

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
November 23, 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, Linda Haberstroh, Nancy Matheny and Andrea Robertson

Absent: Molly Dempsey (work) and Larry Marty (business)

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 (Center for Autism Education), Linda Yates (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), Angelica O'Neill (Our Lady's Inn) and Katrina McDonald (Crider Health Center)

Approval of Minutes: A motion was made to approve the minutes of the October 26, November 11 and November 12, 2015 board meetings. (M.S.P.: Cantwell/Matheny) – Motion passed.

Public Comment: Linda Yates from Sts. Joachim & Ann Care Service announced that on November 30 at 6:30 p.m. they will be presenting the video Homeless in the Heartland, followed by a discussion about homelessness and feeding the hungry.

Report of the Chair: Kevin Cantwell asked Board members to turn in agency score sheets by November 30.

Report of the Treasurer: Luanne Cundiff reported on the nine-month statement ending October 31, 2015. The Services Fund balance is \$770,191 and Current Assets are \$1,830,079. Actual tax revenues collected were \$570,810 on a budget amount of \$552,090. No Investment Income was accrued. Total revenue for October was \$570,810 on a budget of \$541,340. Expenditure requests for October services totaled \$623,133 on a budget amount of \$585,578. Explanations of the 32 line items that were over the 5% variance and over \$1,000 included: Big Brothers Big Sisters (mentoring), Bridgeway Behavioral Health (group counseling and substance abuse treatment), Center for Autism Education (workshops), Children's Home Society (counseling, group counseling and home based services), Crider Health Center (family assistance and respite), Foster & Adoptive Care Coalition (home based services), NAMI (basics), Our Lady's Inn (center based services), Preferred Family Healthcare (Outpatient-assessments, individual counseling, and case management), Sts. Joachim & Ann Care Service (home based services) and Youth in Need (counseling, crisis intervention, room and board and shelter counseling) were due to high demand. Catholic Family Services (crisis intervention), CHADS (prevention), Crider Health Center (school based mental health specialist), KUTO (prevention and ASIST), Preferred Family Healthcare (Teams of Concern-school based services, presentations and prevention), United Services for Children (IBIC) and Youth in Need (crisis interventions presentations) were due to school-based usage. Crider Health Center (school based mental health specialist and parent partner-Medicaid) were due to the State of Missouri quarterly payment. In Administration, the training budget is \$4,000 under budget.

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 6.2% for this year compared to last year.

A motion was made to approve a wire-transfer for \$623,000 for the month of October. (M.S.P.: Cundiff/Haberstroh) – Motion passed.

Brue Sowatsky reported that St. Charles County’s internal auditor will be conducting an audit of the CCRB as party of the County’s normal review of County boards.

Report of Standing Committees:

- Children’s Trust Fund: No Children’s Trust Fund report.
- Finance: Luanne Cundiff reported that the Finance Committee will meet on December 11 to discuss the CCRB’s 2016 budget.
- Personnel: No Personnel Committee report.
- Executive – Policies and Procedures: No Executive-Policies and Procedures report.
- Strategic Planning: No Strategic Planning report.

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

A motion was made to move back into Open Session. (M.S.P.: Berrey/Beckering) – Motion passed.

Report of Executive Director: Bruce Sowatsky reported:

- Jan Lewien is completing site visits and will present the report to the Board in January.
- Staff have been preparing for the hearings and the 2016 budget.

Old Business: No Old Business.

New Business:

Line Item Transfer Requests:

A motion was made to approve Bridgeway Behavioral Health’s line-item transfer request from case management (580 units, \$20,764) to group therapy (588.5 units, \$20,764). (M.S.P.: Haberstroh/Berrey) – Motion passed.

A motion was made to approve Behavioral Health Response’s line-item transfer request from MHFA presentations (10 units, \$2,335.40) to texting (12.25 units, \$1,363.50) and crisis trainings (10 units, \$971.90). (M.S.P.: Berrey/Beckering) – Motion passed.

A motion was made to approve NAMI’s line-item transfer request from basics/support (17 units, \$1,844.67) and helpline (1 unit, \$91.23) to presentations (15.8 units, \$1,935.80). (M.S.P.: Matheny/Beckering) – Motion passed.

A motion was made to approve Preferred Family Healthcare's line-item transfer request within Teams of Concern: drug tests (35 units, \$475.65), presentations (2 units, \$1,958.22), and intakes (24.5 units, \$2,524.97) to case management (77.15 units, \$3,491.90) and individual counseling (23 units, \$1,466.94), and within Outpatient Treatment: individual counseling (71 units, \$4,835.81), family therapy (47 units, \$4,193.81), and meds and labs (per item, \$1,502.10) to group counseling (415 units, \$5,444.80), drug tests (74 units, \$1,369.00), and case management (76 units, \$3,717.92). (M.S.P.: Haberstroh/Matheny) – Motion passed.

A motion was made to approve Crider Health Center's line-item transfer request from School Based Mental Health Specialist, Medicaid (250 units, \$9,750.00) to School Based Mental Health Specialist-non-Medicaid (130 units, \$9,750.00). (M.S.P.: Berrey/Beckering) – Motion passed.

A motion was made to approve KUTO's line-item transfer request from ASIST training (32 units, \$6,558.08) to prevention (31.3 units, \$6,558.08). (M.S.P.: Beckering/Berrey) – Motion passed.

Announcements: No announcements.

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