

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
March 27, 2023

Meeting Call to Order: The meeting was called to order at 8:03 a.m.

Roll Call and Guests:

Present: Molly Dempsey, Ken Dobbins, Cory Elliott, Larry Marty, Matt Pirtle, and Catherine Williams

Absent: Nancy Schneider

Staff: Bruce Sowatsky, Michelle McElfresh, and Jeanne Spencer

Guests: Chris Sandwell (Behavioral Health Response), Aleisha Mulnix (Boys & Girls Clubs of St. Charles County), Amy Robins (The Child Advocacy Center of Northeast Missouri), Todd Barnes (Community Council of St. Charles County), Katie Corrigan (Community Living, Inc.), Katrina McDonald Fuller (Compass Health Network), DiAnne Mueller (Crisis Nursery), Rachel Svejkosky (Family Advocacy & Community Training – F.A.C.T.), Jennifer Vorachack (FamilyForward), Shima Rostami (Gateway Human Trafficking), Kathy Thompson (LINC St. Charles County), Courtney Knipp (Lutheran Family & Children's Services), Tina Meier (Megan Meier Foundation), Denise Fondren (Our Lady's Inn), Kelly Broeker and Megan Payton (Preferred Family Healthcare), Nichole Dawsey (PreventEd), Zane Maus (Saint Louis Counseling), Brittany Morgan (Sts. Joachim & Ann Care Service), Rebecca Ingle (The Sparrow's Nest), Juvaughn Baker (ThriVe St. Louis), and Denise Liebel (United Services for Children)

Approval of Minutes: A motion was made to approve the February 27, 2023 Board Minutes. (M.S.P.: Marty/Williams) – Motion passed.

A motion was made to approve the February 27, 2023 Closed Session Board Minutes. (M.S.P.: Elliott/Williams) – Motion passed.

Partner Presentation:

- **LINC St. Charles County:** Kathy Thompson, Executive Director, presented an overview of the services funded by the CCRB.
- **PreventEd:** Nichole Dawsey, Executive Director, presented an overview of the services funded by the CCRB and gave an update on efforts to schedule services with the school districts.

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 February 28, 2023. The following balances were reported:

Balance	Amount	Budget for Month
Services Fund	\$6,918,592.42	
Current Assets	\$8,081,401.95	
Actual tax revenues	\$863,535.86	\$828,600.00
Investment Income	\$0.00	\$6,000.00
Miscellaneous Revenue	\$0.00	

Refund of Taxes	\$0.00	\$3,000.00
Total Revenue	\$863,535.86	\$831,650.00
Services Requests	\$839,559.80	\$1,116,106.82
ARPA Funds	\$67,415.63	\$83,554.00

Explanations of the 29 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, counseling, and forensic interviews), Compass Health Network (care coordination, parent partner, and psychiatry), FamilyForward (counseling), Foster & Adoptive Care Coalition (30 Days to Family), Gateway Human Trafficking (presentations), LINC St. Charles County (wraparound), Lutheran Family and Children’s Services (counseling), Megan Meier Foundation (individual counseling), Our Lady’s Inn (teen parents), Preferred Family Healthcare (Outpatient Substance Use Treatment – group counseling), TREE House of Greater St. Louis (equine-assisted therapy), UMSL Center for Behavioral Health (psychological assessments) and Youth In Need (Counseling-student) were due to high demand. CHADS Coalition for Mental Health (mentoring), The Child Advocacy Center (prevention), Compass Health Network (school-based mental health specialists, prevention, Pinocchio-group, Pinocchio-individual), Foster & Adoptive Care Coalition (educational advocacy), Preferred Family Healthcare (Team of Concern-intakes), ThriVe St. Louis (prevention), and United Services for Children (social work and specialized classrooms) were over the variance due to school-based usage.

A motion was made to approve the Financial Report and a wire-transfer for \$839,600.00 for Services for the month of March. (M.S.P.: Dobbins/Elliott) – Motion passed.

A motion was made to approve a wire-transfer for ARPA payments of \$67,415.63 for the month of March. (M.S.P.: Dobbins/Williams) – Motion passed.

All of the 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:

- Wendy Dyer, Consultant, met with the CCRB staff and agency partner Executive Directors in March to solicit feedback for the 2023-2025 CCRB Strategic Plan.
- Jeanne Spencer continues to work with WizeHive on the grants management database and they are making progress in the implementation. Bruce is preparing the agency partner’s historical data for migration to the new system.
- Interviews for the Administrative Assistant position were conducted, and the position was offered to a candidate, pending a background check with a starting date in April.
- The CCRB’s financial audit has been delayed, but Bruce has been sending information to the auditor in preparation. Bruce distributed the Financial Statement and Audit Risk Communication from Sikich to the Board.

- The CCRB hosted an Open Office event on March 22 and agency partners attended. Photos were shared on social media.
- Bruce attended a presentation on the ASPEN system, hosted by Orchard Farm School District. ASPEN provides schools with a way to identify risks after a child has been exposed to trauma and link them to appropriate care. More information will be shared at the St. Charles County System of Care meeting in April.

Old Business: No Old Business.

New Business:

- **ATB Contract:** Bruce reported the staff would like to hire ATB Technologies to provide consultation services to assist with working with WizeHive on the implementation of the grants management system. The recommended contract is 20 hours at \$200.00 per hour for a total cost of \$4,000.00.

A motion was made to approve the contract with ATB Technologies for up to 20 hours of consultation services at a rate of \$200.00 per hour for a total of \$4,000.00.
(M.S.P.: Pirtle/Dobbins) – Motion passed.

- **Supplemental Request – Megan Meier Foundation:** Bruce reported the Megan Meier Foundation requested supplemental funds in individual counseling to enable them to continue serving clients through December 2023. They expect to expend their current contract in March. They request 1,138 units so they can serve their current clients and accommodate new clients. The total requested is \$133,441.88.

A motion was made to approve Megan Meier Foundation’s supplemental funding request for Counseling – individual for a total of \$133,441.88 for 1,138 units at a rate of \$117.26, as presented. (M.S.P.: Elliott/Dobbins) – Motion passed.

- **Line Item Transfer Request:**
Preferred Family Healthcare: Bruce reported Preferred Family Healthcare has experienced high demand for School-Based Prevention drug tests and intakes. They requested to decrease school-based services (181.7 units, \$12,842.72) and increase drug tests (360 units, \$5,522.40) and increase intakes (56 units, \$7,320.32) for a total of \$12,842.72.

They also requested a line item transfer for Outpatient Substance Use Treatment services due to high demand. The request will decrease Counseling – individual by (714 units, \$72,366.06) and Family Therapy by (254 units, \$32,710.12) and to increase Counseling – group by (3,500 units, \$93,100.00) and Med & Labs by \$11,981.60 for a total of \$105,081.60.

A motion was made to approve the request to approve Preferred Family Healthcare’s request in School-Based Prevention to decrease School-Based Services (181.7 units, \$12,842.72) and increase Drug Tests (360 units, \$5,522.40) and Intakes (56 units, \$7,320.32) and in Outpatient Substance Use Treatment services to decrease Counseling – individual by 714 units (\$72,366.06) and Family Therapy by 254 units (\$32,710.12) and to increase Counseling – group by 3,500 units (\$93,100.00) and Med & Labs by \$11,981.60 for a total of \$105,081.60 as presented. (M.S.P.: Elliott/Williams) – Motion passed.

Youth In Need: Bruce reported Youth In Need has experienced high demand in their Counseling program for Student Counseling services and requested to decrease Group Counseling (1,924 units, \$67,340.00) and to increase Student Counseling (1,036 units, \$67,340.00).

A motion was made to approve the request to decrease Youth In Need's Counseling – Group Counseling services by 1,924 units (\$67,340.00) and to increase Student Counseling by 1,036 units (\$67,340.00) as presented. (M.S.P.: Williams/Marty) – Motion passed.

ARPA Funding – Second Round: Bruce requested the Board approve the release of a second round of funding to allocate the remainder of \$1.1 million in ARPA funds. Agencies may apply for funding to offset COVID-impact on their staff, service delivery, and programs. Applications will open March 28 and the deadline for submission is 2:00 p.m. on April 24, 2023.

A motion was made to open a second round of funding to allocate \$1.1 million in ARPA funds as presented. (M.S.P.: Williams/Elliott) – Motion passed.

Announcements:

DiAnne Mueller, Saint Louis Crisis Nursery, announced their Child Abuse Awareness Month activities and their free professional conference on June 23 with additional details to be announced later.

Amy Robins, The Child Advocacy Center of Northeast Missouri, announced their Pinwheel Ceremony at 9:00 a.m. on April 5 at their Wentzville office.

Todd Barnes, Community Council of St. Charles County, announced their Network Luncheon on April 6 at the Spencer Road Library, Community Commons. The Child Advocacy Center, Saint Louis Crisis and Gateway Human Trafficking will have information tables. Todd also announced the Community Council is close to signing a lease on their new location.

Kathy Thompson, LINC St. Charles County, gave an update on the Emergency Warming Response system which operates from December through March.

Adjournment: A motion was made to adjourn the meeting at 8:56 a.m. (M.S.P.: Dobbins/Elliott) – Motion passed.