

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
November 25, 2013

Meeting Call to Order: The meeting was called to order at 8:02 a.m.

Roll Call and Guests:

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

Absent: Andrea Robertson (personal)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Phyllis Schneider (United Services), Katrina McDonald, Vicky Walker and Susan Schragger (Crider Health Center), Kelly Broeker (Preferred Family Healthcare), Angelica O'Neill (Our Lady's Inn), Jerry Marks (Lutheran Family & Children's Services), Brenda Petruso (ThriVe St. Louis), Tom Evans (Catholic Family Services), Ellen Teller (The Child Center), Melinda Ohlemiller (Nurses for Newborns) and Dar Walker (NAMI St. Louis)

Approval of Minutes: A motion was made to approve the minutes of the October 28, November 13 and November 14, 2013 board meetings. (M.S.P.: Cantwell/Marty) – Motion passed.

Public Comment: Dar Walker from NAMI St. Louis thanked the board for the opportunity to host the CCRB board meeting. Dar thanked the board for funding NAMI St. Louis and provided the Board with an update on NAMI's services to St. Charles County families.

Ellen Teller from The Child Center distributed C.A.P.E. (Collaborative Agencies Prevention Education) information to board members about programming for St. Charles County schools among participating agencies.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Luanne Cundiff reported on the ten-month statement ending October 31, 2013. Luanne reported that the CCRB Services Fund is at \$973,827 with a target amount of \$860,000. Actual tax revenues collected were \$545,286 on a budget amount of \$501,450. No Investment income was accrued. Fundraising of \$250 is a grant from the Gap Foundation for the Shower of Love. Total revenue for October was \$545,536 on a budget of \$492,183. Expenditure requests for October services totaled \$638,653 on a budget amount of \$539,040. Explanations of the 28 line items that were over the 5% variance and over \$1,000 included: Children's Home Society (counseling and respite), Community Living (respite), Crider Health Center (family assistance and parent partner), Crisis Nursery (home based), Preferred Family Healthcare (Outpatient: assessments, individual counseling, group counseling, family counseling and drug tests), 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. Crider Health Center (Pinocchio, prevention and school based mental health specialist non-Medicaid), Kids Under Twenty One (prevention), Preferred Family Healthcare (Teams of Concern: intakes, school based and case management), ThriVe St. Louis (prevention), United Services (IBIC), and Youth in Need (crisis interventions and teen mothers) are above the variance because of school-based usage. Catholic Family Services (counseling-Medicaid and Psychiatry-follow up) are above the variance because a full year of services was billed in October. Crider Health Center

(parent partner-Medicaid) was above the variance because the quarterly payment was made to the State of Missouri. In Administration, Supplies/Printing/Postage and Travel/Meals were above the variance because the CCRB paid \$300 for the Mental Health First Aid workshop and one day of meals.

The quarterly payment to the Department of Mental Health was erroneous given Crider Health Center's request for a line item transfer in school based mental health services, so the check was voided, and the total amount of the request was reduced by \$75,000. A new check will be issued.

Luanne Cundiff reported that she and Bruce Sowatsky met on November 22, 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 October and compared agency requests online to the financial reports to checks written.

Bruce reported that revenues are up 3.2% year to date.

Bruce reported that the County deposited \$79,780 for revenues earned in 2012 related to the Streeter vs. DOR Supreme Court decision correction. An additional \$54,000 is expected to be received in January or February, 2014 for 2013.

A motion was made to approve the advance of \$563,600. (M.S.P.: Cundiff/Marty) – Motion passed.

Bruce asked agencies to submit their billing for reimbursement before December 12, 2013, if possible.

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

A motion was made to move to Executive Session. (M.S.P.: Wash/Stahl) – Motion passed.

Executive Session: An Executive Session was held by Board members to discuss personnel matters.

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. First quarter earnings for CTF are \$9,045.50.
- Finance: No Finance Committee Report.
- Personnel: No Personnel Committee Report.

Report of Executive Director: Bruce Sowatsky reported:

- CCRB staff has been working on end-of-year reports in preparation for the December funding meeting.
- Jan Lewien has one more site visit to conduct and will be completed with Fall site audit visits.

Old Business: No Old Business.

New Business:

- Health Insurance: Bruce Sowatsky reported on CCRB health insurance for staff. Bruce reported that Anthem Blue Cross Blue Shield will increase 8.3% for coverage in 2014. Bruce contacted Matt Alexander, insurance agent, and Matt received bids for coverage from United Healthcare and Coventry GHP.

A motion was made to retain Anthem Blue Cross Blue Shield for health care coverage for CCRB staff. (M.S.P.: Stahl/Wash) – Motion passed.

- Administrative Assistant Hours: Bruce discussed that he, Andrea Robertson, Art Wash, and Steve Stahl met to discuss adding one additional hour to the Administrative Assistant's schedule. The Administrative Assistant's hours will change from 16 hours to 17 hours per week starting in 2014.

- Line Item Transfers:

- Preferred Family Healthcare is requesting line item transfers in outpatient substance abuse treatment and Teams of Concern as follows:

- Outpatient Substance Abuse Treatment:

- Decrease individual counseling by 197 units (\$13,427.52)

- Decrease family therapy by 52 units (\$4,639.96)

- Increase assessments by 7 units (\$739.48)

- Increase drug tests by 207 units (\$2,869.02)

- Increase group counseling by 1,104.6 units (\$14,458.98)

- Teams of Concern:

- Decrease individual counseling by 315 units (\$20,727.00)

- Decrease intakes by 33 units (\$3,347.85)

- Decrease drug tests by 87 units (\$1,191.03)

- Decrease case management by 75 units (\$3,244.50)

- Increase school consultation by 415 units (\$28,510.38)

A motion was made to approve Preferred Family Healthcare's line item transfer requests for Outpatient Substance Abuse Treatment and Teams of Concern as presented.

(M.S.P.: Cundiff/Haberstroh) – Motion passed.

- Crider Health Center is requesting a line item transfer for school based mental health specialist to reduce Medicaid units by 1,923.1 units (\$75,000) and increase non-Medicaid units by 1,000 (\$75,000).

A motion was made to approve Crider Health Center's line item transfer request for school based mental health specialist program as presented. (M.S.P.: Haberstroh/Skyles) – Motion passed.

- Bridgeway is requesting a line item transfer in their outpatient treatment program as follows:

- Decrease assessments by 15 units (\$2,250)

- Decrease psychiatry by 5 units (\$1,225)

- Decrease drug testing by 140 units (\$1,820)

- Increase individual, family, group and case management by 70.6 units (\$5,295)

A motion was made to approve Bridgeway's line item transfer request in their outpatient treatment program as presented. (M.S.P.: Skyles/Stahl) – Motion passed.

- Catholic Family Services is requesting a line item transfer in their counseling program to reduce counseling by 25 units (\$1,853.25) and increase counseling-Medicaid by 70.22 units (\$1,853.25).

A motion was made to approve Catholic Family Services' line item transfer request in counseling as presented. (M.S.P.: Marty/Cantwell) – Motion passed.

Announcements: Bruce Sowatsky asked board members to turn in 2014 funding score sheets today.

Adjournment: A motion was made to adjourn the meeting at 9:22 a.m. (M.S.P.: Skyles/Stahl) – Motion passed.