

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
October 23, 2023

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

Roll Call and Guests:

Present: Molly Dempsey, Ken Dobbins, Larry Marty, Jim Schaberg, Nancy Schneider, and Catherine Williams

Absent: Cory Elliott (work)

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

Guests: Aleisha Mulnix (Boys & Girls Club of St. Charles); Tom Duff and Kristin Wyninegar (CHADS Coalition for Mental Health); Julie Seymore and Porscha Thorpe (Child Advocacy Center of Northeast Missouri); Sheri Wiltse (Community Living); Katrina McDonald Fuller (Compass Health Network); Nicole Morris (Eleventh Circuit Family Court); Cathi Bornhop, Heidi Oakley, and Traci Smith (Family Advocacy & Community Training – F.A.C.T.); Alisha Acosta (FamilyForward); Andrew Berhorst (Foster & Adoptive Care Coalition); Holly Broadway-Yates (Francis Howell School District); Courtney Knipp (Lutheran Family & Children's Services); Jessi Brown (NAMI St. Louis); Melinda Monroe (Nurses for Newborns); Denise Fondren (Our Lady's Inn); Kelly Broeker and Megan Payton (Preferred Family Healthcare); Angela Casimere and Zane Mauss (Saint Louis Counseling); DiAnne Mueller (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); and Denise Liebel (United Services for Children)

Approval of Minutes: A motion was made to approve the September 25, 2023 Board Minutes.

- A correction to the attendance of the minutes was made, Jim Schaberg was not present at the September 25 meeting but was listed as present.

A motion was made to approve the minutes as amended.

(M.S.P.: Williams/ Marty) – Motion passed.

Partner Presentation:

- **The Child Advocacy Center of Northeast Missouri:** Julie Seymore, Executive Director, presented on the Center's new therapy location. Porscha Thorpe, Prevention Education Program Director, presented on the sexual abuse prevention programs currently provided to all five county school districts with expansions into the parochial schools, and the support of school staff with Crisis Intervention Specialists during and after disclosure of abuse.
- **Saint Louis Counseling:** Zane Maus, School Partnership Program Director, presented how the organization has moved to a hybrid model of both virtual and in-person therapy due to staffing shortages. This has allowed the organization to provide services to eighteen schools in the county and increased wraparound services from the office. Angela Casimere, Regional Director for O'Fallon, presented on the additional supports this model will provide to children and youth outside of the school year, as they focus on the whole family issues through a case manager.

Public Comment: No Public Comment.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Ken Dobbins gave the Report of the Treasurer and reported on the financial statement ending September 30, 2023. The following balances were reported:

Balance	Amount	Budget for Month
Services Fund	\$ 6,010,929.28	
Current Assets	\$ 7,225,353.63	
Actual tax revenues	\$ 893,973.24	\$ 828,600.00
Investment Income	\$ 0.00	\$ 6,000.00
Fundraising	\$ 0.00	\$ 50.00
Refund of Taxes	\$ 0.00	\$ (3,000.00)
Total Revenue	\$ 893,973.24	
Services Requests	\$ 739,583.29	
ARPA Funds	\$ 83,101.69	

Explanations of the 22 line items that were over the 5% variance and over \$1,000 included: CHADS Coalition for Mental Health (School Based Mentoring); Compass Health Network (School Based MHS, Pinocchio-Individual, and Prevention); Missouri Eating Disorders Association (Presentations); NAMI St. Louis (CIT); United Services, Inc. (Social Work); and Youth In Need (Presentations) were due to school based usage. Eleventh Circuit Family Court (Supervised Visitation); Child Advocacy Center of Northeast Missouri (Advocacy, Counseling, and Forensic Interviews); Community Living (Respite); Compass Health Network (School Based MHS, Parent Partner, and School Based MH Therapy); FamilyForward (Counseling); Foster & Adoptive Care Coalition (30 Days to Family); Gateway Alliance against Human Trafficking (Program Specialist); LINC (Counseling and Wraparound); and UMSL Center for Behavioral Health (Psychological Assessments) were due to high demand.

A motion was made to approve a wire-transfer for \$740,000 for the month of September. (M.S.P.: Williams/Schneider) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$83,101.69 the month of September. (M.S.P.: Williams/Schneider) – Motion passed.

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

Report of Standing Committees:

- **Finance:** Bruce Sowatsky reported the committee has not met to set the budget for 2024 pending information from the County.
- **Personnel:** Nancy Schnieder reported the yearly evaluations for the Executive Director were distributed to the Board today.
- **Executive – Policies and Procedures:** Bruce asked the Board of Directors to consider allowing staff to make changes as needed for staff procedures and only bring policy changes to the Board for approval.

Report of Executive Director: Bruce Sowatsky reported:

- Staff will complete forty-one meetings with the agency partners to discuss sixty-two renewing programs and nine new applications before the end of the month.
- Fall site audits have begun.
- The Community Services Summit coordinated by the Community Council was a success, with the involvement of many CCRB partners.
- Jeanne Spencer and Anna Muhm have been attending marketing events to promote MINDREACH and the CCRB at the Boys and Girls Club and the Boxing Gym.
- Three bids were received by companies interested in the Executive Search Team. The Board will conduct interviews with the companies on October 24.
- The Child Advocacy Center will honor the CCRB at a Gratitude Reception on Thursday, November 9
- St. Charles County is currently ranked 2nd in child wellbeing, according to Missouri Kids Count.

Old Business:

- **Executive Director Residency Policy:** The current CCRB policy for requiring the CCRB Executive Director to be a resident of St. Charles County was discussed.

A motion was made to remove St. Charles County residency requirements from the Executive Director position. (M.S.P.: Williams/Dobbins) – Motion passed.

- **Second Reading of Bylaws, Management Policies, and Personnel Policies:** Catherine Williams reported on additional changes to the bylaws and policies.

A motion was made to approve the changes to the Bylaws, Management Policies, and Personnel Policies as presented. (M.S.P.: Schaberg/Marty) – Motion passed.

New Business:

- **Line-Item Transfer – United Services, Inc.** requested a decrease of 2,499.7 units of Specialized Classroom services totaling \$12,148.50 and an increase of 1,950 units in Social Work services totaling \$12,148.50.

A motion was made to approve the reduction of 2,499.7 units of Specialized Classroom services totaling \$12,148.50 and an increase of 1,950 units in Social Work services totaling \$12,148.50 as presented. (M.S.P.: Schneider/Schaberg) – Motion passed.

- **Line-Item Transfer – Compass Health Network** requested a decrease of 817 units of Family Assistance services totaling \$72,361.69 and an increase of 617.7 units in Care Coordination services totaling \$72,361.69.

A motion was made to approve the reduction of 817 units of Family Assistance services totaling \$72,361.69 and an increase of 617.7 units in Care Coordination services totaling \$72,361.69 as presented. (M.S.P.: Marty/Schneider) – Motion passed.

- **Line-Item Transfer** – Preferred Family Healthcare, Inc. requested a decrease of 1,473.4 units of School-Based services totaling \$104,515.54 and an increase of 200 units of TOC Intakes services totaling \$26,144.00; an increase of 1,000 units of Individual Counseling services totaling \$72,930.00; and an increase of 331 units of Drug Tests totaling \$5,077.54.

A motion was made to approve the reduction of 1,473.4 units of School-Based services totaling \$104,515.54 and an increase of 200 units of TOC Intakes services totaling \$26,144.00; an increase of 1,000 units of Individual Counseling services totaling \$72,930.00; and an increase of 331 units of Drug Tests totaling \$5,077.54 as presented. (M.S.P.: Williams/Schaberg) – Motion passed.

- **Supplemental Funding Request - The Boys and Girls Club of St. Charles County:** The Boys and Girls Club of St. Charles County requested supplemental funds for 4,268 units of Center Based Services, totaling \$43,192.16 due to expending their current funds in October.

A motion was made to approve The Boys and Girls Club of St. Charles County's supplemental funding request for 4,268 units of Center Based Services, totaling \$43,192.16 as presented. (M.S.P.: Schneider/Schaberg) – Motion passed.

- **Supplemental Funding Request - CHADS Coalition for Mental Health:** CHADS Coalition for Mental Health requested supplemental funds for 265 units of Counseling, totaling \$30,260.35 and 250 units of Mentoring totaling \$26,225.00 due to expending their current funds in October.

A motion was made to approve CHADS Coalition for Mental Health's supplemental funding request for 265 units of Counseling, totaling \$30,260.35 and 250 units of Mentoring totaling \$26,225.00 as presented. (M.S.P.: Williams/Marty) – Motion passed.

- **Supplemental Funding Request - Compass Health Network:** Compass Health Network requested supplemental funds for 835 units of Parent Partner, totaling \$90,063.10 due to expending their current funds in September.

A motion was made to approve Compass Health Network's supplemental funding request totaling \$90,063.10 as presented. (M.S.P.: Williams/Dobbins) – Motion passed.

- **Supplemental Funding Request - Foster & Adoptive Care Coalition:** The Foster & Adoptive Care Coalition requested supplemental funds for 90 units of 30 Days to Family totaling \$13,321.80 due to expending their current funds in September.

A motion was made to approve Foster & Adoptive Care Coalition's supplemental funding request totaling \$13,321.80 as presented. (M.S.P.: Schneider/Williams) – Motion passed.

- **Executive Search Team Contract:** Bruce requested permission from the Board to approve funding for the Executive Search Team so that it aligns with the Strategic Plan timeline.

A motion was made to approve funding for the Executive Search Team of \$45,000. (M.S.: Schneider/Marty)

The motion was amended that funding should not exceed \$50,000.00. (M.S.P.: Dobbins/Schneider) – Motion with amendment passed.

Announcements:

- Jeanne Spencer from the CCRB announced the creation of a partner agency directory for the Board of Directors detailing each agency's mission statement, line items, and other details.
- Todd Barnes from Community Council announced the Community Services Summit had 450 attendees and on November 2, the Community Council luncheon presenter will discuss artificial intelligence.
- Katie Lyczak from The Sparrow's Nest, announced their Open House on November 11, from 10:00 a.m. to 12:00 p.m.
- Katrina McDonald Fuller from Compass Health Network announced the renovation of their St. Peters office for the creation of a youth behavioral health urgent care center to be opened in April 2024.

Adjournment: A motion was made to adjourn the meeting at 8:53 a.m. (M.S.P.: Dobbins/Williams) – Motion passed.