

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
August 25, 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 and Steve Stahl

Absent: Andrea Robertson (work) and Jill Skyles (work)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Katrina McDonald (Crider Health Center), Kelly Broeker and Beth Sailors (Preferred Family Healthcare), Jerry Marks (Lutheran Family & Children's Services), Sissy Swift and Sabrina Kuznecoff (The Child Center), Lauri Cross Fink (Catholic Family Services), DiAnne Mueller (Crisis Nursery), Michelle Gorman (Youth In Need), Cristy Bilhorn (BHR), Brenda Petruso (Thrive St. Louis), Denise Fondren (Our Lady's Inn), Lori Kohrs (United Services), Pam Struckhoff (Sts. Joachim & Ann Care Service) and Melinda Ohlemiller (Nurses for Newborns)

**Approval of Minutes:** A motion was made to approve the minutes of the July 28, 2014 board meeting. (M.S.P.: Berrey/Stahl) – Motion passed.

**Public Comment:** Beth Sailors from Preferred Family Healthcare (PFH) welcomed the board to Preferred and gave them an update on their agency.

**Report of the Chair:** Kevin Cantwell reported that he and Bruce Sowatsky met with Dr. Patterson from Francis Howell School District. Dr. Patterson was planning on attending today's meeting, but had an emergency. Dr. Patterson has been invited to the September CCRB board meeting. Kevin will also reach out to Wentzville school district for their feedback. Kevin reported that he, Nancy Matheny and Bruce Sowatsky met to discuss supplemental funding.

**Report of the Treasurer:** Luanne Cundiff reported on the six-month statement ending July 31, 2014. Luanne reported that the Services Fund balance is \$848,816. Actual tax revenues collected were \$721,747 on a budget amount of \$505,381. Investment income was \$2,102 on a budget of \$750. Refund of taxes of \$40,683 was the City of St. Charles TIF. Total revenue for July was \$683,165 on a budget of \$494,964. Expenditure requests for July services totaled \$567,137 on a budget amount of \$540,531. Explanations of the 15 line items that were over the 5% variance and over \$1,000 included: Bridgeway Behavioral Health (individual, family and group counseling), Children's Home Society (respite), Crider Health Center (wraparound, respite and school based mental health specialist), Lutheran Family & Children's Services (counseling), Nurses for Newborns (home based), St. Joachim & Ann Care Service (home based services), Youth In Need (shelter and shelter-counseling) and Eleventh Circuit Court (supervised visitation) were due to high demand. Preferred Family Healthcare (school based) and United Services (behavioral) were due to school based usage. Crider Health Center (SBMHS and Parent Partner) was above the variance because the quarterly payment was made to the State of Missouri for Medicaid match. In Administration, benefits is above the variance because staff SEP/IRA payments were made. Consulting was above the variance because the initial Strategic Planning consultant payment was made. Insurance was above the variance because the final staff insurance payment was made for the year. Supplies was above the variance because the Datamax copier/fax machine contract was paid.

A motion was made to approve the advance of \$607,800. This amount includes \$567,000 for expenses and \$40,683 for the City of St. Charles TIF reimbursement.

(M.S.P.: Haberstroh/Marty) – Motion passed.

**Report of Standing Committees:**

- Children’s Trust Fund: Applications for funding for the Children’s Trust Fund will be available on October 1 and must be submitted by December 26, 2014.
- Finance: The Finance committee met on August 18 and will make a report during New Business.
- Personnel: No Personnel Committee Report.
- Executive – Policies and Procedures: No Executive Policies and Procedures Report.
- Strategic Planning: Ron Berrey reported that he, Bruce Sowatsky and Jan Lewien met with the Pat Walker, strategic planning consultant, on August 20. The CCRB will host the strategic planning meeting on October 24 from 12 p.m. to 3 p.m. at the Community Commons.

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

- With the recent election, there will be a change in St. Louis County leadership. The impact on the Children’s Services Fund in St. Louis County is not known at this time.
- St. Charles County school district held a meeting to address the truancy issues that they are experiencing. Bruce, Steve Stahl and partnering social service agencies attended the meeting to provide resources for families.
- A survey will be given to partnering agencies in September about strategic planning. On October 24, the CCRB board and staff will meet.
- The CCRB received a bill for the Noah’s Ark district for approximately \$2,000. Bruce emailed the Director of Finance. She said that the CCRB is responsible for this bill. Bruce also met with former mayor Patty York and sent a letter to City of St. Charles attorney.
- Bruce was invited to speak at the MARC conference in Kansas City in September. Jackson and Clay County are hoping to have a Children’s Services Fund tax on the ballot in 2016.
- Anne Zerr has agreed to sponsor legislation for the CCRB that would require a vote of the people to change what services are eligible for funding.
- The Children’s Services Board Executives will meet in September to discuss Kids Count data and regional outcomes.
- Bruce recommended that the CCRB provide funding for Mental Health First Aid training for school personnel in 2015.

Jan Lewien reported on the agencies mid-year report on clinical outcomes for agencies. An overall goal attainment of 94% was reached. The agencies continue to do phenomenal work with our County’s youth.

**Old Business:** No Old Business.

**New Business:** Nancy Matheny reported that the Finance committee and Bruce Sowatsky met to discuss Supplemental Funding.

A motion was made to approve \$145,000 in Supplemental Funding for 2014, which would also allow current partner agencies to apply for capital projects. (M.S.P.: Matheny/Cundiff) – Motion passed.

Bruce reported that supplemental applications are due September 12. Board members will make funding decisions at the September 22 board meeting.

Bruce reported that Children’s Home Society is requesting a line-item transfer request from counseling to home based services and psychological assessments. The details of the request were not present for the meeting, so the Board asked the information be emailed to them so that they could vote on the transfer online later today.

Bruce Sowatsky explained that the CCRB’s lease is up for renewal on September 1, 2014. Bruce asked Corporate Group to replace carpeting in the office. The additional cost incurred to the CCRB would be \$30 per month for 3 years. Years one and two will be just \$30 month more than what we are currently paying.

A motion was made to renew the CCRB’s lease for a 3-year term. (M.S.P.: Berrey/Stahl) – Motion passed.

**Announcements:** DiAnne Mueller from Crisis Nursery reported that staff from Crisis Nursery provided assistance for children and their families in Ferguson.

Katrina McDonald from Crider Health Center announced that McKnight Crossings Church and Ferguson Heights Church will be having a joint unity worship service on Sunday, August 30 at 3 p.m.

Luanne Cundiff was congratulated on her promotion to President of First State Bank.

**Adjournment:** A motion was made to adjourn the meeting at 9:03 a.m. (M.S.P.: Cundiff/Stahl) – Motion passed.