

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
December 16, 2013

**Meeting Call to Order:** The meeting was called to order at 8:05 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: Denise Liebel and Phyllis Schneider (United Services), Katrina McDonald and Victoria Walker (Crider Health Center), Sissy Swift, Kelly Broeker and Jada Thompson-Holmes (Preferred Family Healthcare), Denise Fondren (Our Lady's Inn), Jerry Marks (Lutheran Family & Children's Services), Brenda Petruso (ThriVe St. Louis), Lauri Cross Fink (Catholic Family Services), Ellen Teller (The Child Center), Miriam Mahan and Pam Struckhoff (Sts. Joachim & Ann Care Service), FACT (Laura Bickford), Mark Norwine (CHADS), Leslie Mar'Na (Salvation Army), Della Benham (Jewish Family & Children's Services), Craig Leavell (Boys & Girls Club), Paul Geerling (SSM Healthcare), and Cristy Bilhorn (Behavioral Health Response)

**Approval of Minutes:** A motion was made to approve the minutes of the November 25, 2013 board meeting. (M.S.P.: Wash/Cantwell) – Motion passed.

A motion was made to approve the closed session minutes of the November 25, 2013 board meeting. (M.S.P.: Wash/Cantwell) – Motion passed.

**Public Comment:** No Public Comment.

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

**Report of the Treasurer:** Luanne Cundiff reported on the eleven-month statement ending November 30, 2013. Luanne reported that the CCRB Services Fund is at \$859,933 with a target amount of \$860,000. Actual tax revenues collected were \$448,918 on a budget amount of \$501,450. Investment income was \$829 on a budget amount of \$1,250. Total revenue for November was \$407,442 on a budget of \$492,183. Expenditure requests for November services totaled \$500,628 on a budget amount of \$539,040. Explanations of the 19 line items that were over the 5% variance and over \$1,000 included: Children's Home Society (respite), Community Living (respite), FACT (parent partner), Sts. Joachim and Ann Care Service (home and community based services), and Youth in Need (counseling, shelter room and board, and transitional living program) are due to high demand. Crider Health Center (prevention), Crider Health Center (Pinocchio and school based mental health specialist), Kids Under Twenty One (prevention), Preferred Family Healthcare (Teams of Concern: intakes, school based, counseling, and case management), United Services (IBIC), and Youth in Need (SafePlace and teen mothers) are above the variance because of school-based usage. Catholic Family Services (counseling-Medicaid) is above the variance because multiple months were billed in November.

Luanne Cundiff reported that she and Bruce Sowatsky were not able to meet before the Board meeting. On December 16, Luanne will conduct a random sampling of the checks written and will verify the checks to billing and the CCRB's financials for November. Bruce had conducted a random sampling of the checks written and verified the checks to the billing on the CCRB's

portal, reviewed the CCRB's financials for November, and compared agency requests online to the financial reports to checks written. All were 100% accurate.

Bruce reported that revenues are up 2.2% year to date. An additional \$54,000 is expected to be received in early 2014 from the DOR-Streeter decision.

A motion was made to approve the advance of \$543,000. This amount includes \$42,305 in TIF payments. (M.S.P.: Haberstroh/Cantwell) – Motion passed.

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

**Report of Standing Committees:**

- Children's Trust Fund: Bruce Sowatsky reported that Children's Trust Fund applications are due December 28, 2013 by 2:00 p.m.
- Finance: No Finance Committee Report.
- Personnel: No Personnel Committee Report.

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

- Bruce discussed the TIF districts in St. Charles County and its impact on the CCRB.
- Bruce thanked Chuck Gross and Art Wash for their service on the CCRB board.

Jan Lewien reported on the Fall site audits. Jan reviewed 606 files over 3 months. Agencies attained at 98% compliance rate. Jan reported that the agencies are doing excellent work with children with a mental health diagnosis.

**Old Business:** No Old Business.

**New Business:**

**2014 Administrative Budget:**

The 2014 CCRB Administration Budget was discussed. Bruce Sowatsky distributed a report to Board members with projected costs for the CCRB.

A motion was made to approve the CCRB 2014 Administration Budget for \$301,700.00. (M.S.P.: Cantwell/Stahl) – Motion passed.

## **2014 Services Budget:**

The 2014 CCRB Services Budget was discussed. Bruce Sowatsky reported that he and the Finance Committee met to discuss the 2014 CCRB services budget. Bruce provided Board members with a report on the proposed services budget. Bruce reported that St. Charles County will be using a 1% growth model for predicting money collected. The Finance Committee recommended a 2% growth model for services funding. Bruce recommended that the 2014 services budget be set as \$6,163,880.13.

A motion was made to approve funding for current partners based on projected 2013 utilization rates. Monies would be protected according to the following formula: For any agency projected to use less than 95% of their funds, the amount protected would equal the same percentage. For agencies who are projected to use 95% or higher, they would be protected up to 100% of their 2013 award. The total amount protected for 2014 services is \$5,857,445.32.

A motion was made to approve the 2014 Services Budget as \$6,150,000.00.  
(M.S.P.: Cantwell/Marty) – Motion passed.

A motion was made to approve the 2014 protected amount as \$5,857,445.32.  
(M.S.P.: Skyles/Cundiff) – Motion passed.

## **2014 Services Funding:**

The 2014 Services Funding was discussed by Board members. The Board had previously read all applications and scored them. CCRB staff ranked-order the application results in priority and outside priority. This provided the order in which agency funding was discussed.

An additional \$292,555.00 was available for allocation for 2014 funding.

A motion was made to approve United Services for Children for an increase of \$1,223.73.  
(M.S.P.: Haberstroh/Skyles) – Motion passed.

A motion was made to approve Sts. Joachim & Ann Care Service for an increase of \$8,802.38.  
(M.S.P.: Cantwell/Wash) – Motion passed.

A motion was made to approve Nurses for Newborns for an increase of \$17,721.40.  
(M.S.P.: Cantwell/Wash) – Motion passed. A motion to amend the increase to Nurses for Newborns was made and a motion was made for an increase of \$1,062.50. (M.S.P.: Haberstroh/Cundiff) – Motion withdrawn. A new motion was made to approve Nurses for Newborns for an increase of \$17,721.40. (M.S.P.: Cantwell/Wash) – Motion passed. One opposed.

The Crisis Nursery-West Respite request for an increase of \$11,542.50 was discussed. No motion was made.

A motion was made to approve Community Living for an increase of \$2,505.33.  
(M.S.P.: Cantwell/Stahl) – Motion passed.

A motion was made to change Crider Health Center's family assistance reimbursement rate to \$58.00 per unit. (M.S.P.: Haberstroh/Stahl) – Motion passed.

Crider Health Center's request for an increase in respite for \$4,823.25 was discussed. No motion was made.

A motion was made to approve Crider Health Center's wraparound request for an increase of \$12,500.00. (M.S.P.: Cantwell/Cundiff) – Motion passed.

A motion was made to approve Crider Health Center's parent partner request for an increase of \$5,118.50. (M.S.P.: Cundiff/Cantwell) – Motion passed.

A motion was made to approve Crisis Nursery's home based program request for an increase of \$11,542.50 and \$2,250. (M.S.P.: Marty/Cundiff) – Motion passed. An amendment was then made to discuss the home based request of \$11,542.50 (M.S.P.: Marty/Skyles). No motion was then offered.

A motion was made to approve Children's Home Society respite request for an increase in the unit rate of \$6.31 for a total cost of \$1,549.50. (M.S.P.: Skyles/Cantwell) – Motion passed.

A motion was made to approve Crider Health Center's Pinocchio request for an increase of \$14,900 for the Wentzville program. (M.S.P.: Haberstroh/Cundiff) – Motion passed.

Crisis Nursery's request for an increase in the home based program was discussed. No motion was made.

A motion was made to approve Bridgeway Behavioral Health's outpatient substance abuse treatment program assessment request for an increase \$5,100.00. (M.S.P.: Skyles/Cantwell) – The motion was then withdrawn. A motion was then made to approve Bridgeway Behavioral Health's outpatient substance abuse treatment program request for total of \$56,762.05. This includes the following: an increase in assessments for \$2,550, an increase in counseling for \$48,675.00, a \$7.05 rate increase in drug testing, and an additional 100 units in drug testing, totaling \$5,537.05. (M.S.P.: Skyles/Cantwell) – Motion passed.

A motion was made to approve Behavioral Health Response's phone request for a rate increase of \$3.25 per unit at a cost of \$10,039.50 and an increase in mobile outreach for \$16,804.61. (M.S.P.: Haberstroh/Cantwell) – Motion passed.

A motion was made to approve Behavioral Health Response's mental health first aid request for \$234.02. (M.S.P.: Cantwell/Stahl) – Motion passed.

Lutheran Family Services' request for an increase in the school based mental health specialist crisis intervention program was discussed. No motion was made.

A motion was made to approve Catholic Family Services' crisis intervention program rate increase of \$5.68 per unit and an additional 250 more units at a total cost of \$13,721.00. (M.S.P.: Cantwell/Skyles) – Motion passed.

A motion was made to approve Preferred Family Healthcare's outpatient substance abuse treatment program drug testing rate increase of \$4.64. (M.S.P.: Skyles/Wash) – Motion passed.

A motion was made to approve Preferred Family Healthcare's request for drug test program for \$7,057.44 (M.S.P.: Haberstroh/Cantwell) – Motion passed.

A motion was made to restore Preferred Family Healthcare's outpatient substance abuse treatment program-individual counseling program request of \$11,450.88, restore family counseling request of \$535.38, and a 6 cent rate increase in group counseling. (M.S.P.: Cundiff/Cantwell) – Motion passed.

NAMI's request for increases in basics, support groups, presentations and helpline were discussed. Not motion was made.

Foster & Adoptive Care Coalition's request for decreases in their home based program was discussed. No motion needed to be made.

A motion was made to approve Preferred Family Healthcare's-teams of concern rate decrease, intakes for a 32 cent increase, case management for a 27 cent increase, and drug testing for a 27 cent increase. (M.S.P.: Skyles/Wash) – Motion passed.

A motion was made to approve Preferred Family Healthcare's teams of concern-presentations for a rate increase of \$191.92. (M.S.P.: Cantwell/Wash) – Motion passed.

A motion was made to approve Children Home Society's counseling program for \$24,567.35. (M.S.P.: Skyles/Cantwell) – Motion passed.

The Center for Autism's request for funding was discussed. No motion was made.

A motion was made to approve CHADS home based program for \$13,564.80. (M.S.P.: Haberstroh/Cantwell) – Motion passed.

A motion was made to approve Youth In Need teen parent program for an increase of \$6,700.00. (M.S.P.: Haberstroh/Cundiff) – Motion passed.

A motion was made to restore Youth In Need's shelter room/board funding of \$9,100 and restore shelter counseling funding of \$2,380.00. (M.S.P.: Haberstroh/Skyles) – Motion passed.

A motion was made to approve Crider Health Center's prevention program for a rate increase of \$3.00, at a total cost of \$6,729.00. (M.S.P.: Cundiff/Wash) – Motion passed.

A motion was made to approve Bridgeway Behavioral Health's counseling program for a rate decrease of 75 cents and an additional 100 units, for a total cost of \$7,500. (M.S.P.: Cundiff/Skyles) – Motion passed.

A motion was made to approve ThriVe St. Louis prevention program with an increase of \$11,475.88. (M.S.P.: Cantwell/Marty) – Motion passed.

A motion was made to restore 50 units to the Eleventh Circuit Family Court supervised visitation program (\$5,000.00). (M.S.P.: Haberstroh/Cantwell) – Motion passed.

Crider Health Center's psychiatry program request was discussed. No motion was made.

Catholic Family Services' psychiatry program request was discussed. No motion was made.

A motion was made to approve Lutheran Family & Children's Services' counseling program for a rate increase \$2.85 per unit, at a cost of \$2,137.50. (M.S.P.: Haberstroh/Cantwell) - Motion passed.

A motion was made to approve The Child Center's prevention program for an increase of \$5,071.78. (M.S.P.: Cantwell/Skyles) – Motion passed.

KUTO's prevention program request was discussed. No motion was made.

A motion was made to approve Our Lady Inn's teen mothers program for a rate increase of \$14.12, at a cost of \$5,860.47. (M.S.P.: Haberstroh/Cantwell) – Motion passed.

Catholic Family Services' Love & Logic program request was discussed. No motion was made.

**Announcements:** No Announcements.

**Adjournment:** A motion was made to adjourn the meeting at 10:45 a.m. (M.S.P.: Skyles/Stahl) – Motion passed.