

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
August 26, 2024

Meeting Call to Order: The meeting was called to order at 8:04 a.m.

Roll Call and Guests:

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

Absent: Cory Elliott (personal)

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

Guests: Jessie Brown (Behavioral Health Response, Inc.); Keryn Shipman (Boys & Girls Clubs of St. Charles County); Colleen Suber (CHADS Coalition for Mental Health); Jim Wallis (Chestnut Health Systems, Inc.); Sheri Wiltse (Community Living, Inc); Katrina McDonald Fuller (Compass Health Network); Rachel Svejkosky and Christine Vaccarro (Family Advocacy and Community Training - F.A.C.T); Shima Rostami (Gateway Alliance against Human Trafficking); Kathy Thompson (LINC St. Charles County); Courtney Knipp (Lutheran Family and Children's Services of Missouri); Tina Meier (Megan Meier Foundation); Andrew Loiterstein (NAMI St. Louis); Denise Fondren (Our Lady's Inn); Shawn Ohlm (Pioneer Counseling); Kelly Broeker (Preferred Family Healthcare); Kim Sherony (PreventEd); Christopher Seigel (Saint Louis Counseling); Katie Corrigan (St. Louis Crisis Nursery); Brittany Morgan (The Care Service); Rebecca Ingle and Katie Lyczak (The Sparrows Nest); Juvaughn Baker (ThriVe St. Louis, Inc.); Nathan Harms (TREE House of Greater St. Louis); Lori Kohrs (United Services for Children); and Cara Merritt (Youth In Need, Inc.)

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

Partner Spotlight:

- **Compass Health Network:** Katrina McDonald Fuller, Executive Vice President of Corporate Services, presented an overview of the services provided and CCRB-funded programs. Lauren Bruce, Senior Director of Behavioral Health Crisis Centers, provided details of the new Youth Behavioral Urgent Care Clinic which opened on July 22, 2024.
- **Community Council of St. Charles County:** Todd Barnes, Executive Director, presented an overview of the services provided and the impact of CCRB-funded programs. Coordinated Entry received approximately 7,500 calls from St. Charles County families needing affordable housing in 2023. Housing rates for fragile families continue to improve in the community thanks to the efforts of the more than one hundred partners who work with Coordinated Entry.

- Megan Meier Foundation:** Tina Meier, Founder and Executive Director, presented an overview of the services provided and CCRB-funded programs. CCRB funds allowed the Foundation to expand services by 726% since 2021. In their counseling program, they are seeing more consistent participation in counseling sessions over the summer, and clients are needing more sessions to address mental health concerns than in the past, especially among high school aged girls. Their School Attendance Initiative program that received CCRB Funding in 2024 has had referral challenges with Jefferson Intermediate and Hardin Middle Schools. However, they have met with school staff to address those challenges and anticipate billing for services starting this semester.

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 July 31, 2024. The following balances were reported:

General Fund		Balance Sheet	
<u>Revenue</u>		Total Current Assets	\$ 6,896,447.96
Actual tax revenues	\$ 881,127.42		
Investment Income	\$ 107,094.40		
Fundraising	\$ -		
Misc. Revenue	\$ -		
Refund of Taxes	\$ -		
Total Revenue	\$ 988,221.82		
<u>Expenses</u>			
Admin. & Acctg Exp.	\$ 47,756.74		
Services Requests	\$ 799,558.35		
Total Expenses	\$ 847,315.09		
		ARPA Fund	
		<u>Revenue</u>	
		ARPA Revenue	\$ 62,170.77
		Total ARPA Revenue	\$ 62,170.77
		<u>Expenses</u>	
		Admin. & Acctg Exp.	\$ 1,185.00
		Services Requests	\$ 60,985.77
		Total ARPA Expenses	\$ 62,170.77

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

The Finance Committee and Staff have reviewed the 5%ers report to examine its purpose. Based on that analysis, the 5%ers Report has become the Utilization Report and will be presented to the Board in June, September, and November. Staff identified those agencies that have utilized either 70% or more or 40% or less of the expected usage to date. Identified agencies were contacted by staff to learn about the challenges indicated by over or under utilization. Melinda McAliney shared the new report based on utilization rates as of June 30, 2024.

A motion was made to approve a wire-transfer for \$847,316.00 for the month of July 2024. (M.S.: Dobbins/Williams) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$62,170.77 for the month of July 2024. (M.S.: Dobbins/Beckering) – Motion passed.

Report of Standing Committees:

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

Report of Executive Director: Melinda McAliney reported:

- **2025 Application Update:** Staff have begun the vetting process of eight new programs requesting \$704,000 and nine current agencies requesting \$1.3 million in funding for the 2025 funding cycle.
- **IT Vendor:** The technology used by the staff is outdated and inefficient. An RFP was sent out and three proposals were returned. The recommendation of the staff will be discussed during New Business.
- **13 Month Plan Gantt Chart:** Melinda shared a Gantt chart that staff will use to guide the 13-month Action Plan presented at the July 22 Board meeting. The chart shows the areas of focus, project coordination, and staff member(s) leads, as well as the timing of various projects through July 2025.
- **School Survey:** In early September, staff will send out a survey to partner agencies to help the CCRB better understand CCRB-funded services at each public and private school in St. Charles County.
- **The Community Service Summit:** Organized by the Community Council of St. Charles County, the CSS had more than 350 attendees, 91 vendors, and numerous volunteers. Several of the CCRB's partner agencies attended, presented, and/or had a table in the resource hall. The CCRB staffed a table to provide information on our partner agencies and the Mindreach app.

Old Business: No Old Business.

New Business:

- **Supplemental Funding Pool:** The Finance Committee moved that the Board approve a pool of \$350,000 in Supplemental Funding for 2024. (M.S.: Dobbins/Schneider) – Motion passed.

The Finance Committee reviewed year-to-date utilization rates, CCRB finances, and requests for new and renewal program funding. They also considered the potential impact of any decision on the speed with which the CCRB spends down operating reserves. The Finance Committee believes the recommended pool for Supplemental Funding represents the most fiscally responsible approach. Staff will communicate the application and review timeline with partner agencies.

- **ARPA Funding:** The Finance Committee moved that the Board allow for one-time capital requests of at least \$5,000 to spend down unencumbered ARPA funds. (M.S.: Dobbins/Cunningham) – Motion passed.

The Board currently has unencumbered ARPA funds, which need to be awarded and spent by December 31, 2024. Funding will be available for current partner agencies only. Staff will communicate the application and review timeline with partner agencies.

- **New IT Vendor:** The Finance Committee moved that the Board approve a one (1) year renewable contract with JJ Micro to update CCRB's IT hardware and infrastructure and provide ongoing outsourced IT support. The Finance Committee also moved that \$14,292 be added to the 2024 operating budget to update CCRB's IT network and hardware. (M.S.: Cunningham/Dobbins) – Motion passed.

Staff brought this recommendation forward due to CCRB's outdated and failing technology and IT infrastructure. Through a competitive bidding process, staff reviewed three proposals. JJ Micro was the most cost effective, while also offering a comprehensive suite of services.

- **Management Policy M6 – Modification of Contract Agreement:** The Finance Committee moved that the Board approve changes to Management Policy M6 – Modification of Contract Agreement as a first reading. (M.S.: Schneider/Dobbins) – Motion passed.

Last year, the Board approved removing line-item transfer requests within programs starting in 2024. This change was communicated to partner agencies in an email dated 12/18/2023. However, this change was not updated in this policy. This change also did not anticipate the situation where the need for funding no longer exists. It also does not consider a situation where an agency discontinues a line item/service within a program. The proposed changes to the policy reflect the Board's previous changes to this policy and address these previously unforeseen situations. Partner agencies can review and provide any feedback to Melinda by September 9, 2024.

A second reading will be made at the September 2024 Board meeting.

- **Ensuring Public Trust, Accountability, and Fiscal Responsibility:** CCRB has a strong history of ensuring tax-payer dollars are spent in accordance with enabling legislation and the St. Charles County ordinance and demonstrating fiscal responsibility. This has allowed the CCRB to maintain strong taxpayer trust in CCRB operations. Partner agencies have demonstrated a similar commitment, as reflected in their record-keeping practices which have resulted in a few compliance errors. Staff has undertaken a detailed review of the current policies and procedures and have determined that a majority of staff time is dedicated to contract compliance.

Staff recommended that the CCRB begin the process of realigning compliance and strategy work. Two initial changes involve changes to how monthly reimbursement

requests from partner agencies are processed, and the number of annual site audits performed on partner agencies.

The Board was in agreement with these changes. The Policies and Procedures Committee will present changes to the policies at the September 2024 meeting. Given the urgency of this issue, the Board agreed that first and second reading of such policy changes will take place at the meeting.

Announcements:

- **Christine Vaccarro (Family Advocacy And Community Training (F.A.C.T.))** announced the Bourbon and Bocci fundraising event on Saturday, September 28, 2024 from 1:00 p.m. to 4:00 p.m. at Aiello's Cigar Bar.
- **Todd Barnes (Community Council of St. Charles County)** announced more than 500 people attended, exhibited, or volunteered for the Community Services Summit. He also announced "Pathways to Purpose", a virtual job fair for service centered organizations that will be held on Thursday, September 5, 2024 from 2:00 p.m. to 5:00 p.m.
- **Collen Suber (CHADS Coalition for Mental Health)** announced the St. Louis Regional Suicide Prevention Coalition is presenting a Speaker Series on Fostering Hope in the Black Community. The first session will be held October 18 at 12:00 p.m. to 1:30 p.m.
- **Christopher Seigel (Saint Louis Counseling)** announced their psychological testing services do not have a wait list.
- **Melinda McAliney (CCRB)** requested agencies add her email address to their newsletters.
- **Jeanne Spencer (CCRB)** announced baby items available to agencies.

Adjournment: A motion was made to adjourn the meeting at 9:06 a.m.
(M.S.: Beckering/Marty) – Motion passed.