

**DRAFT**

Jefferson County Community Partnership

BOARD OF DIRECTORS AGENDA

Festus, MO

Tuesday November 5, 2024, at 11:30am

The mission of the Jefferson County Community Partnership is to achieve positive results in Jefferson County by identifying concerns, locating resources, and facilitating change through community collaboration.

**\*Underlined items will require a vote**

- I. **Call to Order** ~ *Donna Litton (President)*
- II. **Welcome and Introductions** ~ *Donna Litton (President)*
- III. **Secretary Report**    September 3, 2024, Meeting Minutes
- IV. **Committee Reports**
  - A. **Internal Affairs Committee-Nathan Stewart**
    1. Financial statements as of August & September 2024
    2. Cash Disbursements as of August & September 2024
    3. Review Fraud Matrix
    4. Union Pacific \$10,000
    5. CTF \$ undetermined
  - B. **Governance Committee Report-Linda Wolf**
    1. Board Self-Assessment results
    2. Strategic Plan Review/Conduct Board retreat
    3. New Board of Director
  - C. **External Committee Report-Ben Brown**
    1. Mission Statement
    2. Orientation Presentation-into JCCP website
- V. **Executive Director's Report**
- VI. **Old Business**
- VII. **New Business**
  1. DSS Contract Monitoring-11/26/2024
  2. Subcontractor Policy
  3. Quarterly Reports
  4. Program Presentation-*Youth Futures*
- VIII. **Visitors and Guests** (5 minutes per person)
- IX. **Adjourn**

Next meeting: Tuesday, January 7, 2025, at 11:30am

11/5/24-rlm

Cc: Tracy Smith

Laura Ketchum

**Official Minutes of the Meeting  
of the Board of Directors of the  
Jefferson County Community Partnership  
September 3, 2024**

The Board of Directors of the Jefferson County Community Partnership met in session on **Tuesday, September 3, 2024.**

**Members present:** Donna Litton Linda Wolf Ben Brown Danielle Kaestner  
Laura Schmidt

**Members absent:** Marty Boyer Amy Daugherty Margie Sammons Nathan Stewart  
Sandy Brown

**Staff present:** Tracy Smith Laura Ketchum Rebecca Murray (recorder)

**I. Call to Order**

At 11:37 am, President Donna Litton called the September 3, 2024, Board of Director's Meeting to order.

**II. Welcome and Introductions**

Current Board members welcomed and introduced themselves to new Board member Danielle Kaestner. Laura Ketchum introduced new part-time, temporary employee Lloyd Watson to the Board.

**III. Secretary's Report**

The July 2, 2024, Board of Director Meeting Minutes were included in the meeting packet for review and acceptance. Laura Schmidt made a motion to approve the Minutes, seconded by Linda Wolf. After receiving a majority vote, President Litton declared the motion passed.

**IV. Committee Reports**

**A. Internal Affairs Committee Report**

**1. Financial Statements for June and July 2024**

Laura Ketchum presented and reviewed the financial statements for June and July 2024, mentioning items that were of interest or concern. Laura Schmidt made a motion to accept the Financial Statements as presented, seconded by Ben Brown. After receiving a majority vote, President Litton declared the motion passed.

**2. Cash Disbursements as of June and July 2024**

Laura Ketchum presented and reviewed the cash disbursements for June and July 2024. There

were no conflict-of-interest disbursements. Linda Wolf made a motion to accept the Cash Disbursements as presented, seconded by Ben Brown. After receiving a majority vote, President Litton declared the motion passed.

**3. FY25 Budget Amendment #1**

Tracy Smith presented and reviewed Budget Amendment #1 for FY25. Linda Wolf made a motion to accept Budget Amendment #1 as presented, seconded by Laura Schmidt. After receiving a majority vote, President Litton declared the motion passed.

**4. CD Renewal**

Tracy discussed the new CD rates with the Board. Contact was made with area banks and the current CD rates and Money Market rates were collected on a spreadsheet for comparison. The best twelve-month CD rates were found at MRV (Mississippi River Valley) Bank, First Community Credit Union, and Bloomsdale Bank, who reported they would match the current high CD rate.

**5. CD Addition vs. MM Investment**

Tracy advised the Board that a list of area banks has been contacted and their current CD rates and Money Market rates have been compared. The Money Market rates vary widely between the different banks. Tracy asked the Board to discuss moving current Money Market funds from Enterprise Bank and placing them somewhere else for financially advantageous Money Market rates. Other area banks are offering a 3-4% interest on their Money Market accounts. Laura Ketchum stated the money made on the CD and Money Market investments is shown as an increase in assets. Donna Litton and Ben Brown, who both work for Economic Development Corporation, stated that MRV Bank, the bank discussed as our possible new account, is a family-owned business, and their rates may be competitive. Ben Brown made a motion to allow Tracy to move the current funds into the most financially advantageous bank. Linda Wolf seconded the motion. After receiving a majority vote, President Litton declared the motion passed.

**6. Increase of Debit Account Balance**

Laura Ketchum reported that the Internal Affairs Committee discussed the need to raise the working balance of the debit account to \$4,000. It was also mentioned how this account is used for transactions, while keeping the main accounts separate to protect from any potentially fraudulent activities.

**B. Governance Committee Report (Linda Wolf)**

Orientation (October 1, 2025)

Linda Wolf reminded everyone that the Board Orientation was rescheduled to October 1, 2024,

beginning at 11:00am. Each of the six JCCP programs will make a short, fun presentation that will be staggered throughout the orientation. New Board Directors Danielle Kaestner and Amy Daugherty will be asked to vote on their favorite presentation of the six programs. The first and second place winner will each be awarded a \$25 Visa gift card. The Visa gift cards were donated by Laura Schmidt.

**C. External Committee Report (Ben Brown)**

1. *Jefferson County Community Partnership Communication Plan* review

The *Jefferson County Community Partnership Communication Plan*, which was provided to each Board member, was reviewed with the full Board. Ben reminded everyone they should contact Tracy Smith in case of a press event, whether catastrophic or positive. Ben stated the *Jefferson County Community Partnership Communication Plan* will be revisited twice a year with the Board.

2. Orientation presentations combined with Website

Ben stated a compilation of JCCP staff presentations that are being prepared for the Board Orientation may potentially be made into a video for the JCCP website.

3. Promotion efforts

a) Safe Babies Program-Safe Kids

It was reported that there were only five Safe Babies training courses conducted in 2024. The reason may have to do with Safe Kids, who has partnered with several agencies to provide training and offer pack-n-plays in Jefferson County. Tracy reported she reached out to Safe Kids and is not opposed to partnering with them due to proximity and ease of travel for the parents to complete the training. Tracy reported JCCP has fifty plus Pack and Plays that still need to be distributed.

b) Diaper Bank-diaper drive Enterprise Bank

Enterprise Bank will be holding a diaper drive for JCCP's Diaper Bank program in the month of September.

4. Round-Up passive donations

Ben explained what Round-Up donations consist of and how an agency could benefit. Board member Amy Daugherty has sent an email with a link to apply to *Walmart-Spark Good* for Round-Up donations. There was also discussion regarding *Panda Express*, *White Castle*, and *Schnucks*, who also offer Round-Up services. Tracy and Ben will continue to research the different Round-Up opportunities.

5. Mission Statement-revision

The latest draft version of the Mission Statement revision was presented to the Board. Discussion was held around the Mission Statement only being one sentence and the rest of the presented statement would be useful as a Vision Statement. A vote was not taken at this time, and the revision of the Mission Statement will be tabled at this time to be addressed at the External Committee meeting in October.

## V. Old Business

### JCCP By-Laws changes

A vote was taken on a revision of JCCP By-Laws , *Section 1. Composition, Qualifications, and Term of Service* to address a grammatical correction of “...no less than” to “...no fewer than.” Laura Schmidt made a motion to accept the correction. Linda Wolf seconded the motion. After receiving a majority vote, President Litton declared the motion passed.

## VI. New Business (Tracy Smith)

### 1. FY24 Year-End Review Program Outcomes/Outputs

Tracy discussed the JCCP year-end program outcomes with the Board. A copy of FY24 4th quarter results and FY24 annual results were included in the Board packets. The highlights of the *Local Food Purchase Assistance* program were discussed. Laura Schmidt asked if recipes are given to the people who are given food, because some people may not know how to cook certain items provided, like raw rice and beans. Tracy stated that recipes are provided with the items provided at the food distributions in a six-county distribution area.

### 2. Community Partnership Advocacy/Lobbying

Tracy reported that there are currently 20 Partnerships in Missouri, and they are currently discussing the creation of an LLC for the purposes of hiring a lobbyist in hopes of increasing funding as well as possible future opportunities for other group benefits. Inflation and flat funding is making it harder for the Partnerships to fund activities. The cost to each Partnership is estimated at this time to be approximately 1% of CC \$’s annually, or \$2830 up to \$3500 for JCCP, and must be paid with unrestricted dollars. The Board was supportive of the action for the reasons discussed. Tracy advised she would keep them advised as the project moved forward.

### 3. Funding Awards

- a) Boeing \$13,000
- b) DDA \$18,103.00
- c) DSS: LFPA \$161,127.96  
LFPA+ \$231,537.36  
Youth Futures \$73,515.00  
Caring Communities \$283,569.44

The funding awards received were reviewed with the Board. Tracy reported on the current United Way grant that was to fund *Early Childhood Community Systems Specialist* open position. Recent discussion with United Way laid out the grant somewhat differently than originally proposed, providing significantly less money and changing from a 3-year grant to a 2-year grant. Tracy reported she is considering now hiring a part time, temporary person to fill the position. Contact was made with a Human Resources company for direction in completing a potential contract to address a part-time, temporary person.

Laura Schmidt made a motion to approve the funding awards. Linda Wolf seconded the motion. After receiving a majority vote, President Litton declared the motion passed.

**VII. Visitors and Guests**

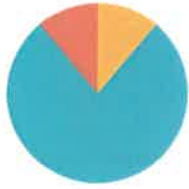
None

**VIII. Adjourn**

A Motion to Adjourn was made by Ben Brown and seconded by Linda Wolf. The meeting adjourned at 1:22pm.

Q1 How well do I understand and support the mission of the organization.

Answered: 9 Skipped: 0



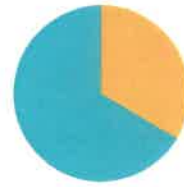
Not well at ... Somewhat ... Well Very well Completely

(no label)	NOT WELL AT ALL	SOMEWHAT WELL	WELL	VERY WELL	COMPLETELY	TOTAL	WEIGHTED AVERAGE
	0.00%	0.00%	11.11%	77.78%	11.11%	9	4.00
	0	0	1	7	1		

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Q2 How knowledgeable am I about the organization's programs and services.

Answered: 9 Skipped: 0



Not knowle... Somewhat ... Knowledge... Very knowl... Extremely ...

(no label)	NOT KNOWLEDGEABLE	SOMEWHAT KNOWLEDGEABLE	KNOWLEDGEABLE	VERY KNOWLEDGEABLE	EXTREMELY KNOWLEDGEABLE	TOTAL
	0.00%	0.00%	33.33%	66.67%	0.00%	9
	0	0	3	6	0	

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Q3 I follow trends and important developments related to this organization.

Answered: 9 Skipped: 0



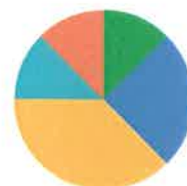
Never Sometimes Normally Frequently Always

(no label)	NEVER	SOMETIMES	NORMALLY	FREQUENTLY	ALWAYS	TOTAL	WEIGHTED AVERAGE
	0.00%	11.11%	22.22%	66.67%	0.00%	9	3.56
	0	1	2	6	0		

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Q4 I assist with fundraising and/or give an annual gift to the organization.

Answered: 8 Skipped: 1



Never Sometimes Normally Frequently Always

(no label)	NEVER	SOMETIMES	NORMALLY	FREQUENTLY	ALWAYS	TOTAL	WEIGHTED AVERAGE
	12.50%	25.00%	37.50%	12.50%	12.50%	8	2.88
	1	2	3	1	1		

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**Q5 I read and understand the organization's financial statements.**

Answered: 9 Skipped: 0

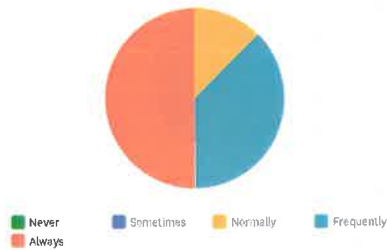


	NEVER	SOMETIMES	NORMALLY	FREQUENTLY	ALWAYS	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	11.11%	22.22%	22.22%	44.44%	9	4.00
	0	1	2	2	4		

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**Q7 I have a good working relationship with staff and other Board members.**

Answered: 8 Skipped: 1



	NEVER	SOMETIMES	NORMALLY	FREQUENTLY	ALWAYS	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	12.50%	37.50%	50.00%	8	4.38
	0	0	1	3	4		

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**Q6 I have a good working relationship with the executive director.**

Answered: 9 Skipped: 0

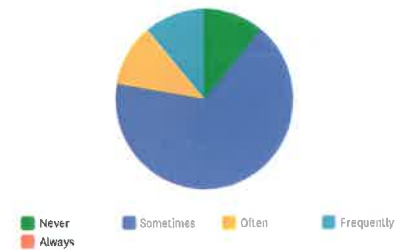


	NEVER	SOMETIMES	NORMALLY	FREQUENTLY	ALWAYS	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	22.22%	11.11%	66.67%	9	4.44
	0	0	2	1	6		

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**Q8 How often do I recommend individuals for membership on this board or to serve as a volunteer.**

Answered: 9 Skipped: 0



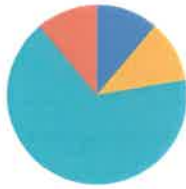
	NEVER	SOMETIMES	OFTEN	FREQUENTLY	ALWAYS	TOTAL	WEIGHTED AVERAGE
(no label)	11.11%	66.67%	11.11%	11.11%	0.00%	9	2.22
	1	6	1	1	0		

8 / 11



**Q9 How often do I prepare for and participate in board meetings and committee meetings.**

Answered: 9 Skipped: 0



Never Sometimes Often Frequently Always

	NEVER	SOMETIMES	OFTEN	FREQUENTLY	ALWAYS	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	11.11%	11.11%	66.67%	11.11%	9	3.78
	0	1	1	6	1		

9 / 11

**Q10 I act as a good-will ambassador to the organization.**

Answered: 8 Skipped: 1



Never Sometimes Normally Frequently Always

	NEVER	SOMETIMES	NORMALLY	FREQUENTLY	ALWAYS	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	12.50%	37.50%	0.00%	50.00%	8	3.88
	0	1	3	0	4		

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**Q11 I find serving on the board to be a satisfying and rewarding experience.**

Answered: 9 Skipped: 0



Not satisfy... Sometimes... Satisfying/r... Frequently... Always sati...

	NOT SATISFYING/REWARDING	SOMETIMES SATISFYING/REWARDING	SATISFYING/REWARDING	FREQUENTLY SATISFYING/REWARDING	ALW SAT
(no label)	0.00%	11.11%	66.67%	11.11%	11.11%
	0	1	6	1	1

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**Jefferson County Community Partnership  
Board Candidate Information Form**

*The mission of Jefferson County Community Partnership is to achieve positive results in Jefferson County by identifying concerns, locating resources, and facilitating change through community collaboration.*

Date: 09/25/2024

How did you hear about JCCP? After Sheree Bell's passing John Linhorst mentioned the organization to me.

Candidate Name: Leslie Hoff

Mailing Address: 1000 Viking Drive, Hillsboro, MO 63050

Occupation/Employer: Controller and CFO of Jefferson College Above address is:  home  business

Daytime phone: 636-481-3130 Evening phone: 314-315-5350

Cell phone: 314-315-5350 Email: lhoff1@jeffco.edu

**Demographic Information:** To assist the Nominating Committee in assuring balanced representation on the Board of Directors, please check the appropriate boxes.

**Candidate is:**

- Male  Female  
 18-21  22-30  30-50  50-70  over 70  
 Caucasian  African American  Other ethnicity: \_\_\_\_\_

**Areas of Knowledge/Expertise/Influence Willing to Share with Organization:**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Business Management | <input type="checkbox"/> Child/Adolescent Programs | <input type="checkbox"/> Law                                  |
| <input type="checkbox"/> Community Relations            | <input type="checkbox"/> Spiritual Leader          | <input type="checkbox"/> Media Relations                      |
| <input type="checkbox"/> Construction                   | <input type="checkbox"/> Union Representation      | <input checked="" type="checkbox"/> Not-for-Profit Management |
| <input type="checkbox"/> Fund Raising/Development       | <input type="checkbox"/> Personnel Administration  | <input type="checkbox"/> Legislative Advocacy                 |
| <input type="checkbox"/> Marketing                      | <input type="checkbox"/> Law Enforcement           | <input type="checkbox"/> Real Estate Developer                |
| <input checked="" type="checkbox"/> Accounting/Finance  | <input type="checkbox"/> Other: _____              |   |

**Which committee(s) would you be interested in serving on for JCCP:**

- |   |                                     |
|---|-------------------------------------|
| <input checked="" type="checkbox"/> Finance/Personnel | <input type="checkbox"/> Governance |
| <input checked="" type="checkbox"/> Fundraising       | <input type="checkbox"/> Marketing  |

**What do you have to offer the JCCP Board?**

As a resident of JC I care about our community and would like to have a positive impact as a CPA I have business and NFP experience that could be useful when considering finance, budget and regulatory questions.

**What previous volunteer experience have you had with JCCP?**

I have yet to have the pleasure.

**What volunteer/board experience have you had with other organizations?**

I attend all Board meetings for Jefferson College and the College's Foundation where I often present material, I am the Treasurer for my subdivision's HOA. I have helped with fundraising efforts for my son's Boy Scout Pack and community engagement for Spotlight Community Theatre.

**Please provide information on outside interests or any other information about yourself that you feel may be relevant to serving the JCCP mission. Why do you want to serve on the JCCP Board?**

I have been looking for opportunities to contribute to our community both personally and as a Jefferson College administrator. I think it is important for all of the JC organizations to work together, even though we may have different structures and missions, we all have the same ultimate goal of improving the lives of our residents and promoting our local businesses.

**Will you need any reasonable accommodation(s) to serve on the Board of Directors? If yes, please list below:**

No.

**PLEASE PROVIDE AT LEAST 3 REFERENCES**

Reference Known	Name/Company	Address	Phone #	Years
Personal	Melisa Garrett/Imperial Water District	Bloomsdale, MO	314-540-4642	23
Personal	Jennifer Simonds/Mercy	High Ridge, MO	314-255-9130	20
Employment	John Linhorst/Jefferson College	Hillsboro, MO	314-805-6486	1
Employment	Chris DeGeare/Jefferson College	Hillsboro, MO	636-541-2188	1
Membership/Organization	Mike Tesi/Stonebridge HOA	Festus, MO	636-725-8801	8
Membership/Organization	Lorenzo Macon/Stonebridge HOA	Festus, MO	314-517-4639	8

All information provided is true and accurate to the best of my knowledge.

*Leslie Hoff*

09/25/2024

Signature

Please mail or fax this completed form to:

Nominations Committee, JCCP  
3875 Plass Road, Building A  
Festus, MO 63028

- Fax to: (636) 464-2764
- Email to: [execdirector@jccp.org](mailto:execdirector@jccp.org)

**Thank you for your interest in Jefferson County Community Partnership!**

Office Use Only
First Review: _____
2 <sup>nd</sup> Review: _____
Distributed to: _____
Disposition: _____
_____



## Jefferson County Community Partnership Policy and Procedure

<b>Title: Subcontracts for Services/Products</b>	<b>Type of Policy/#: A-006</b>
<b>Jefferson County Community Partnership AKA JCCP</b>	<input checked="" type="checkbox"/> Administration (A) <input type="checkbox"/> Safety (S) <input type="checkbox"/> Financial (F) <input type="checkbox"/> Human Resources (HR)
<b>Policy Statement:</b>	<p>It is the policy of JCCP to establish uniform subcontract and monitoring procedures for both Federal and Non-Federal sub awards in order to provide guidance and to ensure compliance with contracting requirements.</p> <p><b>A. Subcontractor Requirements</b>            All subcontractors are required to provide the following documentation.</p> <ul style="list-style-type: none"> <li>· Scope of Work</li> <li>· Detailed Budget</li> <li>· Conflict of Interest disclosure statement</li> <li>· Financial Profile</li> <li>· Most current audit – if applicable</li> <li>· Ensure in writing that JCCP and any related state Departments/State of Missouri are indemnified, saved, and held harmless from and against all claims of damage, loss, and costs (including attorney fees and litigation expenses) of any kind related to a subcontract.)</li> </ul> <p><b>B. The Partnership will perform monitoring in the following areas:</b></p> <ul style="list-style-type: none"> <li>· Establish and maintain channels of communication with the subcontractor</li> <li>· Perform on-site visits, if applicable</li> <li>· Perform Scope of Work reviews, if applicable</li> <li>· Review invoices for timeliness, accuracy, appropriateness in accordance with the submitted budget</li> <li>· Assure that an adequate system of internal controls is in place</li> <li>· Review Scope of Work and technical progress to ensure that performance goals are achieved and identify any problems in carrying out the subcontracted work</li> <li>· Complete the Subcontract Monitoring Form located at:  <u>JeffCoCommPart, Departments, Office Assistant, Policy &amp; Procedure, Policy Attachment</u></li> <li>· Assure that a final financial report and results report are submitted timely</li> </ul> <p><b>C. Monitoring Findings</b>            Findings found during a monitoring review will be addressed in a formal monitoring report. The person performing the review will provide a timeline for the subcontractor to provide additional documentation in order to substantiate overturning a finding. When findings are not overturned, subcontractors are required to provide a corrective action plan as indicated in the monitoring report. The investigator must approve the subcontractor's plan to resolve each documented finding. Follow-up activities may be determined necessary to correct identified deficiencies. If a subcontractor fails to respond adequately or complete a required corrective action plan, adverse action may be taken by Partnership staff.</p>



## Jefferson County Community Partnership Policy and Procedure

Working together to create a better future

	<p><b>Corrective Action</b></p> <p>Subcontractors requiring corrective action may be required to implement a corrective action plan to resolve findings resulting from monitoring review. The development of the corrective action plan will be a collaborative effort between The Partnership staff and the subcontractor. In certain situations, the Partnership may insist on specific actions being included in the plan.</p> <p>The Partnership staff will follow up to determine actions identified in the plan that have been taken and if deficiencies have been or are on target to be corrected.</p> <p>A corrective action plan must contain:</p> <ul style="list-style-type: none"> <li>· Description of the finding/deficiency which must be corrected</li> <li>· Criteria and timeline for the completion of the corrective action plan</li> <li>· Description of how the deficiency will be addressed</li> <li>· A method for determining when the plan is successfully completed; and</li> <li>· Identification of staff responsible for the requirements of implementing, reviewing and the overall outcome(s) of the corrective action plan</li> </ul>	
Procedure:	<ol style="list-style-type: none"> <li>1) Any JCCP staff seeking to utilize a subcontractor for services must first get permission, prior to use, from the Executive Director (and may further require Board or Grantor approvals) to engage such subcontractor.</li> <li>2) A Subrecipient/Subcontractor Checklist, which may be found at (_____), should be completed and reviewed to determine if they will meet subrecipient contract standards.</li> <li>3) A Subcontract Verification/Monitoring Form which may be found at <u><i>JeffCoCommPart, Departments, Office Assistant, Policy &amp; Procedure, Policy Attachment</i></u>, should be completed at regular intervals throughout the contract period, once approved and a subcontract has been put into place.</li> </ol>	
Objective:		
Approved by		Meeting Date:
Board Date:		
Last Revised:		Effective: