

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
August 26, 2019

Meeting Call to Order: The meeting was called to order at 8:02 a.m.

Roll Call and Guests:

Present: Ron Berrey, Molly Dempsey, Ken Dobbins, Cory Elliott, Pastor Raymond Horry, Larry Marty, Nancy Schneider, and Catherine Williams

Absent: Allison Onder

Staff: Bruce Sowatsky, Michelle McElfresh, and Jeanne Spencer

Guests: Karen Englert (Boys & Girls Club), Ben Chambers (CHADS Coalition for Mental Health), Christine TenEyck (The Child Center, Inc.), Todd Barnes (Community Council of St. Charles County), Sheri Wiltse (Community Living, Inc.), Katrina McDonald Fuller (Compass Health Network), DiAnne Mueller (Crisis Nursery), Jennifer Vorachack (Epworth Children and Family Services), Judge Jack Banas and Nicole Morris (Eleventh Circuit Family Court), Kathy Thompson (LINC St. Charles County), Courtney Knipp (Lutheran Family & Children's Services), Tina Meier (Megan Meier Foundation), Christine Patterson (NAMI-St. Louis), Melinda Monroe (Nurses for Newborns), Denise Fondren (Our Lady's Inn), Kelly Broeker and Megan Payton (Preferred Family Healthcare), Lauri Cross Fink (Saint Louis Counseling), Pam Struckoff (Sts. Joachim & Ann Care Service), Elisa Zieg (The Sparrow's Nest), Felicia Linear (ThriVe St. Louis), Lori Kohrs (United Services for Children), and Cara Merritt (Youth In Need)

Approval of Minutes: A motion was made to approve the July 22, 2019 Board Minutes. (M.S.P.: Dempsey/Elliott) – Motion passed.

Partner Presentations:

- **Eleventh Circuit Family Court:** Judge Jack Banas, Nicole Morris (Family Court Coordinator), and Cara Merritt (Senior Counseling Director for Youth In Need) shared the impact Therapeutic Supervised Visitation has on children in the County. The Court contracts Youth In Need Counseling to provide the service. The Supervised Visitation program serves approximately 15 children and their parents each year by facilitating the re-establishment of the parent-child relationship within a therapeutic environment. TSV also connects clients to additional resources when necessary.
- **Megan Meier Foundation:** Tina Meier, Executive Director, presented on their Resource Center and counseling services available to children and families. MMF focuses on providing education, counseling, and support to children who have experienced bullying or cyberbullying. Tina reported MMF had used 100% of 2019 funding by June and they have been asked to increase services at several county schools. Tina announced MMF received Department of Mental Health certification.
- **Nurses for Newborn:** Melinda Monroe, CEO, presented on their Nurse Visitation program, which serves infants; prenatal to one year old. The program has seen a decrease in infant mortality, but they are seeing an increase in the complexity of environmental

stressors affecting children and their caregivers. NFN serves approximately 150 children and their caregivers in St. Charles County. Melinda announced NFN will be a Trauma-Informed Agency in November.

Public Comment: No Public Comment.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Cory Elliott reported on the seventh-month statement ending July 31, 2019. The Services Fund balance is \$722,974 and Current Assets are \$1,951,998. Actual tax revenues collected were \$707,388 on a budget amount of \$622,006. Investment Income was \$8,606. Total revenue for July is \$715,994 on a budget of \$616,256. Expenditure requests for July services totaled \$669,433 on a budget amount of \$660,090. Explanations of the 23 line items that were over the 5% variance and over \$1,000 included: The Child Center (forensic interviews and advocacy), Compass Health Network (care coordination and family assistance), Crisis Nursery (respite and home-based services), Eleventh Circuit Family Court (supervised visitation), Epworth (home-based services and psychological assessments), FamilyForward (respite), LINC St. Charles County (counseling and wraparound), Our Lady's Inn (teen parents), Saint Louis Counseling (counseling), UMSL Center for Behavioral Health (psychological assessments), and Youth In Need (Temporary Shelter-room & board and group counseling; and transitional living) were due to high demand. Preferred Family Healthcare (Team of Concern-prevention and counseling) was above the variance due to school-based usage. Compass Health Network (family-assistance Medicaid, Parent Partner –Medicaid, and School-based Mental Health Specialist – Medicaid,) was over the variance due to CCRB's quarterly payment to the Department of Mental Health.

Bruce reported revenue is up 0.7% for the month and 2.8% year to date.

Bruce reported twenty-six (26) line items have more than 52% of funds remaining as of July 30. Agencies with low utilization as of June 30, submitted their Underutilization Plans, and these have been distributed to the Board.

Bruce reported the CCRB will not offer Supplemental funding this year.

A motion was made to approve a wire-transfer for \$669,500 for the month of July. (M.S.P.: Elliott/Marty) – Motion passed.

All of CCRB invoices and bills paid were completed with 100% accuracy.

Report of Standing Committees:

- Children's Trust Fund: Bruce Sowatsky reported the Annual Report was submitted and the CCRB was approved to be a CTF partner for 2020.
- Finance: Cory Elliot reported the Finance Committee met to revise the Reserve Policy proposed by the Auditor. Ken Dobbins will present the revised Reserve Policy during Old Business.

- Personnel: Nancy Schneider distributed the Executive Director Evaluation forms to the Board. The Board will discuss the evaluation with the Executive Director at the November meeting.
- Executive – Policies and Procedures: Larry Marty reported the Governance section will be presented for a Second Reading as part of Old Business. Bruce reported CCRB staff have reviewed the Management Policies and will meet with Larry to discuss revisions to the formatting, language, and procedures. These will be presented for a First Reading at the September meeting.

Report of Executive Director:

Bruce Sowatsky reported:

- Bruce and Jeanne Spencer have been meeting with the Shower of Love partner agencies about the decline in donations for the event and to generate ideas for changes to the Shower of Love event for future years.
- Mid-Year Reports were submitted and Michelle McElfresh will give a report at the September Board meeting.
- Bruce has been working with Karen Thomson of the St. Louis Learning Disabilities Association to develop a Trauma-Informed Training Workshop for Early Childhood Educators and childcare staff on November 23. The workshop will be free to educators and staff who work or live in St. Charles County.
- Bruce met with Dr. Curtis Cain from the Wentzville School District to create a pilot program in the district for further training in trauma and self-care for administrators and teachers. The district will evaluate the program and provide data to help establish best practices for training.

Old Business:

- **Reserve Policy:** The Finance Committee presented the recommended changes to the Fund Balance Policy and its procedures.

Original: Section Finance: Article 6.0: Fund Balance: CCRB has a target goal of maintaining at total fund balance, not including sales tax receivable, of not less than 15% of total annual revenues.

Revised: Section Finance: Article 6.0: Fund Balance: The CCRB has a target goal of maintaining a fund balance of not less than 15% of total revenues at December 31 each year.

A motion was made to accept the Fund Balance Policy as proposed.
(M.S.P.: Dobbins/Dempsey) – Motion passed.

- **Governance Policies:** The revised Governance Policies section of the CCRB Policies and Procedures Handbook were distributed to the Board and agency partners for a Second Reading. No additional edits were suggested by the Board or agency partners.

A motion was made to approve the proposed changes to format, language, and procedure in the Governance Policies section of the CCRB Policies and Procedures Handbook. (M.S.P.: Berrey/Marty) – Motion passed.

- **Chamber Membership:** Bruce reported CCRB staff researched all of the County Chambers of Commerce and then met with Molly Dempsey to discuss the options.

A motion was made for the CCRB to join the Western St. Charles County Chamber of Commerce for an annual fee of \$175.00. (M.S.P.: Dempsey/Berrey) – Motion passed.

New Business:

- **Contract Extension for Berry Organizational & Leadership Development (BOLD):** Bruce reported the CCRB had contracted BOLD for a survey of school mental health needs. Following the survey, Bruce and Dr. Cynthia Berry (BOLD) determined it necessary to conduct individual surveys for each of the schools in the County, in order to provide more in-depth and relevant information regarding mental health needs. The results from these surveys will be made available to CCRB partner agencies. Dr. Berry donated 10 hours of her own time to the surveys. This process exceeded the contracted amount of \$8,000.00 and Bruce recommends the CCRB add to the contract an additional \$4,700.00 for the additional surveys.

A motion was made to amend the contract for Berry Organization and Leadership Development's services for an additional \$4,700.00, for a total of \$12,700.00. (M.S.P.: Elliott/Dempsey) – Motion passed.

Announcements:

DiAnne Mueller, Saint Louis Crisis Nursery, recognized Bruce for his service at their Celebrity Waiters fundraiser and announced a diaper drive by the Pooper Troopers from September 3 to 15 to benefit the Crisis Nursery.

Kathy Thompson, LINC St. Charles County, announced their Trivia fundraiser on September 14 at 6:00 p.m. at the Carpenters Union Hall in Wentzville.

Closed Session – Agency Audit:

A motion was made to move into Closed Session to discuss agency audits. (M.S.P.: Berrey/Dobbins) – Motion passed.

A motion was made to move into Open Session. (M.S.P.: Berrey/Dempsey) – Motion passed.

Adjournment: A motion was made to adjourn the meeting at 9:25 a.m. (M.S.P.: Dobbins/Dempsey) – Motion passed.