

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

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

Roll Call and Guests:

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

Absent: Larry Marty (personal), Andrea Robertson (personal) and Jan Lewien (personal)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Kelly Broeker (Preferred Family Healthcare), DiAnne Mueller (Crisis Nursery), Jerry Marks (Lutheran Family & Children's Services), Tony Bryan and Angie New (Center for Autism Education), Miriam Mahan (St. Joachim & Ann Care Service), Sissy Swift (The Child Center), Lauri Cross Fink (Catholic Family Services), Heather Lytle (FACT), Barb Griffith (Community Living), Katrina McDonald (Crider Health Center), Cristy Bilhorn (Behavioral Health Response), Cara Merritt (Youth in Need), Kristen Paez and Sheri Wiltse (Community Living), Linda Yates (St. Joachim & Ann Care Service) and Joy Maxwell and Juvaughn Baker (ThriVe St. Louis)

Approval of Minutes: A motion was made to approve the minutes of the September 28, 2015 board meeting. (M.S.P.: Cundiff/Beckering) – Motion passed.

Public Comment: Angie New from the Center for Autism Education introduced herself to the board and announced that she is the new Executive Director of the agency.

Barb Griffith and Kristin Paez thanked the CCRB for their partnership and provided an update on Community Living's services to youth and their families in St. Charles County.

Report of the Chair: Kevin Cantwell reported that there are 12 line items with over 50% of their budget remaining.

Report of the Treasurer: Luanne Cundiff reported on the nine-month statement ending September 30, 2015. The Services Fund balance is \$858,081 and Current Assets are \$1,917,952. Actual tax revenues collected were \$754,348 on a budget amount of \$552,090. No Investment Income was accrued. Refund of Taxes of \$49,472.70 is for TIF reimbursement for the State of Missouri. Total revenue for September was \$704,875 on a budget of \$541,340. Expenditure requests for September services totaled \$609,233 on a budget amount of \$585,828. Explanations of the 34 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (mobile outreach), Bridgeway Behavioral Health (group counseling and substance abuse treatment), CHADS (home based services), Children's Home Society (counseling and home based services), Community Living (respite), Crider Health Center (family assistance and respite), Foster & Adoptive Care Coalition (home based services), Nurses for Newborns (home based services), Our Lady's Inn (community based services), Preferred Family Healthcare (Outpatient-individual counseling, family counseling and drug tests), Sts. Joachim & Ann Care Service (home based services), Youth in Need (crisis intervention, room and board, shelter counseling and transitional living program), and Eleventh Circuit Family Court (supervised visitation) were due to high demand. CHADS (prevention), The Child Center (prevention), Crider Health Center (school based mental health specialist), KUTO (prevention),

Preferred Family Healthcare (Teams of Concern-intakes, school based services, case management and prevention), United Services for Children (IBIC) and Youth in Need (teen mothers) were due to school-based usage. Bridgeway Behavioral Health (children's counseling) and Crider Health Center (parent partner) are above the variance because multiple months were billed at one time.

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

Bruce reported that revenues are up 6.4% for this year compared to last year, and utilization is at 95% for the year.

A motion was made to approve a wire-transfer for \$658,700 for the month of September. This amount includes \$609,233 for services for September and \$49,472.70 for TIF reimbursement. (M.S.P.: Beckering/Haberstroh) – Motion passed. The Board recognizes that this early payment causes the Refund of Taxes line item to be greatly over budget.

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

Report of Standing Committees:

- Children's Trust Fund: Bruce Sowatsky reported that the first quarter revenues of \$8,550 in license sales is down \$2,000 to \$3,000 from last year. CCRB is the second highest recipient.
- Finance: Luanne Cundiff reported that the Finance Committee is planning to meet in November to discuss the CCRB's 2016 budget. The auditor's contract will be discussed during New Business today.
- Personnel: Ron Berrey reported from the Personnel Committee that evaluation forms for the Executive Director have been distributed to board members and CCRB staff. The forms should be returned by November 11. The Personnel committee will meet in November to discuss the evaluation.
- Executive – Policies and Procedures: Bruce Sowatsky reported that the second reading of the Record Retention Policy will be conducted today during New Business.
- Strategic Planning: No Strategic Planning report.

Report of Executive Director:

Bruce Sowatsky reported:

- Jan continues to conduct site audits, eying December for completion.
- Bruce and Jan have reviewed all the agency applications, and have been meeting with agencies for the hearings for 2016 CCRB funding.
- The Executive Directors of the Children Services' boards met in Jefferson City with Brian Kinkade, head of the Division of Social Services. The group discussed if there are other opportunities for matching funds with the Department of Social Services and other programs (similar to how Crider Health Center's Partnership with Families and School Based Mental Health Specialist programs Medicaid clients are covered 60% with Federal funds and 40% by CCRB funds). This group is beginning to look at having common outcome measures for all Children's Services boards to look at impact.

Old Business: Linda Haberstroh conducted the second reading of the Record Retention Policy. The policy was previously emailed to board members.

A motion was made to approve the Record Retention Policy as presented.
(M.S.P.: Cundiff/Beckering) – Motion passed.

New Business:

Line Item Transfer Requests:

A motion was made to approve Children’s Home Society’s line-item transfer request from psychological assessment (40 units, \$4,079.60) to counseling (12 units, \$1,631.52) and group counseling (52.3 units, \$2,448.08). (M.S.P.: Haberstroh/Berrey) – Motion passed.

A motion was made to approve the Center for Autism Education’s line-item transfer request from home based (27.1 units, \$978.58) to assessments (1 unit, \$466.33) and workshop (1 unit, \$512.25). (M.S.P.: Berrey/Matheny) – Motion passed.

Auditor Contract:

Luanne Cundiff reported that the CCRB has received two bids for the auditor contract for 2015-2017. Hochschild, Bloom and Company submitted an audit bid for \$6,800 per year. Clifton, Larson, Allen submitted a bid for \$22,000 for the first year, with a 3% increase for the second and third years.

A motion was made to approve Hochschild, Bloom and Company as auditor for FY 2015-2017 for \$6,800 per year. (M.S.P.: Haberstroh/Beckering) – Motion passed.

Announcements:

DiAnne Mueller from Crisis Nursery announced Crisis Nursery’s Over the Top for Tots event on November 6 at Ameristar, honoring Tom & Molly Dempsey.

Barb Griffith at Community Living (CLI) announced their agency is selling poinsettias for the holidays as a fundraiser for the agency.

Linda Haberstroh announced that the BJC and Progress West Foundation annual event surpassed their fundraising goals.

Adjournment: A motion was made to adjourn the meeting at 8:50 a.m. (M.S.P.: Cundiff/Beckering) – Motion passed.