

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
January 26, 2015

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

**Roll Call and Guests:**

Present: Dave Beckering, Ron Berrey, Kevin Cantwell, Luanne Cundiff, Molly Dempsey, Linda Haberstroh, Larry Marty and Nancy Matheny

Absent: Andrea Robertson (personal)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Katrina McDonald (Crider Health Center), Beth Sailors and Kelly Broeker (Preferred Family Healthcare), Sissy Swift (The Child Center), Lauri Cross Fink (Catholic Family Services), Denise Gould (FACT), Miriam Mahan (Sts. Joachim & Ann Care Service), Cristy Bilhorn (Behavioral Health Response), Cara Merritt (Youth in Need), Sabrina Kuznecoff (The Child Center), Barb Griffith (Community Living), Barbara Penuel (Bridgeway), DiAnne Mueller (Crisis Nursery), Melinda Ohlemiller (Nurses for Newborns), Angelica O'Neill (Our Lady's Inn) and Tony Bryan (Center for Autism Education)

**Recognition of Jill Skyles and Steve Stahl:** Bruce Sowatsky thanked Jill Skyles and Steve Stahl for their service to the CCRB Board.

**Swearing in of Dave Beckering, Molly Dempsey and Linda Haberstroh:** Dave Beckering, Molly Dempsey and Linda Haberstroh were sworn in as CCRB members. Their terms expire December 31, 2018.

**Election of Officers:** Ron Berrey nominated Kevin Cantwell for the position of Chair for 2015. Kevin was willing to accept the nomination.

A motion was made to approve Kevin Cantwell as Chair for 2014. (M.S.P.: Berrey/Matheny) – Motion passed.

Kevin Cantwell nominated Ron Berrey for the position of Vice Chair for 2015. Ron was willing to accept the nomination.

A motion was made to approve Ron Berrey for the position of Vice Chair for 2015. (M.S.P.: Cantwell/Marty) – Motion passed.

Kevin Cantwell nominated Luanne Cundiff for the position of Treasurer for 2015. Luanne was willing to accept the nomination.

A motion was made to approve Luanne Cundiff for the position of Treasurer for 2015. (M.S.P.: Cantwell/Berrey) – Motion passed.

**Approval of Minutes:** A motion was made to approve the minutes of the December 15, 2014 board meeting as amended. (M.S.P.: Cundiff/Marty) – Motion passed.

**Public Comment:** Lauri Cross Fink from Catholic Family Services provided the Board with an update about their agency and the services they provide in the community.

**Report of the Chair:** Kevin Cantwell reported that he met with Bruce Sowatsky and Jan Lewien. Bruce will send out the Executive Director's report prior to the board meeting. To acclimate new board members, time will be spent at each board meeting to familiarize board members with information about the CCRB. The schedule for 2015 will be:

February	History and funding philosophies
March & April	Service categories
May	Priorities
June	Supplemental and Capital Funding
July	CCRB committees
August	Application process
September	Scoring
October	Hearings
November	Funding meeting procedures

**Report of the Treasurer:** Luanne Cundiff reported on the twelve-month statement ending December 31, 2014. The Services Fund is \$966,853. Current Assets are \$2,097,259. Actual tax revenues collected were \$596,578 on a budget amount of \$505,381. No investment income had accrued. Total revenue for December was \$596,578 on a budget of \$494,964. Expenditure requests for December services totaled \$346,622 on a budget amount of \$553,112. Explanations of the 12 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (phone), CHADS (home based services), Children's Home Society (psychological assessments), Crider Health Center (care coordination), Foster & Adoptive Care Coalition (home based services) and Preferred Family Healthcare (outpatient case management) were due to high demand. Catholic Family Services (crisis interventions), The Child Center (prevention), Crider Health Center (Pinocchio), Preferred Family Healthcare (Teams of Concern-presentations), United Services (behavioral services) and Youth In Need (crisis intervention-presentations) and were due to school based usage. In Administration, Salaries is above the variance because the Grants Administrator's salary increase from November 15 through December 1 was paid.

Bruce reported that 2014 agency utilization was 95.4% and 98.8% of the CCRB's total budget was utilized. January 2015 revenues were up 29% year to date.

Luanne Cundiff reported that she completed a random sampling of CCRB invoices and bills paid.

A motion was made to approve a wire-transfer for \$250,000 for the month of December. (M.S.P.: Haberstroh/Berrey) – Motion passed.

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

**Report of Standing Committees:**

- Children's Trust Fund: Bruce Sowatsky reported that the Children's Trust Fund committee met and will have recommendations during New Business.
- Finance: No Finance Committee report.
- Personnel: No Personnel Committee report.

- Executive – Policies and Procedures: Larry Marty reported that the Executive Policies and Procedures committee, Bruce Sowatsky and Jan Lewien will meet to review the Management section. Bruce reported that the committee will be reviewing succession planning and supplemental policies.
- Strategic Planning: Ron Berrey reported that the CCRB Strategic Planning draft was emailed to board members. Ron asked board members to review the document. Strategic planning will be discussed at the February board meeting.

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

- Bruce gave a legislative update. Senate Bill 22, sponsored by Senator Chappell-Nadal, has language that requires the St. Louis County Children’s Service Fund to spend 5% of its annual budget on unaccredited districts. We would like this language stripped from the bill since they already spend 20%. The CCRB’s proposed legislation that was presented to Representative Anne Zerr in December was taken to research and they found that one sentence was unconstitutional. The proposed legislation was taken to JoAnn Lykem, who made revisions, and was sent back to Representative Zerr and to research. We are waiting to hear back from them. The amended language says that it will take a vote of the people to change the menu of services allowable in the state statute. Additional language was included to allow boards to make the choice of either D & O insurance or a surety bond, rather than both.
- Contracts and outcome agreements have been mailed to partnering agencies.
- Bruce and Jan held orientations for new board members and new partnering agencies.
- Attendance at St. Charles City School District has gone up from 87.7% to 89.1% for the first half of 2014-2015 school year.
- The CCRB audit will begin February 2.
- Bruce passed out the schedule of presentations for upcoming board meetings.

Jan Lewien reported on the Fall site visit audit review. 664 files were reviewed with 8 files showing non-compliance (residency), 1 age related, 5 were over/under billing. A 98.8% compliance rating was attained.

**Old Business:** No Old Business.

**New Business:**

**Children’s Trust Fund:** Nancy Matheny discussed the Children’s Trust Fund committee’s recommendations for 2015 funding. These include:

Boys & Girls Club	\$ 2,000.00
The Child Center	\$ 2,992.00
Community Living	\$ 2,000.00
Crisis Nursery	\$ 2,500.00
Lutheran Family & Children’s Services	\$ 1,000.00
Our Lady’s Inn	\$ 3,454.00
United Services for Children	\$ 1,600.00
Youth In Need	<u>\$ 2,954.00</u>
<b>Total</b>	<b>\$18,500.00</b>

A motion was made to approve 2015 Children's Trust Fund grants totaling \$18,500.00 as presented. (M.S.P.: Matheny/Beckerling) – Motion passed.

**FACT Appeal:** Denise Gould presented FACT's appeal for additional funds for parent partner services.

A motion was made to approve FACT's appeal for parent partner services of \$47,206 for 412 regular units and 516 Medicaid units. (M.S.P.: Berrey/Matheny) – Motion approved.

**Announcements:** Sissy Swift from The Child Center announced their trivia night on February 6.

DiAnne Mueller from Crisis Nursery announced their Razzle Dazzle Ball on March 28

Barbara Griffith from Community Living announced their Legacy Ball on March 7.

**Adjournment:** A motion was made to adjourn the meeting at 8:55 a.m. (M.S.P.: Cundiff/Marty) – Motion passed.