

**THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
September 23, 2024**

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

Roll Call and Guests:

Present: Molly Dempsey, Cory Elliott, Jon Cunningham, Larry Marty, and Jim Schaberg

Absent: Dave Becking (personal), Ken Dobbins (personal), Nancy Schneider (personal), and Catherine Williams(personal)

Staff: Melinda McAliney, Jeanne Spencer, and Anna Muhm

Absent: Michelle McElfresh (personal)

Guests: Keryn Shipman (Boys & Girls Clubs of St. Charles County); Colleen Suber (CHADS Coalition for Mental Health); Todd Barnes (Community Council of St. Charles County); Cathi Bornhop (Community Living, Inc); Katrina McDonald-Fuller (Compass Health Network); Deborah Coffey and Christine Vaccarro (Family Advocacy and Community Training - F.A.C.T); Cassie Esswein (FamilyForward); 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); Shawn Ohlm (Pioneer Counseling); Beth Sailors (Preferred Family Healthcare); Lindsay Kyonka (St. Louis Crisis Nursery); Julie Seymore (The Child Advocacy Center); Katie Lyczak (The Sparrow's Nest); and Leslie Tucker (United Services for Children)

Approval of Minutes: A motion was made to approve the August 26, 2024 Board Minutes. (M.S.: Marty/Cunningham) – Motion passed. Elliot abstained.

Partner Spotlight:

- **LINC St. Charles County:** Kathy Thompson, Executive Director, presented an overview of the services provided and CCRB-funded programs. LINC began 32 years ago helping families in need and today provides counseling and wraparound services. Affordable housing remains an issue for families served. Plans to expand LINC's services include adding respite care services and homes for foster parents.

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 statement ending August 31, 2024. The following balances were reported:

General Fund		Balance Sheet	
<u>Revenue</u>	<u>Actual</u>	Total Current Assets	\$ 6,910,668.31
Actual tax revenues	\$ 920,482.50		
Investment Income	\$ -		
Fundraising	\$ -		
Misc. Revenue	\$ -		
Refund of Taxes	\$ -		
Total Revenue	\$ 920,482.50		
		ARPA Fund	
		<u>Revenue</u>	<u>Actual</u>
		ARPA Revenue	\$ 3,840.00
		Total ARPA Revenue	\$ 3,840.00
<u>Expenses</u>	<u>Actual</u>	<u>Expenses</u>	<u>Actual</u>
Admin. & Acctg Exp.	\$ 40,427.82	Admin. & Acctg Exp.	\$ 1,185.00
Services Requests	\$ 662,223.68	Services Requests	\$ 2,655.00
Total Expenses	\$ 702,651.50	Total ARPA Expenses	\$ 3,840.00

A motion was made to approve a wire-transfer for \$702,652.00 for the month of August 2024. (M.S.: Marty/Cunningham) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$3,480.00 the month of August 2024. (M.S.: Elliott/Cunningham) – 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:

- Staff are in the process of reviewing and vetting applications received last month from new organizations and returning Partner Agencies that had a one-year contract.
- Staff processed all Supplemental Funding Requests and ARPA Funding Requests and worked with Board subcommittees to make funding recommendations which will be presented during New Business.
- The CCRB has begun to transition IT services to a new vendor and purchase new hardware. This process should be complete by the end of October 2024.
- Jeanne Spencer attended a workshop on data visualization to help the CCRB better analyze and present data.

- Staff are coordinating the annual System of Care training that educates attendees on the System of Care philosophy. At the time of this report, 78 people have already registered. 120 spots available. In past years, the event reached capacity.

Old Business:

- **2nd Reading of Management Policy M6 Changes: Modification of Contract Agreement:** The Finance Committee moved that the Board approve changes to Management Policy M6 – Modification of Contract Agreement (M.S.: Marty/Schaberg) – 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 did not consider a situation where an agency discontinues a line item/service within a program. The policy changes reflect the Board's previous changes to this policy and address these previously unforeseen situations.

- **1st and 2nd Reading: Financial Policy F1 Financial Review and Management Policy M5: Program Monitoring and Site Audits:** The Policy and Procedures Committee moved that the Board approve changes to Financial Policy F1 – Financial Review. (M.S.: Cunningham/Schaberg) – Motion passed.

The Policy and Procedures Committee moved that the Board approve changes to Management Policy M5 – Program Monitoring and Site Audits. (M.S.: Cunningham/Schaberg) – Motion passed.

CCRB and partner agencies has a strong history of ensuring tax-payer dollars are spent in accordance with our enabling legislation and St. Charles County ordinance, as well as demonstrating fiscal responsibility. Staff have undertaken a detailed review of CCRB current policies and procedures and have determined that a majority of staff time is dedicated to contract compliance.

Changes to Financial Policy F1 will shift initial reimbursement request reviews from the Executive Director to program staff and reflect more streamlined review and approval processes. Changes to Management Policy M5 will reduce the number of annual site audits from two to one. Additional audits can be conducted when warranted.

New Business:

- **Supplemental Funding Approvals:** The Supplemental Funding ad-hoc Subcommittee moved that the Board approve the following Supplemental Funding amounts. This funding will not be added to the agency’s “base” funding. The Board had previously approved a pool of \$350,000.
(M.S.: Schaberg/Elliott) – Motion passed. Molly Dempsey abstained.

Agency	Program	Recommended Units	Approved Rate	Recommended Amount
CHADS Coalition for Mental Health	Family Support	137	\$110.13	\$15,087.81
CHADS Coalition for Mental Health	Social Emotional Wellbeing	117	\$120.46	\$14,093.82
Compass Health, Inc.	School Based Mental Health Specialist	1,546	\$118.00	\$182,428.00
Foster Care Coalition of Greater St. Louis, Inc.	30 Days to Family	102	\$148.02	\$15,098.04
Foster Care Coalition of Greater St. Louis, Inc.	Educational Advocacy	27	\$99.15	\$2,677.05
Foster Care Coalition of Greater St. Louis, Inc.	Family Works	41	\$103.20	\$4,231.20
LINC St. Charles County	Crisis Intervention	49 – counseling \$10,808.40 – wraparound	\$60.00 – counseling \$1 – wraparound	\$13,748.40
St. Louis Crisis Nursery	Respite Care	7,397	\$13.86	\$102,522.42
TOTAL				\$349,886.74

- **ARPA Funding Approvals:** The ARPA Funding ad-hoc Subcommittee moved that the Board approve the following ARPA Funding amounts and that the Board set aside up to \$17,513.72 from CCRB’s General Funds to be used to meet ARPA award obligations. These awards must be fully spent by recipients by December 31, 2024.

(M.S.: Cunningham/Marty) – Motion passed

Agency	Project	Recommended Amount
Boys & Girls Club of St. Charles County	ADA and other physical updates to O’Fallon facility	\$13,800.00
LINC St. Charles County	Roof repairs + replace outdated security cameras	\$13,852.48
Megan Meier Foundation	ADA physical updates to building	\$14,834.00
Saint Louis Crisis Nursery	Install new security cameras	\$7,910.00
Sts. Joachim & Ann Care Service	Purchase/install new HVAC unit + purchase 4 new laptops for staff	\$15,856.16
United Services for Children	Install outdoor equipment for clients	\$12,865.50
Youth in Need	Purchase 4 new computers for use by clients	\$9,072.50
TOTAL		\$88,190.64

In 2022, St. Charles County awarded the Community & Children’s Resource Board (CCRB) \$2.1 million to allocate to local non-profits and governmental entities that serve children and youth who have been impacted by the COVID-19 pandemic. The CCRB has issued two rounds of ARPA funding thus far. Currently, the CCRB has \$70,676.92 in unencumbered funds, which must be awarded by December 31, 2024, or returned to St. Charles County.

The Subcommittee recommended \$17,513.72 more than our \$2.1 million ARPA award. This was a strategic decision to decrease the possibility of needing to return any ARPA funds to the County. Should actual total expenses end up higher than \$2.1 million, any difference will be covered through CCRB’s general fund. This approach has been approved by our outside auditors.

- **Fall Funding Process Timeline:** Staff are meeting with agencies to vet their applications. Melinda shared a timeline of the staff and Board review process. She encouraged the Board member to indicate their availability for subcommittee meetings so these can be scheduled.

Announcements:

- **Julie Seymore** (The Child Advocacy Center Of Northeast Missouri) announced they hosted the 3rd Annual Legislative luncheon to speak with law makers about child abuse. Additionally, the Center recognized a staff member who has now conducted more than 2,000 forensic interviews with children over the last 17 years.
- **Todd Barnes** (Community Council of St. Charles County) announced the Council's 70th Anniversary celebration on Thursday, October 2 at 8:00 a.m.
- **Keryn Shipman** (Boys & Girls Clubs of St. Charles County) announced Trunk or Treat events. The St. Charles location event will be on October 25th. The O'Fallon location will offer a children-run haunted house on both October 25th and 26th, with the Trunk or Treat on the 26th.
- **Shima Rostami** (Gateway Alliance against Human Trafficking) announced Gateway's annual dinner, celebrating 10 years of education and prevention of human trafficking. This year, Gateway will honor Chris DiGiuseppi (Lake St. Louis Police Department) and John Quarenghi (Assistant Prosecuting Attorney St. Charles County) for their contributions.

Adjournment: A motion was made to adjourn the meeting at 8:35 a.m.
(M.S.P.: Cunningham/ Elliott) – Motion passed.