

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
December 14, 2015

Meeting Call to Order: The meeting was called to order at 8:05 a.m.

Roll Call and Guests:

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

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), Tony Bryan (Center for Autism Education), Miriam Mahan and Linda Yates (St. Joachim & Ann Care Service), Sissy Swift, Amy Robins, Tysa Coleman and Maggie Wiber (The Child Center), Tom Duff and Lauri Cross Fink (Catholic Family Services), Sheri Wiltse (Community Living), Katrina McDonald (Crider Health Center), Cristy Bilhorn (Behavioral Health Response), Nora Kelleher, Lisa Hearn, and Alex Viser (Epworth Children's Home), Lori Kohrs (United Services), Mike Whelan (Good Shepherd), Tina Meier and Anna Marie Wehr (Megan Meier Foundation), Cara Merritt (Youth in Need), Patrick Reidy (Preferred Family Healthcare), Kathy Thompson and Karen Reighard (LINC), Rod Campbell and Angela Wulff (Bridgeway), Kate Mansfield (Boys & Girls Club), Melinda Ohlemiller (Nurses for Newborns), Dar Walker (NAMI), Melissa Bode (Big Brothers Big Sisters), Karen Nolte (Children's Home Society), Heather Lytle (FACT), Joy Maxwell (ThriVe), Mark Norwine (CHADS) and Gregory Dahl (Community Psychological Service)

Approval of Minutes: A motion was made to approve the minutes of the November 23, 2015 board meetings. (M.S.P.: Beckering/Marty) – Motion passed.

Public Comment: No Public Comment.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Luanne Cundiff reported on the eleven-month statement ending November 30, 2015. The Services Fund balance is \$632,632 and Current Assets are \$1,695,335. Actual tax revenues collected were \$485,441 on a budget amount of \$552,090. Investment Income was not accrued. Total revenue for November was \$485,441 on a budget of \$541,340. Expenditure requests for November services totaled \$497,745 on a budget amount of \$585,578. Explanations of the 23 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (mobile outreach), Big Brothers Big Sisters (mentoring), Center for Autism Education (assessments), Children's Home Society (assessments), Crider Health Center (family assistance), Crisis Nursery (home based services), Foster & Adoptive Care Coalition (crisis services), NAMI (basics), Preferred Family Healthcare (Outpatient-family therapy and case management), Youth in Need (counseling, room and board and shelter counseling) were due to high demand. Catholic Family Services (crisis intervention), Crider Health Center (Pinocchio, prevention and school based mental health specialist), Preferred Family Healthcare (Teams of Concern-prevention), ThriVe (prevention), United Services for Children (IBIC) and Youth in Need (crisis interventions presentations) were due to school-based usage. Behavioral Health Response (texting) and NAMI (presentations) were above the variance due to

multiple months being submitted at one time. In Administration, Health Benefits was above the variance because two months of billing was submitted at one time.

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% for this year compared to last year.

A motion was made to approve a wire-transfer for \$498,000 for the month of November. (M.S.P.: Cundiff/Matheny) – Motion passed.

Report of Standing Committees:

- Children's Trust Fund: Children's Trust Fund applications are due December 24.
- Finance: Luanne Cundiff reported that the Finance Committee met on December 11 to discuss the CCRB's 2016 administrative and services budget.
- Personnel: No Personnel Committee report.
- Executive – Policies and Procedures: Larry Marty reported that the committee will be reviewing the Personnel Policies in 2016.
- Strategic Planning: No Strategic Planning report.

Report of Executive Director: Bruce Sowatsky reported:

- Staff have been preparing for the funding meeting.
- Bruce thanked Andrea Robertson and Luanne Cundiff for their service on the CCRB board.
- Bruce asked agency staff to notify the CCRB by email when they have submitted a Children's Trust Fund application.

Old Business: A motion was made to approve Preferred Family Healthcare's line-item transfer request from Outpatient Treatment-individual counseling (71 units, \$4,835.81), family counseling (47 units, \$4,193.81) and meds and labs (\$1,502.10) to group counseling (415 units, \$5,444.80), drug tests (74 units, \$1,369.00), case management (76 units, \$3,717.92). (M.S.P.: Berrey/Cundiff) – Motion passed. This motion was made to correct errors with the motion made last month for this program.

New Business:

2016 Administrative Budget

The 2016 CCRB Administrative 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 2016 Administrative Budget of \$346,500.00 (M.S.P.: Berrey/Matheny) – Motion passed.

2016 Services Budget

The 2016 CCRB Services Budget was discussed. Bruce Sowatsky reported that he and the Finance Committee met to discuss the 2016 CCRB services budget. Bruce provided Board members with a report on the proposed services budget. Bruce explained that St. Charles County will be using a 2.25%

growth model for predicting money collected. Based on the County's prediction and the CCRB's increased 2015 revenue rates, the Finance Committee recommended using a 3.0% growth in Children's Services funding. Based on these calculations, the 2016 budget would \$6,930,000.00.

A motion was made to approve the 2016 Services Budget at the recommended \$6,930,000.00. (M.S.P.: Beckering/Dempsey) – Motion passed.

2016 Services Funding

Bruce distributed a report to Board members with agency utilization projections for 2015. Bruce explained that the CCRB protected-funds procedure: If an agency's program is at 95% utilization or higher, the program's protected amount is 100% of their 2015 allocation. If an agency's program is lower than 95% utilization, the program protected amount is based on their projected 2015 utilization.

A motion was made to approve 2016 protected amount at \$6,420,918.30. (M.S.P.: Haberstroh/Berrey) – Motion passed.

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

Bruce Sowatsky reported that \$509,081.70 is available for allocation for 2016 funding. The total amount requested is \$1,292,355.58.

A motion was made to take a break. (M.S.P.: Berrey/Beckering) – Motion passed.

A motion was made to move back into session. (M.S.P.: Cundiff/Dempsey) – Motion passed.

A motion was made to approve Crisis Nursery's (respite) request for \$6,870.00 for an increase in units. (M.S.P.: Haberstroh/Beckering) – Motion passed.

A motion was made to approve Crisis Nursery's (home based) request for \$7,940.85 for an increase in units. (M.S.P.: Berrey/Matheny) – Motion passed.

A motion was made to approve Our Lady's Inn's (unwed mothers) request for \$12,895.40 for an increase in units. (M.S.P.: Marty/Robertson) – Motion passed.

A motion was made to approve Sts. Joachim & Ann Care Service's (home based) request for \$9,059.40 for a rate increase of \$1.05 per unit. (M.S.P.: Matheny/Dempsey) – Motion passed.

A motion was made to approve Community Living's (respite) request for \$309.60 for a rate increase of \$0.15 per unit. (M.S.P.: Berrey/Matheny) – Motion passed.

A motion was made to approve Youth In Need's (transitional living) request for \$18,615.00 for an increase in units. (M.S.P.: Haberstroh/Matheny) – Motion passed.

A motion was made to approve Youth In Need's (counseling) request for \$20,000.00 for an increase in units. (M.S.P.: Matheny/Marty) – Motion passed.

A motion was made to approve Youth In Need's (teen mothers) request for \$3,789.00 for a rate increase of \$3.00 per unit. (M.S.P.: Berrey/Dempsey) – Motion passed.

A motion was made to approve The Child Center's (forensic interviews) request for \$2,079.68. This amount includes a rate increase of \$.25 per unit (\$73.00) and \$2,003.43 for an increase in units. (M.S.P.: Beckering/Berrey) – Motion passed.

A motion was made to approve Nurses for Newborns' (home based services) request for \$10,667.85. This amount includes a rate increase of \$0.02 (\$13.50) and \$10,652.89 for an increase in units. (M.S.P.: Haberstroh/Berrey) – Motion passed.

A motion was made to approve Youth In Need's requests for \$19,250.00 for room and board and \$4,420.00 for counseling, both for an increase in units. (M.S.P.: Matheny/Berrey) – Motion passed.

A motion was made to approve Crider Health Center's (care coordination) request for \$22,640.00 for an increase in units. (M.S.P.: Berrey/Dempsey) – Motion passed.

A motion was made to approve Crider Health Center's (parent partner) request for \$9,759.50 for an increase in units. (M.S.P.: Berrey/Marty) – Motion passed.

A motion was made to approve Crider Health Center's (parent partner-Medicaid) request for \$9,504.00 for an increase in units. (M.S.P.: Matheny/Marty) – Motion passed.

A motion was made to approve Crider Health Center's (respite) request for \$4,849.80 for an increase in units. (M.S.P.: Beckering/Marty) – Motion passed.

Crider Health Center's (wraparound) request was discussed. No motion was made.

A motion was made to approve Lutheran Family & Children's Services' (counseling) request for \$34,519.59. (M.S.P.: Beckering/Berrey) – Motion passed with 2 opposed.

A motion was made to approve Children Home Society's (respite) request for \$18,460.00. This amount includes a rate increase of \$1.12 per unit (\$3,360.00) and \$14,115.00 for an increase in units. (M.S.P.: Matheny/Dempsey) – Motion passed.

A motion was made to approve Preferred Family Healthcare's (Outpatient-individual counseling) request for \$33,043.05 for an increase in units and \$2,080.00 for meds and labs. (M.S.P.: Haberstroh/Berrey) – Motion passed.

A motion was made to approve Preferred Family Healthcare's (Teams of Concern-intakes) request of \$739.11. This amount includes a rate increase of \$1.05 (\$114.45) and \$618.36 for an increase in units. (M.S.P.: Dempsey/Matheny) – Motion passed.

A motion was made to approve Preferred Family Healthcare's (Teams of Concern-case management) request for \$486.64. This amount includes a rate increase of \$0.13 (\$78.13) and \$407.34 for an increase in units. (M.S.P.: Matheny/Berrey) – Motion passed.

A motion was made to approve Preferred Family Healthcare's (Teams of Concern-drug tests) request for \$422.65. This amount includes a rate increase of \$0.13 (\$11.05) and \$407.70 for an increase in units. (M.S.P.: Marty/Beckering) – Motion passed.

A motion was made to approve Preferred Family Healthcare's (Teams of Concern-individual counseling) request for \$4,467.12. This amount includes a rate increase of \$0.03 (\$64.23) and \$4,400.82 for an increase in units. (M.S.P.: Beckering/Marty) – Motion passed.

A motion was made to approve Preferred Family Healthcare's (Teams of Concern-prevention) request for \$22,012.39. This amount includes a rate increase of \$0.24 (\$145.20) and \$21,809.04 for an increase in units. (M.S.P.: Berrey/Matheny) – Motion passed.

Preferred Family Healthcare's (Teams of Concern-presentations) was discussed. No motion was made.

A motion was made to approve Preferred Family Healthcare's (Teams of Concern-school based) request for \$10,066.98 for an increase in units. (M.S.P.: Haberstroh/Matheny) – Motion passed.

A motion was made to approve Big Brothers Big Sisters (mentoring) for \$2,456.40 for an increase in units. (M.S.P.: Dempsey/Matheny) – Motion passed.

A motion was made to approve Catholic Family Services' (crisis interventions) request for \$18,079.25. The amount includes a rate increase of \$7.55 (\$7,927.50) and \$8,830.50 for an increase in units. (M.S.P.: Matheny/Dempsey) – Motion passed.

A motion was made to approve The Child Center's (prevention) request for \$15,236.40 for an increase in units. (M.S.P.: Matheny/Berrey) – Motion passed.

A motion was made to approve Kids Under Twenty One's request for a rate increase in prevention for \$3.64 per unit (\$837.00) and a rate increase in ASIST Training for \$0.25 (\$12.00). (M.S.P.: Haberstroh/Dempsey) – Motion passed.

A motion was made to approve Children's Home Society's (psychological assessments) request for \$3,614.73. This amount includes a rate increase of \$4.92 (\$728.16) and \$2,753.73 for an increase in units. (M.S.P.: Matheny/Berrey) – Motion passed.

A motion was made to approve CHADS' (home based) request for \$10,173.60 for an increase in units. (M.S.P.: Haberstroh/Beckering) – Motion passed.

Good Shepherd's request was discussed. No motion was made.

A motion was made to approve ThriVe's (prevention) request for \$4,589.34 for an increase in units. (M.S.P.: Matheny/Marty) – Motion passed.

A motion was made to approve Behavioral Health Response's (phone) request for 25% (87 units) of the requested 348 units and a rate increase of \$0.52 (\$375.96). (M.S.P.: Haberstroh/Dempsey) – Motion passed.

An amendment to the BHR phone request was made (\$6,379.68). This amendment includes a rate increase of \$0.52 (\$375.96), to restore 22 units (\$1,211.76), and an increase of 87 units (\$4,791.96). (M.S.P.: Haberstroh/Dempsey) – Motion passed and amended.

Behavioral Health Response's request (mobile outreach) was discussed. No motion was made.

A motion was made to approve Behavioral Health Response's (presentations) request for a rate increase of \$15.37 per unit (\$199.81). (M.S.P.: Robertson/Marty) – Motion passed.

A motion was made to approve Behavioral Health Response's (trainings) request for \$9,341.60 for an increase in units. (M.S.P.: Berrey/Dempsey) – Motion passed.

A motion was made to approve Behavioral Health Response's (ASIST training) request for a rate increase of \$19.34 per unit (\$618.88). (M.S.P.: Marty/Robertson) – Motion passed.

A motion was made to approve the National Alliance on Mental Illness's (basics) request for \$7,589.26. This amendment includes a rate increase of \$62.54 per unit (\$5,878.76) and an increase in units (\$1,710.50). (M.S.P.: Haberstroh/Dempsey) – Motion passed.

The National Alliance on Mental Illness's (presentations) request was discussed. No motion was made.

A motion was made to approve the National Alliance on Mental Illness's (helpline) request for a rate increase of \$70.39 per unit (\$351.95). (M.S.P.: Matheny/Berrey) – Motion passed.

A motion was made to approve Bethany Christian Service's (respite) request for \$1,140.00. This amount includes a rate increase of \$2.50 per unit (\$300.00) and an increase in units (\$800.00). (M.S.P.: Haberstroh/Berrey) – Motion passed.

A motion was made to approve the Megan Meier Foundation (counseling) request at 50% of its request for funding (\$40,454.70) for funding. (M.S. Robertson/Dempsey). A roll call vote was held. Four in favor: Molly Dempsey, Linda Haberstroh, Larry Marty and Andrea Roberston, Four against: Dave Beckering, Ron Berrey, Kevin Cantwell and Nancy Matheny, and one abstained: Luanne Cundiff. Motion failed.

A motion was made to approve LINC's (home based services) request at \$35,000.00. (M.S. Haberstroh/Dempsey). A roll call vote was held. Four in favor: Molly Dempsey, Linda Haberstroh, Larry Marty and Andrea Roberston. Four against: Dave Beckering, Ron Berrey, Kevin Cantwell and Nancy Matheny. One abstained: Luanne Cundiff. Motion failed.

A motion was made to amend the Megan Meier Foundation's (counseling) request to \$20,285.98 for funding (173 units). (M.S.P.: Matheny/Dempsey) – Motion passed. A roll call vote was held. Five in favor: Molly Dempsey, Linda Haberstroh, Larry Marty, Nancy Matheny and Andrea Robertson. Three against: Dave Beckering, Ron Berrey and Kevin Cantwell. One abstained: Luanne Cundiff.

A motion was made to amend the LINC's (home based services) request to \$17,500.00 for funding. (M.S.P.: Haberstroh/Robertson) – Motion passed. A roll call vote was held. Six in favor: Ron

Berrey, Molly Dempsey, Linda Haberstroh, Larry Marty, Nancy Matheny and Andrea Robertson. Two against: Dave Beckering and Kevin Cantwell. One abstained: Luanne Cundiff.

A motion to approve the Center for Autism's (assessments) request for \$3,264.31 for an increase in units. (M.S.P.: Marty/Dempsey) – Motion passed.

A motion was made to approve the Center for Autism's (workshops) request for \$3,585.75 for an increase in units. (M.S.P.: Marty/Robertson) – Motion passed.

A motion was made to approve the Center for Autism's (home based services) request for \$6,995.64 for an increase in units. (M.S.P.: Haberstroh/Berrey) – Motion passed.

A motion was made to take a break. (M.S.P.: Beckering/Berrey) – Motion passed.

A motion was made to move back in session. (M.S.P.: Beckering/Berrey) – Motion passed.

A motion was made to approve United Services for Children's (IBIC) request for \$22,207.50 for an increase in units. (M.S.P.: Haberstroh/Robertson) – Motion passed.

A motion was made to approve United Services for Children's (behavioral) request for \$3,569.79 to restore 623 units. (M.S.P.: Matheny/Berrey) – Motion passed.

A motion was made to approve United Services for Children's (behavioral) request for \$3,581.25 for an increase in units. (M.S.P.: Haberstroh/Berrey) – Motion passed.

A motion was made to approve Boys & Girls Club's (center based services) request for \$6,781.02. This includes a rate increase of \$0.01 per unit (\$104.16) and \$6,661.44 for an increase in units. (M.S.P.: Beckering/Dempsey) – Motion passed.

A motion was made to approve Community Psychological's request for \$15,419.00 for funding. (M.S.P.: Berrey/Matheny) – Motion passed.

A motion was made to approve Catholic Family Services' (prevention) request for \$49.50 for a rate increase of \$0.99 per unit. (M.S.P.: Dempsey/Beckering) – Motion passed.

A motion was made to approve Catholic Family Services' (psychiatry) request for \$2,219.65. This includes a rate increase of \$2.35 (\$58.75) and an increase of units (\$2,137.50). The motion included Initial Medicaid for \$151.26 for an increase in units and Follow Up Medicaid for \$16.90 for an increase in units. (M.S.P.: Haberstroh/Dempsey) – Motion passed.

Catholic Family Services' (counseling, counseling Medicaid and Love and Logic) request were discussed. No motions were made.

A motion was made to approve CHADS' (SOS prevention) request for \$14,300.00 for an increase in units. (M.S.P.: Haberstroh/Dempsey) – Motion passed.

A motion was made to approve CHADS' (SOS school based) request for \$1,700.00 for an increase in units. (M.S.P.: Haberstroh/Robertson) – Motion passed. One opposed.

Bridgeway Behavioral Health (assessments, case management, family counseling, group counseling, individual counseling, drug tests, substance abuse treatment and psychiatry) were discussed.

A motion was made to approve Bridgeway Behavioral Health's (substance abuse) request for \$18,886.71 to restore units. (M.S.P.: Haberstroh/Robertson) – Motion passed.

No other motions were made for Bridgeway Behavioral Health.

Epworth's (prevention) request was discussed. No motion was made.

CHADS' (Olewus prevention) was discussed. No motion was made.

Announcements: Kevin Cantwell thanked the CCRB board and staff for their work and commitment to children and families in our community.

Nancy Matheny asked if board members could schedule time a time to visit agencies at their location to learn more about the agencies and the programs they provide to our County's children and families.

Adjournment: A motion was made to adjourn the meeting at 11:02 a.m. (M.S.P.: Matheny/Berrey) – Motion passed.