

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
April 22, 2013

Meeting Call to Order: The meeting was called to order at 8:00 a.m.

Roll Call and Guests:

Present: Luanne Cundiff, Chuck Gross, Linda Haberstroh, Larry Marty, Jill Skyles, Steve Stahl and Art Wash

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Absent: Kevin Cantwell (work) and Andrea Robertson (vacation)

Guests: Denise Gould (FACT), Victoria Walker (Crider Health Center), Jerry Marks (Lutheran Family & Children's Services), Brian Quick and Kelly Broeker (Preferred Family Healthcare), Miriam Mahan (Sts. Joachim & Ann Care Service), Cristy Bilhorn (Behavioral Health Response), Mike Morrison (Bridgeway), Brenda Petruso (ThriVe St. Louis), Phyllis Schneider (United Services for Children) and Mike Williams (Hochschild, Bloom & Company)

Audit Report: Mike Williams from Hochschild, Bloom & Company reported on the CCRB's fiscal audit. Board members asked questions and Mike Williams provided answers. Mike reported that the CCRB and showed no deficiencies and that all 2011 recommendations had been addressed.

A motion was made to approve the CCRB fiscal audit report for year ending 2012 as presented. (M.S.P.: Skyles/Stahl) – Motion passed.

Approval of Minutes: A motion was made to approve the minutes of the February 25, 2013 and March 25, 2013 board meetings. (M.S.P.: Haberstroh/Cundiff) – Motion passed.

Chuck Gross recommended a change to the CCRB policy and procedures to include information about how a CCRB board meeting will be held by phone in the event of inclement weather or unforeseen circumstances.

Action Item	Person Responsible	Due Date
Create CCRB board meeting policy for inclement weather or unforeseen circumstances.	Jan Lewien	May 20, 2013

Public Comment: Mike Morrison from Bridgeway welcomed Board members to Bridgeway and thanked the Board for allowing Bridgeway to host this month's board meeting. Mike gave the Board an update on Bridgeway and reported that the agency has celebrated their 35th anniversary this year.

Bruce Sowatsky announced that Ron Berrey, past CCRB Chair, was honored at FACT's gala on April 20.

Report of the Chair: No report.

Report of the Treasurer: Luanne Cundiff reported on the two-month statement ending

February 28, 2013. Actual tax revenues collected were \$488,411 on a budget amount of \$501,450. No investment income was accrued. Total revenue for February was \$488,411 on a budget of \$514,883. Expenditure requests for February services totaled \$646,838 on a budget amount of \$535,404. Explanations of the 22 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (crisis intervention-phone and mobile outreach), Crider Health Center (care coordination, family assistance and respite), Crisis Nursery-Wentzville (home based), Lutheran Family and Children's Services (counseling), Nurses for Newborns (home based), Preferred Family Healthcare (outpatient drug tests), Salvation Army (counseling) and Youth In Need (counseling and crisis interventions) are due to high demand. Catholic Family Services (crisis interventions), The Child Center (prevention), Crider Health Center (Pinocchio, prevention and school based mental health specialist non-Medicaid), Kids Under Twenty One, Preferred Family Healthcare (TOC intakes and case management) are above the variance due to school based usage. Crider Health Center (parent partner-Medicaid and school base mental health services-Medicaid) are due to the State of Missouri quarterly payment. In Administration, Audit was above the variance because the payment was made for the CCRB's fiscal audit. Survey was above the variance because payment was made to BOLD Consulting for the CCRB's Satisfaction Survey.

For February, Bruce reported that the CCRB revenues were up 2.7% for the first quarter of \$38,600; or 0.7% higher than anticipated.

In Refund of Taxes, an error was detected. The amount of \$11,350 was listed, and should have been listed as a negative number. The corrections have been made to the CCRB financial statements, and is also reflected in the March 31, 2013 financial statement.

Luanne Cundiff reported that the March wire transfer of \$525,800.00 was made. Luanne reported that the FACT and Crider Health Center Medicaid quarterly match payment to the Department of Mental Health for \$121,196.75 was made in February.

A motion was made to approve the advance of \$525,800 for the month of February. (M.S.P.: Cundiff/Cantwell) – Motion passed.

A motion was made to approve the adjusted February financial statement for revenue as \$492,183.33. (M.S.P.: Cundiff/Skyles) – Motion passed.

Luanne Cundiff reported on the two-month statement ending March 31, 2013. Actual tax revenues collected were \$544,312 on a budget amount of \$501,450. Investment income was \$1,012 on a budget amount of \$1,250. Total revenue for March was \$545,324 on a budget of \$492,183. Expenditure requests for March services totaled \$565,317 on a budget amount of \$535,404. Explanations of the 25 line items that were over the 5% variance and over \$1,000 include: Behavioral Health Response (crisis intervention-phone and mobile outreach), Bridgeway (individual, family and group counseling and drug tests), Catholic Family Services (crisis interventions), Crider Health Center (care coordination and family assistance), Crisis Nursery-St. Charles and Wentzville (respite), Lutheran Family and Children's Services (counseling), Preferred Family Healthcare (outpatient assessments), Salvation Army (counseling) and Youth In Need (counseling, crisis interventions, shelter room and board and shelter counseling) are due to high demand. Catholic Family Services (crisis interventions), The Child Center (school based prevention), Crider Health Center (Pinocchio, prevention and school based mental health specialist non-Medicaid), Kids Under Twenty One (suicide prevention), Preferred Family Healthcare (TOC intakes) and ThriVe (prevention) are above the variance due to school

based usage. Children's Home Society (counseling) is due to multiple months being billed at one time. In Administration, Audit was above the variance because the payment was made for the CCRB's fiscal audit. Supplies was above the variance because of printing costs for the annual report, the CCRB Spring newsletter and supplies for the Shower of Love.

For March, Bruce reported that the CCRB revenues were up 1.9% or \$36,000 year to date.

A motion was made to approve the advance of \$565,300 for the month of March.

(M.S.P.: Cundiff/Haberstroh) – Motion passed.

A motion was made to approve the Treasurer's report as presented. (M.S.P.: Marty/Stahl) – Motion passed.

Report of Standing Committees:

- Children's Trust Fund: Bruce Sowatsky reported that April is Child Abuse Prevention Month.
- Finance: No Finance Committee Report.
- Personnel: No Personnel Committee Report.

Larry Marty reported from the Policy and Procedure Committee. Larry reported that Bruce Sowatsky, Jan Lewien and the other committee members (Linda Haberstroh and Steve Stahl) met to discuss the CCRB Policy and Procedure manual. Larry updated the Board with a timeline of instituting the CCRB Policy and Procedures. A first reading of the Policies and Procedures will occur at the May 20 board meeting, and a vote will take place at the June 24 board meeting.

Report of Executive Director: Bruce Sowatsky reported:

- The 7th annual Shower of Love will be held on Thursday, April 25 at 17 participating grocery stores in St. Charles County. This basic baby-care collection drive will benefit moms and babies at Crisis Nursery, Youth in Need, Our Lady's Inn, Mary Queen of Angels, Birthright of St. Charles and Wentzville, ThriVe St. Louis, The Sparrow's Nest Maternity Home, and Nurses for Newborns. Additionally, a fundraising night to benefit the event will be held on April 30 at Culver's in St. Charles.
- Jan Lewien has been conducting Spring site visits for partnering agencies. Jan is now using the laptop to input data to the CCRB's Sharepoint system while she is conducting site visits.
- Bruce has completed scanning CCRB documents through 2006.
- CCRB staff will be collecting agency waitlist information. This information is used to set 2014 priorities for funding at the CCRB. Agencies will have opportunities to present their waitlist information to the Board at the May board meeting. Board members will be setting the CCRB's 2014 priorities for funding at the June 24, 2013 board meeting.
- Cindy Berry with BOLD Consulting is continuing to work on the CCRB Satisfaction Survey. She is currently at a 10% response rate for surveys, and she will continue to work to reach the goal of 20%.
- The CCRB is continuing to pursue Washington University George Warren Brown School of Social Work professors and grad students to conduct research on clinical outcomes and how they may be tied to community outcomes.
- Bruce discussed Medicaid expansion and the impact it will have on non profit agencies funded by the CCRB. House Bill 797 has been attached to Senate Bill 256. Bruce will

continue to communicate with legislators about the impact this will have on agencies and the community and attempt to have the amendment removed.

- Bruce has been attending regional meetings. These include a heroin task force, disproportionate task force and a Crisis Nursery task force about the alarming increase of St. Louis area infanticide/filicide.
- Bruce has been named Kiwanis Lieutenant Governor for St. Charles and Lincoln County.

Old Business: No Old Business.

New Business: Bruce Sowatsky discussed Mental Health First Aid. Currently, the CCRB is funding Mental Health First Aid through Behavioral Health Response. Bruce explained that County Executive Ehlmann developed a School Safety Task Force in January in response to the Newtown tragedy. One of the top two recommendations was Mental Health First Aid training for school personnel. Bruce met with the Department of Mental Health and talked to St. Charles County school district personnel about the need for this training. Bruce reported about the costs associated with conducting this program for the St. Charles County school districts to Board members. Board members asked questions about the training and discussed having the school districts write a letter requesting the training.

Action Item	Person Responsible	Due Date
Contact St. Charles County School district personnel regarding Mental Health First Aid training.	Bruce Sowatsky	May 17, 2013

Bruce Sowatsky reported that Lorna Frahm, CCRB’s attorney since 2005, has moved her practice to Hazelwood and Weber.

A motion was made to engage Hazelwood and Weber as the CCRB’s law firm.
(M.S.P.: Wash/Stahl) – Motion passed.

Announcements: Bruce Sowatsky announced that agencies should submit Needs Assessment information by May 1. This information will be presented at the May 20 board meeting.

Jan Lewien recognized Michelle McElfresh for her work with the Shower of Love.

Adjournment: A motion was made to adjourn the meeting at 9:28 a.m.
(M.S.P.: Skyles/Cundiff) – Motion passed.