

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
November 25, 2019

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

Roll Call and Guests:

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

Absent: Nancy Schneider (sick), Ken Dobbins (vacation), and Allison Onder (personal)

Staff: Bruce Sowatsky, Michelle McElfresh and Jeanne Spencer

Guests: Laura Coleman (Behavioral Health Response), Linda Sanchez (Boys & Girls Club), Ben Chambers (CHADS Coalition for Mental Health), Sissy Swift (The Child Center, Inc.), Todd Barnes (Community Council of St. Charles County), Katrina McDonald Fuller (Compass Health Network), DiAnne Mueller (Crisis Nursery), Rachel Svejovsky (F.A.C.T.), Kathy Thompson (LINC St. Charles County), Courtney Knipp and Gayla Gibson (Lutheran Family & Children's Services), Kyle Dooley (NAMI St. Louis), Denise Fondren (Our Lady's Inn), Kelly Broeker (Preferred Family Healthcare), Lauri Cross Fink (Saint Louis Counseling), Brittany Morgan (Sts. Joachim & Ann Care Service), Felicia Linear and Madronica Malone (ThriVe St. Louis), Lori Kohrs (United Services for Children), and Nathan Harms (TREE House of Greater St. Louis)

Approval of Minutes: A motion was made to approve the October 28, 2019 Board Minutes. (M.S.P.: Elliott/Marty) – Motion passed.

A motion was made to approve the November 13, 2019 Board Minutes. (M.S.P.: Williams/Berrey) – Motion passed.

A motion was made to approve the November 14, 2019 Board Minutes. (M.S.P.: Elliott/Williams) – Motion passed.

Public Comment: No Public Comment.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Cory Elliott reported on the ten-month statement ending October 31, 2019. The Services Fund balance was \$978,172 and Current Assets were \$2,202,084. Actual tax revenues collected were \$595,152 on a budget amount of \$622,006. Fundraising income from the Shower of Love was \$2,708. Total revenue for October was \$597,856 on a budget of \$616,256. Expenditure requests for October services totaled \$718,671 on a budget amount of \$667,400. Explanations of the 26 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (mobile outreach), CHADS Coalition for Mental Health (home-based services), The Child Center (forensic interviews), Crisis Nursery (home-based services and respite), Eleventh Circuit Family Court (supervised visitation), FamilyForward (psychological assessments), Kids Under Twenty One (ASIST training), LINC St. Charles

County (counseling and wraparound), Preferred Family Healthcare (Outpatient Substance Use Treatment – assessments), Sts. Joachim & Ann Care Service (home-based), Saint Louis Counseling (crisis intervention), UMSL Center for Behavioral Health (psychological assessments), and Youth In Need (counseling, transitional living, and crisis intervention) were due to high demand. The Child Center (prevention), Compass Health Network (Pinocchio), Kids Under Twenty One (prevention), Preferred Family Healthcare (Team of Concern-intakes and school-based services) and United Services for Children (IBIC) were above the variance due to school-based usage. Compass Health Network (Medicaid) was over the variance due to 3 months of billing.

Bruce Sowatsky reported revenue is up 3.2% year to date for 2019.

Bruce reported twenty-six (26) line items have more than 28% of funds remaining as of September 30. Two agencies have requested a Line Item Transfer.

A motion was made to approve a wire-transfer for \$718,700 for the month of October. (M.S.P.: Elliott/Berrey) – Motion passed.

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

Report of Standing Committees:

- Children’s Trust Fund: Bruce reported the 2020 Children’s Trust Fund Grant applications are due Friday, December 13.
- Finance: Bruce reported the Finance Committee will meet in December to review the 2020 Budget projections.
- Personnel: No Personnel Report.
- Executive – Policies and Procedures: No Executive – Policies and Procedures report.
- Strategic Planning – Bruce reported the next Strategic Planning process will begin in fall of 2020.

Report of Executive Director:

Bruce Sowatsky reported:

- The CCRB held a Trauma-Informed Training for Early Childhood Educators and childcare staff on November 23 and approximately 150 participants from St. Charles County attended.
- Michelle and Jeanne Spencer will complete fall site audits of partner agencies in December.
- CCRB staff is preparing materials for the December 16 Board meeting.
- Bruce participated in the St. Charles County Department of Public Health’s strategic plan meetings in regards to mental health and substance use treatment.
- Bruce reported revenue projections and are predicted to experience a 1.5% growth in revenue for 2020. A TIF has matured from the City of St. Peters which is expected to increase the 2020 revenue by approximately \$60,000.

- Bruce asked partner agencies providing suicide prevention services to submit details on the districts, buildings, and age groups served by each agency. This information was requested by the Board following the agency hearings in November.

Old Business: No Old Business.

New Business:

Line Item Transfer Requests –

- **Saint Louis Counseling:** Saint Louis Counseling requested to transfer 16 units of Love and Logic units (\$2,464.00) to Counseling.

A motion was made to approve Saint Louis Counseling's Line Item Transfer Request to increase Counseling (31 units, \$2,464.00) and to decrease Love and Logic (16 units, \$2,464.00). (M.S.P.: Berrey/Elliott) – Motion passed.

- **Preferred Family Healthcare (PFH):** In the School-Based Prevention (Team of Concern) program, PFH requested to transfer 244 School-Based units, 9 Drug Test units, 4 Psychiatry units, and 70 Case Management units (\$18,746.50) to increase Intakes, Counseling, and Prevention units.

A motion was made to approve Preferred Family Healthcare's School-Based Prevention Line Item Transfer Request to increase Intakes (23 units, \$2,416.38), Counseling (73 units, \$4,292.40) and Prevention (139.8 units, \$12,036.78), and to decrease School-Based (244 units, \$14,859.60), Drug Tests (9 units, \$115.74), Psychiatry (4 units, \$831.76), and Case Management (\$2,940.00) for a total transfer of \$18,746.50. (M.S.P.: Williams/Berrey) – Motion passed.

In the Outpatient Substance Use Treatment program, PFH requested to transfer 16 Assessment units, 11.5 Group Counseling units, 50.5 Family Counseling units, 51 Case Management units, and 2 Psychiatry units (\$9,907.20) to Individual Counseling and Drug Tests units.

A motion was made to approve Preferred Family Healthcare's Outpatient Substance Use Treatment Line Item Transfer Request to increase Individual Counseling (127 units, \$9,144.00) and Drug Tests (49 units, \$934.92) and to decrease Assessment (16 units, \$1,959.84), Case Management (51 units, \$2,451.06), Psychiatry (2 units, \$512.34), Family Counseling (50 units, \$4,652.50), Group Counseling (11 units, \$231.11), and Meds and Labs (\$100.39) for a total transfer of \$9,907.20. (M.S.P.: Berrey/Williams) – Motion passed.

2020 Request for Funding Proposal – Resolutions for People: Bruce reported Resolutions for People does not have an Audit to submit with their 2020 Request for Funding Proposal (RFP), due to the agency being established in 2018. The CCRB requires an audit for an agency to receive funding and Resolutions for People did not meet all criteria to be funded in 2020.

A motion was made to not fund Resolutions for Peoples' 2020 Request for Funding Proposal.
(M.S.P.: Berrey/Horry) – Motion passed.

Announcements:

Kathy Thompson, from LINC St. Charles County, announced their Christmas store will be open for families to shop from December 8-23 and they are accepting donations to stock the store. Interested parties should call LINC at 636-332-5127, ext. 222 to set up an appointment time.

Bruce Sowatsky announced the CCRB's November Reimbursements are due by Monday, December 9, and the Final Reimbursement for 2019 is due by January 10, 2020.

Molly Dempsey, CCRB Vice-Chair, recognized the CCRB staff for their effort in organizing the CCRB's Trauma-Informed Training workshop on November 23.

Closed Session – Performance Review:

A motion was made to table the Performance Review until the December 16 Board meeting, due to the Board Chair's absence. (M.S.P.: Berrey/Williams) – Motion passed.

Adjournment: A motion was made to adjourn the meeting at 8:20 a.m.
(M.S.P.: Williams/Elliott) – Motion passed.