

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

**Meeting Call to Order:** The meeting was called to order at 10:06 a.m.

**Oath of Office:** Bruce Sowatsky administered the Oath of Office to Nancy Schneider for a term renewal on the CCRB Board. The term will expire 12/31/2025.

**Roll Call and Guests:**

Present: Molly Dempsey, Ken Dobbins, Cory Elliott, Larry Marty, Nancy Schneider, and Catherine Williams

Staff: Bruce Sowatsky, Michelle McElfresh, and Jeanne Spencer

Absent: Matt Pirtle (work)

Guests: Heather Lytle (Family Advocacy and Community Training – F.A.C.T.), Kelly Broeker (Preferred Family Healthcare), Rebecca Ingle (The Sparrow's Nest), and Wendy Dyer (Consultant)

**Public Comment:** No Public Comment.

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

**2023-2025 Strategic Plan:** Wendy Dyer of Wendy Dyer, Inc. met with the Board and staff to review stakeholder feedback, accomplishments of the 2021-2023 Strategic Plan, and to create a new strategic plan that reflects changes at the CCRB since 2021. Areas of accomplishment discussed were in succession planning, funding processes, youth at the center, training, and sustainability. Goal accomplishment included:

- Documentation of duties for current CCRB positions.
- Implementation of a 2-year funding cycle.
- Collection of annual racial and sex of youth served data.
- Held two System of Care training meetings.
- Established a relationship with the St. Charles County CAPS program.

The areas of focus were succession planning, the reserve fund, the grant review process, and the CCRB's mission, vision, and values.

**SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis:** The CCRB staff and partner agency Executive Directors provided SWOT feedback of the CCRB to Wendy, and she reported the focus group findings.

- Strengths include: well-established, transparent, history of success, partnership-seeks input from stakeholders, investment in stakeholders.
- Weaknesses include: loss of institutional knowledge, lack of mental health knowledge with staff and Board.
- Opportunities include: seeing the organization with fresh eyes, new partnerships/community efforts and responses.
- Threats include: replacing the founding Executive has a poor track record, difficulty letting go, negative comparisons with new Executive, and Board members leaving.

**Focus Group Feedback and Survey Results:** Wendy distributed a survey to partnering agency Executive Directors prior to the Focus Group sessions. Questions were divided into three categories: succession plan, reserve fund reduction, and improving the grant review process.

- **Succession Planning:** Wendy shared the values most appreciated and desired in the new Executive Director. Those values are partnership, transparency, and the support the CCRB provides. The most important skill sets desired in a new ED are mental health knowledge, financial expertise and stewardship, ability to work with a Board and manage a staff, relationship building, data evaluation, and visioning. Wendy and the CCRB discussed the timeline and process for hiring an ED.
- **Reserve Fund:** Wendy presented a SWOT analysis of the CCRB's reserve fund process and the board discussed questions regarding inflation and the current reimbursement system, as well as potentially offering funds for capital projects.
- **Grant Review Process:** Wendy presented a SWOT analysis of the CCRB's grant review process and the Board discussed strategies to improve the grant review process. Goals for this process are to make the process less laborious for staff, agencies, and Board members and to be more equitable in the funding decisions.
- **Mission, Vision, and Values:** Wendy reviewed the CCRB's mission, vision, and values with the Board and staff then led a brainstorming exercise.

**Adjournment:** A motion was made to adjourn the meeting at 2:42 p.m.  
(M.S.P.: Dobbins/Schneider) – Motion passed.

The next Board Meeting will be at 8:00 a.m. on Monday, April 24, 2023. The meeting will be held at Saints Joachim & Ann Care Service, located at 4116 McClay Road, St. Charles, MO 63304.