

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
August 26, 2013

**Meeting Call to Order:** The meeting was called to order at 8:07 a.m.

**Roll Call and Guests:**

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

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Absent: Kevin Cantwell (business), Andrea Robertson (personal), Jill Skyles (business)

Guests: Denise Liebel and Phyllis Schneider (United Services), Katrina Harper (Crider Health Center), Bryan Quick, Beth Sailors and Kelly Broeker (Preferred Family Healthcare), Cristy Bilhorn (Behavioral Health Response), Angelica O'Neill (Our Lady's Inn), Ellen Teller and Sabrina Kuznecoff (The Child Center), DiAnne Mueller (Crisis Nursery), Jerry Marks (Lutheran Family & Children's Services), Miriam Mahan (Sts. Joachim & Ann), Brenda Petruso (Thrive St. Louis), Melinda Ohlemiller (Nurses for Newborns), Sandra Barker and Lauri Cross Fink (Catholic Family Services), Elizabeth Makulec (Kids Under Twenty One) and Matthew O'Neil (The Salvation Army),

**Approval of Minutes:** A motion was made to approve the minutes of the July 22, 2013 board meeting. (M.S.P.: Haberstroh/Cundiff) – Motion passed.

**Public Comment:** Denise Liebel from United Services for Children reported that \$12,500 in CCRB funding for their Transition Pilot Project will be relinquished to the CCRB. United Services for Children is unable to support families through this program without hiring additional staff.

Elizabeth Makulec from Kids Under Twenty One (KUTO) thanked the board for the opportunity to host the CCRB board meeting. Elizabeth provided the Board with an update on KUTO's outcomes for school-based prevention services, which they provide for children in St. Charles County.

**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. The target amount is \$860,000 and is based on 15% of revenues. Luanne reported on the seven-month statement ending July 31, 2013. Actual tax revenues collected were \$559,817 on a budget amount of \$501,450. Investment income was \$682 on a budget of \$1,250. Fundraising was \$70.66 on a budget of \$833. Total revenue for July was \$560,570 on a budget of \$492,183. Expenditure requests for July services totaled \$395,098 on a budget amount of \$535,404. Explanations of the 14 line items that were over the 5% variance and over \$1,000 included: Bridgeway Behavioral Health (counseling and individual, family and group counseling), Crider Health Center (family assistance and parent partner), Crisis Nursery-St. Charles and Wentzville (respite), Lutheran Family and Children's Services (counseling), Nurses for Newborns (services to unwed and teen mothers), Preferred Family Healthcare (Outpatient: counseling, case management and drug tests and TOC: school based), Sts. Joachim and Ann Care Service (home and community based services) and Youth In Need (crisis intervention-presentations) are due to high demand. In Administration, the Memberships category was above

the variance because the annual Kiwanis dues were paid for Bruce Sowatsky. Rent is above the variance as the CCRB's rent has increased \$46 per month, as contracted. Supplies is above the variance because the annual copier maintenance payment was made. Web Management is above the variance because the annual payment was made for the CCRB's public website.

Bruce Sowatsky reported that he and Luanne Cundiff met on August 22, 2013 in compliance with the auditor's recommendation. They both reviewed the CCRB's financials for July and compared agency requests online to the financial reports to checks written. All information was 100% accurate.

Bruce reported that revenues are up 2.5% year to date.

A motion was made to approve the advance of \$516,300 for the month of August. This amount includes \$395,098 for August expenses and \$121,196 for Crider Health Center for the quarterly Medicaid payment reimbursement. (M.S.P.: Cundiff/Marty) – Motion passed.

#### **Report of Standing Committees:**

- Children's Trust Fund: Bruce Sowatsky reported that Children's Trust Fund annual report has been submitted and approved. The quarterly revenues report was received, and St. Charles County is currently ranked 3<sup>rd</sup> in Children's Trust Fund partners.
- Finance: No Finance Committee Report.
- Personnel: No Personnel Committee Report.
- Policy and Procedures: Larry Marty thanked the Board members and staff for their work on the CCRB's Policy and Procedures.

#### **Report of Executive Director:**

Bruce Sowatsky reported:

- Bruce Sowatsky and Jan Lewien met with CCRB-funded agencies to discuss the satisfaction survey, utilization rates, and funding for 2014.
- Bruce reported that a Mental Health First Aid workshop will be held on October 21 through 25; facilitated by the Missouri Institute for Mental Health for "train the trainer" workshop for educators. At this event, the CCRB will be providing funding for meals for the St. Charles County educators at this workshop.

Jan Lewien reported on the mid-year reports for CCRB-funded agencies. Jan reported that there was a 96% clinical goal attainment for agencies. There were 42,683 children, 5,500 parents and 4,400 professionals served during the first six months of 2013.

**Old Business:** Jan Lewien distributed proposed changes to the Policies and Procedures-Finance section. Board members discussed the changes, and Luanne Cundiff suggested that the CCRB auditor review this information next year.

A motion was made to adopt the changes to the Policies and Procedures-Finance as presented. (M.S.P.: Cundiff/Marty) – Motion passed.

Jan Lewien distributed proposed changes and conducted the second reading of the Policies and Procedures-Management.

Board members discussed the CCRB Letter of Inquiry process and possible changes for the next funding cycle.

An additional policy on how to handle Executive Session minutes and how to handle sponsorship requests were added.

A motion was made to adopt the changes to the Policies and Procedures-Management as presented. (M.S.P.: Cundiff/Haberstroh) – Motion passed.

**New Business:** Bruce Sowatsky explained that Bridgeway Behavioral Health is requesting a line-item transfer request to increase individual, family and group case management by 89.6 units, reduce assessments by 18 units, and reduce mentoring by 134 units.

A motion was made to approve Bridgeway Behavioral Health’s line-item transfer request as presented. (M.S.P.: Stahl/Marty) – Motion passed.

Bruce Sowatsky provided Board members with financial projections for CCRB funds for 2013. Bruce reported that an estimated \$43,000 in supplemental funding could be available for current CCRB-funded agencies.

A motion was made to approve \$43,000 in supplemental funding for capital and/or services. (M.S.P.: Marty/Haberstroh) – Motion passed.

Bruce reported that the application deadline for Supplemental Requests is September 6, 2013. Funding decisions for the Supplemental applications will be made at the September 23, 2013 board meeting.

**Announcements:**

Kelly Broeker with Preferred Family Healthcare announced their Hopefest on September 28 from 11 a.m. to 4 p.m. at their Wentzville location. Agencies are invited to have a booth at their event at no cost.

Linda Haberstroh announced the “Cancer is Gross” team will be a part of the bowling fundraiser at the Corner Box on September 6 to benefit Siteman and Children’s hospital and cancer research.

DiAnne Mueller from Crisis Nursery announced that on September 12 Crisis Nursery-Wentzville will be celebrating their 5<sup>th</sup> year of serving children in families in Wentzville with a 5<sup>th</sup> “birthday party.” They will also be honoring retiree Mary Kay Kreider.

**Adjournment:** A motion was made to adjourn the meeting at 9:07 a.m. (M.S.P.: Cundiff/Stahl) – Motion passed.