

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
**December 16, 2024**

**Meeting Call to Order:** The meeting was called to order at 8:04 a.m.

**Roll Call and Guests:**

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

**Absent:** Jim Schaberg (personal)

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

**Guests:** Erin Johnston (Addiction is Real); Keryn Shipman (Boys & Girls Clubs of St. Charles County); Jim Wallis (Chestnut Health Systems Inc.); Beth Ann Lang, Misty O'Keefe, and Robin Phillips (Child Care Aware of Missouri); Cathi Bornhop, Brittney Moss, and Sheri Wiltse (Community Living, Inc.); Katrina McDonald-Fuller (Compass Health Network); Sally Hornstra and Laura Nolan (Cornerstones of Care); Jen Haegele (Crisis Aid International); Paula Ellis, Stephanie Klopfer, and Lisa Summers (Epworth Children & Family Services); Heather Lytle and Christine Vaccarro (Family Advocacy and Community Training - F.A.C.T); Cassie Esswein (FamilyForward); Shima Rostami (Gateway Alliance against Human Trafficking); Kathy Thompson (LINC St. Charles County); Tina Meier and Andrea Partney (Megan Meier Foundation); Andrew Loiterstein (NAMI St. Louis); Melinda Monroe (Nurses for Newborns); Denise Fondren (Our Lady's Inn); Steve Bourne and Greg Dahl (Partners In-Kind); Kelly Broecker and Megan Payton (Preferred Family Healthcare); Jenny Armbruster (PreventEd); Matthew Mindrup (SSM Health St. Joseph Hospital-Wentzville); Katie Corrigan (St. Louis Crisis Nursery); Brittany Morgan (The Care Service); Julie Seymore (The Child Advocacy Center); Katie Lyczak (The Sparrow's Nest); and Heather Derix (UMSL - Center for Behavioral Health)

**Approval of Minutes:** A motion was made to approve the November 18, 2024 Board Minutes. (M.S.: Cunningham/Williams) – Motion passed.

A motion was made to approve the October 28, 2024 Closed Session Board Minutes. (M.S.: Beckering/Schneider) – Motion passed.

A motion was made to approve the November 18, 2024 Closed Session Board Minutes. (M.S.: Schneider/Beckering) – Motion passed.

**Public Comment:** No Public Comment.

**Report of the Chair:** No Report of the Chair.



- Earlier this month, Jeanne Spencer was the recipient of the National Association for Interpretation's 2024 Outstanding Interpretive Volunteer award.
- Michelle attended a very informative workshop on Designing Surveys for More Responses and Better Data.
- Today is Dave Beckering's last Board meeting. Dave rejoined the Board earlier this year to help the CCRB through the Executive Director transition. Today is also Cory Elliot's last Board meeting. After serving on the Board since 2018 in various roles including treasurer, she has requested to step down. Two Board members, Larry Marty and Ken Dobbins have requested reappointment pending St. Charles County Commission approval.

**Old Business:** No Old Business.

**New Business:**

- **Utilization Report:** The CCRB staff received information from CCRB partner agencies who have been experiencing high or low utilization year to date. The Utilization Report replaces the previous Five Percenter's Report and is reported three times a year. The current report shows agencies with high utilization rates due to demand for services. Agencies with low utilization rates are now experiencing high levels of staff turnover (despite staff stabilization earlier in 2024) and decreased referrals.

- **1<sup>st</sup> and 2<sup>nd</sup> Reading: Finance Policy F7: Inventory of Capital Assets:** A motion was made to approve the changes to Finance Policy F7, increasing the capitalization threshold from \$1,000.00 to \$5,000.00. (M.S.: Dobbins/Cunningham) – Motion passed.

During a recent conversation with CCRB's auditor, CliftonLarsonAllen (CLA), the CCRB's current capitalization policy was discussed. CLA advised the CCRB should increase the capitalization threshold from \$1,000.00 to \$5,000.00 to reflect current practices with other nonprofit and governmental entities. Other changes to the policy are cleaning up language and being consistent with other policies.

- **2025 Funding Motions: Approval of 2025 Renewal and New Funding Pool:** A motion was made to approve a pool of \$1,200,000.00 to fund one-year renewal and new programs. (M.S.: Williams/Marty) – Motion passed.

- 2025 Funding Motions: Approval of 2025 Funding for Existing Programs:** A motion was made to approve one-year contracts, beginning January 1, 2025, for eight programs seeking renewal funding, for a total of \$798,709.86 as presented. (M.S.: Williams/Marty) – Motion passed.

<b>Chestnut Health Systems Inc.</b>				
<b>Program: Project Access</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Assessments	Hour	\$ 173.01	80	\$ 13,840.80
Counseling	Hour	\$ 153.57	515	\$ 79,088.55
Case Management	Hour	\$ 67.33	60	\$ 4,039.80
Presentations	Presentation	\$ 640.10	4	\$ 2,560.40
<b>Total</b>				<b>\$ 99,529.55</b>

<b>Community Living, Inc.</b>				
<b>Program: SOAR</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Center-Based services	Hour	\$ 62.53	3,040	\$ 190,091.20
<b>Total</b>				<b>\$ 190,091.20</b>

<b>Crisis Aid International, Inc.</b>				
<b>Program: Children's Anti-Exploitation Partnership (CAP)</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Crisis Intervention	Hour	\$ 57.14	350	\$ 19,999.00
Community Outreach	Hour	\$ 50.00	300	\$ 15,000.00
Presentations	Presentation	\$ 555.56	27	\$ 15,000.12
<b>Total</b>				<b>\$ 49,999.12</b>

<b>Megan Meier Foundation</b>				
<b>Program: Case Management</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Case Management	Hour	\$ 103.76	125	\$ 12,970.00
<b>Total</b>				<b>\$ 12,970.00</b>

<b>Partners In-Kind</b>				
<b>Program: Psychological Assessments</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Case Management	Hour	\$ 82.97	25	\$ 2,074.25
Psychological Assessments	Hour	\$ 163.08	1,244	\$ 202,871.52
<b>Total</b>				<b>\$ 204,945.77</b>

<b>PreventEd</b>				
<b>Program: Prevention Education K-12</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Presentations	Presentation	\$ 126.74	430	\$ 54,498.20
<b>Total</b>				<b>\$ 54,498.20</b>

<b>SSM Health Care St. Louis, doing business as</b>				
<b>SSM Health St. Joseph Hospital-Wentzville</b>				
<b>Program: Youth &amp; Family Services</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Assessments	Encounter	\$ 185.89	88	\$ 16,358.32
Medication	Encounter	\$ 60.95	10	\$ 609.50
Psychiatry	Encounter	\$ 199.37	120	\$ 23,924.40
Therapy-Group	Hour	\$ 52.42	1,710	\$ 89,638.20
<b>Total</b>				<b>\$ 130,530.42</b>

<b>The Sparrow's Nest</b>				
<b>Program: Childcare Cooperative</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Case Management	Hour	\$ 50.65	300	\$ 15,195.00
Parent Education	Hour	\$ 52.10	786	\$ 40,950.60
<b>Total</b>				<b>\$ 56,145.60</b>

- **2025 Funding Motions: Motion to Waive Audit Requirement for Partners In-Kind:**

A motion was made to waive the audit requirement for Partners In-Kind for the 2025 contract. (M.S.: Schneider/Beckering) – Motion passed.

The Board ad-hoc Subcommittee recommended that the Board waive the requirement for Partners In-Kind to have a 2023 audit. Partners In-Kind was incorporated in 2023 and began delivering services in 2024. They have not yet completed a full year of services, which means they do not have an audit available. CCRB staff have reviewed their 2024 year-to-date financial statements and 2025 proposed budget to ensure the agency is financially stable. Given that no audit is available, the Subcommittee recommended that the Board waive this requirement for the agency’s 2025 contract. However, any future funding will require the submission of an audit and audited unit rate analysis.

- 2025 Funding Motions: Approval of 2025 New Programming:** The Board considered eight requests for new program funding, totaling \$684,739.92. The Board scored each new request for funding. CCRB staff tabulated and averaged scores for each agency and put them in rank order. The Board voted on requests in this rank order:

A motion was made to approve UMSL - Center for Behavioral Health’s Psychological Evaluation Program as presented (M.S.: Beckering/Dobbins) – Motion passed.

Curators of the University of Missouri, doing business as UMSL - Center for Behavioral Health Program: Psychological Evaluations				
Line Item(s)	Unit	Unit Rate	# of Units	Line Item Total
Care Coordination	Hour	\$ 55.53	132	\$ 7,329.96
Psych Assessments	Hour	\$ 136.95	1,540	\$ 210,903.00
<b>Total</b>				<b>\$ 218,232.96</b>

- 2025 Funding Motions: Approval of 2025 Renewal and Funding Pool:**  
 A motion was made to increase the funding pool from \$1,200,000.00 to \$1,500,000.00. (M.S.: Beckering/Schneider) – Motion passed.

The Board discussed approving all applications for funding at the requested amounts. Since the amount of funding requested exceeded the amount of the approved funding pool, a motion was needed to increase the available funding pool to \$1,500,000.00.

- 2025 Funding Motions: Approval of 2025 New Programming:**

A motion was made to approve Child Care Aware Missouri’s Protecting Children program as presented (M.S.: Schneider/Elliott) – Motion passed.

Missouri Child Care Resource and Referral Network, doing business as Child Care Aware Missouri Program: Protecting Children				
Line Item(s)	Unit	Unit Rate	# of Units	Line Item Total
Coaching – Virtual	Presentation	\$ 341.05	200	\$ 68,210.00
Coaching – In Person	Presentation	\$ 561.75	2	\$ 1,123.50
Training – Virtual	Encounter	\$ 697.59	10	\$ 6,975.90
Training – In Person	Encounter	\$ 672.00	2	\$ 1,344.00
<b>Total</b>				<b>\$ 77,653.40</b>

A motion was made to approve Cornerstones of Care’s Functional Family Therapy program as presented (M.S.: Marty/Schneider) – Motion passed.

<b>Cornerstones of Care</b>				
<b>Program: Functional Family Therapy</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Therapy - Family	Hour	\$ 58.45	1,730	\$ 101,118.50
<b>Total</b>				<b>\$ 101,118.50</b>

A motion was made to approve Preferred Family Healthcare’s Addiction is Real program as presented (M.S.: Williams/Elliott) – Motion passed.

<b>Preferred Family Healthcare</b>				
<b>Program: Addition is Real</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Presentations	Hour	\$ 107.00	225	\$ 24,075.00
<b>Total</b>				<b>\$ 24,075.00</b>

A motion was made to approve Epworth Children and Family Services’ Psychological Services program as presented (M.S.: Beckering/Schneider) – Motion passed.

<b>Epworth Children and Family Services</b>				
<b>Program: Psychological Services</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Psych Assessments	Hour	\$ 178.86	175	\$ 31,300.50
<b>Total</b>				<b>\$ 31,300.50</b>

A motion was made to approve Cornerstones of Care’s Onsite Mental Health Services program as presented (M.S.: Williams/Dobbins) – Motion passed.

<b>Cornerstones of Care</b>				
<b>Program: On-site Mental Health Services</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Counseling	Hour	\$ 57.22	1,794	\$ 102,652.68
<b>Total</b>				<b>\$ 102,652.68</b>

A motion was made to approve Epworth Children and Family Services’ Family Support Network program as presented (M.S.: Beckering/Marty) – Motion passed.

<b>Epworth Children and Family Services</b>				
<b>Program: Family Support Network</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Family Support	Hour	\$ 124.82	280	\$ 34,949.60
<b>Total</b>				<b>\$ 34,949.60</b>

A motion was made to approve F.A.C.T.’s Family Support program as presented (M.S.: Schneider/Elliott) – Motion passed.

<b>Family Advocacy and Community Training, doing business as F.A.C.T.</b>				
<b>Program: Family Support</b>				
<b>Line Item(s)</b>	<b>Unit</b>	<b>Unit Rate</b>	<b># of Units</b>	<b>Line Item Total</b>
Family Support	Hour	\$ 69.88	1,356	\$ 94,757.28
<b>Total</b>				<b>\$ 94,757.28</b>

- **2025 Draft Administrative Budget:** A draft of the 2025 Administrative Budget was provided to the Board. An explanation of significant changes from 2024 to 2025 and new expenses was presented for discussion. A final 2025 Administrative, ARPA, and Services Budget will be presented and voted on at the January 2025 Board meeting.

The Board discussed the draft budget. Approving several items before the end of 2024 will offer cost savings to the CCRB.

- A motion was made to approve a contract with Berry Organizational & Leadership Development LLC, (BOLD) for development of a 2024 needs assessment and to conduct an in-depth school services study, totaling \$29,000.00. (M.S.: Elliott/Cunningham) – Motion passed.  
  
BOLD will complete the CCRB’s 2024 Needs Assessment and conduct an in-depth study of CCRB-funded school-based services to evaluate the current services provided to schools within the county.
- A motion was made to approve a consulting contract with Bruce Sowatsky for the period of January 1, 2025, to June 30, 2025, to assist with the 2024 audit, totaling \$1,500.00. (M.S.: Elliott/Cunningham) – Motion passed.
- A motion was made to approve a contract with Cheri Thurman for System of Care services, totaling \$15,000.00. (M.S.: Marty/Cunningham) – Motion passed.

- The draft budget included the following items to increase efficiency and improve benefits:
  - \$2,952.00 for bill payment processing which will streamline our bill payment process and increase accuracy by reducing manual entry of bill information.
  - \$2,100.00 for a new payroll processor, Rippling, which will remove this task from our accountant, allow for easier tracking of sick leave and vacation time, and will bring best practices to the CCRB.
  - \$2,256.00 for a new 401(k) vendor, which will allow employees to contribute to their retirement and streamlines contributions.

A motion was made to approve \$2,952.00 for bill payment processing; \$2,100.00 for a new payroll processor; and \$2,256.00 for a new 401(k) vendor, totaling \$7,308.00 (M.S.: Dobbins/Elliott) – Motion passed.

- **Funding Process Discussion:** As our portfolio of funded programs continues to grow, the workload for both staff and the Board has increased. Over the past few years, CCRB has made changes to our funding and compliance processes and the Board recently approved the addition of a new Program Officer to help manage the work. While these changes are an improvement, the current funding process has resulted in the majority of all funding requests reviewed in one year and the next year with very few funding requests. This has created a significant imbalance in the workload. Several options were presented to the Board for discussion. The Board requested Melinda bring these options to the leadership of the CCRB’s partner for further discussion. Recommendations from these meetings will be presented to the Board at the January 2025 meeting.
- Ken Dobbins recommended that CCRB consider moving to a flat indirect percentage in future funding applications. He requested that this issue be discussed with agency leadership and for CCRB staff to bring back recommendation at a future Board meeting.

**Announcements:** No announcements.

**Closed Session:** A motion was made to adjourn the meeting to a Closed Session at 9:34 a.m. (M.S.: Dobbins/Beckering)

A roll call vote was taken:

<b>Dempsey</b>	Aye	<b>Beckering</b>	Aye	<b>Schaberg</b>	not present
<b>Elliott</b>	Aye	<b>Cunningham</b>	Aye	<b>Schneider</b>	Aye
<b>Dobbins</b>	Aye	<b>Marty</b>	Aye	<b>Williams</b>	Aye

Motion passed.

**Return to Open Session:** A motion was made to re-open the meeting. (M.S.: Dobbins/Beckering) – Motion passed.

**Adjournment:** A motion was made to adjourn the meeting at 10:40 a.m. (M.S.: Dobbins/Beckering) – Motion passed.