

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
July 28, 2014

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

**Roll Call and Guests:**

Present: Kevin Cantwell, Nancy Matheny, Andrea Robertson, Jill Skyles and Steve Stahl

Absent: Ron Berrey (vacation), Luanne Cundiff (vacation), Linda Haberstroh (vacation) and Larry Marty (vacation)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Katrina McDonald (Crider Health Center), Kelly Broeker (Preferred Family Healthcare), Denise Fondren (Our Lady's Inn), Jerry Marks (Lutheran Family & Children's Services), Miriam Mahan (Sts. Joachim & Ann Care Service), Sissy Swift (The Child Center), Lauri Cross Fink (Catholic Family Services), DiAnne Mueller (Crisis Nursery), Heather Lytle (FACT), Michelle Gorman (Youth In Need) and Tina Meier, Alex King and Jeff Kitsmiller (Megan Meier Foundation)

**Approval of Minutes:** A motion was made to approve the minutes of the June 23, 2014 board meeting. (M.S.P.: Matheny/Stahl) – Motion passed.

**Public Comment:** Tina Meier from the Megan Meier Foundation shared about her agency and the services they provide in the community. Tina is available to provide training and workshops for agencies and schools.

**Report of the Chair:** Kevin Cantwell reported that he and Bruce Sowatsky are meeting with Dr. Patterson from Francis Howell School District. Board members are also welcome to attend the meeting. Kevin is planning to contact other St. Charles County school districts about their policies and procedures.

**Report of the Treasurer:** Bruce Sowatsky reported on the five-month statement ending June 30, 2014. Actual tax revenues collected were \$510,700 on a budget amount of \$505,381. No Investment income was accrued. Miscellaneous revenue of \$5,980 was reimbursement from Children's Home Society. Refund of taxes of \$103,612 was the City of St. Peters TIF bill. Total revenue for June was \$413,068 on a budget of \$494,964. Expenditure requests for June services totaled \$435,189 on a budget amount of \$540,531. Explanations of the 13 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (crisis interventions-phone), Bridgeway Behavioral Health (individual, family and group counseling), Catholic Family Services (counseling), Children's Home Society (home based and respite), Crisis Nursery (home based and respite-Wentzville), Lutheran Family & Children's Services (counseling), Nurses for Newborns (home based) and St. Joachim & Ann Care Service (home based services) were due to high demand. Crider Health Center (school based mental health specialist-non Medicaid) and Preferred Family Healthcare (Prevention-school based and case management) were due to school based usage. In Administration, insurance is above the variance because the surety bond, workmen's compensation and Directors & Officers insurance were paid. Web management is above the variance because the yearly website bill was paid.

Bruce reported that the Services Fund is \$663,871. Revenues are up \$220,000 year to date, compared to 2013. It is anticipated that \$100,000 to \$150,000 may be available for supplemental funding. The Finance Committee will meet in August to determine supplemental funding.

Bruce reported that he received the second TIF bill from the City of St. Charles. They erroneously billed the CCRB for Noah's Ark. Bruce sent the City of St. Charles a letter explaining that the CCRB was not responsible for the Noah's Ark district.

A motion was made to approve the advance of \$538,200. This amount includes \$435,200 for expenses and \$103,612 for the City of St. Peters TIF reimbursement.  
(M.S.P.: Matheny/Robertson) – Motion passed.

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

**Report of Standing Committees:**

- Children's Trust Fund: Bruce Sowatsky reported that the CCRB's application for CTF partnership was approved. The CTF annual report was submitted from the CCRB.
- Finance: The Finance committee will be meeting in August.
- Personnel: No Personnel Committee Report.
- Executive – Policies and Procedures: No Executive Policies and Procedures Report.
- Strategic Planning: No Strategic Planning Report.

A motion was made to approve the Standing Committee Reports as presented.  
(M.S.P.: Skyles/Matheny) – Motion passed.

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

- Bruce and Jan Lewien met with agencies to discuss utilization, supplemental funding, strategic planning and 2015 priorities. They are also meeting with new agencies interested in applying for funding.
- Bruce reported he and Katrina McDonald from Crider Health Center met to discuss the enabling State Statute for children's services as SB493, the school transfer bill, which had an amendment that impacted the fund in St. Louis County. Bruce has contacted agency executives, other children's services boards, Senator Dempsey, Steve Ehlmann, Chuck Gross and Representative Anne Zerr about language change to the statute to prevent efforts to change the menu of services without a vote of the people. It is anticipated that Anne will sponsor some legislation to make necessary changes to the legislation.
- On August 5, Steve Stahl, Bruce Sowatsky and agency staff will meet with the St. Charles School District to address truancy concerns in the school district.

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

**Old Business:** No Old Business.

**New Business:** Bruce Sowatsky reported that the CCRB will begin to develop the agency's 2015-2017 Strategic Plan. Bruce met with Patrick Walker at Lindenwood University about facilitating the CCRB's strategic planning efforts.

A motion was made to approve Mr. Patrick Walker for his consultation and in facilitating strategic planning efforts at a cost of \$1,000.00. (M.S.P.: Stahl/Skyles) – Motion passed.

**Announcements:** DiAnne Mueller from the Crisis Nursery invited the board to the Crisis Nursery’s birthday party on September 12. On August 7, the Celebrity Waiter/Waitress fundraiser will be held at West County Mall. DiAnne reported that the Saturday Jubilee food drive was a huge success and will benefit many food banks and families in our community.

Jerry Marks from Lutheran Family & Children’s Services announced their gala on August 23 at Lumiere Place.

United Services’ gala is on August 16.

Jill Skyles announced BJC Foundation’s gala on November 16.

Bruce Sowatsky announced that the CCRB agency hearings will be November 12 and 13.

**Adjournment:** A motion was made to adjourn the meeting at 8:45 a.m. (M.S.P.: Skyles/Matheny) – Motion passed.