

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
September 28, 2015

**Meeting Call to Order:** The meeting was called to order at 8:07 a.m.

**Roll Call and Guests:**

Present: Ron Berrey, Kevin Cantwell, Luanne Cundiff, Molly Dempsey, Linda Haberstroh, Larry Marty, Nancy Matheny and Andrea Robertson

Absent: Dave Beckering (vacation)

Staff: Bruce Sowatsky, Jan Lewien and Michelle McElfresh

Guests: Kelly Broeker and Beth Sailors (Preferred Family Healthcare), DiAnne Mueller (Crisis Nursery), Jerry Marks (Lutheran Family & Children's Services), Angelica O'Neill (Our Lady's Inn), Tony Bryan (Center for Autism Education), Miriam Mahan and Linda Yates (St. Joachim & Ann Care Service), Sissy Swift and Maggie Wiber (The Child Center), Lauri Cross Fink (Catholic Family Services), Denise Liebel (United Services), Heather Lytle (FACT), Marian and Larry McCord (CHADS Coalition), Kathy Thompson (LINC), Barb Griffith (Community Living), Fabian Spec (First State Bank), Anna Marie Wehr (Megan Meier Foundation), Amy Brown (Wentzville School District), Vicky Walker (Crider Health Center), Cristy Bilhorn (Behavioral Health Response), Georgean Rustemeyer (Wentzville Schools), Melanie Scheetz and Rossi Summers (Foster & Adoptive Care Coalition), Will Vanderpool (Francis Howell) and Michelle Gorman (Youth in Need)

**Approval of Minutes:** A motion was made to approve the minutes of the August 24, 2015 board meeting. (M.S.P.: Matheny/Marty) – Motion passed.

**Public Comment:** Melanie Scheetz thanked the CCRB for their partnership and provided an update on Foster and Adoptive Care Coalition services to youth and their families in St. Charles County.

**Honoring of Anne Zerr:** Bruce Sowatsky thanked Anne Zerr's for her assistance in passing Senate Bill 242 into law on August 28, which will protect children's mental health services for children in St. Charles County.

Ann thanked the board for the recognition and commented that she will continue to keep mental health services a priority.

**Report of the Chair:** Kevin Cantwell reported on the growth of the number of programs funded by the CCRB. Kevin reported that when he started his tenure on the Board, the CCRB funded 16 agencies and 26 programs. Currently, the CCRB funds 27 agencies and 42 programs. Kevin commented that the staff of the CCRB has remained the same despite the growth in agencies and programs and encouraged board members to consider this when making funding decisions for 2016.

Kevin announced the CCRB received the Incredible Partner award from Our Lady's Inn.

**Report of the Treasurer:** Luanne Cundiff reported on the eight-month statement ending August 31, 2015. The Services Fund balance is \$573,432 and Current Assets are \$1,634,092. Actual tax revenues collected were \$448,653 on a budget amount of \$552,090. Investment income accrued was \$776 on a budget of \$1,000. Total revenue for August was \$449,429 on a budget of \$541,340. Expenditure

requests for August services totaled \$469,679 on a budget amount of \$585,828. Explanations of the 21 line items that were over the 5% variance and over \$1,000 included: Bridgeway Behavioral Health (group counseling and substance abuse treatment), Center for Autism (workshops), Children's Home Society (counseling), Community Living (respite), Crider Health Center (wraparound and respite), Crisis Nursery (respite), Lutheran Family & Children's Services (counseling), Nurses for Newborns (home based services), Preferred Family Healthcare (group counseling, family counseling and drug tests), Youth in Need (crisis intervention and shelter counseling), and Eleventh Circuit Family Court (supervised visitation) were due to high demand. Preferred Family Healthcare (Teams of Concern-school based and case management), Thrive (prevention), United Services for Children (IBIC) and Youth in Need (crisis intervention-presentations) were due to school-based usage. In Administration, memberships were up because Kiwanis membership dues were paid for Bruce Sowatsky. Training was up because the school trauma training for school personnel was paid.

Luanne reported that she and Bruce completed a random sampling of CCRB invoices and bills paid. No discrepancies were noted.

Bruce reported that revenues are up 6.7% for this year compared to last year.

A motion was made to approve a wire-transfer for \$469,700 for the month of August. (M.S.P.: Berrey/Haberstroh) – Motion passed.

#### **Report of Standing Committees:**

- Children's Trust Fund: Bruce Sowatsky reported that the CCRB's reapplication has been approved.
- Finance: No Finance Committee report.
- Personnel: No Personnel Committee report.
- Executive – Policies and Procedures: Larry Marty reported that the first reading of the Record Retention Policy will be conducted today during New Business.
- Strategic Planning: No Strategic Planning report.

#### **Report of Executive Director:**

Bruce Sowatsky reported:

- Bruce distributed a spreadsheet to board members about the 2016 agency requests for funding. \$7,743,073.42 is being requested. Five new agencies applied. Salvation Army and Bridgeway (Children's Counseling) did not apply. There were a total of 46 programs that applied for 2016 funding.
- On September 19, Heather Forbes presented trauma training to 170 public and private school personnel at Fort Zumwalt West. The CCRB provided some funds for the training.
- Anthem health insurance for CCRB staff will go up 1.6%. However, the bill will decrease about \$200 per month because Bruce's daughter will be dropped from the policy.
- An ad seeking 3-year bids for the CCRB's audit was published in the St. Louis Business Journal. Bids must be received by October 9. Jan Lewien is handling the audit bids.
- Bruce reported that one of his daughters has been hired by Big Brothers Big Sisters, and another daughter works for Hochschild & Bloom (the CCRB's current auditor). Jan Lewien

will handle all matters with the audit bidding process. Jan Lewien will also handle discussions with Big Brothers Big Sisters related to their application (pre-hearing).

- St. Charles School District has reached the 90% threshold of kids attending 90% of their days. Bruce thanked the agencies for serving students in the St. Charles School District.
- The Community Council is hosting a breakfast meeting on October 1. There will also be a vote on their bylaws.

**Old Business:** No Old Business.

**New Business:** Kevin Cantwell reported that 21 line items have funding of 50% or higher.

A motion was made to approve Preferred Family Healthcare’s line-item transfer request from Teams of Concern-prevention (17 ½ units) to case management (40 units) for a total of \$1,810.39. (M.S.P.: Berrey/Cundiff) – Motion passed.

Larry Marty presented the first reading of the Record Retention Policy.

Bruce distributed two supplemental funding spreadsheets to board members. Bruce reported that the Board approved \$95,000 in supplemental funding at the August board meeting. Bruce also reported that board members have the option of making a motion to approve a total of \$117,000.00 in supplemental funding as additional revenues were received in early September.

A motion was made to increase Supplemental Funding by \$22,000, making \$117,000.00 available for 2015 Supplemental Funding. (M.S.P.: Berrey/Matheny) – Motion passed.

Board members discussed the methodology in distributing Supplemental funds.

A motion was made to award the average amount from board members’ recommendation for agencies’ supplemental funding. The total amount is \$117,007.46 (M.S.P.: Berrey/Marty) – Motion passed. These include:

Boys & Girls Club .....	Home and Community Based Services .....	\$4,924.80
Catholic Family Services .....	Counseling .....	\$5,777.25
Catholic Family Services .....	Crisis Intervention .....	\$3,935.88
Catholic Family Services .....	Prevention .....	\$1,246.28
Center for Autism .....	Capital .....	\$1,280.00
CHADS .....	Prevention .....	\$10,530.00
CHADS .....	Home Based .....	\$4,295.52
Child Center .....	Prevention .....	\$6,199.56
Children’s Home Society .....	Respite .....	\$5,135.36
Crisis Nursery .....	Capital .....	\$3,965.00
FACT .....	Capital .....	\$3,050.00
Lutheran Family & Childrens’ Services ...	Counseling .....	\$10,088.82
Nurses for Newborns .....	Home and Community Based Services .....	\$10,215.10
Our Lady’s Inn .....	Services to Unwed and Teen Moms .....	\$5,342.38
Preferred Family Healthcare* .....	Prevention .....	\$7,046.50
(*75 counseling units at \$63.78 and 50 case management units at \$45.26)		
St. Joachim & Ann .....	Capital .....	\$5,400.00

St. Joachim & Ann.....	Home and Community Based Services .....	\$10,417.50
Thrive.....	Capital.....	\$740.00
Thrive.....	Prevention.....	\$1,587.51
United Services for Children .....	Capital.....	\$2,390.00
Youth in Need.....	Counseling.....	\$5,280.00
Youth in Need.....	Transitional Living Program .....	\$8,160.00

**Announcements:** Michelle Gorman from Youth In Need announced that Youth in Need has a contract on a house that they plan to use for a new transitional living program home. The home is located across the street from Kathryn Linnemann library on Elm Street in St. Charles.

Kelly Broeker from Preferred Family Healthcare announced the Heroin Awareness Rally on October 10 from 10 a.m. to 12 p.m. at St. Charles High School, 725 Kingshighway in St. Charles.

Sissy Swift from The Child Center announced their Wine Tasting event on October 8 at Little Hills Winery.

Linda Haberstroh announced BJC Foundation’s gala on October 24 at Ameristar.

Luanne Cundiff introduced Fabian Spec. Fabian is a German intern student, and has been interning at First State Bank with Luanne.

**Adjournment:** A motion was made to adjourn the meeting at 9:08 a.m. (M.S.P.: Matheny/Marty) – Motion passed.