

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
September 23, 2013

Meeting Call to Order: The meeting was called to order at 8:02 a.m.

Roll Call and Guests:

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

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Phyllis Schneider (United Services), Katrina Harper (Crider Health Center), Beth Sailors and Kelly Broeker (Preferred Family Healthcare), Pat Coleman and Cristy Bilhorn (Behavioral Health Response), Angelica O'Neill (Our Lady's Inn), Ellen Teller (The Child Center), Jerry Marks (Lutheran Family & Children's Services), Pam Struckhoff (Sts. Joachim & Ann), Brenda Petruso (ThriVe St. Louis), Lauri Cross Fink (Catholic Family Services) and Barbara Penuel (Bridgeway)

Approval of Minutes: A motion was made to approve the minutes of the August 26, 2013 board meeting. (M.S.P.: Cundiff/Cantwell) – Motion passed.

Public Comment: Pat Coleman from Behavioral Health Response (BHR) thanked the board for the opportunity to host the CCRB board meeting. Pat thanked the Board for funding their crisis intervention services and provided the Board with an update on BHR's crisis intervention services.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Luanne Cundiff reported on the eight-month statement ending August 31, 2013. Actual tax revenues collected were \$383,684 on a budget amount of \$501,450. Total revenue for August was \$383,684 on a budget of \$492,183. Expenditure requests for August services totaled \$549,012 on a budget amount of \$535,739. Explanations of the 15 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (mobile outreach), Bridgeway Behavioral Health (individual, family and group case management), Catholic Family Services (counseling and divorce group), Community Living (respite), Crider Health Center (family assistance and school based mental health specialist), Lutheran Family and Children's Services (counseling), Nurses for Newborns (home and community based services), Preferred Family Healthcare (Outpatient: group counseling) and Sts. Joachim and Ann Care Service (home and community based services) are due to high demand. Crider Health Center (parent partner-Medicaid and school based mental health specialist-Medicaid) are above the variance due to the State of Missouri quarterly payment. Preferred Family Healthcare (TOC school based) and United Services (IBIC) are above the variance because of school-based usage. In Administration, the Health Benefits category was above the variance because the insurance deductible was paid for staff.

Bruce Sowatsky reported that he and Luanne Cundiff met on August 22, 2013 in compliance with the auditor's recommendation. They both reviewed the CCRB's financials for August and compared agency requests online to the financial reports to checks written. All information was 100% accurate.

Bruce reported that revenues are up 2.7% year to date.

A motion was made to approve the advance of \$427,700. This amount includes \$549,012 for expenditures for the month of September, and a deduction of \$121,300 for Medicaid. (M.S.P.: Cundiff/Haberstroh) – Motion passed.

Bruce Sowatsky reported that Jan Lewien discovered an error last month with Bridgeway Behavioral Health’s monthly submission for reimbursement for drug tests. It was discovered that the reimbursement rate for drug tests should have been reimbursed at \$13.00 each and not \$20.00. Bridgeway has been notified, and the change has been made to the financial statement.

A motion was made to approve the Treasurer’s Report as presented. (M.S.P.: Wash/Cantwell) – Motion passed.

Report of Standing Committees:

- Children’s Trust Fund: Bruce Sowatsky reported that Children’s Trust Fund application for funding will be available on October 1, 2013. It is estimated that approximately \$15,000-\$20,000 may be available.
- Finance: No Finance Committee Report.
- Personnel: Bruce Sowatsky asked the Personnel committee to meet before the October board meeting to discuss potential salary increases for staff.

Report of Executive Director:

Bruce Sowatsky reported:

- Timeline for the remainder of 2013:
 - September 27: Deadline for CCRB applications.
 - October 18: Agencies summaries will be posted online for Board and agencies to review.
 - October 22-November 4: Bruce and Jan Lewien will meet with agency staff to discuss their application and prepare for their hearings.
 - November 13: Agency hearing date. An additional date may be scheduled, and Bruce asked Board members what dates they can meet for the hearings.
 - November 23: Deadline date for board members’ score sheets for agency funding.
 - December 16: CCRB Board meeting and 2014 CCRB funding meeting.
- The CCRB will have a table and attend the Community Services Summit on October 28 at Harvester Christian Church.
- Bruce distributed three St. Louis Post Dispatch newspaper articles about the Children’s Services Fund in St. Louis County.

Old Business: No Old Business.

New Business: Bruce Sowatsky distributed a spreadsheet with Board members’ recommendations for supplemental funding.

A motion was made to open discussion for Supplemental Funding. (M.S.P.: Cantwell/Cundiff) – Motion passed.

Board members discussed the agency's requests and processes to distribute funding.

A motion was made to approve Supplemental Funding for \$43,624.37. (M.S.P.: Stahl/Cantwell) – Motion passed.

A motion was made to approve the following agencies for Supplemental Funding for 2013. (M.S.P.: Cantwell/Haberstroh) – Motion passed.

Behavioral Health Response	\$11,462.19
Bridgeway Behavioral Health	\$4,125.00
Children's Home Society	\$7,685.50
Nurses for Newborns	\$6,833.28
Crisis Nursery	\$13,518.40

Announcements:

Jerry Marks from Lutheran Family and Children's Services announced their Grand Opening and ribbon cutting on October 9 from 3:30 to 6 p.m. at their offices at 3660 West Clay in St. Charles.

Pam Struckhoff from Sts. Joachim & Ann Care Service announced that Women's Place domestic violence program and Department of Social Services will begin offering services at Sts. Joachim & Ann Care Services.

Lauri Cross Fink from Catholic Family Services announced that they will be offering divorce care groups for children starting again in October.

Adjournment: A motion was made to adjourn the meeting at 9:17 a.m. (M.S.P.: Stahl/Robertson) – Motion passed.