



THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
May 19, 2025

**Meeting Location:** F.A.C.T. located at 2240 Bluestone Drive, St. Charles, MO 63303

**Meeting Called to Order:** The regular meeting of the Community and Children's Resource Board was called to order at 8:31 a.m. by Vice Chair Jon Cunningham.

**Roll Call and Guests:**

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

Absent: Molly Dempsey

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

Guests: Kristen Zelle (Bethany Christian Services); Robert Cornejo (Boys & Girls Clubs of St. Charles County); Jim Wallis (Chestnut Health Systems, Inc.); Tyler Hicks (CliftenLarsonAllen); Cathi Bornhop, John Ditch, and Brittney Moss (Community Living, Inc.); Katrina McDonald-Fuller (Compass Health Network); Sally Hornstra (Cornerstones of Care); Jen Haegele and Lauren Peffley (Crisis Aid International, Inc.); Nicole Morris (Eleventh Circuit Court); Heather Lytle and Rachel Svejkosky (F.A.C.T.); Cassie Esswein (FamilyForward); Elizabeth Makulec (Kids Under Twenty One); Kathy Thompson (LINC St. Charles County); Courtney Knipp (Lutheran Family and Children's Services of Missouri); Andrea Partney (Megan Meier Foundation); Heather Ward (Our Lady's Inn); Kelly Broeker, Megan Payton, and Beth Sailors (Preferred Family Healthcare); Kim Sherony (PreventEd); 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); Madronica Malone (ThriVe St. Louis); Julie Turner (United Services for Children); and Cara Merritt (Youth In Need, Inc.)

**New Board Member:** Vice Chair Jon Cunningham introduced and swore in Daniel Ploesser as a Board Member. Daniel's term will expire on December 31, 2027.

**Approval of the Minutes:** A motion was made to approve the April 28, 2025 Board Minutes. (M.S.: Schneider/Schaberg) – Motion passed unanimously.

**Approval of the Closed Session Minutes:** A motion was made to approve the April 28, 2025 Closed Session Minutes. (M.S.: Schneider/Marty) – Motion passed unanimously.

### **New Business:**

- **CCRB 2024 Audit Review by CliftonLarsonAllen, Auditors:** Tyler Hicks from CliftonLarsonAllen (CLA) presented the results of the 2024 audit to the Board. Copies of the reports and the governance letter were presented to the Board; no management letter produced. He reported the financial statements present fairly the financial position of the CCRB and CLA rendered an unmodified opinion with no weaknesses or deficiencies.

The auditors recommended implementing a deadline for agencies to submit billing for the previous calendar year by February 9th to avoid any unbooked liabilities. This will be the CCRB's practice moving forward.

A motion was made to accept the audit. (M.S.: Dobbins/Schaberg) – Motion passed unanimously.

### **Partner Spotlights:**

- **Crisis Aid International, Inc.** Lauren Peffley, Advocate & Community Education Coordinator, presented an overview of the children's anti-exploitation services provided, including CCRB-funded programs, and impact data. Sextortion of minors using platforms such as Roblox is an increasing trend, with boys being targets at a rate of two to one over girls.
- **KUTO, Kids Under Twenty One** Elizabeth Makulec, Executive Director, presented an overview of the suicide prevention services provided, including CCRB-funded programs, and impact data. Last year, KUTO programs reached 6,311 children in St. Charles County.
- **PreventEd** Kim Sherony, Prevention Educator, presented an overview of the substance use and prevention services provided, including CCRB-funded programs, and impact data. Vaping is down two percent in high schools, but up two percent in middle schools, despite the age restrictions on purchasing vaping products.
- **The Sparrow's Nest** Katie Lyczak, Executive Director, presented an overview of the child care cooperative services provided, including CCRB-funded programs, and impact data. The agency has relocated to a shared space at one of Preferred Family Healthcare's facilities in St. Charles City, allowing the agency to expand from four to twenty-eight children and thereby reducing the number of families on their waitlist.

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

| <b>General Fund</b>   |                        |
|-----------------------|------------------------|
| <b>Revenue</b>        | <b>Actual</b>          |
| Actual tax revenues   | \$ 759,737.67          |
| Investment Income     | \$ -                   |
| Refund of Taxes       | \$ -                   |
| <b>Total Revenue</b>  | <b>\$ 759,737.67</b>   |
| <b>Expenses</b>       | <b>Actual</b>          |
| Admin. & Acctg Exp.   | \$ 64,785.44           |
| Services Requests     | \$ 1,136,996.48        |
| <b>Total Expenses</b> | <b>\$ 1,201,781.92</b> |

| <b>Balance Sheet</b> |                 |
|----------------------|-----------------|
| Total Current Assets | \$ 7,112,687.84 |

| <b>ARPA Fund</b>           |                    |
|----------------------------|--------------------|
| <b>Revenue</b>             | <b>Actual</b>      |
| ARPA Revenue               | \$ 9,112.03        |
| <b>Total ARPA Revenue</b>  | <b>\$ 9,112.03</b> |
| <b>Expenses</b>            | <b>Actual</b>      |
| Admin. & Acctg Exp.        | \$ 1,185.00        |
| Services Requests          | \$ 7,927.03        |
| <b>Total ARPA Expenses</b> | <b>\$ 9,112.03</b> |

A motion was made to approve a wire-transfer for \$1,201,782.00 for the month of April 2025. (M.S.: Dobbins/Marty) – Motion passed unanimously.

A motion was made to approve a wire-transfer for ARPA for \$9,112.03 for the month of April 2025. (M.S.: Dobbins/Schaberg) – Motion passed unanimously.

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

**Report of Standing Committees:**

- Executive: No report.
- Finance: No report.
- Personnel: No report.
- Policies and Procedures: Larry Marty reported that a meeting is scheduled for this week to review the proposed changes to the Bylaws and Governance Policies. A motion for revisions will be brought forward at the June 2025 Board meeting.

**Report of Executive Director:** Melinda McAliney provided a written report on the major activities and accomplishments of the staff over the past month. Some of those activities included:

- **New Funding Process**
  - Service category definitions have been updated.
  - Work is ongoing to develop standardized line item definitions; a draft is expected by the end of the month, followed by a feedback period with Partner Agencies.
  - Meetings with Group 1 agencies are scheduled for this summer to discuss potential funding applications, CCRB service category assignments, and proposed changes to line item definitions.

- **Administration**
  - There has been a strong response from all five St. Charles County public school districts to the CCRB’s mental health services survey. Reports are expected by late summer 2025.
  - New office furniture has been ordered.
  - A Missouri Sunshine Law training for local tax-funded boards (children’s services, developmental disabilities, and seniors) is scheduled for June 24 at 9:00 a.m. at DDRB. CCRB Board members are invited to attend.
  
- **Community Engagement**
  - Melinda noted staff participated in several community events over the past month.

**Old Business:**

- None

**Announcements:**

- Jeanne Spencer encouraged Partner Agencies to share client stories and upcoming events for inclusion in the CCRB newsletters.

**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 purposes:

- 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 9:35 a.m. The motion passed unanimously.

|                   |     |                 |     |                  |     |                 |     |
|-------------------|-----|-----------------|-----|------------------|-----|-----------------|-----|
| <b>Cunningham</b> | Yea | <b>Marty</b>    | Yea | <b>Schaberg</b>  | Yea | <b>Williams</b> | Yea |
| <b>Dobbins</b>    | Yea | <b>Ploesser</b> | Yea | <b>Schneider</b> | Yea |                 |     |

**Open Session:** A motion was made to move into Open Session at 9:51 a.m.

(M.S.: Dobbins/Ploesser) – A roll call vote was taken to move into Open Session at 9:51 a.m. The motion passed unanimously.

|                   |     |                 |     |                  |     |                 |     |
|-------------------|-----|-----------------|-----|------------------|-----|-----------------|-----|
| <b>Cunningham</b> | Yea | <b>Marty</b>    | Yea | <b>Schaberg</b>  | Yea | <b>Williams</b> | Yea |
| <b>Dobbins</b>    | Yea | <b>Ploesser</b> | Yea | <b>Schneider</b> | Yea |                 |     |

**Adjournment:** A motion was made to adjourn the meeting at 9:51 a.m.

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

The next Board Meeting will be held at 8:30 a.m. on Monday, June 23, 2025 at United Services for Children located at 3420 Harry S. Truman Boulevard, St. Charles, MO 63303.