

THE COMMUNITY AND CHILDREN’S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
July 25, 2022

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, Pastor Raymond Horry, Matt Pirtle, and Catherine Williams

Absent: Paul Boschert (vacation), Larry Marty (vacation), and Nancy Schneider (vacation)

Staff: Bruce Sowatsky, Michelle McElfresh, and Jeanne Spencer

Guests: Karen Englert (Boys & Girls Club), Julie Seymore (The Child Advocacy Center of Northeastern Missouri), Todd Barnes (Community Council of St. Charles County), Katrina McDonald Fuller (Compass Health Network), Nicole Morris (Eleventh Circuit Family Court), Paula Ellis, Stephanie Klopfer, Lisa Rusan, and Laura Wilson (Epworth Children & Family Services), Traci Smith (Family Advocacy & Community Training – F.A.C.T.), Melissa Tichy (Fort Zumwalt School District), Shima Rostami (Gateway Human Trafficking), Kathy Thompson (LINC St. Charles County), Courtney Knipp (Lutheran Family & Children’s Services), Jessi Brown (NAMI St. Louis), Nickie Steinhoff (St. Charles Juvenile Court), Zane Maus (Saint Louis Counseling), Rebecca Ingle (The Sparrow’s Nest), Madronica Malone (ThriVe St. Louis), Lori Kohrs (United Services for Children), Michelle Gorman, Kristi Hammond, and Pat Holterman-Hommes (Youth In Need)

Approval of Minutes: A motion was made to approve the June 27, 2022 Board Minutes. (M.S.P.: Pirtle/Elliott) – Motion passed.

Partner Presentation:

- **Eleventh Circuit Family Court & Youth In Need:** Pat Holtermann-Hommes, Chief Executive Officer, and Michelle Gorman, Vice President of Youth Programs, presented an overview of the four CCRB-funded programs and the impact these services have on St. Charles County youth and families.

Public Comment: No Public Comment.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Cory Elliott gave the Report of the Treasurer and reported on the financial statement ending June 30, 2022. The following balances were reported:

Balance	Amount	Budget for Month
Services Fund	\$4,368,185.52	
Current Assets	\$5,575,566.23	
Actual tax revenues	\$843,743.56	\$775,000.00
Fundraising	\$250.00	\$50.00
Total Revenue	\$843,993.56	\$774,550.00
Services Requests	\$550,010.40	\$921,152.74

Explanations of the 17 line items that were over the 5% variance and over \$1,000 included: Boys & Girls Clubs of St. Charles County (center-based), The Child Advocacy Center of Northeast Missouri (counseling), Eleventh Circuit Family Court (Supervised Visitation), FamilyForward (counseling), Foster & Adoptive Care Coalition (30 Days to Family), Gateway Human Trafficking (videos), LINC St. Charles County (wraparound), NAMI St. Louis (crisis intervention team), Our Lady's Inn (teen parents), Preferred Family Healthcare (Outpatient Substance Use Treatment – group counseling), Saint Louis Counseling (counseling), and UMSL Center for Behavioral Health (psychological assessments) were due to high demand. Saint Louis Counseling (crisis interventions), TREE House of Greater St. Louis (equine-assisted therapy), and United Services for Children (behavioral services and social work) were over the variance due to school-based usage. Compass Health Network (PWF-family assistants) was over the variance due to multiple months of billing.

A motion was made to approve a wire-transfer for \$555,000.00 for the month of June. (M.S.P.: Elliott/Williams) – Motion passed.

Bruce Sowatsky reported revenues are up 8% year-to-date over 2021 and for 2022 the projected agency utilization is 76%. Utilization is lower due to staffing shortages and school-based programs being on hiatus for the summer.

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

Report of Standing Committees:

- Finance: The Finance committee will meet in August to discuss 2023 budgets, upcoming funding decisions, and supplemental funding applications.
- Personnel: The Personnel committee met in July, and recommendations will be discussed in New Business.
- Executive – Policies and Procedures: Bruce reported in Larry Marty's absence the Executive – Policies and Procedures committee will meet in mid-August to discuss recommended revisions to the Finance policies. A draft of the policies will be sent to the committee before meeting.

Report of Executive Director: Bruce Sowatsky reported:

- Michelle McElfresh presented the 2022 Spring Site Audit Report. Audits were conducted on 49 of 55 programs; six programs did not have enough billing to qualify for an audit. Billing from January through April was reviewed, and programs achieved 98.3% compliance in meeting CCRB requirements for age, residency, and billing.
- The CCRB will host Open Office Hours on Thursdays from 9 to 11 a.m. through September 8. Participants may use the time to ask questions about applications and funding.
- Bruce and Michelle have met with several agency partners and three public school districts to discuss ARPA funding applications. They will meet with two more public school districts later in the week.
- Changes to the Financial Policies will be made to address the move from paper check reimbursements to electronic payment transfers.

- The CCRB staff worked to revise and update current job descriptions.
- Staff met with the ATB Technologies Consultant and software solution demos are scheduled for late July and August. Demos will be recorded and made available to the Board.
- The CCRB will celebrate its 25th anniversary on August 25 from 3:00 to 5:00 p.m. at the Water's Edge Banquet Center in St. Peters. All are invited to attend.
- Dr. Cynthia Berry is working on the creating a report based on the Missouri Student Survey results. She also shared preliminary community impact statistics and Bruce shared this information with the Board.

Old Business: No Old Business.

New Business:

- **Line Item Transfer Request – Good Days Journey:** Bruce reported Good Days Journey Mental Health Services requested a decrease of 45.05 units (\$7,717.77) in counseling and an increase of 29 units (\$7,717.77) in psychiatry. They are seeing a higher demand for psychiatry services and exhausted their 2022 allocation in May.

A motion was made to approve Good Days Journey Mental Health Services' line item transfer request to decrease counseling (45.05 units, \$7,717.77) and to increase psychiatry (29 units, \$7,717.77) as presented. (M.S.P.: Pirtle/Elliott) – Motion passed.

- **CCRB Staff Changes:** Bruce reported the Personnel Committee recommended adding a part-time Communication Specialist position to manage marketing and administrative duties for the office. The Administrative Budget will be adjusted to move money from training to salaries and taxes. Bruce will discuss available leasing spaces within Corporate Group to find a larger office space to accommodate the staff increase.

A motion was made to accept the recommendation to add a new part-time Communication Specialist position to the CCRB staff as presented. (M.S.P.: Pirtle/Elliott) – Motion passed.

- **Administrative Budget Changes:** Ken Dobbins requested the Board discuss this in Closed Session.

Announcements:

Paula Ellis, Epworth Children & Family Services, announced their appreciation for the CCRB and agency partners for referring families to the Family Support Network program.

Todd Barnes, Community Council of St. Charles County, announced their Network Luncheon on August 4 at the Spencer Road Library, Community Commons in St. Peters. The lunch topic will be how the pandemic has affected St. Charles County youth.

Traci Smith, Family Advocacy and Community Training (F.A.C.T.) announced their Rock ‘n Roll Bingo fundraiser at 6:00 p.m. on August 27 at the Harvester Lions Club. In August, F.A.C.T. will distribute donated backpacks with school supplies to families.

Julie Seymore, The Child Advocacy Center, introduced their new Development Director, Sarah Wehde.

Kathy Thompson, LINC St. Charles County, announced LINC has COVID relief funds to assist families with utility payments, which will help prevent homelessness.

A motion was made to go into Closed Session to discuss Administrative Budget Changes. (M.S.P.: Dobbins/Pirtle) – Motion passed.

A motion was made to move into Open Session. (M.S.P.: Dobbins/Elliott) – Motion passed.

Adjournment: A motion was made to adjourn the meeting at 9:15 a.m. (M.S.P.: Dobbins/Elliott) – Motion passed.