



THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
November 17, 2025

**Meeting Location:** St. Charles County Ambulance District located at 2000 Salt River Road, St. Peters, MO 63376

**Meeting Called to Order:** The meeting was called to order at 8:30 a.m.

**Roll Call and Guests:**

Present: Molly Dempsey, Ken Dobbins, Jon Cunningham, Robert Freund, Jr., Vicky Huesemann, Larry Marty, Daniel Ploesser, Nancy Schneider, and Catherine Williams

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

Staff Absent: Jeanne Spencer

Guests: Steven Blair and Scott Myers (Boys & Girls Clubs of St. Charles County); Colleen Suber (CHADS Coalition for Mental Health); Lauri Choate and Beth Ann Lang (Child Care Aware of Missouri); Cathi Bornhop (Community Living, Inc.); Brian Martin (Compass Health Network); Laura Nolan (Cornerstones of Care); Nicole Morris (Eleventh Circuit Court); Jessica Coulter (Epworth Children and Family Services); Stacy Johns (Family Advocacy and Community Training); Cassie Esswein (FamilyForward); Staci Graves (Gateway Alliance against Human Trafficking); Kathy Thompson (LINC St. Charles County); Courtney Knipp (Lutheran Family and Children's Services of Missouri); Trista Knecht (NAMI St. Louis); Denise Fondren (Our Lady's Inn); Hannah McNiff (Preferred Family Healthcare); Kelly Wieser (PreventEd); Katie Corrigan (St. Louis Crisis Nursery); Freda Clemons and Julie Seymore (The Child Advocacy Center of Northeast MO); Jamie Gerhin, Nathan Harms, and Danette Harrington (TREE House of Greater St. Louis); Heather Derix, Dayna Vassalle, and Nicole Yingst (UMSL Center for Behavioral Health); Kelly Hantak (United 4 Children); and Cara Merritt (Youth In Need, Inc).

**Approval of the Minutes:** A motion was made to approve the October 27, 2025 Board Minutes. (M.S.: Freund, Jr./Cunningham) - Motion passed unanimously.

**Approval of the Closed Session Minutes:** The approval of the October 27, 2025 Closed Session Board Minutes was tabled and will be brought forth at the December 15, 2025 Board Meeting.

## **Partner Spotlights:**

- **Child Care Aware:** Lauri Choate, Director of Training, presented an overview of the services provided, including CCRB-funded programs, and impact data. She reported a 57% increase in positive behaviors from children who participate in the program and shared an impact statement.
- **TREE House of Greater St. Louis:** Nathan Harms, Executive Director; Jamie Gehrin, Clinical Director; and Danette Harrington, Therapist, presented an overview of the services provided, including CCRB-funded programs, and impact data. They reported the program currently has a waitlist due to staffing shortages and shared an impact story.
- **UMSL Center for Behavioral Health:** Dr. Heather Derix, Director of Clinical Services, and Danya Vassallo, Data Manager, presented an overview of the services provided, including CCRB-funded programs, and impact data. They reported the program currently has a waitlist due to staffing shortages. Concerning trends include an increase in cases of anxiety and depression, as well as a rise in requests for developmental delay evaluations, including autism. An impact story was shared.
- **Eleventh Circuit Family Court/Youth in Need:** Nicole Morris, Family Court Coordinator, and Cara Merritt, Senior Director of Counseling for Youth in Need, presented an overview of the services provided, including CCRB-funded programs, and impact data. They reported the program has served ninety (90) families over the past five (5) years, with 70% achieving unsupervised visitations and shared an impact story.

**Public Comment:** No Public Comment.

**Report of the Chair:** No Report of the Chair.

**Financial Report:** Ken Dobbins, Treasurer, reported on the financial statement ending October 31, 2025. The following balances were reported:

<b>General Fund</b>	
<b>Revenue</b>	<b>Actual</b>
Actual tax revenues	\$ 947,941.09
Investment Income	\$ -
Refund of Taxes	\$ -
<b>Total Revenue</b>	<b>\$ 947,941.09</b>
<b>Expenses</b>	<b>Actual</b>
Admin. & Acctg Exp.	\$ 49,129.49
Services Requests	\$ 1,053,956.06
<b>Total Expenses</b>	<b>\$ 1,103,085.55</b>
Transfer to ARPA Fund	\$ 1,185.00

<b>Balance Sheet</b>	
Total Current Assets	\$ 5,751,905.25
Fund Balance	\$ 4,692,081.05

<b>ARPA Fund</b>	
<b>Revenue</b>	<b>Actual</b>
ARPA Revenue	\$ -
<b>Total ARPA Revenue</b>	<b>\$ -</b>
Transfer from Gen. Fund	\$ 1,185.00
-	-
<b>Expenses</b>	<b>Actual</b>
Admin. & Acctg Exp.	\$ 1,185.00
Services Requests	\$ -
<b>Total ARPA Expenses</b>	<b>\$ 1,185.00</b>

A motion was made to approve a wire-transfer for \$1,104,271.00 for the month of October 2025. (M.S.: Dobbins/Schneider) – Motion passed unanimously.

No wire transfer was needed for the ARPA account.

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

Melinda McAliney noted that utilization rates for the month of October 2025 were 84%, compared to 78% in October of 2024. Year-to-date utilization is currently at 77% and is expected to end the year at 76%. Revenue for the month of October 2025 is up 13% compared to the same month in October 2024. Year-to-date revenue is up slightly at 2.73% compared to this time last year. Expected revenue growth for all of 2025 is expected to be between 1% and 2% over 2024’s revenue, while the CCRB’s budget was based on a four percent (4%) increase in revenue.

**Report of Standing Committees:**

- Executive: Molly Dempsey reported the Executive Committee met to prepare for today’s meeting.
- Finance: Ken Dobbins reported the Finance Committee met several times to prepare for today’s meeting.
- Personnel: No report.

- Policies and Procedures: Larry Marty reported the First Reading of the Management Policy changes will be brought forward during New Business.

**Report of Executive Director:** Melinda McAliney reported:

- **New Funding Process:** CCRB staff reported meetings with all Group 1 applicants to review and vet applications have been completed. During these reviews, staff identified opportunities to improve application questions and supporting documents. These enhancements will be implemented before the portal opens for Group 2. Additionally, a webinar will be scheduled for Group 2 applicants to provide guidance on completing the budget spreadsheet. Staff also prepared summaries of each Group 1 application and compiled materials for Board subcommittees.
- **School Survey Report:** CCRB staff met with Partner Agencies with CCRB-funded school-based programs to unpack the recent school survey report. CCRB staff will be meeting with the Educational Support Counselor Leads from St. Charles County school districts later this month for a similar conversation.
- **Administration:** Melinda met with the CCRB Finance Committee to finalize revenue and expense projections through 2029 and develop a recommended funding pool for FY2027 – FY2029.

**Old Business:**

- None.

**New Business:**

- **First Reading of Management Policy Changes:** Larry Marty presented the First Reading of the Management Policy Changes. The Board will vote on these changes at the December 15, 2025 Board Meeting. Draft policies will not be shared with Partner Agencies as these policies concern the internal workings of the CCRB.
- **2026 Employee Benefits Insurance Changes:** At the CCRB's September 22, 2025, Board meeting, the Board approved continuing to provide Life, Accidental Death and Dismemberment, and Long-term Disability insurance for CCRB staff. The Board also approved adding Short-term Disability insurance. Since then, several bids were obtained.

After careful review, the CCRB Finance Committee recommended the Board approve moving providers for Life, Accidental Death and Dismemberment, and Long-term Disability from The Standard Insurance Company to Principal. The Finance Committee further recommended that the Board approve adding Short-term Disability insurance through Principal. The annual cost (December 1, 2025 – November 30, 2026) will be:

○ Life and Accidental Death and Dismemberment	\$ 773.00
○ Long-term Disability	\$1,171.00
○ Short-term Disability	<u>\$1,613.00</u>
▪ Total	\$3,557.00

If Principal declines to insure the CCRB, it was recommended the Board approve Sun Life for the Life, Accidental Death and Dismemberment, Long-term Disability, and Short-term Disability insurance at an annual cost of:

○ Life and Accidental Death and Dismemberment	\$ 720.00
○ Long-term Disability	\$2,292.00
○ Short-term Disability	<u>\$2,172.00</u>
▪ Total	\$5,184.00

A motion was made to approve changing providers for Life, Accidental Death and Dismemberment, and Long-term Disability and adding Short-term Disability, to the Principal at an annual cost of \$3,557.00; and if the Principal declines to insure the CCRB, to change providers to Sun Life at an annual cost of \$5,184.00. (M.S.: Freund, Jr./Dobbins)

A roll call vote was taken. Motion passed.

<b>Dempsey</b>	Yay	<b>Freund, Jr.</b>	Yay	<b>Ploesser</b>	Yay
<b>Cunningham</b>	Yay	<b>Huesemann</b>	Yay	<b>Schneider</b>	Yay
<b>Dobbins</b>	Yay	<b>Marty</b>	Yay	<b>Williams</b>	Yay

- **Purchase of QuickBooks Online:** The CCRB contracts with UHY (formerly Botz Deal; merged in 2025) to manage all administrative expenses, Partner Agency reimbursements, and other accounting responsibilities. Currently, financial records are maintained in QuickBooks Desktop, which is only accessible to the outsourced accountant, and does not integrate with the grants management software (Zengine) or the bill payment system (BILL), requiring manual entry of monthly Partner Agency reimbursements and invoices.

Therefore, CCRB Finance Committee recommended that the CCRB move to QuickBooks Online to maintain the CCRB's financial records. The Committee further recommended that the Board approve a budget of \$3,500.00 to cover UHY's consulting costs to manage the migration project. The Finance Committee also recommended that the CCRB purchase a subscription to QuickBooks Online Plus at the current annual rate of \$1,159.20 (\$96.60/month).

A motion was made to approve the move of CCRB financial records to QuickBooks Online at a current annual rate of \$1,159.20 (\$96.60/month), and \$3,500.00 to cover UHY’s consulting costs associated with the migration from QuickBooks Desktop. (M.S.: Dobbins/Ploesser)

A roll call vote was taken. Motion passed.

<b>Dempsey</b>	Yay	<b>Freund, Jr.</b>	Yay	<b>Ploesser</b>	Yay
<b>Cunningham</b>	Yay	<b>Huesemann</b>	Yay	<b>Schneider</b>	Yay
<b>Dobbins</b>	Yay	<b>Marty</b>	Yay	<b>Williams</b>	Yay

- **Transfer of Funds Request from St. Louis Crisis Nursery:** St. Louis Crisis Nursery reports that they have been low on staffing in their Family Empowerment Program and are therefore behind on utilization. They have also had lower utilization than expected in their Healing Hearts Outreach Program. In their Respite Care program, they anticipate 100% utilization of funds by the end of the year, even with the award of \$114,408.00 in supplemental funding at the September 2025 Board meeting.

The CCRB Finance Committee recommended that the Board approve the following transfer of funds between contracted programs for St. Louis Crisis Nursery due to high utilization in the Respite Care Program:

- Transfer \$29,000 from the Family Empowerment Program to the Respite Care Program.
- Transfer \$3,000 from the Healing Hearts Outreach Program to the Respite Care Program.

A motion was made to approve the Transfer of Funds Request between contracted programs for St. Louis Crisis Nursery as presented.  
(M.S.: Schneider/Cunningham) – Motion passed.

- **Approval of Fiscal Year 2027 Funding Process and Updates:** CCRB staff learned much during Group 1’s review process and are adjusting the application and help documents, as well as adding a webinar to help agencies complete the budget worksheet.

Even with these changes, CCRB staff request additional time to complete the review process for Groups 2 and 3. The Finance Committee recommended that the Board approve the following changes to the FY2027 funding process to allow staff more time to implement improvements learned during the Group 1 process:

- Group 2
  - Move the Board vote on funding amounts from March 23, 2026 to April 27, 2026.

- Group 3
  - Move the opening of the application portal from March 15, 2026 to March 1, 2026.
  - Move the deadline for submission of applications from April 15, 2026 to April 1, 2026.

A motion was made to approve the changes to FY2027 Funding Process as presented. (M.S.: Williams/Marty) – Motion passed.

- **Approval of Fiscal Year 2027-29 Funding Pool:** Melinda McAliney provided a thorough overview of the CCRB’s current and projected financials through FY2029 and emphasized the need to conclude spending down of the fund balance. The fund balance increased significantly during the COVID period due to growth in revenues combined with decreases in contract utilization. To address this, the Board implemented a strategy to intentionally commit more in contracts than projected revenue. This approach has been effective; however, once current contracts expire on June 30, 2026, the reserve fund balance will be near the 25% target as outlined in CCRB’s policies. Beginning in FY2027, CCRB will need to adjust expenses to align with anticipated revenue.

In light of this, the CCRB Finance Committee recommended that the Board approve a funding pool of \$9.9 million each year for the following time periods:

- July 1, 2026 – June 30, 2027 (FY2027)
- July 1, 2027 – June 30, 2028 (FY2028)
- July 1, 2028 – June 30, 2029 (FY2029)

A motion was made to approve an annual funding pool of \$9,900,000 for FY2027, FY2028, and FY2029. (M.S.: Dobbins/Huesemann)

A roll call vote was taken. Motion passed.

<b>Dempsey</b>	Yay	<b>Freund, Jr.</b>	Yay	<b>Ploesser</b>	Yay
<b>Cunningham</b>	Yay	<b>Huesemann</b>	Yay	<b>Schneider</b>	Yay
<b>Dobbins</b>	Yay	<b>Marty</b>	Yay	<b>Williams</b>	Yay

Melinda presented a funding formula which was used to determine each Group’s funding pool. For each program in the Group, the following calculation was performed:

- Weighted base contract utilization for the program’s 2022-2025 contracts
- Minus an additional 5.3%

The Finance Committee further recommended that the Board approve an annual funding pool for FY2027, FY 2028, and FY2029 for each Partner Agency Group based on the above funding formula calculations as follows:

- Group 1: \$2,750,000
- Group 2: \$3,250,000
- Group 3: \$3,900,000
  - Total \$9,900,000

A motion was made to approve the Group 1, Group 2, and Group 3 funding pools as presented for FY2027, FY2028, and FY2029. (M.S.: Dobbins/Cunningham)

A roll call vote was taken. Motion passed.

<b>Dempsey</b>	Yay	<b>Freund, Jr.</b>	Yay	<b>Ploesser</b>	Yay
<b>Cunningham</b>	Yay	<b>Huesemann</b>	Yay	<b>Schneider</b>	Yay
<b>Dobbins</b>	Yay	<b>Marty</b>	Yay	<b>Williams</b>	Yay

- **CCRB Board Subcommittee Preparation:** Melinda McAliney presented Board members with binders containing information for funding decisions and reviewed the contents. These binders included subcommittee assignments, responsibilities, the funding process overview, the funding model overview, the Funding Pool Motion, financial data, and the application summaries of each Group 1 Partner Agency.

**Announcements:**

- Julie Seymore from The Child Advocacy Center of Northeast Missouri, announced their 25<sup>th</sup> Anniversary, a second therapist reaching the milestone of 2,000 forensic interviews, and their new therapy dog, Mac. The Problematic Sexual Behavior program for ages 7 to 12 is now taking referrals.
- Kathy Thompson from LINC St. Charles County announced the Emergency Weather Response hotline at 636-344-0177 begins this week and will run through March.

**Adjournment:** A motion was made to adjourn the meeting at 10:33 a.m. (M.S.: Schneider/Huesemann) – Motion passed unanimously.