

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
May 22, 2023

**Meeting Call to Order:** The meeting was called to order at 8:01 a.m.

**Roll Call and Guests:**

Present: Molly Dempsey, Cory Elliott, Larry Marty, Jim Schaberg, Nancy Schneider, and Catherine Williams

Absent: Ken Dobbins (vacation) and Matt Pirtle

Staff: Bruce Sowatsky, Michelle McElfresh, Jeanne Spencer, and Anna Muhm

Guests: Dan Guest (Behavioral Health Response); Aleisha Mulnix (Boys & Girls Club of St. Charles); Julie Seymore (Child Advocacy Center of Northeast Missouri); Todd Barnes (Community Council of St. Charles County); Katie Corrigan and Sheri Wiltse (Community Living); Rachel Svejkosky (Family Advocacy & Community Training – F.A.C.T.); Jennifer Vorachack (FamilyForward ); Kathy Thompson (LINC); Courtney Knipp (Lutheran Family & Children's Services); Tina Meier (Megan Meier Foundation); Jessie Brown and Kyle Dooley (NAMI St. Louis); Denise Fondren (Our Lady's Inn); Kelly Broeker and Megan Payton (Preferred Family Healthcare); Kim Sherony (PreventEd); Christopher Seigel and Zane Maus (Saint Louis Counseling); DiAnne Mueller (Saint Louis Crisis Nursery); Brittany Morgan (Sts. Joachim & Ann Care Service); Lance Rogers and Rebecca Ingle (The Sparrow's Nest); Javaughn Baker (ThriVe St. Louis); Denise Liebel (United Services for Children); and Cara Merritt and Michelle Gorman (Youth in Need).

**Approval of Minutes:** A motion was made to approve the April 24, 2023 Board Minutes. (M.S.P. Schaberg/Schneider) – Motion passed.

**Partner Presentations:**

- **Community Council of St. Charles County:** Todd Barnes, CEO, reported on Coordinated Entry through the Community Council. In the first quarter of 2023, there was an 11% increase (350 folks) in new neighbors experiencing homelessness across the St. Charles, Lincoln, and Warren counties. Seventy-five percent of those were in St. Charles County, and staff conducted 498 new assessments. The need across the county has increased to 2018 levels. Through community partnerships, Coordinated Entry has been able to find stable housing for 106 families.
- **NAMI St. Louis:** Jessie Brown, Director of Programs, presented an overview of their Ending the Silence and mental health presentation programs. Ending the Silence has reached 13,000 students in grades 5-12 through CCRB funding. Kyle Dooley, Director of the Crisis Intervention Training (CIT) program, presented an overview of the program and reported there has been a 70% decrease in injuries to individuals in crisis and law enforcement officers in the 20 years since the program inception.

**Public Comment:** No Public Comment.

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

**Report of the Treasurer:** Bruce Sowatsky, in Ken Dobbins absence, gave the Report of the Treasurer and reported on the financial statement ending April 30, 2022. The Services Fund balance (\$5,737,402.25) is down \$300-400,000 since January, a good sign as it means the funds are being used. Utilization in April 2022 was 68%, this year it is up to almost 78%; making April the highest month for utilization so far in 2023. Revenue is up 8.5% over last year. The following balances were reported:

Balance	Amount	Budget for Month
Services Fund	\$ 5,737,402.25	
Current Assets	\$ 6,940,239.95	
Actual tax revenues	\$ 812,738.98	\$ 828,600.00
Investment Income	\$ 0.00	\$ 6,000.00
Fundraising		\$ 50.00
Refund of Taxes		\$ (3,000)
Total Revenue	\$ 812,738.98	\$ 831,650.00
Services Requests	\$ 984,769.11	\$ 1,127,512.09
ARPA Funds	\$ 64,090.91	\$ 83,554.00

Explanations of the 37 line items that were over the 5% variance and over \$1,000 included: CHADS Coalition for Mental Health (Mentoring and Prevention); Child Advocacy Center of Northeast Missouri (Prevention); Compass Health Network (SBMHS Therapy, SBMHS, Pinocchio Individual, Pinocchio Group, and Prevention); Family Advocacy and Community Training F.A.C.T. (Educational Advocacy); Foster & Adoptive Care Coalition (Educational Advocacy); Preferred Family Healthcare (TOC Intakes); Saint Louis Counseling (Crisis Intervention); Thrive St. Louis (Self Defense); and United Services, Inc. (Social Work and Behavioral Services) were due to school-based programs. Boys & Girls Club of St. Charles (Center Based); CHADS Coalition for Mental Health (Home Based); Child Advocacy Center of Northeast Missouri (Advocacy and Counseling); Community Council of St. Charles County (Coordinated Entry); Compass Health Network (Care Coordination, Parent Partner and Psychiatry); Family Forward (Counseling); Foster & Adoptive Care Coalition (30 Days to Family); Gateway Alliance Against Human Trafficking (Presentations and Program Specialist); LINC (Wraparound); Lutheran Fam. & Children's Servs. (Counseling); Megan Meier Foundation (Individual Counseling); Our Lady's Inn (Teen Parents); Preferred Family Healthcare (O/P Meds & Labs); TREE House of Greater St. Louis (Equine Assisted Therapy); UMSL Center for Behavioral Health (Psych Assessments) and Youth In Need (Group Counseling) were due to high demand. Compass Health Network (Medicaid) occurred over multiple months.

A motion was made to approve a wire-transfer for service requests in the amount of \$984,800 for the month of April. (M.S.P.: Schneider/Elliott) – Motion passed.

A motion was made to approve a wire-transfer from the ARPA funds in the amount of \$64,090.91 for the month of April. (M.S.P.: Schneider/Marty) – Motion passed.

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

**Report of Standing Committees:**

- Finance: No Finance report.
- Personnel: No Personnel report.
- Executive – Policies and Procedures: Larry Marty reported there will be a review of policies and procedures in July for the items scheduled for review.

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

- The online application portal (Zenegine) opened on May 1 for the 2024-2025 funding cycle. Staff received 10 applications for new programs and all CCRB partners expressed their intent to apply for funding.
- Orchard Farm School District and St. Charles School District have applied with ASPEN to move forward. The various costs are being negotiated.
- Bruce and Michelle presented a request for proposal to the Center for Advanced Professional Studies students on May 8 for ideas to create a career path into the behavioral health and social work fields. Students presented their ideas at the end of the week. Follow-up will be completed in the fall.
- The CCRB received 54 applications for additional ARPA funds totaling \$2.6 million dollars. Subcommittees have met and will make their recommendations during New Business.
- Bruce will be on sabbatical from June 7 to July 9. Cory Elliott will chair the June board meeting as Molly will also be on vacation.

**Old Business:****Approval of the 2023-25 Strategic Plan:**

- The Board reviewed the draft of the 2023-2025 CCRB Strategic plan and suggested changes from the Board were incorporated into the final draft. Bruce reported succession planning will start with creating a search committee of the board. In August the CCRB will put together the Request For Proposal (RFP) for the consulting firm. Adjustments to the timeline as presented may be made based on the consultant's advice.
- Further discussion is needed on how to reduce the Reserve Fund. The Board will also form a subcommittee to review 2024-2025 funding applications in the fall.

A motion was made to approve the CCRB's 2023-2025 Strategic Plan as presented.

(M.S.P. Schaberg/Elliott) – Motion passed.

**New Business:****ARPA Allocations**

- The Board met in two sub-committees to review and allocate the ARPA funding. Each subcommittee reviewed approximately half of the requested funds. The CCRB received 54 applications from 24 agencies requesting funding from the American Rescue Plan Act totaling \$2,694,334.80. The Board recommends awarding funds to the follow proposals, for a total of \$1,080,877.04.

<b>Agency</b>	<b>Type</b>	<b>Description</b>	<b>Award</b>
Boys & Girls Club of St. Charles	Capital	Restroom Renovation	\$ 78,103.00
CHADS Coalition for Mental Health	Capital	Equipment	\$ 2,098.00
CHADS Coalition for Mental Health	Capital	Satellite Space	\$ 498.00
CHADS Coalition for Mental Health	Grants	Training	\$ 17,500.00
CHADS Coalition for Mental Health	Grants	Dangers of Mind Curriculum	\$ 9,000.00
CHADS Coalition for Mental Health	Grants	Therapeutic Supplies	\$ 4,000.00
Community Council of St. Charles County	Grants	Pay increases	\$ 55,000.00
Community Living, Inc.	Capital	Sensory Room	\$ 7,931.80
Community Living, Inc.	Capital	Living Room	\$ 9,758.68
Community Living, Inc.	Capital	Therapy Room	\$ 1,422.25
Community Living, Inc.	Capital	Art Room	\$ 8,862.22
Community Living, Inc.	Capital	Chill Room	\$ 4,287.70
Community Living, Inc.	Capital	Rec Room	\$ 8,659.97
Compass Health Network	Capital	Youth Urgent Care Clinic	\$ 214,160.00
Saint Louis Crisis Nursery	Capital	Driveway Repairs	\$ 29,000.00
Saint Louis Crisis Nursery	Capital	Facilities Repairs	\$ 95,010.00
F.A.C.T.	Capital	Computers	\$ 14,112.96
F.A.C.T.	Capital	Bookbags	\$ 11,561.76
F.A.C.T.	Capital	Doors	\$ 4,438.00
F.A.C.T.	Capital	Website Update	\$ 5,500.00
Family Forward	Capital	Developmental Trauma Ctr.	\$ 75,000.00
LINC	Capital	Roof Repairs	\$ 4,600.00
LINC	Capital	HVAC Repairs	\$ 9,900.00
LINC	Capital	Sunshade Installation	\$ 4,200.00
LINC	Capital	Flooring Repairs	\$ 3,790.00
Lutheran Family & Children's Services	Grants	Training/Supplies	\$ 9,750.00
Megan Meier Foundation	Grants	Staff Retention	\$ 39,709.00
Preferred Family Healthcare	Capital	O/P Tx Training & Tech.	\$ 46,164.12
Preferred Family Healthcare	Capital	Flooring & Doors	\$ 50,226.45
Preferred Family Healthcare	Capital	Domestic Violence Center	\$ 8,439.48
Preferred Family Healthcare	Grants	TOC-Pay Increases	\$ 20,857.50
Preferred Family Healthcare	Grants	O/P Treatment-Pay Increases	\$ 27,424.00
Saint Louis Counseling	Capital	Furniture, laptops, & supplies	\$ 25,000.00
Saint Louis Counseling	Grants	Training	\$ 7,500.00
St. Joachim & Ann Care Service	Capital	Equipment	\$ 7,228.00
The Sparrow's Nest	Capital	Garage Demolition	\$ 10,000.00
The Sparrow's Nest	Capital	New Shed	\$ 4,489.65
United Services, Inc.	Capital	New Outside Play Shade	\$ 84,385.00

<u>Agency</u>	<u>Type</u>	<u>Description</u>	<u>Award</u>
Youth In Need	Capital	Shelter Door Locks	\$ 24,660.00
Youth In Need	Capital	TLP Door Locks	\$ 13,660.00
Youth In Need	Capital	Database	\$ 9,922.00
Youth In Need	Capital	Flooring	\$ 13,067.50
Totals			\$1,080,877.04

A motion was made to approve the ARPA allocations as recommended.  
(M.S.P. Schneider/Marty) – Motion passed.

#### **Directors & Officers (D & O) Insurance**

- Bruce reported that he requested a new bid for Directors & Officers Liability and Workman's Compensation insurance, as the rates will increase at the June renewal. He contacted two agencies about rates. One agency did not return a bid and the Alexander Insurance agency provided a bid which is \$2,000 less than the current rates. Bruce recommended the Board accept the Alexander Insurance Agency bid.

A motion was made to approve the bid from the Alexander Insurance Agency for Directors & Officers Insurance. (M.S.P. Elliott/Schaberg) – Motion passed.

#### **ASPEN**

- Bruce recommended to table the ASPEN program until the July board meeting.

#### **Line Item Transfers:**

- Saint Louis Counseling** requested a decrease of 213.6 units of Counseling services totaling \$17,088.00 and an increase of 77 units Outpatient Psychiatric services, totaling \$17,091.69. The transfer request is due to higher demand for Outpatient Psychiatry services.

A motion was made to approve the reduction of Counseling units by 213.6 (\$17,088.00) and an increase in Psychiatry units by 77 (\$17,091.69) as presented.  
(M.S.P. Elliott/Schneider) – Motion passed.

- Compass Health Network** requested a decrease of 1,384.7 units of Home & Community-Based Services – Pinocchio Group Services totaling \$39,907.05 and an increase of 680 units of Home & Community-Based Services – Pinocchio Individual Services, totaling \$40,004.40. The request is due to higher demand for individual Pinocchio services.

A motion was made to approve the reduction of Pinocchio Group Services units by 1,384.7 (\$39,907.05) and an increase in Pinocchio Individual Services units by 680 (\$40,004.40) as presented.  
(M.S.P. Williams/Schneider) – Motion passed.

**Supplemental Funding:**

- **CHADS Coalition for Mental Health** requested supplemental funding for an additional 715 units of Home & Community-Based Services – Mentoring because they anticipate expending their contracted funds in May. They have added additional schools that are requesting mentoring services.

A motion was made to approve 715 units of Home & Community-Based Services – Mentoring, billed at a rate of \$104.90 per hour, totaling \$75,003.50. (M.S.P. Schaberg/Marty) – Motion passed.

**Announcements:**

- Jeanne Spencer of the CCRB reminded partners of the 2024-2025 Application for Funding walkthrough meetings via Zoom are scheduled for May 22 at 10:00 a.m. and May 23 at 2:00 p.m.
- DiAnne Mueller, Saint Louis Crisis Nursery, announced their annual conference will be held June 23 at the St. Louis Holocaust Museum. This year's topics are suicide prevention and DEI. More information is at [www.crisisnurserykids.org](http://www.crisisnurserykids.org).
- The CCRB congratulated Jeanne Spencer for completing a Master's in Nonprofit Leadership from Webster University.

**Adjournment:** A motion was made to adjourn the meeting at 8:42 a.m. (M.S.P.: Schneider/Elliott) – Motion passed.