



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

**Meeting Location:** United Services for Children located at 3420 Harry S. Truman Boulevard, St. Charles, MO 63303

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

**Roll Call and Guests:**

Present: Jon Cunningham, Ken Dobbins, Robert Freund, Jr., Larry Marty, Daniel Ploesser, Nancy Schneider, and Catherine Williams (via Zoom)

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

Absent: Molly Dempsey, Jim Schaberg

Guests: Mark Halastik and Jennifer Stenger (Big Brothers Big Sisters of Eastern Missouri); Keryn Shipman (Boys & Girls Clubs of St. Charles County); Jim Wallis (Chestnut Health Systems, Inc.); Todd Barnes (Community Council of St. Charles County); Cathi Bornhop and Brittney Moss (Community Living, Inc.); Brian Martin and Katrina McDonald-Fuller (Compass Health Network); Sally Hornstra (Cornerstones of Care); Andrea Buehrig (Family Advocacy and Community Training); Cassie Esswein (FamilyForward); Andrew Berhorst (Foster & Adoptive Care Coalition); Staci Graves and Shima Rostami (Gateway Alliance against Human Trafficking); Kathy Thompson (LINC St. Charles County); Lindsay Jefferies and Courtney Knipp (Lutheran Family and Children's Services of Missouri); Tina Meier (Megan Meier Foundation); Andrew Loiterstein (NAMI St. Louis); Melinda Monroe (Nurses for Newborns); Kelly Broeker and Megan Payton (Preferred Family Healthcare); Kelly Wieser (PreventEd); Zane Maus (Saint Louis Counseling); Iman Mustafa (SSM Health Care St. Louis); Katie Corrigan (St. Louis Crisis Nursery); Brittany Morgan (The Care Service); Julie Seymore (The Child Advocacy Center of Northeast MO); Dawn Becker (The Sparrow's Nest); and Lori Kohrs and Julie Turner (United Services for Children)

**New Board Member:** Jon Cunningham introduced and swore in Robert Freund, Jr., as a new Board Member. Robert's term will expire on December 31, 2026.

**Approval of the Minutes:** A motion was made to approve the June 23, 2025 Board Minutes. (M.S.: Ploesser/Marty) – Motion passed unanimously.

**Approval of the Closed Session Minutes:** A motion was made to approve the June 23, 2025 Closed Session Minutes. (M.S.: Ploesser/Marty) – Motion passed unanimously.

**Approval of Revised Minutes from May 19, 2025:** A motion was made to approve the Revised Minutes from May 19, 2025 (M.S.: Dobbins/Ploesser) – Motion passed unanimously.

**Partner Agency Spotlights:**

- **Big Brothers Big Sisters of Eastern Missouri** Mark Halastik, Executive Manager of Grants, and Jennfier Stenger, Director, 1:1 Mentoring, presented an overview of the services provided, including CCRB-funded programs, and impact data. There remains a need for male mentors, as well as support for children navigating family transitions such as divorce, custody arrangements, and challenges related to social-emotional development.
- **Lutheran Family and Children’s Services** Lindsay Jefferies, Director of Behavioral Health, and Courtney Knipp, Assistant Director of Behavioral Health, presented an overview of the services provided, including CCRB-funded programs, and impact data for their counseling services. Staffing has now stabilized, and there are immediate openings for services.
- **United Services for Children** Julie Turner, President and CEO, and Lori Kohrs, Director of Administration, presented an overview of the services provided, including CCRB-funded programs, and impact data for their family support and pediatric therapy services.

**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 June 30, 2025. The following balances were reported:

<b>General Fund</b>	
<b>Revenue</b>	<b>Actual</b>
Actual tax revenues	\$ 899,759.01
Investment Income	\$ -
Refund of Taxes	\$ (43,346.59)
<b>Total Revenue</b>	<b>\$ 856,412.42</b>
<b>Expenses</b>	<b>Actual</b>
Admin. & Acctg Exp.	\$ 72,892.21
Services Requests	\$ 855,963.49
<b>Total Expenses</b>	<b>\$ 928,855.70</b>
Transfer to ARPA Fund	\$ 1,185.00

<b>Balance Sheet</b>	
Total Current Assets	\$ 5,596,879.98
Fund Balance	\$ 4,667,222.09

<b>ARPA Fund</b>	
<b>Revenue</b>	<b>Actual</b>
ARPA Revenue	\$ 5,830.42
<b>Total ARPA Revenue</b>	<b>\$ 5,830.42</b>
Transfer from Gen. Fund	\$ 1,185.00
-	-
<b>Expenses</b>	<b>Actual</b>
Admin. & Acctg Exp.	\$ 1,185.00
Services Requests	\$ 5,830.42
<b>Total ARPA Expenses</b>	<b>\$ 7,015.42</b>

The TIF refund, transfer of funds to the ARPA account, and staff retirement program payments are included in the wire-transfer request this month. A motion was made to approve a wire-transfer for \$990,714.00 for the month of June 2025. (M.S.: Dobbins/Schneider) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$7,015.42 for the month of June 2025. (M.S.: Dobbins/Marty) – Motion passed unanimously.

A motion was made to approve the Revised Financials for the month ending May 31, 2025 which corrects the balance sheet. (M.S.: Dobbins/Ploesser) – Motion passed unanimously.

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

### **Report of Standing Committees:**

- **Executive:** Jon Cunningham reported the committee met to discuss items for today's Board Meeting.
- **Finance:** Ken Dobbins reported the committee met at the same as the Executive Committee to discuss items for today's Board Meeting and approved recommendations to the Board for the Supplemental Funding Pool and Cyber Insurance.
- **Personnel:** No report.
- **Policies and Procedures:** Larry Marty reported the Bylaw and Governance Policies will be approved in Old Business, and the Funding Process policies have their first reading in New Business.

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

- **New Funding Process:** Positive feedback was received from Partner Agencies on the updated Units of Service definitions (formerly "line items"); final definitions are in progress. Staff continue to have ongoing meetings with Group 1 Partner Agencies. The development of the new application portal in Zengine is underway, along with a comprehensive help documents. Both documents will be ready for Partner Agency review in mid-August. A funding process kick-off and ice cream social is scheduled for August 27, 2025, for all current Partner Agencies.
- **Administration:** Staff attended a Missouri Sunshine Law training. Policy review and updates by Melinda and Anna are ongoing and progressing steadily. Melinda is collaborating with the St. Charles County Auditor on the ARPA funds audit. Q2 staff performance reviews were completed, offering reflection on progress and goal-setting for Q3. Office carpets were professionally cleaned. Melinda onboarded new Board member Robert Freund, Jr.. A new staff retirement plan has been established, with contributions starting in August. Melinda and Taylor are working with an external researcher to finalize the school-based mental health services project. Preliminary findings are promising, with results to be shared soon.

- **Community Engagement:** Staff engaged in a variety of community meetings and events.

#### Old Business:

- **Second Reading of and Vote to Accept Bylaw Revisions:** A motion was made to approve the proposed Bylaw revisions as presented. (M.S.: Marty/Schneider) – Motion passed unanimously.
- **Second Reading of and Vote to Accept Governance Policy Revisions:** A motion was made to approve the proposed Governance Policy revisions as presented. (M.S.: Marty/Schneider) – Motion passed unanimously.

#### New Business:

- **First Reading of Funding Process Policy Revisions:** Larry Marty presented the First Reading of the Funding Process Policies. The Board will vote on these revisions at the August Board Meeting. Draft policies will be shared Partner Agencies for their feedback.
- **Partner Agency Funds Utilization Report:** Melinda presented the Utilization Report. As of May 31, 2025, fifteen (15) programs were experiencing high utilization. Reasons included higher demand for services, severity of client needs, full staffing, and timing of services. Conversely, thirty-four (34) programs were experiencing low utilization because of staff challenges, lower demand, timing of services, and billing delays. Most programs expect utilization to increase as the year continues.
- **Supplemental Funding Pool:** The Finance Committee presented their motion for the Board to approve a Supplemental Funding Pool of \$500,000.00 for current Partner Agencies. Applications for funding will open on August 1, 2025, and will close August 15, 2025.

A motion was made to approve a Supplemental Funding Pool of \$500,000.00 for program services in 2025 as presented. (M.S.: Dobbins/Ploesser) – Motion passed unanimously.

- **Cyber Insurance:** The Finance Committee presented their motion for the Board to purchase Cyber Insurance, as advised by the CCRB's managed IT service provider. The policy would cover financial losses from cyberattacks or data breaches and related remediation costs (e.g., investigations, legal services, crisis communication). Two coverage levels were reviewed by CCRB's IT provider; both were deemed acceptable. The Finance Committee recommends proceeding with the higher coverage option. The premium this year is \$2,293.20.

A motion was made to approve adding a \$500,000 cyber insurance policy for the CCRB. as presented. (M.S.: Dobbins/Marty) – Motion passed unanimously.

**Announcements:**

- Julie Seymore from The Child Advocacy Center Of Northeast Missouri announced they are accepting referrals for their Problematic Sexualized Behavior Program which serves children aged seven (7) to twelve (12).
- Todd Barnes from the Community Council of St. Charles County announced that registration for the Community Services Summit closes on July 31. He shared the Board of Directors is interviewing final candidates for the Council’s Executive Director position this week. He also shared that assistance is available for residents of Elsberry, Missouri who have experienced flash flooding. A hygiene and water drive sponsored by The Care Service is underway and volunteers can contact Lincoln County Emergency Management at 636-528-6110.
- Tina Meier from the Megan Meier Foundation announced the grand opening of their new office at 910 Jefferson Street in Saint Charles on August 13, 2025 from 3:00 p.m. to 6:00 p.m.
- Dawn Becker from The Sparrow’s Nest announced their need for a Spanish interpreter.

**Closed Session:** A motion was made to close the meeting, 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 purpose:

- Discuss sealed bids and proposals and related documents or any documents related to a negotiated contract pursuant to Section 610.021 (12)

(M.S.: Dobbins/Ploesser) – A roll call vote was taken to move into Closed Session at 9:38 a.m.

<b>Dempsey</b>	Absent	<b>Fruend, Jr.</b>	Yay	<b>Schaberg</b>	Absent
<b>Cunningham</b>	Yay	<b>Marty</b>	Yay	<b>Schneider</b>	Yay
<b>Dobbins</b>	Yay	<b>Ploesser</b>	Yay	<b>Williams</b>	Yay

**Open Session:** The Board moved back into Open Session at 10:11 a.m.

**Adjournment:** A motion was made to adjourn the meeting at 10:11 a.m.

(M.S.: Dobbins/Ploesser) – Motion passed unanimously.

The next Board Meeting will be held at 8:30 a.m. on Monday, August 25, 2025 at Compass Health Network located at 111 Mexico Court, St. Peters, MO 63376.