

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
February 22, 2016

Meeting Call to Order: The meeting was called to order at 8:01 a.m.

Roll Call and Guests:

Present: Dave Beckering, Kevin Cantwell, Molly Dempsey, Linda Haberstroh, Larry Marty, Nancy Matheny and Allison Onder

Absent: Ron Berrey (vacation), Luanne Cundiff and Jan Lewien (personal)

Staff: Bruce Sowatsky and Michelle McElfresh

Guests: Kelly Broeker and Beth Sailors (Preferred Family Healthcare), DiAnne Mueller and Lindsay Kyonka (Crisis Nursery), Jerry Marks (Lutheran Family and Children's Services), Linda Yates (St. Joachim & Ann Care Service), Lauri Cross Fink (Catholic Family Services), Heather Lytle (FACT), Katrina McDonald (Crider Health Center), Cristy Bilhorn (Behavioral Health Response), Joy Maxwell (ThriVe St. Louis), Sheri Wiltse (Community Living), Will Vanderpool (Francis Howell School District), Denise Liebel (United Services), LINC (Kathy Thompson), Sabrina Kuznecoff (Youth in Need), Sissy Swift (The Child Center) and Michelle Gorman (Youth in Need)

Approval of Minutes: A motion was made to approve the minutes of the January 25, 2016 board meeting. (M.S.P.: Beckering/Marty) – Motion passed.

Public Comment: Crisis Nursery was the Partner Presenter of the Month. DiAnne Mueller and Lindsay Kyonka thanked the board and gave the board an update on the Crisis Nursery and the impact their services have had on St. Charles County youth and their families.

Report of the Chair: Kevin Cantwell commented on the County's audit report of the CCRB and commended the Board and staff on a strong report.

Report of the Treasurer: Nancy Matheny reported on the one-month statement ending January 31, 2016. The Services Fund balance is \$1,049,856 and Current Assets are \$2,212,200. Actual tax revenues collected were \$616,135 on a budget amount of \$587,700. No Investment Income was accrued. Total revenue for January was \$616,135 on a budget of \$581,025. Expenditure requests for January services totaled \$526,448 on a budget amount of \$608,163. Explanations of the 22 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (phone-crisis intervention and mobile outreach), Bethany Christian (respite), The Child Center (forensic interviews), Children's Home Society (counseling), Community Living (respite), Lutheran Family and Children's Services (counseling), Nurses for Newborns (home based services), and Youth in Need (counseling, crisis intervention, shelter-room and board and shelter counseling) were due to high demand. Catholic Family Services (crisis interventions), CHADS (prevention), The Child Center (prevention), Crider Health Center (Pinocchio, prevention and school based mental health specialist), KUTO (prevention), Preferred Family Healthcare (Teams of Concern-prevention), Thrive (prevention) and United Services (IBIC) was due to school-based usage.

A motion was made to approve a wire-transfer for \$526,400 for the month of January. (M.S.P.: Matheny/Haberstroh) – Motion passed.

Bruce Sowatsky reported that Revenues are up 4.1% year to date over last year.

Report of Standing Committees:

- Children's Trust Fund: Bruce Sowatsky reported that the Children's Trust Fund (CTF) check presentation will be held after the meeting.
- 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 this year. Larry discussed that a Logic Model will also be developed and presented this year.
- Strategic Planning: No Strategic Planning Committee report.

Report of Executive Director: Bruce Sowatsky reported:

- Bruce announced that a Town Hall meeting to educate the public about the heroin epidemic will be on March 3 at the Community Commons.
- Heather Forbes will be in St. Louis in April and August to provide additional training for teachers for trauma training.
- Year-end reports from agencies have been submitted and staff are working on collecting data to present to the board. Agencies' files are being updated and organized.
- The CCRB's annual report is expected to be completed in March.
- Bruce will begin working on the Needs Assessment in March.
- Bruce reported that the CCRB is going through the process of two audits. St. Charles County has conducted a procedural audit of the CCRB, and Hochschild, Bloom is conducting the CCRB's financial audit.

Old Business: No Old Business.

New Business: Kevin Cantwell discussed St. Charles County's audit recommendations. 1) An anti-discrimination statement from agencies for both clients and employees is needed on file with the CCRB. 2) The ordinance requires that agencies with a mid-year audit should submit a supplemental audit for the last 6 months. Since we have ongoing relationships with agencies, we capture the necessary information with the next audit. Bruce will discuss this issue with JoAnn Leykam and will report back to the board. 3) The submission date stamp on our portal is altered when CCRB staff fix mistitled documents, making it appear that some reports or applications are late. A history of each document is available through Avatara, but the auditor wasn't able to find it. Bruce discussed that he will follow up with Avatara about this and will report back to the board. 4) CCRB will be sending the Needs Assessment to the County Council in the future. 5) Agency record retention practices need to coincide with the CCRB's retention policy.

A motion was made to require all agency partners to submit their anti-discrimination policy into the portal and to add a checkbox to the CCRB's application stating that an agency has an anti-discrimination policy on file with the CCRB. (M.S.P.: Cantwell/Beckering) – Motion passed.

A motion was made to approve to combine Bridgeway Behavioral Health and Preferred Family Healthcare as one contract due to the agencies merging. (M.S.P.: Cantwell/Beckering) – Motion passed.

Announcements: Jerry Marks from Lutheran Family and Children’s Services announced they will have a therapist at the Boys and Girls Club one night a week to provide services to youth. Jerry also announced their trivia night at Hope Lutheran Church on February 27.

DiAnne Mueller from Crisis Nursery announced that Crisis Nursery’s has tickets available for the After Party after the Razzle Dazzle’s ball on April 2.

Denise Liebel announced United Services sport and clay shoot on April 21.

Michelle Gorman announced Youth in Need’s Celebration of Youth on March 19 and the new transitional living program home is expected to open in March.

Heather Lytle announced FACT’s Hopes and Dreams gala on April 22.

Sissy Swift announced Child Center’s gala on May 1.

Linda Haberstroh announced the Athena Summit on May 4.

Beth Sailors from Preferred Family Healthcare announced Bridgeway Behavioral Health’s 5K Event and Preferred Family Healthcare’s Hopefest; both events are on April 30.

Joy Maxwell from Thrive announced that they have filled the assistant staff position, and now they are at full staff.

Linda Yates from Sts. Joachim & Ann Care Service announced Miriam Mahan’s retirement party will be on July 24, and the search for the new Executive Director has begun.

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