

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
January 25, 2021

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

**Roll Call and Guests:**

Present: Paul Boschert, 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 and Jacquelynne McClelland (Boys & Girls Club), Ben Chambers (CHADS Coalition for Mental Health), Christine TenEyck (The Child Center, Inc.), Dottie Kastigar (Community Council of St. Charles County), Sheri Wiltse (Community Living), Katrina McDonald Fuller and Susan Schrage (Compass Health Network), DiAnne Mueller (Crisis Nursery), Jessica Coulter and Stephanie Klopfer (Epworth Children & Family Services), Heather Lytle and Rachel Svejkosky (F.A.C.T. – Family Advocacy & Community Training), Anne Zink (Foster & Adoptive Care Coalition), Shima Rostami (Gateway Human Trafficking), Courtney Knipp (Lutheran Family & Children's Services), Tina Meier (Megan Meier Foundation), Christine Patterson, Angela Berra, and Kyle Dooley (NAMI St. Louis), Melinda Monroe (Nurses for Newborns), Kaitlyn Ashen (Our Lady's Inn), Beth Sailors, Kelly Broeker, and Megan Payton (Preferred Family Healthcare), Sandra Barker (Saint Louis Counseling), Katie Roam and Kirk Kasicki (The Sparrow's Nest), Brittany Morgan (Sts. Joachim & Ann Care Service), Felicia Linear and Juvaughn Baker (ThriVe St. Louis), Denise Liebel (United Services for Children), and Robin Bell and Cara Merritt (Youth In Need), and Cheri Thurman

**Approval of Minutes:** A motion was made to approve the December 21, 2020 Board Minutes and Closed Session Minutes. (M.S.P.: Williams/Boschert) – Motion passed.

**Partner Presentation:**

- **Gateway Human Trafficking:** Shima Rostami, Executive Director, presented on the Community and Parent Presentations funded by the CCRB and an overview of how youth may become victims of human trafficking.
- **Youth In Need:** Cara Merritt, Senior Director of Counseling Services, and Robin Bell presented an overview of the five programs funded by the CCRB; Counseling, Crisis Intervention, Teen Parent Program, the Emergency Youth Shelter, and the Transitional Living Program. All programs have made adapted services due to COVID-19 so they can continue to serve youth safely. Staff reports an overall increase in services demand in the last few months.

**Public Comment:** No Public Comment.

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

**Report of the Treasurer:** Bruce Sowatsky gave the Report of the Treasurer for Cory Elliott. He reported on the financial statement ending December 31, 2020. The following balances were reported:

<b>Balance</b>	<b>Amount</b>	<b>Budget for Month</b>
Services Fund	\$2,442,174.00	
Current Assets	\$3,666,865.00	
Actual tax revenues	\$786,899.00	\$639,390.00
Investment Income	\$11,240.00	\$3,250.00
Total Revenue	\$798,138.00	\$640,640.00
Services Requests	\$428,430.00	\$683,256.08

Explanations of the 11 line items that were over the 5% variance and over \$1,000 included: Epworth Children & Family Services (psychological assessments), Eleventh Circuit Family Court (supervised visitation), LINC St. Charles County (counseling and wraparound), and Youth In Need (Temporary Shelter – counseling) were due to high demand. Compass Health Network (Partnership with Families – Care Coordination, Pinocchio – Group, School-Based Prevention, and School-Based Mental Health Specialists), Saint Louis Counseling (crisis interventions), and ThriVe St. Louis (prevention) were over the variance due to school-based usage.

A motion was made to approve a wire-transfer for \$425,500.00 for the month of December. (M.S.P.: Dempsey/Dobbins) – Motion passed.

Bruce reported the CCRB staff and Board members attended training with Commerce Bank for the new electronic check system for reimbursements and bills, which is set to begin on January 29.

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

**Election of Officers:** Molly Dempsey nominated Nancy Schneider for the position of Chair for 2021. Nancy was willing to accept the nomination.

A motion was made to approve Nancy Schneider as Chair for 2021. (M.S.P.: Dempsey/Boschert) – Motion passed.

Nancy Schneider nominated Molly Dempsey for the position of Vice Chair for 2021. Molly was willing to accept the nomination.

A motion was made to approve Molly Dempsey for the position of Vice Chair for 2021. (M.S.P.: Schneider/Elliott) – Motion passed.

Molly Dempsey nominated Cory Elliott for the position of Treasurer for 2021. Cory was willing to accept the nomination.

A motion was made to approve Cory Elliott for the position of Treasurer for 2021. (M.S.P.: Dempsey/Horry) – Motion passed.

Members of the Executive Committee will have check signing privileges for 2021.

**Report of Standing Committees:**

- Children's Trust Fund: The Children's Trust Fund will be discussed in New Business.
- Finance: Cory Elliott reported the electronic check system was discussed in the Report of the Treasurer.
- Personnel: No Personnel report.
- Executive – Policies and Procedures: Larry Marty reported he will meet with Bruce to plan out the 2021 policy review.

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

- Michelle McElfresh reported on the 2020 Spring and Fall Site Audits. Spring audits were delayed until the fall due to the COVID-19 pandemic. Michelle and Jeanne Spencer reviewed a total of 1,255 files. Overall, CCRB partnering agencies attained 94.5% in meeting CCRB requirements in billing accuracy, residency, and age requirements.
- The 2021 Contracts and Clinical Outcomes Agreements were mailed and are in the process of being returned to the CCRB.
- Bruce and Michelle are working on updating each agency's historical data file.
- The CCRB held a youth community art contest in the fall of 2020 for local high school students and received six submissions. Two students were selected as winners; one student from Francis Howell North High School and one student from Lutheran High School. Their concepts will be recreated on canvas and installed in the CCRB office in May.
- The 2020 Year-End Clinical Outcomes Agreement Reports from partnering agencies are due by 2:00 p.m. on February 15.
- The CCRB's auditing firm, Hochschild, Bloom & Company was acquired by Sikich LLP in December 2020. Hochschild does not anticipate any immediate changes to their services.
- Board members are needed to join an Ad Hoc committee to review the CCRB Request for Funding Proposals process.
- Bruce presented an overview of the 2021-2023 Strategic Plan draft. A copy of the draft was emailed to Board members. Ken Dobbins suggested three changes to the draft and the Board agreed to the changes, which will be incorporated into the final plan.

A motion was made to approve the 2021-2023 CCRB Strategic Plan as presented. (M.S.P.: Dobbins/Marty) – Motion passed.

**Old Business:**

- **2021 Administrative Budget:** Bruce presented the recommended 2021 Administrative Budget and a report was distributed to the Board members with projected costs for the CCRB. The 2021 Administrative Budget includes a 22.8% increase in Health Benefits, an increase in funding for Training, the addition of Electronic Banking fees, and the elimination of two line items. The recommended 2021 Administrative Budget is \$415,000.00.

A motion was made to approve the 2021 CCRB Administrative Budget of \$415,000.00 as recommended. (M.S.P.: Boschert/Elliott) – Motion passed.

- **Preferred Family Healthcare – Service Rates:** Bruce reported Preferred Family Healthcare’s (PFH) funding request was tabled at the December meeting. Since then they have provided their 2020 audited rates and rates came in as expected. PFH requested for Home & Community-based services – Team of Concern a rate increase of \$9.37 for counseling (\$12,630.76) and for a rate increase of \$4.12 for school-based services (\$21,370.44). The rates are over the audited rate costs in order to account for an increase in staff salaries and expansion of services. The Board discussed the request.

A motion was made to table Preferred Family Healthcare’s Home & Community-based services and School-based Prevention services requests until February pending further information. (M.S.P.: Williams/Dobbins) – Motion passed.

**New Business:**

- **Compass Health Network Request:** Bruce reported he met with Susan Schrage, director of Compass’ school-based prevention program, about funding their “Changes and Choices” program for 6<sup>th</sup> grade students. This raised questions about supplanting given this program has been funded through another source. Bruce will distribute the program scripts and outlines to the Board for their review.

A motion was made to table Compass Health Network’s request pending further review. (M.S.P.: Dempsey/Williams) – Motion passed. Ken Dobbins abstained from the discussion.

- **Children’s Trust Fund:** Molly Dempsey reported the Children’s Trust Fund (CTF) committee met on January 20 to discuss the 2021 CTF grant applications. The CTF Committee recommendations for 2021 funding were:

The Child Center, Inc. (Teen Safety Matters program)	\$4,000.00
Community Living, Inc. (recreation equipment for respite center)	\$2,275.00
Crisis Nursery (car seats and transportation)	\$1,850.00
Our Lady’s Inn (food expenses)	\$4,000.00
<b>Total</b>	<b>\$12,125.00</b>

A motion was made to approve the 2021 Children’s Trust Fund grants totaling \$12,125.00 as presented. (M.S.P.: Dempsey/Dobbins) – Motion passed.

**Announcements:**

Katrina McDonald Fuller, Compass Health Network, announced they are providing COVID-19 testing and will provide vaccines when they become available. Follow their website and Facebook page for future COVID-19 services information. [www.compasshealthnetwork.org](http://www.compasshealthnetwork.org)

Heather Lytle, F.A.C.T., announced their virtual trivia night on February 6. Participants can register and information is available at [www.factmo.org](http://www.factmo.org).

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