

THE COMMUNITY AND CHILDREN’S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
January 23, 2023

**Meeting Call to Order:** The meeting was called to order at 8:02 a.m.

**Roll Call and Guests:**

Present: Molly Dempsey, Ken Dobbins, Larry Marty, Matt Pirtle, and Nancy Schneider

Absent: Cory Elliott (travel), Pastor Raymond Horry, and Catherine Williams

Staff: Bruce Sowatsky, Michelle McElfresh, and Jeanne Spencer

Guests: Aleisha Mulnix (Boys & Girls Club), Jim Wallis (Chestnut Health), Julie Seymore (The Child Center, Inc.), Todd Barnes (Community Council of St. Charles County), Katie Corrigan (Community Living, Inc.), Katrina McDonald Fuller (Compass Health Network), DiAnne Mueller (Crisis Nursery), Paula Ellis Stephanie Klopfer, and Kate Musano (Epworth), Heather Lytle and Rachel Svejkosky (Family Advocacy & Community Training), Shima Rostami (Gateway Human Trafficking), Kathy Thompson (LINC St. Charles County), Courtney Knipp (Lutheran Family & Children’s Services), Melinda Monroe (Nurses for Newborns), Kelly Broeker (Preferred Family Healthcare), Zane Maus (Saint Louis Counseling), Nickie Steinhoff (St. Charles County Juvenile Justice), Rebecca Ingle (The Sparrow’s Nest), Brittany Morgan (Sts. Joachim & Ann Care Service), Cara Merritt (Youth In Need)

**Approval of Minutes:** A motion was made to approve the December 19, 2022 Board Minutes. (M.S.P.: Schneider/Marty) – Motion passed.

A motion was made to approve the December 19, 2022 Close Session Board Minutes. (M.S.P.: Schneider/Pirtle) – Motion passed.

**Partner Presentation:**

- **Family Advocacy and Community Training – F.A.C.T.** – Heather Lytle, Executive Director, gave an overview of F.A.C.T.’s CCRB-funded program. A client shared the impact Parent Support Partner services had for their family.
  
- **Gateway Human Trafficking** – Shima Rostami, Executive Director, gave an overview of the methods GHT uses to present human trafficking awareness education and the impact of the trafficking awareness video project had in the County.

**Public Comment:** No Public Comment.

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

**Report of the Treasurer:** Ken Dobbins reported on the financial statement ending December 31, 2022. The following balances were reported:

| <b>Balance</b>      | <b>Amount</b>  | <b>Budget for Month</b> |
|---------------------|----------------|-------------------------|
| Services Fund       | \$5,782,126.51 |                         |
| Current Assets      | \$6,974,549.63 |                         |
| Actual tax revenues | \$826,217.94   | \$775,000.00            |
| Investment Income   | \$26,051.53    | \$1,500.00              |

|                       |              |              |
|-----------------------|--------------|--------------|
| Miscellaneous Revenue | \$0.00       | \$50.00      |
| Refund of Taxes (TIF) | \$0.00       | ---          |
| Total Revenue         | \$852,269.47 | \$774,550.00 |
| Services Requests     | \$596,338.95 | \$951,145.82 |

Explanations of the 18 line items that were over the 5% variance and over \$1,000 included: CHADS Coalition for Mental Health (home-based), The Child Advocacy Center of Northeast Missouri (advocacy and forensic interviews), Compass Health Network (Partnership with Families-wraparound), Foster & Adoptive Care Coalition (educational advocacy), Megan Meier Foundation (counseling-individual), Saint Louis Counseling (psychiatry), and TREE House of Greater St. Louis (equine-assisted therapy) were due to high demand. CHADS Coalition for Mental Health (mentoring and prevention), The Child Advocacy Center of Northeast Missouri (prevention), Compass Health Network (Partnership with Families-psychiatry consultation, School-based Mental Health Specialists, and prevention), NAMI St. Louis (prevention), Preferred Family Healthcare (Team of Concern-intakes), and United Services for Children (social work and specialized classroom) was over the variance due to school-based usage.

A motion was made to approve a wire-transfer for \$608,300 for the month of January. (M.S.P.: Dobbins/Schneider) – Motion passed.

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

**Report of Standing Committees:**

- Finance: No Finance report.
- Personnel: No Personnel report.
- Executive – Policies and Procedures: No Executive – Policies and Procedures report.

**Report of Executive Director:** Bruce Sowatsky reported:

- Michelle McElfresh presented to the Board on the fall site audits. Jeanne and Michelle reviewed a total of 807 files. Overall, CCRB partnering agencies attained 94.6% in meeting CCRB requirements in billing accuracy, residency, and age requirements.
- The CCRB’s office remodel was completed and furniture is scheduled to be delivered at the end of January.
- New program and ARPA contracts were delivered electronically to agency executives for review and signatures.
- Bruce met with the agency executives to discuss utilization, racial data, and upcoming activities for 2023.
- Jeanne Spencer has been preparing for the grants management system implementation in February.
- The CCRB will post the job opening for a part-time Administrative Assistant in March and social media marketing will be contracted to an outside firm.
- Michelle and Jeanne have worked to restructure grants administration to make it more relationship based. They will each manage a portfolio of agencies and programs. Information meetings are scheduled on February 2 and February 3.
- The CCRB will begin data collection for the 2024-2026 Strategic Plan with Consultant, Wendy Dyer. Staff will schedule two feedback sessions for agency partners to attend. Wendy will also meet with the CCRB staff and the Board of Directors.

- The Board Conflict of Interest forms are due to Jeanne Spencer by the end of January. Board members will file their Missouri Ethics Committee declarations online by May 1.
- Paul Boschert resigned from the CCRB Board at the completion of his term on December 31, 2022. A new Board member will be appointed by the County Executive.

**Old Business:** No Old Business.

**New Business:**

- **Presentation of Data by Dr. Cynthia Berry:** Dr. Cynthia Berry of Berry Organizational and Leadership Development (BOLD) presented on the reports commissioned by the CCRB, *St. Charles County 2022 Community Indicators Report and Missouri Student Survey Key Findings*. These reports presented key findings of demographic data and community indicators in economic well-being, physical and mental health, and education. The full reports and slide presentations will be made available to agency partners via email and on the CCRB's internal website. Questions can be directed to Dr. Berry or Bruce.
- **Approval of CCRB Administrative Budget:** Bruce reported the administrative budget was drafted and reviewed by the Finance committee. A budget draft was emailed to the Board for review. The Finance committee recommended 3.9% of the Services budget be used for administration and the requested amount is 4.3% higher than 2022. The proposed amount is \$501,000.00 for 2023.

A motion was made to approve the 2023 Administrative Budget for \$501,000.00 as recommended by the Finance committee. (M.S.P.: Pirtle/Dobbins) – Motion passed.

- **Consultant Contracts:** Bruce requested the Board approve the following allocations for consulting for a total of \$25,000.00.
  - \$5,000 for Strategic planning
  - \$10,000 for Data research
  - \$10,000 for District System of Care work

A motion was made to approve the allocations for consultant contracts for \$25,000.00 as presented. (M.S.P.: Schneider/Pirtle) – Motion passed.

- **Reimbursements and Line Item Transfers:** Bruce reported he reviewed the 2 year contracts and according to the contract, services may be billed any time during the two year contract. One year contracts must be billed by the CCRB's final reimbursement request date in January. He requested the Board allow agencies to bill for 2022 services during 2023. Additionally, he requested the Board approve continuing the practice of allowing Line Item Transfers between programs for the duration of the two year contract.

A motion was made to change the CCRB's practices to allow agencies to bill for 2022 services into 2023 and for Line Item Transfers to be made between programs. (M.S.P.: Schneider/Pirtle) – Motion passed.

**Announcements:**

Todd Barnes, Community Council of St. Charles County, announced the annual Point in Time Count during the week of January 23 and the Network Luncheon on February 5 at 11 a.m. The topic for discussion will be mental health resources and a presentation by Behavioral Health Response.

Rachel Svejkosky, F.A.C.T., announced their trivia night on Saturday, February 4, 2022 at 7:00 pm at the Boys & Girls Clubs of St. Charles County's St. Charles location.

Kathy Thompson, LINC St. Charles County, announce the Emergency Response Warming Centers will open when temperatures drop below 20 degrees at night. There are eight locations across the County and the hotline is open after 3 PM on those days. Call 636.395.0492 for assistance.

**Adjournment:** A motion was made to adjourn the meeting at 9:25 a.m.  
(M.S.P.: Schneider/Marty) – Motion passed.