

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY

Board of Directors Meeting Minutes

August 22, 2022

**Meeting Call to Order:** The meeting was called to order at 8:02 a.m.

**Roll Call and Guests:**

Present: Paul Boschert, Ken Dobbins, Pastor Raymond Horry, Larry Marty, Nancy Schneider, and Catherine Williams

Absent: Molly Dempsey (vacation), Cory Elliott (travel), and Matt Pirtle (vacation)

Staff: Bruce Sowatsky, Michelle McElfresh, and Jeanne Spencer

Guests: Karen Englert (Boys & Girls Club), Sarah Wende (The Child Advocacy Center of Northeastern Missouri), Todd Barnes (Community Council of St. Charles County), Katie Corrigan (Community Living), Katrina McDonald Fuller (Compass Health Network), DiAnne Mueller (Crisis Nursery), Nickie Steinhoff (Eleventh Circuit Family Court), Jessica Coulter, Paula Ellis, Stephanie Klopfer (Epworth Children & Family Services), Rachel Svejkosky (Family Advocacy & Community Training – F.A.C.T.), Kathy Thompson (LINC St. Charles County), Courtney Knipp (Lutheran Family & Children's Services), Tina Meier (Megan Meier Foundation), Jessi Brown (NAMI St. Louis), Melinda Monroe (Nurses for Newborns), Denise Fondren (Our Lady's Inn), Zane Maus (Saint Louis Counseling), Rebecca Ingle (The Sparrow's Nest), Jaleesa King (ThriVe St. Louis), Steve Bourne and Greg Dahl (UMSL Center for Behavioral Health), Lori Kohrs (United Services for Children), and Cara Merritt (Youth In Need)

**Approval of Minutes:** A motion was made to approve the July 25, 2022 Board Minutes. (M.S.P.: Boschert/Dobbins) – Motion passed.

A motion was made to approve the July 25, 2022 Closed Session Board Minutes. (M.S.P.: Horry/Dobbins) – Motion passed.

**Partner Presentation:**

- **Compass Health Network:** Katrina McDonald-Fuller, Executive Vice President of Corporate Services, presented an overview of services provided through CCRB funding. She also gave an update on the 988 Suicide and Crisis Lifeline, reporting 11% of calls received are from St. Charles County residents and Compass will add a mobile outreach service in fall 2022.
- **Megan Meier Foundation:** Tina Meier, Executive Director, presented on their services and the trends their staff is seeing among St. Charles County clients and family. To date, MMF has served 89 clients, provided 127 hours of family support, and has six contracted therapists serving youth at four schools in the City of St. Charles School District. Youth are experiencing increased levels of anxiety and mental health-related symptoms. Tina also reported they have piloted a program with the Juvenile Justice Center to reduce truancy for students. They have received 144 referrals for this program, which was piloted to serve 30 students.

**Public Comment:** No Public Comment.

**Report of the Chair:** Nancy Schneider announced the CCRB will celebrate their 25<sup>th</sup> Anniversary on August 25 at the Water's Edge in St. Peters. Agency and community partners, past and present Board members, and the CCRB staff are invited to join the celebration.

**Report of the Treasurer:** Bruce Sowatsky gave the Report of the Treasurer in Cory Elliott's place and reported on the financial statement ending July 31, 2022. The following balances were reported:

Balance	Amount	Budget for Month
Services Fund	\$4,621,706.50	
Current Assets	\$5,815,1585.57	
Actual tax revenues	\$808,520.98	\$775,000.00
Total Revenue	\$808,520.98	\$774,550.00
Services Requests	\$590,857.50	\$921,152.74

Explanations of the 12 line items that were over the 5% variance and over \$1,000 included: Boys & Girls Clubs of St. Charles County (center-based), The Child Advocacy Center of Northeast Missouri (counseling), Community Council of St. Charles County (Coordinated Entry) Eleventh Circuit Family Court (Supervised Visitation), Gateway Human Trafficking (program specialist), LINC St. Charles County (wraparound), NAMI St. Louis (crisis intervention team), Our Lady's Inn (teen parents), and UMSL Center for Behavioral Health (psychological assessments) were due to high demand. United Services for Children (behavioral services and social work) was over the variance due to school-based usage. Compass Health Network (Medicaid) was over the variance due to multiple months of billing.

A motion was made to approve a wire-transfer for \$590,900.00 for the month of July. (M.S.P.: Boschert/Dobbins) – Motion passed.

Bruce Sowatsky reported revenues are up 11% year-to-date over 2021 and for 2022 the projected agency utilization is 76%. Utilization is lower due to staffing shortages and school-based programs being on hiatus for the summer.

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

**Report of Standing Committees:**

- Finance: The Finance committee met in August to discuss 2023 budgets, upcoming funding decisions, and supplemental funding applications.
- Personnel: Personnel will be discussed in Closed Session.
- Executive – Policies and Procedures: Larry Marty's reported the Executive Committee met in mid-August to discuss recommended revisions to the Finance policies. A draft of the policies was distributed to the Board and will be discussed in New Business.

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

- CCRB staff attended two software solution demos and has two more vendors scheduled in August. Links to the demos will be sent to the Board once the meetings have concluded.
- CCRB staff processed the Supplemental Funding applications, and the Finance Committee reviewed them. Recommendations will be presented in New Business.
- APRA funding applications were received, and staff is in the process of reviewing and writing summaries. A total of 36 applications were received for a total request of \$2.4 million. An email summary was distributed to the Board prior to the meeting and committees will be established in September.
- Applications were received for the Communication Specialist position and interviews have been scheduled with four candidates.
- Bruce has contracted with Corporate Group about office space expansion. He will meet with their contractors in September.
- Staff worked with the Finance Committee to revise the Financial Policies.

**Old Business:** No Old Business.

**New Business:**

- **Vision Insurance:** Bruce requested the Board add vision insurance to the CCRB's benefit package, to be consistent with St. Charles County Government benefits. The cost will be \$15 per month, per employee and will begin with the next insurance contract. This benefit will be offered to full-time and part-time, 30+ hour employees.

A motion was made to approve the addition of vision insurance to the CCRB's benefit package as presented. (M.S.P.: Dobbins/Boschert) – Motion passed.

- **Finance Policies – 1<sup>st</sup> Reading:** Ken Dobbins reported the Finance Committee reviewed the policies. He presented revisions to be made to the draft and requested Policies F5, F6, and F12 be exempted from the motion to approve.

A motion was made to approve the Finance Policies First Reading as presented, except for policies F5, F6, and F12. (M.S.P.: Dobbins/Boschert) – Motion passed.

- **Supplemental Funding:** Bruce reported the Finance Committee recommends the following units and totals for Supplemental Funding. All additional units will need to be used by December 31, 2023.

A motion was made to approve the Supplemental Funding recommendations as presented. (M.S.P.: Dobbins/Marty) - Motion passed.

Agency	Line Item	Units	Rate	Total Request
Youth In Need	Counseling - Student	532	\$65.00	\$34,580.00
Megan Meier Foundation	Counseling - Individual	365	\$117.26	\$42,799.90
Megan Meier Foundation	Counseling - Group	31	\$177.95	\$5,516.45
Our Lady's Inn	Teen Parent Services	600	\$122.59	\$73,554.00
Child Advocacy Center	Counseling	60	\$200.00	\$12,000.00
CHADS	Mentoring	476	\$104.90	\$49,932.40
Lutheran Family & Children's	Counseling	350	\$103.00	\$36,050.00
Community Council	Coordinated Entry	159	\$56.83	\$9,035.97
UMSL-CBH	Psych Testing	236	\$113.61	\$26,811.96
Saint Louis Counseling	Crisis Intervention	48	\$64.49	\$3,095.52
Compass	SBMHS	231	\$107.14	\$24,749.34
<b>Totals</b>				<b>\$318,125.54</b>

#### **Announcements:**

Todd Barnes, Community Council of St. Charles County, announced the Community Services Summit at Calvary Church in St. Peters on October 25, 2022. Register at <http://www.communitycouncilstc.org/>

Bruce Sowatsky announced the St. Charles City-County Library District annual gala on Saturday, September 10 at Ameristar Casino. Tickets can be purchased at <https://www.stchlibraryfoundation.org>.

**Closed Session – Personnel:** A motion was made to move into Closed Session. (M.S.P.: Dobbins/Marty) – Motion passed.

A motion was made to move into Open Session. (M.S.P.: Dobbins/Boschert) – Motion passed.

**Adjournment:** A motion was made to adjourn the meeting at 9:15 a.m. (M.S.P.: Dobbins/Elliott) – Motion passed.