

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
December 18, 2023

**Meeting Call to Order:** The meeting was called to order at 8:11 a.m.

**Roll Call and Guests:**

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

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

Guests: Karen Englert and Aleisha Mulnix (Boys & Girls Club of St. Charles); Tom Duff and Veronica McDonnell (CHADS Coalition for Mental Health); Todd Barnes (Community Council of St. Charles County); Brittney Moss and David Rubin (Community Living); Katrina McDonald Fuller (Compass Health Network); Jen Haegele (Crisis Aid International); Denise Cross (Developmental Disabilities Resource Board); Tammy Noel (EYC Academy); Heather Lytle (Family Advocacy & Community Training – F.A.C.T.); Alisha Acosta and Jennifer Vorachack (FamilyForward); Shima Rostami (Gateway Alliance Against Human Trafficking); Tonya Hawkins (Hanani House); Heather Barnett and Stephanie Moreland (Kids in the Middle); Kathy Thompson (LINC); Julia Pickup (Lutheran Family & Children's Services); Tina Meier (Megan Meier Foundation); Lisa Iken (Missouri Eating Disorders Association - MOEDA); Jessie Brown (NAMI St. Louis); Melinda Monroe (Nurses for Newborns); Denise Fondren (Our Lady's Inn); Steve Bourne and Greg Dahl (Partners In Kind); Kelly Broeker and Megan Payton (Preferred Family Healthcare); Kim Sherony (PreventEd); Angela Casimere and Zane Maus (Saint Louis Counseling); Brittany Morgan (Sts. Joachim & Ann Care Service); Katie Lyczak (The Sparrow's Nest); Juvaughn Baker (Thrive St. Louis); Nathan Harms (TREE House of Greater St. Louis); Amber Donnelly (United 4 Children); Lori Kohrs (United Services for Children); and Cara Merritt (Youth in Need)

**Approval of Minutes:** A motion was made to approve the November 15, 2023 Agency Hearing Minutes. (M.S.P.: Schneider/Elliott) – Motion passed.

A motion was made to approve the November 16, 2023 Board meeting Minutes. (M.S.P.: Schaberg/Cunningham) – Motion passed.

**Partner Presentation:** No Partner Presentations.

**Public Comment:** No Public Comment.

**Report of the Chair:** Molly Dempsey expressed her appreciation to the agency partners, CCRB staff, and CCRB Board members for their hard work and dedication to the CCRB's mission. She also expressed her appreciation for Bruce Sowatsky and his leadership over the years. Bruce shared with the Board a collection of letters and photographs depicting the impact of ARPA funding for agencies who received grants in 2022 and 2023.

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

Balance	Amount	Budget for Month
Services Fund	\$ 95,519.53	
Current Assets	\$ 7,112,758.06	
Actual tax revenues	\$ 798.575.51	
Investment Income	\$ 0.00	\$ 6,000.00
Fundraising	\$ 0.00	\$ 50.00
Refund of Taxes	\$ 0.00	\$ (3,000.00)
Total Revenue	\$ 798.575.51	
Services Requests	\$ 872,782.07	
ARPA Funds	\$ 44,420.29	

Explanations of the 25 line items that were over the 5% variance and over \$1,000 included: CHADS Coalition for Mental Health (School-Based Mentoring and Prevention); Compass Health Network (Pinocchio-Group, Prevention, and School-Based MHS Therapy); KUTO, Kids Under Twenty One (Presentations); Missouri Eating Disorders Association (Presentations); Preferred Family Healthcare (TOC Intakes); PreventEd (Prevention); The Child Advocacy Center (Prevention); United Services for Children (Social Work and Behavioral Services) were due to school based programs. The Eleventh Circuit Court (Therapeutic Supervised Visitation); Bethany Christian Services (Respite); CHADS Coalition for Mental Health (Home-Based Family Support and Mentoring); Community Living, Inc. (Respite); Compass Health Network (PWF Parent Partner); F.A.C.T. (Educational Advocacy); Foster & Adoptive Care Coalition (30 Days to Family); Gateway Alliance against Human Trafficking (Program Specialist); Megan Meier Foundation (Counseling); The Child Advocacy Center (Advocacy and Counseling); and UMSL - Center for Behavioral Health (Psychological Assessments) were due to high demand.

A motion was made to approve a wire-transfer for \$872,800.00 for the month of November. (M.S.P.: Dobbins/Elliott) – Motion passed.

A motion was made to approve a wire-transfer for ARPA funds for \$44,420.29 the month of November. (M.S.P.: Dobbins/Schneider) – Motion passed.

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

#### **Report of Standing Committees:**

- Finance: Ken Dobbins reported the Finance committee met to review the budget and will present recommendations for the 2024 administrative and services budgets during New Business.
- Personnel: No Personnel report.
- Executive – Policies and Procedures: No Executive – Policies and Procedures report.

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

- Staff continue to work on collecting bids from auditing firms for the CCRB audit.
- The Finance committee met and finalized the 2024-2025 administrative and services budgets.
- Staff prepared and met with Board subcommittees regarding 2024-2025 services funding recommendations.
- Michelle McElfresh and Jeanne Spencer completed fall site audits and Michelle will report to the Board in February.
- EMD Consultants will interview staff this week in preparation for the Executive Director search and a survey was emailed to agency partner Executive Directors. The survey deadline is January 5, 2024.
- Staff completed the Program Manager job description and shared it with the Board.
- Jeanne Spencer finalized the Zengine Portal for 2024 billing and 2023 year-end reports. Training for agencies will be held in January 2024.

**Old Business:** No Old Business.

**New Business:**

- **Election of the 2024 Officers**
  - **Chair** - Cory Elliott nominated Molly Dempsey for the position of Chair for 2024. Nancy Schneider seconded the nomination. Molly was willing to accept the nomination.  
  
A motion was made to close the nominations for Chair. (M.S.P.: Schneider/Dobbins) – Motion passed.  
  
A motion was made to approve Molly Dempsey as Chair for 2024.  
(M.S.P.: Elliott/Schneider) – Motion passed.
  - **Vice Chair** - Ken Dobbins nominated Cory Elliott for the position of Vice Chair for 2024. Catherine Williams seconded the nomination. Cory was willing to accept the nomination.  
  
A motion was made to close the nominations for Vice Chair. (M.S.P.: Dobbins/Williams) – Motion passed.  
  
A motion was made to approve Cory Elliott as Vice Chair for 2024.  
(M.S.P.: Dobbins/Williams) – Motion passed.
  - **Treasurer** - Nancy Schneider nominated Ken Dobbins for the position of Treasurer for 2024. Catherine Williams seconded the nomination. Ken was willing to accept the nomination.  
  
A motion was made to close the nominations for Vice Chair. (M.S.P.: Williams/Elliott) – Motion passed.  
  
A motion was made to approve Ken Dobbins as Treasurer for 2024.  
(M.S.P.: Schneider/Williams) – Motion passed.

**Approval of 2024-2025 Funding for Existing Programs:** Bruce reported the Board subcommittees met to review 60 application summaries for the 2024-2025 funding requests. Each subcommittee created a list of recommendations, and these were distributed to the full Board for review. Staff recommended the Board approve the subcommittee recommendations as presented. See the Appendix for detailed list of approved funds for 2024-2025 existing programs.

A motion was made to approve \$24,869,280.21 for 2024-2025 existing program funding, as presented. (M.S.P.: Dobbins/Williams) – Motion passed.

**Approval of 2024 Funding for New Programming:** The CCRB received 9 new program applications for 2024. The Board reviewed and scored each application. The following agencies submitted requests to be considered for approval.

- International Crisis Aid D.B.A. Crisis Aid International requested funding for their crisis intervention program as follows:
  - 94 units of Advocacy at a rate of \$53.19 per hour; 372 units of Case Management at a rate of \$53.45 per hour; 100 units of Crisis Interventions at a rate of \$50.00 per hour; 200 units of Mentoring at a rate of \$50.00 per hour; and 67 units of Presentations at a rate of \$134.33 per hour, totaling \$48,883.37.

A motion was made to approve Crisis Aid International's crisis intervention request of \$48,883.37 as presented. (M.S.P.: Schneider/Dobbins) – Motion passed.

- Kids In The Middle requested funding for their counseling as follows:
  - 160 units of Case Management at a rate of \$61.24 per hour; 1,200 units of Counseling - Group at a rate of \$44.13 per hour; 125 units of Counseling - Individual at a rate of \$90.00 per hour; and 10 units of School-Based Support at a rate of \$75.00 per hour, totaling \$74,754.40.

A motion was made to approve Kids In The Middle's counseling request of \$74,754.40 as presented. (M.S.P.: Elliott/Cunningham) – Motion passed.

- Megan Meier Foundation requested funding their home and community-based program as follows:
  - 250 units of Case Management at a rate of \$103.76 per hour, totaling \$25,940.00.

A motion was made to approve Megan Meier Foundation's home and community-based request of \$25,940.00 as presented. (M.S.P.: Elliott/Cunningham) – Motion passed.

- Partners In-Kind requested funding for their counseling programs as follows:
  - 30 units of Case Management at a rate of \$89.91 per hour; and 1,320 units of Psychological Assessments at a rate of \$154.11 per hour, totaling \$206,122.50.

A motion was made to approve Partners In-Kind's counseling request of \$206,122.50 as presented. (M.S.P.: Marty/Schneider) – Motion passed.

- Chestnut Health Systems Inc. requested funding for their counseling programs as follows:
  - 160 units of Assessments at a rate of \$179.52 per hour; 120 units of Case Management at a rate of \$79.57 per hour; and 960 units of Counseling - Student at a rate of \$159.24 per hour, totaling \$191,142.00.

A motion was made to approve Chestnut Health Systems counseling request of \$191,142.00 as presented. (M.S.P.: Schaberg/Marty) – Motion passed.

- Community Living, Inc. requested funding for their home and community-based program as follows:
  - 3,150 units of Center-Based- SOAR Jr. at a rate of \$27.56 per hour, totaling \$86,814.00.

A motion was made to approve Community Living, Inc.'s home and community-based request of \$86,814.00. (M.S.P.: Schneider/Williams) – Motion passed.

- Child Day Care Association D.B.A. United 4 Children requested funding for their home and community-based program as follows:
  - 600 units of Early Childhood at a rate of \$500.00 per 2 hours, and 30 units of Presentations at a rate of \$750.00 per presentation, totaling \$322,500.00.

A motion was made to approve United 4 Children's home and community-based request of \$322,500.00, as presented. (M.S.: Marty/Schaberg) – Motion did not have enough votes for approval.

- Empowering Youth and Communities Inc. D.B.A. EYC Academy requested funding for their home and community-based program as follows:
  - 50 units of school-based at a rate of \$3,050.00 of services per semester, totaling \$152,500.00.

A motion was entertained; the Board did not make a motion to approve.

- Hanani House requested funding for their transitional living program as follows:
  - 208 units of Family Therapy at a rate of \$60.00 per hour; 208 units of Group Counseling at a rate of \$12.96 per hour; 104 units of Mothers and Children counseling at a rate of \$41.80 hour, and 24 units of Transitional Living at a rate of \$600 per day for a total of \$33,922.88.

A motion was entertained; the Board did not make a motion to approve.

**Approval of 2024 Administrative Budget:** Bruce provided detailed explanation for each of the items listed in the 2024 Administrative Budget. He included rationale for each category where an increase occurred, including \$18,000.00 for the CCRB annual audit due to changing auditing firms; health insurance increased by 11% to \$64,200.00; benefits and retirement remains at 6% of salaries; consulting contract of \$35,040.00 to BOLD, Inc. for an updated Community Impact Report and Needs Assessment; \$25,000.00 to ASPEN Network for the expansion of assessment and referral services; and \$15,000.00 to Cheri Thurman for continued support of the System of Care. The CCRB will continue to abide with current contracts with Avatara, WizeHive, and EMD. The recommended Administrative Budget is just about 5% of the services budget.

A motion was made to approve \$669,750.00 for the 2024 Administrative Budget, as presented.  
(M.S.P.: Dobbins/Elliott) – Motion passed.

**Approval of the 2024 Budget:** The 2024 CCRB Services Budget was discussed. Bruce reported that he and the Finance Committee met and discussed the 2024 budget. Bruce provided Board members with a report on the proposed services budget. The recommended 2024 Services Budget is \$14,508,944.90.

A motion was made to approve \$14,508,944.90 for the 2024 Services Budget.  
(M.S.P.: Schneider/Marty) – Motion passed.

**Announcements:**

- Dianne Mueller, Saint Louis Crisis Nursery, announced the Giving Vending Machine located at West County Mall starting Wednesday, December 20, 2023. The machine will allow shoppers to purchase items needed at the nursery, such as diapers, wipes, and clothing.
- Kathy Thompson, LINC St. Charles County, announced the Emergency Weather Response Network activation starting tonight, Monday, December 18, 2023.

**Adjournment:** A motion was made to adjourn the meeting at 8:49 a.m.  
(M.S.P.: Dobbins/Elliott) – Motion passed.

**Appendix – Approved 2024-2025 Budget for Existing Programs**

<b>Agency</b>	<b>Line Item</b>	<b>Rate</b>	<b>Total</b>	<b>Program Total</b>
<b>Behavioral Health Response</b>	Mobile Outreach	\$109.70	\$76,790.00	
	Phone	\$113.91	\$182,256.00	
	Presentations	\$160.95	\$7,081.80	
	Texting	\$129.61	\$31,106.40	\$297,234.20
<b>Bethany Christian Services</b>	Case Management	\$71.72	\$7,172.00	
	Respite	\$89.66	\$28,691.20	\$35,863.20
<b>Big Brothers Big Sisters of Eastern Missouri</b>	Group Mentoring	\$40.18	\$88,396.00	\$88,396.00
<b>Big Brothers Big Sisters of Eastern Missouri</b>	Mentoring	\$37.94	\$44,996.84	\$44,996.84
<b>Boys and Girls Clubs of St. Charles County</b>	Case Management	\$12.36	\$35,522.64	
	Center Based Services	\$12.62	\$536,577.16	\$572,099.80
<b>CHADs Coalition for Mental Health</b>	Home Based Family Support	\$120.46	\$243,811.04	\$243,811.04
<b>CHADs Coalition for Mental Health</b>	Mentoring	\$110.13	\$532,588.68	\$532,588.68
<b>CHADs Coalition for Mental Health</b>	School Based Prevention	\$109.48	\$132,689.76	
	School Based Support	\$84.80	\$11,872.00	\$144,561.76
<b>Community Council of St. Charles County</b>	Coordinated Entry	\$69.23	\$89,999.00	\$89,999.00
<b>Community Living, Inc.</b>	Respite	\$51.66	\$188,455.68	\$188,455.68
<b>Compass Health Network</b>	Autism ABA Therapy	\$118.00	\$18,880.00	
	Autism Assessments	\$133.90	\$107,120.00	
	Autism Case Management	\$99.91	\$79,928.00	\$205,928.00
<b>Compass Health Network</b>	PWF Care Coordination	\$120.65	\$1,085,850.00	
	PWF Parent Partner	\$111.10	\$404,848.40	
	PWF Parent Partner Medicaid	\$45.71	\$390,729.08	
	PWF Psychiatry	\$240.00	\$96,000.00	
	PWF Psychiatry Consult	\$240.00	\$24,000.00	
	PWF Respite	\$9.12	\$18,550.08	
	PWF Urgent Care	\$414.00	\$331,200.00	
	PWF Wraparound		\$11,437.00	\$2,362,614.56
<b>Compass Health Network</b>	Pinocchio Group	\$30.05	\$270,450.00	
	Pinocchio Individual	\$61.18	\$183,540.00	\$453,990.00
<b>Compass Health Network</b>	School Based MHS	\$110.35	\$1,051,856.20	
	School Based MHS Medicaid	\$55.71	\$547,629.30	
	School Based MH Therapy	\$118.00	\$708,000.00	\$2,307,485.50

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<b>Agency</b>	<b>Line Item</b>	<b>Rate</b>	<b>Total</b>	<b>Program Total</b>
<b>Compass Health Network</b>	School Based Prevention	\$96.20	\$460,413.20	\$460,413.20
<b>Eleventh Circuit Court</b>	Supervised Visitation	\$130.00	\$151,580.00	\$151,580.00
<b>F.A.C.T.</b>	Educational Advocacy	\$69.32	\$375,991.68	\$375,991.68
<b>FamilyForward</b>	Counseling	\$150.00	\$255,000.00	
	Counseling - Group	\$20.00	\$3,000.00	
	Psychological Assessments	\$175.00	\$227,500.00	\$485,500.00
<b>FamilyForward</b>	Early Childhood	\$210.00	\$189,000.00	
	Early Childhood Counseling	\$150.00	\$13,500.00	\$202,500.00
<b>FamilyForward</b>	Occupational Therapy	\$150.00	\$120,000.00	
	Occupational Therapy Group	\$20.00	\$1,200.00	
	Presentations	\$150.00	\$600.00	\$121,800.00
<b>Foster &amp; Adoptive Care Coalition</b>	30 Days to Family	\$148.02	\$178,216.08	\$178,216.08
<b>Foster &amp; Adoptive Care Coalition</b>	Educational Advocacy	\$99.15	\$30,736.50	\$30,736.50
<b>Foster &amp; Adoptive Care Coalition</b>	Family Works	\$103.20	\$30,134.40	\$30,134.40
<b>Gateway Alliance against Human Trafficking</b>	Presentations	\$357.14	\$249,998.00	\$249,998.00
<b>Kids Under Twenty One</b>	ASIST Training	\$140.00	\$17,920.00	
	School Based Prevention	\$231.00	\$154,770.00	\$172,690.00
<b>LINC St. Charles County</b>	Case Management	\$17.00	\$10,200.00	
	Counseling	\$60.00	\$15,000.00	
	Music Therapy	\$80.00	\$8,320.00	
	Wraparound		\$75,000.00	\$108,520.00
<b>Lutheran Family &amp; Children's</b>	Counseling	\$108.00	\$486,000.00	\$486,000.00
<b>Megan Meier Foundation</b>	Counseling	\$122.54	\$423,988.40	
	Counseling - Group	\$177.95	\$12,456.50	\$436,444.90
<b>Mental Health America of Eastern Missouri</b>	Assessments	\$86.24	\$2,156.00	
	Counseling	\$86.24	\$56,918.40	
	Home Based	\$86.24	\$4,743.20	
	Case Management	\$86.24	\$2,156.00	\$65,973.60
<b>Missouri Eating Disorders</b>	Case Management	\$68.15	\$3,543.80	
	Presentations	\$98.54	\$17,737.20	
	School Based Therapy	\$134.98	\$13,228.04	
	School Support	\$119.41	\$9,433.39	\$43,942.43
<b>NAMI St. Louis</b>	Basics Presentations	\$200.00	\$7,200.00	\$7,200.00



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<b>Agency</b>	<b>Line Item</b>	<b>Rate</b>	<b>Total</b>	<b>Program Total</b>
<b>NAMI St. Louis</b>	CIT	\$195.00	\$54,600.00	\$54,600.00
<b>NAMI St. Louis</b>	School Based Prevention	\$200.00	\$50,000.00	\$50,000.00
<b>Nurses for Newborns</b>	Home Based Services	\$212.07	\$147,176.58	
	Case Management	\$170.42	\$82,824.12	\$230,000.70
<b>Our Lady's Inn</b>	Maternity Services	\$211.51	\$423,020.00	\$423,020.00
<b>Preferred Family Healthcare</b>	O/P Assessments	\$168.55	\$35,058.40	
	O/P Drug Tests	\$28.67	\$99,714.26	
	O/P Individual & Family Therapy	\$147.20	\$504,601.60	
	O/P Group Counseling	\$28.79	\$240,281.34	
	O/P Individual Counseling	\$111.56	\$1,020,327.76	
	O/P Meds and Labs		\$1,488.00	
	O/P Psychiatry	\$307.22	\$14,132.12	\$1,915,603.48
<b>Preferred Family Healthcare</b>	TOC Drug Tests	\$29.10	\$57,501.60	
	TOC Individual Services	\$107.61	\$504,906.12	
	TOC Intakes	\$158.45	\$70,351.80	
	TOC Prevention	\$137.50	\$384,175.00	
	TOC Psychiatry	\$268.23	\$11,802.12	
	TOC School Based	\$107.61	\$686,982.24	\$1,715,718.88
<b>PreventEd</b>	School Based Prevention	\$104.17	\$15,000.48	\$15,000.48
<b>Saint Louis Counseling</b>	Counseling	\$104.33	\$164,841.40	\$164,841.40
<b>Saint Louis Counseling</b>	Crisis Intervention	\$75.39	\$226,170.00	\$226,170.00
<b>Saint Louis Counseling</b>	Psychiatry	\$220.15	\$37,425.50	\$37,425.50
<b>Saint Louis Crisis Nursery</b>	Art Therapy	\$55.64	\$106,828.80	\$106,828.80
<b>Saint Louis Crisis Nursery</b>	Home Based Services	\$41.44	\$253,612.80	\$253,612.80
<b>Saint Louis Crisis Nursery</b>	Counseling	\$51.65	\$32,229.60	
	Occupational Therapy	\$74.38	\$35,702.40	
	Respite	\$13.86	\$1,039,500.00	\$1,107,432.00
<b>Saints Joachim &amp; Ann Care Service</b>	Home Based	\$93.01	\$386,921.60	
	Wraparound		\$62,000.00	\$448,921.60
<b>SSM Health Care - St. Joseph</b>	Assessments	\$184.90	\$32,912.20	
	Group Counseling	\$51.51	\$180,800.10	
	Medication Administration	\$60.95	\$1,219.00	
	Psychiatry	\$180.00	\$42,120.00	\$257,051.30
<b>The Child Advocacy Center</b>	Counseling	\$200.00	\$456,000.00	\$456,000.00
<b>The Child Advocacy Center</b>	Crisis Intervention Advocacy	\$256.00	\$367,104.00	

**Appendix – Approved 2024-2025 Budget for Existing Programs**

<b>Agency</b>	<b>Line Item</b>	<b>Rate</b>	<b>Total</b>	<b>Program Total</b>
	Crisis Intervention Interviews	\$261.00	\$463,014.00	\$830,118.00
<b>The Child Advocacy Center</b>	School Based Prevention	\$250.00	\$955,000.00	\$955,000.00
<b>The Sparrow's Nest</b>	Case Management	\$28.11	\$56,220.00	\$56,220.00
<b>ThriVe St. Louis</b>	School Based Prevention	\$18.41	\$238,924.98	\$238,924.98
<b>ThriVe St. Louis</b>	Self-Defense	\$10.15	\$21,315.00	\$21,315.00
<b>TREE House of Greater St. Louis</b>	Equine Therapy	\$200.00	\$42,000.00	\$42,000.00
<b>United Services for Children</b>	Behavioral Services	\$27.66	\$76,065.00	
	Social Work	\$27.66	\$101,678.16	
	Specialized Classroom	\$21.57	\$419,407.08	\$597,150.24
<b>Youth In Need</b>	Counseling	\$130.00	\$1,985,880.00	
	Counseling - Group	\$35.00	\$85,820.00	
	Student Counseling	\$65.00	\$65,000.00	\$2,136,700.00
<b>Youth In Need</b>	Mobile Outreach	\$65.00	\$34,060.00	
	Presentations	\$300.00	\$27,600.00	\$61,660.00
<b>Youth In Need</b>	Shelter Room & Board	\$200.00	\$344,000.00	
	Shelter Case Management	\$65.00	\$35,100.00	
	Shelter Counseling	\$130.00	\$70,200.00	
	Shelter Group Counseling	\$25.00	\$16,600.00	\$465,900.00
<b>Youth In Need</b>	Transitional Living	\$175.00	\$793,100.00	
	Transitional Living - Maternity	\$185.00	\$33,300.00	\$826,400.00
<b>2024-2025 Total Budget</b>				<b>\$24,869,280.21</b>