

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** transferring \$50,000.00 within the 2011 Health Fund and authorizing the County Executive to execute a Cooperative Agreement with United Inner City Services for partial funding of 2012 emergency assistance and child development programs at a cost to the County not to exceed \$50,000.00.

**RESOLUTION #17754**, December 6, 2011

**INTRODUCED BY** James D. Tindall, County Legislator

WHEREAS, the County and United Inner City Services (UICS) propose to enter into a Cooperative Agreement whereunder the County will contract for child development and emergency assistance services with UICS; and,

WHEREAS, a transfer is necessary to place the funds in the proper spending account; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer within the 2011 Health Fund be and is hereby made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Health Fund Contingency 002-8005	56830 - Contingency	\$50,000	
UICS 002-7736	56789 - Outside Agency		\$50,000

BE IT FURTHER RESOLVED by the County Legislature of Jackson County, Missouri, that the County Executive is hereby authorized to execute a Cooperative Agreement with UICS, to provide partial funding for 2012 emergency assistance programs and child development programs at a cost to the County not to exceed \$50,000.00, in a form to be approved by the County Counselor; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the agreement.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Chief Deputy County Counselor

  
\_\_\_\_\_  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17754 of December 6, 2011, was duly passed on December 6, 2011 by the Jackson County Legislature. The votes thereon were as follows:

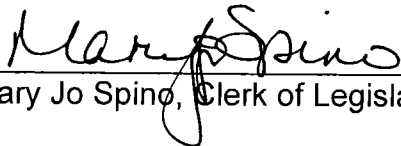
Yeas 8

Nays 0

Abstaining 0

Absent 1

12.6.11  
Date

  
\_\_\_\_\_  
Mary Jo Spino, Clerk of Legislature

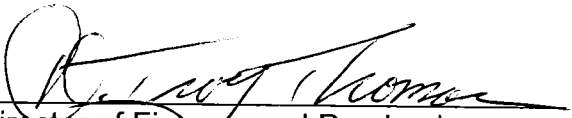
Funds sufficient for this transfer are available from the source indicated below.

ACCOUNT NUMBER: 002 8005 56830  
ACCOUNT TITLE: Health Fund  
Contingency  
Contingency  
NOT TO EXCEED: \$50,000.00

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 002 7736 56789  
ACCOUNT TITLE: Health Fund  
United Inner City Services  
Outside Agencies  
NOT TO EXCEED: \$50,000.00

November 30, 2011  
Date

  
Director of Finance and Purchasing

**REQUEST FOR LEGISLATIVE ACTION**

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 17754

Sponsor(s): James D. Tindall

Date: December 6, 2011

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <b><u>2012 Outside Agency Funding Partial Payment Toward 2012 Services To United Inner City Services. Requires A Transfer From The Health Fund Contingency. Need For Agenda Of November 28, 2011.</u></b></p>											
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="326 604 1503 869"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;"><b>\$50,000</b></td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;"><b>\$166,356</b></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;"><b>\$216,356</b></td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM/TO</td> <td><b>Transfer From Health Fund Contingency 002-8005-6830 Into Health Fund United Inner City Services 002-7736-56789</b></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b>  <input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in annual budget); estimated value and use of contract;                  Department: _____ Estimated Use: \$ _____                  Prior Year Budget (if applicable): _____                  Prior Year Actual Amount Spent (if applicable): _____</p>		Amount authorized by this legislation this fiscal year:	<b>\$50,000</b>	Amount previously authorized this fiscal year:	<b>\$166,356</b>	Total amount authorized after this legislative action:	<b>\$216,356</b>	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM/TO	<b>Transfer From Health Fund Contingency 002-8005-6830 Into Health Fund United Inner City Services 002-7736-56789</b>
Amount authorized by this legislation this fiscal year:	<b>\$50,000</b>											
Amount previously authorized this fiscal year:	<b>\$166,356</b>											
Total amount authorized after this legislative action:	<b>\$216,356</b>											
Amount budgeted for this item * (including transfers):	\$											
Source of funding (name of fund) and account code number; FROM/TO	<b>Transfer From Health Fund Contingency 002-8005-6830 Into Health Fund United Inner City Services 002-7736-56789</b>											
<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):                  Prior resolutions and (date): Resolution #17479 1/31/2011</p>											
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Cindy Wallace – Audit Assistant 881-3312</p>											
<p><b>REQUEST SUMMARY</b></p>	<p><b>Please draft the below agency contract. Contract allocation from 2011 funds to be used as partial payment of the 2012 services. Contract period should extend through 2012. Contract should be drafted and held until agency is in 04-18 compliance. Transfer Required From Health Fund Contingency.</b></p> <p><b>1). United Inner City Services \$50,000 Transfer From: 002-8005-56830 (Health Fund Contingency) To: 002-7736-56789 (United Inner City Services)</b></p>											
<p><b>CLEARANCE</b></p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>											
<p><b>ATTACHMENTS</b></p>	<p>Agency Proposal</p>											
<p><b>REVIEW</b></p>	<table border="1" data-bbox="313 1728 1544 1942"> <tr> <td>Department Director: <i>[Signature]</i></td> <td>Date:</td> </tr> <tr> <td>Finance (Budget Approval): <i>[Signature]</i></td> <td>Date: 11-29-11</td> </tr> <tr> <td>Division Manager: <i>[Signature]</i></td> <td>Date: 11/29/11</td> </tr> <tr> <td>County Counselor's Office: <i>[Signature]</i></td> <td>Date:</td> </tr> </table>		Department Director: <i>[Signature]</i>	Date:	Finance (Budget Approval): <i>[Signature]</i>	Date: 11-29-11	Division Manager: <i>[Signature]</i>	Date: 11/29/11	County Counselor's Office: <i>[Signature]</i>	Date:		
Department Director: <i>[Signature]</i>	Date:											
Finance (Budget Approval): <i>[Signature]</i>	Date: 11-29-11											
Division Manager: <i>[Signature]</i>	Date: 11/29/11											
County Counselor's Office: <i>[Signature]</i>	Date:											

## Fiscal Note: Jackson County, Missouri

Funds sufficient for this transfer are available from the source indicated below.

Date: November 29, 2011

PC# 03012011033

RES # 17754

Department / Division	Character/Description	From	To
<b>002 - Health Fund</b>			
8005 - Contingency	56830 - Contingency	50,000	
7736 - United Inner City Services	56789 - Outside Agencies		50,000
		50,000	50,000

*Alexander S Ball* 11-29-11  
Budgeting



# OUTSIDE AGENCY FUNDING REQUEST FORM 2012 BUDGET

415 E 12th Street, 2nd Floor  
Kansas City, MO 64106

Email: auditor@jacksongov.org

Section A: Organization or Agency Information . . . . .	page 1
Section B: Agency's 2011 and 2012 Revenue Information . . . . .	page 2
Section C: Individual Program Budget . . . . .	page 3
Section D: Program Information . . . . .	pages 4 - 8
Section E: Summary of Request by Program . . . . .	page 9

## Section A: Organization or Agency Information

Name:	United Inner City Services		
Address:	2008 E 12th Street		
Phone No:	816-994-5400	Fax:	816-421-5072
Website Address:	UICSKC.COM		
Federal Tax ID No:	44-0646347	Fiscal Year Cycle:	January - December
Executive Director:	Ms. Dorice Ramsey		
Name and Title of Principal Contact Person:	Dorice Ramsey		
Phone No:	816-994-5413	Email Address:	dramheadstart@yahoo.com
Submittal of this request has been authorized by:	UICS Board of Directors		
Date:	9/12/2011		

**RECEIVED**  
SEP 13 2011  
JACKSON COUNTY  
CLERK'S OFFICE  
KANSAS CITY, MISSOURI

## Section B: Agency's 2011 and 2012 Revenue Information

### Agency's 2012 Projected Revenue Information

Funding Entity	Agency's 2012 Total Projected Revenue Source You Will Request 2012 Funding From	Projected Amount	% of Total Revenue
Federal	Head Start, CACFP	\$ 280,000	22
State	Division of Family Services	\$ 132,000	11
Jackson County	Outside Agency Funding	\$ 258,000	21
Other Counties		\$ -	0
City	CDBG	\$ 78,500	6
Charity/Donations	Foundations, Business, Individual, United Way	\$ 375,000	30
Fundraisers	Annual Fundraiser	\$ 50,000	4
Other	Program Fees	\$ 82,000	7
<b>2012 Total Projected Revenue</b>		<b>\$ 1,255,500</b>	

### Agency's 2011 Revenue Information

Funding Entity	Agency's 2011 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	Head Start, CACFP	\$ 278,000	23
State	Division of Family Services	\$ 132,000	11
Jackson County	Outside Agency Funding	\$ 213,860	18
Other Counties		\$ -	0
City	CDBG	\$ 88,000	7
Charity/Donations	Foundations, Business, Individual, United Way	\$ 378,815	31
Fundraisers	Annual Fundraiser	\$ 45,000	4
Other (please list)	Program Fees	\$ 78,000	6
<b>2011 Total Revenue</b>		<b>\$ 1,213,675</b>	

If your agency received funding from Jackson County in 2011,  
please identify the funding source, amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Mental Health Levy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 213,860	St. Mark Child Development Center
<b>2011 Total Jackson County Funding</b>			<b>\$ 213,860</b>	

Did your agency receive funding or resources in 2011 from either of the following?

Mid America Regional Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Harvesters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -

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JACKSON COUNTY  
SUPPORTS OFFICE  
KANAWHA CITY, MISSOURI



## Section C: 2012 Program Budget

*Complete a separate program budget for each program your agency is applying for funding.*

**Agency Name:** United Inner City Services

**Program Name:** St. Mark Child and Family Development Center

<b>Personal Services</b>			
For each salary request below please attach a job description or duties.			
Position / Title	Total Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Bobbye Fuller/Director of Childcare	42000	100%	\$ 42,000
Vicki Lockett/Family Advocate	35000	100%	\$ 35,000
Kevin Jones/Administration	44000	100%	\$ 44,000
1.5 Denmon/Smith/Reception-Clerk	33540	100%	\$ 33,540
2 classroom aides	43890	100%	\$ 43,890
Dorice Ramsey/Administration	65000	50%	\$ 32,500
Total Salaries			\$ 230,930
Total Benefits			\$ 27,070
<b>Total Personal Services</b>			<b>\$ 258,000</b>
<b>Contractual Services</b>			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Contractual Services</b>			<b>\$ -</b>
<b>Supplies</b>			
Classroom Art Supplies and Equipment			\$ 10,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Supplies</b>			<b>\$ 10,000</b>

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JACKSON COUNTY  
AUDITORS OFFICE  
KANSAS CITY, MISSOURI

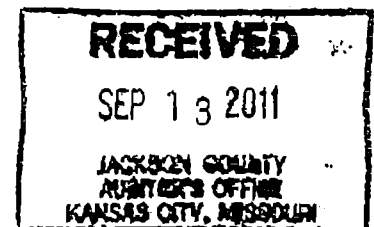
**Total Program Request \$ 268,000**

**Child Care Director (B. Fuller)**

**Role:** Coordinate all aspects of the center including ensuring compliance with all applicable licensing, regulatory, and accrediting agencies. Ensures best practices and developmentally appropriate practices are adhered to at all times. Provides overall supervision of the summer camp programming

**Essential Responsibilities and Duties:**

- Ensures that program is operating in accordance with all reporting agencies rules and regulations and updates and submits licensing paperwork for license renewal every 2 years.
- Inspects facilities for compliance with health, safety, fire and other regulations
- Recruits, selects, trains and evaluates the staff
- Ensures that all staff and volunteers receive appropriate orientation and training
- Completes monthly classroom observation, provides feedback, determines training needs for staff
- Completes monthly reports (CACFP, CAPP, Work Plan)
- Enters Head Start information into Child Plus (developmental screenings, parent teacher conferences, home visits, EDECA's and assessments
- Maintains confidentiality of all family and child records and all matters relating to families.
- Conducts monthly staff meeting
- Responds to the needs of staff and mediate in case of staff conflict
- Positively promote the program and its philosophy, goals and work with programs to community groups and maintain positive public relations with the community
- Meets with parents as necessary to resolve classroom issues
- Performs other duties as they relate to the team-approach



**Family Advocate (V. Lockett)**

**Essential Duties and Responsibilities**

**Enrollment**

- Recruits families into the program
- Completes enrollment applications
- Completes family needs assessment and goals at the time of application and develop an action plan or referrals if necessary
- Maintains a waiting list for participants
- Explains program services and procedures

**Health**

- Schedules health screenings with community partners
- Tracks health needs to ensure they are done in a timely manner
- Follows up on health referrals

**Data Entry**

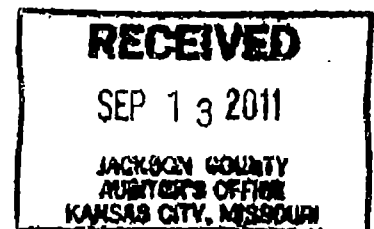
- Enters Daily Attendance
- Enters all health information
- Enters all data from enrollment application

**Parent Involvement**

- Schedules parent involvement activities
- Makes and maintain community resources
- Responds to parent complaints and suggestions
- Establishes a parent committee at Center level

**Clerical**

- Updates applications for re-enrollees each program year
- Keeps children's files updated
- Prepares monthly newsletter
- Prepares reports for attendance, PIR and IN-kind



**Executive Assistant (K. Jones)**

**Role:** Provides full administrative and organization support to the Executive Director. Acts as liaison between summer camp in 1101 Euclid facility and the main building

**Essential Duties and Responsibilities:**

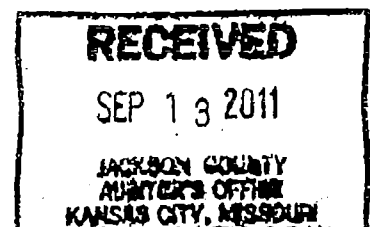
- Provides support to Deputy Director, Leadership Team members as needed
- Organizes and maintain filing system for ED and Board of Directors
- Takes minutes, prepare necessary documentation and coordinate email notifications and/or communications for Board of Director meetings, prepare presentations and implement special projects
- Sets up and arrange all teleconference meetings for Executive Committee and Board of Directors
- Provides general technical trouble-shooting assistance for computer network at Child Care Center
- Serves on the leadership Team and attend and assist in all staff meetings
- Maintains confidentiality of all personnel information
- Coordinates all add moves and changes in phone system and makes recommendations as necessary
- Supervises the Administrative Assistant to the Child Care Center
- Provides support to ED and grant writer in gathering and updating necessary information for current and or new grants available to the organization
- Administrates the Emergency Assistance Program for the organization. Screen calls, provide information and set up appointment for qualified applicants to apply for assistance. Process applications according to the program requirements/guidelines, create and process disbursements to vendors, landlords, etc. Process and update all applicants in the MAACLink system.

**Reception (L. Smith/S. Denmon)**

**Role:** Responsible for greeting and assisting clients, visitors and callers to the center. Performs general clerical duties, supporting a specific office as assigned. Work involves an exceptional amount of public contact

**Essential Duties and Responsibilities:**

- Serves as first point of contact by greeting and assisting clients, visitors and callers to the center.
- Manages a multi-line phone system including answering incoming calls, responding to inquiries, forwarding callers to the appropriate individual or voicemail box



**Executive Assistant (K. Jones)**

**Role:** Provides full administrative and organization support to the Executive Director. Acts as liaison between summer camp in 1101 Euclid facility and the main building

**Essential Duties and Responsibilities:**

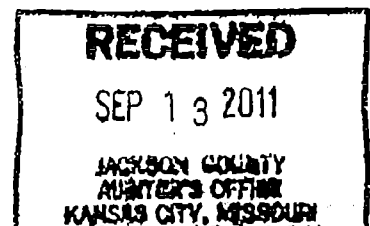
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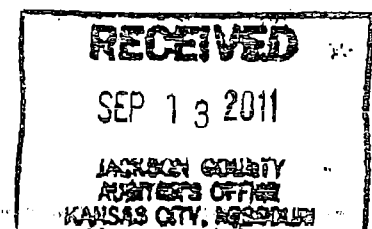


**Child Care Director (B. Fuller)**

**Role:** Coordinate all aspects of the center including ensuring compliance with all applicable licensing, regulatory, and accrediting agencies. Ensures best practices and developmentally appropriate practices are adhered to at all times. Provides overall supervision of the summer camp programming

**Essential Responsibilities and Duties:**

- Ensures that program is operating in accordance with all reporting agencies rules and regulations and updates and submits licensing paperwork for license renewal every 2 years.
- Inspects facilities for compliance with health, safety, fire and other regulations
- Recruits, selects, trains and evaluates the staff
- Ensures that all staff and volunteers receive appropriate orientation and training
- Completes monthly classroom observation, provides feedback, determines training needs for staff
- Completes monthly reports (CACFP, CAPP, Work Plan)
- Enters Head Start information into Child Plus (developmental screenings, parent teacher conferences, home visits, EDECA's and assessments
- Maintains confidentiality of all family and child records and all matters relating to families.
- Conducts monthly staff meeting
- Responds to the needs of staff and mediate in case of staff conflict
- Positively promote the program and its philosophy, goals and work with programs to community groups and maintain positive public relations with the community
- Meets with parents as necessary to resolve classroom issues
- Performs other duties as they relate to the team-approach



## Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

### Approach & Method

List the top three (3) objectives for each program.

1. Children will achieve developmental advancement and be ready for activities at the next level of academic development.

2. Children will have their health and nutrition needs met.

3. Children will receive an arts and culture based education to enhance their intellectual and emotional development.

Detail specific methods you will use to achieve these objectives.

UICS will incorporate the arts throughout its curriculum including summer camp. Upon entrance into the program, children are engaged in an in-take process to assess their cognitive and physical health needs. Assessments will include development, health and nutrition screenings and follow-up. Individualized goals are set based upon the results of the screenings and parent input. Our staff compiles this information to deliver a quality education program and follow-up based upon assessment results. We continually monitor the effectiveness of services and document the child's progress in individualized portfolios.

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JACKSON COUNTY  
HEALTH DEPARTMENT  
KANSAS CITY, MISSOURI

## Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

### Evaluation

How can the success of each program be evaluated?

Indicate performance measures or statistics you will use to demonstrate the success of each program.

The success of the program will be evaluated by pre and post test. Outcomes of the program include: 90% of the children will be ready for educational programming at the next academic level. 100% of the children will have their health and nutrition needs met. 100% of the children will receive a quality arts and culture based educational program including summer camp.

### Notification

How will your organization make clients, the public and the media aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

UICS will make clients, taxpayers and the media aware of generous funding received from Jackson County through advertisements and publications.

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REVENUE OFFICE  
KANSAS CITY, MISSOURI



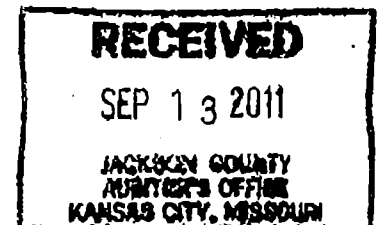
- Monitors parent sign in/out book and visitor sign in log
- Accepts payments from parents
- Signs for packages and deliveries
- Accepts mail and distributes it to the appropriate mailboxes
- Performs clerical work for the administrative staff such as, but not limited to, typing, filing, copying, faxing and postage machine
- Maintains time cards
- Maintains copy machine and makes service calls as needed
- Maintains confidentiality of children and family information

**Records Clerk (S. Denmon)**

**Role:** To perform record-keeping tasks and manage forms/information for infant, preschool, before and after school and summer camp student records

**Essential Duties and Responsibilities**

- Maintains updated student attendance rolls and parent sign-in sheets
- Assists with CACFP attendance and invoicing
- Logs all incoming mail and attaches disbursement if necessary
- Logs parent payments and maintains program fee spread sheet
- Maintains vendors and UICS files
- Enters payroll data and process payroll checks



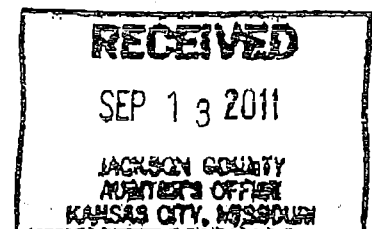
### Teacher Assistant

**Role:** The Teacher Assistant will be responsible for the general supervision and management of a group of children, and will be supervised, trained and evaluated by the Lead Teacher.

1. To assist the Lead Teacher in providing a warm and nurturing environment in which the child can grow physically, emotionally, socially, and intellectually.
2. To be responsible to fill in for the Lead Teacher as needed.

### Essential Responsibilities and Duties:

- Follow the High/Scope curriculum and developmentally appropriate practices
- Maintain a safe, healthy, attractive, learning environment both inside and outside
- Assist in planning, preparing and upkeep of the classroom (room arrangement)
- Maintain confidentiality of children and family information. Provide current information from families to the Family Advocate
- Assist in maintaining the center for licensing requirements
- Assist in planning and implementing the lesson plan under the direction of the Lead Teacher
- Assist in individualizing for the assigned children
- Interact with the children while supervising them in the classroom and the restrooms
- Maintain accurate CACFP attendance and meal records
- Practice family style serving (eat meals with the children) at each meal service
- Assist with P/T conference and home visits as requested
- Report suspected child abuse and neglect as required by state licensing guidelines and St. Mark's Procedures
- Responsible for observing and making anecdotal notes on assigned children
- Assist in maintaining portfolios on assigned children
- Assist in completing developmental screenings as requested
- Assist in assessments three times per school year as requested (Head Start classrooms)
- Attend all required staff meetings, functions and recommended trainings
- Maintain a professional attitude and communication when dealing with children, parents and your co-workers
- All other job related duties



## Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

### Proposed Program

Detail functions to be performed by each program.

UICS' St. Mark Child Development Center is an accredited, licensed early childhood program. St. Mark is open 5-days a week 6:30 am -- 5:30 pm, year-round for infants, toddlers, pre-school aged children, school aged children and summer camp during the summer months.

St. Mark ensures that the developmental needs of its children are being met. Upon entering the program, children are engaged in a comprehensive in-take process, which includes assessments of their physical, mental, cognitive and dental health. St. Mark's curriculum introduces children to the arts while promoting intellectual growth as well as healthy social and emotional development. The curriculum is heavily invested in the arts and combines the goals of Head Start and the HighScope educational approach. According to a study released by the American Education Partnership, disadvantaged children can advance their development through creative techniques such as dance/movement, drawing, music, theatre and other expressive media. This not only improves children's cognitive, social and motor abilities, but also enhances comprehension of language, math, science and history.

St. Mark children showcase their art and talents in 4 productions throughout the calendar year. Classroom experiences in the months leading up to any given performance are directly related to that production.

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SEP 13 2011

UIC  
UNITED INNER CITY SERVICES  
WASHINGTON, DC  
Section D

Director (D. Ramsey)

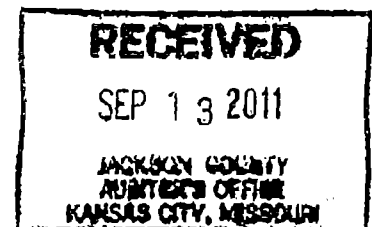
**Role:** The purpose of the Executive Director (ED) position is to help United Inner City Services (UICS) fulfill its mission and vision by serving as a liaison between and working with the UICS Board and members of the community served by UICS.

Under the direction of the Board of Directors, the ED is responsible for overall management and operation of UICS and protection of the organization's financial assets while ensuring compliance with board directives and applicable grantor, federal and state requirements.

**Essential Responsibilities and Duties**

The ED is responsible for overall operations, asset protection and marketing/public relations for UICS. Although other duties may be assigned, the ED will be responsible for:

- Providing information, advice and counsel to the Chairman of the Board, Board Committees and the Board of Directors in the creation of policies, programs and strategic direction of the corporation.
- Managing overall administrative and financial operation of UICS, including: review and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organization and administrative policies and program objectives for Board consideration.
- Supporting all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Sourcing foundations, local, state and federal government and individuals for fundraising objectives.
- Overseeing all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted accounting principles, policies and procedures, and all other applicable rules and guidelines.
- Grants and contacts management including negotiating agreement terms that reflect the needs of UICS, coordinates with legal advisors to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.



## Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

Downtown urban core.

### Fund Separation

Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.

UICS only serves clients who are Jackson County residents.

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JACKSON COUNTY  
HEALTH OFFICE  
KANSAS CITY, MISSOURI

## Section D: 2012 Program Information

*Complete a separate program information sheet for each program your agency is applying for funding.*

**Agency Name:** United Inner City Services

**Program Name:** St. Mark Child and Family Development Center

### Participants

Identify the number of participants by County that each program serves.

Jackson, MO	225
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	

### Target Population

Describe target population and demographics to be served by each program.

UICS annually serves approximately 225 very low and low income families through its early childhood education program, before and after school program and summer camp. 100% of our clients live in Jackson County Missouri with a majority from the 64127 zip code, one of the most blighted and economically disadvantaged neighborhoods in the county. 90% of our clients are African American with 89% living in single parent households.

Would you provide these services to anyone at your door? Yes Answer Yes or No  
 Is anyone denied services? No Answer Yes or No

What level of indigents (below poverty level) do you serve?

Please classify your program from the following types by percentage of your agency's overall service

Senior Program	%
Indigent Program (Below Poverty Level)	90%
Senior Indigent Program	%

What criteria do you have for the clients you serve?

They must fall below the federal poverty level and live in Jackson County Missouri

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AUDITOR'S OFFICE  
KANSAS CITY, MISSOURI

## Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

Downtown urban core.

### Fund Separation

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HEATER'S OFFICE  
KANSAS CITY, MISSOURI

## Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

### Evaluation

How can the success of each program be evaluated?

Indicate performance measures or statistics you will use to demonstrate the success of each program.

The success of the program will be evaluated by pre and post test. Outcomes of the program include: 90% of the children will be ready for educational programming at the next academic level. 100% of the children will have their health and nutrition needs met. 100% of the children will receive a quality arts and culture based educational program including summer camp.

### Notification

How will your organization make clients, the public and the media aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

UICS will make clients, taxpayers and the media aware of generous funding received from Jackson County through advertisements and publications.

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CLERK'S OFFICE  
KANSAI CITY, MISSOURI



## Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

### Proposed Program

Detail functions to be performed by each program.

UICS' St. Mark Child Development Center is an accredited, licensed early childhood program. St. Mark is open 5-days a week 6:30 am -- 5:30 pm, year-round for infants, toddlers, pre-school aged children, school aged children and summer camp during the summer months.

St. Mark ensures that the developmental needs of its children are being met. Upon entering the program, children are engaged in a comprehensive in-take process, which includes assessments of their physical, mental, cognitive and dental health. St. Mark's curriculum introduces children to the arts while promoting intellectual growth as well as healthy social and emotional development. The curriculum is heavily invested in the arts and combines the goals of Head Start and the HighScope educational approach. According to a study released by the American Education Partnership, disadvantaged children can advance their development through creative techniques such as dance/movement, drawing, music, theatre and other expressive media. This not only improves children's cognitive, social and motor abilities, but also enhances comprehension of language, math, science and history.

St. Mark children showcase their art and talents in 4 productions throughout the calendar year.

Classroom experiences in the months leading up to any given performance are directly related to that production.

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Section D

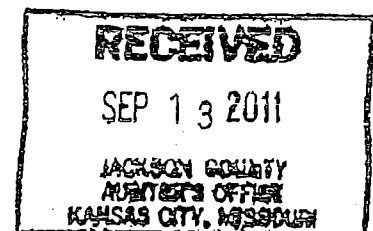
### Teacher Assistant

Role: The Teacher Assistant will be responsible for the general supervision and management of a group of children, and will be supervised, trained and evaluated by the Lead Teacher.

1. To assist the Lead Teacher in providing a warm and nurturing environment in which the child can grow physically, emotionally, socially, and intellectually.
2. To be responsible to fill in for the Lead Teacher as needed.

### Essential Responsibilities and Duties:

- Follow the High/Scope curriculum and developmentally appropriate practices
- Maintain a safe, healthy, attractive, learning environment both inside and outside
- Assist in planning, preparing and upkeep of the classroom (room arrangement)
- Maintain confidentiality of children and family information. Provide current information from families to the Family Advocate
- Assist in maintaining the center for licensing requirements
- Assist in planning and implementing the lesson plan under the direction of the Lead Teacher
- Assist in individualizing for the assigned children
- Interact with the children while supervising them in the classroom and the restrooms
- Maintain accurate CACFP attendance and meal records
- Practice family style serving (eat meals with the children) at each meal service
- Assist with P/T conference and home visits as requested
- Report suspected child abuse and neglect as required by state licensing guidelines and St. Mark 's Procedures
- Responsible for observing and making anecdotal notes on assigned children
- Assist in maintaining portfolios on assigned children
- Assist in completing developmental screenings as requested
- Assist in assessments three times per school year as requested (Head Start classrooms)
- Attend all required staff meetings, functions and recommended trainings
- Maintain a professional attitude and communication when dealing with children, parents and your co-workers
- All other job related duties



**Section E: Summary of Jackson County Funding Request by Program**

**Agency Name:** United Inner City Services

**Program Name:** St. Mark Child and Family Development Center **Amount**

1.		\$	268,000
2.		\$	-
3.		\$	-

Total Jackson County Funding Request for All Programs \$ 268,000

Is there anything Jackson County can do to help your operation run more efficiently?

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