

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
**May 20, 2024**

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

**Roll Call and Guests:**

Present: Dave Beckering, Jon Cunningham, Jim Schaberg, Nancy Schneider, and Catherine Williams

Absent: Molly Dempsey (personal), Cory Elliott (personal), Ken Dobbins (personal), Larry Marty (personal)

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

Guests: Jessie Brown (Behavioral Health Response, Inc.); Karen Englert (Boys & Girls Clubs of St. Charles County); Kristin Wyninegar (CHADS Coalition for Mental Health); Todd Barnes (Community Council of St. Charles County); Brittney Moss and Sheri Wiltse (Community Living, Inc); Katrina McDonald-Fuller (Compass Health Network); Jen Haegele (Crisis Aid International); Christine Vaccarro (Family Advocacy and Community Training - F.A.C.T); Jennifer Vorachack (FamilyForward); Andrew Berhorst (Foster & Adoptive Care Coalition); Rhonda Liming (Gateway Alliance against Human Trafficking); Kathy Thompson (LINC St. Charles County); Kelly Crismon (Lutheran Family and Children's Services of Missouri); Tina Meier (Megan Meier Foundation); Andrew Loiterstein (NAMI St. Louis); Melinda Monroe (Nurses for Newborns); Kelly Broeker (Preferred Family Healthcare); Kim Sherony (PreventEd); Angela Casimere (Saint Louis Counseling); Katie Corrigan (St. Louis Crisis Nursery); Brittany Morgan and Pamela Struckhoff (Sts. Joachim and Ann Care Service); Julie Seymore (The Child Advocacy Center); Katie Lyczak (The Sparrow's Nest); Jaleesa King (ThriVe St. Louis, Inc.); Lori Kohrs (United Services for Children); Cara Merritt (Youth In Need, Inc.); and Bruce Sowatsky.

**Approval of Minutes:** A motion was made to approve the April 22, 2024 Board Minutes. (M.S.P.: Beckering/Schaberg) – Motion passed.

**Partner Spotlight:**

- **FamilyForward:** Jennifer Vorachack, Senior Director - Quality and Compliance, presented an overview of the services provided and CCRB-funded programs. Jen also reported on trends seen since COVID, two programs and a pre-school for children three to six years old who have been removed from other programs due to behavior. This program also incorporates occupational therapy and counseling into the classroom..
- **The Sparrow's Nest:** Katie Lyczak, Executive Director, presented an overview of the agency's history and CCRB-funded program. Beginning in 2020, the agency became a licensed in-home day-care facility for low-income families. They turned away one hundred twenty-four (124) families due to lack of capacity. They have adjusted their requirements for participation and barriers in program participation for this year. They are currently searching for a new location to expand services in St. Charles County.

**Public Comment:** No Public Comment.

**Report of the Chair:** No Report of the Chair.

**Report of the Treasurer:** Melinda McAliney gave the Report of the Treasurer and reported on the financial statements ending April 30, 2024. The following balances were reported:

<b>General Fund</b>			<b>Balance Sheet</b>		
<u>Revenue</u>	<u>Actual</u>	<u>Budget for Month</u>	<u>Total Current Assets</u>	<u>\$</u>	<u>6,735,780.34</u>
Actual tax revenues	\$ 822,470.21	\$ 848,900.00			
Investment Income	\$ -	\$ 16,250.00			
Fundraising	\$ 298.00	\$ 50.00			
Misc. Revenue	\$ -	\$ -			
Refund of Taxes	\$ -	\$ (3,750.00)			
<b>Total Revenue</b>	<b>\$ 822,768.21</b>	<b>\$ 861,450.00</b>			

  

<b>ARPA Fund</b>		
<u>Revenue</u>	<u>Actual</u>	<u>Budget for Month</u>
ARPA Revenue	\$ 185,718.03	\$ 74,060.62
<b>Total ARPA Revenue</b>	<b>\$ 185,718.03</b>	<b>\$ 74,060.62</b>

  

<u>Expenses</u>	<u>Actual</u>	<u>Budget for Month</u>	<u>Expenses</u>	<u>Actual</u>	<u>Budget for Month</u>
Admin. & Acct. Exp.	76,266.31	\$ 57,212.50	Admin. & Acct. Exp.	\$ (4,815.00)	\$ 1,851.67
Services Requests	\$ 1,107,570.52	\$ 1,170,728.08	Services Requests	\$ 190,533.03	\$ 62,227.67
<b>Total Expenses</b>	<b>\$ 1,183,836.83</b>	<b>\$ 1,227,940.58</b>	<b>Total ARPA Expenses</b>	<b>\$ 185,718.03</b>	<b>\$ 64,079.33</b>

Since January 2024, Total Expenses have decreased by approximately \$372,000.00, and the Services Fund has decreased by approximately \$616,000.00, both of which are planned decreases due to spending down reserves. Tax revenue is running at 98% of the year-to-date budget. Administrative and Accounting expenses year to date are \$19,000.00 over the budgeted amount. This is due to having two Executive Directors for the month of April, payment of the auditors, and the timing of some of the other contracts. Services requests are 92% of the year-to-date budget.

Melinda presented the 5%ers report. In April, twenty-eight agencies spent 95% or more of their monthly award. Of this, eight were agencies providing school-based services, while thirteen were experiencing high demand. Year-to-date, twenty-three agencies spent 95% or more of their year-to-date award. Of this, ten were agencies providing school-based services, while thirteen were experiencing high demand.

A motion was made to approve a wire-transfer for \$1,183,836.83 for the month of April 2024. (M.S.P.: Schneider/Cunningham) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$185,718.03 the month of April 2024. (M.S.P.: Schneider/Beckering) – Motion passed.

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

**Report of Standing Committees:**

- Finance: No report.
- Personnel: No report.
- Executive – Policies and Procedures: No report.

**Report of Executive Director:** Melinda McAliney reported:

- Funding process: The funding cycle closed on May 15. All current one year contracts applied. There is a total of \$1.5 million dollars in requests across twelve programs, from ten new agencies and two existing agencies. The staff is in the process of reviewing the concept papers. Applications will open in early June.
- A draft of the 2023 audit will be presented to the Board in June.
- Meetings with funded agencies and external stakeholders are going well: there are six visits left to schedule with agencies.
- There two visits left to schedule with Board Members.
- All bank accounts and access have been transferred to Melinda.
- She continues to focus on understanding the CCRB financial processes/practices and ensuring all bills are paid.
- The staff will have a mini-staff retreat in early June to review staff responsibilities, gaps, and opportunities.
- Governance policy edits will be ready for Committee review in June, with the intent to bring to Board in July for first reading.
- Staff updates:
  - Continuing site audits, which are going well.
  - Preparing 2023 Annual Report.
  - Melinda & Jeanne attended Athena’s annual professional development workshop and luncheon.

**Old Business:**

- **Emergency Funding: Saints Joachim and Ann Care Service:**  
Nancy Schnieder reviewed the Board’s action at the April 22, 2024, meeting and subsequent research conducted by CCRB staff. At this meeting, the Board approved a \$12,600.00 Supplemental Funding Request to support Saints Joachim and Ann Care Service (SJA) in providing emergency housing to St. Charles County families experiencing homelessness for one month. SJA was stepping in to help families while the Salvation Army’s homeless shelter was closed for emergency repairs.

Since the April Board meeting, the CCRB learned the Salvation Army’s shelter would be closed through at least August 31, 2024. When open, five families are typically housed at the shelter at any one time. SJA, Salvation Army, and Coordinated Entry have agreed to work collaborative to cover the housing need until the shelter is repaired and can reopen. Coordinated Entry will assess eligible families, while SJA will secure housing at a St. Charles County hotel, and Salvation Army will provide case manage and three

meals daily. The Board expressed concern with the length of time needed for the Salvation Army to secure bids and begin repairs of the shelter.

Given that this is an emergency that will be resolved once the Salvation Army's shelter reopens, the Board voted to rescind the previously approved \$12,600.00 in Supplemental Funding. (M.S.P.: Beckering/Schaberg) – Motion passed.

A motion was made to approve Saints Joachim and Ann Care Service request for \$51,000.00 in Emergency Funding. Funds will be used to provide hotel assistance for an average of five family "units" per week for seventeen weeks (May 5 to August 31, 2024). (M.S.P: Beckering/Cunningham) – Motion passed.

#### **New Business:**

- **2023 Clinical Outcomes Report:** Michelle McElfresh presented, the 2023 Clinical Outcomes report from the CCRB-funded agencies. Overall, there were over 100,000 children, 3,057 caregivers, and 2,486 professionals impacted through CCRB funding. According to the 2020 Census, there are approximately 94,286 children ages 18 years and younger in St. Charles County. The year end reports reflect a higher number of children served; this is due to some children receiving services through more than one CCRB-funded program. Other data included a breakdown of children served by gender, race, and zip code. Agencies also reported on successes in 2023: staff stabilization, better collaboration, expanded services for youth, empowering caregivers, increasing flexibility of services and workforce. Agencies are still facing challenges, including affordable housing, intense symptoms in youth, high demand for psychological services, increased need for intervention and prevention, and staff retention and maintaining competitive pay.

#### **Announcements:**

- Sheri Wiltse from Community Living Inc., announced that a tour of the building would be available after the meeting.
- Kathy Thompson from LINC St. Charles County, announced how a St. Louis Crisis Nursery staff member rescued a mother who had overdosed when she stopped by for a home visit. The family is receiving the services it needs.
- Katie Lyczak from The Sparrow's Nest, announced the System of Care Speed Networking Event on Wednesday, June 5 at United Services for Children. Registration is required, and an email with the details will be provided.
- Bruce Sowatsky, retired Executive Director of the CCRB expressed his thanks and appreciation to all agency staff and the impact on children and families in St. Charles County.

- Catherine Williams, Board Member, announced the St. Charles County Library is closing several branches and agencies in search of facilities may want to contact the Library.
- Nancy Schneider, Board Member, announced Bruce Sowatsky received a resolution from the St. Charles County Council last week, in honor of his dedicated services to St. Charles County children and families.

**Adjournment:** A motion was made to adjourn the meeting at 9:17 a.m.  
(M.S.P.: Beckering/Williams) – Motion passed.