

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
December 15, 2014

Meeting Call to Order: The meeting was called to order at 8:00 a.m.

Roll Call and Guests:

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

Absent: Luanne Cundiff (illness) and Jill Skyles (work)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Katrina McDonald (Crider Health Center), Kelly Broeker (Preferred Family Healthcare), Jerry Marks (Lutheran Family & Children's Services), Sissy Swift and Sabrina Kuznecoff (The Child Center), Sandra Barker (Catholic Family Services), Heather Lytle (FACT), Miriam Mahan (Sts. Joachim & Ann Care Service), Brenda Petruso (ThriVe St. Louis), Cristy Bilhorn (Behavioral Health Response), Lori Kohrs (United Services), Michelle Gorman (Youth in Need), Amy Robins (The Child Center), DiAnne Mueller (Crisis Nursery), Barb Griffith (Community Living), Melissa Bode (Big Brothers Big Sisters), Karen Nolte (Children's Home Society), Barbara Penuel (Bridgeway), Mike Whelan (Good Shepherd), Craig Leavell (Boys & Girls Club), Mark Norwine (CHADS Coalition), Kiera Boerckel (Bethany Christian Services) and Erin Lewis (Great Circle)

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

Public Comment: No Public Comment.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: In Luanne Cundiff's absence, Bruce Sowatsky reported on the eleven-month statement ending November 30, 2014. Actual tax revenues collected were \$467,055 on a budget amount of \$505,381. Investment income was \$2,431 on a budget of \$750. Total revenue for November was \$469,486 on a budget of \$494,964. Expenditure requests for November services totaled \$549,748 on a budget amount of \$553,108. Explanations of the 19 line items that were over the 5% variance and over \$1,000 included: Catholic Family Services (counseling), CHADS (home based services), Children's Home Society (counseling and home based services), Crisis Nursery (respice-Wentzville) and Youth In Need (counseling, shelter room and board and transitional living program) were due to high demand. Catholic Family Services (crisis interventions), The Child Center (prevention), Crider Health Center (Pinocchio and prevention), KUTO (prevention), Preferred Family Healthcare (Teams of Concern-intakes, counseling and case management), United Services (IBIC and behavioral services) and Youth In Need (crisis intervention-presentations) and were due to school based usage. Bridgeway (counseling) and Crider Health Center (school based mental health specialist) were above the variance because multiple months of billing were submitted at one time.

Revenues are up 6.7% year to date over 2013.

A motion was made to approve the advance of \$460,000. Expenses for the month are \$549,000, a check for \$56,000, which is a refund from the Department of Mental Health for school-based mental

health specialist services, was deposited into the account, and \$34,000 for the Department of Mental Health (parent partner services) quarterly payment was paid last month.

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

Executive Session Minutes from November 24, 2014 were previously distributed to board members.

A motion was made to approve the November 24, 2014 Executive Session Minutes as presented.

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

Report of Standing Committees:

- Children’s Trust Fund: Children’s Trust Fund applications are available online and must be submitted by December 26, 2014. Agencies must submit 2014 reimbursement requests by January 10, 2015.
- Finance: The Finance Committee met last week and will have recommendations during New Business.
- Personnel: Steve Stahl reported that he and Bruce Sowatsky met to discuss his evaluation. Steve reported that the personnel committee has made changes to the Executive Director’s evaluation form.
- Executive – Policies and Procedures: Larry Marty reported that the Executive Policies and Procedures review schedule is: 2014 – Financial, 2015 – Management, and 2016 – Governance.
- Strategic Planning: Bruce reported that CCRB staff will continue to work on a draft for the strategic plan and present it to board members at the January board meeting.

A motion was made to approve the Standing Committee Reports. (M.S.P.: Stahl/Marty) – Motion passed.

Report of Executive Director: Bruce Sowatsky reported:

- Bruce announced that Jill Skyles will be finishing her term on the board on December 31, 2014. Molly Dempsey will begin her term in January (2015-2017).
- On December 1, Bruce met with Special Education Directors for three school districts from St. Charles County. The Directors shared their student treatment needs and teacher training needs. Bruce asked the Directors to prioritize the needs and invited them to CCRB Board meetings to present information to board members.
- The first semester truancy report from St. Charles City School District is expected to be received in January.

Old Business: No Old Business.

New Business:

2015 Services Budget:

The 2015 CCRB Services Budget was discussed. Bruce Sowatsky reported that he and the Finance Committee met to discuss the 2015 CCRB services budget. Bruce provided Board members with a report on the proposed services budget. Bruce reported that St. Charles County will be using a 3% growth model for predicting money collected. Based on the County’s prediction, the Finance

Committee recommended a 3% growth for services funding. Based on these calculations, the 2015 services budget would be \$6,630,000.00.

A motion was made to approve the 2015 Services Budget as \$6,630,000.00 with a 3% growth anticipation in sales tax revenues. (M.S.P.: Haberstroh/Stahl) – Motion passed.

2015 Administrative Budget:

The 2015 CCRB Administration Budget was discussed. Bruce Sowatsky distributed a report to Board members with projected costs for the CCRB.

A motion was made to approve the CCRB 2015 Administration Budget of \$332,000.00. (M.S.P.: Berrey/Matheny) – Motion passed.

2015 Services Funding:

Bruce distributed a report to Board members with agency utilization projections for 2014. Bruce explained that the CCRB protected-funds procedure: If an agency's program is at 95% utilization or higher, the program protected amount is 100% of their 2014 allocation. If an agency's program is lower than 95% utilization, the program protected amount is at their 2014 utilization rate allocation.

A motion was made to approve the 2015 protected amount as \$5,919,116.72. (M.S.P.: Berrey/Matheny) – Motion passed.

Kevin Cantwell reported that \$710,883.28 is available for allocation for 2015 funding.

The Board had previously read all applications and scored them. CCRB staff ranked-order the application results in priority and outside priority. These scores provided the order in which agency funding was discussed.

A motion was made to approve Crisis Nursery's (respite) request for \$51,307.45 for an increase in units. (M.S.P.: Marty/Berrey) – Motion passed.

A motion was made to approve Nurses for Newborns' (home based) request \$20,278.35. This amount includes a rate increase of \$1.07 and an increase in units. (M.S.P.: Haberstroh/Marty) – Motion passed.

A motion was made to approve Sts. Joachim & Ann Care Service's (home based) request for \$56,879.55 for an increase in units. (M.S.P.: Matheny/Berrey) – Motion passed.

A motion was made to approve Youth In Need's (shelter) request for \$4,375.00 to restore units. (M.S.P.: Haberstroh/Marty) – Motion passed.

A motion was made to approve Youth In Need's (counseling) request for \$40,000.00 for an increase in units. (M.S.P.: Berrey/Stahl) – Motion passed.

A motion was made to approve Crisis Nursery's (home based) request for \$48,745.22. This amount includes a rate increase of \$7.06 and a restoration of units. (M.S.P.: Berrey/Haberstroh) – Motion passed.

A motion was made to approve Children's Home Society's (respite) request for \$10,825.00. This includes a rate increase of \$0.18 and an increase in units. (M.S.P.: Haberstroh/Stahl) – Motion passed.

Crider Health Center's (Partnership with Families) request was discussed. No motion was made.

A motion was made to approve Our Lady's Inn's (unwed mothers) request for \$8,289.90 for an increase in units. (M.S.P.: Stahl/Matheny) – Motion passed.

A motion was made to approve Community Living's (respite) request for \$5,240.55 for an increase in units. (M.S.P.: Marty/Robertson) – Motion passed.

A motion was made to approve Youth In Need's (crisis interventions) request for \$3,869.00 to restore units. (M.S.P.: Haberstroh/Matheny) – Motion passed.

A motion was made to approve Youth in Need's (presentations) request for \$9,300.00 for an increase in units. (M.S.P.: Berrey/Stahl) – Motion passed.

A motion was made to approve Preferred Family Healthcare's (Teams of Concern-prevention) request for \$39,112.08 for an increase in units. (M.S.P.: Berrey/Stahl) – Motion passed.

A motion was made to approve United Services for Children's (school based-behavioral) request for \$3,655.00 for an increase in units. (M.S.P.: Haberstroh/Marty) – Motion passed.

A motion was made to approve Behavioral Health Response's (phone) request for \$4,625.11 for a rate increase of \$0.63 and an increase in units. (M.S.P.: Matheny/Marty) – Motion passed.

Behavioral Health Response's (mobile outreach, texting, presentations and training) requests were discussed. No motions were made.

A motion was made to approve Behavioral Health Response's (ASIST training) request for \$12,175.04. (M.S.P.: Berrey/Stahl) – Motion passed.

A motion was made to approve KUTO's (suicide prevention) request for \$7,524.10 for a rate increase of \$1.03 and an increase in units. (M.S.P.: Berrey/Matheny) – Motion passed.

A motion was made to approve KUTO's (ASIST training) request for \$13,116.00. (M.S.P.: Berrey/Marty) – Motion passed.

A motion was made to approve The Child Center's (prevention) request for \$8,109.00 for a rate increase of \$0.53. (M.S.P.: Haberstroh/Stahl) – Motion passed.

A motion was made to approve Catholic Family Services' (psychiatry) request for \$1,346.24 for a rate increase of \$2.20 and an increase in units. (M.S.P.: Matheny/Stahl) – Motion passed.

A motion was made to approve Catholic Family Services' (initial Medicaid) request for \$181.02 for a rate increase of \$16.84 and to restore units. (M.S.P.: Matheny/Stahl) – Motion passed.

Catholic Family Services' (follow up Medicaid) was discussed. No motion was made.

A motion was made to approve CHADS' (prevention) request for \$5,100.00 for a new program. (M.S.P.: Matheny/Haberstroh) – Motion passed.

A motion was made to approve Crider Health Center's (Partnership with Families-family assistance) request for \$40,658.00 to restore units. (M.S.P.: Berrey/Haberstroh) – Motion passed.

A motion was made to approve The Child Center's (forensic interviews) request for \$45,000.12. (M.S.P.: Haberstroh/Marty) – Motion passed with one opposed.

A motion was made to approve NAMI's (basics and support) request for \$4,895.01 for a rate increase of \$9.21 and an increase in units. (M.S.P.: Haberstroh/Matheny) – Motion passed.

NAMI's (presentations and phone) requests were discussed. No motions were made.

Preferred Family Healthcare's (outpatient assessments) request was discussed. No motion was made.

A motion was made to approve Preferred Family Healthcare's (outpatient individual counseling) request for \$14,439.32 for an increase in units. (M.S.P.: Haberstroh/Berrey) – Motion passed.

Preferred Family Healthcare's (outpatient group counseling, case management, family therapy and drug tests) were discussed. No motions were made.

A motion was made to approve Preferred Family Healthcare's (outpatient psychiatry) request for \$5,024.00. (M.S.P.: Berrey/Haberstroh) – Motion passed with one opposed.

A motion was made to approve Bethany Christian's (respite) request for \$6,000.00. (M.S.P.: Berrey/Stahl) – Motion passed.

Great Circle's (respite) request was discussed. No motion was made.

Presbyterian Children's request was discussed. No motion was made.

A motion was made to approve Youth in Need's (transitional living) request for \$35,700.00 for an increase in units. (M.S.P.: Haberstroh/Marty) – Motion passed.

A motion was made to approve Lutheran Family & Children's Services' (counseling) request for \$10,880.00 for an increase in units. (M.S.P.: Haberstroh/Matheny) – Motion passed.

Youth In Need's (teen mothers) request was discussed. No motion was made.

A motion was made to approve Crider Health Center's (Pinocchio) request for \$7,800.00 for an increase in units. (M.S.P.: Haberstroh/Stahl) – Motion passed.

A motion was made to approve Foster & Adoptive Care Coalition's (home based) request for \$3,096.00 for an increase in units. (M.S.P.: Haberstroh/Marty) – Motion passed.

Children's Home Society's (counseling, group counseling, home based and psychological assessments) were discussed. No motions were made.

A motion was made to approve Eleventh Circuit Family Court (supervised visits) request for \$5,000.00 for an increase in units. (M.S.P.: Haberstroh/Stahl) – Motion passed.

A motion was made to approve Thrive's (prevention) request for \$8,684.00 for a rate increase of \$1.67. (M.S.P.: Stahl/Berrey) – Motion passed.

Salvation Army's (counseling) request was discussed. No motion was made.

A motion was made to approve Catholic Family Services' (prevention) request for \$2,766.77 for a rate increase of \$34.69 and an increase in units. (M.S.P.: Berrey/Stahl) – Motion passed.

A motion was made to approve Catholic Family Services' (crisis intervention) request for \$21,721.00 for a rate increase of \$5.80 and an increase in units. (M.S.P.: Haberstroh/Marty) – Motion passed.

A motion was made to approve Catholic Family Services' (counseling) request for \$5,254.80 for a rate increase of \$6.43 and an increase in units. (M.S.P.: Matheny/Stahl) – Motion passed.

A motion was made to approve Catholic Family Services' (Love & Logic) request for \$303.00 for a rate increase of \$32.10. (M.S.P.: Berrey/Stahl) – Motion passed.

Catholic Family Services' (divorce group) request was discussed. No motion was made.

A motion was made to approve Youth in Need (teen mothers) request for \$6,700.00 for an increase in units. (M.S.P.: Matheny/Haberstroh) – Motion passed.

A motion was made to approve Big Brothers Big Sisters' (mentoring) request for \$12,527.64. (M.S.P.: Berrey/Matheny) – Motion passed.

Good Shepherd's (transitional living) request was discussed. No motion was made.

A motion was made to approve Boys & Girls Club's (center based) request for \$44,997.12. (M.S.P.: Haberstroh/Stahl) – Motion passed.

A motion was made to approve Center for Autism's (home based) request for \$15,000.00. (M.S.P.: Matheny/Berrey) – Motion passed.

A motion was made to approve Children Home Society's (psychological assessments) request for \$10,745.60 for a rate increase of \$0.56 and an increase in units. (M.S.P.: Stahl/Matheny) – Motion passed.

A motion was made to approve Eleventh Circuit Family Court's (supervised visits) request for an additional \$2,000.00 for an increase in units. (M.S.P.: Haberstroh/Berrey) – Motion passed.

A motion was made to approve Catholic Family Services (divorce group) request for \$1,782.28 for a rate increase of \$46.24 and an increase in units. (M.S.P.: Berrey/Matheny) – Motion passed.

A motion was made to approve Crider Health Center’s (Pinocchio) request for an additional \$15,000.00 for an increase in units. (M.S.P.: Berrey/Stahl) – Motion passed.

A motion was made to approve Foster & Adoptive Care Coalition’s request for an additional \$2,580.00 for an increase in units. (M.S.P.: Matheny/Stahl) – Motion passed.

A motion was made to approve Lutheran Family & Children’s Services’ (counseling) request for an additional \$4,055.31 for an increase in units. (M.S.P.: Berrey/Stahl) – Motion passed.

Announcements: Denise Gould from FACT thanked Board members for their time and dedication to making 2015 funding decisions.

Adjournment: A motion was made to adjourn the meeting at 11:37 a.m. (M.S.P.: Stahl/Berrey) – Motion passed.