

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

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

**Roll Call and Guests:**

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

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Phyllis Schneider (United Services), Katrina Harper (Crider Health Center), Kelly Broeker (Preferred Family Healthcare), Denise Fondren (Our Lady's Inn), Jerry Marks (Lutheran Family & Children's Services), Brenda Petruso (ThriVe St. Louis), Michelle Gorman (Youth in Need), Denise Gould (FACT), The Salvation Army (Paul Ferguson, Leslie MarNa and Peggy Sherwin)

**Approval of Minutes:** A motion was made to approve the minutes of the September 23, 2013 board meeting. (M.S.P.: Marty/Cantwell) – Motion passed.

**Public Comment:** Michelle Gorman from Youth In Need gave an explanation of Youth In Need's Safeplace line item transfer request. Michelle distributed a letter from Hollenbeck Middle School requesting 24 Safeplace presentations.

Captain Paul Ferguson and Peggy Sherwin from The Salvation Army thanked the board for the opportunity to host the CCRB board meeting. Captain Ferguson and Peggy provided the Board with an update on the Salvation Army.

Brenda Petruso from ThriVe St. Louis alerted the Board about a sex trafficking issue in St. Charles County. Brenda reported that she has met with school personnel about this issue. ThriVe St. Louis is incorporating education about sex trafficking into their programs that they offer in St. Charles County schools.

**Report of the Chair:** No Report of the Chair.

**Report of the Treasurer:** Luanne Cundiff reported on the nine-month statement ending September 30, 2013. Luanne reported that the CCRB Services Fund is at \$922,000 with a target amount of \$822,000. Actual tax revenues collected were \$678,559 on a budget amount of \$501,450. Investment income was \$579 on a budget of \$1,250. Total revenue for September was \$679,138 on a budget of \$492,183. Expenditure requests for September services totaled \$493,905 on a budget amount of \$539,375. Explanations of the 20 line items that were over the 5% variance and over \$1,000 included: Bridgeway Behavioral Health (individual, family and group counseling), Children's Home Society (counseling), Community Living (respite), Crider Health Center (family assistance), Nurses for Newborns (home and community based services), Preferred Family Healthcare (Outpatient: assessments, group, drug tests and Teams of Concern: presentations), Sts. Joachim and Ann Care Service (home and community based services), and Youth in Need (counseling and transitional living program) are due to high demand. The Child Center (prevention), Crider Health Center (Pinocchio and school based mental health specialist-non Medicaid), Kids Under Twenty One (prevention), Preferred Family Healthcare (Teams of Concern: school based), ThriVe St. Louis (prevention), United Services (IBIC), and Youth in

Need (Safe Place) are above the variance because of school-based usage. In Administration, Rent was above the variance because the CCRB's rent was raised in August and in accordance to the contract.

Luanne Cundiff reported that she and Bruce Sowatsky met on October 25, 2013. In compliance with the auditor's recommendation, Luanne conducted a random sampling of the checks written and verified the checks to billing on the CCRB's portal. Luanne and Bruce both reviewed the CCRB's financials for September and compared agency requests online to the financial reports to checks written. An error was detected for Lutheran Family and Children's Service, and it was corrected.

Bruce reported that revenues are up 2.7% year to date.

A motion was made to approve the advance of \$494,000. (M.S.P.: Cundiff/Stahl) – Motion passed.

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

#### **Report of Standing Committees:**

- Children's Trust Fund: Bruce Sowatsky reported that Children's Trust Fund application for funding is available. The deadline is December 28, 2013.
- Finance: Bruce Sowatsky reported that the Finance Committee will meet in November.
- Personnel: Bruce Sowatsky reported that the Personnel Committee cancelled their scheduled meeting. Art Wash distributed the Executive Director's evaluation form to Board members. Art asked for the evaluation forms to be returned to him before the November 25. The Personnel committee will meet to discuss potential salary increases for staff. Bruce reported that the CCRB has received their health insurance quote, effective December 1. Rates will be increasing 8.3% over last year. Bruce contacted Matt Alexander (insurance agent) to get additional quotes for health insurance for the CCRB.

#### **Report of Executive Director:**

Bruce Sowatsky reported:

- The CCRB has received 44 applications for 2014 funding; eight are new proposals. Bruce and Jan Lewien read the applications, wrote independent summaries and have uploaded the summaries to the CCRB's portal.
- Bruce and Jan have met with staff from 17 agencies to discuss and prepare them for the upcoming hearings. Meetings are scheduled with the additional agencies over the next several weeks.
- The CCRB agency hearing meetings will be on November 13 from 9 a.m. to 4:30 p.m. at the Community Commons and on November 14 from 9 a.m. to 12 p.m. at the DDRB.
- Bruce is planning to video tape the hearings for board members that are not able to attend the hearings.
- The Mental Health First Aid class was held from October 21 to 25. A total of 29 teachers, counselors and administrators attended; 3 of these from St. Charles County. The CCRB covered \$100 per participant tuition and meal costs. When Bruce receives feedback from the conference participants, it will be conveyed to the Board.

- Bruce distributed St. Louis Post Dispatch articles about the St. Louis County Children's Services Fund.
- Bruce attended a Collective Impact Movement focus group, spearheaded by The Deaconess Foundation, Incarnate Word and the United Way. A focus group is being established to explore the feasibility of St. Charles County, St. Louis County, St. Louis City and St. Louis City for a regional effort to improve the lives of children to get them ready by the age of 21.
- Bruce was named Kiwanian of the Year by the St. Charles Kiwanis.
- Jan continues to conduct Fall site visits, and is scheduled to be completed by early December.

A motion was made to approve the Executive Director's Report as presented.  
(M.S.P.: Stahl/Marty) – Motion passed.

**Old Business:** No Old Business.

**New Business:** Bruce Sowatsky explained that Youth in Need is requesting a line item transfer to reduce Hotlines calls by 63 units and increase Safeplace presentations by 23 units.

A motion was made to approve Youth in Need's line-item transfer to reduce Hotlines calls by 63 units and increase Safeplace presentations by 23 units. (M.S.P.: Haberstroh/Cundiff) – Motion passed.

Proposed board member scoring forms for 2014 funding was distributed to board members. Board members discussed the scoring forms.

A motion was made to approve the Board member scoring forms for 2014 funding as presented. (M.S.P.: Skyles/Cantwell) – Motion passed.

**F.A.C.T. Hearing:** Denise Gould from F.A.C.T. provided information to the Board regarding services provided in 2013 and their application for 2014 funding. Board members asked questions about their application and Denise provided responses.

**Announcements:** No Announcements.

**Adjournment:** A motion was made to adjourn the meeting at 8:55 a.m. (M.S.P.: Stahl/Cantwell) – Motion passed.