



THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
February 24, 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); Cathi Bornhop, John Ditch, Brittney Moss, and Sheri Wiltse (Community Living, Inc.); Katrina McDonald-Fuller (Compass Health Network); Jen Haegele (Crisis Aid International, Inc.); Heather Lytle (F.A.C.T.); Cassie Esswein (FamilyForward); Kathy Thompson (LINC St. Charles County); Tina Meier (Megan Meier Foundation); Melinda Monroe (Nurses for Newborns); Megan McLane and Heather Ward (Our Lady's Inn); Kelly Broeker and Megan Payton (Preferred Family Healthcare); Zane Maus (Saint Louis Counseling); Clarice Vergara (SSM Health St. Joseph Hospital-Wentzville); Katie Corrigan (St. Louis Crisis Nursery); Brittany Morgan (The Care Service); Julie Seymore (The Child Advocacy Center); Dawn Becker and Katie Lyczak (The Sparrow's Nest); Nathan Harms (TREE House of Greater St. Louis); and Heather Derix (UMSL - Center for Behavioral Health)

Approval of the Minutes: A motion was made to approve the January 27, 2025 Board Minutes. (M.S.: Cunningham/Schaberg) – Motion passed.

Partner Spotlights:

- **CHADS Coalition for Mental Health:** Colleen Suber, Chief Program Officer, presented an overview of the services provided, including CCRB-funded programs, and impact data. She reported clients are experiencing higher rates of anxiety and longer lasting symptoms. Colleen shared a mission moment from a staff member highlighting the positive impact of the programming.
- **Our Lady's Inn:** Heather Ward, Vice President of Program Services, presented an overview of the services provided, including CCRB-funded programs, and impact data. She reported receiving increased requests for clients with large-sized families in need of housing and concerns about future funding due to federal grants that were placed on hold.

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 January 31, 2025. The following balances were reported:

General Fund	
Revenue	Actual
Actual tax revenues	\$ 902,436.98
Investment Income	\$ 67,368.47
Refund of Taxes	\$ -
Total Revenue	\$ 969,805.45

Expenses	Actual
Admin. & Acctg Exp.	\$ 65,397.39
Services Requests	\$ 1,086,165.87
Total Expenses	\$ 1,151,563.26

Balance Sheet	
Total Current Assets	\$ 7,667,896.21

ARPA Fund	
Revenue	Actual
ARPA Revenue	\$ 6,540.40
Total ARPA Revenue	\$ 6,540.40

Expenses	Actual
Admin. & Acctg Exp.	\$ 1,185.00
Services Requests	\$ 5,355.40
Total ARPA Expenses	\$ 6,540.40

A motion was made to approve a wire-transfer for \$1,151,563.00 for the month of January 2025. (M.S.: Dobbins/Cunningham) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$6,540.40 for the month of January 2025. (M.S.: Dobbins/Schaberg) – 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: Larry Marty reported the Committee will present the process to review policies in 2025 at the March Board Meeting.

Report of Executive Director: Melinda McAliney reported:

- **Contract Administration/Compliance:** Staff continue to onboard new programs, with a focus this month on how to submit requests for reimbursements. Agency Partner’s 2024 Year End Report were due on February 18, 2025.
- **Funding Process Changes:** Another round of meetings was held earlier this month with nearly all Partner Agencies to solicit their feedback on proposed changes to the CCRB funding processes.
- **Administration:** Melinda Successfully ran the first payroll through the CCRB’s new payroll system and began standing up the new bill payment system, BILL. Staff anticipate BILL being used beginning in late March 2025.

Staff continue to transition Partner Agencies to their new staff liaison. Taylor Carson is meeting with the agencies she will be managing.

Staff will be completing a Missouri Sunshine Law training course in March to ensure the CCRB is in full compliance with these requirements.

- **Community Engagement:** Melinda presented to the St. Charles Municipal League. Jeanne attended a Marketing Masterclass training. Michelle and Taylor attended Community Council's annual Community Builder Awards event.
- **Other:** Anna Muhm was appointed to a 3-year term with the Warren County Developmental Disabilities Board. Board members should have received Missouri Ethics Commission information in the mail. The deadline to file is until May 1, 2025. Agency Partners are asked to keep the CCRB informed of changes due to the fluid funding situation.

Old Business:

- **Funding Process Update:** Since December 2024, the Board has been discussing changes to the CCRB's funding process. Staff presented their final recommendations, as well as how to transition the CCRB and Partner Agencies from the current process to the proposed new funding process. Staff shared that these recommendations had been informed by meetings with and feedback from Partner Agencies.

Staff recommended the following changes to the CCRB's funding process:

- **Contract Length:** Award contracts for up to three years for existing programs. New programs would be eligible to receive a one-year contract.
- **Staggering Applications:** To streamline the review process, approximately one-third of renewal programs would be reviewed annually over a three-year cycle and would be grouped according to program focus/goals.
- **Contract Start Date:** Move all contract start dates from January 1 to July 1.
- **New Programs:** Pause new program applications for the 2026 funding cycle in recognition of the heavy workload to transition the organization to the new funding process. New program applications would be accepted annually again for the 2027 funding cycle.

Staff recommended how the CCRB should transition to this new funding process:

- **Contract extensions**
 - Extend all current contracts to June 30, 2026, no application required.
 - Provide an optional 2% Cost of Living Adjustment (COLA) increase for each line item in existing contracts for the additional 6-months of the contract.
 - Conduct one site audit before 6/30/2026, unless additional audits are needed based on CCRB policies.
 - Require a full 2025 year-end report detailing populations served and outcomes, along with an abbreviated demographic report for the 6-month period from 1/1/26 to 6/30/26.
- **Stagger renewal applications**
 - To facilitate the staggered review of renewal applications, staff assigned current programs to one of three groups; these assignments were shared with the Board. Moving forward, this grouping would determine when a program would be eligible for renewal.

- Group 1 primarily includes programs providing community-based services, therapy, and evaluation assessments.
 - Group 2 primarily includes programs providing short-term intervention, prevention, substance use, and case management.
 - Group 3 primarily includes programs providing youth development, social emotional development, and advocacy.
- In this transition year, staff recommended holding 3 funding cycles to review all currently funded programs. Programs would receive either a 1-, 2-, or 3-year contract as follows:
 - Group 1 would receive a 1-year contract (7/1/2026 - 7/1/2027)
 - Group 2 would receive a 2-year contract (7/1/2026 - 6/30/2028)
 - Group 3 would receive a 3-year contract (7/1/2026 - 6/30/2029)
 - Staff shared a timeline for each funding cycle during the transition year.

Process	Group 1	Group 2	Group 3
Portal opens	09/01/2025	12/01/2025	03/15/2026
Application deadline	10/01/2025	01/15/2026	04/15/2026
Staff vet	10/1/2025 – 11/30/2025	1/15/2026 – 2/28/2026	04/15/2026 – 5/30/2026
Board reviews	12/1-5/2025	3/9-13/2026	6/8-12/2026
Board votes	12/15/2025	3/23/2026	06/22/2026
Contract runs	7/1/2026 – 6/30/2027	7/1/2026 – 6/30/2028	7/1/2026 – 6/30/2029

- After this transition, the CCRB would hold one funding cycle annually and all renewal programs would be considered for 3-year contracts, although shorter contracts could be awarded if deemed necessary.
- **Contracts (in the new funding process)**
 - Annually, the CCRB Board would determine the funding pool for new and renewal applications, based on reserves and anticipated revenue.
 - Renewal programs would be awarded up to a 3-year contract.
 - Programs would have one-third of their contract to spend annually plus up to 20% of rollover funds from the prior year; all unspent funds at the end of the contract would be forfeited.
 - Programs would be eligible to receive a unit rate COLA increase in Years 2 and 3 of their contract, which would be set annually by the Board based on the Consumer Price Index (CPI) used by St. Charles County; programs could opt out of this increase if desired. No application would be required.

- Programs with high service utilization would be able to complete a short application to request supplemental funding in Years 1, 2, or 3, depending on available funding. The Board would set this pool annually based on reserves and utilization rates. Unspent funds (base plus supplemental) would be subject to the 20% rollover limit. Supplemental funds would not be added to the program's base funding for renewal applications.
- Programs would have an opportunity in Years 2 and 3 to submit a short application to make small changes to their programming.
- Programs would still be required to submit an audited unit rate analysis in the final year of their contract. Exception - Because Group 1 would only receive a 1-year contract during this transition period, staff recommended that they be exempted from submitting an audited unit rate analysis for FY2025; they would still submit one for FY2024.

Staff shared that they will review and update the funding application and instructions over the next few months, identifying opportunities to align the CCRB's questions/requirements with other tax-funded resource boards. Staff will also create definitions for common line items to ensure consistency across programs, as well as review and discuss program service category assignments with Partner Agencies.

Melinda shared that staff will meet with Partner Agencies approximately two months before their funding cycle to discuss anticipated program requests.

The Board expressed their appreciation to staff for their thorough recommendations and agreed with all recommendations presented.

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

- **Indirect Expenses Discussion:** At the December 2024 CCRB Board meeting, the suggestion was made to review the current policies regarding indirect expenses in contracts. Currently, programs are required to provide a detailed budget and narrative for both direct and indirect expenses. If indirect expenses exceed 15% of the total program budget, agencies must provide justification.

Melinda reported that since the December 2024 Board meeting, staff have reviewed the average indirect expenses across all CCRB contracts, researched how other tax-funded boards support program indirect expenses, and sought input from Partner Agencies. A summary of this work was shared with the Board.

The Board held a brief discussion, and asked staff to bring a recommendation on any change to the CCRB's policies after staff have reviewed and updated the funding application, budget template, and instructions.

New Business:

- **Changing the Meeting Start Time:**

A motion was made to change the Board Meeting Start time from 8:00 a.m. to 8:30 a.m.
(M.S.: Dobbins/Williams) – Motion passed.

Announcements:

- No announcements.

Adjournment: A motion was made to adjourn the meeting at 9:13 a.m.
(M.S.: Cunningham/Schaberg) – Motion passed.