

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
July 22, 2024

Meeting Call to Order: The meeting was called to order at 8:03 a.m.

Roll Call and Guests:

Present: Ken Dobbins, Dave Beckering, Jon Cunningham, Larry Marty, Nancy Schneider, and Catherine Williams

Absent: Molly Dempsey (personal), Cory Elliott (personal), and Jim Schaberg (personal)

Staff: Melinda McAliney, Michelle McElfresh, and Anna Muhm

Absent: Jeanne Spencer (personal)

Guests: Jessie Brown (Behavioral Health Response, Inc.); Karen Englert and Keryn Shipman (Boys & Girls Clubs of St. Charles County); Jim Wallis (Chestnut Health Systems Inc.); Todd Barnes (Community Council of St. Charles County); Cathi Bornhop (Community Living, Inc); Katrina McDonald-Fuller (Compass Health Network); Jen Haegele (Crisis Aid International); Jessica LeMaster, Kristen Moore, Mandy Nolan, Carol Pendell, Rachel Svejkosky, and Christine Vaccarro (Family Advocacy and Community Training - F.A.C.T.); Jennifer Vorachack (FamilyForward); Kathy Thompson (LINC St. Charles County); Courtney Knipp and Kim Warden (Lutheran Family and Children's Services of Missouri); Mya Canty, Trista Knecht, and Andrew Loiterstein (NAMI St. Louis); Melinda Monroe (Nurses for Newborns); Megan Payton (Preferred Family Healthcare); Molly Brown, Katie Corrigan, and Lindsay Kyonka (St. Louis Crisis Nursery); Brittany Morgan (Sts. Joachim and Ann Care Service); Cheri Thurman (System of Care); Julie Seymore (The Child Advocacy Center); Katie Lyczak (The Sparrows Nest); Michelle Gorman and Erin Strohbahn (Youth In Need, Inc)

Approval of Minutes: A motion was made to approve the June 24, 2024 Board Minutes. (M.S.P.: Beckering/Cunningham) – Motion passed.

A motion was made to approve the June 24, 2024 Closed Session Board Minutes. (M.S.P.: Beckering/Schneider) – Motion passed.

Partner Spotlight:

- **Lutheran Family and Children's Services:** Kim Warden, Director of Behavioral Health, and Courtney Knipp, Assistant Director of Behavioral Health, presented an overview of the services provided by Lutheran and details of the CCRB-funded counseling program in St. Charles County schools. The program is fully staffed and currently has no wait list. Kim shared a client impact story.

- **Family Advocacy and Community Training (F.A.C.T.):** Mandy Nolan, Community Advocacy Liaison, presented an overview of the services provided and details of the CCRB-funded program, Partnership With Families. The program's goal is to mentor and educate parents, and advocate for children. A guardian who received F.A.C.T. services shared the impact of the program on her family.

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 June 30, 2024. The following balances were reported:

General Fund		Balance Sheet	
<u>Revenue</u>	<u>Actual</u>	Total Current Assets	\$ 6,781,754.65
Actual tax revenues	\$ 948,879.11		
Investment Income	\$ -		
Fundraising	\$ -		
Misc. Revenue	\$ -		
Refund of Taxes	\$ (43,303.12)		
Total Revenue	\$ 905,575.99		
		ARPA Fund	
		<u>Revenue</u>	<u>Actual</u>
		ARPA Revenue	\$ 29,412.87
		Total ARPA Revenue	\$ 29,412.87
<u>Expenses</u>	<u>Actual</u>	<u>Expenses</u>	<u>Actual</u>
Admin. & Acctg Exp.	\$ 93,740.20	Admin. & Acctg Exp.	\$ 9,185.00
Services Requests	\$ 787,884.95	Services Requests	\$ 20,227.87
Total Expenses	\$ 881,625.15	Total ARPA Expenses	\$ 29,412.87

Melinda presented the 5%ers report. In June, 11 agencies spent 105% or more of their monthly award. Of these, none were agencies providing school-based services, while 9 were experiencing high demand. Year to date, 16 agencies have spent 105% or more of their award. Of these, 5 were agencies providing school-based services, while 11 were experiencing high demand.

Utilization is 67% for the month and 81% year to date.

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

A motion was made to approve a wire-transfer for \$924,928.27 for the month of June 2024. (M.S.P.: Dobbins/Beckering) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$29,412.87 the month of June 2024. (M.S.P.: Dobbins/Beckering) – Motion passed.

Report of Standing Committees:

- Finance: The committee met several times and has issued recommendations for corrections to the budget that will be presented during New Business.
- Personnel: No report.
- Executive – Policies and Procedures: The committee met to revise the policy and will recommend approval of the changes during Old Business.

Report of Executive Director: Melinda McAliney reported:

- CCRB staff released an RFP to hire a new IT vendor. Three companies submitted a proposal. Staff will be interviewing each proposal and making final decisions by early August. A budget recommendation will be brought to the Board at the August meeting if applicable.

- Melinda has been gathering information from her first 90 days and developed an action plan for the next 13 months that will be presented during New Business.
- Staff continue to deepen their understanding of Zengine’s capabilities, including ways to make the CCRB more efficient when pulling reports.
- Supplement Funding changes were emailed to agencies partners.
- Dr. Cynthia Berry has been working on the needs assessment. Staff will be distributing a survey to partner agencies soon.
- Staff will be sending out a survey to partner agencies next month to help the CCRB better understand CCRB-funded services at all schools in St. Charles County.
- Staff have reached out to agencies with remaining ARPA funds to ensure the accuracy of CCRB records and determine if the agency plans to spend their full award. Agencies with unspent funds have been asked to provide a plan for using those funds.
- Sts. Joachim and Ann Care Service and the Salvation Army had been working together to support families who are unhoused. Due to a staffing change, the Salvation Army is no longer able to provide case management services. Those services will be provided by Sts. Joachim and & Ann Care Service but will not be funded by the CCRB.
- Melinda has been accepted into the Vision Leadership Program.

Old Business:

- **Second Reading of the Governance Policies and Procedures.** A second reading of the Governance Policies and Procedures was presented.

A motion was made to amend policy G9, Procedure 4 from “Recordings are destroyed once minutes have been created” to “Recordings are destroyed once minutes have been approved” and accept all other changes. (M.S.P.: Marty/Cunningham) – Motion passed.

New Business:

- **Site Audit Report:** Michelle McElfresh reported on spring site audits. Agencies achieved 97.7% accuracy in meeting the billing, age, and residency requirements.
- **2024 Budget Revisions:**
The Finance Committee made a motion to amend the 2024 General Fund Budget to approve the increase of total 2024 expenses to \$15,082,060.05 by approving changes to correct an error in the 2024 budget. The following correctly reflects 55% of each program’s 2024-2025 contracted amounts.
 - Compass Health – Partnership with Families Program
 - Change 2024 funding from \$1,104,073.47 to \$1,299,438.01.
 - Compass Health – School-Based Mental Health Specialist
 - Change 2024 funding from \$995,302.38 to \$1,269,117.03.

(M.S.P.: Schneider/Cunningham) – Motion passed.

The Finance Committee made a motion to amend the 2024 ARPA Fund Budget to approve the increase of total 2024 funding as listed below to correct discrepancies in the 2024 budget that were not rolled over from the 2023 budget.

- Add the following expenses:
 - CHADs - Staff Retention - \$20,350.00
 - Community Living - Recreation Room - \$10.51
 - Preferred Family Health - O/P TX Training and Technology - \$34,972.67
 - Sparrow's Nest Shed - \$0.65
 - Unencumbered - Funds available - \$64,441.57

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

- **13 Month Action Plan:** Melinda presented a 13-month action plan derived from her first 90 days as the Executive Director where she focused on listening well, learning well, and building trust. The plan builds on the strong roots of the CCRB by focusing on overhauling technology, strengthening processes and tools, and conducting a self-analysis to make the CCRB more efficient, focused, and strategic. Melinda will engage the Board over the next year with updated and opportunities for discussion and feedback.

Announcements:

- **Katrina McDonald Fuller** (Compass Health Network) announced the opening of the Youth Behavioral Health Urgent Care Center.
- **Julie Seymore** (The Child Advocacy Center of Northeast Missouri) announced their Problematic Sexual Behavior Program is currently accepting referrals. They are also offering Mandated Reporter training and Preventing Predators in the Workplace training.
- **Karen Englert** (The Boys and Girls Club of St. Charles County) announced the annual Back to School Bash at the St. Charles location on Saturday, July 27, 2024.
- **Todd Barnes** (Community Council of St. Charles County) announced the Community Services Summit at Calvary Church on August 15, 2024.

Closed Session: A motion was made to move to Closed Session at 9:35 a.m.

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

Return to Open Session: A motion was made to return to Open Session at 10:27 a.m.

(M.S.P.: Dobbins/Beckering) – Motion passed.

- A motion was made to amend Compass Health, Inc.'s 2024-2025 funding contract due to recent funding changes with the State of Missouri which will negate the need for CCRB Medicaid match funding or funding for the agency's new Urgent Care Facility as follows:
 - School Based Mental Health Specialist program
 - Reduce the total amount of the contract to \$1,968,471.50.
 - Partnership with Families
 - Reduce the total amount of the contract to \$1,687,956.21.

(M.S.P. – Dobbins/Beckering) – Motion passed.

Adjournment: A motion was made to adjourn the meeting at 10:30 a.m.
(M.S.P.: Schneider/Beckering) – Motion passed.