



THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
June 23, 2025

Meeting Location: Boys & Girls Clubs of St. Charles County located at 1211 Lindenwood Avenue, St. Charles MO 63301

Meeting Called to Order: The meeting was called to order at 8:32 a.m.

Roll Call and Guests:

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

Absent: Catherine Williams

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

Guests: Colleen Suber (CHADS Coalition for Mental Health); Jim Wallis (Chestnut Health Systems, Inc.); Todd Barnes (Community Council); Brittney Moss (Community Living, Inc.); Katrina McDonald-Fuller (Compass Health Network); Sally Hornstra (Cornerstones of Care); Jen Haegele (Crisis Aid International, Inc.); Nicole Morris (Eleventh Circuit Court); Stacy Johns and Heather Lytle (F.A.C.T.); Cassie Esswein (FamilyForward); Staci Graves and Shima Rostami (Gateway Alliance against Human Trafficking); Lindsay Jefferies (Lutheran Family and Children's Services of Missouri); Tina Meier and Andrea Partney (Megan Meier Foundation); Tom Kehoe and Andrew Loiterstein (NAMI St. Louis); Melinda Monroe (Nurses for Newborns); Megan Payton (Preferred Family Healthcare); Zane Maus (Saint Louis Counseling); Matthew Mindrup (SSM Health St. Joseph Hospital-Wentzville); Katie Corrigan (St. Louis Crisis Nursery); Brittany Morgan (The Care Service); Freda Clemons (The Child Advocacy Center); Dawn Becker and Katie Lyczak (The Sparrow's Nest); Madronica Malone (ThriVe St. Louis); Nathan Harms (TREE House of Greater St. Louis); Lori Kohrs (United Services for Children); Cara Merritt (Youth In Need, Inc.)

Approval of the Minutes: A motion was made to approve the May 19, 2025 Board Minutes. (M.S.: Schneider/Cunningham) – Motion passed.

Approval of the Closed Session Minutes: A motion was made to approve the May 19, 2025 Closed Session Minutes. (M.S.: Marty/Cunningham) – Motion passed.

Partner Spotlights:

- **The Boys and Girls Club of St. Charles County** Keryn Shipman, Director of Resource Development, Robert Cornejo, Interim CEO, and Rick Daleen, Director of Club Operations, presented an overview of the services provided, including CCRB-funded programs, and impact data. Presenters noted a growing concern over increased levels of anxiety, depression, and phone addiction among participants. Additionally, the ACT preparation

course has demonstrated effectiveness, with participating students experiencing an average score increase of 2–4 points.

- **Community Council of St. Charles County** Todd Barnes, Executive Director, presented an overview of the services provided, including CCRB-funded programs, and impact data. He highlighted a growing number of unhoused families in St. Charles County, particularly those with children. The Council is actively engaging with legislators to raise awareness and advocate for solutions to address homelessness in the region.
- **NAMI St. Louis** Andrew Loiterstein, Director of Programs and Tom Kehoe, Crisis Intervention Training (CIT) Program Director, presented an overview of the services provided, including CCRB-funded programs, and impact data.
- **SSM Health St. Joseph Hospital-Wentzville** Matthew Mindrup, Director Behavioral Health Services, presented an overview of the services provided, including CCRB-funded programs, and impact data. While staffing challenges were noted in 2024, staffing levels have since stabilized.

Public Comment: No Public Comment.

Report of the Chair: Molly Dempsey welcomed Dan Ploesser as the newest Board Member.

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

General Fund	
Revenue	Actual
Actual tax revenues	\$ 830,411.56
Investment Income	\$ -
Refund of Taxes	\$ -
Total Revenue	\$ 830,411.56
Expenses	Actual
Admin. & Acctg Exp.	\$ 59,603.27
Services Requests	\$ 954,251.24
Total Expenses	\$ 1,013,854.51
Transfer to ARPA Fund	\$ 8,083.84

Balance Sheet	
Total Current Assets	\$ 7,112,687.84
Fund Balance	\$ 4,932,384.55

ARPA Fund	
Revenue	Actual
ARPA Revenue	\$ 3,640.28
Total ARPA Revenue	\$ 3,640.28
Transfer from Gen. Fund	\$ 8,083.40
-	-
Expenses	Actual
Admin. & Acctg Exp.	\$ 9,185.00
Services Requests	\$ 2,538.68
Total ARPA Expenses	\$ 11,723.68

A motion was made to approve a wire-transfer for \$1,021,939.00 for the month of May 2025. (M.S.: Dobbins/Cunningham) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$3,640.28 for the month of May 2025. (M.S.: Dobbins/Ploesser) – Motion passed.

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

Ken reported that funds were transferred from the General Fund to the ARPA Fund due to the full utilization of ARPA funding for administrative costs. This transfer had been previously approved by the Board.

McAliney noted that service utilization for May 2025 was 85%, which is consistent with May 2024. Utilization is expected to decline during the summer months due to the reduced number of school-based programs.

Revenue year to date was 3.8% higher than the same month in 2024, though slightly below the budgeted 4% increase. Overall, the budget remains on track. Variances in specific administrative budget line items are attributed to the timing of expenditures.

Report of Standing Committees:

- Executive: No report.
- Finance: No report.
- Personnel: No report.
- Policies and Procedures: Larry Marty reported the First Reading of the Bylaw and Governance Policy revisions will be addressed in New Business.

Report of Executive Director: Melinda McAliney reported:

- New Funding Process:
 - Units of Service definitions (formerly called line items) have been developed and shared with Partner Agencies for feedback. Special thanks to Michelle McElfresh for leading this major initiative.
 - Meetings have begun with Group 1 Partner Agencies to discuss their funding applications, service category assignments, and recent changes to the funding process and Units of Service definitions.
- Administration
 - Staff have contacted Partner Agencies with varying levels of utilization to gather insights; a full report will be presented at the July 2025 Board meeting.
 - A Missouri Sunshine Law training course for local tax-funded boards will be held on June 24 at 9:00 a.m. at the DDRB. CCRB Board members are invited to attend.
 - Melinda and Anna Muhm are updating Funding Process policies. Drafts will be reviewed by the Policies and Procedures Committee this month, with recommendations to follow at the July Board meeting.

- Melinda met with the St. Charles County Auditor to begin an audit of the ARPA contract.
- Taylor Carson has begun Partner Agency site audits, with Jeanne Spencer observing and noting excellent performance.
- Community Engagement
 - Melinda noted staff has participated in several community events over the past month. She has or will be presenting the 2023 Needs Assessment to all of the larger municipalities in St. Charles County.

Old Business:

- None.

New Business:

- Funding Application Changes: Application Questions
 - Melinda shared a draft of the 2026 Funding Application which aligns better with other funder application. The Board had no suggestions for changes.
- Funding Application Changes: Budget Expense Categories
 - Melinda presented recommended revisions to the budget categories for the 2026 CCRB Funding Application. The proposed changes aim to better align with funder standards and agency budgeting practices, thus simplifying the application process. A new budget category, Program Evaluation, is recommended, allowing agencies to request funding for evaluation-related expenses to support outcome tracking and impact measurement.

A motion was made to approve the revised budget categories for the 2026 CCRB Funding Application, as presented. (M.S.: Dobbins/Schneider) – Motion passed.

- Funding Application Changes: Program Indirect Expenses
 - Melinda presented a recommendation that applicant agencies be allowed to request CCRB funding for up to 15% of total program expenses for indirect costs without submitting a detailed indirect program budget or narrative. Requests above 15% would still require full justification and detailed budgets for both direct and indirect costs. This change aims to reduce administrative burden for agencies during the application and contract management process.

A motion was made to allow applicant agencies to request CCRB funding for up to 15% of total program expenses for indirect program costs without submitting a detailed indirect budget or narrative. (M.S.: Dobbins/Cunningham) – Motion passed.

- First Reading of Revisions to the Bylaws
 - Larry Marty, Board Member, presented the First Reading of the Bylaw revisions and requested feedback. The revisions will be presented to the Board for approval at the July 28, 2025 Board Meeting. CCRB staff will share revisions with Partner Agencies for feedback.

- First Reading of Revisions to the Governance Policies and Procedures
 - Larry Marty, Board Member, presented the First Reading of the Governance Policy revisions and requested feedback. The revisions will be presented to the Board for approval at the July 28, 2025 Board Meeting. CCRB staff will share revisions with Partner Agencies for feedback.

- 2024 Annual Report. Presented by Jeanne Spencer and Taylor Carson
 - Jeanne Spencer presented a summary of demographic data from Partner Agency Year-End Reports. Taylor Carson presented a revised approach to Outcome Reporting, shifting the focus toward measuring the impact of CCRB funding rather than emphasizing compliance.

Announcements:

- Tina Meier from Megan Meier Foundation, announced their Open House on August 13, 2025 from 3:00 p.m. to 6:00 p.m.

- Shima Rostami from Gateway Alliance against Human Trafficking introduced a new member of staff, Staci Graves.

- Melinda Monroe from Nurses for Newborns announced they have a few tickets left for their Babies at the Ballpark event on June 24, 2025 at 6:45 p.m.

- Brittney Moss from Community Living, Inc. announced the Community Services Summit at Calvary Church on August 14, 2025. Reservations for tables in the Exhibit Hall close July 31, 2025.

Closed Session: A motion was made at 9:48 a.m. 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 State of Missouri Revised Statute, 610 pursuant to Section 610.021 (3) and/or Section 610.021 (13) to discuss the hiring, firing, disciplining or promoting of particular employees.

A roll call vote was taken:

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

Open Session: The Board moved back into Open Session at 10:03 a.m.

Adjournment: A motion was made to adjourn the meeting at 10:04 a.m.
(M.S.: Dobbins/Marty) – Motion passed.