

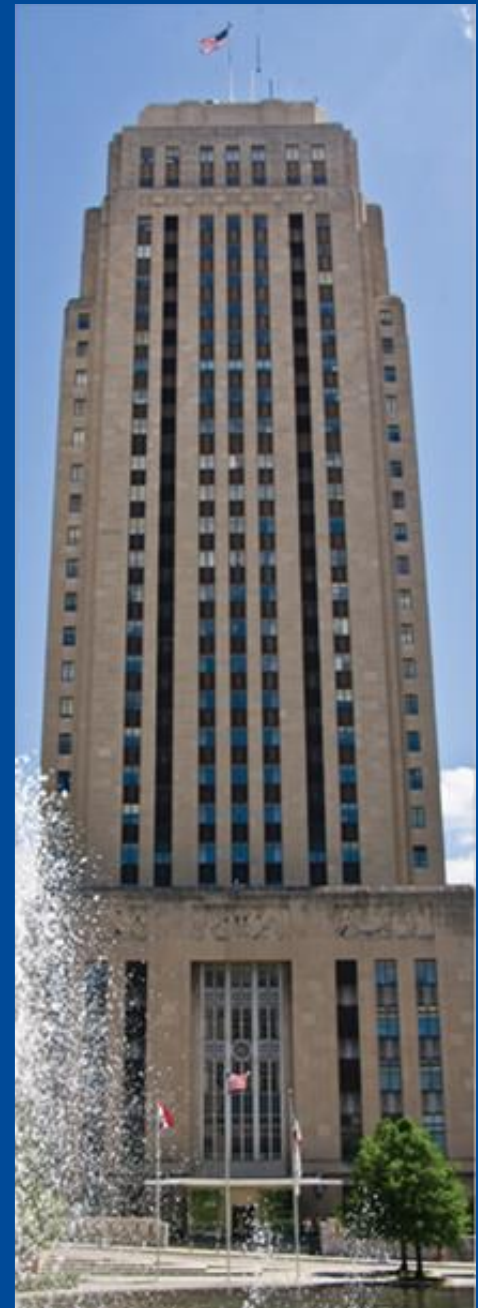


Office of the City Auditor

Performance Audit

September 2024

City Should Confirm Need for Inactive Boards, Provide Training on Board Operating Requirements



21st Floor, City Hall, 414 E. 12th St.
Kansas City, Missouri 64106

Douglas Jones, CGAP, CIA, CRMA – City Auditor
816-513-3300
cityauditor@kcmo.org

KCMO.GOV/CITYAUDITOR
X @KCMOCityAuditor

06-2024



Office of the City Auditor

21st Floor, City Hall
414 East 12th Street
Kansas City, Missouri 64106

(816) 513-3300
Fax: (816) 513-3305

September 16, 2024

Honorable Mayor and Members of the City Council:

This audit of board operations focuses on survey responses from board chairs in spring of 2024. The survey information contained in this audit is self-reported. We did not verify responses to the survey questions or determine their reasonableness. Following the release of our audit reports [2023 Governance Assessment: Component Unit Boards and Commissions](#) and [2023 Governance Assessment: Other Governing and Policy Boards](#), City Council committees discussed the management and oversight of city boards. Although these boards mostly operate independently, the boards, as public governmental bodies, must follow procedural requirements.

City boards need to be reviewed to determine whether certain boards should be eliminated from City Code or the city clerk's website. Nearly half of the boards we intended to survey appeared inactive. Most of these boards had not met within the last year or we were unable to identify a chair to contact. Not all boards are removed from city code or the clerk's website after dissolution. We identified five boards that remain in city code and two boards that remain on the city clerk's website even though the boards no longer exist.

Most boards who responded to the survey reported following city and state legislation. We received completed surveys from 40 boards. Nearly all boards reported posting meeting notices and agendas as required by state statute. Posting notices on the city clerk's website was the most common location. All but two boards reported keeping meeting minutes, also a state statute requirement. About one quarter of the boards reported submitting meeting minutes to the city clerk. Sending meeting notices and meeting minutes to be posted on the city clerk's website is not a requirement for boards, but centralizing this information can improve transparency.

Boards may be confused about submitting financial disclosure forms. Some boards reported they did not need to file but are required to in city code. Other boards reported they filed a form but are not required to in city code. Most boards reported their meetings are open to the public and the chair completes roll call. Few boards reported they are familiar with and follow the city's records management policies.

We make recommendations to improve transparency and ensure boards are operating as intended. Because the Mayor appoints most of the board and commission members, we addressed our recommendations to the Mayor's Office. We recommend the Mayor's Office prepare an ordinance to update city code, direct staff to update boards information, and develop a training program.

The draft report was sent to the Mayor's Office on August 7, 2024, for review and comment. Their response is appended. We would like to thank the Mayor's Office, city staff, and board members that participated in identifying contact information and completing the survey for their assistance and cooperation during this audit. The audit team for this project was Kara Jorgensen, Clinton Pullam, Beth Pauley, and Jonathan Lecuyer.



Douglas Jones, CGAP, CIA, CRMA
City Auditor

City Should Confirm Need for Inactive Boards, Provide Training on Board Operating Requirements

Table of Contents

Introduction	1
Audit Objective	1
Background	1
Kansas City Boards, Commissions, and Other Groups	1
Findings and Recommendations	2
Board Statuses Need Review and Update	2
A Significant Number of Boards Are Not Active	2
Not All Boards Removed After Dissolution	4
Most Boards Report Following City and State Legislation, Training Can Address Gaps	5
Centralizing Meeting Notices and Minutes Can Improve Transparency	6
Training Program for Boards Can Clarify Financial Disclosure, Records Management, and Other Board Requirements	8
Board Makeup and Vacancies	11
Recommendations	13
Appendix A: Objective, Scope and Methodology, and Compliance Statement	14
Why We Did This Audit	14
Audit Objective	14
Scope and Methodology	15
Statement of Compliance with Government Auditing Standards	15
Scope of Work on Internal Controls	15
Appendix B: Mayor's/Mayor's Office Response	16
Appendix C: Standing Rules Survey	18
Appendix D: Survey Responses by Board	26

List of Exhibits

Exhibit 1. Inactive Boards and Where They Appear	2-3
Exhibit 2. Board Listed in Code – Financial Disclosures Filing Not Needed	4
Exhibit 3. Self-Reported Notice Posting Locations	6
Exhibit 4. Financial Disclosure Reporting Confusion	9
Exhibit 5. Percent of Board Members Are Kansas City, Missouri, Residents	11
Exhibit 6. Board Members' Demographics Represent Kansas City, Missouri	11
Exhibit 7. Reported Board Seats and Vacancies	12

Introduction

Audit Objective

Do boards and commissions follow requirements established in city and state legislation?

Our audit of boards, commissions, and similar groups focuses on summarizing responses to survey questions based on requirements found in city and state legislation. The survey information contained in this audit is self-reported. We did not verify responses to the survey questions or determine their reasonableness. We drew conclusions based on the responses received.

We conducted this audit in accordance with Government Auditing Standards.

See Appendix A for more information about the audit objective, scope, methodology, and compliance with standards.

Background

Kansas City Boards, Commissions, and Other Groups

Boards, commissions, and similar groups such as task forces ("boards") fulfill a variety of functions for the city. These range from providing policy and funding recommendations to overseeing important public functions and activities. Boards can influence the city's decisions and actions across a variety of topics such as public safety, climate protection, ethics, public improvements, and economic development.

The mayor, sometimes with city council approval, makes most board appointments. Boards are established by enabling legislation such as the city charter, ordinances, resolutions, as well as non-city sources. City staff assist some boards with meetings. Boards promote opportunities for public involvement, representation, and oversight in city affairs.

Although these boards mostly operate independently, the boards must follow various rules and procedures. City and state legislation establish rules related to transparency, operation, and accountability for boards. These requirements include Missouri's Sunshine Law¹ and the city's standing rules for boards, commissions, and task forces.²

¹ Mo. Rev. Stat. § [Chapter 610 \(2004\)](#).

² Code of Ordinances, Kansas City, Missouri, [Sec. 2-723](#).

Findings and Recommendations

Board Statuses Need Review and Update

A Significant Number of Boards Are Not Active

Nearly half of the boards, commissions, and similar groups such as task forces (“boards”) we intended to survey did not appear active. City code states “if a board, commission, or task force fails to hold a meeting or public hearing for over a year, the board, commission or task force shall be automatically dissolved.”³ We tried to identify chair contact information for boards currently found in city code or on the city clerk’s website. During this process, we identified 34 inactive boards. (See Exhibit 1.)

Exhibit 1: Inactive Boards and Where They Appear

Board Name	Status	Board Appears In
18th & Vine Development Policy Committee	No longer plan to meet	City Clerk's Website
Alternatives to Incarceration	No longer plan to meet	City Clerk's Website
Arterial Streets Impact Fee Steering Committee	Have not met in a year	City Clerk's Website City Code Sec. 39-10
Bannister & I-435 TIF Plan - Educational Program Advisory Committee	Have not met in a year	City Clerk's Website
Bannister & I-435 TIF Plan - Neighborhood Program Advisory Committee	Have not met in a year	City Clerk's Website
Bicycle and Pedestrian Advisory Committee	Have not met in a year Unable to identify a chair	City Clerk's Website City Code Sec. 2-970.11
Board of Trustees of City Trusts	Have not met in a year Unable to identify a chair	City Clerk's Website City Charter Sec. 1126
Chronic Nuisance Board	Have not met in a year Unable to identify a chair	City Code Sec. 48-51(d)(1)(a)
Commission on Industrial Development	Have not met in a year Unable to identify a chair	City Code Sec. 2-804
Community Video Advisory Board	Have not met in a year Unable to identify a chair	City Code Sec. 19-11
Emergency Physicians Advisory Board	Reforming or forming	City Clerk's Website City Code Sec. 34-367
Equity Task Force	Unable to identify a chair	City Clerk's Website Committee Substitute for Ordinance No.210939
Fairness in professional services and goods board	Unable to identify a chair	City Code Sec. 3-449
Houseless Advisory Commission	Unable to identify a chair	City Code Sec. 2-970.65 through Sec. 2-970.72

³ Code of Ordinances, Kansas City, Missouri, Sec. [2-723\(j\)\(3\)](#).

Board Name	Status	Board Appears In
Eight (8) Impact Fee Advisory Committees for Benefit Districts A through H	Unable to identify a chair	City Clerk's Website City Code Sec. 2-2024(30) City Code Sec. 39-6(i)
Kansas City Chapter 353 Advisory Board	Have not met in a year	City Clerk's Website City Code Sec. 74-1
Kansas City Municipal Assistance Corporation	Have not met in a year	City Code Sec. 2-2024
Kansas City Young Adult Commission	Reforming or forming	City Clerk's Website City Code Sec. 2-970.84
Key to the City Commission	Unable to identify a chair	City Code Sec. 2-970
Liberty Memorial Commission	Unable to identify a chair	City Code Sec. 2-851
Parking Policy Review Board	Have not met in a year	City Clerk's Website City Code Sec. 2-970.21
Rental Housing Appeal Board	Unable to identify a chair	City Clerk's Website City Code Sec. 34-868
Senior Citizens' Advisory Council	Reforming or forming	City Clerk's Website City Code Sec. 2-821
Swope Ridge Geriatric Board	Unable to identify a chair	City Clerk's Website
Tenant's Right to Counsel Committee	Reforming or forming	City Clerk's Website City Code Sec. 35-22
Water Utilities Advisory Board	Have not met in a year Unable to identify a chair	City Clerk's Website City Code Sec. 2-970.50 - Sec. 2-970.56
Westport Events Management Committee	Have not met in a year Unable to identify a chair	City Clerk's Website

Source: City Auditor's Office Analysis, City Auditor's Office Survey Responses, City Clerk's Website, City Code.

Boards that remain referenced in city code or appear on the city clerk's website that are not meeting may cause confusion. When boards with specific responsibilities identified in city code do not meet, their codified purpose may not be fulfilled, or they may be viewed as unimportant.

For example, city code⁴ states that the Water Utilities Advisory Board is to review and make recommendations to the City Council and Water Services Department for services, financial policies, rates, charges, and fees used to support the annual budget of the Water Services Department. Recent City Council discussion about rate increases asked whether community input was given consideration. In response, staff said historically the water rate change ordinances are only discussed in general during community engagement with the annual budget process. The City Council and Mayor should determine if this board is needed.

⁴ Code of Ordinances, Kansas City, Missouri, Sec. [2-970.50](#).

Recommendation To provide clarity to the public and ensure needed boards are operating as intended, the Mayor’s Office should consider reviewing boards reported as inactive to determine whether they should be dissolved and either prepare an ordinance to remove the board from city code and direct removal from the city clerk’s website; or take steps to ensure the board is fulfilling its purpose.

Not All Boards Removed After Dissolution

A handful of dissolved boards continue to appear in city code or on the city clerk’s website. Boards should not appear in city code or on the city’s websites after the City Council takes legislative action to dissolve the board or the board’s purpose is complete. Administrative removal has not happened in some instances. This includes six boards we identified for removal in a previous audit.⁵ A number of these boards incorrectly appear only in the city’s code of ethics that identifies boards required to file financial disclosures though they no longer exist, or the city no longer appoints any board members. (See Exhibit 2.) The Fairness in City Contracts Board name was replaced with the Fairness in Professional Services and Goods Board in 2018. We found other sections of city code that referenced the previous board name. (See Exhibit 2.)

Exhibit 2: Board Listed in Code – Financial Disclosures Filing Not Needed

Board Name	Status	Board Still Appearing In
Convention Hotel Steering Committee	Purpose Fulfilled May 2015	City Code Sec. 2-2024(12)
Fairness in City Contracts Board	Ord 180535 replaced with Fairness in Professional Services and Goods Board in Oct 2018	City Code Sec. 2-2024(19) 3-613, 3-615, 3-619
Global Commission Kansas City	Dissolved Ord 200832 Oct 2020	City Code Sec. 2-2024(21)
Independence Avenue Special Review Districts	Dissolved Ord 160513 Jul 2016	City Code Sec. 2-2024(55)
Land Trust of Jackson County	City no longer appoints a member	City Code Sec. 2-2024(41)
Main Street Special Review Board	Dissolved Ord 171037 Jan 2017	City Code Sec. 2-2024(55)

Source: City Auditor’s Office Analysis, Resolution 100478, City Code, and [Boards & Commissions Financial Disclosures Need Timely Filing](#), Office of the City Auditor, Kansas City, Missouri, April 2022, p. 7.

The Health Commission is codified in City Charter and the Code of Ordinances with conflicting information. City Charter Section 1146 states the city manager shall appoint a third co-chair. City Code section 2-891(c) states the mayor shall appoint all the health commission co-chairs. Staff may spend time and resources trying to address conflicting information.

⁵ [Boards & Commissions Financial Disclosures Need Timely Filing](#), Office of the City Auditor, Kansas City, Missouri, April 2022, p. 7.

Staff reported both the Midtown Housing Advisory Board and Community Safety Partnership Advisory Board have fulfilled their purpose and no longer exist. As of April 2024, the city clerk's website continued to list these boards.

Outdated and conflicting information in city code and the city clerk's website can cause confusion. Maintaining accuracy in city code and on the website ensures time and resources are not wasted trying to address irrelevant information and helps constituents with transparent and clear processes.

Recommendation	<p>To help ensure boards are accurately represented in city code, the Mayor's Office should direct the city attorney to prepare an ordinance to update or remove references, and address conflicting information in city code for the following boards:</p> <ul style="list-style-type: none"> • Fairness in City Contracts Board • Global Commission Kansas City • Health Commission • Independence Avenue Special Review Districts • Land Trust of Jackson County • Main Street Special Review Board
----------------	--

Most Boards Report Following City and State Legislation, Training Can Address Gaps

We sent surveys to 50 boards (boards, commissions, and similar groups, such as task force) and received 40 submitted responses. (See Appendix D: Survey Responses by Board). Of the 10 boards that did not submit a survey, 2 are inactive and 8 are active. The 8 active boards that did not return a survey are:

- Alcoholic Beverage Advisory Group
- American Jazz Museum
- Brownfields Commission
- Construction Workforce Board
- Deferred Compensation Plan Board
- Fairness in Construction Board
- Firefighters Pension System Board of Trustees
- Land Clearance for Redevelopment Authority

Most boards reported posting public notices of meetings, keeping minutes, and following other rules in city and state legislation. Board standing rules, records management, and Missouri's Sunshine Law promote openness, transparency, and accountability in public governmental bodies such as boards. Posting board meeting notices and minutes on the city clerk's website and implementing a training program so that boards are aware of all requirements can improve compliance and strengthen transparency.

Centralizing Meeting Notices and Minutes Can Improve Transparency

Nearly all boards reported posting meeting notices and agendas; about half posted through the city clerk’s website.

Missouri Sunshine Law requires meeting notices be given

in a manner reasonably calculated to advise the public of the matters to be considered, and if the meeting will be conducted by telephone or other electronic means, the notice of the meeting shall identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting.⁶

Most boards reported posting meeting notices on the city clerk’s website. Circulating meeting notices on a board maintained email list and physically posting meeting notices were also common. (See Exhibit 3.) Most boards reported posting their notices in more than one location.

Exhibit 3: Self-Reported Notice Posting Locations

Reported Notice Posting Description	Count
Posted on Kansas City, Missouri City Clerk’s Website	21
Circulated via Board maintained email list	19
Posted Physically	12
Posted on the Board’s website	8
Circulated via Kansas City, Missouri City Clerk Email List	7
Circulated with an Allied Group	4
Board maintained social media (Facebook & Microblogging platform formerly known as Twitter)	1

Source: City Auditor’s Office Survey.



Not all surveyed boards are required to post their meeting notices with the city clerk. City code requires the city clerk to publish meeting notices for boards created by city ordinance or resolution.⁷ Other boards, not created by ordinance or resolution, also handle city business and have board members appointed by the Mayor and City Council. These include the board of directors for not-for-profit organizations that manage city assets or that have contracted to provide services for the city.

The boards of directors for these not-for-profit organizations are not required to have the city clerk post meeting notices. The Law Department said city code requirements for these boards should be considered on a case-by-case basis. The city may need to specify

⁶ RSMo § [610.020\(1\)](#) (2004).

⁷ Code of Ordinances, Kansas City, Missouri. Sec. [2-723 \(c\)](#).

in these boards' operating agreements or contracts a requirement to post meeting notices through the city clerk's website. The following boards reported posting notices physically, circulated with an allied group, and/or with board maintained websites and emails lists.

City Clerk Not Required to Post Notices

- **Not-For-Profit Boards Managed City Assets**
- **City Supported Public Interest Not-for-Profit Organizations**

- Bannister & I-435 TIF Plan - Educational Program Advisory Committee
- Building and Fire Codes Board of Appeals
- Crossroads Arts Advisory Committee PIEA
- Emergency Physicians Advisory Board
- Ethnic Enrichment Commission
- Friends of the Kansas City Zoo
- Health Forward Foundation - Community Advisory Committee
- Heart of the City TIF Advisory
- Kansas City Museum Foundation
- Kansas City Streetcar Authority
- KC-TGA Comprehensive HIV Prevention & Care Planning Council
- Mayor's Committee for People with Disabilities
- Planned Industrial Expansion Authority of Kansas City, Missouri
- Union Hill Special Business District

A centralized location for the public to find meeting notices and agendas for all city boards would promote transparency. Because the above boards already post their information publicly, the Mayor and City Council may only want the city clerk to maintain information on where to find these boards' postings.

Recommendation

To help increase transparency and encourage greater public awareness of boards that handle city business and activities, the Mayor and City Council should clarify how boards created by means other than ordinance or resolution are to publish board meeting notices and agendas and potentially include this requirement in contracts and service agreements.

All but two boards reported that meeting minutes were kept. Missouri Sunshine Law requires that "a journal or minutes of open and closed meetings shall be taken and retained by the public governmental body, including, but not limited to, a record of any votes taken at such meeting."⁸ The Vision Zero Task Force and Alternatives to Incarceration Commission reported they did not keep meeting minutes. The Kansas City Municipal Assistance Corporation reported they do not know where their minutes are kept.

⁸ RSMo § [610.020\(7\)](#) (2004).

Only 11 boards reported submitting meeting minutes to the city clerk's office for posting or that the city clerk's office takes minutes. The City Council has expressed a desire to have city boards post meeting minutes on the city clerk's website. In 2019 the City Council adopted a resolution that directed the city manager to create an administrative regulation requiring boards and commissions established by city charter, ordinance, or resolution to submit meeting minutes to the city clerk.⁹ Purposes of this resolution included increasing transparency and reducing the number of sunshine requests staff fulfill related to board meeting minutes. The city manager has not created the administrative regulation.

Boards are not required to submit meeting minutes to the city clerk. The Law Department said city code requirements for these boards should be considered on a case-by-case basis. Updating board standing rules in city code and amending operating agreements may provide more direct instruction to boards on where to submit meeting minutes. A centralized location for the public to find all city board meeting minutes would promote transparency.

Recommendation

To ensure boards are sending desired information to the city and improve transparency, the Mayor's Office should introduce an ordinance for City Council consideration to update city code section 2-723, city boards' standing rules to require boards to send their meeting minutes to the city clerk, and consider updating operating agreements to include similar requirements with certain outside boards.

Training Program for Boards Can Clarify Financial Disclosure, Records Management, and Other Board Requirements

Boards may be confused about the requirement to submit financial disclosure forms. City code lists over 50 boards whose members are required to annually submit financial disclosures to the city clerk.¹⁰ Eight boards required to submit financial disclosures incorrectly stated that zero of their members are required to file disclosures. Seven boards reported they filed financial disclosures with the city clerk but are not required to file. (See Exhibit 4.)

⁹ Resolution [190791](#), October 10, 2019.

¹⁰ Code of Ordinances, Kansas City, Missouri, [Sec. 2-2024](#).

Exhibit 4: Financial Disclosure Reporting Confusion

Boards Reported Zero Required To File Members Are Required to File	Boards Reported Filed Members Not Required to File
City Market Oversight Committee, 2-2024 (8)	Alternatives to Incarceration
Health Commission, 2-2024 (22)	Bannister & I-435 TIF Plan - Educational Program Advisory Committee
Kansas City Municipal Assistance Corporation, 2-2024 (35)	Crossroads Arts Advisory Committee PIEA
KC-TGA Comprehensive HIV Prevention & Care Planning Council, 2-2024 (38)	Emergency Physicians Advisory Board
Land Bank of Kansas City, Missouri-2-2024 (39)	Heart of the City TIF Advisory
Municipal Art Commission, 2-2024 (44)	Kansas City Workers' Compensation Board
Property Maintenance Appeals Board, 2-2024 (52)	Kansas City Climate Protection Steering Committee
Union Hill Special Business District, 2-2024 (55)	

Source: City Auditor's Office Survey.

Past audits identified that many board members do not submit financial disclosures as required.¹¹ Board members appointed by the mayor or city council who do not submit financial disclosures are, by city code, deemed as resigned from their board.¹² The financial disclosure form provides transparency to the public and helps avoid the appearance of conflicts of interest.

Most boards reported boards meeting at a regular time and place. City code states "boards, commissions, and task forces shall hold regular public hearings at regular times and places designated by the board, commission or task force."¹³ The following boards reported they do not have a regular meeting time and place.

- Bannister & I-435 TIF Plan - Educational Program Advisory Committee
- Convention Management Advisory Authority
- Emergency Physicians Advisory Board
- Health Commission
- Human Resources Board
- Kansas City Municipal Assistance Corporation
- Maintenance Reserve Corporation
- Public Improvements Advisory Committee

The Senior Citizens' Advisory Council reported they have never met with a quorum. Boards that do not have a regular meeting

¹¹ [Visit KC Can improve Reporting to City and Address Conflict of Interest Issues](#), Office of the City Auditor, Kansas City, Missouri, November 2019. [Boards & Commissions Financial Disclosures Need Timely Filing](#), Office of the City Auditor, Kansas City, Missouri, April 2022.

¹² Code of Ordinances, Kansas City, Missouri, Sec. [2-2024\(f\)](#).

¹³ Code of Ordinances, Kansas City, Missouri, Sec. [2-723\(j\)\(1\)](#).

time and place may not be following city code requirements. Having a regularly scheduled meeting helps interested citizens/constituents plan to attend meetings, if desired.

The majority of boards reported meetings are open to the public. Missouri Sunshine Law states, "except as otherwise provided by law, all public meetings of public governmental bodies shall be open to the public as set forth in section 610.020."¹⁴ The following boards reported meetings are not open to the public.

- Emergency Physicians Advisory Board
- Human Resources Board
- Mayor's Committee for People with Disabilities

Boards can close meetings to the public under designated circumstances such as discussing physical health proceedings involving identifiable persons or the hiring, firing, disciplining or promoting of particular employees.

More than half of boards reported they did not know how their board meets city record management policies. Missouri state statute requires governmental bodies to manage and retain records in a certain manner.¹⁵ City code specifies rules and regulations for retention and destruction of records such as meeting minutes.¹⁶ Less than half of the boards that responded to the survey indicated they follow the city's records management policies. It is important to be familiar with these policies to ensure boards maintain records in compliance with records management policies.

Only 16 of 40 boards reported they are familiar with city records management policies

Most boards reported that the chair calls roll at meetings. City code states "The chairperson shall call the roll at the beginning of every meeting."¹⁷ The following boards reported that the chair does not call roll.

- Alternatives to Incarceration
- Building and Fire Codes Board of Appeals
- Human Resources Board
- Kansas City Neighborhood Advisory Council
- KC-TGA Comprehensive HIV Prevention & Care Planning Council
- Mayor's Commission on New Americans
- Vision Zero Task Force

Building and Fire Codes Board of Appeals response' stated that department staff calls roll. Calling the roll at the beginning of a

¹⁴ RSMo § [610.011\(2\)](#) (2004).

¹⁵ RSMo § [109.200-109.310](#).

¹⁶ Code of Ordinances, Kansas City, Missouri, [Article V. Div. 3.- Records Control Committee](#).

¹⁷ Code of Ordinances, Kansas City, Missouri, [Sec. 2-273\(f\)](#).

meeting records which board members are present and confirms whether or not the meeting has a quorum. Without a quorum, a meeting cannot take place and business cannot be conducted.

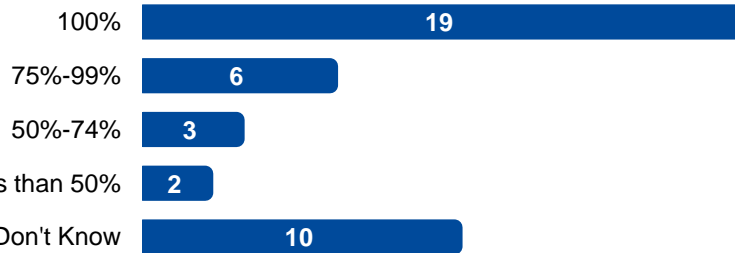
No boards reported a board member remained a member after a felony conviction. City code specifies “no person convicted of a felony under the laws of the United States or of any state shall be qualified for appointment to or membership on a board or appointment to or membership on a commission until having been a qualified voter for five years after conviction.”¹⁸

Recommendation To improve how boards meet city code and state statute requirements, the Mayor’s Office’s should direct city staff to develop a training program to increase board members’ understanding of various requirements in city and state legislation.

Board Makeup and Vacancies

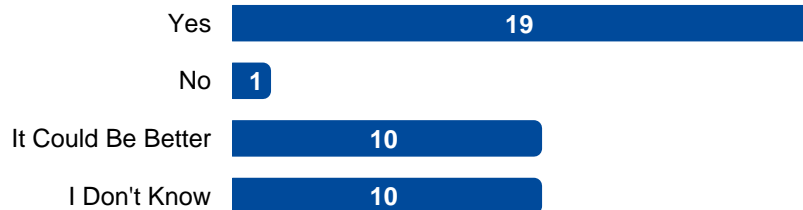
We also asked questions about demographics of board members and board vacancies. (See Exhibits 5, 6, 7). City code states “75 percent of all city appointments to each board, commission, task force and committee must reside within the official boundaries of the city.”¹⁹ Most reported members live in the city of Kansas City, Missouri and demographics are reflective of the city. Eleven of the responding boards reported that its boards members did not or could better represent Kansas City, Missouri demographics. About half of the boards reported having at least one vacancy.

Exhibit 5: Percent of Board Members Are Kansas City, Missouri, Residents



Source: City Auditor’s Office Survey.

Exhibit 6: Board Members’ Demographics Represent Kansas City, Missouri

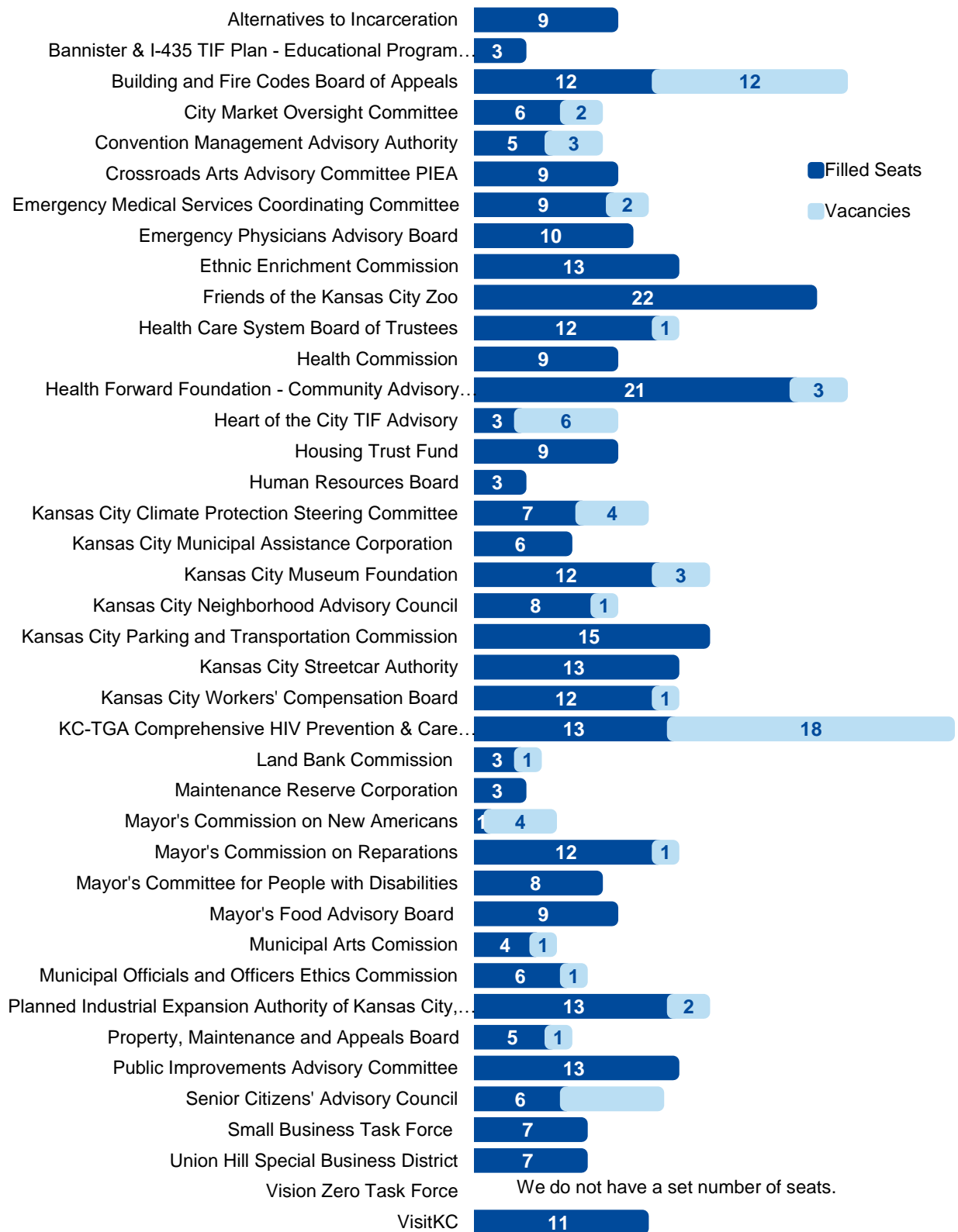


Source: City Auditor’s Office Survey.

¹⁸ Code of Ordinances, Kansas City, Missouri, [Sec. 2-721](#).

¹⁹ Code of Ordinances, Kansas City, Missouri, [Sec. 2-271.1](#).

Exhibit 7: Reported Board Seats and Vacancies



Source: City Auditor's Office Survey.

Recommendations

1. The Mayor's Office should consider reviewing boards reported as inactive to determine whether they should be dissolved and either prepare an ordinance to remove the board from city code and direct removal from the city clerk's website; or take steps to ensure the board is fulfilling its purpose.
2. The Mayor's Office should direct the city attorney to prepare an ordinance to update or remove references, and address conflicting information in city code for the following boards:
 - Fairness in City Contracts Board
 - Global Commission Kansas City
 - Health Commission
 - Independence Avenue Special Review Districts
 - Land Trust of Jackson County
 - Main Street Special Review Board
3. The Mayor and City Council should clarify how boards created by means other than ordinance or resolution are to publish board meeting notices and agendas and potentially include this requirement in contracts and service agreements.
4. The Mayor's Office should introduce an ordinance for City Council consideration to update city code section 2-723, city boards' standing rules to require boards to send their meeting minutes to the city clerk, and consider updating operating agreements to include similar requirements with certain outside boards.
5. The Mayor's Office should direct city staff to develop a training program to improve board members' understanding of various requirements in city and state legislation.

Appendix A: Objective, Scope and Methodology, and Compliance Statement

We conducted this performance audit of boards requirements under the authority of Article II, Section 216 of the Charter of Kansas City, Missouri, which establishes the Office of the City Auditor and outlines the city auditor's primary duties.

A performance audit provides "objective analysis, findings, and conclusions to assist management and those charged with governance and oversight with, among other things, improving program performance and operations, reducing costs, facilitating decision making by parties with responsibility for overseeing or initiating corrective action, and contributing to public accountability."²⁰

Why We Did This Audit

City and state legislation establish rules related to transparency and accountability for city boards and commissions. These requirements include Missouri's Sunshine Law²¹ and the city's standing rules.²²

Following the release of our audit reports [2023 Governance Assessment: Component Unit Boards and Commissions](#) and [2023 Governance Assessment: Other Governing and Policy Boards](#), City Council committees discussed the management and oversight of city boards. Although these boards operate mostly independently, there are rules and procedures they must follow as a governmental body. The mayor and some council members wanted to know boards' awareness and compliance with these requirements.

Audit Objective

This report is designed to answer the following question(s):

- *Do boards and commissions follow requirements established in city and state legislation?*

²⁰ Comptroller General of the United States, [Government Auditing Standards](#) (Washington, DC: U.S. Government Printing Office, 2018), pp. 10, 11.

²¹ RSMo § [Chapter 610 \(2004\)](#).

²² Code of Ordinances, Kansas City, Missouri, [Sec. 2-723](#).

Scope and Methodology

Our audit methods included:

- Interviewing city staff to identify concerns.
- Identifying boards found in city code, on the city clerk’s website, and those we previously contacted for other audits.
- Selecting a group of boards to receive the survey and identifying board chair email addresses.
- Reviewing city code, ordinances, resolutions, and state statute to identify requirements.
- Developing survey questions based on various sections of city and state legislation.
- Sending the board chairs the survey via Microsoft Forms on February 29th, 2024.
- Summarizing survey responses.

The survey information contained in this audit is self-reported. We did not verify responses to the survey questions or determine their reasonableness.²³ We drew conclusions based on the responses received to the checklist questions.

Statement of Compliance with Government Auditing Standards

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. No information was omitted from this report because it was deemed confidential or sensitive.

Scope of Work on Internal Controls

We did not assess internal controls as part of this audit. We determined they were not significant to the audit objective.

²³ Typos such as misspellings were corrected.

Appendix B: Mayor's/Mayor's Office Response



Inter-Departmental Communication Mayor's Office

RECEIVED
SEP 04 2024
CITY AUDITOR'S OFFICE

Date: August 28, 2024
To: Douglas Jones, City Auditor
From: Mayor's Office
Subject: Response to Performance Audit: *City Should Confirm Need for Inactive Boards, Provide Training on Board Operating Requirements*

- 1. The Mayor's Office should consider reviewing boards reported as inactive to determine whether they should be dissolved and either prepare an ordinance to remove the board from city code and direct removal from the city clerk's website; or take steps to ensure the board is fulfilling its purpose.**

Agree. The Mayor's Office expects to introduce legislation dissolving several inactive boards and commissions, and will explore additional boards or commissions for potential dissolution in the future as part of the City's code modernization efforts.

- 2. The Mayor's Office should direct the city attorney to prepare an ordinance to update or remove references, and address conflicting information in city code for the following boards:**
 - *Fairness in City Contracts Board*
 - *Global Commission Kansas City*
 - *Health Commission*
 - *Independence Avenue Special Review Districts*
 - *Land Trust of Jackson County*
 - *Main Street Special Review Board*

Agree. The Mayor's Office has made such a request and expects to introduce legislation to this effect as part of the City's code modernization efforts.

- 3. The Mayor and City Council should clarify how boards created by means other than ordinance or resolution are to publish board meeting notices and agendas and potentially include this requirement in contracts and service agreements.**

Agree. All boards and commissions should publish meeting notices and agendas in compliance with Missouri state law. The Mayor and City Council will explore further legislative action to clarify existing code, as well as consider such requirements for any newly created board or commission.

- 4. The Mayor's Office should introduce an ordinance for City Council consideration to update city code section 2-723, city boards' standing rules to require boards to send their meeting minutes to the city clerk, and consider updating operating agreements to include similar requirements with certain outside boards.**

Agree. The Mayor's Office will consider changes to standing rules to require handling of meeting minutes, as well as other updates to standing rules to be presented for Council consideration.

- 5. The Mayor's Office should direct city staff to develop a training program to improve board members' understanding of various requirements in city and state legislation.**

Agree. The Mayor's Office supports development of guidelines and recommendations for efficient operation of boards and commissions.

Appendix C: Standing Rules Survey



City Auditor's Office - Standing Rules Survey

The City Auditor's Office has initiated an audit related to the standing rules for boards, commissions, and similar groups.

Please complete the survey below regarding the practice of your board by Thursday, March 14, 2023.

It takes around 8 minutes to complete.

Note: Once you submit your responses for this survey, they cannot be changed.

* Required

Contact Information

Please enter the name of the board, commission, or similar group (board) that you are completing the survey for, your name and contact information below.

If you have received a survey link for more than one board, then submit a separate survey for each board.

1. Please enter the full name of the board, commission, or similar group (board). Do not use abbreviations. *

2. FIRST Name *

3. LAST Name *

4. Best Contact EMAIL *

5. Best Contact PHONE NUMBER

6. What is your title/position with the board? *

- Board Chair
- City Staff – Board’s Point of Contact or Liaison
- Other

Survey

7. Does the board meet regularly throughout the year? *

- Yes, Annually
- Yes, Quarterly
- Yes, Monthly
- Does not meet regularly
- Other

8. How many times did the board meet during calendar year 2023? *

The value must be a number

9. When was the date of the last meeting for the board? *

Enter the date of the last meeting with a quorum below

- Board has never met with a quorum
- Other

10. Does the board have a regularly scheduled meeting location, day and time? *

- Yes
- No

11. When and where is the regularly scheduled meeting?

Describe the regular location (address, room number, etc), mode (in person, hybrid, virtual), day and time.

*

12. Does the board post a meeting notice and agenda at least 24 hours before meetings? *

- Yes
- No
- Board meeting notice is posted, but not 24 hours before the meeting.

13. If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance? *

- Yes
- No

14. How are meeting notices and agendas posted and circulated? [Check all that apply] *

- Posted on Kansas City, Missouri City Clerk's website
- Posted on the Board's website
- Posted physically
- Circulated via Kansas City, Missouri City Clerk email list
- Circulated via Board maintained email list
- Other

15. Please provide additional information on meeting notice posting, such as

- A link to where the meeting notices are posted electronically.
- The address and location description of where the meeting notices are posted physically.

16. Are board meetings open to the public to attend? *

- Yes
- No

17. Does the chairperson call roll of board members to record attendance at every meeting? *

- Yes
- No

18. Does the board keep meeting minutes? *

- Yes
- No

19. How are meeting minutes retained? [Check all that apply] *

- Physically
- Electronically
- Minutes are sent to Kansas City, Missouri City Clerk
- Other

20. Please describe where the meeting minutes (record of meeting) is kept.

21. Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval? *

- Yes
- Board submits meeting minutes to the City Clerk, but not within 10 days of board approval
- Board does not submit minutes to the City Clerk

22. Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board? *

- Yes
- No
- I Don't Know
- Unfamiliar with those policies

23. Has any board member been convicted of a felony since their appointment? *

- Yes
- No
- I Don't Know

24. Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code? *

- Yes
- No
- Zero board members are required to submit financial disclosure statements to the City Clerk

25. What percentage of board members live within Kansas City, Missouri? *

- 100%
- 75%-99%
- 50%-74%
- Less than 50%
- I Don't Know

26. Are the board's membership demographics reflective of the diversity of Kansas City? *

- Yes
- No
- It Could Be Better
- I Don't Know

27. How many board seats does the board have? *

The value must be a number

28. How many vacancies does the board currently have? *

The value must be a number

29. Is there anything else you would like to tell us about this board?

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.



Appendix D: Survey Responses by Board

Certain survey questions were skipped if the previous question was answered 'no'. For questions that were not asked, the survey response is recorded as '**N/A**'. For questions that were not required and left blank, the survey response is recorded as '**No Response**'. Some answers have been modified to remove typos or to make the responses more readable.

18th and Vine Development Policy Committee

The 18th & Vine Development Policy Committee is to provide guidance and direction on development, property management and operations and budgeting issues in the area of 18th and Vine.

The 18th & Vine Development Policy Committee chair responded to the survey saying they are inactive and did not complete the survey. =

Alcoholic Beverage Advisory Group

The Alcoholic Beverage Advisory Group reviews Chapter 10 of City Code and advises changes to the Regulated Industries Division's Manager.

The Alcoholic Beverage Advisory Group did not complete the survey.

Alternatives to Incarceration Commission

The Alternatives to Incarceration Commission’s duties are to research and recommend alternatives to incarceration with the goal of informing the number of jail beds that are needed.

Alternatives to Incarceration		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Board met weekly but is now inactive
3	How many times did the board meet during calendar year 2023?	15
4	When was the date of the last meeting for the board?	December 19, 2023
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	10th Floor committee room on Tuesdays at 3:30pm
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk’s website Posted physically
10	Please provide additional information on meeting notice posting.	Clerk’s website
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	No
13	Does the board keep meeting minutes?	No
14	How are meeting minutes retained?	**N/A**
15	Please describe where the meeting minutes (record of meeting) is kept.	**N/A**
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk’s Office within 10 days of board approval?	**N/A**
17	Does the board follow the City of Kansas City, Missouri’s records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk’s Office, if required by city code?	Yes

Alternatives to Incarceration		
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	9
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	No

American Jazz Museum Board

The American Jazz Museum, Inc. is responsible for overseeing the operation of the American Jazz Museum, the GEM Theater, the Blue Room, the Horace Peterson III Visitors Center, and the common areas of the Museum at 18th and Vine.

The American Jazz Museum Board did not complete the survey.

Bannister & I-435 TIF Plan Educational Program Advisory Committee

The Bannister & I-435 TIF (Tax Increment Financing) Plan - Educational Program Advisory Committee advises the Economic Development Corporation (EDC) regarding the use and disbursement of earmarked earnings after taxes (EATs) revenue to support the Bannister & I-435 TIF Plan Educational Program.

Bannister & I-435 TIF Plan - Educational Program Advisory Committee		
1	What is your title/position with the board?	EDC staff
2	Does the board meet regularly throughout the year?	Does not meet regularly
3	How many times did the board meet during calendar year 2023?	0
4	When was the date of the last meeting for the board?	10/6/2022
5	Does the board have a regularly scheduled meeting location, day and time?	No
6	When and where is the regularly scheduled meeting?	**N/A**
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	No
9	How are meeting notices and agendas posted and circulated?	Posted physically Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	300 Wyandotte, Suite 400, Kansas City, MO
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically Physically
15	Please describe where the meeting minutes (record of meeting) is kept.	300 Wyandotte, Suite 400, Kansas City, MO 64105
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	No

Bannister & I-435 TIF Plan - Educational Program Advisory Committee

19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Yes
20	What percentage of board members live within Kansas City, Missouri?	I Don't Know
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	3
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	**No Response**

Bannister & I-435 TIF Plan Neighborhood Program Advisory Committee

The Bannister & I-435 TIF (Tax Increment Financing) Plan - Neighborhood Program Advisory Committee advises the Economic Development Corporation (EDC) regarding the use and disbursement of earmarked earnings after taxes (EATs) revenue to support the Bannister & I-435 TIF Plan Neighborhood Program.

The Bannister & I-435 TIF Plan - Neighborhood Program Advisory Committee did not complete the survey.

Brownfields Commission

The Brownfields Commission is charged with the cleanup and reuse of brownfield properties to create jobs, increase tax base, remove potential threats to public health and the environment, or otherwise productively reuse idle, abandoned, or underutilized properties.

The Brownfields Commission did not complete the survey.

Building and Fire Codes Board of Appeals

The Building and Fire Codes Board of Appeals hears appeals of orders, decisions or determinations made by the building official or the Fire Department Director.

Building and Fire Codes Board of Appeals		
1	What is your title/position with the board?	Chair ²⁴
2	Does the board meet regularly throughout the year?	Meets as required
3	How many times did the board meet during calendar year 2023?	2
4	When was the date of the last meeting for the board?	7/25/2023
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	On demand, usually on the 4th Tuesday of the month, in the Council Meeting room on the 10th floor, City Hall
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	Unknown
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	No
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Meeting minutes are retained electronically in both CompassKC with the case number and internal files.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	I Don't Know

²⁴ The Chair sent their survey response to the City Auditor's Office as an email attachment. We entered the responses into the survey and added incompatible responses to question #24 "Is there anything else you would like to tell us about this board?"

Building and Fire Codes Board of Appeals		
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Yes
20	What percentage of board members live within Kansas City, Missouri?	I Don't Know
21	Are the board's membership demographics reflective of the diversity of Kansas City?	I Don't Know
22	How many board seats does the board have?	24
23	How many vacancies does the board currently have?	12
24	Is there anything else you would like to tell us about this board?	<p>Meeting Roll call is by Codes Department Staff. Board consists of 12 members and 12 alternates.</p> <p>There are 12 Current Vacancies and 12 terms expired. All expired terms and several new nominations are waiting on action by the mayor.</p> <p>Classically the board supports and gives guidance to the Building Code official and his staff. With the current leadership of the department, their interpretations are seldom challenged. It is expected that in the future the numbers will increase.</p> <p>Our board, and others I am aware of, are suffering from the lack of diligence coming from the Mayor's office. Outstanding requests for appointments, and term renewals need to be addressed.</p>

City Market Oversight Committee

The City Market Oversight Committee reviews development, management, and operations of the City Market.

City Market Oversight Committee		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Quarterly
3	How many times did the board meet during calendar year 2023?	4
4	When was the date of the last meeting for the board?	January 26,2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	Friday 11:30-1 virtually (most typical)
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website Posted physically Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	Posted at 20 E 5th Street, Kansas City, MO (City Market Administrative Office public rotunda)
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	City Market Management office as agent for the Oversight Committee
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk

City Market Oversight Committee		
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	It Could Be Better
22	How many board seats does the board have?	8
23	How many vacancies does the board currently have?	2
24	Is there anything else you would like to tell us about this board?	**No Response**

Construction Workforce Board

The Construction Workforce Board provides community input to the director of the Civil Rights and Equal Opportunity Department, reports issues and recommendations to the city manager and the City Council concerning the construction employment program, hears certain appeals of determinations of the director, and makes recommendations to city council.

The Construction Workforce Board did not complete the survey.

Convention Management Advisory Authority

The Convention Management Advisory Authority serves in an advisory capacity to the director of convention and entertainment facilities regarding policies and guidelines, capital improvements, operations and services of facilities, booking policy and rental rates, and other issues.

Convention Management Advisory Authority		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	As needed, usually Quarterly
3	How many times did the board meet during calendar year 2023?	3
4	When was the date of the last meeting for the board?	12/14/23
5	Does the board have a regularly scheduled meeting location, day and time?	No
6	When and where is the regularly scheduled meeting?	**N/A**
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	No
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website
10	Please provide additional information on meeting notice posting.	City's Clerks Website
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically Physically
15	Please describe where the meeting minutes (record of meeting) is kept.	Electronically
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	I Don't Know
18	Has any board member been convicted of a felony since their appointment?	I Don't Know

Convention Management Advisory Authority		
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Yes
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	I Don't Know
22	How many board seats does the board have?	8
23	How many vacancies does the board currently have?	3
24	Is there anything else you would like to tell us about this board?	Regarding Question 19. I do not know if everyone files their Financial Disclosure Statements. I answered YES because I do not know this answer and hopefully the City Clerk's Office would notify the Convention Management Advisory Authority if someone had not filed this form.

Crossroads Arts Advisory Committee PIEA

The Crossroads Arts Advisory Committee PIEA serves in an advisory capacity regarding reported compliance concerns of arts uses as well as requests from new projects applying for Arts PIEA eligibility and refers recommendations to the PIEA Board for approval and action.

Crossroads Arts Advisory Committee PIEA		
1	What is your title/position with the board?	Co-Chair
2	Does the board meet regularly throughout the year?	Yes, Annually
3	How many times did the board meet during calendar year 2023?	2
4	When was the date of the last meeting for the board?	26-Sep-23
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	Meetings are scheduled on an as needed basis besides the Annual Meeting scheduled in the first two weeks of May. The Committee meets at the EDC office located at 300 Wyandotte, Suite 400, KCMO 64105.
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted physically Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	Notices are posted physically at the EDC office and e-mailed to committee members.
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically
15	Please describe where the meeting minutes (record of meeting) is kept.	Meeting minutes are retained physically at the EDC office and can be provided upon request.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	I Don't Know

Crossroads Arts Advisory Committee PIEA		
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Yes
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	It Could Be Better
22	How many board seats does the board have?	9
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	I'm proud of the work our committee has done the past couple of years to be more visible in the Crossroads Arts District. From regular First Friday attendance to site visits to confirm tax abatement eligibility to a sit down meeting with the Crossroads Community Association to discuss our committee's needs and our shared goals for a healthy and prosperous arts district, our members have more than honored their commitment to the Crossroads Arts PIEA Advisory Committee. We have also done this with less than a full committee and are grateful to the Mayor's Office for filling these open positions so we are back at full strength before our annual meeting this summer when we review all renewal requests. It is an honor to serve on this committee. Please don't hesitate to call me should you have additional questions.

Deferred Compensation Plan Board

The Deferred Compensation Plan Board administers the deferred compensation programs under section 457 of the Internal Revenue Code.

Deferred Compensation Plan Board did not complete the survey.

Emergency Medical Services Coordinating Committee

The Emergency Medical Services Coordinating Committee promotes standards, rules, protocols and regulations for the operation of the emergency medical system.

Emergency Medical Services Coordinating Committee		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Quarterly
3	How many times did the board meet during calendar year 2023?	4
4	When was the date of the last meeting for the board?	3/11/2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	635 woodland at 11:00am on Monday we meet quarterly.
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	**No Response**
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically Minutes are sent to Kansas City, Missouri City Clerk kept at Fire Headquarters by Executive Assistant
15	Please describe where the meeting minutes (record of meeting) is kept.	On city website and Executive Assistant computer.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Yes
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	I Don't Know
19	Have all board members submitted financial disclosure statements to the Kansas City,	No

Emergency Medical Services Coordinating Committee		
	Missouri City Clerk's Office, if required by city code?	
20	What percentage of board members live within Kansas City, Missouri?	I Don't Know
21	Are the board's membership demographics reflective of the diversity of Kansas City?	I Don't Know
22	How many board seats does the board have?	11
23	How many vacancies does the board currently have?	2
24	Is there anything else you would like to tell us about this board?	Not at this time.

Emergency Physicians Advisory Board

The Emergency Physicians Advisory Board provides the medical director recommendations concerning protocols and other medical issues affecting the emergency medical services system within the city.

Emergency Physicians Advisory Board		
1	What is your title/position with the board?	Dr. Ted Barnett was named Chair. I serve as the City's Medical Director
2	Does the board meet regularly throughout the year?	We are actively re-forming this group after the Super Bowl Parade
3	How many times did the board meet during calendar year 2023?	0
4	When was the date of the last meeting for the board?	N/A
5	Does the board have a regularly scheduled meeting location, day and time?	No
6	When and where is the regularly scheduled meeting?	**N/A**
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Confidential Health Care information - shredded after meetings. Agenda is dispersed to physicians via email.
10	Please provide additional information on meeting notice posting.	**No Response**
11	Are board meetings open to the public to attend?	No
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically
15	Please describe where the meeting minutes (record of meeting) is kept.	Chair keeps minutes.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City,	Yes

Emergency Physicians Advisory Board		
	Missouri City Clerk's Office, if required by city code?	
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	10
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	<p>The Emergency Physicians' Advisory Board existed before EMS Fellowships were created for emergency medicine physicians.</p> <p>This transition occurred in America around 10 years ago. Now that double-boarded emergency medicine and EMS physicians exist, separate meetings/bodies have been formed for up-to-date and specialized input. With this in mind, the EPAB agreed to only meet as needed.</p> <p>Fortunately, this group has not been needed (separate than the Regional and Hospital meetings). This was until the Super Bowl Parade MCI. The region has discussed an urgent EPAB meeting within the next 2 weeks.</p>

Ethnic Enrichment Commission

The Ethnic Enrichment Commission coordinates programs that encourage recognition and respect of ethnic identity; and prepare and disseminate information regarding ethnic heritage.

Ethnic Enrichment Commission		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Monthly
3	How many times did the board meet during calendar year 2023?	12
4	When was the date of the last meeting for the board?	1-Feb-24
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	Parks & Rec Building Meeting Room - 4600 East 63rd Street, KC MO. 64130
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	Meeting notices are emailed to members
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	EEC Office & Cloud Storage
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk

Ethnic Enrichment Commission		
20	What percentage of board members live within Kansas City, Missouri?	Less than 50%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	13
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	We are representative of the diversity in KC. Our board includes representatives from Kenya, Indonesia, Zimbabwe, Bolivia, Samoa, Puerto Rico, Japan, & India

Fairness in Construction Board

The Fairness in Construction Board is responsible for reviewing city construction bids, proposals and contracts, and incentive projects over \$300,000 to determine whether good faith efforts have been made to comply with city MBE/WBE and prevailing wage requirements. The board has the authority to hold appeals hearings and to assess liquidated damages.

Fairness in Construction Board did not complete the survey.

Firefighters Pension System Board of Trustees

The Firefighters Pension System Board of Trustees is responsible for the operation of the firefighter pension system including all claims for benefits and refunds or pensions.

The Firefighters Pension System Board of Trustees did not complete the survey.

Food Protection Advisory Board

The Food Protection Advisory Board advises the Director of Health on the processes undertaken by the food protection program including but not limited to fee charges and food code revisions.

Food Protection Advisory Board		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Quarterly
3	How many times did the board meet during calendar year 2023?	3
4	When was the date of the last meeting for the board?	2/9/2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	KCMO Health Department 2400 Troost Ave, 3rd floor conference room, In person, Quarterly, exact date scheduled at each meeting
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	No
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	**N/A**
9	How are meeting notices and agendas posted and circulated?	**N/A**
10	Please provide additional information on meeting notice posting.	**N/A**
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	KCMO Health Department
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	I Don't Know
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk

Food Protection Advisory Board

20	What percentage of board members live within Kansas City, Missouri?	I Don't Know
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	9
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	<p>The Mayor's Food Advisory Board resumed meeting in May 2023. This board had been on a hiatus since early 2020 due to the COVID-19 pandemic. The purpose of the Mayor's Food Advisory Board is to advise the Director on the processes undertaken by the KCMO Food Protection Program including, but not limited to, fee charges and food code revisions. The board consists of nine members including the Health Department's Environmental Health Services Division manager and a chairperson who shall be the Program Manager of the Food Protection Program.</p> <p>The board members include:</p> <ul style="list-style-type: none"> • a representative of the Greater Kansas City Restaurant Association • a member of academia • a member of the food industry who is not affiliated with the Greater Kansas City Restaurant Association • a representative of the medical community • a representative of the Retail Grocers Association • two members at large recommended by the Director <p>The board meets quarterly at the Health Department.</p>

Friends of the Kansas City Zoo

The Friends of the Kansas City Zoo is a volunteer Board of Directors that oversees the operations of the Kansas City Zoo and Aquarium. The Kansas City Zoo & Aquarium, a private non-profit organization, is operated in agreement with the Kansas City, MO, Board of Parks and Recreation Commissioners.

Friends of the Kansas City Zoo		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Bi-monthly
3	How many times did the board meet during calendar year 2023?	6
4	When was the date of the last meeting for the board?	2/28/2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	Deramus Conference Room at the Kansas City Zoo and Aquarium, 6800 Zoo Dr, Kansas City, MO 64132
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on the Board's website Posted physically Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	**No Response**
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	At the administrative offices at the Zoo (CFO's Office).
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	I Don't Know

Friends of the Kansas City Zoo

19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk
20	What percentage of board members live within Kansas City, Missouri?	Less than 50%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	22
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	**No Response**

Health Care System Board of Trustees

The Health Care System Board of Trustees is responsible for managing and directing the affairs of the healthcare system including prescribing healthcare benefits included within any healthcare plan offered to city employees and retirees.

Health Care System Board of Trustees		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Board meets every 2 or 3 months.
3	How many times did the board meet during calendar year 2023?	4
4	When was the date of the last meeting for the board?	Last Meeting of the Board was February 12, 2024.
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	As noted, the Board meets every 2 or 3 months. Meetings are held in a Conference Room at Century Towers and via Zoom. The meetings are almost always on Mondays, at or around 1:00 PM.
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website Circulated via Board maintained email list Notices are also sent out by Laurie Abbott in the City Manager's Office Posted physically
10	Please provide additional information on meeting notice posting.	See previous answer. As noted, notices are also sent by Laurie Abbott in the City Manager's Office.
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically Minutes are drafted by Cookingham Fellows (City Manager Interns) and reviewed, finalized and distributed by the Board Chair Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Copies are kept electronically by Board Chair.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk

Health Care System Board of Trustees		
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Yes
20	What percentage of board members live within Kansas City, Missouri?	75%-99%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	I Don't Know
22	How many board seats does the board have?	13
23	How many vacancies does the board currently have?	1
24	Is there anything else you would like to tell us about this board?	Board is comprised of 11 Voting Members: City Manager; 2 City Council Members; 1 Active and 1 Retired Member from each of the City's 3 unions (AFSCME Local 500, IAFF Local 42, and IAFF Local 3808); 1 Active and 1 Retired Member from the City's non-unionized workforce. Board also has 2 Ex Officio Non-Voting Members (HR Director and Finance Director). The current Vacancy is for 1 of the 2 City Council Members. Upon inquiry, 1 retiree member reported that he lived outside the City. And all who responded to my inquiry reported that they had filed the Financial Disclosure.

Health Commission

The Health Commission advises the mayor, city council, and the city manager on public health matters and policies and provides oversight for the community health plan.

Health Commission		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Quarterly
3	How many times did the board meet during calendar year 2023?	7
4	When was the date of the last meeting for the board?	2/23/2024
5	Does the board have a regularly scheduled meeting location, day and time?	No
6	When and where is the regularly scheduled meeting?	**N/A**
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website Circulated via Kansas City, Missouri City Clerk email list Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	https://clerk.kcmo.gov/Calendar.aspx
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically Minutes are sent to Kansas City, Missouri City Clerk Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Minutes are sent to Kansas City, Missouri City Clerk
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Yes
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	No

Health Commission

19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk
20	What percentage of board members live within Kansas City, Missouri?	I Don't Know
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	9
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	Previously, was a 13-seat board. In 2023, Mayor reduced to 9.

Health Forward Foundation - Community Advisory Committee

The Health Forward Foundation - Community Advisory Committee serves as the bridge between the Health Forward and the communities served.

Health Forward Foundation - Community Advisory Committee		
1	What is your title/position with the board?	Staff-Chief Operations Officer or Liaison
2	Does the board meet regularly throughout the year?	Yes, Quarterly
3	How many times did the board meet during calendar year 2023?	4
4	When was the date of the last meeting for the board?	7-Mar-24
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	2300 Main St, Ste 304 - 8:00 a.m. quarterly-in person with virtual option
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on the Board's website Posted physically Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	www.healthforward.org and 2300 Main St., Ste 304 front door
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Electronically in Health Forward files
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk

Health Forward Foundation - Community Advisory Committee

20	What percentage of board members live within Kansas City, Missouri?	50%-74%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	24
23	How many vacancies does the board currently have?	3
24	Is there anything else you would like to tell us about this board?	No

Heart of the City TIF Advisory Board

The Heart of the City TIF (Tax Increment Financing) Advisory Board will advise city council regarding projects to remediate blighting conditions within the Heart of the City Tax Increment Financing Redevelopment Area. The TIF area is bound by 27th Street on the north, Highway 71 on the east, 47th Street on the south and Harrison Street on the west.

Heart of the City TIF Advisory Board		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Quarterly
3	How many times did the board meet during calendar year 2023?	2
4	When was the date of the last meeting for the board?	12/4/2023
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	City Hall
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Through EDC Contact
10	Please provide additional information on meeting notice posting.	Office City Clerk
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically Physically
15	Please describe where the meeting minutes (record of meeting) is kept.	EDC
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	I Don't Know
19	Have all board members submitted financial disclosure statements to the Kansas City,	Yes

Heart of the City TIF Advisory Board

	Missouri City Clerk's Office, if required by city code?	
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	9
23	How many vacancies does the board currently have?	6
24	Is there anything else you would like to tell us about this board?	Information for this committee is retained by EDC. Recruitment recommendations for to fill member seats has been requested for several months. Councilwoman Hazely Patterson has been assisting.

Housing Trust Fund Advisory Board

The Housing Trust Fund Advisory Board provides recommendations on the use of the Housing Trust Fund regarding neighborhood revitalization, housing development, and preservation projects.

Housing Trust Fund Advisory Board		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Monthly
3	How many times did the board meet during calendar year 2023?	11
4	When was the date of the last meeting for the board?	2/6/2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	City Hall 11th Floor & Zoom (Hybrid)
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website
10	Please provide additional information on meeting notice posting.	https://clerk.kcmo.gov/Calendar.aspx
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Housing Department; unsure on whether meeting minutes are sent to the City Clerk
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Yes

Housing Trust Fund Advisory Board		
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	9
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	**No Response**

Human Resources Board

The Human Resources Board conducts hearings on appeals on demotions, suspensions, and termination of employment of regular employees in the classified service; and sustain, diminish or increase employee discipline, and impose any other orders it deems appropriate.

Human Resources Board		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, as needed based on volume of cases
3	How many times did the board meet during calendar year 2023?	7
4	When was the date of the last meeting for the board?	February 23, 2024
5	Does the board have a regularly scheduled meeting location, day and time?	No
6	When and where is the regularly scheduled meeting?	**N/A**
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	No
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	**N/A**
9	How are meeting notices and agendas posted and circulated?	**N/A**
10	Please provide additional information on meeting notice posting.	**N/A**
11	Are board meetings open to the public to attend?	No
12	Does the chairperson call roll of board members to record attendance at every meeting?	No
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	All hearings are on the record. City maintains transcripts.
15	Please describe where the meeting minutes (record of meeting) is kept.	Maintained electronically by the City.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	I Don't Know
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City,	Yes

Human Resources Board

	Missouri City Clerk's Office, if required by city code?	
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	It Could Be Better
22	How many board seats does the board have?	3
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	Have really enjoyed serving on this board!

Kansas City Climate Protection Steering Committee

The Kansas City Climate Protection Steering Committee guides the process of developing and implementing a Climate Protection Plan for Kansas City.

Kansas City Climate Protection Steering Committee		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Every other month
3	How many times did the board meet during calendar year 2023?	6
4	When was the date of the last meeting for the board?	1/22/2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	virtual
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website Circulated via Kansas City, Missouri City Clerk email list
10	Please provide additional information on meeting notice posting.	https://kansascity.legistar.com/Calendar.aspx ; https://www.kcmo.gov/city-hall/departments/city-manager-s-office/office-of-environmental-quality/cpsc
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Minutes are sent to Kansas City, Missouri City Clerk Electronically;
15	Please describe where the meeting minutes (record of meeting) is kept.	Minutes are posted here: https://www.kcmo.gov/city-hall/departments/city-manager-s-office/office-of-environmental-quality/cpsc and permanently archived on the office of Environmental Quality's server maintained by IT.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Yes
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes

Kansas City Climate Protection Steering Committee

18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Yes
20	What percentage of board members live within Kansas City, Missouri?	75%-99%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	It Could Be Better
22	How many board seats does the board have?	11
23	How many vacancies does the board currently have?	4
24	Is there anything else you would like to tell us about this board?	**No Response**

Kansas City Municipal Assistance Corporation Board of Directors

The Kansas City Municipal Assistance Corporation is a nonprofit corporation the city has lease arrangements with to finance certain equipment purchases, capital improvements, and facility expansions.

Kansas City Municipal Assistance Corporation Board of Directors		
1	What is your title/position with the board?	President
2	Does the board meet regularly throughout the year?	Does not meet regularly
3	How many times did the board meet during calendar year 2023?	0
4	When was the date of the last meeting for the board?	Several years ago
5	Does the board have a regularly scheduled meeting location, day and time?	No
6	When and where is the regularly scheduled meeting?	**N/A**
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	No
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	**N/A**
9	How are meeting notices and agendas posted and circulated?	**N/A**
10	Please provide additional information on meeting notice posting.	**N/A**
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Don't know now
15	Please describe where the meeting minutes (record of meeting) is kept.	Don't know
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	I Don't Know
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk

Kansas City Municipal Assistance Corporation Board of Directors		
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	I Don't Know
22	How many board seats does the board have?	6
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	We met in City Manager's office. It has been a number of years, now, since we met. Have received NO notices, mail either. We were created when private interest rates were extremely high. We could issue loans at a lower rate, as a public entity. Times have changed and we're obviously not needed now. We used to have, at least, an annual meeting per the by-laws or requirements.

Kansas City Museum Foundation

The Kansas City Museum Foundation is responsible for fundraising on behalf of the Kansas City Museum and conducting or providing advisement as it relates to programs, exhibitions, and events.

Kansas City Museum Foundation		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Quarterly
3	How many times did the board meet during calendar year 2023?	4
4	When was the date of the last meeting for the board?	12/4/2023
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	At the Kansas City Museum with a virtual option
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on the Board's website
10	Please provide additional information on meeting notice posting.	www.kansascitymuseum.org
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Minutes are kept electronically by the organization
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Yes

Kansas City Museum Foundation		
20	What percentage of board members live within Kansas City, Missouri?	75%-99%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	15
23	How many vacancies does the board currently have?	3
24	Is there anything else you would like to tell us about this board?	<p>The Board is in an active process of electing and approving 3 additional board members. Per existing bylaws: The Board shall consist of between three and fifteen Directors. At least one voting member of the Board shall be a member of the Kansas City Board of Parks and Recreation Commissioners (hereinafter "Parks Board"). The other members of the Board shall be elected by the Parks Board, subject to approval by the Mayor of Kansas City, Missouri (hereinafter "Mayor"). In making these appointments, they shall endeavor to choose from representatives of organizations with stakeholder interests in the Kansas City Museum including civic leaders and associations that the Parks Board believes will further the purposes of the Corporation. Each board member shall be appointed for a three year term. The terms will be staggered.</p>

Kansas City Neighborhood Advisory Council

The Kansas City Neighborhood Advisory Council is an advisory board on matters that affect neighborhood welfare including representing the interest of neighborhoods in public policies that impact quality of life.

Kansas City Neighborhood Advisory Council		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Monthly
3	How many times did the board meet during calendar year 2023?	11
4	When was the date of the last meeting for the board?	2/15/2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	In-person, 3rd Thursday of each month (except December), 6:00 - 7:30 PM; meetings are held at libraries, community centers, and occasionally a college building, 6 centrally located and 6 around the city, all published in advance.
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website Circulated via Kansas City, Missouri City Clerk email list Circulated via Board maintained email list Board maintained social media (Facebook & Twitter)
10	Please provide additional information on meeting notice posting.	**No Response**
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	No
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically Minutes are sent to Kansas City, Missouri City Clerk Board maintained Google Drive Physically
15	Please describe where the meeting minutes (record of meeting) is kept.	Historical meeting minutes are stored physically by the Board Chair. In addition to the copy held by the City Clerk, the Board Chair and Recording Secretary maintain electronic copies and the Board maintains a Google Drive for records retention.

Kansas City Neighborhood Advisory Council		
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Yes
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	9
23	How many vacancies does the board currently have?	1
24	Is there anything else you would like to tell us about this board?	KCNAC did not post meeting minutes for some meetings in 2023 because they were not prepared by the Recording Secretary. The Board reassigned that responsibility to ensure minutes were routinely prepared and elected a different Recording Secretary for the current term (2023-2024.)

Kansas City Parking and Transportation Commission

The Kansas City Parking and Transportation Commission is responsible for identifying, studying and making recommendations for addressing parking and transportation needs within the city.

Kansas City Parking and Transportation Commission		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Monthly
3	How many times did the board meet during calendar year 2023?	11
4	When was the date of the last meeting for the board?	27-Feb-24
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	Virtual, 4th Tuesday, 11am
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website Circulated via Kansas City, Missouri City Clerk email list
10	Please provide additional information on meeting notice posting.	**No Response**
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Minutes are sent to Kansas City, Missouri City Clerk Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Commission has dedicated staff representative who keeps minutes.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Yes
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Yes
20	What percentage of board members live within Kansas City, Missouri?	I Don't Know
21	Are the board's membership demographics reflective of the diversity of Kansas City?	It Could Be Better

Kansas City Parking and Transportation Commission

22	How many board seats does the board have?	15	
23	How many vacancies does the board currently have?	0	
24	Is there anything else you would like to tell us about this board?		<p>The composition of this board is outlined in ordinance, with specific organizations nominating their representatives.</p> <p>While I don't "call roll," we actively acknowledge each board member when they join the call and perform our ongoing count until we reach quorum.</p>

Kansas City Streetcar Authority Board

The Kansas City Streetcar Authority Board oversees the not-for-profit organization Kansas City Streetcar Authority which manages, operates, and maintains the streetcar as well as plans for future streetcar extensions.

Kansas City Streetcar Authority Board		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Bi-monthly
3	How many times did the board meet during calendar year 2023?	6
4	When was the date of the last meeting for the board?	January 2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	Third Thursday of every other month (Downtown Council) in person/hybrid at noon-1:30pm
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted physically Posted on the Board's website KC streetcar authority website
10	Please provide additional information on meeting notice posting.	https://kcstreetcar.org/news-events/meetings/ . 1000 Walnut street, #200, KCMO (Temporary location) (600 E. 3rd Street, KCMO 64106
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Meeting minutes, presentations and agenda are posted on the website for public record.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	I Don't Know
18	Has any board member been convicted of a felony since their appointment?	No

Kansas City Streetcar Authority Board

19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk
20	What percentage of board members live within Kansas City, Missouri?	75%-99%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	It Could Be Better
22	How many board seats does the board have?	13
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	**No Response**

Kansas City Senior Citizens' Advisory Council

The Kansas City Senior Citizens' Advisory Council²⁵ is the principal advisory body of the city concerning the senior citizens of the city.

Kansas City Senior Citizens' Advisory Council		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Monthly
3	How many times did the board meet during calendar year 2023?	9
4	When was the date of the last meeting for the board?	Board has never met with a quorum
5	Does the board have a regularly scheduled meeting location, day and time?	**N/A**
6	When and where is the regularly scheduled meeting?	**N/A**
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	**N/A**
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	**N/A**
9	How are meeting notices and agendas posted and circulated?	**N/A**
10	Please provide additional information on meeting notice posting.	**N/A**
11	Are board meetings open to the public to attend?	**N/A**
12	Does the chairperson call roll of board members to record attendance at every meeting?	**N/A**
13	Does the board keep meeting minutes?	**N/A**
14	How are meeting minutes retained?	**N/A**
15	Please describe where the meeting minutes (record of meeting) is kept.	**N/A**
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	**N/A**
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City,	Zero board members are required to submit financial disclosure statements to the City Clerk

²⁵ The name submitted on this survey was Silver Haired City Council. Ordinance 240261 changed the name of this group from Silver Haired City Council to Senior Citizens' Advisory Council during this audit.

Kansas City Senior Citizens' Advisory Council

Missouri City Clerk's Office, if required by city code?		
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	It Could Be Better
22	How many board seats does the board have?	12
23	How many vacancies does the board currently have?	6
24	Is there anything else you would like to tell us about this board?	It is hard to get a full board. It seems no one cares but the ones working at present. That is a total of 6 people. Plus, with redistricting, there are 3 members representing 1 district. I really enjoy being on this board. THANK YOU

Kansas City Workers' Compensation Board

The Kansas City Workers' Compensation Board supervises the city's workers' compensation program.

Kansas City Workers' Compensation Board		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Board meets every 2 or 3 months.
3	How many times did the board meet during calendar year 2023?	4
4	When was the date of the last meeting for the board?	November 27, 2023.
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	As noted, the Board meets every 2 or 3 months. Meetings are held in a Conference Room at Century Towers and via Zoom. The meetings are almost always on Mondays, at or around 1:00 PM.
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website Circulated via Board maintained email list Notices are also sent out by Laurie Abbott in the City Manager's Office.
10	Please provide additional information on meeting notice posting.	See previous answer. As noted, notices are also sent by Laurie Abbott in the City Manager's Office.
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically Electronically Minutes are drafted by Cookingham Fellows (City Manager Interns) and reviewed, finalized and distributed by the Board Chair.
15	Please describe where the meeting minutes (record of meeting) is kept.	Copies are kept electronically by Board Chair.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management	Unfamiliar with those policies

Kansas City Workers' Compensation Board

	<p>policies for maintaining and destroying records of the board?</p>	
18	<p>Has any board member been convicted of a felony since their appointment?</p>	No
19	<p>Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?</p>	Yes
20	<p>What percentage of board members live within Kansas City, Missouri?</p>	75%-99%
21	<p>Are the board's membership demographics reflective of the diversity of Kansas City?</p>	I Don't Know
22	<p>How many board seats does the board have?</p>	13
23	<p>How many vacancies does the board currently have?</p>	1
24	<p>Is there anything else you would like to tell us about this board?</p>	<p>Board is comprised of 11 Voting Members: City Manager; 2 City Council Members; 1 Active and 1 Retired Member from each of the City's 3 unions (AFSCME Local 500, IAFF Local 42, and IAFF Local 3808); 1 Active and 1 Retired Member from the City's non-unionized workforce. Board also has 2 Ex Officio Non-Voting Members (HR Director and Finance Director). The current Vacancy is for 1 of the 2 City Council Members. Upon inquiry, 1 retiree member reported that he lived outside the City. And all who responded to my inquiry reported that they had filed the Financial Disclosure.</p>

KC-TGA Comprehensive HIV Prevention & Care Planning Council

The KC-TGA Comprehensive HIV Prevention & Care Planning Council is part of the Kansas City Transitional Grant Area Ryan White Federal Program. This council plans for education and prevention efforts designed to reduce the incidence of HIV infection and provide services that promote the highest possible quality of life for all persons infected with or affected by HIV disease.

KC-TGA Comprehensive HIV Prevention & Care Planning Council		
1	What is your title/position with the board?	City Staff – Board's Point of Contact or Liaison
2	Does the board meet regularly throughout the year?	Yes, Monthly
3	How many times did the board meet during calendar year 2023?	10
4	When was the date of the last meeting for the board?	February 20, 2024/ Quorum - 8 members
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	The Planning Council meets on the third Tuesday of each month from 1PM to 3:30PM
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	The meeting notices are distributed via Planning Council email listserv.
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	No
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Meeting minutes are housed at the Planning Council Support Office at the Kansas City Health Department.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City,	Zero board members are required to submit financial disclosure statements to the City Clerk

KC-TGA Comprehensive HIV Prevention & Care Planning Council		
	Missouri City Clerk's Office, if required by city code?	
20	What percentage of board members live within Kansas City, Missouri?	50%-74%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	31
23	How many vacancies does the board currently have?	18
24	Is there anything else you would like to tell us about this board?	**No Response**

Land Bank of Kansas City, Missouri

The Land Bank of Kansas City, Missouri (Land Bank Agency) manages, sells, transfers, and disposes of interests in real estate in accordance with Chapter 74 Code of Ordinances of Kansas City, Missouri.

Land Bank Agency	
1	What is your title/position with the board? Board Chair
2	Does the board meet regularly throughout the year? Yes, Monthly
3	How many times did the board meet during calendar year 2023? 12
4	When was the date of the last meeting for the board? March 4,2024
5	Does the board have a regularly scheduled meeting location, day and time? Yes
6	When and where is the regularly scheduled meeting? First Tuesday of every month at 10am
7	Does the board post a meeting notice and agenda at least 24 hours before meetings? Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance? Yes
9	How are meeting notices and agendas posted and circulated? Posted on Kansas City, Missouri City Clerk's website
10	Please provide additional information on meeting notice posting. Clerks site
11	Are board meetings open to the public to attend? Yes
12	Does the chairperson call roll of board members to record attendance at every meeting? Yes
13	Does the board keep meeting minutes? Yes
14	How are meeting minutes retained? Electronically
15	Please describe where the meeting minutes (record of meeting) is kept. They are electronically maintained and sent to the clerk
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval? Yes
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board? Yes
18	Has any board member been convicted of a felony since their appointment? No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code? Zero board members are required to submit financial disclosure statements to the City Clerk

Land Bank Agency		
20	What percentage of board members live within Kansas City, Missouri?	I Don't Know
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	4
23	How many vacancies does the board currently have?	1
24	Is there anything else you would like to tell us about this board?	**No Response**

Land Clearance for Redevelopment Authority

The Land Clearance for Redevelopment Authority (LCRA) is responsible for eliminating blight within the city limits by acquiring and preparing land for redevelopment. The city approves certain project budgets of the LCRA and provides a significant amount of revenue.

Land Clearance for Redevelopment Authority did not complete the survey.

Maintenance Reserve Corporation

The Maintenance Reserve Corporation (MRC) administers a home maintenance program provided to certain homeowners participating in loan programs formerly administered by the city by the Housing and Economic Development Financial Corporation.

Maintenance Reserve Corporation		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Annually
3	How many times did the board meet during calendar year 2023?	1
4	When was the date of the last meeting for the board?	8/22/2023
5	Does the board have a regularly scheduled meeting location, day and time?	No
6	When and where is the regularly scheduled meeting?	**N/A**
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website Circulated via Kansas City, Missouri City Clerk email list
10	Please provide additional information on meeting notice posting.	**No Response**
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Stored on the City's network by the Board Secretary
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City,	No

Maintenance Reserve Corporation		
	Missouri City Clerk's Office, if required by city code?	
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	I Don't Know
22	How many board seats does the board have?	3
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	All board members are employees and thus have no conflict of interest which is the filing we understand as being required of board members pursuant to 2-2020(c) of the Code of Ordinances. The Chair is a department director and thus must file the personal financial disclosure in that capacity.

Mayor's Commission on New Americans

The Mayor's Commission on New Americans advises the city on how to better support the growing community of immigrants and refugees living in Kansas City.

Mayor's Commission on New Americans	
1	What is your title/position with the board? Board Chair
2	Does the board meet regularly throughout the year? Yes, Monthly
3	How many times did the board meet during calendar year 2023? 1
4	When was the date of the last meeting for the board? 2/13/2023
5	Does the board have a regularly scheduled meeting location, day and time? Yes
6	When and where is the regularly scheduled meeting? Second Tuesday of the month, City Hall
7	Does the board post a meeting notice and agenda at least 24 hours before meetings? Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance? Yes
9	How are meeting notices and agendas posted and circulated? Posted on Kansas City, Missouri City Clerk's website
10	Please provide additional information on meeting notice posting. **No Response**
11	Are board meetings open to the public to attend? Yes
12	Does the chairperson call roll of board members to record attendance at every meeting? No
13	Does the board keep meeting minutes? Yes
14	How are meeting minutes retained? Physically Electronically
15	Please describe where the meeting minutes (record of meeting) is kept. board member(s)
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval? Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board? I Don't Know
18	Has any board member been convicted of a felony since their appointment? No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code? Zero board members are required to submit financial disclosure statements to the City Clerk

Mayor's Commission on New Americans		
20	What percentage of board members live within Kansas City, Missouri?	I Don't Know
21	Are the board's membership demographics reflective of the diversity of Kansas City?	It Could Be Better
22	How many board seats does the board have?	5
23	How many vacancies does the board currently have?	4
24	Is there anything else you would like to tell us about this board?	**No Response**

Mayor’s Commission on Reparations

The Mayor’s Commission on Reparations studies and makes recommendations to the city on reparatory justice for past harm and discriminatory practices against Kansas City’s Black community.

Mayor’s Commission on Reparations		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Monthly
3	How many times did the board meet during calendar year 2023?	7
4	When was the date of the last meeting for the board?	February 27, 2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	Zoom during winter months, City Hall - 10th Fl conference room the rest of the year
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk’s website Circulated via Kansas City, Missouri City Clerk email list
10	Please provide additional information on meeting notice posting.	None
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Online via Teams Platform
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk’s Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri’s records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City,	Yes

Mayor's Commission on Reparations		
	Missouri City Clerk's Office, if required by city code?	
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	No
22	How many board seats does the board have?	13
23	How many vacancies does the board currently have?	1
24	Is there anything else you would like to tell us about this board?	No

Mayor's Committee for People with Disabilities

The Mayor's Committee for People with Disabilities advises the mayor, city council, and departments heads on affairs concerning people with disabilities.

Mayor's Committee for People with Disabilities		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Quarterly
3	How many times did the board meet during calendar year 2023?	2
4	When was the date of the last meeting for the board?	06/23/23
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	The Whole Person, Fridays, 11am
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Board meeting notice is posted, but not 24 hours before the meeting.
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	**No Response**
11	Are board meetings open to the public to attend?	No
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically Electronically Minutes are sent to Kansas City, Missouri City Clerk
15	Please describe where the meeting minutes (record of meeting) is kept.	We put the minutes in a google folder
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Yes
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City,	Zero board members are required to submit financial disclosure statements to the City Clerk

Mayor's Committee for People with Disabilities

	Missouri City Clerk's Office, if required by city code?	
20	What percentage of board members live within Kansas City, Missouri?	I Don't Know
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	8
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	Our board is great, but we are unsure how to operate when we aren't getting real feedback on the issues we've addressed. We've been waiting to hear back from the mayor's office since May 2023. We slowed down our meetings because we didn't want to pile concerns up when we haven't gotten feedback from the ones we've already shared.

Municipal Art Commission

The Municipal Art Commission advises on matters of design and visual elements of major public buildings, structures, art objects, interior furnishings, and other physical facilities of the city, and in matters of promoting, fostering, and encouraging cultural activities of all kinds, including the fine arts and the performing arts.

Municipal Art Commission		
1	What is your title/position with the board?	Commissioner
2	Does the board meet regularly throughout the year?	Yes, Monthly
3	How many times did the board meet during calendar year 2023?	12
4	When was the date of the last meeting for the board?	1-Mar-24
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	Virtual in Teams the first Friday of each month 9:00 AM
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website
10	Please provide additional information on meeting notice posting.	**No Response**
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Minutes are sent to Kansas City, Missouri City Clerk
15	Please describe where the meeting minutes (record of meeting) is kept.	With the public art administrator
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Yes
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Yes
18	Has any board member been convicted of a felony since their appointment?	I Don't Know
19	Have all board members submitted financial disclosure statements to the Kansas City,	Zero board members are required to submit financial disclosure statements to the City Clerk

Municipal Art Commission		
	Missouri City Clerk's Office, if required by city code?	
20	What percentage of board members live within Kansas City, Missouri?	I Don't Know
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	5
23	How many vacancies does the board currently have?	1
24	Is there anything else you would like to tell us about this board?	**No Response**

Municipal Officials and Officers Ethics Commission

The Municipal Officials and Officers Ethics Commission investigates and addresses questions concerning alleged violations of the city’s code of ethics; campaign finance regulations; administrative regulations governing ethical obligations of applicable officials and employees; and any other matter referred to it by the city council.

Municipal Officials and Officers Ethics Commission		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Now that it has enough members for a quorum it should meet regularly.
3	How many times did the board meet during calendar year 2023?	1
4	When was the date of the last meeting for the board?	26-Feb-24
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	10th Floor hearing room - in person - 4th Monday - 3:00 pm
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted physically Posted on Kansas City, Missouri City Clerk’s website
10	Please provide additional information on meeting notice posting.	https://clerk.kcmo.gov/Calendar.aspx / 10th Floor City Hall
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Minutes are taken by the City Clerk
15	Please describe where the meeting minutes (record of meeting) is kept.	City Clerk’s Office
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk’s Office within 10 days of board approval?	Yes
17	Does the board follow the City of Kansas City, Missouri’s records management policies for maintaining and destroying records of the board?	I Don’t Know
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City,	Yes

Municipal Officials and Officers Ethics Commission		
	Missouri City Clerk's Office, if required by city code?	
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	I Don't Know
22	How many board seats does the board have?	7
23	How many vacancies does the board currently have?	1
24	Is there anything else you would like to tell us about this board?	<p>Question 8 - We have met so irregularly the past year or more because we did not have members appointed to the appropriate positions that meeting outside of the regularly scheduled time may not be easily ascertainable. I view the notices on the website to insure notice is within the 24 hours as determined by the Sunshine Law (excluding weekends and holidays). The 72 hours in the question reflects this rule. If a meeting were to be scheduled for a day besides Monday or a day after a holiday, I do not know if the City Clerk advertises 72 hours in advance for a rescheduled meeting.</p> <p>Question 12 - Chair will note absences for the City Clerk to note in the minutes.</p> <p>Question 14 - I don't know if the City Clerk keeps paper copies and electronic copies. I have had pdfs of minutes sent to me. We have copies presented to us at the meetings.</p> <p>Question 19 - I believe this is true, but have not yet had the City Clerk verify for me in my effort to keep the Ethics Commission ethical.</p> <p>Question 21 - The Commission is required to have representatives of every Council district. It is a 7-member entity with 6 people serving. Of the current members 2 are African American men (1st District and 5th District), 1 is a Hispanic woman (2nd District), and 2 are white men (4th District and 6th District). I am an old white man (at-large). The 3rd District is vacant, that recent appointee resigning within hours of being sworn in and being informed of the restrictions on members, primarily restrictions on political activity. I answered "I don't know" because I do not know the standards for considering diversity you reference and what characteristics are important to you to measure diversity.</p>

Planned Industrial Expansion Authority of Kansas City, Missouri

The Planned Industrial Expansion Authority of Kansas City, Missouri (PIEA) is responsible for overseeing the industrial redevelopment of blighted, unsanitary, and underdeveloped areas. The PIEA has a number of powers to accomplish this purpose including but not limited to the issuance of bonds and acquisition by eminent domain.

Planned Industrial Expansion Authority of Kansas City, Missouri		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, we have a standing date of the third Thursday of each month as needed.
3	How many times did the board meet during calendar year 2023?	9
4	When was the date of the last meeting for the board?	2-16-2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	Zoom Video Conference - Third Thursday of each month as needed
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on the Board's website Posted physically Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	PIEA meeting notices are posted on the EDC Website, they are posted physically at the EDC office located at 300 Wyandotte, Suite 400 as well as sent to an e-mail list maintained but the PIEA staff.
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Each Zoom Meeting is recorded and posted in the Dropbox sent out by e-mail and linked on the EDC Website. The staff also provides written meeting minutes that are dispersed and voted on at the following meeting.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management	I Don't Know

Planned Industrial Expansion Authority of Kansas City, Missouri		
	policies for maintaining and destroying records of the board?	
18	Has any board member been convicted of a felony since their appointment?	I Don't Know
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	No
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	It Could Be Better
22	How many board seats does the board have?	15
23	How many vacancies does the board currently have?	2
24	Is there anything else you would like to tell us about this board?	Question #19 - I do not know the City Code requirement or have knowledge to what the financial vetting procedures are for the board.

Property Maintenance Appeals Board

The Property Maintenance Appeals Board reviews appeals received in writing for any order or action of the director of neighborhood and community services has taken in the enforcement of property maintenance code.

Property Maintenance Appeals Board		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	Yes, Monthly
3	How many times did the board meet during calendar year 2023?	0
4	When was the date of the last meeting for the board?	February 22, 2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	13th floor city hall, Council dining room
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	No
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	**N/A**
9	How are meeting notices and agendas posted and circulated?	**N/A**
10	Please provide additional information on meeting notice posting.	**N/A**
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically Electronically Department of Neighborhood and community services/neighborhood preservation division provides a secretary to the board Minutes are sent to Kansas City, Missouri City Clerk
15	Please describe where the meeting minutes (record of meeting) is kept.	Department of Neighborhood and community services/neighborhood preservation division provides a secretary to The board keeps the minutes of each meeting.
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Yes
17	Does the board follow the City of Kansas City, Missouri's records management	Unfamiliar with those policies

Property Maintenance Appeals Board		
	policies for maintaining and destroying records of the board?	
18	Has any board member been convicted of a felony since their appointment?	I Don't Know
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	I Don't Know
22	How many board seats does the board have?	6
23	How many vacancies does the board currently have?	1
24	Is there anything else you would like to tell us about this board?	Not at this time.

Public Improvements Advisory Committee

The Public Improvements Advisory Committee (PIAC) recommends to the City Council projects to receive funds within each council district from 35% of the total funds available from the proceeds of the one percent sales tax for neighborhood conservation, maintenance and improvements.

Public Improvements Advisory Committee		
1	What is your title/position with the board?	Board Chair
2	Does the board meet regularly throughout the year?	As needed (particularly in the Fall)
3	How many times did the board meet during calendar year 2023?	5
4	When was the date of the last meeting for the board?	11/9/2023
5	Does the board have a regularly scheduled meeting location, day and time?	No
6	When and where is the regularly scheduled meeting?	**N/A**
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk's website Posted on the Board's website
10	Please provide additional information on meeting notice posting.	**No Response**
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically Minutes are sent to Kansas City, Missouri City Clerk
15	Please describe where the meeting minutes (record of meeting) is kept.	**No Response**
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Yes
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	I Don't Know
18	Has any board member been convicted of a felony since their appointment?	I Don't Know
19	Have all board members submitted financial disclosure statements to the Kansas City,	Yes

Public Improvements Advisory Committee		
	Missouri City Clerk's Office, if required by city code?	
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	13
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	**No Response**

Small Business Task Force

The Small Business Task Force to develop a comprehensive plan by October 2025 for the funding and development of small businesses within the city.

Small Business Task Force		
1	What is your title/position with the board?	City Staff – Board’s Point of Contact or Liaison
2	Does the board meet regularly throughout the year?	Yes, Monthly
3	How many times did the board meet during calendar year 2023?	1
4	When was the date of the last meeting for the board?	February 21, 2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	City Hall 10th Floor (in person) or TEAMs (virtual, hybrid), or other community locations depending on the agenda
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk’s website KC BizCare Newsletter
10	Please provide additional information on meeting notice posting.	It’s a new board and we are working on other outlets like a dedicated newsletter and webpage on the KC BizCare website.
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Physically Electronically Minutes are sent to Kansas City, Missouri City Clerk
15	Please describe where the meeting minutes (record of meeting) is kept.	city networks through the KC BizCare Office (Neighborhoods Department).
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk’s Office within 10 days of board approval?	Board submits meeting minutes to the City Clerk, but not within 10 days of board approval
17	Does the board follow the City of Kansas City, Missouri’s records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	No

Small Business Task Force		
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Yes
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	7
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	This is a newly appointed board in late 2023. They had their orientation in December 2023 and started their regular meetings in 2024.

Union Hill Special Business District

The Union Hill Special Business District maintains the decorative lighting in the Union Hill Special Business District including levying special assessment rates.

Union Hill Special Business District		
1	What is your title/position with the board?	Board Member
2	Does the board meet regularly throughout the year?	Yes, Quarterly
3	How many times did the board meet during calendar year 2023?	4
4	When was the date of the last meeting for the board?	15-Feb-24
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	3013 Main Street KC MO 64108 - Conference Room or MSFT Teams
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted physically Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	Physical posting in the street front facing window at 3013 Main St KC MO 64108
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	Yes
13	Does the board keep meeting minutes?	Yes
14	How are meeting minutes retained?	Electronically
15	Please describe where the meeting minutes (record of meeting) is kept.	Citrix ShareFile Folder = https://www.sharefile.com/
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk's Office within 10 days of board approval?	Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri's records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	I Don't Know
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk

Union Hill Special Business District		
20	What percentage of board members live within Kansas City, Missouri?	100%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	I Don't Know
22	How many board seats does the board have?	7
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	**No Response**

Vision Zero Task Force

The Vision Zero Task Force works with the City Manager to create and implement the Vision Zero Action Plan.

Vision Zero Task Force		
1	What is your title/position with the board?	City Staff – Board’s Point of Contact or Liaison
2	Does the board meet regularly throughout the year?	Every 6 weeks
3	How many times did the board meet during calendar year 2023?	3
4	When was the date of the last meeting for the board?	1-19-2024
5	Does the board have a regularly scheduled meeting location, day and time?	Yes
6	When and where is the regularly scheduled meeting?	10th Floor, City Hall, and on Microsoft Teams, Hybrid, Friday's 1-2:30 pm
7	Does the board post a meeting notice and agenda at least 24 hours before meetings?	Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance?	Yes
9	How are meeting notices and agendas posted and circulated?	Posted on Kansas City, Missouri City Clerk’s website Posted on the Board’s website Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting.	https://www.kcmo.gov/city-hall/departments/public-works/vision-zero/vision-zero-engagement#!/
11	Are board meetings open to the public to attend?	Yes
12	Does the chairperson call roll of board members to record attendance at every meeting?	No
13	Does the board keep meeting minutes?	No
14	How are meeting minutes retained?	**N/A**
15	Please describe where the meeting minutes (record of meeting) is kept.	**N/A**
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk’s Office within 10 days of board approval?	**N/A**
17	Does the board follow the City of Kansas City, Missouri’s records management policies for maintaining and destroying records of the board?	Unfamiliar with those policies
18	Has any board member been convicted of a felony since their appointment?	I Don’t Know
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk’s Office, if required by city code?	Zero board members are required to submit financial disclosure statements to the City Clerk

Vision Zero Task Force		
20	What percentage of board members live within Kansas City, Missouri?	75%-99%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	It Could Be Better
22	How many board seats does the board have?	1000
23	How many vacancies does the board currently have?	100
24	Is there anything else you would like to tell us about this board?	We do not have a set number of seats. It is open to the public.

VisitKC

VisitKC is responsible for overseeing the operation of the Convention and Visitor’s Bureau and promoting attractions, facilities, and tourism within Kansas City.

VisitKC	
1	What is your title/position with the board? Board Chair
2	Does the board meet regularly throughout the year? Yes, Quarterly
3	How many times did the board meet during calendar year 2023? 5
4	When was the date of the last meeting for the board? 2/6/24
5	Does the board have a regularly scheduled meeting location, day and time? Yes
6	When and where is the regularly scheduled meeting? Tuesdays at 3pm, VisitKC offices or member hotel, in person with hybrid option normally
7	Does the board post a meeting notice and agenda at least 24 hours before meetings? Yes
8	If meetings are planned outside of the regular time and place is notice posted at least 72 hours in advance? Yes
9	How are meeting notices and agendas posted and circulated? Posted on Kansas City, Missouri City Clerk’s website Posted on the Board’s website Posted physically Circulated via Kansas City, Missouri City Clerk email list Circulated via Board maintained email list
10	Please provide additional information on meeting notice posting. https://www.visitkc.com/visit-kc-board/visit-kc-board-meeting-schedule ; Meeting notices are posted in the main entrance of Visit KC offices: 1100 Walnut Street Suite 3450A Kansas City, MO 64106
11	Are board meetings open to the public to attend? Yes
12	Does the chairperson call roll of board members to record attendance at every meeting? Yes
13	Does the board keep meeting minutes? Yes
14	How are meeting minutes retained? Electronically
15	Please describe where the meeting minutes (record of meeting) is kept. On the main drive of the VisitKC files
16	Are meeting minutes submitted to the Kansas City, Missouri City Clerk’s Office within 10 days of board approval? Board does not submit minutes to the City Clerk
17	Does the board follow the City of Kansas City, Missouri’s records management policies for maintaining and destroying records of the board? No

City Should Confirm Need for Inactive Boards, Provide Training on Board Operating Requirements

		VisitKC
18	Has any board member been convicted of a felony since their appointment?	No
19	Have all board members submitted financial disclosure statements to the Kansas City, Missouri City Clerk's Office, if required by city code?	Yes
20	What percentage of board members live within Kansas City, Missouri?	50%-74%
21	Are the board's membership demographics reflective of the diversity of Kansas City?	Yes
22	How many board seats does the board have?	11
23	How many vacancies does the board currently have?	0
24	Is there anything else you would like to tell us about this board?	**No Response**