



THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
December 15, 2025

Meeting Location: DDRB - Developmental Disabilities Resource Board located at 1025 Country Club Road, St. Charles, MO 63303

Meeting Called to Order: The meeting was called to order at 8:34 a.m.

Roll Call and Guests:

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

Absent: Daniel Ploesser

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

Guests: Steven Blair and Scott Myers (Boys & Girls Clubs of St. Charles County); Brittney Moss (Community Living, Inc.); Brian Martin and Katrina McDonald-Fuller (Compass Health Network); Laura Nolan (Cornerstones of Care); Nicole Morris (Eleventh Circuit Court); Andrea Buehrig (Family Advocacy and Community Training); Cassie Esswein (FamilyForward); Jasmine Wright (LINC St. Charles County); Lindsay Jefferies (Lutheran Family and Children's Services of Missouri); Tina Meier and Andrea Partney (Megan Meier Foundation); Trista Knecht and Andrew Loiterstein (NAMI St. Louis); Steve Bourne and Greg Dahl (Partners In-Kind); Kelly Broeker and Megan Payton (Preferred Family Healthcare); Brittany Morgan (The Care Service); Julie Seymore (The Child Advocacy Center of Northeast MO); Katie Lyczak (The Sparrow's Nest); Nathan Harms (TREE House of Greater St. Louis); Heather Derix and Nicole Yingst (UMSL Center for Behavioral Health); Kelly Hantak (United 4 Children); Lori Kohrs (United Services for Children); and Cara Merritt and Erin Strohbehn (Youth In Need, Inc.)

Closed Session: A motion was made for this meeting to be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed for the following purposes (M.S.: Dobbins/Cunningham):

- Discuss sealed bids and proposals and related documents or any documents related to a negotiated contract pursuant to Missouri Revised Statutes, Section 610.021 (12).
- Discuss hiring, firing, disciplining or promoting of particular employees, pursuant to Missouri Revised Statutes, Section 610.021 (3) and/or Section 610.021 (13).

A roll call vote was taken on the motion. Motion passed. The meeting moved into Closed Session at 8:35 a.m.

Dempsey	Yay	Freund, Jr.	Yay	Ploesser	Absent
Cunningham	Yay	Hueseemann	Yay	Schneider	Yay
Dobbins	Yay	Marty	Yay	Williams	Yay

Open Session: The Board moved back into Open Session at 9:08 a.m.

Approval of the Minutes: A motion was made to approve the November 17, 2025, Board Minutes. (M.S.: Marty/Schneider) - Motion passed unanimously.

Approval of the Closed Session Minutes: A motion was made to approve the October 27, 2025, Closed Session Minutes. (M.S.: Cunningham/Hueseemann) – Motion passed unanimously.

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 November 30, 2025. The following balances were reported:

General Fund	
Revenue	
	Actual
Actual tax revenues	\$ 889,507.90
Investment Income	\$ -
Refund of Taxes	\$ -
Total Revenue	\$ 889,507.90
Expenses	
	Actual
Admin. & Acctg Exp.	\$ 54,985.03
Services Requests	\$ 797,442.91
Total Expenses	\$ 852,427.94
Transfer to ARPA Fund	\$ 1,185.00

Balance Sheet	
Total Current Assets	\$ 5,540,252.39
Fund Balance	\$ 4,727,976.01

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

A motion was made to approve a wire-transfer for \$853,613.00 for the month of November 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 reported that utilization rates for the month of November 2025 were 64% compared to 80% in the same month in 2024. Year-to-date utilization rates decreased slightly from 78% in 2024 to 76% in 2025. Year-to-date revenue is still behind projections at 2.8%, while the CCRB's budget was based on a four percent (4%) increase in revenue.

Report of Standing Committees:

- **Executive and Finance Committees:** Molly Dempsey and Ken Dobbins reported the Executive and Finance Committees met to prepare for today's meeting. The Finance Committee is presenting motions in new business.
- **Personnel:** No report.
- **Policies and Procedures:** Larry Marty reported the Second Reading of Management Policy changes will be voted on today.

Report of Executive Director: Melinda McAliney reported:

- **New Funding Process:** CCRB staff conducted two virtual meetings with Partner Agencies to present the new funding strategy and the renewal application funding formula. CCRB Board subcommittees met to develop funding recommendations for Group 1 programs, which are being presented at today's meeting. CCRB staff hosted three virtual meetings with Group 2 programs to provide guidance on completing the Funding Application budget spreadsheet.
- **School Survey:** CCRB staff met with Educational Support Counselor Leads from the five St. Charles County school districts to review and discuss survey results.
- **Administration:** Melinda met with the CCRB Finance Committee to discuss the 2026 administration budget. The budget and program funding amounts will be presented to the full Board for a vote in January 2026. Principal has agreed to provide short-term/long-term disability, life, and accidental death and dismemberment insurance. Melinda is working with Assured Partners to establish a new Health Reimbursement Account for staff that will launch in January 2026. Melinda will begin updating the employee handbook later this month and into the first quarter of 2026.
- **Community Engagement:** Staff engaged in a variety of community meetings and events.

Old Business:

- Management Policies Changes – Second Reading

A motion was made to approve the Management Policies Changes as presented.
(M.S.: Marty/Williams)

A roll call vote was taken on the motion. Motion passed.

Dempsey	Yay	Freund, Jr.	Yay	Ploesser	Absent
Cunningham	Yay	Huesemann	Yay	Schneider	Yay
Dobbins	Yay	Marty	Yay	Williams	Yay

New Business:

- **Transfer of Funds Request - The Child Advocacy Center Of Northeast Missouri:** The CCRB Finance Committee recommended that the Board approve the following Transfer of Funds between contracted programs for The Child Advocacy Center Of Northeast Missouri:
 - Transfer \$10,000.00 from the Forensic & Advocacy Services program to the Mental Health Therapy program.

As a result of this transfer of funds, the Finance Committee recommended that The Child Advocacy Center Of Northeast Missouri’s Contract Agreement amounts be amended as follows:

- Forensic & Advocacy Services - \$1,027,647.50
- Mental Health Therapy - \$580,000.00

A motion was made to approve the Transfer of Funds as presented.
(M.S.: Huesemann/Marty) - Motion passed unanimously.

- **ARPA Budget Correction for Preferred Family Healthcare, Inc.** The CCRB Finance Committee recommended that the following adjustments be made to the 2024 and 2025 CCRB Budgets to correct an error in reporting.
 - 2024 ARPA Budget: Preferred Family Healthcare, Inc.
 - Outpatient (O/P) – Pay Increases: change the budget amount from \$20,857.50 to \$27,424.00
 - Team of Concern (TOC) – Pay Increases: change the budget amount from \$27,424.00 to \$20,857.50

- 2025 ARPA Budget: Preferred Family Healthcare, Inc.
 - Outpatient (O/P) – Pay Increases: change the budget amount from \$7,455.08 to \$15,273.78
 - Team of Concern (TOC) – Pay Increases: change the budget amount from \$8,707.28 to \$888.58

A motion was made to approve the change to Preferred Family Healthcare, Inc.’s 2024 Outpatient and Team of Concern ARPA Budgets as presented. (M.S.: Williams/Dobbins)

A roll call vote was taken on the motion. Motion passed.

Dempsey	Yay	Freund, Jr.	Yay	Ploesser	Absent
Cunningham	Yay	Hueseemann	Yay	Schneider	Yay
Dobbins	Yay	Marty	Yay	Williams	Yay

A motion was made to approve the change to Preferred Family Healthcare, Inc.’s 2025 Outpatient and Team of Concern ARPA Budgets as presented. (M.S.: Dobbins/Williams)

A roll call vote was taken on the motion. Motion passed.

Dempsey	Yay	Freund, Jr.	Yay	Ploesser	Absent
Cunningham	Yay	Hueseemann	Yay	Schneider	Yay
Dobbins	Yay	Marty	Yay	Williams	Yay

- **Fiscal Year 2027 Funding Motion:** Members of the three CCRB Board ad-hoc Subcommittees recommended approving a one-year contract for the period of July 1, 2026 to June 30, 2027, for nineteen (19) programs seeking renewal funding as reflected in Appendix A, for a total of \$2,749,889.66. The Subcommittees further recommended approving the Unit Rates for each program as also reflected in Appendix A.

Cornerstones of Care’s Onsite Mental Health program was not recommended for renewal funding based on the CCRB Board’s ad-hoc Subcommittee #1’s recommendation.

A motion was made to approve approving a one-year contract for the period July 1, 2026 to June 30, 2027, for nineteen (19) programs seeking renewal funding for a total of \$2,749,889.66 and Unite Rates as reflected in Appendix A. (M.S.: Dobbins/Cunningham)

A roll call vote was taken on the motion. Motion passed.

Dempsey	Yay	Freund, Jr.	Yay	Ploesser	Absent
Cunningham	Yay	Hueseemann	Yay	Schneider	Yay
Dobbins	Yay	Marty	Yay	Williams	Yay

- **Contract Agreement Stipulations for Epworth Children and Family Services** The CCRB Board’s ad-hoc Subcommittee #1 recommended that any new Contract Agreement with Epworth Children and Family Services be contingent on the submission of the agency’s 2025 audit to the CCRB by June 30, 2026. The audit must have an unqualified opinion and contain no weaknesses or deficiencies, either old or new. Should the audit be submitted late, contain a qualified opinion, and/or include any weakness or deficiency, the CCRB Board will review this information and determine whether or not to cancel Epworth’s contract(s).

A motion was made to approve the stipulations for the Epworth Children and Family Services Contract Agreement as presented. (M.S.: Dobbins/Fruend, Jr.)

A roll call vote was taken on the motion. Motion passed.

Dempsey	Yay	Freund, Jr.	Yay	Ploesser	Absent
Cunningham	Yay	Hueseemann	Yay	Schneider	Yay
Dobbins	Yay	Marty	Yay	Williams	Yay

- **Contract Agreement Stipulations for Eleventh Circuit Family Court and Youth In Need, Inc.** The CCRB Board’s ad-hoc Subcommittee #3 recommended that the Eleventh Circuit Court’s contract recognize the collaborative nature of the program and that payments are made to Youth in Need for services rendered. The Subcommittee also recommended that a Memorandum of Understanding regarding this collaboration (created by CCRB) be signed by Youth in Need.

A motion was made to approve stipulations for Eleventh Circuit Family Court Contract Agreement and Youth In Need, Inc. as presented. (M.S.: Cunningham/Schneider)

A roll call vote was taken on the motion. Motion passed.

Dempsey	Yay	Freund, Jr.	Yay	Ploesser	Absent
Cunningham	Yay	Hueseemann	Yay	Schneider	Yay
Dobbins	Yay	Marty	Yay	Williams	Yay

- **Annual Board Survey:** Board members were asked to participate in a Board survey. This yearly survey assists the staff to improve Board and staff relationships and efficiency.

Announcements:

- None.

Closed Session: A motion was made for this meeting to be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed for the following purposes:

- Discuss sealed bids and proposals and related documents or any documents related to a negotiated contract pursuant to Missouri Revised Statutes, Section 610.021 (12).
- Discuss hiring, firing, disciplining or promoting of particular employees, pursuant to Missouri Revised Statutes, Section 610.021 (3) and/or Section 610.021 (13).

Closed Session: A motion was made that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, subsection(s) Subsection (insert the language of the provision(s) cited)

A roll call vote was taken on the motion. Motion passed. The meeting moved into Closed Session at 9:38 a.m.

Dempsey	Yay	Freund, Jr.	Yay	Ploesser	Absent
Cunningham	Yay	Huesemann	Yay	Schneider	Yay
Dobbins	Yay	Marty	Yay	Williams	Yay

Open Session: The Board moved back into Open Session at 10:01 a.m.

Adjournment: A motion was made to adjourn the meeting at 10:01 a.m. (M.S.: Dobbins/Fruend, Jr.) – Motion passed unanimously.

APPENDIX A

JULY 1, 2026 – JUNE 30, 2027 RENEWAL FUNDING RECOMMENDATIONS

Agency	Program Name / Unit of Service Request	Unit of Measure	CCRB Board Subcommittee FY2027 Funding Recommendation	CCRB Board Subcommittee FY2027 Unit Rate Recommendation
Chestnut Health Systems	Project Access		\$21,593.30	
	Educational Presentation-Hour	Hour		\$359.15
	Therapeutic Counseling-Individual/Family	Hour		\$125.25
Cornerstones of Care	Functional Family Therapy		\$51,433.54	
	Therapeutic Counseling-Individual/Family	Hour		\$97.03
Cornerstones of Care	On-Site Mental Health		\$0.00	
	Therapeutic Counseling-Individual/Family	Hour		\$0.00
	Non-Therapeutic Counseling-Group	Hour/Person		\$0.00
Eleventh Circuit Court	Therapeutic Supervised Visitation		\$60,289.43	
	Therapeutic Counseling-Individual/Family	Hour		\$140.00
Epworth Children and Family Services	Epworth Psychological Services		\$22,640.64	
	Psychological Evaluation	Hour		\$193.07
Epworth Children and Family Services	Family Support Network		\$17,110.06	
	Therapeutic Counseling-Individual/Family	Hour		\$124.64

Agency	Program Name / Unit of Service Request	Unit of Measure	CCRB Board Subcommittee FY2027 Funding Recommendation	CCRB Board Subcommittee FY2027 Unit Rate Recommendation
FamilyForward	Counseling & Occupational Therapy		\$256,212.89	
	Therapeutic Counseling-Individual/Family	Hour		\$165.00
	Therapeutic Counseling-Group	Hour/Person		\$25.00
	Psychological Evaluation	Hour		\$195.00
	Occupational Therapy-Individual	Hour		\$165.00
	Occupational Therapy-Group	Hour/Person		\$25.00
	Educational Presentation-Hour	Hour		\$185.00
	Community Outreach	Hour		\$100.00
	Non-Therapeutic Counseling-Group	Hour/Person		\$25.00
Lutheran Family and Children's Services	Mental Health Counseling		\$189,619.70	
	Therapeutic Counseling-Individual/Family	Hour		\$125.60
	School-Based Coordination	Hour		\$125.54
Megan Meier Foundation	Counseling & Support Center		\$206,656.66	
	Therapeutic Counseling-Individual/Family	Hour		\$124.99
	Therapeutic Counseling-Group	Hour/Person		\$20.83
Megan Meier Foundation	School Attendance Initiative		\$11,741.08	
	Case Management	Hour		\$105.84
Our Lady's Inn	Family Strengths		\$200,299.97	
	Shelter Services-Transitional	Day		\$200.14
Partners In-Kind	Psychological Evaluations		\$106,163.75	
	Psychological Evaluation	Hour		\$164.93

Agency	Program Name / Unit of Service Request	Unit of Measure	CCRB Board Subcommittee FY2027 Funding Recommendation	CCRB Board Subcommittee FY2027 Unit Rate Recommendation
Saint Louis Counseling	Counseling & Outpatient Psychiatry		\$154,583.03	
	Therapeutic Counseling-Individual/Family	Hour		\$120.44
	Outpatient Psychiatry	Hour		\$205.88
	Crisis Intervention	Hour		\$120.44
	School-Based Coordination	Hour		\$120.44
	Educational Presentation-Hour	Hour		\$148.90
SSM Health Care St. Louis	Youth & Family Services		\$47,262.81	
	Medication Administration	Each		\$63.39
	Outpatient Psychiatry	Hour		\$189.66
	Therapeutic Counseling-Group	Hour/Person		\$53.09
	Therapeutic Counseling-Individual/Family	Hour		\$129.65
TREE House of Greater St. Louis	Equine-Assisted Services		\$6,005.87	
	Therapeutic Counseling-Individual/Family	Hour		\$299.00
UMSL Center for Behavioral Health	Psychological Evaluations		\$187,446.62	
	Case Management	Hour		\$58.40
	Psychological Evaluations	Hour		\$155.13
Youth In Need	Crisis Intervention		\$16,057.81	
	Crisis Intervention	Hour		\$66.30
	Educational Presentation-Single	Presentation		\$306.00
	Community Outreach	Hour		\$85.00
	Wraparound	At Cost		\$1.00

Agency	Program Name / Unit of Service Request	Unit of Measure	CCRB Board Subcommittee FY2027 Funding Recommendation	CCRB Board Subcommittee FY2027 Unit Rate Recommendation
Youth In Need	Emergency Shelter		\$98,168.62	
	Case Management	Hour		\$66.30
	Non-Therapeutic Counseling-Individual/Family	Hour		\$107.00
	Non-Therapeutic Counseling-Group	Hour/Person		\$25.50
	Shelter Services-Temporary	Day		\$204.00
	Nursing Services	Each		\$80.00
	Therapeutic Counseling-Individual/Family	Hour		\$140.00
	Youth Enrichment-Group	Hour/Person		\$25.50
	Wraparound	At Cost		\$1.00
Youth In Need	Mental Health Counseling		\$780,041.86	
	Therapeutic Counseling-Individual/Family	Hour		\$140.00
	Therapeutic Counseling-Group	Hour/Person		\$35.70
	Therapeutic Counseling-Individual/Family (Student)	Hour		\$88.00
	Therapeutic Counseling-Group (Student)	Hour/Person		\$30.00
	School-Based Coordination	Hour		\$55.00

Agency	Program Name / Unit of Service Request	Unit of Measure	CCRB Board Subcommittee FY2027 Funding Recommendation	CCRB Board Subcommittee FY2027 Unit Rate Recommendation
Youth In Need	Transitional Living Program		\$316,562.02	
	Shelter Services-Transitional	Day		\$140.00
	Non-Therapeutic Counseling-Individual/Family	Hour		\$107.00
	Non-Therapeutic Counseling-Group	Hour/Person		\$25.50
	Case Management	Hour		\$66.30
	Nursing Services	Each		\$80.00
	Therapeutic Counseling-Individual/Family	Hour		\$140.00
	Therapeutic Counseling-Group	Hour/Person		\$35.70
Total			\$2,749,889.66	

* Funding Formula determined by:

- Taking the program’s CCRB 2024-2025 contract and dividing in half (to get one year) OR the program’s current CCRB 2025 contract
- Multiplying that amount by the program’s weighted utilization of CCRB contracts from 2022 – 2025
- Reducing the resulting amount by 5.3%

The Board had a pool of \$69,000 to award above the funding formula for Group 1, should it so choose. Amounts recommended by subcommittees above the funding formula have been directed to new/newer CCRB-funded programs, recognizing that new programs take time to launch and utilize contracted funds.