

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
October 24, 2016

**Meeting Call to Order:** The meeting was called to order at 8:00 a.m.

**Roll Call and Guests:**

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

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Absent: Ron Berrey (vacation)

Guests: Cristy Bilhorn (Behavioral Health Response), Sissy Swift (The Child Center), Sheri Wiltse (Community Living), Katrina McDonald (Crider Health Center), DiAnne Mueller (Crisis Nursery), Denise Gould and Heather Lytle (FACT), Kathy Thompson (LINC), Melinda Ohlemiller (Nurses for Newborns), Denise Fondren (Our Lady's Inn), Kelly Broeker (Preferred Family Healthcare), Jack Lipin and Linda Yates (Sts. Joachim & Ann Care Service), Juvaughn Baker and Lindsay Zeiler (ThriVe),

**Approval of Minutes:** A motion was made to approve the minutes of the September 26, 2016 board meeting. (M.S.P.: Marty/Matheny) – Motion passed.

**Public Comment:** Joyce Johnston from NAMI was the Partner Presenter of the Month. Joyce thanked the board for their partnership and showed a video about their Basics class that is funded by the CCRB.

**Report of the Chair:** Kevin Cantwell reported that the agency hearings are on November 9 and 10 at the Community Commons, and applications and summaries for 2017 funding are available on the CCRB's Sharepoint system online for board members to review.

**Report of the Treasurer:** Nancy Matheny reported on the nine-month statement ending September 30, 2016. The Services Fund balance is \$984,632 and Current Assets are \$2,158,065. Actual tax revenues collected were \$782,630 on a budget amount of \$587,700. Miscellaneous Revenue of \$1,057 was for overpayment of the St. Charles TIF and should be redesignated next month. Total revenue for September was \$783,687 on a budget of \$581,025. Expenditure requests for September services totaled \$562,749 on a budget amount of \$615,670. Explanations of the 17 line items that were over the 5% variance and over \$1,000 included: Center for Autism (assessments), CHADS (home based services), Children's Home Society (counseling and home based services), Community Living (respite), Crisis Nursery (respite), Preferred Family Healthcare (intensive outpatient services), and Youth In Need (shelter and transitional living program) are due to high demand. Catholic Family Services (crisis intervention), CHADS (prevention), The Child Center (prevention), Crider Health Center (prevention and school based mental health specialist), Thrive (prevention) and United Services (IBIC) was above the variance due to school-based usage. Behavioral Health Response (mobile outreach) is above the variance because multiple months of billing were submitted at one time.

A motion was made to approve a wire-transfer for \$562,750 for the month of September. (M.S.P.: Matheny/Beckering) – Motion passed.

Bruce Sowatsky reported that revenues are up 5.8% over last year, year to date.

All of CCRB invoices and bills paid were completed with 100% accuracy.

**Report of Standing Committees:**

- Children’s Trust Fund: Bruce Sowatsky reported that St. Charles County is second in revenue for the Children’s Trust Fund in the first quarter of the year. It is anticipated that approximately \$13,000 will be available for distribution for 2017 CTF allocations.
- Finance: Bruce reported that the Finance Committee will meet sometime in late November or early December to discuss the 2017 budget for the CCRB.
- Personnel: Dave Beckering reported that the Personnel Committee met to discuss the Grants and Administrative Assistant job description. A motion will be made in New Business.
- Executive – Policies and Procedures: No Executive Policies and Procedures report.
- Strategic Planning: Bruce reported that Jan Lewien continues to work on Logic Models.

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

- In preparation for the hearings, CCRB staff has been meeting with agencies that have applied for 2017 funding.
- Bruce reported that he is making plans to meet with several colleges in the area that have Social Work programs to discuss marketing efforts for therapists and mental health professionals who are in great demand in St. Charles County.
- Jackson County will have a children’s services fund 1/8 cent tax measure on the November 8<sup>th</sup> ballot. If passed, the measure will have a 7-year sunset.
- The Community Impact Report prepared by Dr. Cindy Berry (that had been previously disseminated to board members) was also distributed to Economic Development Council, County Executive Office, County Council and Superintendents of Schools.
- Bruce distributed the Executive Director’s evaluation to Board members and asked them to return the completed evaluations to Ron Berrey. The board will discuss the evaluation at a closed session at the November board meeting.

**Old Business:** No Old Business.

**New Business: Job Description:** Dave Beckering reported that the Personnel committee met and is recommending creating the Grants and Administrative Assistant job position. A job description was emailed to board members previously.

A motion was made to approve the Grants and Administrative Assistant job description as presented. (M.S.P.: Beckering/Haberstroh) – Motion passed.

**Announcements:** No announcements.

**FACT Hearing:** Denise Gould, Heather Lytle (FACT) and Katrina McDonald (Crider Health Center) provided information to the Board regarding their applications for 2017 funding. Board members asked questions about their application and FACT staff responded.

**Adjournment:** A motion was made to adjourn the meeting at 8:45 a.m. (M.S.P.: Matheny/Haberstroh) – Motion passed.