

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
May 19, 2014

**Meeting Call to Order:** The meeting was called to order at 8:06 a.m.

**Roll Call and Guests:**

Present: Kevin Cantwell, Luanne Cundiff, Linda Haberstroh, Larry Marty, Nancy Matheny, Andrea Robertson and Steve Stahl

Absent: Ron Berrey (personal) and Jill Skyles (vacation)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Katrina McDonald (Crider Health Center), Kelly Broeker (Preferred Family Healthcare), Angelica O'Neill (Our Lady's Inn), Jerry Marks (Lutheran Family & Children's Services), Miriam Mahan (Sts. Joachim & Ann Care Service), Sissy Swift and Sabrina Kuznecoff (The Child Center), Phyllis Schneider (United Services), Lauri Cross Fink (Catholic Family Services), Michelle Gorman and Robert Muschany (Youth in Need) and DiAnne Mueller (Crisis Nursery)

**Approval of Minutes:** A motion was made to approve the minutes of the April 28, 2014 board meeting. (M.S.P.: Cundiff/Stahl) – Motion passed.

**Public Comment:** Michelle Gorman from Youth In Need welcomed the board to Youth in Need and thanked the board for their support.

Phyllis Schneider from United Services announced that 327 students graduated from their program. Approximately 1/3-1/2 of these students have special needs. Phyllis also reported that a sixth IBIC classroom has been opened to meet the needs of children with autism in the community.

**Report of the Chair:** Kevin Cantwell thanked Youth in Need for hosting the CCRB board meeting.

**Report of the Treasurer:** Luanne Cundiff reported on the four-month statement ending April 30, 2014. Actual tax revenues collected were \$551,661 on a budget amount of \$505,381. Investment income was \$1,567 on a budget amount of \$750.00. Total revenue for April was \$553,229 on a budget of \$494,964. The Services Fund is \$817,038 and Assets are \$1,935,741. Expenditure requests for April services totaled \$712,166 on a budget amount of \$540,531. Explanations of the 26 line items that were over the 5% variance and over \$1,000 included: Bridgeway Behavioral Health (individual, family and group counseling), Community Living (respite), Crider Health Center (care coordination, parent partner and respite), Crisis Nursery (home based) and St. Charles (respite), Foster & Adoptive Care Coalition (crisis interventions), Preferred Family Healthcare (outpatient individual counseling), St. Joachim & Ann Care Service (home based services) and Youth In Need (counseling, shelter room and board, shelter counseling and transitional living program) were due to high demand. Behavioral Health Response (presentations), Catholic Family Services (crisis interventions), Crider Health Center (Pinocchio, prevention and school based mental health specialist-non Medicaid), Preferred Family Healthcare (Teams of Concern-school based, Teams of Concern-counseling and Teams of Concern-case management), ThriVe St. Louis (prevention) and United Services (IBIC) were due to school based usage. Crider Health Center (school based mental health specialist-Medicaid) is due to the quarterly payment to the State of Missouri. In Administration, audit is

above the variance because the last audit payment was paid. Salaries were above the variance because additional hours were worked by the Administrative Assistant during the month of April due to the Shower of Love. Travel is above the variance due to Spring site visits and mileage for the Shower of Love.

Luanne Cundiff reported that she met with Bruce Sowatsky and conducted a random sampling of the checks written. Luanne also verified the checks to billing on the CCRB's portal. Luanne and Bruce both reviewed the CCRB's financials for March and compared agency requests online to the financial reports to checks written. All information was 100% accurate and there were no discrepancies.

Bruce reported that revenues are up 7% year to date. Unemployment is down 5.6% in St. Charles County and housing starts are back up to 2008 levels. Bruce reported that he met with Bob Schnur and Chuck Gross about the County's reserve policy. At a future board meeting, the board may consider if the CCRB should change their reserve policy from 15% to 10%.

A motion was made to approve the advance of \$712,000. (M.S.P.: Haberstroh/Matheny) – Motion passed.

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

**Report of Standing Committees:**

- Children's Trust Fund: Bruce Sowatsky ask CTF recipients to turn in expense reports in early June if work has been done. St. Charles County is ranked 2<sup>nd</sup> in revenues for CTF funds for this quarter.
- Finance: Luanne Cundiff reported that the Finance Committee met after the April board meeting.
- Personnel: Bruce reported about that the Personnel Committee will review the vacation policy over the next few months.
- Executive – Policies and Procedures: Larry Marty reported that the Executive Committee reviewed the changes to the CCRB Policies and Procedures and will make its recommendation during New Business.

A motion was made to approve the Standing Committee Reports as presented. (M.S.P.: Matheny/Marty) – Motion passed.

**Report of Executive Director:** Bruce Sowatsky reported:

- The Shower of Love surpassed all previous drives and collected donations valued at \$100,500. There were 266,000 baby wipes, 86,000 diapers, 2,800 baby bottles, cups, pacifiers and rattles, and thousands of other items. Donations will benefit moms and babies at Birthright-St. Charles and Wentzville, Crisis Nursery, Our Lady' Inn, Mary Queen of Angels, Nurses for Newborns, The Sparrow's Nest Maternity Home, Thrive St. Louis and Youth in Need.
- Legislative Bill SB493 concerning an amendment on school transfer bill was passed in May. Efforts were made to try to have it removed, but efforts failed. The amendment states that 5% of annual revenues will go to unaccredited districts (Normandy and Riverview), with a sunset in 2016. The verbage says they can add or delete schools. This establishes a precedent for the Legislator in North County and his attempts to make

changes to the State Statute for the Children's Services Fund for St. Charles County. The Governor has threatened to veto the bill. A special session may be opened to override it. We are trying to present them with enough data to have this removed from the bill if it is decided to amend the bill in special session.

- Bruce was asked to serve on the Ready by 21 leadership team. This group is working on ways to successfully ready children from birth to 21 with resources on education, mental health, recreation, day care, etc.
- On May 22, the County Executive and Prosecuting Attorney are expected to hold a press conference to discuss truancy concerns in the St. Charles School District.

Jan Lewien reported on the Spring agency site audit visits. A full report was emailed to board members. Jan conducted Spring site visits from March through May and reviewed 643 files. Agencies attained a 97.4% compliance rate.

A motion was made to approve the Executive Director's Report as presented. (M.S.P.: Haberstroh/Stahl) – Motion passed.

**Old Business:** No Old Business.

**New Business:** Larry Marty reported that the Policies and Procedures Committee met with the Finance Committee, Bruce, and Jan to discuss changes to the Financial Policies. Luanne Cundiff discussed the suggested changes to the Financial Policies.

A motion was made to approve the changes to the Policies and Procedures – Financial Policies as presented. (M.S.P.: Cundiff/Marty) – Motion passed.

Bruce Sowatsky reported that the 2014 Needs Assessment draft is complete. Bruce asked for Board members to review the report and let him know if there are any questions. The draft of the report will also be sent to partnering agencies for review. The final report is expected to be released in June. Bruce reported that he will share this information with Partners for Progress, the County Executive Office and school Superintendents. The report will also be shared with the County Council and other interested parties in the community.

Bruce reported that CCRB funding priorities will be discussed by Board members at the June 23 board meeting. Agencies personnel will have the opportunity during Public Comment to present information to the Board about funding priorities.

**Announcements:**

Katrina McDonald from Crider Health Center announced:

- The Megan Meier Foundation has reached out to Crider as they work towards expanding their services in St. Charles County.
- Crider will be hosting the CCRB board meeting on June 23. Katrina asked everyone to park in the rear of the building in the lower parking lot and enter through the doors in the back.
- The Excellence in Mental Health Act (SB 4574) passed on the Federal Level. Missouri is being considered as one of the pilot states.

Linda Haberstroh announced that the BJC Foundation is hosting their Turtle Float on June 22 at New Town. To register, go to [www.bjcfoundation.org](http://www.bjcfoundation.org).

Rob Muschany, Vice President of Development and Marketing at Youth In Need, announced their Foodie 5K event on June 1.

**Adjournment:** A motion was made to adjourn the meeting at 9:00 a.m.  
(M.S.P.: Cundiff/Marty) – Motion passed.