

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
June 24, 2024

Meeting Call to Order: The meeting was called to order at 8:02 a.m.

Roll Call and Guests:

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

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

Guests: Colleen Pace (CHADS Coalition for Mental Health); Todd Barnes (Community Council of St. Charles County); Cathi Bornhop (Community Living, Inc); Katrina McDonald-Fuller (Compass Health Network); Jen Haegele (Crisis Aid International); Rachel Svejkosky and Christine Vaccarro (Family Advocacy and Community Training - F.A.C.T); Cassie Esswein and Jennifer Vorachack (FamilyForward); Kathy Thompson (LINC St. Charles County); Courtney Knipp (Lutheran Family and Children's Services of Missouri); Tina Meier (Megan Meier Foundation); Andrew Loiterstein, Christine Patterson, and Jacyee Putnam (NAMI St. Louis); Melinda Monroe (Nurses for Newborns); Denise Fondren (Our Lady's Inn); Stephanie French (PreventEd); Angela Casimere and Zane Maus (Saint Louis Counseling); Katie Corrigan (St. Louis Crisis Nursery); Julie Seymore (The Child Advocacy Center); Rebecca Ingle and Katie Lyczak (The Sparrows Nest); and Cara Merritt (Youth In Need, Inc).

Approval of Minutes: A motion was made to approve the April 22, 2024 Closed Session minutes. (M.S.P.: Beckering/Cunningham) – Motion passed.

A motion was made to approve the May 20, 2024 Board Minutes. (M.S.P.: Schneider/Beckering) – Motion passed.

Adjustment to the Agenda: A motion was made to move the “Report of the Auditor” between “Approval of the Minutes” and “Public Comment”. (M.S.P.: Beckering/Schneider) – Motion passed.

Report of the Auditor: Andrew Zebell, CPA, of CliftonAllenLawson, presented a summary of the full audit and ARPA single audit. No issues or deficiencies, no fraud or illegal activities, and no material adjustments were found during the audits. Records were well kept, and the staff was cooperative.

A motion was made to accept the 2023 audits as presented. (M.S.P.: Beckering/Elliott) – Motion passed.

Public Comment: No Public Comment.

Partner Spotlight:

- **Nurses for Newborns:** Melinda Monroe, CEO, presented an overview of the services provided by CCRB-funded programs to reduce incidences of child abuse and infant mortality by providing in home visits and supporting families with needed supplies. Parenting classes focus on how to promote development, safety procedures, and healthy thriving parents. At intake, clients are presenting with significantly more risk factors for likelihood of child abuse than in the past. In partnership with other organizations, the agency has distributed 2,800 cribs in the metro area and cut the risk of SIDS in half.
- **NAMI St. Louis:** Andrew Loiterstein, Director of Programs, presented an overview of the services provided by CCRB-funded programs to provide advocacy and support for people with a mental illness and their families. The Ending the Silence program focuses on reducing the stigma associated with mental illness. School presentations give students tools to recognize signs of mental illness and how to seek help. Jaycee Putnam, CIT Program Manager, shared the impact of providing first responders with Crisis Intervention Team Training to deescalate situations.

CCRB Annual Report: Jeanne Spencer presented a summary of the 2023 Annual Report. Funded agencies reported 94.6% of outcome goals were met in 2023. Agencies expended \$9,137,019.93 and served children (101,950), caregivers (3,677), and professionals (2,056) in 2023.

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 May 31, 2024. The following balances were reported:

General Fund		Balance Sheet	
<u>Revenue</u>	<u>Actual</u>		
Actual tax revenues	\$ 770,245.94	Total Current Assets	\$ 6,835,378.59
Investment Income	\$ -		
Fundraising	\$ -	ARPA Fund	
Misc. Revenue	\$ -	<u>Revenue</u>	<u>Actual</u>
Refund of Taxes	\$ -	ARPA Revenue	\$ 5,980.62
Total Revenue	\$ 770,245.94	Total ARPA Revenue	\$ 5,980.62
<u>Expenses</u>	<u>Actual</u>	<u>Expenses</u>	<u>Actual</u>
Admin. & Acctg Exp.	\$ 58,560.96	Admin. & Acctg Exp.	\$ 1,185.00
Services Requests	\$ 872,659.46	Services Requests	\$ 4,795.62
Total Expenses	\$ 931,220.42	Total ARPA Expenses	\$ 5,980.62

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Melinda presented the 5%ers report. In May, 11 agencies spent 105% or more of their monthly award. Of these, 5 were agencies providing school-based services, while 6 were experiencing high demand. Year-to-date, 20 agencies spent 105% or more of their year-to-date award. Of these, 7 were agencies providing school-based services, while 13 were experiencing high demand.

A motion was made to approve a wire-transfer for \$931,220.42 for the month of May 2024. (M.S.P.: Dobbins/Marty) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$5,980.62 the month of May 2024. (M.S.P.: Dobbins/Elliott) – 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: The first reading of proposed changes to the Governance Policies was presented. No major revisions have been suggested. The deadline to provide updates is Wednesday, July 17, 2024.

Report of Executive Director: Melinda McAliney reported:

- Staff and the planning committee executed an excellent retirement party for Bruce Sowatsky.
- The 2025 application portal is open. Of the 23 agencies who submitted a Concept Paper, 21 were invited to submit a full application. Applications are due by August 15, 2024.
- She completed an analysis of utilization rates by month since 2019 to better understand historical trends.
- Staff Updates:
 - All spring site audits will be completed by the end of June.
 - System of Care hosted a speed networking event, attended by 60 people.
 - Jeanne was accepted as a member of the Athena Leadership Foundation.
- She is completing meetings with staff, the Board, and agencies to listen, learn, and build trust. She continues to meet with Bruce Sowatsky to transition responsibilities. She will present a 12-month action at the July 2024 Board meeting.

Old Business: No Old Business.

New Business:

- **Review of Finances:** Melinda reported the CCRB is operating as planned on a deficit budget in order to spend down some of the funds in reserve. The budget was based on agencies having a 76% utilization rate based on historical usage. So far in 2024, utilization has been significantly higher than the same time period than past years. If rates continue at the current pace, agencies are on track to use at least 81% of the funds awarded. The Executive Committee has met to discuss this issue and has decided to return to a pre-COVID19 policy of having one supplemental funding request opportunity in September 2024. The Finance Committee will review the amount of funds available in August and the application would be due by September 9, 2024.

Supplemental awards will not be included in the base funding calculation for future funding. Staff will send a notification of this change to the currently funded agencies. The board will address the supplemental funding request of one agency that was submitted prior to this policy change further in New Business.

A letter to all ARPA fund recipients with unspent funds will be sent out to determine the status of the remaining funds. If those funds will not be used, the CCRB will need a letter returning the funds so it can be reallocated. All ARPA funds must be designated by the end of 2024, and used by the end of 2026.

- **Supplemental Funding: PreventED:** PreventEd has reached their contract limit and is requesting supplemental funds in the amount of \$25,000.00 due to high demand. More schools than anticipated have requested presentations, while some grades had higher than expected enrollment, which required additional presentations.

A motion was made to approve PreventEd's supplement funding request of \$25,000.00. (M.S.P.: Elliott/Schneider) – Motion passed.

Announcements:

- Todd Barnes, Community Council of St. Charles County, announced registration is open for the Community Services Summit on August 15, 2024.
- Katie Lyzcak, The Sparrow's Nest, announced they have two openings for child placement in their daycare co-op.
- Zane Maus, Saint Louis Counseling, announced their office has officially moved to Saints Joachim and Ann Care Service located at 4116 McClay Road.
- Julie Seymore, The Child Advocacy Center Of Northeast Missouri, announced their first three successful graduates from the Problematic Sexualized Behavior program and they are now taking referrals for it.
- Jeanne Spencer, CCRB, announced there is a bassinet, bedding, and bottles available to any agency in need.

Closed Session: A motion was made to move to a closed session at 9:14 a.m. (M.S.P.: Dobbins/Schneider) – Motion passed.

Adjournment: A motion was made to adjourn the meeting at 9:24 a.m. (M.S.P.: Elliott/Beckering) – Motion passed.