

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
January 28, 2013

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

Luanne Cundiff, Larry Marty and Andrea Robertson were sworn in by the County Registrar.

Roll Call and Guests:

Present: Kevin Cantwell, Luanne Cundiff, Chuck Gross, Linda Haberstroh, Larry Marty, Andrea Robertson, Steve Stahl and Art Wash

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Absent: Jill Skyles (excused)

Guests: Heather Lytle (FACT), Katrina Harper and Victoria Walker (Crider Health Center), Jerry Marks (Lutheran Family & Children's Services), Ellen Teller (The Child Center), Kelly Broeker and Beth Sailors (Preferred Family Healthcare), Miriam Mahan (Sts. Joachim & Ann Care Service), Paul deLeeuw, Bart Andrews and Cristy Bilhorn (Behavioral Health Response) and Brenda Petruso (ThriVe St. Louis)

Approval of Minutes: A motion was made to approve the minutes of December 18, 2012 board meeting and Executive Session as distributed. (M.S.P.: Cantwell/Wash) – Motion passed.

Public Comment: Brenda Petruso from ThriVe St. Louis thanked the board for giving ThriVe the opportunity to host the board meeting, and provided an update about the services ThriVe provides in St. Charles County.

Miriam Mahan from Sts. Joachim & Ann Care Service reported that the St. Charles County homeless count will be on January 30 and welcomed Board members' participation.

Election of Officers: Kevin Cantwell nominated Chuck Gross for the position of Chair for 2013.

A motion was made to approve Chuck Gross as Chair for 2013. (M.S.P.: Cundiff/Wash) – Motion passed.

Linda Haberstroh nominated Art Wash for the position of Vice Chair for 2013.

A motion was made to approve Art Wash for the position of Vice Chair for 2013. (M.S.P.: Cantwell/Marty) – Motion passed.

Chuck Gross nominated Luanne Cundiff for the position of Treasurer for 2013.

A motion was made to approve Luanne Cundiff for the position of Treasurer for 2013. (M.S.P.: Haberstroh/Cantwell) – Motion passed.

Report of the Chair: Chuck Gross expressed his appreciation for his nomination as Chair during his last year on the CCRB Board.

Bruce Sowatsky gave an explanation of CCRB committee responsibilities.

The Children's Trust Fund Committee includes Kevin Cantwell, Steve Stahl and Jill Skyles.

The Personnel Committee includes Art Wash, Steve Stahl and Andrea Robertson.

The Finance Committee includes Luanne Cundiff, Chuck Gross and Kevin Cantwell.

Jan Lewien reported on the CCRB's Policies and Procedures revision progress. Chuck Gross and Jan Lewien have been working on revising the policies and procedures for the agency. Chuck Gross reported that an ad-hoc Policies and Procedures committee will be appointed at the February board meeting.

Report of the Treasurer: Bruce Sowatsky reported on the twelve-month statement ending December 31, 2012. Actual tax revenues collected were \$561,371 on a budget amount of \$472,895. Investment income was \$3,233 on a budget of \$1,366. Total revenue for December was \$584,606 on a budget of \$461,577. Expenditure requests for December services totaled \$335,476 on a budget amount of \$523,700. Expenditure requests were lower than usual in December due to a majority of the partner agency line items reaching their budgeted allocation. Explanations of the 11 line items that were over the 5% variance and over \$1,000 include: Behavioral Health Response (crisis intervention-phone and mobile outreach), Preferred Family Healthcare (individual counseling and drug tests), Youth In Need (crisis interventions and crisis interventions presentations), Eleventh Circuit Family Court are due to high demand. Crider Health Center (psychiatry) is above the variance because two months of billing was submitted. Youth In Need (teen mothers) is above the variance due to school based usage. Nurses for Newborns (capital) and Our Lady's Inn (capital) are above the variance because the capital expenditure billing was submitted for reimbursement. In Administration, investment fees are above the variance because two months of investment fees were accrued. Salaries and Taxes were above the variance because Jan Lewien's salary increase was effective in November.

A motion was made to approve an advance of \$335,500 for the month of December. (M.S.P.: Wash/Cundiff) – Motion passed.

Bruce Sowatsky reported that the CCRB revenues were up 3.6% in 2012 compared to 2011. Revenues for January were down 6.4%. The CCRB has budgeted a 2% growth model for 2013.

A motion was made to approve the Treasurer's report as presented. (M.S.P.: Wash/Cantwell) – Motion passed.

Report of Standing Committees:

- Children's Trust Fund: Bruce Sowatsky reported that the Children's Trust Fund license plate campaign collected \$12,073.00 for the second quarter of the fiscal year, which is the second highest collection in the State of Missouri. Bruce also reported that the amount available for funding has been raised from \$14,000 to \$20,000.
- Finance: No Finance Committee Report.
- Personnel: No Personnel Committee Report.

Chuck Gross reported that all 2013 CCRB contracts have been signed. Chuck reported that he signed the Eleventh Circuit Family Court contract on January 16, 2013; when he was at his new position at Duckett Creek.

Report of Executive Director: Bruce Sowatsky reported:

- Bruce distributed a spreadsheet of the CCRB 2012-2014 Strategic Goals. Board members discussed completed objectives and objectives that will be completed by 2014.
- Bruce reported that the St. Louis County Children's Services Fund (CSF) procedural audit was emailed to Board members. The procedural audit was held by St. Louis County's auditor. Their financial audit is in process.
- Bruce gave a report on the various areas where St. Louis County's CSF was marked down in their audit and how the CCRB has historically addressed those areas.. **1) Fund Balance:** In 2012, the agency utilization rate was 95-96%. The CCRB has a two-year plan to get reserve to 15% of annual revenues, and funds are currently \$250,000 higher than 15% of reserve balance. **2) Funding Services:** CCRB State Statute defines the ten service categories. The CCRB has followed by State statute for funding. **3) Conflict of Interest:** Bruce reported that a new form will be distributed to Board members about any conflict of interest. For board members that served on the CCRB board in 2012, the Missouri Ethics Commission form will need to be completed by May 1, 2013. **4) Sharing Information with County Executive and County Council:** The CCRB shares the CCRB's agendas, minutes, financial reports, annual reports, independent audit and newsletters with the County Executive and County Council. **5) Billing practices, expense reports and credit card use:** For the Executive Director, the monthly expense report is submitted to the Board Chair or Treasurer for review and approval before expenses are paid. The CCRB credit card is used for administrative expenses, and is also reviewed by the Board Chair on a monthly basis. For agencies, the Executive Director reviews the agency's submission for reimbursement of services rendered. The submission is reviewed, and any adjustments are made before checks are written.
- Bruce met with Hochschild, Bloom and Company auditor and gave them a copy of the St. Louis County audit. Bruce asked Hochschild, Bloom and Company to review the CCRB's audit, policies and procedures, and minutes. Any recommendations from the auditor will be presented to the Board.
- Bruce reported that he met with the new St. Louis County Children's Services Fund Executive Director and offered himself to be a resource for benchmarks for expenses.
- Hochschild, Bloom and Company is conducting the CCRB's audit, and CCRB staff are providing information as requested.
- CCRB staff is working with BOLD Consulting and agencies for the Satisfaction Survey.
- Bruce is attending the School Safety taskforce, appointed by Steve Ehlmann to address the County's ability to prevent a local tragedy similar to the one at Sandy Hook Elementary. The meeting includes school superintendents, mental health professionals and law enforcement. Bruce will be meeting with school superintendents on Friday, February 1 to see what their priorities are at the schools.

Old Business: No Old Business.

New Business: Bart Andrews from Behavioral Health Response (BHR) presented their funding appeal for 2013. BHR is requesting an additional 300 units of telephone service and an additional 156 units of mobile outreach service. The appeal was heard and currently no additional funding for 2013 is available. The Board will look at various options should they arise and/or the need that BHR is predicting comes true. No action was taken.

Kevin Cantwell from the Children's Trust Fund (CTF) Committee made the following recommendations for the 2012 Children's Trust Fund funding:

Health Department	\$ 4,383.75
United Services	\$ 550.00
Boys & Girls Club	\$ 6,010.00
Crider Health Center	\$ 5,157.00
Crisis Nursery	\$ 3,900.00
Total	\$20,000.75

A motion was made to approve the Children's Trust Fund recommendations as presented.
(M.S.P.: Cantwell/Stahl) – Motion passed.

Announcements: Youth in Need's Celebration of Youth event is March 2.

Adjournment: A motion was made to adjourn the meeting at 9:08 a.m.
(M.S.P.: Stahl/Haberstroh) – Motion passed.