

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
September 25, 2023

Meeting Call to Order: The meeting was called to order at 8:32 a.m.

Roll Call and Guests:

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

Absent: Ken Dobbins (work), Jim Schaberg

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

Guests: Aleisha Mulnix (Boys & Girls Club of St. Charles); Kristen Wyninegar (CHADS Coalition for Mental Health); Dottie Kastigar (Community Council of St. Charles County); Katrina McDonald Fuller (Compass Health Network); Rachel Svejkosky (Family Advocacy & Community Training – F.A.C.T.); Jennifer Vorachack (FamilyForward); Shima Rostami (Gateway Alliance against Human Trafficking); Ryan Patterson (Lutheran Family & Children's Services); Jessi Brown (NAMI St. Louis); Denise Fondren (Our Lady's Inn); Kelly Broeker (Preferred Family Healthcare); Angela Casimere and Zane Maus (Saint Louis Counseling); Lindsay Kyonka (Saint Louis Crisis Nursery); Brittany Morgan (Sts. Joachim & Ann Care Service); Rebecca Ingle and Katie Lyczak (The Sparrow's Nest); Juvaughn Baker (ThriVe St. Louis); Denise Liebel (United Services for Children); and Cara Merritt (Youth in Need).

Approval of Minutes: A motion was made to approve the August 28, 2023 Board Minutes. (M.S.P.: Elliott/ Marty) – Motion passed.

Partner Presentation:

- **Bethany Christian Services:** Kristin Zelle, Branch Manager, presented on Bethany's Safe Families program, which offers respite care via seven volunteer host families in St. Charles County for a week to a month.

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 and reported on the financial statement ending August 31, 2023. The following balances were reported:

Balance	Amount	Budget for Month
Services Fund	\$ 5,718,956.04	\$ -
Current Assets	\$ 7,882,912.77	\$ -
Actual tax revenues	\$ 914,009.98	\$ 828,600.00
Investment Income	\$ -	\$ 6,000.00
Fundraising	\$ -	\$ 50.00
Refund of Taxes	\$ -	\$ (3,000.00)
Total Revenue	\$ 914,009.98	\$ 831,650.00
Services Requests	\$ 602,167.38	\$ 1,162,502.34
ARPA Funds	\$ 64,018.48	\$ 173,627.08

Explanations of the 22 line items that were over the 5% variance and over \$1,000 included: Preferred Family Healthcare (TOC Intakes); United Services (Social Work, Behavioral Services and Specialized Classroom) were school based; Eleventh Circuit Court (Supervised Visitation); Bethany Christian Services (Respite); Boys & Girls Clubs of St. Charles County (Center Based); The Child Advocacy Center (Advocacy); Community Council (Coordinated Entry); Compass Health Network (Care Coordination, PWF Parent Partner, Psychiatry, and School-Based MHS); St Louis Crisis Nursery (Home Based and Respite); FamilyForward (Counseling); Foster & Adoptive Care Coalition (30 Days to Family); Gateway Alliance against Human Trafficking (Presentations and Program Specialist); LINC St. Charles County (Wraparound) were due to high demand. The Child Advocacy Center (Counseling); and Foster & Adoptive Care Coalition (Family Works) were due to multiple months being submitted.

A motion was made to approve a wire-transfer for \$620,000 for the month of August.
(M.S.P.: Williams/ Elliott) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$64,018.48 the month of August.
(M.S.P.: Williams/ Elliott) – Motion passed.

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

Report of Standing Committees:

- Finance: No report.
- Personnel: Nancy Schnieder reported staff had provided the Board with the proposed Personnel Policy changes.
- Executive - Policies and Procedures: No report.

Report of Executive Director: Bruce Sowatsky reported:

- Matt Pirtle has resigned from the Board of Directors, citing other increased responsibilities.
- Staff are currently working on new applications. In October, agencies will meet with staff. In November, agencies will present to the Board of Directors. The Board will have laptops to help with the review process. In December, the Board will make funding decisions.
- Succession Planning: As of September 28, only one proposal to assist with the executive director search has been received.
- MINDREACH: Anna Muhm met with CAPS students, who provided feedback about the app and it will be updated soon.

Old Business: No Old Business.

New Business:

- **Management and Personnel Policy Changes – 1st Reading:** Bruce summarized the changes to the Bylaws, and the Management and Personnel policies. A draft of the changes was distributed to the full Board for a first reading. The policy will be included as part of the second reading of the full policy in October.

A motion was made to approve the 1st Reading of the Bylaws, and Management, and Personnel policies. (M.S.P.: Marty/Schneider) – Motion passed.

- **Supplemental Funding Request - Community Council of St. Charles County:** The Community Council of St. Charles County requested supplemental funds for 135 units of Coordinated Entry, totaling \$7,672.05 due to expending their current funds in October.

A motion was made to approve Community Council of St. Charles County supplemental funding totaling \$7,672.05 as presented. (M.S.P.: Elliott/Williams) – Motion passed.

- **Line-Item Transfer Request - Foster & Adoptive Care Coalition:** Foster & Adoptive Care Coalition requested a decrease of 279.7 units of Family Works services totaling \$28,863.90 and an increase of 195 units of 30 Days to Family services totaling \$28,863.90. The transfer request is due to high demand.

A motion was made to approve the reduction of Family Works units by 297.7 units, totaling \$28,863.90 for an increase of 195 units of 30 Days to Family services totaling \$28,863.90 as presented. (M.S.P.: Williams/Elliott) – Motion passed.

- **Line-Item Transfer Request - FamilyForward:** FamilyForward requested a decrease of 109.3 units of Early Childhood services totaling \$22,960.00 and an increase of 164 units in Counseling services totaling \$22,960.00. The transfer request is due to high demand.

A motion was made to approve the reduction of 109.3 units of Early Childhood services totaling \$22,960.00 and an increase of 164 units in Counseling services totaling \$22,960.00 as presented. (M.S.P.: Williams/Marty) – Motion passed.

Announcements:

- Julie Seymour from The Child Advocacy Center announced their open house on Wednesday, October 11 from 11:30 a.m. to 1:00 p.m. to celebrate renovations to their therapy rooms.
- Rebecca Engle from The Sparrow's Nest introduced and welcomed their new Executive Director, Katie Lyczak.
- Lesile Tucker from United Services for Children announced their open house on October 17 from 2:00 p.m. to 5:00 p.m. to celebrate their new home located at 3420 Harry S. Truman Blvd St. Charles, MO 63301.
- Kathy Thompson from LINC St. Charles County announced the National Night Out on Wednesday, October 4. Kathy invited agencies to provide her with resources to share with the families.
- Jeanne Spencer reported she has some baby and infant items available for agencies.

Adjournment: A motion was made to adjourn the meeting at 9:05 a.m.
(M.S.P.: Elliott/Williams) – Motion passed.