

# Request for Legislative Action

Res. #21294  
Sponsor: DaRon McGee  
Date: June 5, 2023

Completed by County Counselor's Office			
Action Requested:	Resolution	Res.Ord No.:	21294
Sponsor(s):	DaRon McGee	Legislature Meeting Date:	6/5/2023

Introduction
<b>Action Items:</b> ['Authorize']
<b>Project/Title:</b>
A Resolution authorizing the Chairman of the Legislature to execute an Agreement with the Mid-America Regional Council (MARC) to conduct a training workshop for the County Legislature and legislative staff, at a cost to the County not to exceed \$5,700.00.

Request Summary
The Mid-America Regional Council (MARC) will utilize the Government Training Institute (GTI) to assist the Jackson County Legislature in conducting a one and a half day planning workshop on two meeting days in July 2023. The purpose of the workshop is to set organizational priorities for the Legislature and build effective working relationships among legislators and legislative staff.

Contact Information			
<b>Department:</b>	Legislative Auditor	<b>Submitted Date:</b>	5/15/2023
<b>Name:</b>	Troy Thomas	<b>Email:</b>	Troy.Thomas@jacksongov.org
<b>Title:</b>	County Auditor	<b>Phone:</b>	816-881-3311

Budget Information			
Amount authorized by this legislation this fiscal year:	\$5,700		
Amount previously authorized this fiscal year:	\$ 0		
Total amount authorized after this legislative action:	\$5,700		
Is it transferring fund?	No		
Single Source Funding:			
<b>Fund:</b>	<b>Department:</b>	<b>Line Item Account:</b>	<b>Amount:</b>
001 (General Fund)	0112 (Legislature as a Whole)	56790 (Other Contractual Services)	\$5,700

Prior Legislation	
Prior Ordinances	
<b>Ordinance:</b>	<b>Ordinance date:</b>

## Request for Legislative Action

Prior Resolution	
Resolution:	Resolution date:

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Purchase from Another Government
Core 4 Tax Clearance Completed:	Not Applicable
Certificate of Foreign Corporation Received:	Not Applicable
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Less than \$50000	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
<ul style="list-style-type: none"> <li>Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab.</li> </ul>	

## Request for Legislative Action

### History

Submitted by Legislative Auditor requestor: Troy Thomas on 5/15/2023. Comments:

Returned for more information by Department Approver Cindy L. Wallace on 5/15/2023 6:13:59 PM.  
Comments: typo - clw

Submitted by Requestor Troy Thomas on 5/15/2023 6:18:46 PM. Comments:

Approved by Department Approver Cindy L. Wallace on 5/15/2023 6:21:42 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 5/16/2023 8:55:51 AM. Comments:

Approved by Compliance Office Approver Jaime Guillen on 5/16/2023 11:48:07 AM. Comments:

Approved by Budget Office Approver David B. Moyer on 5/17/2023 1:52:34 PM. Comments:

Approved by Executive Office Approver Lisa Honn on 5/23/2023 3:02:39 PM. Comments: Approving for Sylva due to technical issue.

Approved by Counselor's Office Approver Jamesia Manning on 6/1/2023 11:47:13 AM. Comments:



# CUSTOM COURSE TRAINING AGREEMENT

Government Training  
Institute Mid-America  
Regional Council

This training agreement is entered into by **Jackson County, Missouri** hereinafter "agency," and Mid-America Regional Council, hereinafter "MARC," of Kansas City, Missouri, on this \_\_\_ day of May 2023.

MARC agrees to provide the following training program as specified below:

**PROGRAM INFORMATION:** Please see attached Scope of Services, attached hereto and incorporated by reference.

<b>Training Title:</b>	Jackson County Legislature Planning Retreat		
<b>Date(s):</b>	Summer 2023 – Date TBD	<b>Time(s):</b>	12 hours
<b>No. of Sessions:</b>	1 plus planning & prep	<b>Max. Enrollment:</b>	N/A
<b>Location(s):</b>	TBD – Jackson County, Missouri		
<b>Consultant(s):</b>	David Warm with support from other MARC staff as needed		

## COVENANTS:

A total training cost of **\$5700.00** is due to MARC upon invoice receipt at the completion of the training. This quote is valid for a period of thirty days from the agreement date.

Alterations to this training agreement require written consent from both the agency and MARC stated in this document.

The agency reserves the right to commence and terminate said training program at their discretion. However, if said training program is canceled less than 14 days before the aforementioned training commencement date, or scheduled training sessions, a sum of \$500 will be due to MARC as a reimbursement for preparation costs and commitments made.

We, the undersigned, have affixed our name to this training agreement, and as such, have caused this document to now be in full force and effect.

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Agency Representative

Date

05-15-23

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Lauren Palmer

Date

Local Government Services Director

## **Proposal for Facilitation Services for the Jackson County Legislature Retreat – Revised May 15, 2023**

### **I. Background and Experience**

Mid-America Regional Council (MARC) was formed in 1972 by eight counties and the region's four largest cities to build a stronger regional community and support cities and counties in serving their constituents. Jackson County is an active member of MARC and is involved in numerous regional committees. MARC is the Metropolitan Planning Organization and association of city and county governments, serving the region's nine counties and 119 cities. MARC provides a forum for local governments to convene and define shared solutions to common challenges.

For the services requested by Jackson County, MARC proposes to utilize resources of its Government Training Institute (GTI). Because of expressed interest of local government leaders who were striving to maintain and improve the ability of their organizations to make effective decisions and deliver quality services, MARC established the Government Training Institute (GTI) in 1996. Over the years GTI has evolved into a training provider of choice for local governments in the metropolitan area by offering cost-effective training of the highest quality in the form of certificate programs, leadership training and customized training programs. It is designed to provide a consistent and responsive mechanism for meeting the training and organizational development needs of local government employees. Since 1996, over 160,000 constituents have participated in GTI special events, regional, state, and multi-state conferences, certificate programs, seminars and technical workshops.

MARC is responsible for preparing and adopting plans on behalf of area local governments, and public engagement and committee deliberations of technical and policy information is a fundamental part of the work of the agency. GTI routinely supports these planning and public engagement processes through professional facilitation. To meet the needs of MARC members, GTI offers a wide range of customized training, including consulting and facilitation services. GTI consultants are some of the area's top professionals. They provide affordable know-how about strategic planning, communications, organizational effectiveness and collaborative decision-making.

### **II. Scope of Work**

The Jackson County Legislature will conduct a one and a half day planning workshop (approximately 12 hours) on two meeting dates to be determined in July 2023. The purpose of the workshop is to set organizational priorities for the legislature and build effective working relationships among legislators and county staff. GTI will assign MARC Executive Director David Warm to provide lead professional facilitation services for the workshop. David will be supported by Lauren Palmer, Director of Local Government Services, and Lukas Parrish, Management Intern.

GTI recommends an advanced information gathering session (60-90 minutes) with the chair of the Jackson County legislator and other key elected officials or staff to discuss the desired process and outcomes. The workshop agenda, including facilitated exercises, will be determined following this session. The agenda is subject to final approval by the Jackson County Legislature Chair.

GTI proposes to conduct 30-minute one-on-one interviews (via phone or video chat) with all members of the legislature prior to the workshop. Interview questions will be designed to gather input about desired objectives or areas of interest for review. Interview questions may be reviewed in advance by the chair for approval. This work is important to establish GTI as an impartial facilitator and to hear first-hand any expectations or concerns about the process. Doing this legwork upfront will help garner buy-in for the process. GTI will summarize the feedback in the aggregate without attributing specific comments to individual interviews, unless desired.

GTI will manage all facilitation aspects of the workshop including, but not limited to,

- Conducting the workshop according to the agenda to ensure adherence to the schedule and completion of event objectives.
- Establishing and monitoring event ground rules to ensure that all voices are heard and to maintain civility.
- Providing instructions and guiding participants through workshop exercises to develop and prioritize organizational goals.

GTI will provide supplies and materials related to workshop exercises. Unless otherwise requested of GTI, Jackson County is responsible for all other event logistics including venue, meals/refreshments, public notices, scheduling, etc.

#### Deliverables:

1. Advanced one-on-one interview template
2. Summary of aggregate feedback from advanced interviews
3. Workshop agenda
  - a. Abbreviated version for public notice
  - b. Annotated version for staff, facilitator and chair that outlines specific exercises and transitions
4. Summary report to document the workshop activities and outcomes (electronic)

### **III. Project Personnel**

MARC has a knowledgeable and committed team to serve the region to provide quality, collaborative solutions that address community needs. The team identified to work with the Jackson County Legislature has applicable experience in local government and professional facilitation.

#### **David Warm, Executive Director**

David has served as MARC's executive director since July 1990. Under his leadership, MARC's work has become widely regarded for innovation and effectiveness in areas that include transportation, environmental protection, emergency management, aging services, early education and local government cooperative services. David is active in many civic groups and initiatives. He serves on the boards of several area nonprofit agencies that address health care, education and community development, as well as the Hall Family Foundation board.

In 2006, David was recognized with the Walter Schreiber Leadership Award from the National Association of Regional Councils (NARC) for his impact in the region and at the national level. In 2012, he was named Nonprofit Connect Professional of the Year for the Kansas City region, and in 2015 he received the National Public Service Award from the National Academy of Public Administration. In 2020, the Greater Kansas City Chamber of Commerce named David the Kansas Citizen of the Year, and in 2021 he received a President's Award from NARC. David earned a Bachelor of Arts in political science and economics from the University of California, Santa Barbara, and a Master of Public Administration from the University of California, Riverside. David will serve as the lead facilitator for this project.

### **Lauren Palmer, Director, Local Government Services**

Lauren Palmer joined MARC in 2018 and serves as the Director of Local Government Services. She oversees the Government Training Institute and local government programs including Public Safety 911, Emergency Services & Homeland Security, the Regional Housing Partnership, First Suburbs Coalition, Managers Roundtable, KC Regional Purchasing Cooperative and the regional shared services initiative. Prior to joining MARC, Lauren worked for 14 years in local government administration, including serving as city administrator in Parkville, MO and assistant city manager in Independence, MO and Manhattan, KS. She has a bachelor's degree in political science from the University of Missouri-Columbia and a Master of Public Administration degree from Indiana University. Lauren will provide co-facilitation support to David for breakout sessions and small groups as needed. She will be the primary point of contact for contracting, billing, etc.

### **Lukas Parrish, Management Intern**

MARC/GTI has a history of hosting a part-time internship for graduate students pursuing a Master of Public Administration (MPA) or related degree from an area higher education institution. These are top students who are completing coursework relevant to future service in local government. Lukas Parrish is completing undergraduate degrees in journalism and political science, and he will intern full-time with MARC this summer before starting a graduate program in public affairs at the University of Missouri-Columbia. He is a graduate research assistant with the Institute of Public Policy and previously served as a legislative intern in the Missouri State Senate. Lukas will assist with data collection (interviews) and draft/review of the final report.

## **IV. Proposed Timeline (subject to change)**

- By May 22 – Approve contract and notice to proceed
- May 23 - 26 - Information gathering session
- By May 29 – Provide interview template for review
- By May 31 – Interview template approved
- June 1 - 23 – Advance one-on-one interviews
- By June 30 – Summary report of advance interviews submitted
- By June 30 – Draft workshop agenda (abbreviated) submitted
- By July 7 – Finalize approval of workshop agenda (abbreviated for public notice)
- At least 48 hours prior to workshop – Annotated agenda submitted
- Workshop Date
  - Preferred – July 13 - 14
  - Alternative – July 27 - 28, August 3 - 4
- Within 15 working days of the workshop – Submit summary report

## **V. References**

### **Platte City Strategic Planning**

Using a similar process as described herein for the Jackson County Legislature, MARC's GTI facilitated a one-day strategic planning workshop for the Platte City Board of Aldermen. The purpose of the workshop was to set priorities for the city to inform the budget process for the upcoming fiscal year and to set an organizational agenda for the next five years. Workshop outcomes included visioning, goals, strategies and priorities.

Reference:

Mr. DJ Gehrt

City Administrator

City of Platte City, MO

[djgehart@plattecity.org](mailto:djgehart@plattecity.org)



## **Project Description: *Ignite! Your ideas. Our future.* C4 Implementation Teams**

MARC partnered with the University of Kansas Public Management Center (KUPMC) to facilitate seven teams to develop implementation strategies for the critical success factors in the *Ignite! Your ideas. Our future.* strategic plan for the City of Lee's Summit. GTI facilitated three of the seven C4 teams. Teams were comprised of diverse representatives from citizens, community partners, city council and city staff (i.e., C4). The process involved a project kick-off celebration that featured Mayor Bill Baird setting the stage for the strategic plan and the next stage of the implementation process. Each team conducted three meetings to set initial strategies, prioritize strategies and review/approve the final strategies and timeline for recommendation to the city council. The facilitation team quickly pivoted meetings to a virtual format in the initial weeks of the COVID-19 pandemic in order to maintain the project schedule. The team produced a digital report for the City Council that outlined the process, strategies and timeline for implementation.

### Reference:

Mr. Steve Arbo  
Former City Manager  
City of Lee's Summit, MO  
(816) 969-1010  
[stephen.arbo@cityofls.net](mailto:stephen.arbo@cityofls.net)

## **VI. Fee Proposal**

Costs for the services outlined herein are as follows:

Advance Preparation – \$2,000  
Interviews – \$700  
Workshop (two-day) – \$2,250  
Summary Report - \$750

Total – \$5,700

MARC proposes to deliver the services for a lump sum fee that is inclusive of expenses such as materials and mileage. Direct expenses are included at cost with no mark-up. Costs will not exceed this amount unless Jackson County directs changes to the scope of services outlined herein. Pricing reflects a 15% GTI member discount rate for GTI services.

The fee does not cover the time of Executive Director David Warm, who will participate without a fee as a courtesy to the Legislature.

All aspects of the scope and fee are presented for discussion purposes and are subject to final negotiation of a contract.