

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
November 24, 2014

Meeting Call to Order: The meeting was called to order at 8:01 a.m.

Roll Call and Guests:

Present: Ron Berrey, Kevin Cantwell, Luanne Cundiff, Linda Haberstroh, Larry Marty, Nancy Matheny, Jill Skyles and Steve Stahl

Absent: Andrea Robertson (illness)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Katrina McDonald (Crider Health Center), Kelly Broeker (Preferred Family Healthcare), Jerry Marks (Lutheran Family & Children's Services), Sabrina Kuznecoff (The Child Center), Lauri Cross Fink (Catholic Family Services), Denise Gould (FACT), Miriam Mahan (Sts. Joachim & Ann Care Service), Denise Fondren (Our Lady's Inn), Brenda Petruso (ThriVe St. Louis), Cristy Bilhorn (Behavioral Health Response), Denise Liebel (United Services) and Michelle Gorman (Youth in Need)

Approval of Minutes: A motion was made to approve the minutes of the October 24, October 27, November 12 and November 13, 2014 board meetings. (M.S.P.: Berrey/Stahl) – Motion passed.

Public Comment: No Public Comment.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Luanne Cundiff reported on the ten-month statement ending October 31, 2014. Actual tax revenues collected were \$559,712 on a budget amount of \$505,381. Miscellaneous revenue of \$2,800 was reimbursement from Children's Home Society for an adjustment on a billing error. Total revenue for October was \$562,512 on a budget of \$494,964. Expenditure requests for September services totaled \$556,242 on a budget amount of \$552,612. Explanations of the 26 line items that were over the 5% variance and over \$1,000 included: Catholic Family Services (counseling), CHADS (home based services), Crider Health Center (respite), Crisis Nursery (home based and respite-Wentzville), NAMI (basics), Nurses for Newborns (home based), Preferred Family Healthcare (outpatient therapy-individual counseling), St. Joachim & Ann Care Service (home based services), Youth In Need (counseling, shelter room and board and transitional living program) and Eleventh Circuit Family Court (visitation) were due to high demand. The Child Center (prevention), Crider Health Center (Pinocchio and prevention), KUTO (prevention), Preferred Family Healthcare (Teams of Concern-intakes and school based), United Services (IBIC and behavioral services) and Youth In Need (crisis intervention-presentations and teen mothers) and were due to school based usage. Bridgeway (counseling), Crisis Nursery (respite-St. Charles) and Our Lady's Inn (unwed mothers) were above the variance because multiple months of billing was submitted at one time. In Administration, consulting is above the variance because the Avatara payment was the final payment was made to Patrick Walker as the consultant for the strategic planning meeting. Equipment is above the variance because a new laptop was purchased.

Revenues are up 6.5% year to date.

A motion was made to approve the advance of \$590,500. This includes \$556,242 for expenses and \$32,300 for the Department of Mental Health (parent partner services) quarterly payment (M.S.P.: Stahl/Matheny) – Motion passed.

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

Report of Standing Committees:

- Children's Trust Fund: Children's Trust Fund applications are available online and must be submitted by December 26, 2014. Agencies must submit 2014 reimbursement requests by January 10, 2015.
- Finance: Luanne Cundiff reported that the Finance Committee will meet the second week of December
- Personnel: Steve Stahl reported that the personnel committee met. The Executive Director's evaluation was distributed to board members and will be discussed at closed session during today's board meeting. Bruce Sowatsky reported that he was able to get an 11% reduction on the healthcare insurance by choosing an ACA plan with Anthem.
- Executive – Policies and Procedures: No report.
- Strategic Planning: Bruce reported that CCRB staff will draft a strategic plan and present it to board members at the December board meeting.

A motion was made to move to Closed Session. (M.S.P.: Skyles/Berrey) – Motion passed.

Report of Executive Director: Bruce Sowatsky reported:

- He met with Representative Anne Zerr to develop language to protect the state statute for the Children's Services Fund. Joann Leykam has the document and will review.
- Bruce met with Special Education Director Cheri Thurman about needs within the Wentzville School District. Bruce has been invited to a meeting on December 1 with all of the districts' special education departments.

Old Business: No Old Business.

New Business: Bruce reported on the line-item transfer requests from agencies.

A motion was made to approve Catholic Family Services' line-item transfer in Counseling from Divorce Group (10 units, \$660.00) and Counseling (6.7 units, \$475.02) to Love & Logic (6 units, \$660.00) and Counseling-Medicaid (18 units, \$475.02) (M.S.P.: Berrey/Marty) – Motion passed.

A motion was made to approve Crider Health Center's line-item transfer request in School-Based Mental Health Services from School-Based Mental Health Services-Medicaid (3,654 units, \$142,000) to School-Based Mental Health Services-non-Medicaid (1,900 units, \$142,000) contingent on receipt of refund from DMH. (M.S.P.: Berrey/Haberstroh) – Motion passed.

A motion was made to approve Crisis Nursery's line-item transfer request in Respite from Respite-Wentzville (885 units, \$10,133) to Respite-St. Charles (900 units, \$10,133) . (M.S.P.: Matheny/Marty) – Motion passed.

A motion was made to approve Youth In Need's line-item transfer request in Shelter from Shelter-Room and Board (77 units, \$13,464.00) to Shelter-Counseling (198 units, \$13,464.00). (M.S.P.: Haberstroh/Berrey) – Motion passed.

A motion was made to approve Youth In Need's line-item transfer request in Crisis Interventions from Case Management (96.25 units, \$5,100) to Presentations (17 units, \$5,100). (M.S.P.: Berrey/Cundiff) – Motion passed.

A motion was made to approve Bridgeway's line-item transfer request in Outpatient Treatment from Assessments (24 units, \$3,600.00) and Drug Tests (280.5 units, \$5,625.00) to Individual/Group/Family-Case Management (123 units, \$9,225.00). (M.S.P.: Berrey/Skyles) – Motion passed.

A motion was made to approve Children's Home Society's line-item transfer request in Counseling from Group Counseling (16.8 units, \$901.77) and Counseling (10 units, \$1,531.11) to Home-Based Services (18 units, \$2,432.88). (M.S.P.: Marty/Cundiff) – Motion passed.

A motion was made to approve Preferred Family Healthcare's line-item transfer request in Prevention from Drug Tests (34 units, \$474.64), Intake Screenings (54 units, \$5,478.30) and Counseling (30.8 units, \$2,025.29) to School-Based Consultation (117 units, \$7,978.23). (M.S.P.: Haberstroh/Berrey) – Motion passed.

Announcements: No announcements.

Adjournment: A motion was made to adjourn the meeting at 9:26 a.m. (M.S.P.: Berrey/Skyles) – Motion passed.