

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
February 24, 2014

**Meeting Call to Order:** The meeting was called to order at 8:03 a.m.

Ron Berrey was sworn in as a board member for the CCRB by Jan Lewien.

**Roll Call and Guests:**

Present: Ron Berrey, Kevin Cantwell, Luanne Cundiff, Linda Haberstroh, Larry Marty, Nancy Matheny, Andrea Robertson, Jill Skyles and Steve Stahl

Absent: Bruce Sowatsky (vacation)

Staff: Michelle McElfresh

Guests: Katrina McDonald (Crider Health Center), Kelly Broeker and Jada Holmes (Preferred Family Healthcare), Angelica O'Neill (Our Lady's Inn), Jim Rau, Paulette Foerster, Erin Karandzieff Tanya Mark, Richard Craven and Jerry Marks (Lutheran Family & Children's Services), Brenda Petruso (ThriVe St. Louis), Michelle Gorman (Youth in Need), Melinda Ohlemiller (Nurses for Newborns), Miriam Mahan (Sts. Joachim & Ann Care Service), Cristy Bilhorn (Behavioral Health Response), Sissy Swift and Sabrina Kuznecoff (The Child Center), Denise Gould (FACT), DiAnne Mueller (Crisis Nursery), Lori Kohrs (United Services) and Lauri Cross Fink (Catholic Family Services)

**Approval of Minutes:** A motion was made to approve the minutes of the January 27, 2014 board meeting. (M.S.P.: Stahl/Cundiff) – Motion passed.

**Public Comment:** Jerry Marks from Lutheran Family and Children's Services (LFCS) introduced agency staff and advisory council members. Jerry gave an update on the services that their agency provides in St. Charles County.

Denise Gould from FACT thanked the Board for CCRB funding.

**Report of the Chair:** No Report of the Chair.

**Report of the Treasurer:** Luanne Cundiff reported on the one-month statement ending January 31, 2014. Actual tax revenues collected were \$476,734 on a budget amount of \$505,381. Investment income was \$756.00 on a budget amount of \$750.00. Total revenue for January was \$477,490 on a budget of \$494,964. Expenditure requests for January services totaled \$612,281 on a budget amount of \$540,531. Explanations of the 17 line items that were over the 5% variance and over \$1,000 included: Children's Home Society (home based, psychiatry assessments and respite), Foster & Adoptive Care Coalition (crisis interventions), Lutheran Family & Children's Services (counseling), Preferred Family Healthcare (Outpatient family treatment), Youth In Need (counseling and transitional living program) were due to high demand. Catholic Family Services (crisis interventions), The Child Center (prevention), Crider Health Center (prevention and school based mental health specialist-non Medicaid), Lutheran Family & Children's Services (counseling), Preferred Family Healthcare (Teams of Concern-counseling), ThriVe St. Louis (prevention) and Youth In Need (SafePlace) were due to school based usage. Crider Health Center (school based mental health specialist-Medicaid and parent partner-Medicaid) was due to the State of Missouri quarterly payment being made. In Administration, Taxes was above the variance.

In compliance with the auditor's recommendation, Luanne conducted a random sampling of the checks written and verified the checks to billing on the CCRB's portal. Luanne and Bruce both reviewed the CCRB's financials for January and compared agency requests online to the financial reports to checks written. All information was 100% accurate.

Luanne reported that revenues are up 4.2% year to date.

A motion was made to approve the advance of \$612,300.00. (M.S.P.: Berrey/Stahl) – Motion passed.

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

**Report of Standing Committees:**

- Children's Trust Fund: Steve Stahl reported that the CTF check presentations for 2014 funding will be held after today's meeting.
- Finance: No Finance Committee Report.
- Personnel: No Personnel Committee Report.
- Executive – Policies and Procedures: Larry Marty provided a handout to Board members with recommendations from the Executive Policies and Procedures committee regarding policy review. Larry asked Board members to review the document and provide any changes to him. In June, a first reading of the Executive Policies and Procedures will be conducted.

Nancy Matheny commented that she would be willing to serve on the Finance Committee.

**Report of Executive Director:** Jan Lewien gave the Executive Director's report in Bruce Sowatsky's absence:

- Bruce has been working on legislative issues that could potentially alter the Children's Services Fund. Bruce has been talking to Rep. Curtis about HB 1694 and HB 1695. Bruce also spoke with Ann Zerr. Bruce sent a letter to committee members requesting their support on defeating HB 1694.
- Bruce is working on the Needs Assessment. A survey has been sent out to partner agencies soliciting the needs assessment data.
- The CCRB is undergoing the annual audit. The final report is anticipated to be complete by the May board meeting.
- The agency's year-end clinical reports have all been submitted. Agencies have attained an overall 95% goal completion.
- A summary of the CCRB's Strategic Plan completed goals for 2013 was reported.

A motion was made to approve the Executive Director's report as presented. (M.S.P.: Marty/Matheny) – Motion approved.

**Old Business:** Kevin Cantwell reported that the CCRB received another bid for the CCRB's computer services from Pearl. The cost would be \$6,369 for set up fees and \$1,264 per month. Avatara, LLC's bid was for \$890 per month, with no set up fees.

A motion was made to approve the CCRB's computer services contract with Avatara, LLC at a rate of \$890 per month for three years. (M.S.P.: Cundiff/Skyles) – Motion passed.

**New Business:** No New Business.

**Announcements:** Lauri Cross-Fink from Catholic Family Services announced that the Love & Logic parenting class will begin this month, and Divorce Care Groups will begin in March.

Jada Holmes from Preferred Family Healthcare announced their Black History Month Social at the St. Peters Cultural Arts Center on February 27.

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