

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

Meeting Call to Order: The meeting was called to order at 12:10 p.m.

Roll Call and Guests:

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

Absent: Linda Haberstroh (work)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Lauri Cross Fink (Catholic Family Services) and Kelly Broeker (Preferred Family Healthcare)

Public Comment: No Public Comment.

Review of 2012-14 CCRB Strategic Plan Accomplishments:

Bruce provided a summary of accomplishments regarding the four areas of focus during the past three years. The agency had implemented a new cloud-based storage system and had downloaded all historical documents. All agency by-laws, policies, and procedures had been reviewed, updated, and approved. Increased contact between the Board and partner agencies and improved communication between the Board, staff and agencies were being improved.

Staff will continue to look for means to use our new computer system to improve efficiency, and the Board has set up a process of reviewing policies and procedures on a regular basis. Input from agency partners will continue to be encouraged as we make changes in the future.

Review of Report of Stakeholders from Facilitator:

Patrick Walker presented the results from agency partners who participated in a survey. Most of the feedback was positive regarding staff and the Board with constructive criticism regarding expectations. The Board discussed the improvements made since the last survey, acknowledged the strengths of the organization, and the clinical results of our partners, and appreciated suggestions for even greater improvement.

Discussion of 2014-17 Strategic Plan:

Patrick Walker led a discussion regarding a succession plan for the staff. Bruce shared what steps had already been taken to cross train staff when staff are on vacation, which will lay the groundwork for an emergency succession plan. The discussion focused on the Executive Director position as the board felt that Bruce would address the other two positions within the agency. The Board requested that the CCRB develop both an emergency plan and a planned

retirement plan in the next year. Patrick provided literature for formatting such plans and Bruce had already begun to gather benchmark policies. The Board felt it wise to hire Bruce's replacement prior to his retirement so as to make the transition more seamless. The staff is already in the process of documenting duties.

Patrick educated the Board on logic models and provided materials on the development and purpose. A discussion followed about how to align agency program logic models within the CCRB's model. Given strong community outcomes, there was some discussion about how to validate the results and agency outcomes to the greater good.

Given survey results from the agencies that called for greater involvement in children's mental health matters, there was a discussion of the role of the CCRB in the community. As demands for legislative and consultative work increase, as well as need for training and having a greater "voice", the staff will be looking at ways to do their core responsibilities more efficiently. The Board also expressed a desire to evaluate whether staff size was correct as well as a willingness to go beyond a 5 percent administrative budget in the future.

No decisions were made, but the staff were asked to develop a plan for the next three years where these plans were investigated and analyzed so that the Board could make some informed decisions in the future.

In addition, the need to make our application process more efficient and the development of a record retention and supplemental funding policy were brought up and made as priorities in the next year.

Adjournment: A motion was made to adjourn the meeting at 3:13 p.m.
(M.S.P.: Matheny/Berrey) – Motion passed.