

THE COMMUNITY AND CHILDREN’S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
**November 18, 2024**

**Meeting Call to Order:** The meeting was called to order at 9:01 a.m.

**Roll Call and Guests:**

**Present:** Molly Dempsey, Ken Dobbins, Dave Beckering, Jon Cunningham, Larry Marty, Jim Schaberg, Nancy Schneider, and Catherine Williams

**Absent:** Cory Elliott (personal)

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

**Guests:** Keryn Shipman (Boys & Girls Clubs of St. Charles County); Brittney Moss (Community Living, Inc); Brian Martin (Compass Health Network); Deborah Coffey, Rachel Svejkosky, and Christine Vaccarro (Family Advocacy and Community Training - F.A.C.T); Cassie Esswein (FamilyForward); Kathy Thompson (LINC St. Charles County); Tina Meier (Megan Meier Foundation); Andrew Loiterstein (NAMI St. Louis); Denise Fondren (Our Lady’s Inn); Kelly Broeker and Megan Payton (Preferred Family Healthcare); Angela Casimere (Saint Louis Counseling); Julie Seymore (The Child Advocacy Center); Madronica Malone (ThriVe St. Louis, Inc.); and Cara Merritt (Youth In Need, Inc.)

**Approval of Minutes:** A motion was made to approve the October 28, 2024 Board Minutes. (M.S.: Beckering/Cunningham) – Motion passed.

**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 October 31, 2024. The following balances were reported:

General Fund		Balance Sheet	
Revenue	Actual		
Actual tax revenues	\$ 838,978.60	Total Current Assets	\$ 7,866,101.51
Investment Income	\$ -		
Fundraising	\$ -	ARPA Fund	
Misc. Revenue	\$ -	Revenue	Actual
Refund of Taxes	\$ -	ARPA Revenue	\$ 14,448.78
<b>Total Revenue</b>	<b>\$ 838,978.60</b>	<b>Total ARPA Revenue</b>	<b>\$ 14,448.78</b>
Expenses	Actual	Expenses	Actual
Admin. & Acctg Exp.	\$ 51,369.27	Admin. & Acctg Exp.	\$ 1,185.00
Services Requests	\$ 938,941.15	Services Requests	\$ 13,263.78
<b>Total Expenses</b>	<b>\$ 990,310.42</b>	<b>Total ARPA Expenses</b>	<b>\$ 14,448.78</b>

A motion was made to approve a wire-transfer for \$990,310.00 for the month of October 2024. (M.S.: Dobbins/Schaberg) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$14,448.78 for the month of October 2024. (M.S.: Dobbins/Schneider) – Motion passed.

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

**Other Financial Information:**

- All agencies that received new ARPA funds in September 2024 must spend those funds by December 31, 2024.
- The Board will receive an updated Utilization Report at the December 18, 2024 Board Meeting.
- The 2024 Administrative budget is projected to end the year slightly under budget.

**Report of Standing Committees:**

- Finance: Melinda McAliney will be contacting the Committee to discuss a motion to increase the capitalization amount from \$1,000 to \$5,000 to align with best practices.
- Personnel: No report.
- Executive – Policies and Procedures: No report.

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

- Staff have been managing both the new and renewal application process. Recommendations from the Board subcommittees will be voted on by the full Board at the December 16, 2024, meeting. Staff also provided training for Board members for the new application hearings.
- Staff are starting to plan for the 2026-2027 funding process.
- Staff are working on the 2025 Administrative budget. The budget will be presented to the Board for approval in January 2025.
- The job description for a Program Officer has been created and recruitment has been launched. Applications are due by December 2, 2024. The job description can be found on the CCRB's website at [www.stcharlescountykids.org](http://www.stcharlescountykids.org).

**Old Business:** No Old Business.

**New Business:**

- **CCRB 2025 Schedule:** The Board meeting and holiday schedules for 2025 were distributed. Based on feedback from the Board, Partner Agencies will have an opportunity to present an agency update at one of the 2025 Board meetings. Agency updates will include trends and challenges to help the Board form a better understanding of how partner agencies are serving the needs of St. Charles County children.

**Announcements:**

- **Kathy Thompson** (LINC St. Charles County) announced the Emergency Weather Response team for St. Charles, Lincoln, and Warren counties is now active until March 2025. EWR is activated when the forecasted temperature is 20 degrees or below overnight and provides warming centers for those in need. The phone number is **636-344-0177**.

**Adjournment to Closed Session:** A motion was made to adjourn the meeting to a closed session at 9:17 a.m. (M.S.: Williams/Schneider) – Motion passed.

**Return to Open Session:** The closed session ended at 9:36 a.m.

**Hearings Schedule for 2025 Service Contracts:** The following agencies and representatives attended and provided information to the Board regarding Request for Funding Proposals for 2024 services funding. Board members asked questions about their applications and representatives responded.

- **UMSL - Center for Behavioral Health** – Nicole Yingst, Chief of Business Operations and Heather Derix, Interim Director of Clinical Services, were present for UMSL – Center for Behavioral Health.
- **Epworth Children and Family Services** - Jessica Coulter, Director of Psychological Services; Stephanie Klopfer, Lead Family Therapist; Paula Ellis, Family Support Network Program Co-Director; and Tiffany Glenn, Grant Manager were present for Epworth Children and Family Services.
- **Child Care Aware of Missouri** – Bethann Lang, Chief Program Officer; Misty O’Keefe, Chief Business Officer; and Robin Rollins, Chief Executive Officer were present for Child Care Aware of Missouri.
- **Cornerstones of Care** – Sally Hornstra, Grants Manager; Justin Horton, Chief Programs and Innovation Officer; and Sara Barnes, Senior Director of Outpatient Programs & Services were present for Cornerstones of Care.
- **Family Advocacy And Community Training (F.A.C.T.)** – Heather Lytle, Executive Director; Rachel Svejkosky, Program Director; and Christine Vaccaro, Partnership With Families Supervisor were present for F.A.C.T.
- **Preferred Family Healthcare, Inc.** – Megan Payton, Program Director; Kelly Broeker, Program Funding Administrator; and Erin Johnston, Executive Director of Addiction Is Real were present for Preferred Family Healthcare.

**Adjournment:** The meeting adjourned at 2:45 p.m.