

# **COMMUNITY AND CHILDREN'S RESOURCE BOARD of St. Charles County**

## **OFFICE LOCATION**

2440 Executive Drive, Suite 214, St. Charles, MO 63303. The CCRB office contains records, reference books and other materials that may be of general interest. The agency operates on a fiscal year from January 1 to December 31.

## **BOARD ADMINISTRATIVE STAFF**

The CCRB has two FTE paid staff – an Executive Director, a Grants Administrator, and a part-time administrative assistant who are responsible for the day-to-day operations of the Resource Board Board.

## **THE CCRB HISTORY**

The Community and Children's Resource Board of St. Charles County was created in 1997 after community leaders noted the need for working with children and youth who were at the time going into long-term residential and juvenile detention centers. Established through the St. Charles County Ordinance 97-152, the Resource Board's purpose was to oversee funding from any federal, state or local grants awarded to St. Charles County for the purpose of providing mental health and substance abuse related services to the children and youth of St. Charles County. Another focus of the Resource Board was to lay the groundwork for potential funding created through local tax initiatives.

In 2000, the Resource Board released the first St. Charles County Needs Assessment, which focused on the gaps in services related to shelter, mental health, substance abuse, and community education. Later that same year and using data collected in the Needs Assessment, community leadership attempted to pass a 1/8 cent sales tax initiative, which received 49.7% of the vote but failed by 355 votes. In August 2002, additional efforts were attempted to pass the same sales tax initiative, an effort which received 42.7% of the vote. Again in November 2004, the initiative was developed and this measure passed by 52% of the votes to create a Community Children's Services Fund.

The legislation which describes the types of services funded through the local sales tax includes:

- Up to 30 days of temporary shelter for abused, neglected, run away, homeless or emotionally disturbed youth; respite care services and services to unwed mothers;
- Outpatient chemical dependency and psychiatric treatment programs; counseling and related services as a part of transitional living programs; home-based and community-based family intervention programs; unmarried parent services; crisis intervention services, inclusive of telephone hot lines; and prevention programs which promote healthy lifestyles among children and youth and strengthen families;
- Individual, group, or family professional counseling and therapy services; psychological evaluations; and mental health screenings.

In August 2005, sales tax revenues became available to the Resource Board to fund services for St. Charles County's children and youth-serving organizations. Over \$1.5 million was provided to the following organizations: Youth In Need, Preferred Family Healthcare, Crider Center for Mental Health, F.A.C.T., Bridgeway Counseling Services, the Child Center, Lutheran Family and Children Services, Catholic Family Services and the Crisis Nursery. .

Currently, the Resource Board has contracted with 18 agencies to provide services. Contracts for 2009 have been finalized, with Resource Board subsidized services totaling over \$5.7 million. Contract periods are on a calendar year, with applications available on a yearly basis.

## **MISSION STATEMENT, VALUES, VISION**

Following the May 2006 Strategic Plan committee meeting, a recommendation to adopt a new mission statement and a new vision statement was forwarded to the entire Board of Directors June meeting. The Board voted unanimously to accept those changes, and the new statements are listed below:

*Mission* ~ Maximizing community resources to build and sustain a comprehensive system of services for children and families in need.

*Vision* ~ Preparing all youth and families to realize a brighter tomorrow.

The *Values* and *Beliefs* statements were retained by the Board of Directors and reads:

*Values statement* ~

- **Collaboration:** The Resource Board will encourage collaboration and integration of mental health services and public funds to deliver services that are effective, efficient and continually improved.
- **Family Voice:** The Resource Board will ensure that children and families in need of services will have a voice and are true partners in the planning, development, and delivery of those services.
- **Accountability:** The Resource Board will help to develop accountable service delivery systems that are responsive to the community as well as public health and welfare authorities.
- **Strength Based:** The Resource Board will encourage service providers to be strength-based in their approach to providing services to children and families.

*Beliefs statement* ~

“St. Charles County will be a community in which all adults share responsibility for our children and teenagers; where youth can achieve their full potential in a safe and supportive environment; where personal responsibility and respect for others are taught and practices; where we have the

tools and support necessary to nurture and guide our children; and where the needs of young people are our highest priority. To achieve this vision, we must...

- Provide the resources and support services young people need to grow and excel.
- Expand programs and information that strengthen families and give parents tools to be effective and loving guardians of their children.
- Teach our young people to appreciate diversity in our community and value our differences as well as our similarities.
- Ensure that every child has an equal opportunity in the educational process.
- Demonstrate through our words and actions the importance of personal responsibility and respect for people, places, and things.
- Help children and youth to develop self-esteem, discipline and a sense of connection that will enable them to respond to challenges, say no to temptations, and become productive members of the community in the future.

## **FUNDING PRINCIPLES**

- Guided by Strategic Plan
- Priority: Mental health and substance abuse/addiction prevention needs of St. Charles County children and youth
- Local support for children and youth-serving organizations providing services in the area of psychiatry and counseling, temporary residential services, unwed teen parents, home and school-based intervention, prevention programs, respite services and crisis interventions.

## **FUNDING PROCESS**

- Announcement of CCRB Budget (August)
- CCRB Annual Application Process (Opens in August/Closes September)
- Children's Trust Fund Application Process (Opens in October/Closes December)
- One-Time Funds Application Process (when announced)
- Capital Funding Application Process (when announced)
- Emergency Funding Application Process (year-round)
- Supplemental Funding Application Process (when announced)
- Announcement of Awards (December)

## **ORGANIZATIONAL STRUCTURE**

### **1. Purpose**

The Resource Board was created for the purpose of administration, allocation and distribution of any taxes or fees authorized by the voters and collected hereafter for the purpose of providing necessary funds to establish, operate and maintain community mental health services and for the purpose of providing counseling, family support, and temporary residential services to persons eighteen (18) years of age or less, and for the purpose of recommending to the County governing body, the allocation and distribution of other County funds appropriated to the benefit of the Resource Board.

## **2. Board Composition**

Pursuant to RSMo.210.861, the Resource Board shall consist of a total of nine members, all residents of St. Charles County.

Members of the Community and Children's Resource Board of St. Charles County shall be appointed for a term of three years by the County Executive and confirmed by the County Council. At least two board members must be related by blood within the third degree to a person with a mental health diagnosis. Terms of the members expire on October 1. Members of the Board can be reappointed at the discretion of the County Executive and County Council. They serve until replaced.

## **3. Committees**

The Resource Board elects its offices of Chairperson, Vice Chairperson and Treasurer every January. The Chairperson of the Board shall establish committees, standing and ad hoc, as needed. Current standing committees are:

- Finance Committee: Developed to design investment policies relevant to funds generated from sales tax revenues. This committee also explores budgetary projections in order to put guidelines on program expenditures.
- Children's Trust Fund Committee: Reviews all applicants for funding for the Children's Trust Fund grant.
- Personnel Committee: Establishes personnel policies, hiring policies and staff planning.

## **4. Meetings**

The Resource Board holds its regularly scheduled full Board meetings on the fourth Tuesday of each month beginning at 8:00 a.m. The location is the Non-Profit Center, located at 425 Spencer Road, St. Peters, MO. If a holiday should fall on the day of a regularly scheduled meeting, the Board will vote to cancel or reschedule the meeting. All interested agencies, consumers, and other parties are invited and encouraged to attend the Board meeting. It is suggested that persons interested in attending the meetings contact the Resource Board office to confirm specific meeting place. Information regarding Resource Board meetings can be obtained by calling (636) 939-6200.

## **5. Sunshine Law**

All Board meetings are open to the public in accordance with Sections 610.010 to 610.028 RSMo., Missouri Sunshine Law. The date, place and time of meetings are prominently posted at the County Executive's Office, County Administration and the County Health Department. Minutes and records from the meetings are available for view by the public at the Resource Board office and at the agency website ([www.stcharlescountykids.org](http://www.stcharlescountykids.org)). Requests should be made to the Executive Director.

**6. Board Business**

Board members are mailed a packet of information pertinent to the upcoming Board meeting agenda approximately one week prior to the meeting. Agencies needing to submit correspondence to the Board for the Board meeting must submit their correspondence two weeks prior to the Board meeting to the Resource Board office.