

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
November 27, 2017

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

**Roll Call and Guests:**

Present: Dave Beckering, Ron Berrey, Molly Dempsey, Linda Haberstroh, Pastor Raymond Horry, Allison Onder, and Nancy Schneider

Staff: Bruce Sowatsky, Michelle McElfresh, and Jeanne Spencer

Absent: Larry Marty (out-of-town) and Linda Wilson Horn (out-of-town)

Guests: Mandy Bowlin (Behavioral Health Response), Jeanette Koechner (Boys & Girls Club), Lauri Cross Fink (Catholic Family Services), Sissy Swift and Laura Cook (The Child Center), Todd Barnes (Community Council), Sheri Wiltse (Community Living), Katrina McDonald (Crider Health Center), DiAnne Mueller (Crisis Nursery), Jennifer Vorachack (Epworth Children & Family Services), Heather Lytle (F.A.C.T.), Wendy Velicer (Lutheran Family & Children's Services), Tina Meier (Megan Meier Foundation), Denise Fondren (Our Lady's Inn), Kelly Broeker (Preferred Family Healthcare), Jack Lipin (Sts. Joachim & Ann Care Service), Elisa Zieg (Sparrow's Nest), Juvaughn Baker (ThriVe), Nathan Harms (TREE House of Greater St. Louis), and Cara Merritt (Youth in Need)

**Approval of Minutes:** A motion was made to approve the minutes of the October 23, 2017 Board meeting. (M.S.P.: Schneider/Dempsey) – Motion passed.

A motion was made to approve the minutes of the November 15, 2017 Board meeting. (M.S.P.: Beckering/Horry) – Motion passed.

A motion was made to approve the minutes of the November 16, 2017 Board meeting. (M.S.P.: Beckering/Horry) – Motion passed.

**Public Comment:** No Public Comment.

**Report of the Chair:** Ron Berrey thanked the partnering agencies for their participation and input during the Agency Hearings on November 15 and November 16.

**Report of the Treasurer:** Molly Dempsey reported on the ten-month statement ending October 31, 2017. The Services Fund balance is \$839,595.78 and Current Assets are \$2,029,683.01. Actual tax revenues collected were \$573,533 on a budget amount of \$606,105. Investment income totaled \$1,393. Total revenue for October was \$574,928 on a budget of \$600,450. Expenditure requests for October services totaled \$514,308 on a budget amount of \$633,131. Explanations of the 26 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (phone), Big Brothers Big Sisters (mentoring), Boys & Girls Club (community-based services), Children's Home Society (counseling), Eleventh Judicial Circuit Court (supervised visitation), Epworth (home-based services), Lutheran Children and Family Services (counseling), Preferred Family Healthcare (Intensive Outpatient – case management,

individual counseling, and group counseling), Sts. Joachim & Ann Care Service (home-based services), Sparrow's Nest (room and board), and Youth In Need (crisis interventions, counseling, shelter, and shelter counseling) are due to high demand.

Catholic Family Services (crisis interventions), CHADS (prevention), The Child Center (prevention), Crider Health Center (Pinocchio, school-based mental health services, and home-based services), KUTO (prevention), Preferred Family Healthcare (Team of Concern – school-based services, case management, and presentations), and Youth In Need (presentations) were above the variance due to school-based usage. Administration is above the variance because of consulting fees.

A motion was made to approve a wire-transfer for \$514,000 for the month of October. (M.S.P.: Dempsey/Beckerling) – Motion passed.

Bruce Sowatsky reported that revenues are up 0.5% over last year (to date), due to delay with the state.

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

**Report of Standing Committees:**

- Children's Trust Fund: Bruce reported applications for CTF grants are due December 20.
- Finance: Bruce reported that the Finance committee will need to schedule a meeting in December to discuss the 2018 budget.
- Personnel: Ron Berrey reported that the Personnel Committee will discuss the Executive Director's review during Closed Session today.
- Executive – Policies and Procedures: Bruce reported the first reading of the revised personnel policies with changes concentrated primarily in employee recruitment and hiring. Revisions are suggested in the following sections:
  - Article II: Applications and Applicants: Sections 2.2, 2.3, 2.4, 2.5, add 2.7, 2.8
  - Article IV: Employee compensation: Sections 4.1, 4.2, 4.4, 4.5, 4.7
  - Article VII: Holidays and Leaves: Section 7.2
  - Article VIII: Special Leave: Section 8.9, 8.10; add 8.11, 8.12
  - Article X: Separation and Disciplinary Actions: add Section 10.10
- Strategic Planning: Bruce distributed a draft of the 2018-2020 Strategic Plan to the Board members and agencies.

**Closed Session:** Executive Director Review. A motion was made to move into Closed Session for the Executive Director's review. (M.S.P.: Beckerling/Horry) – Motion passed.

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

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

- CCRB staff held hearing prep meetings with partnering agencies for agency hearings held on November 15 and 16 for 2018 funding.

- Michelle McElfresh and Jeanne Spencer are continuing fall site audit reviews for partnering agencies.
- Bruce will meet with Francis Howell School District Administration on December 1 to discuss Kindergarten readiness.
- Jeanne Spencer attended Journey through Foster Care hosted by Foster & Adoptive Care Coalition on November 20.
- Dr. Cindy Berry is expected to have initial data from the factor analysis on community impact by December 15.

**Old Business:** No Old Business.

**New Business:**

**Line Item Transfer Requests:** Bruce reported Line Item Transfers Requests from Preferred Family Health, Behavioral Health Response, and Family Forward.

A motion was made to approve Preferred Family Healthcare's line-item transfer request for school-based prevention. They are requesting to increase case management (135.3 units, \$6,195.12) and drug tests (44 units, \$605.88) while decreasing prevention (75 units, \$6,801.00). (M.S.P.: Schneider Horry) – Motion passed.

A motion was made to approve Preferred Family Healthcare's line item transfer request for outpatient substance use treatment. They are requesting to increase psychiatry (2 units, \$502.42), individual counseling (157 units, \$11,269.46), case management (125 units, \$5,940.00), and drug tests (26 units, \$489.84) while decreasing intensive outpatient treatment (19 units, \$4,375.89), family counseling (52 units, \$4,838.60), medications and labs (\$218.47), and assessments (73 units, \$8,768.76). (M.S.P.: Schneider/Beckering) – Motion passed.

A motion was made to approve Behavioral Health Response's line item transfer request for crisis intervention. They are requesting to increase mobile outreach (64.4 units, \$10,573.76) while decreasing mental health first aid training (8 units, \$1,946.48), phone (113 units, \$6,224.04), and presentations (21 units, \$2,403.24). (M. S. P.: Beckering/Dempsey) – Motion passed.

A motion was made to approve Family Forward's (formerly Children's Home Society) line item transfer request for home-based services. They are requesting to increase home-based services (50 units, \$6,799.00) and decrease counseling (10 units, \$1,354.10) and psychiatric assessments (51.5 units, \$5,444.90). (M. S. P.: Beckering/Schneider) – Motion passed.

**2018 Personnel Changes:** Bruce conducted the first reading of the proposed personnel policies changes. The document was previously emailed to Board members. Linda Haberstroh recommended a change to the document that all candidate references be contacted before making an employment offer, since not all references are reachable. Partnering agencies can receive a copy of the document by contacting the office.

A motion was made to table the approval the personnel policies changes until the December 18 Board meeting. (M.S.P.: Schneider/Horry) – Motion passed.

**2018-2020 Strategic Plan:** Bruce presented a draft of the 2018-2020 Strategic Plan for the CCRB. Bruce invited partnering agencies to provide feedback on the 2018-2020 Strategic Plan. Approval of the Strategic Plan is expected to be made at the December 18 Board meeting.

A motion was made to table the Strategic Plan until the December 18 Board meeting.  
(M. S. P.: Horry/Beckering) – Motion passed.

**Announcements:** Jeanette Koechner from the Boys & Girls Club, announced they have free drug disposal bags to properly dispose of medication at home. To pick up a disposal bag, contact The Boys & Girls Club at 636-946-6255 or stop by their office Monday-Thursday: 2:00 p.m.– 8:00 p.m. or Friday 2:00 p.m.– 6:00 p.m. Dave Beckering and Molly Dempsey added there are also medication drop boxes at the St. Charles Police Department and County Government office.

DiAnne Mueller from the Crisis Nursery announced their Adopt-a-Family program to collect toys for children. To donate, visit <https://crisisnurserykids.org/get-involved/wish-list> or call (314) 292-5770.

Cara Merritt from Youth In Need announced the 93.7 The Bull's Boatload of Toys Drive for Youth In Need at Bass Pro Shops in St. Charles, on December 2 and December 3. For more information, visit <https://937thebull.iheart.com> or call 636-946-5600.

Linda Haberstroh announced the Pedal for Cause *Cancer is Gross* team raised \$30,000 for cancer research at Siteman Cancer Center and Siteman Kids at St. Louis Children's Hospital. If you would like to make a donation, visit <https://www.pedalthecause.org/donate/>.

Katrina McDonald of Crider Center announced Crider Center would like to share remaining toys and gift items to other CCRB partnering agencies, after the Crider Center's family shopping night on December 7. Crider staff will be in contact with CCRB staff if there are items available.

**Adjournment:** A motion was made to adjourn the meeting at 8:39 a.m.  
(M.S.P.: Beckering/Dempsey) – Motion passed.