

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
September 22, 2014

Meeting Call to Order: The meeting was called to order at 8:04 a.m.

Roll Call and Guests:

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

Absent: Ron Berrey (vacation) and Linda Haberstroh (work)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Katrina McDonald (Crider Health Center), Kelly Broeker and Beth Sailors (Preferred Family Healthcare), Jerry Marks (Lutheran Family & Children's Services), Sissy Swift (The Child Center), Lauri Cross Fink (Catholic Family Services), DiAnne Mueller (Crisis Nursery), Michelle Gorman (Youth In Need), Angelica O'Neill (Our Lady's Inn), Denise Liebel (United Services), Melinda Ohlemiller (Nurses for Newborns) and Heather Lytle (FACT)

Approval of Minutes: A motion was made to approve the minutes of the August 25, 2014 board meeting. (M.S.P.: Marty/Stahl) – Motion passed.

Public Comment: Sissy Swift from The Child Center presented a video, thanked the board for funding, and invited the board to The Child Center's breakfast tour on October 8 at 7:30 a.m. at The Child Center.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Luanne Cundiff reported on the eight-month statement ending August 31, 2014. Luanne reported that the Services Fund balance is \$693,001. Actual tax revenues collected were \$451,167 on a budget amount of \$505,381. Investment income was \$860 on a budget of \$750. Fundraising of \$716 was from the Shower of Love. Total revenue for August was \$452,744 on a budget of \$494,964. Expenditure requests for August services totaled \$430,213 on a budget amount of \$543,859. Explanations of the 14 line items that were over the 5% variance and over \$1,000 included: Bridgeway Behavioral Health (individual, family and group counseling and assessments), Children's Home Society (counseling, psychological assessments and respite), Crider Health Center (parent partner and school based mental health specialist), Crisis Nursery (respite-Wentzville), Preferred Family Healthcare (outpatient therapy-individual counseling), St. Joachim & Ann Care Service (home based services) and Youth In Need (shelter-room and board, shelter-counseling and transitional living program) were due to high demand. United Services (IBIC) was due to school based usage.

A motion was made to approve the advance of \$430,200. (M.S.P.: Matheny/Marty) – Motion passed.

Report of Standing Committees:

- Children’s Trust Fund: Children’s Trust Fund applications will be available on October 1 and must be submitted by December 26, 2014.
- Finance: No Finance Committee Report.
- Personnel: No Personnel Committee Report.
- Executive – Policies and Procedures: Bruce Sowatsky reported that he has been researching policies and procedures for record retention. He would like the Executive-Policies and Procedures committee to develop a record retention policy.

Action Item	Responsible Party	Date
Develop Record Retention Policy	Executive Policies and Procedures committee	TBD

- Strategic Planning: Bruce Sowatsky reported that an electronic strategic planning survey for partnering agency feedback has been developed. Patrick Walker, our strategic planning consultant, will send the information to agency CEOs/Executive Directors. On October 24, Patrick Walker, the CCRB board, and staff will facilitate our strategic planning meeting.

Report of Executive Director: Bruce Sowatsky reported:

- The CCRB office has received new carpeting.
- Applications for 2015 funding are due September 26, 2014. Summaries will be available on the CCRB portal for board members on October 15.
- Bruce is working on the schedule for the agencies to attend the hearings on November 12th and 13th.
- On September 23rd, Bruce and Annie Schulte will be presenting at a conference in Kansas City as Jackson and Clay counties are working towards putting a children’s service fund initiative on the ballot in 2016.
- Kevin Cantwell and Bruce Sowatsky met with Mayor Faith regarding the Noah’s Ark TIF. The City will conduct an additional investigation about the TIF hearing. Mayor Faith’s office hopes to have a decision to the CCRB in October.

Board members reported on connectivity issues with the CCRB’s Sharepoint system. Bruce Sowatsky said that he would contact Avatara about these concerns.

Old Business: No Old Business.

New Business: Bruce Sowatsky explained that Supplemental Funding requests were emailed to board members prior to the board meeting. Board members scored the applications and Bruce created a list of all the applicants and the order of how they were ranked. Supplemental funds of \$145,000 were approved at the August 25, 2014 board meeting. The Board members discussed whether or not to fund capital projects.

A motion was made to approve approximately 10% (\$14,500) for capital-supplemental funding and approximately 90% (\$130,500) for services-supplemental funding.

The Board continued to discuss the proposals and agreed to the following distributions:

Capital-Supplemental Funding:

- Youth In Need, \$4,000.00 for purchase of security system
- United Services, \$4,840.00 for roof repairs
- FACT, \$2,760.00 for technology equipment
- Thrive, \$829.98 for computer equipment
- The Child Center, \$1,380.00 for supplies for therapy dogs
- Preferred Family Healthcare, \$690.00 for technology equipment

Services-Supplemental Funding:

- Nurses for Newborns, 126 units, \$18,252.36
- Catholic Family Services (prevention), 22 units, \$1,195.26
- Catholic Family Services (crisis intervention), 166 units, \$7,413.56
- Children's Home Society (respite), 540 units, \$10,098.00
- Children's Home Society (counseling), 90 units, \$9,128.70
- Foster & Adoptive Care Coalition, 50 units, \$5,160.00
- Lutheran Family & Children's Services, 248 units, \$24,529.68
- NAMI (Basics), 22 units, \$2,184.60 and (presentations), 11 units, \$1,280.29
- Our Lady's Inn, 90 units, \$8,289.90
- Preferred Family Healthcare (individual counseling), 84 units, \$5,516.28 and (case management), 125 units, \$5,441.25
- Thrive, 225 units, \$3,465.00
- Youth In Need (transitional living), 175 units, \$17,850.00 and (counseling), 134 units, \$10,720.00

The distribution totaled \$145,024.78. (M.S.P.: Skyles/Stahl) – Motion passed.

Announcements: Jerry Marks from Lutheran Family and Children's Services announced Lutheran's barbecue on October 4 to celebrate their 1-year anniversary at their new location in St. Charles.

Beth Sailors from Preferred Family Healthcare announced their Hopefest on October 11 in Wentzville.

Sissy Swift from The Child Center introduced that in January their organization will have a Development Director and Events Coordinator. Sissy also announced The Child Center's wine tasting event on October 23.

Adjournment: A motion was made to adjourn the meeting at 9:03 a.m. (M.S.P.: Cundiff/Stahl) – Motion passed.