

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
August 24, 2020

Meeting Call to Order: The meeting was called to order at 8:05 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: Molly Dempsey, Ken Dobbins, Cory Elliott, Pastor Raymond Horry, Larry Marty, Allison Onder, Nancy Schneider, and Catherine Williams

Staff: Bruce Sowatsky and Jeanne Spencer

Absent: Paul Boschert (work) and Michelle McElfresh (vacation)

Guests: Dave Robben (Behavioral Health Response), Mark Halastik (Big Brothers Big Sisters), Karen Englert and Jacquelynne McClelland (Boys & Girls Club of St. Charles County), Ben Chambers (CHADS Coalition for Mental Health), Sissy Swift and Laura Cook (The Child Center, Inc.), Todd Barnes (Community Council of St. Charles County), Katrina McDonald Fuller (Compass Health Network), DiAnne Mueller (Crisis Nursery), Nicole Morris (Eleventh Circuit Family Court), Heather Lytle (Family Advocacy & Community Training – F.A.C.T.), Anne Zink (Foster & Adoptive Care Coalition), Shima Rostami (Gateway Human Trafficking), Elizabeth Makulec (Kids Under Twenty One), Kathy Thompson (LINC St. Charles County), Gayla Gibson (Lutheran Family & Children's Services), Tina Meier (Megan Meier Foundation), Angela Berra and Kyle Dooley (NAMI St. Louis), Melinda Monroe (Nurses for Newborns), Denise Fondren (Our Lady's Inn), Kelly Broeker and Megan Payton (Preferred Family Healthcare), Brittany Morgan (Sts. Joachim & Ann Care Service), Miranda Bell (The Sparrow's Nest), Juvaughn Baker and Madronica Malone (ThriVe St. Louis), Nathan Harms (TREE House of Greater St. Louis), Denise Liebel (United Services for Children), Cara Merritt (Youth In Need), and Cheri Thurman

Approval of Minutes: A motion was made to approve the July 27, 2020 Board Minutes. (M.S.P.: Williams/Dobbins) – Motion passed.

Partner Presentation:

- **Eleventh Circuit Family Court (Court):** Cara Merritt, Senior Director of Counseling Services for Youth In Need, presented on behalf of the Eleventh Circuit Family Court. Youth In Need is contracted by the Court to provide counseling services for their Therapeutic Supervised Visitation program. Cara presented an overview of the program and updates on services in 2020. The focus of the program is to help children re-establish or improve a relationship with an estranged parent. Over the past five years, TSV has helped over 100 children in St. Charles County. Cara shared a client success story.
- **Megan Meier Foundation (MMF):** Tina Meier, Executive Director, presented on the counseling services provided by MMF for youth. Tina reported they have used 76% of their 2020 CCRB funding. Therapists have seen an increase in anxiety and stress with their clients and a decrease in feelings of suicide and self-harm, during the COVID-19 shut down. In 2020, MMF began offering group counseling for a small group of 5th and 6th grade boys at one local school. Clients demonstrated progress in individual treatment

goals after just a few sessions. The MMF will offer group counseling again beginning in the fall.

- **NAMI St. Louis:** Angela Berra, Director of Programs, presented on the two programs funded by the CCRB; Basics and Crisis Intervention Team (CIT) training. NAMI recently included a virtual simulator component as part of CIT training, and are providing the Basics support groups and presentations virtually. They received positive feedback from participants in regards to accessibility and NAMI plans to continue the virtual programs even after they are able to resume in-person programs. Angela also spoke about NAMI's "Ending the Silence" program, which raises awareness about mental health conditions and resources in the community. The program is not funded by the CCRB, but is being presented at St. Charles and St. Louis County schools. Several students have reached out for help following the presentations.
- **Saints Joachim and Ann Care Service:** Brittany Morgan, Director of Program Services, presented on the Care Service's Children and Family Development program provides case management and wraparound support for families in crisis or who are homeless with children. Services are provided virtually or by phone. The Care Service is beginning to see an increase in demand for services due to COVID-19.

Public Comment: No Public Comment.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Cory Elliott reported on the seven-month statement ending July 31, 2020. The Services Fund balance was \$1,677,948 and Current Assets were \$2,866,981. Actual tax revenues collected were \$666,221 on a budget amount of \$639,390. Investment Income was \$1,633. Fundraising was \$4,285 due to Shower of Love. The Total Revenue was \$672,139 on a budget of \$640,640. Requests for July services totaled \$663,266 on a budget amount of \$726,306. Explanations of the 21 line items that were over the 5% variance and over \$1,000 included: Bethany Christian Services (respite), Big Brothers Big Sisters (mentoring), Boys & Girls Club (center-based services), The Child Center (forensic interviews), The Community Council (Coordinated Entry), Community Living, Inc. (respite), Crisis Nursery (home-based services), Epworth Children and Family Services (psychological assessments), FamilyForward (counseling and psychological assessments), Foster & Adoptive Care Coalition (crisis interventions), Gateway Human Trafficking (community presentations), LINC St. Charles County (wraparound), Saint Louis Counseling (counseling), The Sparrow's Nest (teen mothers), and UMSL Center for Behavioral Health (psychological assessments), were due to high demand. Preferred Family Healthcare (Team of Concern – school-based services) was over the variance due to school-based usage. Compass Health Network (Partnership with Families – Medicaid) and Gateway Human Trafficking (parent presentations) were over due to multiple months of billing.

A motion was made to approve a wire-transfer for \$611,800 for the month of July.
(M.S.P.: Elliott/Dobbins) – Motion passed.

Bruce Sowatsky reported revenues increased 5.2% year-to-date.

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

Report of Standing Committees:

- Children’s Trust Fund: Bruce Sowatsky reported the Children’s Trust Fund Annual Report was submitted on time and the contract was renewed for 2021.
- Finance: No Finance Report.
- Personnel: No Personnel Report.
- Executive – Policies and Procedures: Larry Marty reported Executive Policies and Procedures will be discussed in Old Business for a Second Reading.

Report of Executive Director: Bruce Sowatsky reported:

- The CCRB staff has been preparing for the 2021-2023 Strategic Plan. A survey will be sent to agency executives and a meeting for agency partners is scheduled for September 24. A virtual meeting option will be offered for those unable to attend in-person.
- Staff has been revising the 2021 agency summaries and scoring sheets to align with the 2021 Application for Funding.
- Michelle McElfresh has been processing the agency mid-year reports and will present to the Board at the September 28 meeting.
- Staff are preparing for fall site audits and agencies will have the option to have a site audit in-person or virtually.
- The Regional Data Alliance launched the Regional Data Exchange database, available at www.rdx.stldata.org.
- The CCRB office will be painted in September.
- The CCRB will be honored by FOCUS St. Louis for their “What’s Right with the Region” awards for “Promoting Stronger Communities.” The ceremony was originally scheduled in May and will be held virtually on Thursday, September 3 from 5:00 to 7:00 p.m. Bruce invited all Board members and CCRB staff to attend.

Old Business:

- **CCRB Finance Policies:** The full Board reviewed the revised Finance Policies and no changes were recommended.

A motion was made to approve the CCRB Financial Policies and Procedures as presented. (M.S.P.: Dobbins/Elliott) – Motion passed.

- **CCRB Personnel Policies:** The full Board reviewed the revised Personnel Policies and no changes were recommended.

A motion was made to approve the CCRB Financial and Personnel Policies and Procedures as presented. (M.S.P.: Marty/Williams) – Motion passed.

New Business:

- **Line Item Transfer Request – The Child Center, Inc.:** Bruce reported the Child Center does not need to use the Emergency Funding they had requested. They request a line item transfer from the Prevention program to Forensic Services which would decrease

Prevention services (102 units, \$35,191.02) and increase Forensic Services (68 units, \$14,010.70) and increase Advocacy (112 units, \$21,180.32).

A motion was made to approve the Child Center's line item transfer request to decrease Prevention (102 units, \$35,191.02) and to increase Forensic Services (68.1 units, \$14,010.70) and increase Advocacy (112 units, \$21,180.32).
(M.S.P.: Williams/Dempsey) – Motion passed.

- **Emergency Funding – Amendments to Contracts:** Bruce reported agencies have determined their plan to use Emergency funding and the amount of time they need to reimburse the CCRB for the funding. He recommended the Board approve the deadlines. Contracts will be amended to reflect the requested reimbursement deadline. CHADS Coalition for Mental Health requested a one month extension to determine if they will need a 2021 extension and a line item transfer in order to fully reimburse funding.
 - Deadline for December 31, 2021: Big Brothers Big Sisters, LINC St. Charles County, and Lutheran Family and Children's Services
 - Deadline for March 31, 2021: Gateway Human Trafficking and Kids Under Twenty One

A motion was made to approve the reimbursement deadlines as presented and to amend the contracts as requested. (M.S.P.: Williams/Dempsey) – Motion passed.

- **Facilities & Administration Policy:** Bruce reported some universities and hospitals have often included administrative expenses in grant proposals, even if those are not connected to a grant-funded project. He attempted to obtain the Children's Services Fund's policy to exclude non-related facility and administrative expenses from eligible expenses for CCRB reimbursement, but was unsuccessful. The Board requested Bruce secure the Children's Services Fund language before there is passage of a policy.

A motion was made to have two readings of a policy to exclude Facilities and Administration expenses. (M.S.P.: Dobbins/Williams) – Motion passed.

Announcements: No Announcements.

Adjournment: A motion was made to adjourn the meeting at 9:00 a.m.
(M.S.P.: Dobbins/Williams) – Motion passed.