

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
September 26, 2022

Meeting Call to Order: The meeting was called to order at 8:03 a.m.

Roll Call and Guests:

Present: Paul Boschert, Molly Dempsey, Pastor Raymond Horry, Larry Marty, Matt Pirtle, Nancy Schneider, and Catherine Williams

Absent: Ken Dobbins (vacation) and Cory Elliott (work)

Staff: Bruce Sowatsky, Michelle McElfresh, Tavana Darris, and Jeanne Spencer

Guests: Karen Englert (Boys & Girls Club), Julie Seymore (The Child Advocacy Center of Northeastern Missouri), Todd Barnes (Community Council of St. Charles County), Katie Corrigan and Sheri Wiltse (Community Living), Katrina McDonald Fuller (Compass Health Network), DiAnne Mueller (Crisis Nursery), Jessica Coulter, Paula Ellis and Stephanie Klopfer (Epworth Children & Family Services), Traci Smith (Family Advocacy & Community Training – F.A.C.T.), Melissa Tichy (Fort Zumwalt School District), Kathy Thompson (LINC St. Charles County), Courtney Knipp (Lutheran Family & Children's Services), Jessie Brown (NAMI St. Louis), Melinda Monroe (Nurses for Newborns), Denise Fondren (Our Lady's Inn), Megan Payton (Preferred Family Healthcare), Nickie Steinhoff (St. Charles County Juvenile Justice), Zane Maus (Saint Louis Counseling), Rebecca Ingle (The Sparrow's Nest), Juvaughn Baker (ThriVe St. Louis), Brad Dowling and Caroline Miller (UMSL Center for Behavioral Health), and Cara Merritt (Youth In Need)

Approval of Minutes: A motion was made to approve the August 22, 2022 Board Minutes. (M.S.P.: Boschert/Pirtle) – Motion passed.

A motion was made to approve the August 22, 2022 Closed Session Board Minutes. (M.S.P.: Pirtle/Marty) – Motion passed.

Partner Presentation:

- **Nurses for Newborns:** Melinda Monroe, CEO, presented an overview of Nurses for Newborn's services and re-iterated their model of partnering with parents with their flexible program design. She reported in 2021, families were presenting with an average of seven risk factors for potential child abuse; five years ago, the average was four. She also reported telehealth visits are now a permanent option for home visits and the pandemic continues to cause staffing concerns as their work force ages and retires. Melinda presented a virtual tour of their Maplewood facility, which they established in 2020.
- **UMSL Center for Behavioral Health:** Caroline Miller, Chief of Clinical Operations and Brad Dowling, Chief Psychological Examiner with the Community Psychological Services department presented an overview of their psychological assessment services. CHB anticipates a 5% rise in referrals for 2022. Currently, they have had 206 referrals with anticipation of 300 by year end. They are contracted for 142 evaluations and to

date, 110 are completed or in process. Brad reported CBH continues to meet their outcomes goals at 100%.

Public Comment: No Public Comment.

Data Management System Presentation: Jim Stecher, Vice-President of Client Strategy, presented on the selection process he guided the CCRB staff through in selecting a grants management system. Four solutions were demonstrated and vetted for suitability. WizeHive scored the highest in all areas and is the recommended company.

Report of the Chair: No Report of the Chair.

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

Balance	Amount	Budget for Month
Services Fund	\$4,969,395.76	
Current Assets	\$6,175,799.37	
Actual tax revenues	\$938,589.26	\$775,000.00
Miscellaneous	\$4.44	\$0.00
Refund of Taxes	(\$33,402.47)	(\$2,000.00)
Total Revenue	\$905,191.23	\$774,550.00
Services Requests	\$466,401.77	\$947,663.20

Explanations of the 8 line items that were over the 5% variance and over \$1,000 included: The Child Advocacy Center of Northeast Missouri (Forensic Services - advocacy), Community Council of St. Charles County (Coordinated Entry), Compass Health Network (Partnership with Families - care coordination), Eleventh Circuit Family Court (Supervised Visitation), FamilyForward (counseling) and Our Lady's Inn (teen parents) were due to high demand. United Services for Children (behavioral services and social work) was over the variance due to school-based usage.

A motion was made to approve a wire-transfer for \$472,200.00 for the month of August. (M.S.P.: Pirtle/Boschert) – Motion passed.

Bruce Sowatsky reported revenues are up 8.4% year-to-date over 2021 and for 2022 the projected agency utilization is 68%. 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 did not meet but worked on the Financial policies F5 and F6, which were excluded from the first reading in August. This will be discussed in New Business.
- Personnel: No Personnel report.

- Executive – Policies and Procedures: Larry Marty reported the second reading of the financial policies will be conducted in October.

Report of Executive Director: Bruce Sowatsky reported:

- Tavana Darris began training for the Communication Specialist position in September.
- Staff completed the reference checks and software selection process.
- Staff began processing the 15 New Program applications for 2023. In early November, CCRB staff will offer hearing prep meetings for applicants. The November 21 Board meeting will include both a regular meeting and hearings for these new program applicants. 2023 funding decisions will be made at the Dec. 20 Board meeting.
- ARPA funding summaries are complete. The Board will be divided into three committees to review the summaries and make funding recommendations to the full Board in October. Bruce has contacted St. Charles County to review and approve the proposal.
- Bruce met with the Corporate Group contractors about the expanding the CCRB office to include a conference room and staff office. Construction is expected to be completed in November or early December.
- Bruce met with Ken Dobbins to revise the two financial policies presented in New Business.

Old Business: No Old Business.

New Business:

- **Data Management System Approval:** Bruce reported staff have been working with Jim Stecher of ATB Technologies on selecting a data management system for the CCRB. After careful consideration, the CCRB staff recommended contracting with WizeHive to design and implement a grants management system for the CCRB. The annual subscription cost will be \$10,500.00 and there will be a one-time cost of \$2,000.00 for implementation.

A motion was made to approve a 3year contract with WizeHive for the design and implementation of a grants management system for the CCRB at a cost of \$33,500.00. (M.S.P.: Pirtle/Dempsey) – Motion passed.

- **Finance Policies – 1st Reading:** Bruce reported he worked with Ken Dobbins to revise policies F5 and F6 concerning contracted agency audits and administrative overhead. The Finance committee recommended combining the two policies into one. Bruce researched comparable policies with other funding boards and consulted with the CCRB’s auditor. The draft for policy F5 was distributed to the full Board for a first reading. The policy will be included as part of the second reading of the full Financial policy in October.

A motion was made to approve the First Reading of Finance Policy F5 as presented. (M.S.P.: Marty/Boschert) – Motion passed.

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/>. The Council is also accepting nominations for the Community Builders Awards until September 30. Awards will be presented on December 1, 2022.

Kathy Thompson, LINC St. Charles County, announced the Emergency Warming Center Response will start in middle of November and be available until mid-March. This year, they will return to using location-based warming centers rather than individual hotel rooms.

Dianne Mueller, Saint Louis Crisis Nursery, announced the Over the Top for Tots fundraiser at Ameristar Casino on November 11. Proceeds will benefit their Healing Hearts Art Therapy program.

Adjournment: A motion was made to adjourn the meeting at 9:09 a.m. (M.S.P.: Dempsey/Williams) – Motion passed.