

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
April 28, 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, Luanne Cundiff, Linda Haberstroh, Larry Marty, Nancy Matheny, Jill Skyles and Steve Stahl

Absent: Andrea Robertson (personal)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Katrina McDonald (Crider Health Center), Kelly Broeker and Jada Holmes (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), Phyllis Schneider (United Services), Lauri Cross Fink (Catholic Family Services), Karen Nolte and Leslie Tucker (Children's Home Society), Sissy Swift (The Child Center), Pat Holterman-Hommes (Youth in Need) and Mike Williams (Hochschild, Bloom and Company)

**Approval of Minutes:** A motion was made to approve the minutes of the March 24, 2014 board meeting. (M.S.P.: Cundiff/Stahl) – Motion passed.

**Public Comment:** No Public Comment.

**Report of the Chair:** Kevin Cantwell thanked the Children's Home Society for hosting the CCRB board meeting. Kevin announced that Ron Berrey has volunteered to chair the Strategic Planning Committee.

Michelle McElfresh announced that the 8<sup>th</sup> annual Shower of Love was a huge success. During the month of April, businesses, churches and schools held collection drives for basic baby-care items. Also, on Thursday, April 24 approximately 300 volunteers collected donations at 18 participating grocery stores in St. Charles County. The donations benefit St. Charles County moms and babies at Youth In Need, Crisis Nursery, Our Lady's Inn, Nurses for Newborns, ThriVe St. Louis, Mary Queen of Angels, Birthright of St. Charles and Wentzville and The Sparrow's Nest Maternity Home. The event focuses on providing basic baby-care necessities to needy families to help alleviate stress and child abuse and neglect.

**Report of the Auditor:** Mike Williams from Hochschild, Bloom and Company presented the CCRB's audit for fiscal year 2013. He reported on revenues and expenditures, which were in line with the Board's budgetary decisions for the year. We received another clean audit (11 consecutive years) with no management recommendations.

**Report of the Treasurer:** Luanne Cundiff reported on the three-month statement ending March 31, 2014. Actual tax revenues collected were \$483,372 on a budget amount of \$505,381. Investment income was \$766.00 on a budget amount of \$750.00. Total revenue for March was \$484,138 on a budget of \$494,964. Expenditure requests for March services totaled \$585,595 on a budget amount of \$540,531. Explanations of the 24 line items that were over the 5% variance and over \$1,000 included: Bridgeway (individual, family and group counseling), Catholic Family Services (psychiatry), Children's Home Society (respite), Community Living (respite),

Crider Health Center (care coordination, parent partner and psychiatry), Crisis Nursery-St. Charles and Wentzville (respite), Foster & Adoptive Care Coalition (crisis interventions), Lutheran Family & Children's Services (counseling), Nurses for Newborns (home based services), St. Joachim & Ann Care Service (home based services) and Youth In Need (counseling, shelter 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), Preferred Family Healthcare (Teams of Concern-school based and Teams of Concern-counseling), Thrive St. Louis (prevention) and Youth In Need (teen mothers) were due to school based usage. In Administration, supplies/printing/postage was above the variance due to the CCRB's annual report cost and supplies for the Shower of Love. Travel was above the variance because of spring site visits, mileage for the Shower of Love, and Bruce Sowatsky's travel to Jefferson City to testify at a Missouri House committee hearing.

Luanne Cundiff reported that she was absent at last month's CCRB board meeting. When Luanne returned, she met with Bruce Sowatsky and conducted a random sampling of the checks written. Luanne also verified the checks to billing on the CCRB's portal. Luanne and Bruce both reviewed the CCRB's financials for February and compared agency requests online to the financial reports to checks written. All information was 100% accurate and there were no discrepancies.

Bruce reported that revenues are down 1% year to date. The Department of Revenue did not process 29 of the top sales-tax producers again this month. Also, the DOR vs. Streeter adjustment decision of approximately \$54,000 is expected to be received next month.

Luanne Cundiff reported that she and Bruce discussed FDIC insurance and CCRB funds. The auditor's report suggested funds be spread across multiple financial institutions. Luanne's recommendation is for the CCRB to keep their funds in one financial institution. Luanne suggested that Bruce explore the possibilities of entering into a promontory network as an option for when the CCRB's checking account exceeds \$250,000.00.

Bruce reported that there is a \$5,000 discrepancy with Preferred Family Healthcare's reimbursement. Bruce will call Preferred Family Healthcare today to discuss the matter.

A motion was made to approve the advance of \$585,600. (M.S.P.: Cundiff/Haberstroh) – Motion passed.

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

**Report of Standing Committees:**

- Children's Trust Fund: Bruce Sowatsky reported that May 14 is the deadline for agencies to submit for reimbursement for CTF expenses.
- Finance: Luanne Cundiff reported that the Finance Committee will meet after the board meeting today.
- Personnel: Bruce reported about that the Personnel committee will review the vacation policy over the next few months.
- Executive – Policies and Procedures: Larry Marty reported that the Executive committee will begin reviewing the vacation policies for the CCRB. The Policies and Procedures

committee is working with the Finance Committee, and following their recommendations, will bring any changes to the Finance Policies to the full Board in May.

Kevin Cantwell thanked Ron Berrey for volunteering to serve on the Strategic Planning committee.

**Report of Executive Director:** Bruce Sowatsky reported:

- Bruce thanked Michelle McElfresh for her efforts in the Shower of Love, Linda Haberstroh and Phoenix Textile employees' for hosting a collection drive, and Ron Berrey and the Rotary Club of Wentzville for volunteering at the Walmart in Wentzville on April 24.
- Jan Lewien is continuing spring site audit appointments for partnering agencies. The report will be available next month. Jan also will be receiving the Alumni Merit Award from Lindenwood University during the May graduation ceremony.
- Bruce reported that he is finalizing the Needs Assessment and the report will be presented at the May board meeting. Since funding in 2005, Bruce shared the following statistics:
  - 27-30% growth in St. Charles County population
  - 54.3 % drop in runaways
  - 40.5% drop in teenage pregnancy
  - 69.2% drop in juvenile status offenses
  - 57.4% drop in juvenile delinquency offenses
  - 44.4% drop in school dropout rates
  - 3.2% increase in graduation rates in public schools
  - 37% increase in child abuse in past 2 years
  - St. Charles County is ranked #1 by the Missouri Kids Count

Bruce reported that he reached out to Sissy Swift at The Child Center and DiAnne Mueller at the Crisis Nursery about the increase in child abuse in St. Charles County and will talk with the director of the Children's Division to gain insights as to why these numbers have spiraled. Bruce reported that the final Needs Assessment report will be presented at the May 19 board meeting.

Kevin Cantwell thanked the agencies for all the great work they do with children and their families in St. Charles County.

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

**Old Business:** No Old Business.

**New Business:** No New Business.

**Announcements:** Brenda Petruso announced ThriVe St. Louis' 5k on May 17 at Queeney Park. To register, visit [www.thrivestlouis.org](http://www.thrivestlouis.org).

Linda Haberstroh invited everyone to the Athena workshop and luncheon on May 7. Andrea Robertson will be honored as an Emerging Youth Professional. To register, visit [www.athenastcharles.org](http://www.athenastcharles.org).

Lauri Cross-Fink from Catholic Family Services announced that Love and Logic parenting classes will begin May 8 and divorce support groups for children will begin on June 3. Flyers are available on the table and residents can call 636-281-1990 to register.

Bruce Sowatsky announced that Chuck Gross will be honored at FACT's gala on May 2 at Old Hickory Country Club.

Sissy Swift announced that she is the new Executive Director at The Child Center.

**Adjournment:** A motion was made to adjourn the meeting at 8:55 a.m.  
(M.S.P.: Berrey/Stahl) – Motion passed.