



THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
April 28, 2025

Meeting Location: Community Living, Inc. Family Center located at 107 Sheriff Dierker Court, O'Fallon, MO 63366

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, Larry Marty, Jim Schaberg, Nancy Schneider, and Catherine Williams

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

Guests: Erin Johnston (Addiction is Real); Bart Andrews (Behavioral Health Response); Robert Cornejo and Keryn Shipman (Boys & Girls Clubs of St. Charles County); Colleen Suber (CHADS Coalition for Mental Health); Todd Barnes (Community Council); Cathi Bornhop, John Ditch, Brittney Moss, and Sheri Wiltse (Community Living, Inc.); Katrina McDonald-Fuller (Compass Health Network); Jen Haegele (Crisis Aid International, Inc.); Judge Erin Burlison and Nicole Morris (Eleventh Circuit Court); Stacy Johns and Heather Lytle (F.A.C.T.); Cassie Esswein (FamilyForward); Shima Rostami (Gateway Alliance against Human Trafficking); Jasmine Wright (LINC St. Charles County); Courtney Knipp (Lutheran Family and Children's Services of Missouri); Jordan Blaine (Megan Meier Foundation); Andrew Loiterstein (NAMI St. Louis); Melinda Monroe (Nurses for Newborns); Denise Fondren (Our Lady's Inn); Kelly Broeker and Beth Sailors (Preferred Family Healthcare); Zane Maus (Saint Louis Counseling); Molly Brown, Katie Corrigan, and Lindsay Kyonka (St. Louis Crisis Nursery); Brittany Morgan (The Care Service); Julie Seymore (The Child Advocacy Center); Dawn Becker and Katie Lyczak (The Sparrow's Nest); Madronica Malone (Thrive St. Louis); and Michelle Gorman and Misty Thorpe (Youth In Need, Inc.)

Approval of the Minutes: A motion was made to approve the March 24, 2025 Board Minutes. (M.S.: Cunningham/Williams) – Motion passed.

Partner Spotlights:

- Gateway Alliance Against Human Trafficking - Shima Rostami, Executive Director, presented an overview of the services provided, including CCRB-funded programs and impact data. There has been an increase in human trafficking since COVID-19, and many of the grooming and recruiting activities are now occurring more online.

- St. Louis Crisis Nursery Molly Brown - Chief Executive Officer, and Lindsay Kyonka, Program Quality and Evaluation Director, presented an overview of the services provided, including CCRB-funded programs and impact data. There has been an increase in the need for stable housing. Further, families are participating in programs longer due to increased need.
- The Child Advocacy Center Of Northeast Missouri - Julie Seymore, Executive Director, presented an overview of the services provided, including CCRB-funded programs and impact data. The Center provides therapeutic services to victims of crime, and to their families. Due to the associated complex trauma, families are participating in programs longer. Staffing is an ongoing issue resulting in a long waitlist for therapy. Twenty percent of cases seen by the Center have a human trafficking element.

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 March 31, 2025. The following balances were reported:

General Fund	
Revenue	Actual
Actual tax revenues	\$ 778,514.77
Investment Income	\$ -
Refund of Taxes	\$ -
Total Revenue	\$ 778,514.77
Expenses	Actual
Admin. & Acctg Exp.	\$ 50,268.36
Services Requests	\$ 1,017,372.93
Total Expenses	\$ 1,067,641.29

Balance Sheet	
Total Current Assets	\$ 6,799,042.34

ARPA Fund	
Revenue	Actual
ARPA Revenue	\$ 5,038.73
Total ARPA Revenue	\$ 5,038.73
Expenses	Actual
Admin. & Acctg Exp.	\$ 1,185.00
Services Requests	\$ 3,853.73
Total ARPA Expenses	\$ 5,038.73

A motion was made to approve a wire-transfer for \$1,067,642.00 for the month of March 2025. (M.S.: Dobbins/Cunningham) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$5,038.73 for the month of March 2025. (M.S.: Dobbins/Schaberg) – Motion passed.

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

Melinda McAliney noted that utilization for the month of March 2025 is down in 2025 (79%) compared to the same month in 2024 (93%). One Partner Agency has fully expended their funds for 2025.

Corrected February Financial Statements:

A motion was made to approve the corrected February 2025 Financial Statements, with a change of revenue from \$778,514.77 to \$937,395.82. (M.S.: Dobbins/Cunningham) – Motion passed.

Following a review with St. Charles County finance staff, CCRB staff identified an error in the sales tax revenue reported in the February 2025 financial statements. The County inadvertently provided an incorrect figure, which was subsequently approved by the Board at its March 24, 2025 meeting. As a result, the CCRB’s February 2025 Financial Statement was incorrect.

Report of Standing Committees:

- Executive: Molly Dempsey reported that the Executive Committee convened in advance of the Board meeting to prepare for it and other upcoming events.
- Finance: No report.
- Personnel: No report.
- Policies and Procedures: Larry Marty reported that the first reading of certain policy revisions is scheduled to take place at the June Board meeting.

Report of Executive Director: Melinda McAliney reported:

- The CCRB is pleased to welcome Daniel Ploesser as a new member of the CCRB Board. He will officially join the CCRB at the May Board meeting.
- Contract Administration/Compliance
 - CCRB staff have completed the review of 2024 year-end data and have identified opportunities to improve the survey and clarify instructions for the coming year. Preparation of year-end reports to share with the Board and the broader community is now underway.
 - All new Partner Agencies have successfully completed the onboarding process.
- New Funding Process
 - Significant progress has been made in refining the funding application questions, as well as service category and line item definitions.
 - Staff will meet with Group 1 agencies this summer to discuss their potential funding applications, CCRB service category assignments, and proposed changes to line item definitions.

- Administration
 - The CCRB has successfully processed the first payments using the new BILL payment system.
 - First quarter employee reviews have been completed. Staff reviewed Q1 goals and accomplishments and set objectives for Q2.
 - Mental health services survey has been distributed to all five St. Charles County school districts. CCRB staff anticipate sharing findings by late summer 2025.
 - Construction to reconfigure the office space is complete, and new furniture is currently under selection.
 - All staff have completed Sunshine Law training and identified areas to strengthen compliance and internal practices.
 - Staff have begun updating the policies and procedures and retention policies, which require substantial revisions.
 - Anna Muhm is reviewing the CCRB retention policies and researching best practices and compliance requirements.
 - Taylor has now met with all her assigned agencies and programs.
 - Three staff celebrated work anniversaries in April.
- Community Engagement
 - Melinda noted staff participated in several community events over the past month.

Old Business:

- None

New Business:

- **2023 Needs Assessment:** Cynthia Berry, Ph.D., of Berry Organizational & Leadership Development and Melinda McAliney presented an overview of the 2023 Needs Assessment. The presentation focused on key indicators of youth well-being areas including Behavioral/Mental Health, Economic, Physical Health, and Education indicators. Cynthia and Melinda examined the strengths, mixed results, and concerning data points within each category. They also reviewed highlights of CCRB-funded programs in 2023 and discussed next steps in sharing the Needs Assessment with leadership and key stakeholders in the community. A copy of the 2023 Needs Assessment is available on the CCRB's website at www.stcharlescountykids.org.
- **New Employee Retirement Plan:** A motion was made to approve the adoption of a resolution to create a 457(b) Deferred Compensation Plan and a 401(a) Pension Retirement Plan to replace the current plan.

**Resolution To Adopt
457(b) Deferred Compensation And 401(a) Plan Documents**

WHEREAS, the Board of Directors (hereafter referred to as the “Board”) of the Community and Children’s Resource Board of St. Charles County (the “Employer”), pursuant to its authority to adopt employee benefit programs, wishes to adopt plan documents to make the benefits of the Security Benefit 457(b) Deferred Compensation and 401(a) Pension Retirement Plans available to its Employees (the “Plan”); and

WHEREAS, the Board wishes to take any action necessary to adopt such trust accounts, annuity contracts or custodial accounts as are necessary to establish funding vehicles with Security Benefit affiliates for the Plan, to receive and invest contributions in such investment options as are selected by Employees participating in the Plan.

NOW, THEREFORE, BE IT RESOLVED that the form of plan documents for the Security Benefit 457(b) Deferred Compensation and 401(a) Pension Retirement Plans are hereby approved and adopted by this Board for the benefit of Employees of the Employer;

FURTHER RESOLVED, that pursuant to the Plans, the Board further establishes funding accounts with Security Benefit for receipt of the investment contributions made under the Plan, as directed by participating Employees; and

FINALLY RESOLVED, that the Executive Director of Employer is hereby authorized and directed to execute the plan documents for the Plans in substantially the form presented to this Board, to communicate the terms of the Plans to Employees, to designate Employees as eligible for participation in the Plans in accordance with Plans terms, to enter into agreements with Plan participants for participation in the Plans, including Salary Reduction Agreements, and to take such further actions as may be necessary and appropriate to implement the Plans and effectuate the terms and intent of these resolutions.

It was also moved that the CCRB will offer the following retirement plans for all eligible employees:

- 401(a) Pension Retirement Plan – CCRB will contribute six (6) percent of the employee’s salary annually to the Plan. Employees will be fully (100%) vested in the plan after six (6) months of employment. Contributions to the plan will start once the employee has completed six (6) months of employment. The CCRB will contribute monthly.
- 457(b) Deferred Compensation Plan – employees will have the option to contribute a portion of their salary either pre- or post-tax to the Plan. Participation is not mandatory. Employees can start contributing immediately after their first date of employment.

The CCRB will cover the annual plan costs (currently \$35/account/year), while the employee will cover the plan investment fees.

The plan will be administered by Security Benefit, with Retirement Plan Advisors (RPA) serving as the plan fiduciary. (M.S.: Dempsey/Dobbins) – Motion passed.

Announcements:

- Keryn Shipman, from The Boys and Girls Club of St. Charles County, announced Pints with a Purpose fundraiser at Chicken N Pickle on Wednesday, April 30, 2025 at 6:00 p.m. and the Chip-in Fore Kids Gold Tournament at Bogey Hills Country Club on Monday, June 16, 2025 at 10:30 a.m. Details and registration are available at <https://www.bgcstc.org/events>.
- Kelly Broeker, from Preferred Family Healthcare, Inc., announced their The Force 5k run on Friday, May 2 from 6:00 to 8:00 p.m. at Frontier Park. Details and registration are available at <https://www.facebook.com/pfh.org/>.
- Katie Lyczak, from The Sparrow's Nest, announced their new location at Preferred Family Healthcare and an open house on Wednesday, April 30 from 11:30 a.m. to 4:00 p.m. Details are available at <https://www.facebook.com/TheSparrowsNest/>.
- Erin Johnston, from Addiction is Real, announced Grandparent University, an opportunity to empower grandparents to approach substance use, trends, and risky behavior with children on Thursday, May 29 from 5:30 to 7:30 p.m. at and Friday, May 30 from 10:30 a.m. to 12:00 p.m., both at Economic Development Council of St. Charles County. Details and registration are available at <https://bit.ly/m/Addiction-Is-Real>.
- Colleen Suber, from CHADS Coalition for Mental Health, announced a Disney themed Trivia night on Friday, May 9 starting at 6:00 p.m. at the Moolah Shrine Hall. Details and registration are available at <https://www.chadscoalition.org/>.
- Todd Barnes, from Community Council of St. Charles County, announced the Network Luncheon featuring The Impact of Child Abuse on the Brain on Thursday, May 1 from 11:15 a.m. to 1:00 p.m. at the Lincoln County R3 School District Central Office, Powell Conference Room. Registration for the Community Services Summit on Thursday, August 14, at Calvary Church opens on Thursday, May 1. Details and registration are available at <https://www.communitycouncilstc.org/>.
- Brittany Morgan, from Community Living, Inc., announced a Pancake Fundraiser on Saturday, May 17 from 8:30 to 10:30 a.m. at 107 Sheriff Dierker Ct. to benefit the recreation program. Details and registration are available at <https://www.communitylivingmo.org/events/>.

- Molly Brown, from St. Louis Crisis Nursery, announced a metro area wide diaper drive at all Schnucks grocery store locations from Wednesday, April 30 through Tuesday, May 6. Details can be found at <https://www.facebook.com/SaintLouisCrisisNursery/>.

Closed Session: A motion was made to move into closed session, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under the State of Missouri Revised Statutes, Section 610.021, for the following purposes:

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

(M.S.: Dobbins/Schaberg) – A roll call vote was taken to move into Closed Session at 10:15 a.m. and the motion passed unanimously.

Dempsey	Yea	Marty	Yea	Schneider	Yea
Cunningham	Yea	Schaberg	Yea	Williams	Yea
Dobbins	Yea				

Open Session: The Board reentered Open Session at 11:00 a.m.

Molly Dempsey announced the following actions taken during Closed Session:

- Amend the CCRB’s contract with the Eleventh Circuit Court to more accurately reflect the program’s collaboration with Youth In Need, Inc.
- Accept notification from Behavioral Health Response, Inc., to cancel their CCRB contract, effective May 7, 2025.
- Approve grandfathering current part time staff to receive retirement benefits.

Adjournment: A motion was made to adjourn the meeting at 11:02 a.m.

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

The next Board Meeting will be held at 8:30 a.m. on Monday, May 19, 2025 (third Monday due to Memorial Day) at F.A.C.T. located at 2240 Bluestone Drive, St. Charles, MO 63303.