

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

Meeting Call to Order: The meeting was called to order at 8:01 a.m.

Roll Call and Guests:

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

Absent: Luanne Cundiff (vacation) and Andrea Robertson (vacation)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Katrina McDonald (Crider Health Center), Kelly Broeker, Jada Holmes, Beth Sailors and Tabitha Demas (Preferred Family Healthcare), Angelica O'Neill (Our Lady's Inn), Jerry Marks (Lutheran Family & Children's Services), Brenda Petruso (ThriVe St. Louis), Miriam Mahan (Sts. Joachim & Ann Care Service), Cristy Bilhorn (Behavioral Health Response), Sabrina Kuznecoff (The Child Center), DiAnne Mueller and Bonnie Define (Crisis Nursery), Phyllis Schneider (United Services), Lauri Cross Fink (Catholic Family Services), and Melinda Ohlemiller (Nurses for Newborns)

Approval of Minutes: A motion was made to approve the minutes of the February 24, 2014 board meeting. (M.S.P.: Matheny/Berrey) – Motion passed.

Public Comment: DiAnne Mueller from the Crisis Nursery thanked the CCRB for their partnership with keeping children safe in St. Charles County. DiAnne gave an update on the services that their agency provides to children and their families in St. Charles County.

Denise Gould from FACT thanked the Board for CCRB funding.

Report of the Chair: Kevin Cantwell discussed developing a contingency plans for staff if unforeseen circumstances happen to the Executive Director, Grants Administrator and Administrative Assistant.

Chuck Gross, former CCRB Chair, will be honored at FACT's gala on May 2.

Report of the Treasurer: Bruce Sowatsky reported on the two-month statement ending February 28, 2014. Actual tax revenues collected were \$508,160 on a budget amount of \$505,381. Investment income was \$2,005.00 on a budget amount of \$750.00. Total revenue for February was \$510,976 on a budget of \$494,964. Expenditure requests for February services totaled \$577,476 on a budget amount of \$540,531. Explanations of the 19 line items that were over the 5% variance and over \$1,000 included: Crider Health Center (care coordination and parent partner), 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 (Pinocchio, prevention, and school based mental health specialist-non Medicaid), KUTO (prevention), Preferred Family Healthcare (Teams of Concern-school based and Teams of Concern-counseling), ThriVe St. Louis (prevention) and Youth In Need (crisis interventions-presentations and SafePlace) were due to school based usage. Crider Health Center

(wraparound) was due to two months of billing being submitted at one time. In Administration, Audit was above the variance because the bill for the CCRB's yearly audit was paid at one time.

Bruce reported that on March 27, 2014, Luanne will conduct a random sampling of the checks written and will verify the checks against the billing on the CCRB's portal. Luanne will review the CCRB's financials for March and compare agency requests online to the financial reports to checks written.

Bruce reported that revenues are down 11.2% year to date. Bruce spoke with Bob Schnur with the St. Charles County Finance Office. Mr. Schnur reported that the State of Missouri didn't have time to process 29 of the top sales tax producers in the County. It is anticipated that the April revenues will report higher totals.

Bruce distributed a copy of the CCRB audit to Board members. He reported that the auditor will present the audit report at the April board meeting.

A motion was made to approve the advance of \$577,500 and approve the Treasurer's Report as presented. (M.S.P.: Skyles/Marty) – 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.
- Executive – Policies and Procedures: Jan Lewien reported that the Finance Committee (Luanne Cundiff, Kevin Cantwell and Nancy Matheny) will need to meet to discuss the Finance Policies and Procedures sometime in April or May. Any recommended changes will be taken to the Policies and Procedures Committee (Larry Marty, Linda Haberstroh and Steve Stahl).

Report of Executive Director: Bruce Sowatsky reported:

- The CCRB's 2013 annual report has been completed and distributed to board members and partnering agencies.
- Bruce continues to work on the Needs Assessment and hopes to have it complete by May.
- Jan Lewien has scheduled all her Spring site audit appointments for partnering agencies.
- Bruce reported on the preliminary results from Missouri Kids Count. St. Charles County is number one in the State of Missouri in the Missouri Kids Count.
- Conflict of Interest forms are needed from board members by ?
- The Missouri Ethics form is due May 1, 2014 for all board members that served on the board in 2013.
- Michelle McElfresh is coordinating the 8th annual Shower of Love again this year. This basic baby-care collection drive will benefit St. Charles County moms and babies at 9 agencies in an effort to eliminate child abuse and neglect in our community.
- Bruce reported on the bill sponsored by Rep. Curtis to the Missouri House of Representatives. Bruce reported that he, Julie Leicht and Annie Schulte from Franklin County Children's Service Fund testified on Legislative Bill HB 1695, and Annie Schulte testified against HB 1813. HB 1813 was defeated.
- Bruce met with the Boone County Children's Services Fund Executive Director last week. They hope to have RFP's out in May.

Old Business: No Old Business.

New Business: No New Business.

Announcements: Katrina McDonald from Crider Health Center thanked Bruce for his work on the legislative issues.

Linda Haberstroh reported that the “Cancer is Gross” team for the Pedal the Cause is looking for additional bike riders for the event in September. Go to Pedal the Cause and sign up for the “Cancer is Gross” team.

Lauri Cross-Fink from Catholic Family Services announced that their Divorce Care Groups will begin in April.

Linda Haberstroh announced that Andrea Robertson will be honored as an Emerging Youth Professional at the Athena Luncheon on May 7.

Preferred Family Healthcare will host a substance abuse workshop on March 29 at the Community Commons.

Phyllis Schneider from United Services announced that they will be hosting the Exploring the Spectrum workshop on April 5 at the Community Commons.

Sabrina Kuznecoff from The Child Center announced their gala on April 26 at the Lake Forest Country Club.

Kevin Cantwell announced that Chuck Gross will be honored at FACT’s gala on May 2 at Old Hickory Country Club.

Adjournment: A motion was made to adjourn the meeting at 8:39 a.m. (M.S.P.: Matheny/Stahl) – Motion passed.