

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
September 28, 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: 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

Absent: Paul Boschert (work)

Guests: Rapheal Ingram (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, Laura Cook, Amy Robins, and Porscha Thorpe (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), Jessica Coulter (Epworth Children & Family Services), Heather Lytle and Rachel Svejkosky (Family Advocacy & Community Training – F.A.C.T.), Jennifer Vorachack (FamilyForward), Anne Zink (Foster & Adoptive Care Coalition), Shima Rostami (Gateway Human Trafficking), Kathy Thompson (LINC St. Charles County), Courtney Knipp (Lutheran Family & Children's Services), Madeline Drapp (Megan Meier Foundation), Christine Patterson and Kyle Dooley (NAMI St. Louis), Melinda Monroe and Ron Tompkins (Nurses for Newborns), Denise Fondren and Kaitlyn Jones (Our Lady's Inn), Kelly Broeker and Megan Payton (Preferred Family Healthcare), Sandra Barker (Saint Louis Counseling), Kirk Kasicki and Alyssa Hilburn (The Sparrow's Nest), Kaylah Griffith and Madronica Malone (ThriVe St. Louis), Nathan Harms (TREE House of Greater St. Louis), Denise Liebel and Lori Kohrs (United Services for Children), Cara Merritt (Youth In Need), and Cheri Thurman

**Approval of Minutes:** A motion was made to approve the August 24, 2020 Board Minutes. (M.S.P.: Dobbins/Elliott) – Motion passed.

**Partner Presentation:**

- **The Child Center, Inc.** Porscha Thorpe, Prevention Educational Specialist, presented on their Body Safety, Internet Safety, and Sexual Harassment programs for children from pre-school through 8<sup>th</sup> grade. The Child Center has parent-focused programs addressing similar topics and Mandated Reporter training for professionals who work with children. They plan to expand their prevention programs for 6<sup>th</sup> through 12<sup>th</sup> grade, which will comply with new state regulations.

Amy Robins, Supervisor of Forensic Services, presented on the Forensic Services program, which provides forensic interviews and advocacy services for children ages 2 to 17 years old, who have witnessed a crime or violence or experienced sexual abuse.

Advocacy services are provided to the child and family during the duration of a criminal investigation.

- **Preferred Family Healthcare (PFH):** Megan Payton, Program Director for PFH's Team of Concern, Outpatient and Residential Substance Use Treatment programs, presented an overview of each program and how they have adapted to COVID-19 restrictions. Telehealth and telephonic services have been successful and over the summer, PFH provided pop-up camps for St. Charles County youth. Staff recently became trained in the PreVenture program, which gives kids skills to help reduce substance use in youth. PFH will begin implementing PreVenture in the City of St. Charles School District in October.

Kelly Broeker, Program Funding Administrator, reported PFH has contacted over 5,000 St. Charles County youth through their small groups and pop-up camps. They are working with the school districts to continue providing prevention and support programs for this school year. Their biggest challenge is engaging clients in the Outpatient program and because of such difficulties they returned to in-person services with safety procedures in place.

- **United Services for Children:** Denise Liebel, Executive Director, presented on the intensive behavioral services for children 18 months to 3 years old who have a developmental delay or disability. They have provided continuous service through telehealth and re-opened their campus for in-person services in August. United Services have had 93% participation from families and anticipate being at full service capacity very soon. CCRB provides funding for Behavioral Specialists and Board Certified Behavioral Analysts in their behavioral services.

**Public Comment:** No Public Comment.

**Report of the Chair:** No Report of the Chair.

**Report of the Treasurer:** Cory Elliott reported on the eight-month statement ending August 31, 2020. The Services Fund balance was \$1,692,247 and Current Assets were \$2,924,909. Actual tax revenues collected were \$626,099 on a budget amount of \$639,390. The Total Revenue was \$626,099 on a budget of \$640,640. Requests for August services totaled \$408,420 on a budget amount of \$691,115. Explanations of the 13 line items that were over the 5% variance and over \$1,000 included: The Child Center (forensic interviews), Community Council (Coordinated Entry), Community Living, Inc. (respite), Crisis Nursery (home-based services), Epworth Children and Family Services (psychological assessments), NAMI St. Louis (crisis intervention team), 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) and United Services for Children (IBIC) were over the variance due to school-based usage. Compass Health Network (Partnership with Families – Medicaid) and FamilyForward (psychological assessments) were over due to multiple months of billing.

A motion was made to approve a wire-transfer for \$408,400 for the month of August. (M.S.P.: Elliott/Dobbins) – Motion passed.

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 2021 Children's Trust Fund application is available on the CCRB website and the deadline is by 2:00 p.m. on December 11.
- Finance: No Finance Report.
- Personnel: Nancy Schneider reported the Executive Director Evaluation forms will be distributed to the Board in October.
- Executive – Policies and Procedures: No Executive – Policies and Procedures report.

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

- Michelle McElfresh presented on the Mid-Year Clinical Outcomes Agreement report for January to June 2020. Overall, agencies achieved 93.1% (166 out of 177) of all clinical outcomes goals.
- The CCRB received 52 Applications for 2021 funding, with requests totaling approximately \$600,000 over the 2020 budget. CCRB staff are processing the applications and preparing application summaries.
- The Finance Committee met and recommended offering Supplemental funding for 2020 agency partners.
- Dr. Cynthia Berry and Bruce will present on the CCRB's Community Impact report at the 2020 Community Services Summit in October.
- Bruce will meet individually with agency executives in preparation for the Agency Hearings in November.
- The CCRB staff has been preparing for the 2021-2023 Strategic Plan. A survey was sent to agency executives and the CCRB staff and Board will meet on October 15 to discuss the survey results.
- Bruce recommended rescheduling the November 23 Board meeting to November 19; the Board agreed to the suggestion.
- Bruce took part in the Social Injustice committee led by Cory Elliott and Doug Raines to discuss how to best implement recommendations in St. Charles outlined in the Forward through Ferguson report.
- The CCRB will host an art contest for County high school students to create artwork for the CCRB office. More details will be sent out in October.
- The CCRB offices were painted in September.

**Old Business:**

- **Facilities & Administration Policy – 2<sup>nd</sup> Reading:** Bruce reported he researched language used by comparable agencies and he was unable to find any other language for this policy. He recommended amending the Finance Policy: Contracted Agency Audits – F4, 4e, Ineligible Costs, to include Facilities and Administration costs. Ken Dobbins suggested renaming section 4e, Expense Exclusions.

A motion was made to amend Finance Policy: Contracted Agency Audits – F4, 4e, Ineligible Costs, to include Facilities and Administration costs as recommended and rename the section 4e, Expense Exclusions. (M.S.P.: Dobbins/Dempsey) – Motion passed.

- **CHADS Emergency Funding Reimbursement:** Bruce recommended tabling this item until additional information is available from CHADS regarding funding utilization.

A motion was made to table the CHADS Emergency Funding Reimbursement item. (M.S.P.: Marty/Dempsey) – Motion passed.

#### **New Business:**

- **Strategic Planning Consultation Contract:** Bruce requested the Board approve a contract with Wendy Dyer to conduct the 2021-2023 CCRB Strategic Plan sessions at a cost of \$3,600 from the Administration budget.

A motion was made to approve the contract for Wendy Dyer as presented. (M.S.P.: Elliott/Horry) – Motion passed.

- **Line Item Transfer Request – FamilyForward:** Bruce reported FamilyForward requested a line item transfer to increase Counseling (173 units, \$21,625.00) and increase Psychological Assessments (76.4 units, \$10,314.00) and to decrease Respite (1,382 units, \$31,938.02). They request the transfer because their Board decided to dissolve their respite program permanently.

A motion was made to approve FamilyForward's request to increase Counseling by 173 units (\$21,625.00) and Psychological Assessments by 76.4 units (\$10,314.00) and to decrease Respite by 1,382 units (\$31,938.02). (M.S.P.: Dobbins/Marty) – Motion passed.

- **Line Item Transfer Request – Saint Louis Counseling:** Bruce reported Saint Louis Counseling requested a line item transfer to increase Counseling (227 units, \$18,085.09) and to decrease Counseling – Love & Logic (20 units, \$3,099.20) and Crisis Intervention services (234 units, \$14,994.72) due to increased demand for Counseling services, because of COVID-19-related family crises.

A motion was made to approve Saint Louis Counseling's request to increase Counseling by 227 units (\$18,085.09) and to decrease Counseling-Love & Logic by 20 units (\$3,099.20) and to decrease Crisis Intervention by 234 units (\$14,994.72). (M.S.P.: Williams/Horry) – Motion passed.

- **Supplemental Funding:** Bruce reported the CCRB's reserve fund is high due to lower utilization this year, caused by COVID-19. The CCRB has also seen an increase of 6.2% in revenues for the year. The Finance committee (Dempsey, Elliott, and Dobbins) met to review the CCRB finances and they recommended a maximum of \$200,000 for Supplemental funding to be made available to CCRB-funded programs. Applications will be made available today and the deadline to apply is by 2:00 p.m. on October 6. The

CCRB staff will prepare a summary of the applications and the full Board will make any funding decisions. The deadline for utilization is December 31, 2020.

A motion was made to approve Supplemental funding in the amount of \$200,000 as presented. (M.S.P.: Elliott/Dempsey) – Motion passed.

**Announcements:** Molly Dempsey from St. Charles County Government announced a free drive through flu shot clinic on Thursday October 1 at the St. Charles Community College in St. Peters.

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