

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
January 27, 2025

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

**Roll Call and Guests:**

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

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

Guests:

Keryn Shipman (Boys & Girls Clubs of St. Charles County); Colleen Suber (CHADS Coalition for Mental Health); Todd Barnes (Community Council); Cathi Bornhop and Brittney Moss (Community Living, Inc.); Katrina McDonald-Fuller (Compass Health Network); Paula Ellis and Stephanie Klopfer (Epworth Children and Family Services); Vachelle Lovis, Rachel Svejkosky, and Christine Vaccarro (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); Andrea Partney (Megan Meier Foundation); Andrew Loiterstein (NAMI St. Louis); Melinda Monroe (Nurses for Newborns); Denise Fondren (Our Lady's Inn); Kelly Broeker (Preferred Family Healthcare); Angela Casimere and Zane Maus (Saint Louis Counseling); Katie Corrigan (St. Louis Crisis Nursery); Brittany Morgan (The Care Service); Julie Seymore (The Child Advocacy Center); Katie Lyczak (The Sparrow's Nest); Madronica Malone (ThriVe St. Louis); Heather Derix (UMSL - Center for Behavioral Health); and Kristine Kersting (Youth In Need, Inc)

**Swearing in of Board Members:** Ken Dobbins was sworn in as a reappointed Board Member. His term ends December 31, 2027. Larry Marty was sworn in as a reappointed Board Member. His term ends December 31, 2027.

**Approval of the Minutes:** A motion was made to approve the December 16, 2024 Board Minutes. (M.S.: Schneider/Cunningham) – Motion passed.

**Approval of the Minutes:** A motion was made to approve the December 16, 2024 Closed Session Board Minutes. (M.S.: Cunningham/Williams) – Motion passed.

**Partner Spotlights:**

- **Foster & Adoptive Care Coalition:** Melanie Scheetz, Executive Director, presented an overview of the services provided and CCRB-funded programs. The Coalition is focusing this year on increasing the percentage of children placed within the state's 72-hour grace period, aiming to prevent entry into foster care.
- **Saint Louis Counseling:** Angela Casimere, Regional Office Director, and Zane Maus, Program Director, presented an overview of services and CCRB-funded programs. In 2024, CCRB funding supported 19 children across 196 sessions, exceeding the typical 6 sessions per client. The agency has observed a rising trend in anxiety, depression, and self-esteem concerns.

- **The Care Service:** Brittany Morgan, Director of Program Services, provided an overview of services and CCRB-funded programs, which help clients not only survive but thrive. A significant demand for services highlights the need for affordable housing in St. Charles County.

**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 December 31, 2024. The following balances were reported:

<b>General Fund</b>		<b>Balance Sheet</b>	
<u>Revenue</u>	<u>Actual</u>		
Actual tax revenues	\$ 856,444.27	Total Current Assets	\$ 6,709,982.13
Investment Income	\$ -		
Fundraising	\$ -	<b>ARPA Fund</b>	
Misc. Revenue	\$ -	<u>Revenue</u>	<u>Actual</u>
Refund of Taxes	\$ -	ARPA Revenue	\$ 29,629.78
<b>Total Revenue</b>	<b>\$ 856,444.27</b>	<b>Total ARPA Revenue</b>	<b>\$ 29,629.78</b>
<u>Expenses</u>	<u>Actual</u>	<u>Expenses</u>	<u>Actual</u>
Admin. & Acctg Exp.	\$ 49,260.40	Admin. & Acctg Exp.	\$ 1,185.00
Services Requests	\$ 564,503.83	Services Requests	\$ 28,444.78
<b>Total Expenses</b>	<b>\$ 613,764.23</b>	<b>Total ARPA Expenses</b>	<b>\$ 29,629.78</b>

A motion was made to approve a wire-transfer for \$613,764.23 for the month of December 2024. (M.S.: Schneider/Schaberg) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$29,629.78 for the month of December 2024. (M.S.: Schneider/Schaberg) – Motion passed.

A Utilization Rate Summary was presented to the Board, detailing monthly data and trends dating back to 2019. Utilization across all funded programs was 74% in 2024.

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:

- **Contract Administration:** 2025 contracts have been created and distributed for signature. Staff have successfully begun onboarding newly funded programs, which will continue through Q1 2025. The 2024 Year-End Report, where Partner Agencies report demographic and outcome data, was updated and launched. Agencies have until February 18, 2025, to complete their reports.

Meetings were held earlier this month with nearly all partner agencies to gather feedback on proposed changes to the CCRB's funding process.

- **Administration:** The 2024 staff annual reviews have been completed, and first-quarter 2025 goals are being developed. A staff retreat was held to review 2024 accomplishments, challenges, and unfinished work, while setting the CCRB's primary focus for 2025. The overarching goal for 2025 is to improve clarity across all areas of work. Staff also began setting up a new payroll system.

The CCRB welcomed its new Program Officer, Taylor Carson.

- **Community Engagement:** Melinda presented to the Optimist Club of St. Charles and served as a judge for the Boys & Girls Club's annual Junior Youth of the Year competition. She also met with Lead Educational Support Counselors from local school districts to discuss how CCRB funding supports schools and students. Melinda is scheduled to present next month to the St. Charles Municipal League.

**Old Business:**

- **Indirect Expenses:** During the agency meetings held earlier this month, indirect expenses were discussed. The results of these discussions will be presented at a future Board meeting.

**New Business:**

- **2025 Budget Approval:** The 2025 budget was presented in three parts: the services budget (\$15,522,678.42), the ARPA budget (\$113,678.80), and the administration budget (\$715,872.89). The budget includes a 4% revenue increase over the previous year.

A motion was made to approve the 2025 CCRB budget as presented.  
(M.S.: Schneider/Schaberg) – Motion passed.

- **Funding Process Changes:** Melinda McAliney presented an overview of the proposed funding process changes which were informed by meetings with Agency Partners. A three-pronged approach was proposed to address these challenges: 1) offer up to 3-year contracts; 2) stagger contract renewals and review one-third of contracts each year; and 3) move the contract start date from January 1 to July 1. The Board was very supportive of these changes. CCRB staff will continue fleshing out these changes and will bring updates/recommendations to the February 2025 Board Meeting.

- **Election of 2025 Board Officers:**

- Ken Dobbins opened nominations for the position of Board Chair. A motion was made to nominate Molly Dempsey for the position of Board chair.

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

Molly accepted the nomination. A motion was made to close the nominations and reelect Molly Dempsey as Board Chair. (M.S.: Cunningham/Williams) – Motion passed.

- Ken Dobbins opened nominations for the position of Board Vice Chair. A motion was made to nominate Jon Cunningham for the position of Board chair.

(M.S.: Dobbins/Schneider) – Motion passed.

Jon accepted the nomination. A motion was made to close the nominations and elect Jon Cunningham as Board Vice Chair. (M.S.: Schneider/Schaberg) – Motion passed.

- Melinda McAliney on behalf of Molly Dempsey opened nominations for the position of Board Treasurer. A motion was made to nominate Ken Dobbins for the position of Board Treasurer. (M.S.: Dempsey/Williams) – Motion passed.

Ken accepted the nomination. A motion was made to close the nominations and reelect Ken Dobbins as Board Treasurer. (M.S.: Dempsey/Williams) – Motion passed.

- **Committee Member Assignments:** Molly has reached out to Board members to discuss their preferred committee assignments. Melinda will follow up to determine interest and report back to the Board.
- **Conflict of Interest Forms:** Conflict of Interest forms for the Board and staff were distributed. Both Board members and staff were asked to identify any potential conflicts with Agency Partners or vendors and return this form.

**Announcements:**

- Julie Seymore from The Child Advocacy Center Of Northeast Missouri, announced that, with the help of CCRB funding, the rate of child abuse cases going to court are between 60% to 70%, while the national average of cases brought to court is less than 10%. The Center is hosting a 5k run sponsored by youth volunteers from St. Dominic High School on March 31. Information can be found at [www.cacnemo.org](http://www.cacnemo.org).
- Todd Barnes from the Community Council of St. Charles County, announced their office has moved to The Care Service located at 4116 McClay Road, St. Charles, MO 63304. The Community Builders awards will be held on Thursday, February 20 at 6:00 p.m. at The Care Service.
- Christine Vaccarro from Family Advocacy and Community Training (F.A.C.T.) thanked the Board for approving funding for the new Family Support program. The program is now accepting new clients, and referrals can be made at [www.factmo.org](http://www.factmo.org).

- Shima Rostami from Gateway Alliance Against Human Trafficking, announced January is Human Trafficking Awareness month. Gateway offers free online courses about human trafficking, available at [www.gahtmo.org](http://www.gahtmo.org).

Adjournment: A motion was made to adjourn the meeting at 9:23 a.m.  
(M.S.: Schneider/Schaberg) – Motion passed.