

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
August 24, 2015

Meeting Call to Order: The meeting was called to order at 8:03 a.m.

Roll Call and Guests:

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

Absent: Ron Berrey (vacation) and Bruce Sowatsky (vacation)

Staff: Jan Lewien and Michelle McElfresh

Guests: Kelly Broeker and Beth Sailors (Preferred Family Healthcare), DiAnne Mueller (Crisis Nursery), Jerry Marks (Lutheran Family & Children's Services), Denise Fondren (Our Lady's Inn), Tony Bryan (Center for Autism Education), Joy Maxwell (ThriVe St. Louis), Linda Yates (Sts. Joachim & Ann Care Service), Sissy Swift (The Child Center), Tim Amato (SSM Behavioral Health), Katrina McDonald (Crider), Lauri Cross Fink (Catholic Family & Children's Services), Denise Liebel (United Services), Heather Lytle (FACT), Cristy Bilhorn (Behavioral Health Response), Mark Norwine (CHADS Coalition), and Kathy Thompson (LINC)

Approval of Minutes: A motion was made to approve the minutes of the July 27, 2015 board meeting. (M.S.P.: Beckering/Marty) – Motion passed.

Public Comment: Mark Norwine from CHADS Coalition thanked the CCRB for their partnership and provided an update on CHADS in St. Charles County.

Report of the Chair: Kevin Cantwell reported that he attended a Missouri Sunshine Law meeting in Jefferson City.

Report of the Treasurer: Luanne Cundiff reported on the seven-month statement ending July 31, 2015. The Services Fund balance is \$727,242 and Current Assets are \$1,781,622. Actual tax revenues collected were \$634,304 on a budget amount of \$552,090. Investment income accrued was \$3,265 on a budget of \$1,000. Refund of Taxes for \$9,212 was payment of past TIF reimbursements to the City of St. Charles. Total revenue for July was \$628,716 on a budget of \$541,340. Expenditure requests for July services totaled \$603,147 on a budget amount of \$585,828. Explanations of the 25 line items that were over the 5% variance and over \$1,000 included: Boys & Girls Club (community based), Bridgeway Behavioral Health (group counseling), Catholic Family Services (Love & Logic), Center for Autism (assessments and workshops), Child Center (forensic interviews), Children's Home Society (group counseling and respite), Community Living (respite), Crider Health Center (wraparound, parent partner, parent partner-Medicaid, respite and school based-Medicaid), Crisis Nursery (home based and respite), Lutheran Family & Children's Services (counseling), Nurses for Newborns (home based services), Our Lady's Inn, Preferred Family Healthcare (Prevention- intakes-school based and prevention), Sts. Joachim & Ann Care Service (home based), Youth in Need (transitional living program), and Eleventh Circuit Family Court (supervised visitation) were due to high demand. CHADS (school based) are above the variance because multiple months of billing were submitted at one time. In Administration, Benefits-Retirement and Investment Fees were up because Staff SEP/IRA payments were paid. Supplies/Printing/Postage are above the variance. (Jan Lewien will ask

Bruce about why this is above the variance and will report this information at the September board meeting.)

Luanne reported that she and Bruce completed a random sampling of CCRB invoices and bills paid. No discrepancies were noted.

A motion was made to approve a wire-transfer for \$603,200 for the month of July. (M.S.P.: Cundiff/Beckerling) – Motion passed.

Report of Standing Committees:

- Children’s Trust Fund: No Children’s Trust Fund report.
- Finance: Luanne Cundiff reported that the Finance Committee met to discuss supplemental funding.
- Personnel: No Personnel Committee report.
- Executive – Policies and Procedures: Larry Marty reported that the committee will be reviewing the Management policy regarding the retention and destruction of records. A first reading of any changes will occur at the September board meeting.
- Strategic Planning: No Strategic Planning report.

Report of Executive Director:

Jan Lewien gave Bruce Sowatsky’s Executive Director’s report in his absence:

- Bruce has been cleaning up the agency’s electronic records on the CCRB Sharepoint portal.
- Parts A and B of the CY16 Application have been uploaded to the portal.
- Bruce has been met with 10 agencies that are interested in applying for funding.
- The Ready By 21 baseline report was distributed to board members.
- Agency mid-year reports have been received, and will be available in September for board members.
- Jan presented this month’s presentation on the CCRB’s application process.

Old Business: No Old Business.

New Business: Board members discussed supplemental funding.

A motion was made to approve \$95,000 in supplemental funding, unrestricted for capital or services. (M.S.P.: Haberstroh/Matheny) – Motion passed.

Jan Lewien announced that supplemental funding applications are due September 4, 2015.

Kelly Broeker from Preferred Family Healthcare (PFH) explained that PFH is requesting a change in medication and labs from billing by unit cost to billing by actual cost.

A motion was made to approve Preferred Family Healthcare’s request in medication in labs from billing by unit cost to billing by actual cost. (M.S.P.: Cundiff/Beckerling) – Motion passed.

Announcements: DiAnne Mueller from Crisis Nursery announced their Over the Top for Tots event on November 6 at Ameristar. Tom & Molly Dempsey will be honored at the event. Beth Sailors from Preferred Healthcare announced the Katee Hessler Foundation's Kentucky Derby fundraiser on August 29.

Linda Haberstroh announced BJC Foundation's a Day of Play at Progress West on September 12 and Unlimited Play's fundraising event on September 12. Bruce and Heidi Sowatsky are chairs of the Unlimited Play event.

Joy Maxwell announced their dinner fundraiser on September 19 at the Renaissance Grand in St. Louis.

Adjournment: A motion was made to adjourn the meeting at 8:36 a.m. (M.S.P.: Cundiff/Beckering)
– Motion passed.