

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 18753

Sponsor(s): Dennis Waits

Date: March 9, 2015

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting a Resolution authorizing the County Executive to enter into an Agreement with Rachel Eilts in the amount of \$35,880.00</u></p>										
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="316 699 1198 1136"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$35,880</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$35,880</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM Anti-Drug Sales Tax Fund – 008; Prosecutor Community Crime/Drug Prevention – 4156; Other Professional Services - 56080</td> <td>FROM ACCT \$35,880</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></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):  Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$35,880	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$35,880	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM Anti-Drug Sales Tax Fund – 008; Prosecutor Community Crime/Drug Prevention – 4156; Other Professional Services - 56080	FROM ACCT \$35,880
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): 18384 2/14</p>										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Jean Peters Baker 2/20/15</p>										

REQUEST SUMMARY	<p>Resolution authorizing the County Executive to enter into an agreement in the amount of \$35,880.00 with Rachel Eilts, 261 Orchard, Kansas City, Kansas 66101. Ms Eilts will be the Visual Arts Lead Artist Mentor for the MyARTS East Program.</p> <p>The MyARTS Center is a facility that promotes change through the arts via multiple studios and classrooms. The center is devoted to a holistic approach intertwining mental health services, academic-support, healthy living, and life skills into the daily programs offered. The Prosecutor's Changing Lives through the Arts Initiatives preventative programming is offered at MyARTS East, MyARTS Downtown and in the community. The MyARTS East and Downtown locations have worked successfully to continue the excellent efforts of prevention programming for all of Jackson County with little increase of County dollars. The preventative programming includes addressing the needs of "high risk youth" by exposing the youth to a variety of possible work opportunities through a 72 hour apprenticeship, followed by a paid part time entrepreneurship position. The apprenticeship/leadership program will place Metropolitan teens in small groups with professional urban artist/designers and young artist mentors to design, create and sell art products. With fully equipped, staffed studios, MyARTS will conduct business management training beyond the creative aspect of the program to produce productive, highly skilled, and dependable young artist and technicians. The training areas will include: Entrepreneurialism, business law, accounting, selling, promotions/marketing, and research. MyARTS is funded by the Department of Public Safety, City of Kansas City, City of Independence and COMBAT.</p> <p>Term of the Agreement is January 1, 2015 through December 31, 2015.</p> <p>Funds should be allocated from 008-4156-56080. Monthly payments.</p>												
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)												
ATTACHMENTS	Proposal, budget												
REVIEW	<table border="1"> <tr> <td data-bbox="300 1119 1247 1182">Department Director:</td> <td data-bbox="633 1119 1006 1182"><i>Juan Petro Baker</i></td> <td data-bbox="1247 1119 1542 1182">Date: <i>2/26/15</i></td> </tr> <tr> <td data-bbox="300 1182 1247 1245">Finance (Budget Approval): <i>If applicable</i></td> <td data-bbox="617 1182 1023 1245"><i>Mary Baasmussen</i></td> <td data-bbox="1247 1182 1542 1245">Date: <i>3/2/15</i></td> </tr> <tr> <td data-bbox="300 1245 1247 1308">Division Manager:</td> <td data-bbox="649 1245 909 1308"><i>J. O. [Signature]</i></td> <td data-bbox="1247 1245 1542 1308">Date: <i>3/2/15</i></td> </tr> <tr> <td data-bbox="300 1308 1247 1371">County Counselor's Office:</td> <td data-bbox="649 1308 909 1371"><i>[Signature]</i></td> <td data-bbox="1247 1308 1542 1371">Date:</td> </tr> </table>	Department Director:	<i>Juan Petro Baker</i>	Date: <i>2/26/15</i>	Finance (Budget Approval): <i>If applicable</i>	<i>Mary Baasmussen</i>	Date: <i>3/2/15</i>	Division Manager:	<i>J. O. [Signature]</i>	Date: <i>3/2/15</i>	County Counselor's Office:	<i>[Signature]</i>	Date:
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**Fiscal Information (to be verified by Budget Office in Finance Department)**

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- 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.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
[Redacted]	[Redacted]	[Redacted]

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



**Program Goals & Duties**  
**Lead Artist Mentor / Visual Arts**  
**MyARTS East**

**Rachel Eilts**

**SSN: 513-98-3780**

**Job Title: Visual Arts Lead Artist Mentor**

**MyARTS East, 315 N. Main Street, Independence, MO 64050**

**Dates of Employment: January 1, 2015 through December 31, 2015**

**Budget: \$23 per hour - \$35,880 per year**

**Minimum of 30 hours per week**

**Description: Part-time Artist Mentor Position**

MyARTS began in 2006 in downtown Kansas City, Missouri, expanding out east in Independence, MO in 2012. MyARTS is an all year around after school art program for youth ages 14 - 19 in the areas of Graphic Design, Visual Arts, Screen Printing, Graphic Design, and Ceramics. MyARTS also provides monthly workshops for younger youth and adults.

**Summary**

- Oversee studio mentors & studio needs -- Graphic Design, Visual Arts, Screen Printing, Darkroom Photography, & Ceramics
- Meet with Program Manager once a week to go over current projects, client jobs, workshops, events, & other program needs
- Meet with MyARTS East Artist Mentors once a week to go over studios, current projects, client jobs, event & other program needs

**Duties:**

**Recruiting**

- Within the Eastern Jackson County Schools, lead 3-5 art class presentations (Program Coordinator will attend to help with paperwork)
- Art class presentations will be considered an informal hiring; young artist needs to schedule a time to show their portfolio and do studio tour

**Contacting Youth Applicants**

- Call all applicants in order of when they applied and exhibited interest in the program shown by: whether they have returned initial interview review via phone or email
- If youth responds to the interview request, an interview will be scheduled within 2 weeks
- If youth does not respond to interview request within 2 phone calls and one email then the Lead Artist Mentor should indicate this on the Apprenticeship Interview Contact Spreadsheet

## **Youth Interviews**

- During interview, the Lead Artist Mentor will go over; MyARTS history, apprentice position, fine art with commercial focus under the JCPO umbrella, expectations, & possible employment
- During the interview, the Lead Artist mentor will assess the skills and interest of each applicant
- During the interview, the Lead Artist mentor will provide and explain the initial paperwork: verification form, release of information, the survey, signed MyARTS rules
- The interview includes a tour of the MyARTS facility
- A start date will be determined by the end of the interview including the youth's schedule

## **Apprenticeships/Employment**

- Assists apprentices with their foundations workbook
- Review completed foundations projects and sign off on those approved
- Conduct occasional group project for team building and creating excitement for the program
- Schedule studio rotations with other Artist Mentors
- When applicable, Lead Artist Mentor will talk with the Mentor in apprentice's studio of choice for completing specific foundation projects in that studio
- Schedule employee interviews as apprentices become eligible and they take the initiative to apply
- For employment hiring, collect timesheets, foundations checklist, application, letter of recommendation, Artist Mentor recommendation form, & signed employment handbook sheet
- Turn in all forms to Program Coordinator

## **Youth Disciplinary Action**

- When a Mentor brings a situation in need of disciplinary action, Lead Artist Mentor will listen to the situation from the Mentor and determine course of action

## **Events/Workshops/Studios**

- Main priority – full studios, fun & exciting environment, new projects, products, keep youth challenged & empowered, entrepreneurial workshops, evaluation of each participant
- Sign up Artist Mentors for events & workshops
- Responsible for seeking at least two additional marketing tools for facility workshops
- Establish goals for each studio and Mentor
- Check to make sure Mentors are meeting studio goals and needs
- Call young artists who have left the program without explanation
- Address qualifications and needs of the young artists wanting to re-enter the program; long-term or short-term
- Arrange visiting artists presentations and workshops
- Coordinate schedule and oversee the process for the youth show, holiday sale, and fundraiser

## **Studios/Store/Mentors**

- Schedule with Program Manager and Executive Director artwork reviews throughout the year
- Responsible for maintenance of the stores, appearance, pricing, etc.
- Create and implement cleaning schedule for studios and store at the end of each program day
- Manage studio supply usage and needs for all studios – spending efficiently

- Modeling professional communications with commissioned clientele and customers
- Work with youth on developing time management skills and attention to detail
- Work with Program Manager on tagging, pricing, and display of artwork
- Ensure inventory update on program laptop and website
- Ensure Mentors research current trends with the young artists in their studio
- Disseminate information from Program Manager and Executive Director

#### **Program Volunteers/Interns**

- Recruit volunteers within the studios
- Recruit interns from local higher education institutions such as KCAI

#### **Community Donations**

- Responsible for seeking donations from organizations and individuals for program supplies

#### **Community Outreach**

- Develop three community partnerships yearly & attend those meetings within your facility area

#### **Promotional Events**

- Required to come up with two promotional events yearly within facility area

#### **New Program/Product Ideas**

- Responsible for reporting new product ideas based on the research - must submit backup research with product ideas
- Responsible for new programming ideas throughout the year and executing them effectively
- These ideas may consist of workshop ideas with program youth, programming ideas in addition to regular programming, etc.

#### **Revenue**

- Responsible for one new revenue generating program within the facility

#### **Timesheets/Employee Checks**

- Collect location timesheets and turn in at ArtsTech
- Pick up checks and distribute



racheleilts • 261 orchard • kansas city, ks 66101  
racheleilts@gmail.com • 913.568.2274

## Rachel Eilts

913.568.2274  
racheleilts@gmail.com

Throughout my career as a graphic designer and art educator, I have developed a self-motivated, goal-oriented work style with an emphasis on relationships, communication and interpersonal skills. Working with youth pairs creativity and quick thinking with patience and planning, while my experience in graphic design taught me to work well both independently and as a part of a team. Through working with high school students to be youth mentors for younger students, the youth mentors developed entrepreneurial drive, environmental awareness and leadership abilities with a goal of developing their life skills while enhancing the younger students' experience in after school programming.

### EXPERIENCE

**MyARTS** Lead Artist Mentor/Visual Arts Mentor 2013-2015

**Accessible Arts** Program Manager/Artist in Residence 2010-2013

- create and teach inclusive arts educational curriculum
- develop and manage art programming

**EAT Advertising and Design** Art Director 2004-2010

- design branding packages, collateral materials, annual reports, ads, packaging, brochures and more

**Kansas City Mentoring Initiative** arts educator 2001-2004

- create environmental arts education curriculum for USD 500 Kansas City, KS school district as well as train and mentor high school students

**The Storytellers Inc.** arts educator 2000-2004

- create arts education curriculum for students in juvenile detention centers and Kansas City, KS and MO school districts

### EDUCATION

**InterPlay** Teacher Training for InterPlay

**University of Kansas** Bachelor of Fine Arts

References available upon request