

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
April 27, 2020

**Meeting Call to Order:** The meeting was called to order at 8:00 a.m. The meeting was conducted utilizing Zoom, a video conferencing online application, due to community restrictions caused by the COVID-19 virus.

**Roll Call and Guests:**

Present: Paul Boschert, Molly Dempsey, Ken Dobbins, Cory Elliott, Pastor Raymond Horry, Larry Marty, Allison Onder, Nancy Schneider, and Catherine Williams

Staff: Bruce Sowatsky, Michelle McElfresh, and Jeanne Spencer

Guests: Mandy Bowlin (Behavioral Health Response), Mark Halastik (Big Brothers Big Sisters), Ben Chambers (CHADS Coalition for Mental Health), Sissy Swift (The Child Center, Inc.), Todd Barnes (Community Council of St. Charles County), Brian Martin (Compass Health Network), Lindsay Kyonka and DiAnne Mueller (Crisis Nursery), Heather Lytle and Rachel Svejkosky (F.A.C.T.), Anne Zink (Foster & Adoptive Care Coalition), Shima Rostami (Gateway Human Trafficking), Courtney Knipp (Lutheran Family & Children's Services), Madeline Drapp (Megan Meier Foundation), Kyle Dooley and Christine Patterson (NAMI St. Louis), Melinda Monroe (Nurses for Newborns), Kelly Broeker and Beth Sailors (Preferred Family Healthcare), Saundra Barker (Saint Louis Counseling), Brittany Morgan (Sts. Joachim & Ann Care Service), Madronica Malone (ThriVe St. Louis), Nathan Harm (TREE House of Greater St. Louis), Steve Bourne and Greg Dahl (UMSL Center for Behavioral Health), Denise Liebel (United Services for Children), Kristi Machica and Cara Merritt (Youth In Need), and Mike Williams (Hochschild, Bloom & Company)

**Approval of Minutes:** A motion was made to approve the March 23 and April 3, 2020 Board Minutes. (M.S.P.: Boschert/Marty) – Motion passed.

A motion was made to approve the April 10, 2020 Closed Session Board Minutes. (M.S.P.: Williams/Elliott) – Motion passed.

A motion was made to amend the meeting agenda by adding **Report of the Auditor**. (M.S.P.: Elliott/Williams) – Motion passed.

**Report of the Auditor:** Mike Williams, Auditor for Hochschild, Bloom & Company, reported on the 2019 CCRB Audit. Board members asked questions and Mike provided answers. Hochschild and Bloom recommended following the cash handling policy with the Shower of Love event. Bruce reported this has been addressed with CCRB staff and procedure will be followed.

**Partner Presentation:**

- **Lutheran Family & Children's Services:** Courtney Knipp, Program Manager, presented on services for St. Charles County youth and shared a client success story. LFCS have been able to continue supporting established clients and to accept new clients via telehealth during the COVID-19 health crisis.

- **Crisis Nursery:** Lindsay Kyonka, Sr. Program Quality Manager, presented on the services available to St. Charles County families. The Wentzville Crisis Nursery in St. Charles County remains open; they were able to consolidate staff so they could continue to serve during COVID-19 restrictions. There have been 45 admissions since March and families have received over 3,000 hours of services. The Nursery hosted their first drive-thru diapers and supplies pick-up for 30 families in St. Charles. Lindsay reported family stress levels have decreased during their telehealth meetings, which focus on helping parents identify typical stress responses in kids and assisting them in establishing routines to help alleviate stress-related behaviors from their child(ren).

**Public Comment:** No Public Comment.

**Report of the Chair:** Nancy Schneider commended the CCRB staff and Board in responding to the needs of the agency partners which have arisen during the COVID-19 health crisis.

**Report of the Treasurer:** Cory Elliott reported on the three-month statement ending March 31, 2020. The Services Fund balance was \$1,174,856 and Current Assets were \$2,400,611. Actual tax revenues collected were \$750,167 on a budget amount of \$639,390. Investment Income was \$4,453. The Total Revenue was \$754,620 on a budget of \$640,640. Requests for March services totaled \$497,813 on a budget amount of \$674,872. Explanations of the 25 line items that were over the 5% variance and over \$1,000 included: Behavioral Health Response (mobile outreach), Big Brothers Big Sisters (mentoring), Boys & Girls Club (center-based services), The Child Center (forensic interviews and advocacy), Community Council (Coordinated Entry), Community Living (respite), Compass Health Network (family assistance), Epworth Children & Family Services (psychological assessments), FamilyForward (counseling and psychological assessments), Foster & Adoptive Care Coalition (crisis interventions), Gateway Human Trafficking (presentations), LINC St. Charles County (wraparound), Our Lady's Inn (teen parents), Saint Louis Counseling (counseling), Youth In Need (crisis interventions) were due to high demand. CHADS Coalition for Mental Health (prevention), The Child Center (prevention), Compass Health Network (Pinocchio – individual), Kids Under Twenty One (prevention), Megan Meier Foundation (counseling), NAMI St. Louis (Crisis Intervention Training), Preferred Family Healthcare (Team of Concern – case management), and United Services for Children (school-based services) were over the variance due to school-based usage.

A motion was made to approve a wire-transfer for \$497,800 for the month of March. (M.S.P.: Elliott/Williams) – Motion passed.

Bruce Sowatsky reported revenues have increased 4% year to date over 2019.

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

**Report of Standing Committees:**

- **Children's Trust Fund:** Bruce reported the 2021 Children's Trust Fund Partner application was submitted before the deadline in April.
- **Finance:** Cory Elliott reported the Finance Committee met on April 10 in order to finalize the applications for CCRB Emergency Funding. The applications were emailed to agency partners and are due by 2:00 p.m. on May 1. Following the deadline, the committee will

meet to review and decide on recommendations to present to the full Board for funding. The Board will make funding decisions at the Board meeting on May 18.

- Personnel: No Personnel report.
- Executive – Policies and Procedures: No Executive report. Bruce reported the CCRB staff will begin reviewing and revising the Finance and Personnel Policies for committee review this summer.

**Report of Executive Director:** Bruce Sowatsky reported:

- Bruce commended the Finance Committee for their work on the Emergency Funding protocol. To date, three agencies have submitted applications and many agency partners have notified Bruce they do not intend to apply. CCRB staff will compose the Application Summaries for the Board to review.
- The CCRB's insurance company is unable to provide a fidelity bond for Emergency funding. Bruce will speak to Commerce Bank about this service.
- County finances are being monitored for any changes in sales tax revenue during the next few months.
- The 2020 Needs Assessment is 30% complete and the anticipated completion time is June.
- As part of a children's mental health educational effort in St. Charles County, CCRB partner agencies were asked to submit stories about the impact of COVID-19 on their agencies and clients.
- The five public school Superintendents were asked to apprise the CCRB of any anticipated student needs and technology changes for the fall term. The CCRB will share this information with the agency partners to ensure services are available to students.
- The CCRB staff is working on updating agency records in SharePoint.
- Shower of Love was canceled due to COVID-19 restrictions and hopes to reschedule for later in the year. They are still collecting donations through online registries and a few of the community partners decided to continue their donation collections.
- Jeanne Spencer has been reviewing bids to redesign the CCRB website.

**Old Business:**

- **Emergency Funding:** Bruce presented the Board with recommended practices to evaluate and make a decision in regards to Emergency Funding applications. The Board reviewed and discussed the proposed practices. The Board agreed the Finance Committee will evaluate the applications and make recommendations for funding to the full Board. The full Board will then make motions to approve or deny funding.

**New Business:**

- **Discussion – 2021 Funding Priorities:** Bruce recommended the Board delay setting the 2021 funding priorities due to the impact of COVID-19 on agencies and clients. This will give the agencies more time to collect and evaluate data. The Board agreed with the recommendation, but did not make any motions.
- **Discussion – 2020 Utilization:** Bruce recommended the Board waive the decision about the utilization threshold until August, due to the impact of COVID-19. Bruce also shared that our current model of protecting funding with 95% or higher utilization would not be feasible. The Board agreed with the recommendation, but did not make any motions.

**Announcements:**

Sissy Swift, of The Child Center, Inc, announced they will hold a virtual gala on May 30 and their golf tournament is scheduled for June 19.

Todd Barnes announced the Community Council of St. Charles County is sending out an electronic newsletter three times a week with various housing and social services resources. Sign up at [www.communitycouncilstc.org](http://www.communitycouncilstc.org).

Anne Zink, of the Foster & Adoption Care Coalition, announced the new *Coalition CareLine*, a resource and support line for foster and adoptive families. Families can call 800-FOSTER-3 or fill out a form at [www.foster-adopt.org/careline/](http://www.foster-adopt.org/careline/) to receive a callback within 24 hours.

**Adjournment:** A motion was made to adjourn the meeting at 9:18 a.m.  
(M.S.P.: Williams/Boschert) – Motion passed.