

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors Meeting Minutes
August 28, 2023

Meeting Call to Order: The meeting was called to order at 8:06 a.m.

Roll Call and Guests:

Present: Molly Dempsey, Cory Elliott, Ken Dobbins, Jim Schaberg, Nancy Schneider, and Catherine Williams

Absent: Larry Marty, Matt Pirtle

Staff: Bruce Sowatsky, Michelle McElfresh, Jeanne Spencer, and Anna Muhm

Guests: Aleisha Mulnix (Boys & Girls Club of St. Charles); Candra Fiorini (CHADS Collation for Mental Health); Jim Wallis (Chestnut Health); Julie Seymore (Child Advocacy Center of Northeast Missouri); Todd Barnes (Community Council of St. Charles County); Jessica Coulter (Epworth), Traci Smith (Family Advocacy & Community Training – F.A.C.T.); Jennifer Vorachack (FamilyForward); Holly Broadway-Yates (Francis Howell School District); Shima Rostami (Gateway Alliance against Human Trafficking); Kathy Thompson (LINC St. Charles County); Courtney Knipp (Lutheran Family & Children's Services); Tina Meier (Megan Meier Foundation); Melinda Monroe (Nurses for Newborns); Denise Fondren (Our Lady's Inn); Kelly Broeker and Megan Payton (Preferred Family Healthcare); DiAnne Mueller (Saint Louis Crisis Nursery); Rebecca Ingle (The Sparrow's Nest), and Madronica Malone (ThriVe St. Louis)

Approval of Minutes: A motion was made to approve the July 24, 2023 Board Minutes. (M.S.P.: Schneider/ Schaberg) – Motion passed.

Report of the Auditor: Mike Williams, Auditor for Sikich, LLP, reported on the 2022 CCRB Audit. Board members asked questions and Mike provided answers. The audit is clean and Sikich did not have any recommendations.

A motion was made to approve the 2022 CCRB Audit as presented by Sikich, LLP. (M.S.P.: Dobbins/Williams) – Motion passed.

Partner Presentation:

- **FamilyForward:** Jen Vorachack, Director - Quality and Compliance, presented on the services for foster and adoptive families funded by the CCRB, including technology and campus improvements with ARPA funds, counseling, psychological assessments, and a therapeutic preschool.
- **Megan Meier Foundation:** Tina Meier, Executive Director, presented on the counseling services funded by the CCRB. Demand for services is up 560% since 2020; leading to more sessions she reported. They have hired more staff to meet the demand.

Public Comment: No Public Comment.

Report of the Chair: No Report of the Chair.

Report of the Treasurer: Ken Dobbins gave the Report of the Treasurer and reported on the financial statement ending July 31, 2023. The following balances were reported:

Balance	Amount	Budget for Month
Services Fund	\$ 5,565,946.06	
Current Assets	\$ 6,753,240.49	
Actual tax revenues	\$ 794,642.27	\$ 828,600.00
Investment Income	\$ 0.00	\$ 6,000.00
Fundraising	\$ 0.00	\$ 50.00
Refund of Taxes	\$ 0.00	\$ (3,000)
Total Revenue	\$ 794,642.27	\$ 831,650.00
Services Requests	\$ 760,905.68	\$ 1,150,147.89
ARPA Funds	\$ 248,955.90	\$ 173,627.08

Explanations of the 19 line items that were over the 5% variance and over \$1,000 included: Boys & Girls Club of St. Charles (Center-Based); Child Advocacy Center of Northeast Missouri (Advocacy); Community Council of St. Charles County (Coordinated Entry); Compass Health Network (Medicaid Match, Autism Case Management, Care Coordination, Parent Partner, and Psychiatry); Eleventh Circuit Family Court (Supervised Visitation); FamilyForward (Counseling and Psychological Assessments); Foster & Adoptive Care Coalition (30 Days to Family); and Gateway Alliance against Human Trafficking (Program Specialist) were due to high demand. CHADS Coalition for Mental Health (School-Based Mentoring) and United Services for Children (Social Work) were due to school-based programs. Compass Health Network (Medicaid Match) was due to multiple months being submitted.

A motion was made to approve a wire-transfer for \$761,000.00 for the month of July. (M.S.P.: Dobbins/ Schneider) – Motion passed.

A motion was made to approve a wire-transfer for ARPA payment for \$248,955.90 for the month of July. (M.S.P.: Dobbins/ Schneider) – Motion passed.

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

Report of Standing Committees:

- Finance: No report.
- Personnel: No report.
- Executive – Policies and Procedures: Bruce reported that staff have completed a review of the management and personnel documents. Bruce has contacted the county to find out if there are any policy updates due to the changes in marijuana laws.

Report of Executive Director: Bruce Sowatsky reported:

- **MINDREACH App Update:** Anna Muhm reported that the CCRB has launched an emergency mental health app for St. Charles County children. The app called MINDREACH is now available on Google Play and in the App Store. The CCRB will solicit feedback from users as the app is used.
- **Spring Site Audit Report:** Michelle McElfresh reported on spring site audits and announced agencies achieved a 95.2% accuracy in meeting the billing, age, and residency requirements.
- **Management and Personnel Policies:** Staff have reviewed the policies and procedures and will be sending the changes to the subcommittees in September.
- **Applications Received:** Nine new agencies applied for funding and two current partners did not re-apply. This includes eleven new programs. Staff will review existing programs and produce summaries in September. Sign-ups for agency meetings in October will be sent to agencies later this week.
- **Application Review Timeline:** Board training for using the new portal will be scheduled in November and the CCRB will provide laptops for the Board. Agency hearings will be held on November 15 and 16, 2023 for agencies with a new program application and one third of the current partners.
- **Succession Planning:** The Request for Proposal for the Executive Director search has been written. The Board will discuss the Request for Proposal and vote on it today.

Old Business: No Old Business.

New Business:

I. Supplemental Funding

- The Child Advocacy Center of Northeast Missouri requested supplemental funding for 105 units of Forensic interviews and 195 units of Advocacy in the amount of \$77,325.00 due to expending their contracted funds in October; 65 units of Prevention Education in the amount of \$17,680.00 due to expending their contracted funds in early December; and 225 units of Counseling in the amount of \$49,000.00 due to expending their contracted funds in June. The total amount requested is \$144,005.00.

A motion was made to approve The Child Advocacy Center of Northeast Missouri's supplemental funding request totaling \$144,005.00 as presented.
(M.S.P.: Elliott/ Schneider) – Motion passed.

- Gateway Alliance against Human Trafficking requested supplemental funding for 150 units of their Program Specialist in the amount \$8,248.50 due to expending their contracted funds in July.

A motion was made to approve Gateway Alliance against Human Trafficking supplemental funding totaling \$8,248.50 as presented.
(M.S.P.: Schaberg/ Williams) – Motion passed.

- II. Line-Item Transfer – LINC St. Charles County requested a decrease of 219 units of Counseling services totaling \$13,140.00 and an increase in Wraparound services totaling \$13,140.00. The transfer request is due to a high demand for stable housing.

A motion was made to approve the reduction of Counseling units by 219 units, totaling \$3,140.00 for an increase in Wraparound services totaling \$13,140.00 as presented.
(M.S.P.: Elliott/Williams) – Motion passed.

- III. **Ethics Policy Renewal:** Bruce reported the CCRB needs to renew the CCRB's Missouri Ethics Commission policy.

A motion was made to readopt the Missouri Ethics Commission conflict of interest ordinance per RSMo 105.485.4. (M.S.P.: Schaberg/ Williams) – Motion passed.

- IV. **Succession Planning:** The Request for Proposal for selecting an executive search firm for the next Executive Director was presented to the Board.

A motion was made to approve the Request for Proposal as presented in order to select an executive search firm for the next Executive Director.
(M.S.P.: Schneider/ Williams) – Motion passed.

Announcements:

- Julie Seymour from The Child Advocacy Center of Northeast Missouri announced they will begin holding sessions for youth with problematic sexual behavior in September.
- Todd Barnes from the Community County announced the Megan Meier Foundation will present at the September 7 Networking Luncheon. The topic is suicide prevention. Todd also announced their Community Services Summit will be held on October 10 at Calvary Church.

Adjournment: A motion was made to adjourn the meeting at 9:26 a.m.
(M.S.P.: Dobbins/ Elliott) – Motion passed.