

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
January 25, 2016

**Meeting Call to Order:** The meeting was called to order at 8:02 a.m.

Allison Onder and Larry Marty were sworn in as a CCRB board members.

**Roll Call and Guests:**

Present: Ron Berrey, Kevin Cantwell, Molly Dempsey, Larry Marty, Nancy Matheny and Allison Onder

Absent: Dave Beckering (personal), Luanne Cundiff and Linda Haberstroh (vacation)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Cori Putz, Mike Morrison and Kelly Broeker (Preferred Family Healthcare), DiAnne Mueller (Crisis Nursery), Jerry Marks (Lutheran Family and Children's Services), Tony Bryan (Center for Autism Education), Linda Yates (St. Joachim & Ann Care Service), Tysa Coleman (The Child Center), Lauri Cross Fink (Catholic Family Services), Heather Lytle (FACT), Sheri Wiltse (Community Living), Katrina McDonald (Crider Health Center), Cristy Bilhorn (Behavioral Health Response), Elizabeth Makulec (KUTO), Terri Roche (Arise Equine Therapy) and Joy Maxwell and Juvaughn Baker (ThriVe St. Louis)

**Approval of Minutes:** A motion was made to approve the minutes of the December 14, 2015 board meeting. (M.S.P.: Berrey/Marty) – Motion passed.

A motion was made to approve the Executive Closed Session minutes of the November 24, 2015 board meeting. (M.S.P.: Matheny/Berrey) – Motion passed.

**Public Comment:** Elizabeth Makulec from Kids Under Twenty One (KUTO) was the Partner Presenter of the Month and gave the board an update on KUTO and the services they provide to St. Charles County youth and their families.

Mike Morrison from Bridgeway Behavioral Health announced that Bridgeway and Preferred Family Healthcare have merged.

**Report of the Chair:** Following their swearing-in ceremony, Kevin Cantwell thanked Larry Marty for continuing his board term for the CCRB and welcomed Allison Onder to the board.

**Report of the Treasurer:** Bruce Sowatsky reported on the twelve-month statement ending December 31, 2015. The Services Fund balance is \$757,721 and Current Assets are \$1,920,250. Actual tax revenues collected were \$622,158 on a budget amount of \$552,090. Investment Income of \$979 was accrued on a budget of \$1,000. Total revenue for December was \$623,138 on a budget of \$541,340. Expenditure requests for December services totaled \$324,195 on a budget amount of \$595,578. Explanations of the 8 line items that were over the 5% variance and over \$1,000 included: Big Brothers Big Sisters (mentoring), Preferred Family Healthcare (Outpatient-individual counseling, family counseling and drug tests) and Youth in Need (shelter-room and board and shelter counseling) were due to high demand. Crider Health Center (Pinocchio) was due to school-based usage. Crider Health Center (wraparound) was due to 2 months of billing being submitted at one time. In

Administration, training is over the variance because Wentzville School District staff training was paid.

A motion was made to approve a wire-transfer for \$324,000 for the month of December. (M.S.P.: Matheny/Berrey) – Motion passed.

**Election of Officers:** Ron Berrey nominated Kevin Cantwell for the position of Chair for 2016. Kevin was willing to accept the nomination.

A motion was made to approve Kevin Cantwell as Chair for 2016. (M.S.P.: Berrey/Matheny) – Motion passed.

Kevin Cantwell nominated Ron Berrey for the position of Vice Chair for 2016. Ron was willing to accept the nomination.

A motion was made to approve Ron Berrey for the position of Vice Chair for 2016. (M.S.P.: Cantwell/Marty) – Motion passed.

Ron Berrey nominated Nancy Matheny for the position of Treasurer for 2016. Nancy was willing to accept the nomination.

A motion was made to approve Nancy Matheny for the position of Treasurer for 2016. (M.S.P.: Berrey/Dempsey) – Motion passed.

**Report of Standing Committees:**

- Children’s Trust Fund: Bruce Sowatsky reported that the Children’s Trust Fund (CTF) collected \$450 for second quarter. Bruce also reported that the CTF 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 committee will review the governance section. Larry plans to meet with Bruce Sowatsky and Jan Lewien in February to review this section and also to review the strategic plan. Any changes will be presented to the board in the Spring.
- Strategic Planning: Bruce reported that Jan Lewien is reviewing Logic models, and a strategy session will be set for the 2017-2019 strategic plan. Jan Lewien asked agencies to share their Logic models with the CCRB.

Jan Lewien reported on the Fall site audit report. She performed site visits for 25 agencies, 45 programs, and 652 files. There was a 98.4% compliance rate, and the agencies are doing excellent work serving St. Charles County families and youth.

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

- Board members should complete the CCRB Financial Disclosure Form by January 31 and the Missouri Ethics Commission by May 1, 2016.
- Agency contracts have been mailed, Bruce and Jan have met with new CCRB partner agencies, and financial cover pages will be mailed this week.

- Community Impact information will be added to the CCRB’s webpage in the future.
- The NCADA purchased a heroin public service announcement for the Super Bowl broadcast.
- St. Charles County Executive Ehlmann, St. Louis County Executive Stinger and Mayor Slay will have a press conference the day after the Super Bowl to discuss the regional impact of heroin in St. Louis. There will be four regional town hall meetings following the press conference. The St. Charles County Heroin Town Hall discussion will be held on March 3 at Spencer Creek Library at 6:00 p.m.

**Old Business:** No Old Business.

**New Business:**

Bruce Sowatsky asked Board members to send him names of agencies they would like to visit.

**Children’s Trust Fund:** Molly Dempsey discussed the Children’s Trust Fund committee’s recommendations for 2016 funding.

Boys & Girls Club	\$ 1,500.00
The Child Center (training)	\$ 1,500.00
The Child Center (therapy dog)	\$ 3,000.00
Community Living	\$ 2,000.00
Crisis Nursery	\$ 2,500.00
Lutheran Family & Children’s Services	\$ 1,000.00
Our Lady’s Inn	\$ 4,000.00
Youth In Need	\$ 3,000.00
<b>Total</b>	<b>\$18,500.00</b>

A motion was made to approve 2016 Children’s Trust Fund grants totaling \$18,500.00 as presented. (M.S.P.: Dempsey/Matheny) – Motion passed.

Bruce Sowatsky announced that the Children’s Trust Fund ceremony will be held at the February 22 board meeting.

**Announcements:** Katrina Harper mentioned that Brian Wilson from Crider Health Center will be out on extended medical leave and to direct any questions to her.

DiAnne Mueller announced that 1,300 children were sponsored through Crisis Nursery’s Holiday Hearts program.

**Adjournment:** A motion was made to adjourn the meeting at 8:48 a.m. (M.S.P.: Berrey/Matheny) – Motion passed.