

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
January 27, 2014

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

Nancy Matheny was sworn in as a board member for the CCRB by Bruce Sowatsky.

Roll Call and Guests:

Present: Luanne Cundiff, Linda Haberstroh, Larry Marty, Nancy Matheny, Andrea Robertson, and Steve Stahl

Absent: Ron Berrey (out of town), Kevin Cantwell (work), and Jill Skyles (out of town)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Phyllis Schneider (United Services), Katrina McDonald (Crider Health Center), Millie Palmer and Jada Holmes (Preferred Family Healthcare), Denise Fondren (Our Lady's Inn), Jerry Marks (Lutheran Family & Children's Services), Brenda Petruso (ThriVe St. Louis), Barb Penuel (Bridgeway), and Michelle Gorman and Anita Viehmann (Youth in Need)

Approval of Minutes: A motion was made to approve the minutes of the December 16, 2013 board meeting. (M.S.P.: Cundiff/Marty) – Motion passed.

A motion was made to approve the minutes of the December 19, 2013 board meeting. (M.S.P.: Cundiff/Marty) – Motion passed.

Public Comment: Anita Viehmann (Youth in Need board member) thanked the CCRB board members for CCRB funding for 2014.

Phyllis Schneider from United Services announced their Believe and Achieve event will be February 6, 2014 at Lindenwood University.

Barbara Penuel from Bridgeway thanked the CCRB for their partnership and continued funding into 2014.

Election of Officers: Luanne Cundiff nominated Kevin Cantwell for the position of Chair for 2014. Kevin was willing to accept the nomination.

A motion was made to approve Kevin Cantwell as Chair for 2014. (M.S.P.: Cundiff/Haberstroh) – Motion passed.

Luanne Cundiff nominated Ron Berrey for the position of Vice Chair for 2014. Ron was willing to accept the nomination. (M.S.P.: Cundiff/Robertson) – Motion passed.

Linda Haberstroh nominated Luanne Cundiff for the position of Treasurer. Luanne was willing to accept the nomination. (M.S.P.: Haberstroh/Marty) – Motion passed.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Luanne Cundiff reported on the twelve-month statement ending December 31, 2013. Luanne reported that the CCRB Services Fund is at \$862,163 with a target

amount of \$860,000. Actual tax revenues collected were \$545,235 on a budget amount of \$501,450. No Investment income was accrued. Total revenue for December was \$545,235 on a budget of \$492,183. Expenditure requests for December services totaled \$294,542 on a budget amount of \$539,040. Explanations of the 4 line items that were over the 5% variance and over \$1,000 included: The Child Center (prevention) and Preferred Family Healthcare (Teams of Concern-intakes) were due to school based usage. Youth In Need (shelter room/board and transitional living program) were due to high demand. In Administration, Salaries was above the variance due to a salary raise to the Grants Administrator position.

Luanne Cundiff reported that due to December's board meeting being a week earlier than usual, she was not able to review the checks written and verify the checks to billing on the CCRB's portal prior to the December board meeting. However, after the December 16, 2013 board meeting, Luanne reviewed the CCRB's financials for November and compared agency requests online to the financial reports to checks written. All information was 100% accurate.

Bruce reported that revenues are up 6.6% year to date.

A motion was made to approve the advance of \$294,500. (M.S.P.: Cundiff/Haberstroh) – Motion passed.

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

Report of Standing Committees:

- Children's Trust Fund: Steve Stahl reported that the Children's Trust Fund committee met to review applications for 2014 funding.
- Finance: No Finance Committee Report.
- Personnel: No Personnel Committee Report.

Report of Executive Director: Bruce Sowatsky reported:

- The 8th annual Shower of Love is scheduled for April, 2014. During the month of April, churches, businesses and clubs will be hosting collection drives. On Thursday, April 24, volunteers will be collecting baby-care items at participating grocery stores in St. Charles County. Contact Michelle McElfresh if you are interested in participating.
- Bruce reported that he and Michelle McElfresh met with a marketing specialist about the Shower of Love that connects non-profit agencies with for profit organizations.
- At the February board meeting, Bruce will present the year-end report on the CCRB strategic plan.
- This Fall, the board will be meeting along with partnering agencies to discuss the upcoming strategic plan. Contact Bruce or Kevin Cantwell with your suggestions for the strategic plan.
- Bruce will be working on the 2014 Needs Assessment and sending out a request for information to partnering agencies. The report will be available at the May board meeting.
- Bruce met with Dr. Dubray, superintendent at the Fort Zumwalt School District about an insurgence of children in grades Kindergarten through 2nd grade that were experiencing extreme behavioral related issues. After their meeting, Bruce talked to Katrina McDonald at Crider Health Center. Then, Katrina reached out to Kim Carter at the Fort Zumwalt

School District office to work together to provide training to school teachers and personnel to help children with these mental health crises.

Old Business: No Old Business.

New Business:

Avatara Contract Renewal: Bruce Sowatsky explained that the contract with Avatara, the CCRB’s computer and Sharepoint provider, is due for renewal. Avatara offered to continue the current rate of \$890 per month and Bruce recommended a 3 year contract.

Linda Haberstroh asked Bruce to request at least one other bid for the CCRB’s computer and Sharepoint service.

Children’s Trust Fund: Steve Stahl discussed the Children’s Trust Fund (CTF) committee’s recommendations for 2014 funding. These include:

Boys & Girls Club	\$ 3,000.00
The Child Center	\$ 1,555.97
Community Living	\$ 2,000.00
Crisis Nursery	\$ 5,000.00
Lutheran Family & Children’s Services	\$ 1,881.53
United Services for Children	\$ 1,562.50
Youth In Need	<u>\$ 5,000.00</u>
Total	\$20,000.00

Over \$34,000 in CTF requests were received by eight agencies.

A motion was made to approve 2014 Children’s Trust Fund grants totaling \$20,000 as presented. (M.S.P.: Robertson/Marty) – Motion passed.

Announcements: Jerry Marks from Lutheran Family & Children’s Services announced their trivia night on February 8 at Hope Lutheran Church.

Linda Haberstroh announced that Phoenix Textile is hiring two entry level direct phone sales positions at their O’Fallon office. More information available at www.phoenixtextile.com.

Larry Marty announced that Lutheran High School is hiring a part time guidance counselor. Contact the Lutheran High School in St. Peters for more information.

Bruce announced the following upcoming events:

United Service Believe and Achieve Event	February 6
And Trivia Night	February 22
Boys & Girls’ Club Crystal Ball	February 8
Youth in Need Celebration of Youth	March 22
Crisis Nursery Razzle Dazzle Ball	April 12
Community Living Gala	March 7
FACT Gala	May 2
Crider Health Center Harley Ride	May 17
And Mud Run	August 23

Jan Lewien announced that 2013 year-end final reports are due February 14, 2014.

Luanne Cundiff announced that the Noonday Rotary Club in St. Charles is hosting a St. Patrick's Day bash on March 14 at Hope Lutheran Church. Proceeds will benefit United Services, Five Acres Animal Shelter and Boys & Girls Club. See Luanne for tickets.

Bruce Sowatsky announced that the St. Charles Kiwanis Club is having a Pancake Day on March 4 from 6 a.m. to 7 p.m. See Bruce for tickets.

Adjournment: A motion was made to adjourn the meeting at 8:35 a.m.
(M.S.P.: Matheny/Cundiff) – Motion passed.