

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
July 22, 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, Andrea Robertson, Jill Skyles and Steve Stahl

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Absent: Chuck Gross (vacation), Linda Haberstroh (business), Larry Marty (bereavement) and Arthur Wash (vacation)

Guests: Phyllis Schneider (United Services), Denise Gould (FACT), Katrina Harper (Crider Health Center), Kelly Broeker (Preferred Family Healthcare), Cristy Bilhorn (Behavioral Health Response), Angelica O'Neill (Our Lady's Inn), Ellen Teller, Calie Meier and Michelle Kovac (The Child Center), DiAnne Mueller (Crisis Nursery), Jerry Marks (Lutheran Family & Children's Services), Amy Buie (Center for Autism Education), Miriam Mahan (Sts. Joachim & Ann Care Service), Brenda Petruso (ThriVe St. Louis), Amy Brown (Youth in Need), Melinda Ohlemiller and Chari Bender (Nurses for Newborns) and Cynthia Berry (BOLD Consulting)

Approval of Minutes: A motion was made to approve the minutes of the June 24, 2013 board meeting. (M.S.P.: Skyles/Stahl) – Motion passed.

Public Comment: Melinda Ohlemiller from Nurses for Newborns thanked the Board for allowing their agency to host the CCRB board meeting. Melinda gave an update on the services that Nurses for Newborns provide to moms and babies in St. Charles County. Chari Bender from Nurses for Newborns shared a story about a St. Charles County teen mom who experienced post-partum maternal depression, and how Nurses for Newborns was able to help the mom and her baby.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Luanne Cundiff reported that the CCRB Services Fund is currently \$776,000; which is below 15% of CCRB revenues. Luanne reported on the six-month statement ending June 30, 2013. Actual tax revenues collected were \$600,399 on a budget amount of \$501,450. Investment income was \$1,246 on a budget of \$1,250. Refund of Taxes was \$98,681 on a budget of \$11,350. The Refund of Taxes was the City of St. Peters TIF Fund reimbursement. Total revenue for June was \$502,965 on a budget of \$492,183. Expenditure requests for June services totaled \$440,621 on a budget amount of \$535,404. Donations to Charities for \$6,291 was Shower of Love checks written to benefiting agencies of the Shower of Love. Explanations of the 17 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (mobile outreach), Bridgeway Behavioral Health (individual, family and group counseling), Children's Home Society (counseling and respite), Crider Health Center (family assistance), Crisis Nursery (home based) and Crisis Nursery-St. Charles and Wentzville (respite), Lutheran Family and Children's Services (counseling), Nurses for Newborns, Preferred Family Healthcare (Outpatient Therapy-case management and drug tests, and TOC-counseling and case management), Sts. Joachim and Ann Care Service, Salvation Army, and Youth In Need (crisis interventions) are due to high demand. In Administration, Benefits-Retirement is above the variance because the annual SEP/IRA checks have been made to CCRB staff. Insurance is above the variance because the annual D & O insurance was paid.

Bruce reported that the City of St. Peters TIF reimbursement is up approximately \$11,000 from last year. The Costco TIF is relatively flat from last year. Revenues are up 2% year to date.

A motion was made to approve the advance of \$533,000 for the month of July. This amount includes \$440,621 for July expenses and \$98,681 for the TIF reimbursement for the City of St. Peters. (M.S.P.: Cundiff/Stahl) – Motion passed.

Bruce reported that he and Luanne Cundiff met on July 19, 2013 in compliance with the auditor's recommendation. They both reviewed the CCRB's financials for June 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.: Stahl/Robertson) – Motion passed.

Satisfaction Survey Report: Cynthia Berry from BOLD Consulting presented the CCRB Satisfaction Survey Results. Cynthia reported that clients from nineteen agencies and 29 service categories were surveyed with a 23% response rate. A public version will be placed on our public website and individual reports will be uploaded to each agency's folder. Staff will meet individually with each participating agency to go over results.

Report of Standing Committees:

- Children's Trust Fund: Bruce Sowatsky reported that revenues for the fourth quarter were \$3,080. St. Charles County is currently ranked 3rd in Children's Trust Fund partners.
- Finance: Bruce Sowatsky reported that the Finance Committee will meet in August.
- Personnel: No Personnel Committee Report.

Report of Executive Director:

Bruce Sowatsky reported:

- CCRB-funded agency historical and statistical data has been updated on the Sharepoint system. Bruce is continuing to update agency files with records back to 2006.
- Bruce and Jan Lewien will be meeting with CCRB funded agencies over the next few weeks to discuss the 2014 proposal for funding, satisfaction survey results, and the Sharepoint system.
- Bruce attended the Francis Howell School District public forum about the Normandy school district transfer students. Currently, there are 217 students that are registered to attend Francis Howell School District. Regarding CCRB-funded prevention programs, Bruce discussed that students from both Normandy and St. Charles will attend classroom and/or group presentations together and the CCRB would cover these costs. If Normandy students would like individual or family treatment, then the serving agency will bill the appropriate funding board based on residency.

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

Old Business: No Old Business.

New Business: Bruce Sowatsky discussed Behavioral Health Response's (BHR) line item transfer request.

A motion was made to approve Behavioral Health Response's line item transfer request to increase mobile outreach by 55 units, decrease crisis training by 38.1 units, and decrease texting by 50 units. (M.S.P.: Cundiff/Stahl) – Motion passed.

Jan Lewien presented the First Reading of the Policies and Procedures-Management section.

Kevin Cantwell reported that the CCRB has received fourteen Letters of Inquiry for 2014 Funding totaling \$632,002 in funding requests.

A motion was made to have a unanimous vote from Board members at today's meeting to approve an agency's Letter of Inquiry for 2014 Funding. (M.S.P.: Stahl/Robertson) – Motion passed.

A motion was made to approve the Letter of Inquiry for 2014 Funding from Jewish Family Children Services. (M.S.P.: Cundiff/Skyles) – Motion passed.

Board members discussed the CCRB's policy of approving Letters of Inquiry. Board members recommended that CCRB staff provide feedback to agencies about their Letter of Inquiry regarding 2014 priorities, audit and agency budget restrictions. The Board committed to honoring its set priorities.

A motion was made to allow all agencies who submitted a Letter of Inquiry for Funding to proceed with applying. (M.S.P.: Cundiff/Skyles) – Motion passed.

Announcements:

Miriam Mahan from Sts. Joachim & Ann Care Service reported:

- Sts. Joachim & Ann Care Service is able to find more long-term housing instead of hotel accommodations for their clients.
- Pam Struckhoff with Sts. Joachim & Ann Care Service has received her LCSW.
- The Department of Social Services will open in the Sts. Joachim & Ann Care Service office building.
- Sts. Joachim & Ann is finalizing a Memorandum of Understanding with Women's Place, who work with women affected by domestic violence.

Bruce Sowatsky announced:

- On August 14, the Medicaid expansion committee will be in the St. Louis area from 9:00 a.m. to 6:00 p.m. taking testimony from the public and agencies. The location has not been determined. Bruce recommended that interested individuals to arrive early for the meeting.
- August 15 is the deadline for agencies to submit their six-month report for January-June, 2013.
- 2014 Applications for CCRB Funding are now available on the website and Sharepoint system. Applications are due September 27, 2013 by 2:00 p.m.

Katrina Harper with Crider Health Center reported:

- Family Support Division will be located at Crider Health Center to meet client's needs.
- Dr. Karl Wilson is on the Medicaid expansion work committee.

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