual services to expand the regional Green House Gas emission tool to support corridor-level analysis;
 - Move \$5,000 to Task 2.2 to support printing of the Complete Streets Policy/Manual;
 - Move \$5,000 in contractual services to Task 5.2 to support strategic planning for sustainable traffic management;
- Add \$17,841 in additional Kansas Consolidated Planning Grant (CPG) funds for consultant services in new task 6.10 to conduct transit planning activities for the portion of the Shawnee Mission Parkway urban transit corridor west of Metcalf Avenue; and
- Add \$125,000 of FHWA Research Grant Funds for new task E.6 in the Appendix of Related Activities to investigate ways to integrate the federal livability principles more fully into the metropolitan planning process.

The revisions were detailed in the meeting packet. MARC's Public Involvement Plan requires that proposed amendments to the *UPWP* be released for public review and comment prior to adoption. No comments were received.

The amendment adds \$17,841 in KS CPG funds and reallocates \$25,000 in MARC's existing CPG funds. It results in an overall increase in the UPWP budget of \$17,841. The new FHWA Research Grant is reflected in the section on "Related Activities" and does not affect the overall UPWP budget.

Staff recommends approval of the proposed Amendment #4 to the 2011 UPWP.

APPROVE FFY 2012 MISSOURI SECTION 5310 VEHICLE RECOMMENDATIONS FOR 17 VEHICLES TO REPLACE, EXPAND OR START NEW SERVICE TO SUPPORT THE ELDERLY AND PEOPLE WITH DISABILITIES

The FTA Section 5310 program is a Capital Assistance program administered annually by the state Departments of Transportation to support transporting the elderly and disabled. In Missouri, MoDOT has provided the opportunity for local input by MARC on MoDOT funding decisions via review and comment on area applications by locally eligible non-profit entities.

This year, eleven entities applied for sixteen vehicles, requesting \$542,000 in federal Section 5310 funds. An estimated \$379,320 has been used for planning and ranking purposes in the Kansas City area. The Special Transportation-Job Access Partnership Committee met on July 13th to rank the requests. A summary of the 16 requested vehicles was included in the meeting packet.

Upon approval by the MARC Board, the final ranking of Section 5310 projects will be forwarded to the Missouri Department of Transportation as the requested local Kansas City input. TTPC and the MARC Board will accordingly be requested to amend the Transportation Improvement Program to incorporate these projects and these funds either individually or as a lump sum.

MoDOT will apply the requested recommendation as local input to fund as many of the 16 requested vehicles as MoDOT administratively approves. The final number of vehicles will be based on variables such as MoDOT's available funding and the state procurement of optional vehicle configurations.

Staff recommends approval of the recommended Section 5310 priorities for forwarding to the Missouri Department of Transportation and the inclusion of the relevant 5310 funds into an upcoming TIP amendment.

Mayor Shaffer moved to approve the submittal of the Alternatives Analysis grant application and accept funds, and to approve receipt of funds, amendments and recommendations as described above. It was seconded by Councilmember Marcason and carried.

Marlene Nagel advised that the Air Quality items 6-a and 6-b can be voted on separately at the wish of the Committee.

AUTHORIZE AGREEMENTS FOR 2011 SUMMER AIRQ PUBLIC OUTREACH MEDIA ADVERTISING AND PROMOTION

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 Q ozone season media campaign purchases for 2011 include

Network TV (KSHB, KCTV, Fox 4, KMBC)	\$65,000
Internet advertising (network TV news websites, kansascity.com)	\$30,000
Time Warner cable (6 stations)	\$20,000
Univision	\$5,500
Print advertising	\$7,000
Radio advertising	\$34,000
CBS Outdoor billboard advertising	\$5,000
KCATA bus advertising	\$3,500
TOTAL	\$170,000

The Congestion Mitigation/Air Quality grant for regional air quality public education program will cover these expenses.

Staff recommends authorization for the executive director to enter into agreements for advertising and promotion for the air quality program as itemized above.

APPROVAL TO SOLICIT AND ACCEPT FUNDS FROM THE STATE OF KANSAS FOR MARC'S AIR QUALITY PROGRAM FOR PLANNING AND OUTREACH

MARC has been actively involved in air quality issues since the early 1970s and, since 1978, has served as the official air quality planning organization for the bi-state metro area under section 174 of the federal Clean Air Act. Section 174 requires that states appoint an organization to coordinate local input to the development of the state air quality implementation plans.

MARC's air quality responsibilities include coordination, planning, technical analysis, and public information and education. MARC has no regulatory authority related to air quality issues but makes recommendations to the state air quality agencies concerning air quality planning and regulatory measures.

Staff recommends authorization for the executive director to solicit and accept funding from the Kansas Department of Health and Environment to support MARC air quality planning and public education activities for the fiscal period October 1, 2011 through September 30, 2012, in an amount not to exceed \$61,333.

Councilmember Marcason moved to approve the Air Quality agreements and to accept funds as described. It was seconded by Commissioner Dusenbery and carried.

Mrs. Nagel advised that the Energy items 7-a, 7-b, and 7-c can be voted on separately at the wish of the Committee.

AUTHORIZE CONTRACTS WITH SELECTED VENDORS FOR HIGH EFFICIENCY DECORATIVE STREET LIGHTS FOR THE CITIES OF LAWSON, KEARNEY, MERRIAM, NORTH KANSAS CITY, OAK GROVE, RAYMORE, RAYTOWN, AND PLEASANT HILL AS PART OF THE SMART LIGHTS FOR SMART CITIES PROJECT

MARC was awarded a \$4 million U.S. Department of Energy grant in 2010 to provide high efficiency street lights to cities under 35,000 population in the metro area. MARC is working with 25 local cities plus several utilities on this project. The objective is to deploy different high efficiency streetlight technologies in different cities and use this initial deployment to transform the streetlight market in the metropolitan area.

The MARC board previously authorized contracts to purchase 3,400 high efficiency cobrahead streetlights. These lights are the most common style of streetlights along city streets. These new fixtures are being delivered and will be in place in 45 days.

There are 8 of the 25 Smart Light cities that are testing decorative high efficiency streetlights. The selection of decoratives was handled separate from the cobraheads because matching new decorative with existing decorative is time consuming and difficult. There were 6 vendors who submitted decorative proposals and we will seek further bids to satisfy all participating cities' needs.

The prices range from \$750 to \$1,425 per fixture depending on whether a new retrofit kit can be inserted into an existing fixture or whether an entire new fixture must be purchased. Some fixtures cannot accommodate available retrofit kits and some fixtures have exceeded their useful life. The new decorative streetlights use LED technology.

Staff recommends authorization for the executive director to enter into appropriate contracts with manufacturers/suppliers for decorative high efficiency street lights for the cities of Lawson, Kearney, Merriam, North Kansas City, Oak Grove, Raymore, Raytown, and Pleasant Hill in accordance with the Smart Lights for Smart Cities grant agreement.

AUTHORIZE SUBMISSION OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF ENERGY'S ROOFTOP SOLAR CHALLENGE GRANT TO REDUCE BARRIERS TO THE IMPLEMENTATION OF SOLAR ENERGY PROJECTS AND TO ACCEPT AND EXPEND FUNDS IF AWARDED

MARC is the lead agency of a regional consortium that includes the City of Kansas City, Mo., City of Lee's Summit, Mo., Clay County, Mo., Johnson County, Kan., City of Olathe, Kan., Kansas City Power & Light (KCP&L) and the Metropolitan Energy Center (MEC). The DOE has targeted the Rooftop Solar Challenge grant to local government teams (regional or statewide teams) representing a minimum population of 500,000 to partner with relevant stakeholders. The objective is to achieve measurable improvements in market conditions for rooftop photovoltaics (PV) across the US, with an emphasis on streamlined and standardized permitting and interconnection processes. DOE anticipates providing up to \$12.5M to up to 25 awardees in Phase 1 (12-month process) and additional funds for Phase 2 (24-month process). The request is for \$1.5 million over three years.

The key elements in Phase 1 are:

- Permitting and interconnection processes
- Net metering and interconnection standards
- Financing options
- Planning and zoning processes

We feel that the Kansas City region is in a good position to be a competitive applicant for this grant as we are making significant advancements in energy efficiency and conservation. DOE has invested more than \$66 million in the region over the last 3 years.

The Solar Ready KC grant application outlines a 4-prong approach in Phase 1:

1. Produce *research* to establish current conditions, document best practices and successful market changes;
2. Provide *education* to build capacity of local government officials to a heightened level of knowledge and sophistication in solar technologies, applications, and how to vastly improve permitting and zoning regulations for solar installations;
3. Explore and assist in creating *finance* mechanisms to make solar investments easily attainable;
4. Initiate statewide *advocacy* for improved net metering and interconnection standards.
Phase 2 would concentrate on implementing the region's best practices in Phase 1 statewide to Kansas and Missouri.

Staff recommends authorization for the executive director to apply for and accept funds from the U.S. Department of Energy for the Rooftop Solar Challenge.

AUTHORIZE AGREEMENT WITH PATTI BANKS ASSOCIATES FOR ENERGY STRATEGY PLANNING AND COMMUNICATIONS SERVICES

The city of Kansas City, Mo. submitted an application to the US Department of Energy for a competitive EECBG grant, and was awarded \$20 million. MARC was included as a partner in the grant application, and has executed an agreement with the city for \$3 million to support activities focused on increasing regional capacities for energy conservation and support for the Green Impact Zone. MARC's responsibilities in the EnergyWorks-KC project are centered on actions to help transform the energy retrofit market and spread the ideas, processes, and practices developed and carried out in the retrofit work in the Kansas City neighborhoods. MARC's goals include:

- Foster the development of local, regional, and state policy to facilitate the expansion of building energy retrofits
- Develop a regional building retrofit education program to promote retrofits to the general public by making them aware of the benefits from retrofits, the financing and funding options, and the resources available to help them accomplish the retrofit
- Develop a green jobs pipeline that provides residents of targeted neighborhoods, and others in the metro area seeking employment and careers with a path from training, to certification, to work on EnergyWorks-KC projects, to a career in the building retrofit industry
- Develop and implement a process for replicating the EnergyWorks-KC model in other parts of the Kansas City metro area with particular initial focus on Kansas City, KS
- Support targeted neighborhoods and other communities by providing training and the transfer of techniques and strategies developed in the Green Impact Zone

The budget includes approximately \$200,000 to be used to invest in communications and outreach work to support connecting building owners (residential, commercial, industrial and institutional) to programs and services that result in their actions to retrofit their buildings and achieve energy savings.

MARC received a number of responses to the RFP, and the selection committee selected Patti Banks Associates to assist in facilitating the discussions with representatives from the grant's partners, Kansas City, Missouri and the Metropolitan Energy Center, and designing and implementing a communications strategy plan to reach property owners in the city's seven target neighborhoods and the metro area.

Staff recommends authorization for the executive director to execute an agreement with Patti Banks Associates in an amount not to exceed \$200,000 for the work described above.

Mayor Pro Tem Schultz moved to authorize the Energy contracts and grant application as described above. It was seconded by Councilmember Marcason and carried.

Mrs. Nagel advised that the Environmental Services items 8-a, 8-b, and 8-c can be voted on separately at the wish of the Committee.

AUTHORIZE AGREEMENT WITH PATTI BANKS ASSOCIATES FOR ENERGY STRATEGY PLANNING AND COMMUNICATIONS SERVICES

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- Develop and implement a process for replicating the EnergyWorks-KC model in other parts of the Kansas City metro area with particular initial focus on Kansas City, KS

- Support targeted neighborhoods and other communities by providing training and the transfer of techniques and strategies developed in the Green Impact Zone

The budget includes approximately \$200,000 to be used to invest in communications and outreach work to support connecting building owners (residential, commercial, industrial and institutional) to programs and services that result in their actions to retrofit their buildings and achieve energy savings.

MARC received a number of responses to the RFP, and the selection committee selected Patti Banks Associates to assist in facilitating the discussions with representatives from the grant's partners, Kansas City, Missouri and the Metropolitan Energy Center, and designing and implementing a communications strategy plan to reach property owners in the city's seven target neighborhoods and the metro area.

Staff recommends authorization for the executive director to execute an agreement with Patti Banks Associates in an amount not to exceed \$200,000 for the work described above.

APPROVE SUBMISSION OF A WETLANDS PROGRAM DEVELOPMENT GRANT PROPOSAL TO THE U.S. ENVIRONMENTAL PROTECTION AGENCY, AND, IF AWARDED, ACCEPT FUNDS

The U.S. EPA Region 7 issued a request for proposals under its Wetlands Program Development Grant to support wetland and watershed protection efforts. MARC submitted an application to EPA in July 2011 for up to \$231,500 to develop tools, plans and strategies to advance the integration of green infrastructure (GI) concepts into sustainable urban-design processes. Efforts would be closely intertwined with sustainable corridor planning supported by the Creating Sustainable Places initiatives.

Requested funds would support the enhancement of the Natural Resource Inventory through the development of methodology to evaluate ecosystem services provided by area natural resources. Grant resources also would support the evaluation of GI policy, planning and design opportunities to conserve and restore GI in six transportation corridors. Finally, the grant would support implementation of multi-faceted public and professional education related to GI tools and strategies.

The EPA grant program requires a 25% local match. MARC plans to meet in-kind contributions for the grant through partnerships with KU and UMKC, as well as from professional and volunteer time donated to support project activities.

Staff recommends authorization to submit a Wetlands Program Development grant proposal to the U.S. Environmental Protection Agency, and, if awarded, accept funds of up to \$231,500.

APPROVE AMENDMENT TO EXISTING AGREEMENT WITH APPLIED ECOLOGICAL SERVICES TO PROVIDE ADVANCED DISASTER PLANNING AND ANALYSIS IN PLATTE COUNTY

MARC was awarded supplemental disaster grant funds from the Missouri Community Development Block Grant Program on behalf of Platte, Cass and Ray Counties to mitigate future flood risks. Platte County seeks to pursue a watershed planning approach within several sub-watersheds to prioritize the long term flood mitigation needs while also providing increased community assets in related to recreation and open space.

MARC recently entered into a contract with Applied Ecological Services (AES) for an amount not to exceed \$130,000 to update the Natural Resource Inventory (NRI) with funding from the HUD Creating Sustainable Places initiative. The planning analysis needed in Platte County will utilize the updated NRI to identify opportunities for flood risk mitigation while also serving as an innovative application of resource inventory data.

Staff recommends approving an amendment to the agreement with AES agreement for up to \$45,000 additional funds for a total not to exceed \$175,000 to provide Platte County disaster planning and analysis.

AUTHORIZE AGREEMENT WITH BRIDGING THE GAP'S HEARTLAND TREE ALLIANCE FOR AN URBAN FORESTRY DEMONSTRATION TREE PLANTING

MARC's recently completed a regional forestry assessment with support from the USDA Forest Service, the Missouri Department of Conservation and the Kansas Forest Service. The Missouri Department of Conservation recently awarded an additional \$70,000 in grant funds to MARC to support continued planning and policy development work in this arena. In efforts to build increased community support, MARC seeks to partner with Bridging the Gap's Heartland Tree Alliance (HTA) to implement a high visibility demonstration tree planting and public education project.

The HTA engages people of the greater Kansas City region to take action and advocate for a healthy community forest. HTA plans to implement a demonstration project in partnership with the City of Kansas City, Missouri, the Missouri Department of Conservation and other community partners. MARC received authorization from MDC to support this demonstration project for an amount not to exceed \$15,000.

Staff recommends approval of an agreement with Bridging the Gap's Heartland Tree Alliance for an amount not to exceed \$15,000 to support implementation of an urban forestry demonstration tree planting project.

Councilmember Marcason moved to approve the Environmental Services submission of a grant application and agreements as described above. It was seconded by Commissioner Pretz and carried.

APPROVE AMENDED CONTRACT WITH ASSET PROPERTY DISPOSITION (APD) URBAN PLANNING & MANAGEMENT LLC TO SUPPORT HOUSING PLANNING SERVICES FOR THE GREEN IMPACT ZONE

One of the priorities identified by neighborhood leaders to address distressed conditions in the Green Impact Zone is new housing investment. Through planning work undertaken with neighborhood leaders, six potential housing development projects have been outlined. In addition, nonprofit organizations, including LISC and the Enterprise Foundation have expressed interest in supporting housing investment in the zone, and several for-profit and non-profit housing developers have expressed interest.

Through the HUD Regional Sustainable Communities planning grant, resources are budgeted to support planning and coordination services that lead to implementation actions for housing investment.

The initial contract with APD is for \$120,000. As a result of the initial planning and coordination services provided by APD, a development team of Make it Right Foundation, Dalmark Corporation and BNIM Architects are working to redevelop the old Bancroft School into retirement housing and public spaces. Make it Right Foundation has raised \$80,000 toward the pre-development planning and design costs, and has asked MARC to support \$70,000 of the planning work, including community engagement, environmental review and housing design work. MARC has identified \$20,000 from its current Green Impact Zone budget, and is seeking the remaining \$50,000 from foundation and other sources.

Commissioner Wise moved to authorize the executive director to amend its agreement with APD Urban Planning and Management LLC in an amount not to exceed \$70,000 to support housing reinvestment in the Green Impact Zone. It was seconded by Councilmember Marcason and carried.

Mrs. Nagel advised that the Regional Health Care Initiative items 10-a, 10-b, and 10-c can be voted on separately at the wish of the Committee.

AUTHORIZE THE REGIONAL HEALTH CARE INITIATIVE, THROUGH MARC COMMUNITY SERVICES CORPORATION, TO SUBMIT AN APPLICANT DEFINED GRANT TO THE REACH HEALTHCARE FOUNDATION AND TO ACCEPT AND EXPEND FUNDING IF AWARDED

The RHCI provides staff support and coordination to The Children's System Change Committee, a formal planning and advisory body that is charged with the development of recommendations and on-going assessment of transformational initiatives to enhance behavioral health care for children in the region.

RHCI has already received a grant from the Health Care Foundation for funding to hire a vendor to conduct a children's behavioral health needs assessment and intends to submit a similar grant to the REACH Foundation. The purpose of this assessment is to develop recommendations to improve access to an integrated and well-coordinated system of quality behavioral healthcare for children in the Kansas City metropolitan area. An RFP will be issued that is designed to identify a 3rd party partner that will provide expertise and guidance, research local and national children's behavioral health models and develop a framework for a coordinated community initiative to improve access to quality integrated, accessible behavioral health care for vulnerable and underserved children of the metropolitan Kansas City community.

Staff recommends that the Mid-America Regional Council's Community Services Corporation (MARC CSC) on behalf of the Regional Health Initiative, be authorized to submit an Application Designed grant application to the REACH Healthcare Foundation in the amount of \$20,000 and to accept and expend funding if awarded the grant.

AUTHORIZE THE REGIONAL HEALTH CARE INITIATIVE TO CONTRACT WITH COLLABORATIVE RESEARCH, LLC TO CONDUCT A REGIONAL CHILDREN'S BEHAVIORAL HEALTH NEEDS ASSESSMENT

The RHCI provides staff support and coordination to The Children's System Change Committee, a formal planning and advisory body that is charged with the development of recommendations and on-going assessment of transformational initiatives to enhance behavioral health care for children in the region. This committee is a sub-group of the Metropolitan Mental Health Stakeholders group.

RHCI has proposed to hire a vendor to conduct a children's behavioral health needs assessment. The purpose of this assessment is to develop recommendations to improve access to an integrated and well-coordinated system of quality behavioral healthcare for children in the Kansas City metropolitan area. The System Change Committee will use these recommendations to guide its work for the next several years.

An RFP was issued that was designed to identify a 3rd party partner that will provide expertise and guidance, research local and national children's behavioral health models and develop a framework for a coordinated community initiative to improve access to quality integrated, accessible behavioral health care for vulnerable and underserved children of the metropolitan Kansas City community. Collaborative Research, LLC has been selected as the vendor.

Staff recommends that the Mid-America Regional Council on behalf of the Regional Health Initiative be authorized to contract with Collaborative Research, LLC in the amount of \$77,500 to conduct a regional children's behavioral health needs assessment.

AUTHORIZE ADMINISTRATION OF FUNDS AND CONTRACTS BETWEEN THE REGIONAL HEALTH CARE INITIATIVE AND FIVE SAFETY NET CLINICS TO CONTINUE TO COLLABORATE AND EXPAND SAFETY NET HEALTH CARE SERVICES

In 2009, the project received funding from the Health Care Foundation of Greater Kansas City and the Reach Healthcare Foundation. RHCI received a second grant from both foundations to fund the project and the contracts with the safety net clinics for a second year and RHCI has applied for funding for a third year. The funding will be split between the same clinics that participated in the

Year 1 and Year 2 projects and include: KC Free Health Clinic, Swope Health Services, Samuel U. Rodgers - Northland, Quindaro Family Health Care and Health Partnership of Johnson County. MARC's RHCI staff will provide project management.

These contracts will enable the five safety net clinics to continue to collaborate and expand safety net health care services in the metropolitan Kansas City region.

Clinic Name	Contract Amount
KC Free Health Clinic	\$194,371
Southwest Boulevard Family Health Care	\$104,953
Swope Health Services	\$130,668
Health Partnership Clinic of Johnson County	\$149,081
Samuel U. Rodgers North Health Center	\$37,235

Staff recommends that RHCI be authorized to administer funds from the Health Care Foundation of Greater Kansas City and the REACH Foundation on behalf of the Safety Net Collaborative for the Safety Net Capacity Expansion Year 3 Grant in the amount of \$616,308.

Mayor Pro Tem Schultz moved approve the Regional Health Care Initiative grant applications and contracts as described above. It was seconded by Councilmember Marcason and carried.

APPROVE EXPENDITURES, APPLICATIONS FOR GRANT FUNDING AND ACCEPTANCE OF GRANT FUNDS FOR HOMELAND SECURITY/EMERGENCY SERVICES PROGRAM

Mrs. Nagel reported that the MARC Board has authorized the agency to administer homeland security and bioterrorism preparedness grants, for which planning and trainings will be provided, and for which equipment and other resources will be purchased and provided to local first responder organizations. She referred to the revised agenda report listing the following:

EXPENDITURES:

UASI FY08 and FY09

Vendor: ESI Acquisition
 Method: Sole Source
 WebEOC and Resource Manager software support renewal fee for the September 1, 2011 to August 31, 2012 time period. \$71,610

UASI FY08

Vendor: Recon Robotics
 Method: Sole Source
 Robots for Tactical Team \$120,000

Vendor: Grainger
 Method: Existing Cooperative Purchasing Agreement
 Thermal Imaging Cameras for Tactical Team \$38,000

Vendor: Fisher
 Method: existing cooperative purchasing contract
 Mass Fatality trailer - increase from previous approval \$95,000

Vendor: multiple, TBD Method: 3 competitive quotes and existing cooperative purchasing contract. For Tracker PRT 190 boat; safety railing, fuel upgrade and window defrost for 3 airboats previously purchased in fall 2010; and other miscellaneous technical rescue equipment.	\$57,000
Vendor: Midwest Card Method: Sole Source Badging and Credentialing equipment	\$78,000
Vendor: Allen-Vanguard Method: Sole Source Bomb suit for regional bomb squad; housed at Leavenworth Police Dept.	\$26,000
Vendor: TBD Method: Existing Cooperative Purchasing Contract Purchase of 4 CERT trailers	\$28,000
Vendor: TBD Method: Existing Cooperative Purchasing Contract or ITB. Backup generator for service continuity in the event of disaster at United Way 211 (a regional emergency information & referral resource)	\$25,000
Vendor: iRobot Method: Sole Source Robot for regional bomb squad; housed at Olathe Police Dept.	\$152,000
<u>UASI FY08 and FY09</u>	
Vendor: APS Method: Existing Cooperative Purchasing Contract Equipment and supplies for hospital burns and trauma care. Increase from \$175K previously approved at 6/28/11 Board meeting	\$210,000
<u>UASI FY08 and FY10</u>	
Amendment to previous board approval of \$700,000 on January 25, 2011. Add \$26,000 in additional funds to cover to increased price from original quote (for base materials and supplies with and for masonry for the concrete walls.) Vendor: TBD Method: Formal Solicitation Three backup generators for the Mass Care project	\$726,000
<u>UASI FY09</u>	
Vendor: BNS, ASU, others Method: Sole Source, existing cooperative purchasing contract, invitation to bid Helicopter equipment and accessories for the Helicopter project	\$770,000
<u>UASI FY10</u>	
Vendor: Nabco, Inc. Method: Sole Source Total Containment Vessel (TCV) for regional bomb squad to transport hazardous explosives or devices; to be housed at KCMO Police Dept.	\$335,000

UASI FY10

Vendor: Sierra Nevada Corporation, ITT

Method: Sole Source

ECM, electronic countermeasures remote suitcase device/equipment for FBI Bomb Tech. This equipment is used to interrupt radio signals that could be used to remotely activate an explosive device.

\$232,000

Port Security FY10

Vendor: Electronic Technology, Inc

Method: Existing Cooperative Purchasing Contract

Purchase Port-Wide video downlink (server, software and connecting hardware) for the capability to share video from the region's aerial platform, a helicopter that is operated and sustained by the Kansas City, Missouri Police Department. This purchase will allow the aerial video to be shared "live" with port partners within the standardized systems.

Cost not to exceed \$25,000

REVENUE & CONTRACTS:

FY 11 ASPR Hospital Bioterrorism Grant

Accept funding from the Missouri Department of Health and Senior Services' ASPR Hospital Bioterrorism Preparedness Program for FY2011. MARC administers the ASPR program on behalf of hospitals in Missouri Highway Patrol Region A. FY2011 funding will be \$621,131.92

Vendor: William Moberly

Method: Contract Amendment

Time of performance for medical planner extended to August 2012

\$61,215

UASI FY08

Authorized contract with Thill Media for production of five to six short emergency preparedness videos focused on personal safety and citizens taking responsibility for their own readiness. These videos will be used in multiple ways including on local government access channels, websites, etc., to promote personal preparedness. Cost not to exceed \$65,000

UASI FY 2009

Vendor: EnMagine

Method: Sole Source

Hospitals in the MARC region, as a part of their accreditation requirements, plan to conduct a Hazardous Materials (HazMat) exercise in October, 2011. Seeking approval for a sole-source contract to be executed in the amount of \$22,600 to provide three HAZMAT training classes in preparation for the exercise. The classes include HazMat for Healthcare Awareness, HazMat for Healthcare First Receiver Operations, and HazMat for Healthcare First Receiver Operations Train the Trainer.

UASI FY09, FY10

Authorize contract with The Winmill Group, LLC to provide planning and exercise support to the City of Kansas City, Missouri and its mutual aid partners for Major League Baseball's 2012 All Star Game and related festivities in an amount of \$140,000.00.

Kansas Hazardous Material Emergency Planning (HMEP)

Make application and accept grant funding from Kansas Emergency Management on behalf of the Local Emergency Planning Committee for planning and training activities; including HazMat Training, enhancing emergency response plans, hazard analysis, and other appropriate activities. The performance period for FY12 HMEP grant is October 1, 2011 - September 30, 2012. A 20% soft local match is required. Grant award not to exceed \$72,000

Bioterrorism Preparedness Grant

Authorize the acceptance of \$107,315 from the Kansas City, Missouri Health Department to support regional public health emergency preparedness and response planning for the period August 10, 2011 through August 9, 2012.

UASI FY09

Vendor: Etisbew Technology Group

Method: Request for Proposals ITB

Development of a Public Health Patient Data Management application (Dispense Assist).

Cost not to exceed \$70,000

MARCER

At MARCER's request, MARC has engaged contractor, Jason White, since April 26, 2010 to represent MARCER EMS-related legislative needs with the state of Missouri. MARCER is seeking approval to increase Jason White's contract amount from \$100,000 to \$130,193.08 for contractor services/expenses from May 1, 2010 to July 31, 2011. In addition, MARCER requests approval to amend the contract with Jason White to continue support for the work for EMS-related legislation and implementation and other EMS outreach projects from August 1, 2011 to June 30, 2012 in an amount not to exceed \$97,806.92. This contract's new total amount is \$228,000. Please note that concurrently, the city of Kansas City, Missouri Fire Department has provided funding for these contractor expenses, including MARC coordination services in the amount of \$240,000 for the May 1, 2010 to June 30, 2012 time period. Previous MARC Board approval was obtained to accept these funds in March of 2010 (\$120,000) and in May 2011 (an additional \$120,000).

Commissioner Peterson asked how decisions were made in where to locate the emergency equipment throughout the region. Mrs. Nagel said that MARC works with local police and fire departments to determine the greatest need, and which departments are capable of maintaining trained personnel.

Mayor Shaffer moved to authorize the applications, revenue acceptance, contracts and expenditures as listed above to support regional homeland security/emergency services activities. It was seconded by Councilmember Marcason and carried.

Mayor Shaffer inquired about the status of the reduced Homeland Security grant funds. Mrs. Nagel responded that MARC will not receive UASI funds for FFY 2011. As a result, the state of Missouri identified \$800,000 from state funds to provide to the Kansas City region. The state of Kansas has already allocated their FFY 2011 grant funds, but will consider funding in FFY 2012. She added that it is very unlikely the MARC region will receive future UASI grant funds. However, MARC still has a sizable amount of UASI funds from FFY 2009 and 2010 remaining.

Mrs. Nagel advised that the Public Safety items 12-a and 12-b can be voted on separately at the wish of the Committee.

AUTHORIZE EQUIPMENT PURCHASE FOR 9-1-1 MICROWAVE SYSTEM UPGRADE

Under the direction of the Public Safety Communications Board and Users Committee, MARC staff is preparing to migrate wireless and VoIP 9-1-1 traffic from the current commercial T-1 network to the RAMBIS microwave network. The future network design includes connecting the MARC training center and maintenance office at 600 Broadway to the RAMBIS microwave network. This microwave connection provides high speed Ethernet microwave links to both selective routers for database communications, which will allow MARC staff to make needed changes in an efficient and timely manner. Equipment will need to be purchased and installed on the roof of 600 Broadway to make this connection. Authorization for this installation has already been given by the building owner.

The total cost of the hardware, software, installation activity and future maintenance for this project is \$24,990.81.

Staff recommends authorizing an agreement with Commenco for the purchase and installation of hardware and software to connect the MARC training center and maintenance office to the RAMBIS microwave network at a cost not to exceed \$24,990.81.

AUTHORIZE CRITICAL SPARE PARTS PURCHASE FOR 9-1-1 MICROWAVE NETWORK

The Regional Area Multi-Band Integrated System (RAMBIS) microwave network is comprised of 10 tower sites within the MARC Region. The network is built in a ring topology, with each site containing two microwave connections to ensure redundancy. At the present time, the RAMBIS spare parts inventory includes one spare module for each of the items that comprise the microwave shelf. If a module fails, it is replaced with a spare, and sent in to be repaired. The repair and return process may take 3 to 4 months. If the same device fails in another location before the repaired module is returned, there are no additional spares in inventory that can be used at this time.

The financial impact of this project is \$21,134.00, of which \$7,978.35 will come from remaining FY08 UASI funding. The project budget includes equipment and freight charges.

Staff recommends authorizing an agreement with Alcatel for the purchase of spare parts for the RAMBIS microwave network at a cost not to exceed \$21,134.

Commissioner Dusenbery moved to approve the Public Safety agreements as described above. It was seconded by Councilmember Marcason and carried.

OTHER BUSINESS

There was no other business discussed at the meeting.

ADJOURNMENT

The meeting was adjourned at 11:54 a.m.

MINUTES APPROVED:

C. Edward Peterson, Chair

Date

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 2

ISSUE:

VOTE: Authorize the Executive Committee (MARC Board officers and past chairs) to continue to act on behalf of the Board in certain matters and ratify and approve past actions by the Executive Committee

BACKGROUND:

The MARC Board of Directors adopted bylaws in 1972 with its formation, and amended those bylaws in April 2008. The MARC Board of Directors meets on a monthly basis, and the bylaws require a minimum of ten (10) days of notice to call a special meeting. The bylaws provide for the formation of an Executive Committee composed of the Board's officers (chairman, first and second vice-chairmen, secretary, treasurer, and past chairs if remaining on the Board). The Executive Committee meets regularly to provide guidance to the executive director and to address issues that may require immediate action.

From time to time, it is necessary for the MARC Board to take actions on urgent or sensitive matters that make it impractical to address at regular or special meetings of the full Board. Most recently, MARC staff and its legal counsel have been in communication with Missouri Department of Natural Resources (MDNR) regarding the termination of the Low-Income Weatherization Program as reported to the Board at its August meeting. MDNR may require MARC to respond to a letter regarding their response to a request for review of their decision between Board meetings. This delegation of authority would specifically authorize the Executive Committee to meet to approve any required MARC response to MDNR.

To clearly document the Executive Committee's authority to take action on behalf of the MARC Board and to ratify and approve past actions by the Executive Committee, we are asking the MARC Board to approve the resolutions below.

Section 5.9 of MARC's bylaws provides:

Committees. The board of directors, by resolution adopted by majority vote, may designate one or more committees, each of which ... shall have and exercise the authority of the board in the management of this Corporation to the extent provided in the designating resolutions. ... Such committees may include:

(a) Executive Committee. The board of directors may designate an executive committee comprised of the officers of this Corporation and two or more directors who previously served as past chairman of the board and continue to serve on the board, which committee, to the extent provided in the designating resolution or resolutions, shall have and may exercise all of the authority of the board of directors in the management of this Corporation

The proposed action would constitute that resolution and delegate the authority to the Executive Committee to take action on behalf of the entire MARC Board when such action is required and the MARC Board cannot be convened in a timeframe to allow such action to be taken.

AGENDA REPORT

Budget and Personnel Committee

RECOMMENDATION:

Approve the following resolutions:

Authorization of Executive Committee

RESOLVED, that the Executive Committee of the MARC Board shall consist of MARC Board officers and past chairpersons of MARC, and such Executive Committee shall have and may exercise all the powers and authority of the MARC Board with respect to urgent or sensitive matters between meetings of the Board or as otherwise directed by the Board or the Bylaws, and which Executive Committee is further defined and described by the following terms:

(a) Appointment. The Executive Committee shall be appointed by the MARC Board from time to time for a term, and each MARC Board officer and each past chairperson of MARC hereby is appointed as a member of the Executive Committee to serve at the pleasure of the MARC Board until such member's successor is duly elected and qualified or until such member's earlier resignation or removal. The number of terms for which each Executive Committee member may be nominated and approved is not restricted.

(b) Vacancies. Any vacancy on the Executive Committee may be filled by the MARC Board or may be allowed to remain vacant, as the case may be, in the discretion of the MARC Board.

(c) Authority. The Executive Committee shall have and may exercise all the powers and authority of the MARC Board between meetings of the MARC Board. Actions taken by the Executive Committee shall be considered the actions of the MARC Board.

(d) Meetings. Meetings of the Executive Committee may be called by the Chairman of the Executive Committee or a majority of the members of the Executive Committee. A majority of the Executive Committee members shall constitute a quorum at any meeting so called. The vote of a majority of the members present at any meeting at which a quorum is present shall be the act of the Executive Committee. The Executive Committee may meet in person or telephonically, and may act by unanimous written consent without a meeting. The Executive Committee shall establish its own rules of procedure, which shall be consistent with the bylaws of the Corporation and these resolutions of the MARC Board of Directors.

FURTHER RESOLVED, that the officers of MARC be, and each of them hereby is, authorized and empowered for, in the name of and on behalf of MARC to take any and all actions and to execute and deliver such other documents as they, or any of them, may deem necessary or appropriate to carry out the intent and purposes of the foregoing resolutions.

* * *

Ratification of Past Executive Committee Actions

RESOLVED, that any and all actions heretofore taken by the Executive Committee, including but not limited to actions in connection with the MDNR matter, be, and the same hereby are, in all respects ratified, confirmed and approved as the act and deed of MARC.

STAFF CONTACT:

David Warm

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 3

ISSUE:

VOTE: Review Annual Conflict of Interest Policy for MARC Board and Commissions

BACKGROUND:

In August 2009, the MARC Board approved the attached Conflict of Interest Policy. MARC strives to operate in an open and transparent way that inspires confidence that the organization is an effective steward of public resources. The MARC Board of Directors and a number of MARC committees are responsible for authorizing grants and funding allocations that benefit local governments, public agencies and other organizations in the Kansas City metropolitan area. The committee processes ensure that federal, state and local funds available to the metropolitan area are invested in ways that benefit the region and local communities. The purpose of the Conflict of Interest Policy is to ensure that participants on the MARC board and committees have clear guidance when a participant in any MARC decisions-making process could have a conflict of interest and what the appropriate action would be in those circumstances.

The policy is designed to help directors, officers, employees and volunteers identify conflicts of interest and disclose them to the appropriate authority. It is also designed to provide a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in all MARC operations.

The policy is intended to supplement but not replace any state or federal laws that govern conflicts of interest in public, non-profit, and charitable organizations.

COMMITTEE ACTION:

MARC boards and committees involved in making decisions or recommendations regarding funding awards will also have this topic on its agenda for its next meeting. Currently, this list includes:

- MARC Board of Directors
- MARC CSC Board of Directors
- MARC Budget and Personnel Committee
- Total Transportation Policy Committee (including its supporting planning and programming committees)
- Head Start Policy Council
- Commission on Aging
- Regional Homeland Security Coordinating Committee
- Solid Waste Management District

STAFF CONTACT

Dorothy Pope

Mid-America Regional Council
Conflict of Interest Policy
Governing all Boards, Commissions, Committees and Subcommittees

The Mid-America Regional Council (MARC) is dedicated to building a stronger metropolitan region by promoting regional cooperation and developing innovative solutions to regional challenges. MARC strives to operate in an open and transparent way that inspires confidence that the organization is an effective steward of public resources. The purpose of this conflict of interest policy is to ensure that participants on the MARC board and committees have clear guidance when a participant in any MARC decision-making process could have a conflict of interest and what the appropriate action would be in those circumstances.

It is in the best interest of the MARC Board of Directors, Mid-America Head Start and all other boards, commissions, committees and subcommittees to be aware of and properly manage all conflicts of interest and any appearances of conflicts of interest. This conflict of interest policy is designed to help directors, officers, employees and volunteers identify conflicts of interest and disclose them to the appropriate authority. It is also designed to provide a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in all MARC operations.

The MARC Board, and boards that work through MARC such as the Mid-America Solid Waste Management District, make decisions in a number of program areas that impact the availability of federal, state and local government funds and private contributions. This conflict of interest policy is intended to support those decision-making processes.

This policy is intended to supplement but not replace any state or federal laws that govern conflicts of interest in public, non-profit, and charitable organizations.

1. Interested Person

Any member of a MARC board, commission, committee or subcommittee charged with decision-making or making recommendations for funding, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest Defined

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which MARC has a transaction or other financial arrangement,
- b.** A compensation arrangement with MARC or with any entity or individual with which MARC has a transaction or arrangement, or
- c.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which MARC is negotiating a transaction or arrangement.

For purposes of this policy, “family members” includes spouses, significant others, parents, children, siblings, and any other family member who resides with the employee or those related by marriage.

3. Procedure

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the conflict of interest to members of the committee considering the proposed action or recommendation.

A person who has a conflict of interest in a certain matter shall not participate in the discussion of that matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

The interested person shall abstain from any votes on funding recommendations, contracts or transactions in which there is an interest as defined above, and shall abstain from any votes for all meeting minutes or other records of the meeting.

4. Gifts, Gratuities and Entertainment

MARC committee members and directors shall avoid accepting, directly or indirectly, any rebate, gift, money or anything of monetary value from an organization or vendor that could benefit from a MARC committee action regarding funding recommendations, vendor selection or other transactions. From time to time, vendors may pay for lunch apart from a bid process.

5. Committee Representation

MARC makes decisions on federal and state funding that benefits local communities within the Kansas City region. The MARC Board and many of its committees are composed of local officials representing the communities that may benefit from MARC Board decisions. It is not a conflict of interest for a board member or a committee member, who are also elected officials or local government staff members, to advocate for or vote on issues that will affect their jurisdiction. If an elected official serves on another public board by virtue of their elected office, it is not a conflict of interest for that elected official to participate in discussions and vote on matters affecting that other public body.

In the past, smaller communities have been represented at times by consulting engineers on committees which rely on both technical and community considerations to make funding recommendations. Private consultants or other private parties shall abstain from any discussion or vote on all matters before the committee that pose a conflict of interest, either in terms of a relationship between the project applicant and the private consultant. The private consultant or party shall limit any participation in discussion to answering questions asked by other committee members. Individual committees may adopt specific procedural requirements for participation by members and others present at meetings.

6. Disclosure, Notification, and Review Policy

Each director, officer, and committee member shall disclose any relationships, positions or circumstances in which he or she is involved that he or she believes could contribute to a conflict of interest when and if such situations arise.

If a board member or committee member is unsure as to whether or not a conflict of interest exists, it is their responsibility to consult a MARC staff member associated with that committee to make a determination. If after such consultation, the individual is still unsure, then a determination will be made by the executive director of MARC.

If the board of directors, the Head Start Policy Council or other commission or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, that body shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

This policy shall be distributed annually to all decision-making bodies associated with the Mid-America Regional Council, including but not limited to the Mid-America Head Start, for their review.

Adopted by the MARC Board of Directors, August 25, 2009

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 4

ISSUE:

VOTE: Term for Professional Audit Services and Update on Procurement Process

BACKGROUND:

At the August 23, 2011 meeting, the Budget & Personnel Committee agreed to solicit proposals for professional audit services and directed staff to prepare a request for proposals (RFP) and initiate the selection process. The following timeline outlines the process:

Release of RFP	September 14, 2011
Proposal conference	September 23, 2011
Due date for proposals	October 14, 2011
Reviewers' meeting and selection of finalists	October 28, 2011
Oral Interviews	November 15, 2011
Approval of selected firm	November 22, 2011 B&P meeting

Scope of Work

MARC's audit firm will be required to review and issue more than the core annual audit report. MARC's audit needs include:

1. MARC Comprehensive Annual Financial Report (CAFR)
2. Federal Circular A-133 Supplemental Financial Report (short version)
3. Federal Circular A-133 Supplemental Financial Report (long version, which contains one-page schedules on each grant active during the fiscal year)
4. Aging Mandated Audit Criteria and Mandated Compliance Review Procedures Report
5. MARC Solid Waste Management District Financial Statements
6. MARC CSC Internal Revenue Service Form 990
7. Metropolitan Health Organizations of the Kansas City Area (MOHAKCA) Financial Statements, if required by a grantor agency
8. MOHAKCA Internal Revenue Service Form 990, if required due to dollar threshold

Advertisement and Outreach

MARC staff has directly contacted by email or mailed letter over 40 audit firms. In addition, the RFP has been posted on Demand Star and classified ads have been placed in local newspapers. Nine firms have expressed interest for more information; it is uncertain how many firms will submit a proposal.

Auditor Selection Committee

As in past years, MARC will ask several finance officers from area governments to assist in the review and evaluations of proposals. In addition, several Budget & Personnel Committee members participate in the oral interviews of the top-ranked firms.

Budget & Personnel Committee members will be asked to volunteer to serve on the Auditor Selection Committee and to recommend an audit firm for approval at the November 22 meeting. The oral interviews will be held on Tuesday, November 15, probably from 10:00 a.m. to 1:00 p.m.

AGENDA REPORT

Budget and Personnel Committee

Term of the Audit Firm's Services

In past procurements, MARC has made a commitment of three years with an option for one more year. On occasion, MARC has used the same audit firm for five or six years before a change in audit firms was made.

The Government Finance Officers Association has issued a Best Practice regarding audit procurement (see attached guidance). This document recommends that governmental entities enter into multiyear agreements of at least five years because:

- Such agreements allow for greater continuity.
- Help minimize the potential for disruption in connection with the independent audit.
- Can also help reduce audit costs by allowing auditors to recover certain "startup" costs over several years, rather than over a single year.

During to the timing of the release of the RFP and not knowing whether or not the Committee prefers a five-year term, the RFP document contained the following language. MARC staff will issue an addendum to the RFP informing interested firms on the preference of the B&P Committee.

Term of Engagement

Currently a three-year engagement is contemplated, subject to the annual review and recommendation of the Budget & Personnel Committee, the satisfactory negotiation of terms (including a price acceptable to both MARC and the selected firm) and the concurrence of MARC's Board of Directors.

The MARC Budget & Personnel Committee will consider whether or not to change the **three-year** term to a **five-year** term at its meeting on September 27. An update to the RFP will be posted shortly after the meeting to let all interested firms know whether the term is a three-year or a five-year engagement.

Due to the dollar amount of the annual audit fees, MARC staff supports the change to a five-year term.

RECOMMENDATION:

Approve the change in the audit procurement process to commit to a minimum five-year engagement with the selected audit firm with the understanding that the services are subject to an annual review, satisfactory negotiations of terms (including a price acceptable to both MARC and the selected firm) and the concurrence of MARC's Board of Directors.

STAFF CONTACT:

Dorothy Pope

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 5-a

ISSUE:

VOTE: Accept monthly Head Start reports for budget and expenditures, credit card transactions, free and reduced meals served, and program data

BACKGROUND:

In December 2007, the Head Start Reauthorization Act was signed into law by President George W. Bush. As a part of the new reauthorization, the Head Start Grantee must report monthly to the Governing Board on:

- Budget and Expenditures
- Credit Card Expenditures
- Free and Reduced Meals Served
- Program Data

The monthly reports are enclosed.

RECOMMENDATION:

Accept the monthly reports of Head Start budget and expenditures, credit card transactions, free and reduced meals served, and program data.

STAFF CONTACT:

Jim Caccamo
Evelyn Givens

Mid-America Head Start
Program Budget and Actual Expenditures
For the 10 month(s) ending August 31, 2011
Program Year 6: November 1, 2010 through October 31, 2011

	<u>Grant Budget</u>	<u>Cummulative To Date Expenditures</u>	<u>Remaining Funds</u>	<u>Percent Expended</u>
Major Program:				
Head Start Program & Admin	\$ 17,271,634	\$ 12,555,555	\$ 4,716,079	73%
Early Head Start Program & Admin	1,978,154	1,390,425	587,729	70%
Head Start Training	187,777	141,842	45,935	76%
Early Head Start Training	49,454	38,549	10,905	78%
Total by Program:	<u>\$ 19,487,019</u>	<u>\$ 14,126,371</u>	<u>\$ 5,360,648</u>	<u>72%</u>
By Agency:				
MARC	\$ 1,696,690	\$ 1,229,762	\$ 466,928	72%
Delegate Agency:				
Independence School District	5,455,395	3,688,242	1,767,153	68%
Young Men's Christian Association	5,020,216	3,822,424	1,197,792	76%
Family Conservancy	3,513,641	2,664,689	848,952	76%
Kansas City Missouri School District	3,801,077	2,721,253	1,079,824	72%
Total by Agency:	<u>\$ 19,487,019</u>	<u>\$ 14,126,371</u>	<u>\$ 5,360,648</u>	<u>72%</u>
Other Revenues (Match):				
Contributed Services	4,871,755	\$ 3,221,705	\$ 1,650,050	66%
Other Grant Revenue	-	-	-	0%
Total Other Revenues:	<u>\$ 4,871,755</u>	<u>\$ 3,221,705</u>	<u>\$ 1,650,050</u>	<u>66%</u>

FEDERAL HEAD START CREDIT CARD TRANSACTIONS

FOR THE MONTH OF September 2011

Expense Account	Federal Cost Category	Date of Transaction	MARC Employee	Account Code	Vendor	Date of Statement	Amount	Description	
5440	Meeting	8/26/2011	gvaldovino	61-2-55-41000-4100001-5440-00000	eg-Pizza Hut	visa090111	35.56	Emergency Preparedness Meeting 8/26/11	
	Total						<u>35.56</u>		
5700	Supplies	8/2/2011	gvaldovino	61-2-55-41040-4104000-5700-00000	eg-Brookes Publishing	visa090111	839.16	CLASS Manuals	
		8/4/2011	gvaldovino	61-2-55-41040-4104000-5700-00000	eg-Teachers College Press	visa090111	775.50	Books-Investigator of a Young Child	
		8/12/2011	gvaldovino	61-2-55-41000-4102001-5700-00000	eg-Brookes Publishing	visa090111	250.88	CLASS Score Sheets	
		8/31/2011	gvaldovino	61-2-55-41040-4104000-5700-00000	eg-Amazon	visa090111	80.00	Books-Teaching Parents	
		9/1/2011	gvaldovino	61-2-55-41040-4104000-5700-00000	eg-Amazon	visa090111	160.00	Books-Teaching Parents	
		9/1/2011	gvaldovino	61-2-55-41000-4104000-5700-00000	eg-Amazon	visa090111	133.11	Books-Investigator of a Young Child	
	Total						<u>2,238.65</u>		
total								<u><u>2,274.21</u></u>	

**Mid America Head Start
Governing Body Report
Delegate Free and Reduced Meals Served**

Monthly reports of meals provided through the Department of Agriculture and reported by Site, program option, and partnerships.

All children enrolled in Head Start are determined to be eligible for CACFP by the Healthy Meals for Healthy Americans Act (1994) under the National School Lunch Act.

ISD CACFP/Free and Reduced Meals Served August 2011

Location	Program Option	Breakfast	Lunch	PM Snack
Center	Head Start Part Day	498	726	358
Center	Head Start Expansion Part Day	120	221	101
Grandview	Head Start Part Day	355	679	324
Grandview	Early Head Start Expansion	161	161	161
Hickman Mills	Head Start Part Day	136	257	106
Lee's Summit	Head Start Part Day	88	199	111
Hanthorn	Early Head Start	155	155	155
Hanthorn	Head Start Full Day	305	305	305
Hanthorn	Head Start Part Day	409	868	459
Sunshine Center	Early Head Start	786	786	786
Sunshine Center	Early Head Start Expansion	130	130	130
Sunshine Center	Head Start Part Day	580	580	419
Benton	Head Start Full Day	213	213	213
Blackburn	Head Start Full Day	99	99	99
Fairmount	Head Start Full Day	183	183	183
Glendale	Head Start Full Day	93	93	93
Korte	Head Start Full Day	115	115	115
Luff	Head Start Full Day	117	117	117
Mill Creek	Head Start Full Day	178	178	178
Ott	Head Start Full Day	246	246	246
Procter	Head Start Full Day	254	254	254
Randall	Head Start Full Day	109	109	109
Santa Fe	Head Start Full Day	116	116	116
Spring Branch	Head Start Full Day	55	55	55
Sycamore	Head Start Full Day	120	120	120
William Southern	Head Start Full Day	35	35	35
Truman	Early Head Start	129	129	129

KCMSD CACFP/Free and Reduced Meals Served August 2011

Head Start Full Day	Operating days	Breakfast	Lunch	PM Snack
Attucks	13	501	501	501
Banneker	13	357	357	357
Carver	13	198	198	198
Faxon	13	582	582	582
FLA	13	217	217	217
Garcia	13	319	319	319
Garfield	13	430	430	430
Gladstone	13	367	367	367
Hartman	13	181	181	181
James	13	525	525	525
King	13	401	401	401
Longfellow	13	430	430	430
Paige	13	226	226	226
Pitcher	13	187	187	187
Trailwoods	13	452	452	452
Troost	13	320	320	320
Wheatley	13	563	563	563
Whittier	13	436	436	436
Head Start PD SpEd	Operating days	Breakfast	Lunch	
Attucks	11	48	48	
Faxon	11	69	69	
Garcia	11	26	26	
Gladstone	11	63	63	
Wheatley	11	58	58	
Totals		6,956	6,956	6,692

TFC CACFP/Free and Reduced Meals Served August 2011

Site Name	# of Children	Breakfast	Lunch	PM Snack
Children's TLC	31	221	253	218
Child's Play	21	325	396	340
De La Salle	0	0	0	0
Della Lamb	54	602	889	724
Learn A Lot	33	694	741	680
Plaza	58	852	992	923
St. Mark	50	798	852	769
OBI	252	4258	4740	4002
FCC	125	2263	2469	1986
Home-based	84	0	0	196
Brown's	33	695	718	682
Triality Tots	16	131	164	140
Totals	757	10839	12214	10660

YMCA CACFP/Free and Reduced Meals Served July 2011

Head Start Part Day	Operating days	Breakfast	Lunch	PM Snack
Excelsior Springs	3	45	91	45
Northland	3	178	350	173
Park Hill	3	90	166	76
Skyview	3	83	164	81
Thomas/Roque	3	293	401	314
Head Start Full Day				
Burlington	32	866	1237	1091
Metro	32	835	837	837
RCG	32	657	935	815
Thomas/Roque	32	831	933	908
Early Head Start				
Burlington	32	554	580	551
Metro	32	1126	1141	1131
Thomas/Roque	32	1014	1150	1024



HEAD START MONTHLY STATUS REPORT

MARC - 7/31/2011

	HS	EHS	COMBINED
Enrollment Status All class options/sessions were not in place as of the start of the new program year of July 1, 2011. Part Day programs to begin in August 2011. There were 40 HS vacant slots and 16 EHS slots all within 30 days. Delegates continue to work on completing applications for enrollment of children for PY07.	RED	YELLOW	RED
Health Services Status Numbers reported are for 12 month sites only. YMCA is at 93% complete for physical exams, 83% for dental. TFC's physicals are 88% complete and dentals are 83% complete. ISD's physical exams are 99% complete and dental exams are 76% complete. Information on new enrollees will be included in August KPI report.	RED	RED	RED
Disability Services The YMCA continues to partner with First Steps to recruit EHS children. First Steps Case managers have participated in the Y's Healthy Universities to share information about their program. 10 children referred last year to school district will be reassessed in August. TFC has 3 EHS children with disabilities on their wait list, 8 EHS children have been referred for evaluation and 12 are receiving private services.	YELLOW	YELLOW	YELLOW
Screening All three delegates with 12 month programs are at 100% complete for 45 day screening requirements!! Congratulations!!	YELLOW	YELLOW	YELLOW
Teacher Credentials The YMCA, ISD and KCMSD delegates are between 90% and 100% complete for Head Start Lead Teachers meeting teacher certification requirements. TFC is at 63% for Head Start Lead teachers' degree completion. The primary challenge is for teacher assistants and EHS teachers. All EHS teaching staff are considered teachers and must have at least a CDA, which is an ongoing challenge due to staff turnover and limited number of qualified applicants. Presently staff hired without CDA must agree to enroll in CDA classes upon hire.	YELLOW	YELLOW	YELLOW
Family Partnership All delegates are within compliance. Currently in the process of beginning their 1st Quarter file audits that will include FNA and FPA's.			GREEN

	HS	EHS	COMBINED
Enrollment	RED	YELLOW	RED
What is the Funded Enrollment as of the report date?	1414	491	1905
How many children were currently enrolled as of the report date?	1405	479	1884
How many enrolled children were over income as of the report date? (BENCHMARK: under 10%)	65	13	78
How many vacancies are past 30 days as of the report date? (BENCHMARK: 0)	0	0	0
What was the average attendance for the month ending in the report date? (BENCHMARK: 85%)	68.69 %	86.72 %	73.34 %
What is the current wait list as of the report date?	198	130	328
Enrollment Ratio (BENCHMARK: 98%)	99.36%	97.56%	98.90%
Waitlist Ratio (BENCHMARK: 10%)	14.00%	26.48%	17.22%

	HS	EHS	COMBINED
Health Services	RED	RED	RED
How many enrolled children are up-to-date on a schedule of age appropriate medical services including physical exam, growth assessment, blood level lead, and hemoglobin/hematocrit testing?	622	358	980
How many enrolled children have incomplete or overdue medical services including physical exam, growth assessment, blood level lead, and hemoglobin/hematocrit testing?	186	117	303
How many enrolled children are up to date for Growth Assessment as of the report date?	757	448	1205
How many enrolled children are up to date for Hemoglobin/Hematocrit Screenings as of the report date?	680	405	1085
How many enrolled children are up to date for Lead Screenings as of the report date?	689	389	1078
How many enrolled children are up to date for Physical Exams as of the report date?	727	444	1171
How many enrolled children have been diagnosed as needing medical treatment as of the report date?	91	48	139
Of those enrolled children diagnosed as needing medical treatment, how many have received medical treatment as of the report date?	14	5	19
How many enrolled children are up to date for immunizations as of the report date?	783	428	1211
How many enrolled children are up to date for Dental Exams/Screenings as of the report date?	662	399	1061
How many enrolled children have been diagnosed as needing dental treatment as of the report date?	18	0	18
Of those enrolled children diagnosed as needing dental treatment, how many have received dental treatment as of the report date?	6	0	6
Med Screening Ratio (BENCHMARK: >90%)	44.27%	74.74%	52.02%
Med Exam Ratio (BENCHMARK: >97%)	51.74%	92.69%	62.16%
Med Treatment Ratio (BENCHMARK: 100%)	15.38%	10.42%	13.67%
Immunization Ratio (BENCHMARK: 100%)	55.73%	89.35%	64.28%
Dental Exam Ratio (BENCHMARK: >90%)	47.12%	83.30%	56.32%
Dental Treatment Ratio (BENCHMARK: >95%)	33.33%	100.00%	33.33%

	HS	EHS	COMBINED
Disability Services	YELLOW	YELLOW	YELLOW
How many enrolled children have a diagnosed disability as of the report date?	106	35	141
Of those enrolled children with a diagnosed disability, how many have a current IEP or IFSP as of the report date?	106	35	141
Of those enrolled children with a diagnosed disability, how many are receiving special education or related services as of the report date?	106	35	141
Disability Enrollment Ratio (BENCHMARK: 10%)	7.54%	7.31%	7.48%
IEP IFSP Ratio (BENCHMARK: 100%)	100.00%	100.00%	100.00%
Disability Services Ratio (BENCHMARK: 100%)	100.00%	100.00%	100.00%

	HS	EHS	COMBINED
Screening	YELLOW	YELLOW	YELLOW
How many enrolled children have completed Developmental Screenings as of the report date?	762	454	1216
How many enrolled children are overdue for developmental screening? (BENCHMARK: 0)	0	0	0
How many enrolled children have completed a social emotional screening as of the report date?	761	458	1219
How many children are overdue (past 45 days) for social emotional screening? (BENCHMARK: 0)	0	0	0
How many enrolled children are up to date for Vision Screenings as of the report date?	709	431	1140
How many children are overdue (past 45 days) for a vision screening? (BENCHMARK: 0)	0	1	1
How many enrolled children are up to date for Hearing Screenings as of the report date?	740	430	1170
How many enrolled children are overdue (past 45 days) for hearing screening? (BENCHMARK: 0)	0	1	1
Developmental Screening Ratio (BENCHMARK: >90%)	54.23%	94.78%	64.54%
Social Emotional Screening Ratio (BENCHMARK: >90%)	54.16%	95.62%	64.70%
Vision Screening Ratio (BENCHMARK: >90%)	50.46%	89.98%	60.51%
Hearing Screening Ratio (BENCHMARK: >90%)	52.67%	89.77%	62.10%

	HS	EHS	COMBINED
Teacher Credentials	YELLOW	YELLOW	YELLOW
How many teachers were employed as of the report date?	116	80	196
How many teacher assistants were employed as of the report date?	129	78	207
How many teachers have CDA as their highest credential as of the report date?	14	19	33
How many teachers have AA as their highest credential as of the report date?	22	19	41
How many teachers have BA or higher as their highest credential as of the report date?	66	37	103
Of those teachers without an AA or higher, how many are currently enrolled in an AA program as of the report date? (Enter 0 if all teachers have BA or higher.)	7	14	21
Of those teachers with AA as their highest credential, how many are currently enrolled in a BA/BS program?	5	0	5
How many teacher assistants have CDA as their highest credential as of the report date?	27	17	44
How many teacher assistants have AA as their highest credential as of the report date?	16	5	21
How many teacher assistants have BA or higher as their highest credential as of the report date?	18	17	35
Of those teacher assistants without a CDA or higher, how many are currently enrolled in a CDA program as of the report date? (Enter 0 if all teacher assistants have CDA or higher.)	26	14	40
Of those teacher assistants with CDA as their highest credential, how many are currently enrolled in an AA program as of the report date?	4	6	10
Teacher Degree Ratio (BENCHMARK: 50%)	75.86%	70.00%	73.47%
Teacher CDA Ratio (BENCHMARK: 100%)	87.93%	93.75%	90.31%
Assistant CDA Ratio (BENCHMARK: EHS = 100%)	67.44%	67.95%	67.63%

	HS	EHS	COMBINED
Family Partnerships	YELLOW	YELLOW	GREEN
How many families were enrolled as of the report date?			1035
How many enrolled families have completed Needs Assessments as of the report date?			1015
How many enrolled families have signed Family Partnership Agreements as of the report date?			961
Family Needs Assessment Ratio (BENCHMARK: >98%)			98.07%
Family Partnership Ratio (BENCHMARK: >70%)			92.85%

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 5-b

ISSUE:

VOTE: Approve contract with the Metropolitan Community College District for The Francis Institute to provide coaching support for the Hall Program Administration Scale project

BACKGROUND:

The Mid-America Regional Council's (MARC) Metropolitan Council on Early Learning (MCEL) with funding from the Hall Family Foundation Grant plans to provide Program Administration Scale (PAS) technical assistance and coaching support to 20 early learning center directors participating in a three year project. The PAS was developed by the McCormick Center for Early Childhood Leadership scholars, to provide a reliable and easy-to-administer tool for measuring the overall quality of administrative practices of early care and education programs and to help directors and program administrators improve management practices.

MCEL wishes to contract with The Francis Institute at Penn Valley Community College to provide PAS technical assistance and coaching support to early learning center directors participating in a three-year project.

RECOMMENDATION:

Authorize contract with the Metropolitan Community College District for The Francis Institute to provide coaching support to early learning programs participating in PAS project for an amount not to exceed \$85,621 over three years. Funding for this agreement will be supported through funding from the Hall Family Foundation.

STAFF CONTACT:

Kyle Matchell
Jim Caccamo

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 5-c

ISSUE:

VOTE: Approve contract with the Metropolitan Community College District for The Francis Institute to provide coaching support for the Hall Classroom Assessment Scoring System (CLASS) project

BACKGROUND:

MARC's Metropolitan Council on Early Learning (MCEL), with funding from the Hall Family Foundation Grant, intends to expand the CLASS project to include community based and school district Pre-K programs through a three year longitudinal model. The CLASS model is designed to improve curriculum fidelity and teacher child interactions leading to better outcomes for children. This promising model is currently being implemented in Mid-America Head Start programs.

MCEL wishes to contract with The Francis Institute at Penn Valley Community College to provide CLASS technical assistance and coaching support to early learning classrooms participating in this project over three years.

The Francis Institute has over 20 years experience providing early learning quality improvement technical assistance.

RECOMMENDATION:

Authorize MARC to contract with the Metropolitan Community College District for The Francis Institute to provide coaching support to early learning programs participating in the Hall CLASS project for an amount not to exceed \$270,000 over three years. Funding for this agreement will be supported through funding from the Hall Family Foundation.

STAFF CONTACT:

Kyle Matchell
Jim Caccamo

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 5-d

ISSUE:

VOTE: Approve contract with The Family Conservancy to provide coaching support for the Classroom Assessment Scoring System (CLASS) project

BACKGROUND:

MARC's Metropolitan Council on Early Learning (MCEL), with funding from the Hall Family Foundation Grant, intends to expand the CLASS project to include community based and school district Pre-K programs through a three year longitudinal model. The CLASS model is designed to improve curriculum fidelity and teacher child interactions leading to better outcomes for children. This promising model is currently being implemented in Mid-America Head Start programs.

MCEL wishes to contract with The Family Conservancy (TFC) to provide CLASS technical assistance and coaching support to early learning classrooms participating in this project over three years.

TFC has over 18 years experience providing early learning quality improvement technical assistance.

RECOMMENDATION:

Authorize MARC to contract with TFC to provide coaching support to early learning programs participating in the Hall CLASS project for an amount not to exceed \$410,000 over three years. Funding for this agreement will be supported through funding from the Hall Family Foundation.

STAFF CONTACT:

Kyle Matchell
Jim Caccamo

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 6

ISSUE:

VOTE: Authorize contract modifications with HomeCare of Mid-Missouri

BACKGROUND:

Due to increased demand in eastern Jackson County and Ray County, HomeCare of Mid-Missouri has requested increased units within their contracts for Family Caregiver Respite and Personal Care programs:

	<u>ORIGINAL CONTRACT AMOUNT</u>	<u>NEW CONTRACT AMOUNT</u>	<u>NET GAIN/ (LOSS)</u>	<u>OLD UNITS</u>	<u>NEW UNITS</u>	<u>GAIN/ (LOSS)</u>
Respite	\$19,136.00	\$28,573.50	\$9,437.50	1,150	2,150	1,000
P. Care	<u>25,625.60</u>	<u>47,046.60</u>	<u>21,421.00</u>	<u>1,540</u>	<u>3,540</u>	<u>2,000</u>
	\$44,761.60	\$75,620.10	\$30,858.50	2,690	5,690	3,000

BUDGET CONSIDERATIONS:

MARC's caregiver programs are funded through Title III-E of the Older Americans Act. At the present time, we have been allotted more than enough funds to cover these contract modifications.

COMMITTEE ACTION:

The Commission on Aging recommended, at its September 14th meeting, that the Executive Director be authorized to increase these SFY 2012 contracts with HomeCare of Mid-Missouri, as indicated above.

RECOMMENDATION:

Authorize the executive director to increase the SFY 2012 family caregiver respite and personal care contracts with HomeCare of Mid-Missouri, as indicated above.

STAFF CONTACT:

Jacqui Moore

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 7-a

ISSUE:

VOTE: Approval to apply for and receive Veterans Transportation & Community Living Initiative funds from the Federal Transit Administration

BACKGROUND:

The Department of Transportation has joined with the Departments of Veterans Affairs, Labor, Defense, and Health and Human Services to establish an initiative that will improve transportation options and mobility for America's veterans, service members, and their families. FTA has issued a notice of funding availability for the new Veterans Transportation & Community Living Initiative for projects to provide or improve one call/one click transportation information services for veterans, their families and other people with special transportation needs.

A coalition of organizations with interest in these transportation information services has worked together to develop a project proposal for these funds. The coalition includes MARC; Central Plains Center for Geriatric Studies, University of Kansas Medical Center; the Mr. Goodcents Foundation For Senior Independence; Midwest Center for Non-Profit Leadership, University of Missouri-Kansas City; United Way of Greater Kansas City 211; Kansas City Area Transportation Authority; Unified Government Transit; Johnson County Transit; the VA Medical Centers in Leavenworth, KS and Kansas City, MO; and the Full Employment Council. The project will use up to \$210,472 in FTA funds and \$52,618 from MARC's coalition partners to join existing data from multiple service providers and local agency partners to develop an integrated and shared service database and web tools to improve the accessibility and usefulness of the data for veterans, regional information providers, and transportation agencies.

The development of a collaborative database will support the ability of a multitude of one-stop destinations to share mobility data and access information regarding the region's transportation providers.

BUDGET CONSIDERATIONS:

If awarded, these funds will be added to the TIP and MARC budget.

COMMITTEE ACTION:

The proposed project and funding application were reviewed with the MARC Transit Committee on September 7, 2014 and with the Special Transportation-Job Access Partnership Committee on September 14, 2011. TTPC will consider approval of the application at its meeting on September 20, 2011.

RECOMMENDATION:

Authorize the executive director to apply for and receive up to \$210,472 in FTA funds and \$52,618 from MARC's coalition partners to develop a one-call/one-click integrated and shared Kansas City database for the Veterans Transportation & Community Living Initiative.

STAFF CONTACT:

Ron Achelpohl

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 7-b

ISSUE:

VOTE: Authorize an agreement with INRIX, Inc. to purchase archived travel data for the purpose of updating the MARC Regional Travel Time Study

BACKGROUND:

As part of its ongoing responsibility to monitor the quality of the region's transportation system performance, MARC has historically conducted periodic travel time studies about every five years. The last travel time study for the MARC region was completed in 2007. For the next update, MARC intends to purchase travel data collected by a third-party vendor instead of collecting the data in-house. This approach will allow MARC to obtain more reliable data with greater spatial coverage.

MARC issued a Request for Proposals/Invitation to Bid on August 12, 2011 inviting vendors to submit a response by September 14, 2011. The RFP established minimum requirements in terms of data quantity and quality, and explained that the vendor submitting the lowest bid would be chosen.

During the procurement process, MARC received responses from two qualified vendors. A selection panel comprising members of MARC staff and a representative from the Kansas Department of Transportation (KDOT) reviewed the bids, and recommends the selection of the INRIX "Nationwide Average Speeds" data product.

BUDGET CONSIDERATIONS:

The total cost of the INRIX data product is estimated to be \$80,000.

COMMITTEE ACTION:

TTPC will consider approval of the agreement with INRIX at its meeting on September 20, 2011.

RECOMMENDATION:

Authorize an agreement with INRIX, Inc. for the purchase of archived travel data to update the MARC Regional Travel Time Study in the amount of \$80,000.

STAFF CONTACT:

Mell Henderson
Jim Hubbell

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 7-c

ISSUE:

VOTE: Authorize consultant agreement for a MARC Complete Streets Policy Guidebook

BACKGROUND:

Transportation Outlook 2040 includes policies and strategies to support implementation of Complete Streets, which are roadways designed to safely and comfortably accommodate all users, including, but not limited to, motorists, cyclists, pedestrians, transit and school bus riders, delivery and service personnel, freight haulers, and emergency responders. Users include people of all ages and abilities.

As a follow-up to the long-range transportation plan's adoption, MARC is initiating the development of a Complete Streets Policy Guidebook intended to help guide and inform local jurisdictions in adopting and implementing Complete Streets policies, with a stronger focus on providing guidance for Complete Streets implementation within constrained local budgets.

MARC conducted an open competitive request for proposals (RFP) process. The procurement process received multiple qualified candidates, and members of the selection committee are reviewing proposals, will interview qualified firms, and will recommend the selection of the preferred team at the meeting.

BUDGET CONSIDERATIONS:

Total project costs are estimated to be \$20,000. The project is included in the 2011 Unified Planning Work Program and will be funded by MARC's Consolidated Planning Grant (CPG) funds.

RECOMMENDATION:

Authorize agreement with the selected consulting firm to support the MARC Complete Streets Policy Guidebook in an amount not to exceed \$20,000.

STAFF CONTACT:

Mell Henderson
Tom Gerend
Heidi Schallberg

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 8

ISSUE:

VOTE: Authorize an agreement with a vendor for 2012 aerial imagery of the Kansas City area region and vicinity

BACKGROUND:

Since 2006, MARC, under the auspices of KC MetroGIS, the region's consortium of local GIS managers, has coordinated a bi-annual joint purchase of aerial imagery services by local governments. In the past, federal agencies have also shared in the cost, such as USGS and the Army Corps of Engineers, and this is expected to continue in 2012. As a result of competitively bidding a larger geographic area and obtaining federal partners, MARC has been able to save local governments thousands of dollars. In addition, because the imagery shares a common specification, it is easier to share and view the imagery across jurisdictional boundaries.

For 2012, the participating counties in the MARC region are: Johnson, Leavenworth, Wyandotte, Clay, and Jackson. In addition, the cities of KCMO, Parkville, Belton, Raymore and Harrisonville have also indicated a desire to participate, which means that significant portions of southern Platte County and northern Cass County will also be flown. Finally, several neighboring counties have asked the join in the joint purchase. They are Shawnee, Jefferson and Atchison Counties in Kansas and Buchanan County in Missouri.

MARC issued the request for proposals for this project in July and received 11 responses. MARC narrowed the list to seven for interviews, which were conducted in early September. After the interviews, three vendors were selected for follow-up reference checks. At the time of this writing those reference checks were concluding.

The finalists and recommended vendor will be presented at the meeting. The not-to-exceed amount above is the cost provided by the highest-priced remaining vendor.

BUDGET CONSIDERATIONS:

This project is entirely locally funded, with MARC as the contracting agent. Local governments sign an MOU with MARC agreeing pay for their portion of the imagery and to share the imagery with the other project participants as they request it. That portion is primarily determined by the each jurisdiction's area in square miles as a proportion of the total project area. MARC acts as the project manager and coordinates communication between the vendor and local governments, as well as processes all invoices. MARC may also assist some counties in reviewing imagery to assure images meet specifications. For these services, MARC obtains unlimited access to all the aerial imagery to use in its regional plans and initiatives.

RECOMMENDATION:

Authorize the executive director to enter into an agreement with a vendor for an amount not to exceed \$760,750 for 2012 aerial imagery of the Kansas City area region and vicinity.

STAFF CONTACT:

Frank Lenk

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 9

ISSUE:

VOTE: Authorize acceptance of grant funds from the Centers for Disease Control and Prevention and the U.S. Economic Development Administration

BACKGROUND:

The Mid-America Regional Council has worked with community partners to submit applications for two major federal grant opportunities through MARC's 501c3 corporation.

The first is a grant program through the Centers for Disease Control and Prevention (CDC) as a result of the Affordable Care Act. This Community Transformation Grant program would enable state and local public health agencies and their community partners to invest in programs and services to address chronic disease, obesity, diabetes and tobacco use. Only states and urban counties with populations greater than 500,000 persons are eligible to apply. MARC worked with the three local public health agencies serving Jackson County - Kansas City, Missouri, Independence and Jackson County health departments - on an application. Funds would be used for personnel, contractual services, media purchases, and printing to support areas in reducing tobacco use among teens and adults; supporting active living and healthy eating initiatives; increased use of high impact quality clinical prevention services in cooperation with the safety net providers; improving emotional and social well-being through prevention services; and promoting community design that results in safe and healthy physical environments. The grant application was submitted on July 15, and the three health departments and MARC requested \$1,902,102 for the first year and \$9,002,870 over five years. A Memorandum of Understanding between MARC, the Full Employment Council and UMKC was authorized by the CSC Board and accompanied the application.

The second grant is a combination of three federal grant programs led by the US Economic Development Administration to support strong industry cluster partnerships that result in job creation, increased exports, connecting dislocated and disadvantaged workers to new job opportunities in growing industries, and reducing the reliance by area companies on foreign workers hired through H1B visas. The other federal agencies are the Employment and Training Administration of the US Department of Labor and the Small Business Administration. MARC CSC would be the applicant for the EDA funds, which require matching resources. The Full Employment Council would be the applicant for the training funds, and the UMKC Center for Innovation - KC Source Link would be the applicant for the SBA funds. The three lead organizations would partner with business organizations to carry out a program to support two industry sectors - advanced manufacturing and information technology. The three organizations, including MARC, working on the application, request \$741,838 from EDA (and committed to \$741,838 in in-kind match); \$1 million from ETA for training; and \$150,000 from the SBA for use over two years.

RECOMMENDATION:

Authorize the acceptance of the federal funds as described above.

STAFF CONTACT:

Marlene Nagel

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 10

ISSUE:

VOTE: Authorize contract with the selected vendor to assist Ray County with floodplain management planning services

BACKGROUND:

MARC is assisting Platte County government, which has received a federal Community Development Block Grant (CDBG) Disaster Mitigation grant through the Missouri Department of Economic Development, to support projects for Platte, Cass and Ray counties. These three counties were part of a 2010 federal disaster declaration and therefore eligible to participate in the grant program. The selected consultant will assist Ray County in Missouri on plans, policies, and capacity building through training that results in land use decisions and development practices that mitigate future flood risks. Ray County has adopted the Kansas City Regional Hazard Mitigation Plan and participates in the federal flood insurance program. The county has been impacted in the past from Missouri River and small stream flooding events.

Property owners in and around the cities of Hardin, Richmond and Orrick are experiencing runoff problems as farmers terrace their properties. As property owners in both city and rural areas modify drainage within and along their properties, flooding has intensified for adjoining property owners.

Ray County has need for technical guidance on how to effectively implement their flood plain ordinance, and to understand the responsibilities of the county regarding large-scale terracing that is occurring throughout the unincorporated areas of the county by landowners to increase the acres of productive farm ground to the detriment to neighboring property owners. County Commissioners want to understand how to work with federal and state agencies regarding flood mitigation and to help them address repetitive concerns regarding levies and terracing, floodplain damage and avoidance.

In addition, MARC and selected planning consultants will bring local government officials together with drainage district representatives and property owners to increase understanding of local regulations and plans, and build support for their use in mitigating future flood events. The selected consultant would work with MARC and Ray County to produce planning documents that support specific land use policy implementation and serve as best practices for small cities and the county. It is anticipated that the products could be beneficial to other parts of Missouri.

MARC would work with the selected consultant to offer up to two trainings for elected officials, planning commissioners and government staff on how to use the tools and procedures. The trainings will result in greater awareness and understanding of local plans and policies, and of how such plans and policies should be enforced or implemented at the local level. The training will help local officials understand the value of such plans and policies and build support for their ongoing use. A Request for Proposals was issued, and the Ray County Commissioners and MARC staff will conduct interviews on September 26. The selected consultant will be recommended to the board.

AGENDA REPORT

Budget and Personnel Committee

RECOMMENDATION:

Authorize the executive director to negotiate and enter into an agreement with the consulting firm selected by Ray County for floodplain management planning services in an amount not to exceed \$30,000.

STAFF CONTACT:

Marlene Nagel
Molly McGovern

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 11

ISSUE:

VOTE: Authorize acceptance of funds for planning and legal services to support the Rock Island Corridor Coalition

BACKGROUND:

The Mid-America Regional Council has been working with Jackson and Cass counties and Kansas City, Raytown, Lee's Summit, Pleasant Hill and Greenwood to plan for a Kansas City connection to the Missouri KATY Trail State Park and preserve an important transportation corridor, the old Rock Island Railroad corridor through Cass and Jackson counties. The coalition, composed of representatives from the local governments and MARC, has been in discussions with Union Pacific Railroad about acquiring the unused railroad corridor for trail and transit purposes. Discussions are proceeding around a 17-mile segment of the corridor.

The coalition has determined the need to complete some planning and legal work related to the 17-mile segment and for continued planning of the entire 30-mile length. The local governments have agreed to share the costs for that work, estimated at \$100,000.

Jackson County	\$20,500
Kansas City, MO	\$37,500
Lee's Summit	\$28,500
Pleasant Hill	\$2,500
Raytown	\$10,500
Greenwood	\$500

RECOMMENDATION:

Authorize the acceptance of funds from the Rock Island Coalition member local governments in the amounts described above to support planning and legal expenses.

STAFF CONTACT:

Marlene Nagel

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 12

ISSUE:

VOTE: Authorize submission of a Community Planning Challenge Grant to HUD

BACKGROUND:

Local communities would like to promote sustainable development and sometimes the best way to do that is through adopting codes that facilitate such development. HUD issued a notice of a Community Planning Challenge grant with one of its major objectives being to encourage the adoption of codes and policies that facilitate sustainable development.

The First Suburbs Coalition has begun work to develop a catalog of sustainable code options and decided to ask MARC to submit a grant to HUD for a Community Planning Challenge grant to support this effort. The grant would develop a Sustainable Code Guidebook which would provide communities options for codes that could encourage or allow sustainable development. The initiative would also provide code audits for eight first suburban communities: Prairie Village, Mission, Fairway, Roeland Park, Grandview, Gladstone, Independence, and Raytown. Other partners include the First Suburbs Coalition, the Unified Government, and the local district of the Urban Land Institute. The grant also provides for the development of sustainable design standards for the Green Impact Zone and education and training around these issues.

The grant request is for \$403,432 with an in-kind contribution mainly in partner staff time of \$171,233. The grant was submitted September 9th two days before the deadline.

RECOMMENDATION:

Authorize the submission of the Community Planning Challenge Grant to HUD and to accept funds if awarded.

STAFF CONTACT:

Dean Katerndahl

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 13

ISSUE:

VOTE: Authorize application to the Federal Home Loan Bank Board of Des Moines for Minor Home Repair in the Green Impact Zone

BACKGROUND:

The Town Fork Creek neighborhood of Kansas City, Missouri, is located in the Green Impact Zone. This area is primarily single-family residential, and many of the homes were built between 1940 and 1960. While the homes were well constructed, due to their age, and the age of many of the residents, there is a need for minor repairs and maintenance for many of the units.

The Blue Hills Community Services Corporation, a Community Development Corporation, serves this neighborhood, and has a history of housing repair and renovation in both the Town Fork Creek and Blue Hills neighborhoods. MARC would work with the Blue Hills Community Services Corporation to assist 50 homeowners on limited incomes with minor repairs of up to \$7,872 per home.

The Green Impact Zone staff would work with the neighborhood association to identify homeowners in need of assistance with minor repairs. Blue Hills Community Services Corporation would inspect each home, prepare a work order, contract with a construction company, inspect work in progress and upon completion. MARC would compensate Blue Hills CSC for their services at \$35,000. The remaining funds, \$71,400 would cover MARC expenses.

RECOMMENDATION:

Authorize the submission of the application to the Federal Home Loan Bank Board of Des Moines, and if approved, accept \$500,000 for a minor home repair program in Town Fork Creek. Authorize a contract with Blue Hills Community Services Corporation for \$35,000 to support the program.

STAFF CONTACT:

Twana Hall Scott
Kourtney Woodbury

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 14

ISSUE:

VOTE: Authorize MARC CSC, on behalf of the Regional Health Care Initiative, to submit a Regional Initiative Grant application to the Health Care Foundation of Greater Kansas City and to the REACH Healthcare Foundation, and to accept and expend funding if awarded

BACKGROUND:

The RHCI has now completed four years of work on this regional initiative. This work has included building and supporting partnerships and new programming in the safety net and mental health communities. The RHCI also undertook a major initiative to develop a regional health information exchange, which is just now preparing to start operations.

For 2012, RHCI is proposing two major components: (1) continued support for collaborative safety net and mental health initiatives and organizations, and (2) exploration, convening, and possible programming around emerging regional health care issues and opportunities. The RHCI remains committed to pursuing regional, collaborative, system approaches to these issues where there is support from stakeholders and such an approach is effective.

RECOMMENDATION:

Authorize the Mid-America Regional Council's Community Services Corporation (MARC CSC). on behalf of the Regional Health Care Initiative, to submit a Regional Initiative Grant application to the Health Care Foundation of Greater Kansas City in the amount of \$210,000 and to the REACH Healthcare Foundation in the amount of \$150,000 and to accept and expend funding if awarded the grant.

STAFF CONTACT:

Jody Denson
Scott Lakin

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 15-a

ISSUE:

VOTE: Authorize acceptance and administration of funds to MDNR Clean Diesel projects as determined by RFP and other processes

BACKGROUND:

For fiscal year 2008, Congress appropriated funds for the first time under the Energy Policy Act (2005) to help reduce emissions from heavy-duty diesel engines. Through the National Clean Diesel Program, the Environmental Protection Agency (EPA) will award grants to assist its eligible partners in building diesel emission reduction programs across the country that improve air quality and protect public health.

MDNR Air Pollution Control Program received funding allocated to the three largest metropolitan areas in Missouri. They have selected MARC to administer the local Kansas City area grants. A total funding of \$345,875 in federal funds and \$126,800 in matching fund commitment has been obtained. Funding in the amount of \$345,875 will come to MARC, and MARC will be responsible for quarterly progress reports and a final report.

This grant project was applied for through a competitive national application process, and therefore projects are already determined for this funding. Projects in the Kansas City area include installing independent heaters and closed crankcase ventilation systems on school buses, an early school bus replacement, an engine repower on a loader for APAC, and emission reduction devices on Burlington Northern Santa Fe Rail Company diesel engines.

In addition, MDNR Air Pollution Control Program applied for and received funding for the four largest metropolitan areas in Missouri, and has asked MARC to administering the grant for Kansas City area projects. Funding will pass through MARC and be reimbursed to the eligible projects upon completion. MARC will be responsible for quarterly progress reports and a final report.

There are two portions to this grant, both of which establish RFP processes to determine the selected projects. One is solely for early vehicle replacements and is open to public and private fleets; this portion will reimburse up to 25% of an eligible vehicle replacement. The second portion will be used to fund other types of diesel emission reductions projects with varying levels of match required depending on technology purchased and whether the fleet is public or private. The projects must include EPA or CARB verified emission-reduction technologies and/or automatic shutdown/startup devices.

RECOMMENDATION:

Authorize MARC to accept and administer \$345,875 in MDNR Clean Diesel funds for previously determined projects, and allow MARC to utilize no more than \$27,000 for its administrative costs. Authorize MARC to administer funds to MDNR Clean Diesel projects as determined by RFP, as well as authorize the executive director to accept no more than \$11,850 for administrative and operating costs.

STAFF CONTACT:

Amanda Graor/Doug Norsby

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 15-b

ISSUE:

VOTE: Authorize solicitation and acceptance of funds from the State of Missouri for MARC's air quality program

BACKGROUND:

MARC has been actively involved in air quality issues since the early 1970s and, since 1978, has served as the official air quality planning organization for the bi-state metro area under section 174 of the federal Clean Air Act. Section 174 requires that states appoint an organization to coordinate local input to the development of the state air quality implementation plans.

MARC's air quality responsibilities include coordination, planning, technical analysis, and public information and education. MARC has no regulatory authority related to air quality issues but makes recommendations to the state air quality agencies concerning air quality planning and regulatory measures.

RECOMMENDATION:

Authorize the executive director to solicit and accept from the Missouri Department of Natural Resources funding to support MARC air quality planning and public education activities for the fiscal period October 1, 2011, through September 30, 2012, in an amount not to exceed \$45,960.

STAFF CONTACT:

Amanda Graor

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 15-c

ISSUE:

VOTE: Approve an increase to the existing agreement with Applied Ecological Services (AES)

BACKGROUND:

The MARC Board of Directors previously approved acceptance of funds from two different EPA Wetland Development Grants to support wetland and water quality conservation efforts, including an inventory and assessment of critical natural resources being completed by Applied Ecological Services. Some resources from these grants are dedicated to the development of ecosystem service data for our region. Ecosystem service data allows decision-makers to assess the relative importance of natural areas, including the degree to which they enhance the environment through assessment of factors such as water filtration, air pollution mitigation, carbon sequestration, and flood control.

AES is currently under contract to update the Natural Resource Inventory (NRI) under the CSP-HUD grant. The proposed contract amendment with AES will enable them to move beyond mapping extant natural resources (i.e. wetlands, forests, prairies) to assessing and mapping ecosystem services provided by those natural resources, using the two EPA grants.

In addition, the MARC Board gave approval last month to contract with AES on behalf of Platte County in the amount of \$45,000 for identification of natural resources along priority stream corridors and within developing watersheds. This work is being supported through a CDBG Disaster Recovery grant awarded to the county and administered by MARC. The current AES contract totals \$175,000, including the Platte County portion. This addition would increase the contract to \$235,000.

RECOMMENDATION:

Approve a \$60,000 increase to the existing agreement with Applied Ecological Services (AES) for a total of \$235,000.

STAFF CONTACT:

Kassie Shelton
Tom Jacobs

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 16

ISSUE:

VOTE: Authorize an agreement with Highlands Consulting Group, LLC to develop an interoperable communications training curriculum

BACKGROUND:

MARC Public Safety has been actively involved with coordination of the regional 9-1-1 system and public safety communications since 1983. During that time, the role of the public safety program has grown to include regional interoperable communications. New communications assets purchased with federal homeland security funds currently exist in the region, and a training program is needed to educate the region's first responders about these assets and how to implement them during an incident or pre-planned event. An RFP was issued, and the selected firm had the most relevant experience and staff expertise to support the project.

BUDGET CONSIDERATIONS:

This training curriculum project will be funded by the Interoperable Emergency Communications Grant Program (IECGP) grant.

COMMITTEE ACTION:

The Regional Homeland Security Coordinating Committee (RHSCC) approved the allocation of IECGP grant funds for this project.

RECOMMENDATION:

Authorize the executive director to enter an agreement with Highlands Consulting Group, LLC, in the amount of \$95,000 for interoperable communications training curriculum development.

STAFF CONTACT:

Keith Faddis

AGENDA REPORT

Budget and Personnel Committee

September 2011
Item No. 17

ISSUE:

VOTE: Approve expenditures, contracts, applications for grant funding and acceptance of grant funds for homeland security/emergency services program

BACKGROUND:

The MARC Board has authorized the agency to administer homeland security and bioterrorism preparedness grants, for which planning and trainings will be provided, and for which equipment and other resources will be purchased and provided to local first responder organizations.

EXPENDITURES:

UASI 08

Vendor: Bass Pro

Method: Sole Source

PRT Tracker Boats for Tech Rescue \$26,000

UASI 10

Vendor: Sierra Nevada

Method: Sole Source

Training on technical equipment for bomb squads \$15,000

Port Security FY10

Vendor: SAFE Boats International

Method: Sole Source

25' full cabin SAFE Boat-Defender
for Missouri State Water Patrol \$238,612

CONTRACTS:

Kansas City, Missouri Water Treatment Plant

Contract with the Kansas City, Missouri Water Treatment Plant for security enhancements supported by FY09 Port Security Grant Program. The Area Maritime Security Committee has approved entering into a sub-recipient contract with the KCMO Water Services Department to improve perimeter security at the treatment plant on Briarcliff Road as it provides potable water to a large portion of the metro area. Total cost is \$495,505; \$371,629 of the total project cost will be reimbursed to the City by MARC at the completion of the project. The City is providing \$123,876 in cost match as required by DHS.

Kansas City, Missouri Board of Police Commissioners (BOPC)

Contract with the Kansas City Board of Police Commissioners for the purchase of a transport vehicle using the FY2009 Port Security Grant Program. The Area Maritime Security Committee has approved entering into a sub-recipient contract with the BOPC for the purchase of a ¾ ton truck to transport a communications trailer. The vehicle cost not to exceed \$50,000 will be reimbursed to the BOPC by MARC following delivery and satisfactory acceptance.

AGENDA REPORT

Budget and Personnel Committee

The Area Maritime Security Committee also approved an additional, separate contract with the Kansas City Board of Police Commissioners for the purchase of a Port Area Helicopter using FY2008 Port Security Grant Program funding. DHS/FEMA approval has been secured for this investment to increase operation capabilities along the Port of Kansas City. \$1,325,451.22 of the total project cost will be reimbursed to the BOPC by MARC (serving as the Fiscal Administrator for the Grant) at the completion of the project (18 months procurement process; delivery estimate in April/May 2013). The BOPC is providing \$517,749 as local cost-share toward this purchase.

Kristine Martin

Approve Kristine Martin contract amendment to provide a variety of support services including: support of regional exercise activities; conducting research and supporting transition planning for regional initiatives; preparing State and other reports; Emergency Services website update; LEPC plan revisions; support of Disaster Mental Health and Public Health activities. Increase contract by \$24,230 for a new total contract amount of \$48,460 for work performed February 14, 2011 through September 30, 2012.

LEPC Trailer transfer of ownership:

The Local Emergency Planning Committee (LEPC) purchased a trailer for \$14,150 in 2003 with LEPC funds and used it for a variety community outreach activities over the past eight years. The Kansas City, Missouri, Fire Department has housed the trailer, but due to the challenges of deploying it for public outreach activities, it has not had much use in recent years. Due to the trailer's age and condition, the LEPC no longer needs this equipment. The LEPC has a desire and strongly recommends donating this trailer to the Missouri Fire Service Funeral Assistance Team to serve as a first responder resource for the entire Northwest Missouri area, including the five Missouri counties that are part of the Kansas City region. This is a no cost transfer of ownership transaction.

RECOMMENDATION:

Authorize expenditures and contracts as listed above to support regional activities.

STAFF CONTACT:

Erin Lynch
Cynthia Allen