



THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
March 23, 2026

Meeting Location: DDRB - Developmental Disabilities Resource Board located at 1025 Country Club Road, St. Charles, MO 63303

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

Roll Call and Guests:

Present: Molly Dempsey, Ken Dobbins, Jon Cunningham, Robert Freund, Jr. (via Zoom), Vicky Huesemann, Larry Marty, Daniel Ploesser, and Catherine Williams (via Zoom)

Absent: Nancy Schneider

Staff: Melinda McAliney, Michelle McElfresh, Jeanne Spencer, and Anna Muhm

Staff Absent: Taylor Carson

Guests: Steven Blair and Scott Myers (Boys & Girls Clubs of St. Charles County); Samara Mitchell (Community Council of St. Charles County); John Ditch and Brittney Moss (Community Living, Inc.); Katrina McDonald-Fuller (Compass Health Network); Lynn Harmon, Gail Higginboth, Heather Lytle, Kathy Sigmund, Rachel Svejkosky, and Melanie Urbaniak (Family Advocacy and Community Training); Cassie Esswein (FamilyForward); Andrew Berhorst (Foster & Adoptive Care Coalition); Katie Dalton (Gateway Alliance against Human Trafficking); Kathy Thompson (LINC St. Charles County); Katelyn Hentrich (Lutheran Family and Children's Services of Missouri); Andrea Partney (Megan Meier Foundation); Andrew Loiterstein (NAMI St. Louis); Denise Fondren (Our Lady's Inn); Megan Payton (Preferred Family Healthcare); Kelly Wieser (PreventEd); Angela Casimere and Zane Maus (Saint Louis Counseling); Katie Corrigan (St. Louis Crisis Nursery); Brittany Morgan (The Care Service); Freda Clemons (The Child Advocacy Center of Northeast MO); and Katie Lyczak (The Sparrow's Nest)

Approval of the Minutes: A motion was made to approve the February 23, 2026 Board Meeting Minutes. (M.S.: Dempsey/Ploesser) - Motion passed unanimously.

Approval of the Closed Session Minutes: A motion was made to approve the February 23, 2026 Closed Session Board Meeting Minutes. (M.S.: Huesemann/Marty) – Motion passed unanimously.

Partner Agency Spotlights:

- Saint Louis Counseling:** Zane Maus, Senior Clinical Director, and Angela Casimere, Regional Director Florissant and O’Fallon, presented an overview of the services provided, including CCRB-funded programs, and impact data. They reported that all clients are screened for suicide risk at every point of contact as part of the Zero Suicide initiative. Noted trends include increases in anxiety, depression, suicide ideation among children under age ten (10), divorce-related stress, and gaps in basic life skills. They also reported that more schools in St. Charles County are requesting services.
- PreventEd:** Kelly Wieser, Director of Education, presented an overview of the services provided, including CCRB-funded program, and impact data. She reported increasing substance-use experimentation among youth, particularly involving vapes, THC vapes, and edibles. Due to high demand for prevention programming, the number of classroom sessions has been reduced from four sessions to three sessions.

Public Comment: No Public Comment.

Report of the Board Chair: No Report of the Chair.

Financial Report: Daniel Ploesser, Treasurer, reported on the financial statement ending February 28, 2026. The following balances were reported:

| General Fund | |
|-----------------------|------------------------|
| Revenue | Actual |
| Actual tax revenues | \$ 977,136.42 |
| Investment Income | \$ 23,485.41 |
| Refund of Taxes | \$ - |
| Total Revenue | \$ 1,000,621.83 |
| Expenses | Actual |
| Admin. & Acctg Exp. | \$ 65,342.33 |
| Services Requests | \$ 1,036,715.38 |
| Total Expenses | \$ 1,102,057.71 |
| Transfer to ARPA Fund | \$ (1,185.00) |

| Balance Sheet | |
|----------------------|-----------------|
| Total Current Assets | \$ 5,748,170.18 |
| Fund Balance | \$ 4,714,888.07 |

| ARPA Fund | |
|----------------------------|--------------------|
| Revenue | Actual |
| ARPA Revenue | \$ 2,708.74 |
| Total ARPA Revenue | \$ 2,708.74 |
| Transfer from Gen. Fund | \$ 1,185.00 |
| Expenses | Actual |
| Admin. & Acctg Exp. | \$ 1,185.00 |
| Services Requests | \$ 2,708.74 |
| Total ARPA Expenses | \$ 3,893.74 |

A motion was made to approve the Financial Statements for the month ending on February 28, 2026. (M.S.: Ploesser/Huesemann) – Motion passed unanimously.

A motion was made to approve a wire-transfer for \$1,103,243.00 for the month of February 2026. (M.S.: Cunningham/Marty) – Motion passed unanimously.

A motion was made to approve a wire-transfer for ARPA for \$2,708.74 for the month of February 2026. (M.S.: Cunningham/Ploesser) – Motion passed unanimously.

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

Melinda McAliney reported that February 2026 utilization was 70%, compared to 90% in February 2025. Revenue for February 2026 increased 4.2% over the prior year, and year-to-date revenue is up 2.8% compared to 2025.

Melinda also clarified that last month's reported utilization rate of 129% was calculated using a twelve-month contract period instead of the correct six-month period. The corrected utilization rate for January 2026 was 64%.

Report of the Standing Committees:

- Executive: Ken Dobbins reported the Executive Committee met to prepare for today's meeting.
- Finance: Daniel Ploesser reported the Finance Committee met to prepare for today's meeting. Daniel encouraged Partner Agencies to spend their remaining ARPA funds.
- Personnel: No report.
- Policies and Procedures: No report.

Report of the Executive Director: Melinda McAliney reported:

- **New Funding Process:** Staff continued meeting with Group 2 agencies to review their funding applications and prepared materials for upcoming Board subcommittee meetings.
- **Administration:** Melinda reported that she has begun working with the CCRB's insurance broker to bid out the agency's insurance packages, including general liability, C&O, and cyber coverage. She continues to work with the auditors on the 2025 audit and is developing an RFP for a strategic planning consultant, which she anticipates issuing in April following input from the Strategic Planning Committee. Board members were reminded to complete their annual Missouri Ethics Commission filings and to forward their confirmation emails or filing copies to Anna Muhm for submission to the County Registrar. Melinda also noted that Taylor Carson will return to the office next month. Melinda is monitoring Missouri HJR 173, which proposes eliminating the state income tax and limiting future revenue growth for political subdivisions. Such legislation would have an impact on the availability of future

CCRB funds. She will keep the Board informed of any developments. Board members were also invited to request a CCRB email address for official communications, at no cost to them.

- **Community Engagement:** Staff engaged in a variety of community meetings and events.

Old Business:

- None.

New Business:

- **First Reading of Changes to Finance Policy F7 - Partner Agency Billing, Reimbursement Request, and Approval:** The CCRB Finance Committee recommended that the CCRB Board approve the proposed changes to CCRB's Finance Policy F7 – Partner Agency Reimbursement Request and Approval.

The proposed revisions clarify CCRB's billing standards and ensure consistent Partner Agency compliance. Current practice requires programs to bill for the exact number of minutes or the nearest five (5) minute increment; however, this standard has been applied inconsistently and is not formally documented in CCRB policy.

The Finance Committee recommended adopting a uniform billing standard moving forward, requiring all programs to bill up or down to the closest five (5) minute increment only. This change is intended to promote consistency across all Partner Agencies.

A draft of this policy with proposed changes will be shared with Partner Agencies for their review and feedback. The CCRB wants to ensure all Partner Agency's billing systems will accommodate this change. CCRB staff will share any feedback received with the Board. The motion to approve these changes will be presented at the April 2026 Board Meeting.

A motion was made to approve the proposed changes to CCRB's Finance Policy F7 – Partner Agency Reimbursement Request and Approval (M.S.: Williams/Marty) – The motion was tabled until the April 2026 Board Meeting.

- **ARPA Contract Agreement Change - CHADS Coalition for Mental Health:** CHADS Coalition for Mental Health has purchased all the curricula needed and has \$87.50 remaining in ARPA funds. The agency has submitted a request to release these funds back to CCRB as it has been determined that no additional funds are needed. CCRB staff will issue a new contract for signature and work with the CCRB accountant to adjust the budget.

The CCRB Executive Committee moved that the CCRB Board amend the 2023 ARPA contract with CHADS Coalition for Mental Health as follows:

- Reduce funds for the Dangers of the Mind Curriculum by \$87.50.

This will result in a new contract amount of \$33,008.50.

The Executive Committee further moved that the Board reduce the 2026 CCRB ARPA budget for CHADS Coalition for Mental Health – Dangers of the Mind by \$87.50 and reduce the amount of funds moved from the General Fund to the ARPA Fund by this same amount. (M.S.: Dobbins/Dempsey)

A roll call vote was taken on the motion. Motion passed.

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|-------------------|-----|--------------------|-----|------------------|--------|
| Dobbins | Yay | Dempsey | Yay | Marty | Yay |
| Cunningham | Yay | Freund, Jr. | Yay | Schneider | Absent |
| Ploesser | Yay | Huesemann | Yay | Williams | Yay |

- **ARPA Contract Agreement Change - Preferred Family Healthcare, Inc.:** Preferred Family Healthcare, Inc. recently closed its domestic violence shelter in St. Charles County due to funding shortfalls and is converting it into a substance use recovery home for women. As a result, the agency has transitioned its domestic violence outreach team to the women and children’s program building, also located in St. Charles County (located off South River Road). The agency is requesting approval to build the gazebo at the women and children’s program building.

The CCRB Executive Committee moved that the CCRB Board allow Preferred Family Healthcare, Inc. to spend \$2,100.00 of ARPA funds to build a new gazebo at the agency’s women and children’s program building (located off South River Road in St. Charles, MO). This is a change from the originally proposed location at the agency’s domestic violence shelter in St. Charles County.

The CCRB Executive Committee further moved that the CCRB Board amend the 2023 ARPA contract with Preferred Family Healthcare as follows:

- Reduce funds for the Domestic Violence Shelter by \$218.32.

This will result in a new contract amount of \$152,893.23.

The Executive Committee further moved that the Board reduce the 2026 CCRB ARPA budget for Preferred Family Healthcare – Domestic Violence Shelter by \$218.32, and reduce the amount of funds moved from the General Fund to the ARPA Fund by this same amount. (M.S.: Ploesser/Cunningham)

A roll call vote was taken on the motion. Motion passed.

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|-------------------|-----|--------------------|-----|------------------|--------|
| Dobbins | Yay | Dempsey | Yay | Marty | Yay |
| Cunningham | Yay | Freund, Jr. | Yay | Schneider | Absent |
| Ploesser | Yay | Huesemann | Yay | Williams | Yay |

- **Group 2 Subcommittee Meetings:** Board subcommittees will meet during the final week of March 2026 and first week of April 2026 to review renewal applications submitted by Group 2 Partner Agencies. All meeting materials were distributed to Board members.
- **Group 3 Subcommittee Meetings:** In preparation for approval of renewal applications submitted by Group 3 Partner Agencies, the Board was asked to provide their availability to meet in Subcommittees during the second week of June 2026. Subcommittee assignments and meeting dates will be sent to the Board.

Announcements:

- Freda Clemmons from The Child Advocacy Center of Northeast Missouri, announced their 5K Fun Run on Sunday, March 29, 2026, at Rotary Park in Wentzville, and the One with Courage Gala on April 25, 2026, at 6:00 p.m. at Ameristar Casino.
- Rachel Svejkosky from Family Advocacy And Community Training (F.A.C.T.) announced their Rhinestone Rodeo Gala on April 18, 2026 at 6:00 p.m. at Ameristar Casino.
- Zane Maus from Saint Louis Counseling announced an opening for the School Partnership Director.
- Katie Dalton, the new Executive Director of Gateway Alliance against Human Trafficking, introduced herself to the Board.

Closed Session: A motion was made for this meeting to be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed for the following purposes:

- Discuss sealed bids and proposals and related documents or any documents related to a negotiated contract pursuant to Missouri Revised Statutes, Section 610.021 (12).

(M.S.: Ploesser/Marty) A roll call vote was taken on the motion. Motion passed. The meeting entered Closed Session at 9:16 a.m.

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|-------------------|-----|--------------------|-----|------------------|--------|
| Dobbins | Yay | Dempsey | Yay | Marty | Yay |
| Cunningham | Yay | Freund, Jr. | Yay | Schneider | Absent |
| Ploesser | Yay | Huesemann | Yay | Williams | Yay |

Return to Open Session: The meeting returned to Open Session at 10:16 a.m.

Adjournment: A motion was made to adjourn the meeting at 10:17 a.m.

(M.S.: Ploesser/Dempsey) – Motion passed unanimously.