

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
June 24, 2013

Meeting Call to Order: The meeting was called to order at 8:12 a.m.

Roll Call and Guests:

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

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Absent: Luanne Cundiff (business) and Larry Marty (vacation)

Guests: Phyllis Schneider (United Services), Heather Lytle (FACT), Laura Heebner and Katrina Harper (Crider Health Center), Kelly Broeker (Preferred Family Healthcare), Cristy Bilhorn (Behavioral Health Response), Angelica O'Neill (Our Lady's Inn), Barb Griffith and Sheri Wiltz (Community Living), Sabrina Kuznecoff (The Child Center), Bonnie Define (Crisis Nursery), Jerry Marks (Lutheran Family & Children's Services) and Amy Buie (Center for Autism Education)

Approval of Minutes: A motion was made to approve the minutes of the May 20, 2013 board meeting. (M.S.P.: Skyles/Cantwell) – Motion passed.

Public Comment: Barb Griffith from Community Living welcomed the Board and gave an update on CLI.

Laura Heebner from Crider Health Center distributed information to Board members about Crider's waitlist information to consider when setting priorities for funding in 2014.

Bonnie Define from Crisis Nursery thanked the Board for their partnership and asked the Board to consider the child abuse prevention services that they provide to St. Charles County children and families.

Phyllis Schneider from United Services reported that their agency is seeing an increase in mental health and behavioral disorders from children coming to United Services. In response, their agency is developing programming and a care team to serve these children and their families with these needs.

Kelly Broeker from Preferred Family Healthcare reported that PFH has a high utilization in their prevention programming and outpatient services for drug treatment among St. Charles County youth.

Report of the Chair: No report of the Chair.

Report of the Treasurer: Bruce Sowatsky reported on the five-month statement ending May 31, 2013. Actual tax revenues collected were \$364,897 on a budget amount of \$501,450. No investment income was accrued. Fundraising of \$983.46 was from the Shower of Love, and funds will be disbursed to the benefiting agencies. Total revenue for May was \$365,881 on a budget of \$492,183. Expenditure requests for May services totaled \$515,307 on a budget amount of \$535,404. Explanations of the 25 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (crisis interventions-phone), Bridgeway

Behavioral Health (individual, family and group counseling), Children's Home Society (counseling and respite), Crider Health Center (parent partner and respite), Crisis Nursery-St. Charles (respite) and Crisis Nursery-Wentzville (respite), Lutheran Family and Children's Services (counseling), Preferred Family Healthcare (outpatient assessments, group counseling, case management and drug tests) and Youth In Need (crisis interventions, shelter room and board, and shelter counseling) are due to high demand. Catholic Family Services (crisis interventions), Crider Health Center (school based mental health specialist non-Medicaid), Preferred Family Healthcare (TOC school based and TOC counseling) Youth In Need (teen mothers) are above the variance due to school based usage. Behavioral Health Response (mental health first aid), Catholic Family Services (Love and Logic), NAMI (basic and support group) and Youth in Need (shelter Safe Place) are due to scheduling. In Administration, Consulting was above the variance due to fees paid to Lorna Frahm for legal counsel, Insurance was above the variance because insurance premiums were paid, and Memberships was above the variance because the Community Council dues were paid.

Bruce reported that the CCRB services fund is \$690,000; which is below the threshold of minimum reserve fund (15% of revenues, or \$850,000). This is a result of expenditures for the first five months of this year being \$270,000 higher than budgeted and revenues being \$100,000 less than budget. In past years, the first 5 months of the year have had higher utilization rates, and historically we have experienced lower utilization over the summer months.

A motion was made to approve the advance of \$515,300 for the month of June. (M.S.P.: Haberstroh/Wash) – Motion passed.

Bruce reported that he and Luanne Cundiff met on June 21 in compliance with the auditor's recommendation. They both reviewed the CCRB's financials for May and compared agency 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.: Wash/Stahl) – 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.

Report of Executive Director:

Jan Lewien gave a report on the Spring site audits for CCRB funded agencies. Jan reported that 598 files were reviewed from March through June with an only 1.3% error rate. Jan commented that the staff at partnering agencies are doing an amazing job with some of the most fragile children in our community.

Bruce Sowatsky reported:

- The St. Charles Journal had a front-page article on the Shower of Love which reported that over \$84,000 in donations were raised to benefit moms and babies being served through nine local agencies.
- Bruce is continuing to contact school personnel about the Mental Health First Aid "train the trainer" program. This workshop may be offered in early Fall.

- Bruce spoke with Lorna Frahm for legal counsel about a question that was raised from a partnering agency concerning the amount of professional liability insurance required by the CCRB. Bruce reported that the CCRB has D & O insurance that covers \$1 million per incident and \$3 million per aggregate per calendar year. Bruce also spoke with Seth at ISU Insurance (CCRB's insurance carrier). Linda Haberstroh commented that she was on the Missouri Baptist Children's Home (MBCH) board, and may be able to provide contacts that provided counsel for the MBCH. Laura Heebner from Crider Health Center commented that agencies are mandated to carry a certain amount of coverage. Bruce will continue to research this information and report back to the Board.
- The CCRB's Sharepoint system is nearly 90% complete. Agency files have been scanned and uploaded back to 2006. Agencies have been notified of any missing files.
- Bruce informed the Board about two articles in the newspaper on St. Louis County Children's Services Fund. In May, they released their needs assessment which cost \$250,000. The CCRB's need assessment is done internally for a cost of \$4,000 to \$5,000. The Post Dispatch was critical of St. Louis County's closed meetings about contracts. In comparison, all CCRB's sessions are open in accordance to the Sunshine Law with the exception of the closed session portion of a meeting to discuss the Executive Director's evaluation. The Post Dispatch was also critical of some political involvement. The hired had worked in the County Executive's administration. In comparison, the CCRB has an independent Board and a Conflict of Interest policy is set up and followed. The St. Charles County Council receives information from the CCRB on a regular basis. There is an internal audit that was conducted by an outside vendor relating to their management practices and should be released soon. The FBI is no longer involved; the case has been closed on the former Executive Director.

Old Business: Jan Lewien conducted the 2nd reading of the Policy Statements for Governance and Finance for the CCRB. Board members discussed the document, and Jan discussed the suggested changes.

A motion was made to approve the Governance Section of the CCRB Policies and Procedures. (M.S.P.: Haberstroh/Wash) – Motion passed.

A motion was made to approve the Finance Section of the CCRB Policies and Procedures. (M.S.P.: Cantwell/Wash) – Motion passed.

New Business: Bruce Sowatsky presented CCRB funded agency waitlist information to Board members. Board members discussed CCRB Funding Priorities for 2014.

A motion was made to establish the CCRB Priorities for 2014 funding as respite, outpatient substance abuse treatment, crisis interventions, and home, community and school based services. (M.S.P.: Cantwell/Haberstroh) – Motion passed. Four in favor and two opposed.

Announcements: Katrina Harper with Crider Health Center reported that they will be having a technical assistance one-day workshop for providers on July 10, 11 and 12. CCRB board members are welcomed to attend this training.

Community Living's golf tournament will be on June 28.

United Services will be hosting a fundraiser at Chandler Hill Vineyards on July 18.

Crider Health Center will be hosting a mud run event on August 17.

Chuck Gross and Linda Haberstroh are participating in “Pedal the Cause” event on October 6 as the “Cancer is Gross” team to raise funds for patient and cancer care at The Siteman Cancer Center and St. Louis Children’s hospital.

Adjournment: A motion was made to adjourn the meeting at 9:40 a.m.
(M.S.P.: Cantwell/Stahl) – Motion passed.