

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
May 20, 2013

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

Roll Call and Guests:

Present: Kevin Cantwell, Larry Marty, Andrea Robertson, Jill Skyles, Steve Stahl and Art Wash

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Absent: Luanne Cundiff (business), Chuck Gross (personal), and Linda Haberstroh (business)

Guests: Denise Liebel and Phyllis Schneider (United Services), Heather Lytle (FACT), Katrina Harper (Crider Health Center), Kelly Broeker (Preferred Family Healthcare), Miriam Mahan (Sts. Joachim & Ann Care Service), Bart Andrews (Behavioral Health Response) and Angelica O'Neill (Our Lady's Inn)

Approval of Minutes: A motion was made to approve the minutes of the April 22, 2013 board meeting. (M.S.P.: Stahl/Cantwell) – Motion passed.

Public Comment: Bart Andrews from Behavioral Health Response (BHR) gave a report to Board members about BHR 's utilization of CCRB funding. BHR is on track to expend all mobile outreach funds by the end of June and crisis hotline funds by the end of August.

Denise Liebel and Phyllis Schneider from United Services thanked the CCRB board for giving United Services the opportunity to host the May board meeting. Denise reported that United Services has been approved to be an insurance provider for therapeutic services, is working on behavioral health services being offered for children and families at United Services, and six children have completed the pilot program for the pediatric psychiatry intervention team with staff from Washington University and Children's Hospital. Phyllis reported that since 2008, CCRB has provided funding for 100 children through their IBIC program. Each one of these children has qualified to move into the public school system kindergarten classroom. Also, United Services staff for the BABC program continues to work with school district personnel to make the transition successful.

Report of the Chair: No report of the Chair.

Report of the Treasurer: Bruce Sowatsky reported on the four-month statement ending April 30, 2013. Actual tax revenues collected were \$504,431 on a budget amount of \$501,450. Investment income was \$674 on a budget amount of \$1,250. Fundraising was \$5,451 was from the Shower of Love, and it will be disbursed to the benefiting agencies. Total revenue for April was \$510,557 on a budget of \$492,183. Expenditure requests for April services totaled \$614,972 on a budget amount of \$535,404. Explanations of the 26 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (crisis interventions), Bridgeway Behavioral Health (counseling, individual, family and group counseling and drug tests), Catholic Family Services (psychiatry), Children's Home Society (counseling), Crider Health Center (care coordination, family assistance and parent partner), Crisis Nursery-Wentzville (respite), Lutheran Family and Children's Services (counseling), Preferred Family Healthcare (outpatient group counseling and outpatient drug tests), Salvation Army (counseling), Youth In Need (counseling and crisis interventions) and Eleventh Circuit Family Court (counseling) are due to high demand. Catholic Family Services (crisis interventions), Crider

Health Center (Pinocchio and school based mental health specialist non-Medicaid), Preferred Family Healthcare (TOC intakes and TOC counseling), Thrive (prevention) and United Services (IBIC) are above the variance due to school based usage. Crider Health Center (parent partner-Medicaid and school base mental health services-Medicaid) are due to the State of Missouri quarterly payment. In Administration, Survey was above the variance but in line with the payment schedule. Travel was above the variance due to travel for site visits and the Shower of Love. Salaries/Taxes was above the variance due to the Administrative Assistant's scheduled hours for the month of May.

Bruce reported that the CCRB revenues are up 4.6% (\$97,000) for the year or 2.6% higher than anticipated.

A motion was made to approve the advance of \$615,000 for the month of May. (M.S.P.: Marty/Stahl) – Motion passed.

Bruce reported that he and Luanne Cundiff met on May 17 in order to comply with the auditor's suggestion. They both reviewed the CCRB's financials for May, comparing the agencies requests online to the financial reports to checks written. All information was 100% accurate.

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

Report of Standing Committees:

- Children's Trust Fund: No Children's Trust Fund Report
- Finance: No Finance Committee Report.
- Personnel: No Personnel Committee Report.

Larry Marty reported from the Policy and Procedure Committee. Larry conducted the first reading of the CCRB's Policies and Procedures revisions.

Jan Lewien reported that information was sent to CCRB-funded agencies for their input on the CCRB's Policies and Procedures.

Kevin Cantwell discussed the confidentiality policy, and asked for CCRB staff to provide further explanation of the language used in this section.

At the June 24 board meeting, the second reading of the Policies and Procedures will be held and followed by a vote for approval.

Report of Executive Director: Bruce Sowatsky reported:

- House Bill 797 was stripped from Senate Bill 236 thanks to Representative Conway's help. Bruce reported that thank you letters have been mailed to Rep. Conway and Cornejo.
- Michelle McElfresh successfully coordinated the 7th annual Shower of Love, which is a basic baby-care collection drive for moms and babies at nine St. Charles County agencies. To date, over \$84,000 has been donated, including national donations, cash, and gift cards. This amount includes 60,000 diapers, 180,000 baby wipes, 500 cans of formula, and thousands of other items.

- Bruce is meeting with professors today from Washington University George Warren Brown School of Social Work to ask about partnering with their graduate students for research on clinical outcomes and how they might be tied to community outcomes.
- Cindy Berry with BOLD Consulting is continuing to work on the CCRB Satisfaction Survey. She is currently in the “phone phase” of the project, and she will continue to work to reach the goal of a 20% response rate.
- Bruce continues to discuss the Mental Health First Aid “train the trainer” workshop with area school district personnel.
- The CCRB’s scanning has been complete, and Bruce is contacting agencies about missing information.
- Jan Lewien continues to conduct the Spring site audit and has seven site visits to complete.
- The CCRB’s application for 2014 funding is scheduled to be online in June. July 5, 2013 is the deadline for a new program inquiry.

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

Old Business: No Old Business.

New Business: Bruce Sowatsky distributed the CCRB-funded agency waitlist spreadsheet to Board members. Bruce read a letter from Preferred Family Healthcare about their CSTAR program.

Agencies will have the opportunity to present at the June 24, 2013 board meeting during Public Comment to discuss funding priorities.

Announcements: Jan Lewien reported that the new Sharepoint system has been excellent to work with on the Spring site audit visits, and thanked the Board for the system.

Katrina Harper with Crider Health Center reported that the System of Care Providers will receive a technical assistance grant through the Department of Mental Health for mental health first aid for system of care providers. CCRB board members are welcomed to attend this training.

Miriam Mahan from Sts. Joachim & Ann Care Service reported that their agency has received grants from Cardinal Care and Home Depot. These grants have allowed the Care Service to build five private interview rooms for their clients. In addition, the St. Charles City County Library District Foundation and the Girl Scouts have donated books for the children at the Sts. Joachim & Ann Care Service. Miriam Mahan invited the Board to attend the Blessing of Sts. Joachim & Ann Care Service on May 23 at 2:00 p.m.

Adjournment: A motion was made to adjourn the meeting at 8:57 a.m.
(M.S.P.: Skyles/Stahl) – Motion passed.