

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
May 23, 2022

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

**Roll Call and Guests:**

Present: Molly Dempsey, Ken Dobbins, Cory Elliott, Pastor Raymond Horry, Larry Marty, and Nancy Schneider

Absent: Paul Boschert (illness), Matt Pirtle (vacation), and Catherine Williams (illness)

Staff: Bruce Sowatsky, Michelle McElfresh, and Jeanne Spencer

Guests: Karen Englert and Jacquelynne McClelland (Boys & Girls Club), Julie Seymore (The Child Advocacy Center of Northeastern Missouri), Todd Barnes (Community Council of St. Charles County), Katrina McDonald Fuller (Compass Health Network), Lindsay Kyonka (Crisis Nursery), Jessica Coulter, Paula Ellis, and Stephanie Klopfer (Epworth Children & Family Services), Traci Smith (Family Advocacy & Community Training – F.A.C.T.), Shima Rostami (Gateway Human Trafficking), Kathy Thompson (LINC St. Charles County), Courtney Knipp (Lutheran Family & Children's Services), Tina Meier (Megan Meier Foundation), Melinda Monroe (Nurses for Newborns), Kelly Broeker and Megan Payton (Preferred Family Healthcare), LaTrece Smith (Saint Louis Counseling), Katie Roam and Rebecca Ingle (The Sparrow's Nest), Madronica Malone (ThriVe St. Louis), Denise Liebel (United Services for Children), Cara Merritt (Youth In Need), and Mike Williams (Sikich)

**Approval of Minutes:** A motion was made to approve the April 26, 2022 Board Minutes. (M.S.P.: Dempsey/Elliott) – Motion passed.

**Report of the Auditor:** Mike Williams, Auditor for Sikich, LLP, reported on the 2021 CCRB Audit. Board members asked questions and Mike provided answers. The audit is clean and Sikich had no recommendations.

A motion was made to approve the 2021 CCRB Audit as presented by Sikich, LLP. (M.S.P.: Elliott/Dobbins) – Motion passed.

**Partner Presentation:**

- **Boys & Girls Clubs of St. Charles County:** Karen Englert, Executive Director, presented an overview of services and programs provided to youth through CCRB funding. The Clubs serve students after school and through a summer camp.
- **Epworth Children & Family Services:** Dr. Jessica Coulter, Director of Psychological Services, presented an overview of psychological services for St. Charles County youth, ages 3-19. Paula Ellis and Stephanie Klopfer, Family Support Network Supervisors, presented an overview of the in-home Family Support services for St. Charles County youth and families.

**Public Comment:** No Public Comment.

**Report of the Chair:** Nancy Schneider commended Karen Englert, for serving as the President and Cory Elliot, for serving as the Keynote Speaker at the Athena Leadership Foundation Awards luncheon on May 6.

**Report of the Treasurer:** Cory Elliott gave the Report of the Treasurer and reported on the financial statement ending April 30, 2022. The following balances were reported:

| <b>Balance</b>      | <b>Amount</b>  | <b>Budget for Month</b> |
|---------------------|----------------|-------------------------|
| Services Fund       | \$4,373,848.74 |                         |
| Current Assets      | \$5,574,382.95 |                         |
| Actual tax revenues | \$711,991.54   | \$775,000.00            |
| Total Revenue       | \$711,991.54   | \$774,550.00            |
| Services Requests   | \$864,776.18   | \$921,152.74            |

Explanations of the 26 line items that were over the 5% variance and over \$1,000 included: CHADS Coalition for Mental Health (home-based), The Child Advocacy Center (counseling), Community Council of St. Charles County (Coordinated Entry), FamilyForward (counseling), Gateway Human Trafficking (presentations and program specialist), Lutheran Family and Children's Services (counseling), Megan Meier Foundation (counseling-individual), Our Lady's Inn (teen parents), Preferred Family Healthcare (Outpatient Substance Use Treatment – assessments, drug tests, and group counseling), and UMSL Center for Behavioral Health (psychological assessments) were due to high demand. CHADS Coalition for Mental Health (prevention and mentoring), The Child Advocacy Center (prevention), Compass Health Network (Pinocchio-group and -individual, Prevention, and School-based Mental Health Specialists), Kids Under Twenty One (prevention), Megan Meier Foundation (Counseling-group), Saint Louis Counseling (crisis interventions), and ThriVe St. Louis (prevention), were over the variance due to school-based usage. Compass Health Network was over the variance due to multiple months of Medicaid billing.

A motion was made to approve a wire-transfer for \$864,800.00 for the month of April. (M.S.P.: Elliott/Dempsey) – Motion passed.

Bruce Sowatsky reported revenues are up 10.5% year-to-date over 2021 and agency utilization has increased for the second consecutive month.

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: No Executive – Policies and Procedures report.

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

- Staff have been working on the 2023 Application for Funding – New Program, Budget Spreadsheet, and Scoring worksheet. The call for Concept Papers was announced and staff received the first submission recently. The deadline for submission is June 15.

- The CCRB website redesign is complete, and features were added to increase accessibility for users with disabilities.
- Michelle McElfresh and Jeanne Spencer have been conducting Spring Audits and will be completed by June 30.
- Bruce will meet with Peg Capo, Executive Director for the DDRB, to work on the ARPA application.
- The CCRB received bids for the grant management software and Jeanne Spencer will present on this in New Business.
- Bruce continued writing and gathering data for the 2022 Needs Assessment.
- Legislation to repeal the personal property tax for St. Charles County was unsuccessful.
- Bruce plans to meet with the Director for the Department of Mental Health to explore options for additional Medicaid match services.
- Bruce discussed strategic planning with Wendy Dyer for fall 2022. Tentative agenda items are succession planning, mission and vision, and funding schedules. Board members should send agenda suggestions to Bruce by July 31.
- Staff discussed hosting a celebration for the CCRB's 25<sup>th</sup> anniversary in late summer and requested feedback from the Board.
- The CCRB hosted an Open Office on April 27 to celebrate the new office lobby sign.

#### **Old Business:**

- **ARPA Funding Discussion:** Bruce presented on two options to managing ARPA funding. Agencies are able to submit multiple funding requests.
  - **Option 1:** Do not set categorial funding limits, which allows agencies to submit applications based on needs and priorities.
  - **Option 2:** Set categorial limits, which could be adjusted as needed. Based on survey feedback, the recommendations are:
    - \$750,000 for grants
    - \$450,000 for capital projects
    - \$750,000 for programs and services
    - \$50,000 for Administration

Bruce reviewed the criteria for using the ARPA funds and requested feedback on how the Board would like to service the applications. He also distributed a timeline for CCRB projects during the remainder of 2022.

Following discussion, Cory Elliott recommended the Finance committee review ARPA applications and make recommendations for funding to the full Board. The Board agreed to consider this recommendation and vote on it at the June 27 meeting.

A motion was made to approve Option 1, to not set categorial limits on ARPA funds, and to earmark 2.5% for administrative costs. (M.S.P.: Dempsey/Elliott) – Motion passed.

Due to the additional work to disbursing ARPA funds, processing Supplemental funds, and processing new program applications for 2023 funding, Bruce recommended the

agency Mid-Year Clinical Outcomes report be eliminated for 2022. Agencies will report all 2022 clinical outcomes in the Year-End report due on February 15, 2023.

A motion was made to eliminate the agency Mid-Year Clinical Outcomes report for 2022. (M.S.P.: Elliott/Dempsey) – Motion passed.

- **2023 Application Process:** Bruce emailed a draft of the 2023 Application for Funding – New Program and Score sheet to the Board for review. The Board discussed the application and made no recommendation for changes.

A motion was made to approve the 2023 Application for Funding – New Program and Score sheet as presented. (M.S.P.: Dobbins/Elliott) – Motion passed.

#### **New Business:**

- **Technology Project:** Jeanne Spencer reported the CCRB solicited bids from three software consultants for services to assist in selecting grant management software for the CCRB. ATB Technologies and Mission Matters Group submitted bids, and Buzzbold declined to submit a bid. Jeanne presented an overview of the bids. After reviewing all information, the CCRB recommends accepting the bid from ATB Technologies for up to 52 hours of work, at \$200 per hour, for a total of \$12,000.00.

A motion was made to approve to contract with ATB Technologies for \$12,000.00 to consult on the selection of grant management software as presented. (M.S.P.: Dobbins/Elliott) – Motion passed.

#### **Announcements:**

Jacquelynne McClelland, Boys & Girls Clubs of St. Charles County, announced their Back to School Bash at both locations in July. They are seeking vendors to host a table at the event. Interested parties may contact Desmond Niboh at 636-946-6255.

Kathy Thompson, LINC St. Charles County, announced they have COVID relief assistance for housing and supportive services. LINC is also accepting new clients for counseling services at their location in Wentzville.

Bruce Sowatsky announced the Jefferson County Children’s Services Fund has become independent from COMTREA and will be restructuring their grant funding.

**Adjournment:** A motion was made to adjourn the meeting at 9:35 a.m. (M.S.P.: Dobbins/Dempsey) – Motion passed.