

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
October 24, 2022

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

**Roll Call and Guests:**

Present: Paul Boschert, Molly Dempsey, Ken Dobbins, Cory Elliott, Pastor Raymond Horry, Larry Marty, Matt Pirtle, Nancy Schneider, and Catherine Williams

Staff: Bruce Sowatsky, Michelle McElfresh, Tavana Darris, and Jeanne Spencer

Guests: Karen Englert (Boys & Girls Club of St. Charles County), Marian McCord (CHADS Coalition for Mental Health), Julie Seymore and Sarah Wehde (The Child Advocacy Center of Northeast Missouri), Todd Barnes (Community Council of St. Charles County), Katie Corrigan and Sheri Wiltse (Community Living), Katrina McDonald Fuller (Compass Health Network), DiAnne Mueller and Lindsay Kyonka (Crisis Nursery), Rachel Svejkosky (Family Advocacy & Community Training – F.A.C.T.), Patrick Fox and Jennifer Vorachack (FamilyForward), Kathy Thompson (LINC St. Charles County), Courtney Knipp (Lutheran Family & Children's Services), Tina Meier (Megan Meier Foundation), Jessie Brown (NAMI St. Louis), Melinda Monroe (Nurses for Newborns), Denise Fondren (Our Lady's Inn), Beth Sailors, Kelly Broeker, Megan Payton, and Hannah McNiff (Preferred Family Healthcare), Zane Maus (Saint Louis Counseling), Nickie Steinhoff (St. Charles County Juvenile Justice), Rebecca Ingle (The Sparrow's Nest), Madronica Malone (ThriVe St. Louis), Steve Bourne and Greg Dahl (UMSL Center for Behavioral Health), Gina Dattilo (United 4 Children), Denise Liebel (United Services for Children), and Cara Merritt (Youth In Need)

**Approval of Minutes:** A motion was made to approve the September 26, 2022 Board Minutes. (M.S.P.: Boschert/Pirtle) – Motion passed.

**Partner Presentation:**

- **Preferred Family Healthcare:** Megan Payton, Program Director, gave an overview of PFH's services in School-Based Prevention (Team of Concern), Outpatient Substance Use Treatment, and their recovery Alumni programs for St. Charles County youth. Nathan, an alumnus, shared his experience with PFH's services and the impact they have made on his life.
- **Saint Louis Crisis Nursey: Crisis Nursery's** DiAnne Mueller, CEO, and Lindsay Kyonka, Senior Program Manager, gave an overview of the Nursery's services. DiAnne reported 25% of their clients are homeless and of the calls received, 60% of them decide to use the Nursery's respite and/or Family Empowerment services. Their demographics show about 75% of children are under the age of five and of all children who come in, 32% of them need medical care, which the Nursery can provide through community partners. With the Nursery's supportive services, 99% of children in respite return to their families upon discharge.

**Public Comment:** No Public Comment.

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

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

<b>Balance</b>	<b>Amount</b>	<b>Budget for Month</b>
Services Fund	\$5,400,584.09	
Current Assets	\$6,584,623.51	
Actual tax revenues	\$838,467.93	\$775,000.00
Miscellaneous	\$0.00	\$00.00
Refund of Taxes	\$0.00	(\$2,000.00)
Total Revenue	\$904,408.50	\$774,550.00
Services Requests	\$548,549.03	\$947,663.20

Explanations of the 8 line items that were over the 5% variance and over \$1,000 included: Compass Health Network (Partnership with Families-parent partner), Megan Meier Foundation (counseling-individual), Preferred Family Healthcare (Outpatient-assessments) and Youth In Need (counseling-student) were due to high demand. Compass Health Network (Pinocchio-individual, School-Based Prevention, and School-Based Mental Health Specialists), Kids Under Twenty One (Prevention), Compass Health Network (Pinocchio – Individual) was over the variance due to school-based usage.

A motion was made to approve a wire-transfer for \$548,600.00 for the month of September. (M.S.P.: Elliott/Williams) – Motion passed.

**Report of Standing Committees:**

- Finance: The Finance committee did not meet.
- Personnel: The Personnel committee did not meet. Staff will send out the Executive Director evaluation forms to be completed by the Board and returned to Nancy Schneider by November 21. The Executive Director review will be held in Closed Session at the November meeting.
- Executive – Policies and Procedures: Larry Marty reported the second reading of the financial policies will be conducted during Old Business.

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

- CCRB staff met with the Board committees regarding ARPA funding.
- All new program applications for 2023 have been processed and summaries are in progress.
- CCRB staff scheduled agency hearing prep meetings for November with 2023 New Program funding applicants. The Board will conduct agency hearings for new program applicants following the Board meeting on November 21 from 9:30am-3:30 pm.
- The CCRB office is expanding, and construction should be complete by December. Staff are selecting furniture to outfit and refresh the office.
- Michelle McElfresh and Jeanne Spencer scheduled site audits for November and December.

**Old Business:** Bruce reported the Board received a draft of the revised Finance policies following the First Reading at the September 26 Board meeting. No changes to the draft were requested.

A motion was made to approve the Second Reading of the revised CCRB Finance Policies as presented. (M.S.P.: Dobbins/Pirtle) – Motion passed.

**New Business:**

- **Lease Agreement:** Bruce reported he met with Corporate Group’s leasing manager about expanding the CCRB’s office into the suite adjacent to their current space, which increases the space by 500 square feet. The cost to add two more rooms and build them to suit the space is an additional \$805.00 per month.

A motion was made to added to approve the CCRB’s new lease agreement for \$2,309.64 per month. (M.S.P.: Williams/Elliott) – Motion passed.

- **Supplemental Funding – Second Round:** Bruce reported revenues will allow for a second round of Supplemental funding for agencies projected to spend their contracted amount before December 31.

A motion was made to approve to open a second round of Supplemental funding requests for agency partners with applications due on November 4. (M.S.P.: Dobbins/Elliott) – Motion passed.

- **ARPA Funding Decisions:** The Board previously reviewed the 2022-2024 ARPA Funding applications and scored them. The CCRB staff ranked-ordered the results according to a scoring system. These scores provided the order in which ARPA funding requests funding were discussed.

Bruce reported ARPA contracts will be issued upon their approval from St. Charles County government.

A motion was made to approve The Child Advocacy Center of Northeast Missouri’s capital request for office space buildout for \$118,608.00 (M.S.P.: Elliott/Boschert) – Motion passed.

UMSL Center for Behavioral Health’s capital request office expansion was discussed. A motion was made to table their request. (M.S.P.: Dobbins/Elliott) – Motion passed

A motion was approved for Preferred Family Healthcare’s capital request for Outpatient-Curriculum, two iPads and green space for \$24,476.14. (M.S.P.: Pirtle/Williams) – Motion passed.

A motion was approved for the Boys & Girls Club’s capital request for parking lot repairs for \$52,000.00. (M.S.P.: Boschert/Elliott) – Motion passed.

A motion was approved for the Saint Louis Crisis Nursey's capital request for HVAC and electrical work at the St. Charles Nursery for \$15,600.00. (M.S.P.: Elliott/Pirtle) – Motion passed.

A motion was approved for Big Brothers Big Sisters' capital request for laptops and monitors for \$4,800.00. (M.S.P.: Dobbins/Williams) – Motion passed.

A motion was approved for Megan Meier's grant request for hiring additional staff for \$44,418.00. (M.S.P.: Dempsey/Horry) – Motion passed.

A motion was approved for the Saint Louis Crisis Nursey's grants request for staff retention for \$11,410.00. (M.S.P.: Dempsey/Horry) – Motion passed.

A motion was approved for Boys & Girls Club's capital request for a sports court installation at the St. Charles unit for \$35,808.27. (M.S.P.: Pirtle/Williams) – Motion passed.

A motion was approved for TREE House of Greater St. Louis' capital request for a facility window replacement for \$10,000.00. (M.S.P.: Dobbins/Elliott) – Motion passed.

Preferred Family Healthcare's grant request for staff retention in Outpatient Substance Use Treatment Services was discussed, but no motion was made.

Preferred Family Healthcare's grants request for staff retention in School-Based Prevention-Team of Concern was discussed, but no motion was made.

A motion was approved for Youth In Need's capital request for foundation repair at the Burkemper Counseling Center for \$4,400.00. (M.S.P.: Williams/Pirtle) – Motion passed.

Youth In Need's grant request for staff retention for residential staff in the Emergency Shelter and Transitional Living programs was discussed, but no motion was made.

A motion was approved for Preferred Family Healthcare's capital request for School-Based Prevention-Team of Concern - Curriculum for \$18,782.00. (M.S.P.: Pirtle/Dobbins) – Motion passed.

A motion was approved for Youth In Need's grant request for training in the Counseling program for \$5,000.00. (M.S.P.: Horry/Williams) – Motion passed.

A motion was approved for Youth In Need's grant request for residential staff training in the Emergency Shelter and Transitional Living programs for \$10,000.00. (M.S.P.: Dempsey/Horry) – Motion passed.

A motion was approved for Community Living's capital request for new sinks and recreational equipment at the Respite Care Home for \$5,543.76. (M.S.P.: Pirtle/Horry) – Motion passed.

A motion was made to table Behavioral Health Response's grant request for telephone, occupancy, maintenance, and insurance expenses. (M.S.P.: Elliott/Dempsey) – Motion passed.

A motion was approved for Our Lady's Inn's grant request for hiring three staff and staff retention for \$140,000.00. (M.S.P.: Horry/Pirtle) – Motion passed.

A motion was approved for Youth In Need's capital request for plumbing repairs at the Transitional Living Program housing for \$5,051.00. (M.S.P.: Boschert/Dempsey) – Motion passed.

A motion was approved for Megan Meier's capital request for computer security upgrades for \$4,763.00. (M.S.P.: Williams/Dobbins) – Motion passed.

A motion was approved for Youth In Need's capital request for painting at the Emergency Shelter for \$22,000.00. (M.S.P.: Boschert/Pirtle) – Motion passed.

A motion was approved for Youth In Need's capital request for HVAC repairs at the Emergency Shelter for \$9,940.00. (M.S.P.: Boschert/Elliott) – Motion passed.

A motion was approved for Youth In Need's grant request for staff retention in the Counseling, Emergency Shelter, and Transitional Living programs for \$139,000.00. (M.S.P.: Pirtle/Horry) – Motion passed.

A motion was approved for Youth In Need's capital request for roof replacement at the Burkemper Counseling Center for \$24,000.00. (M.S.P.: Elliott/Williams) – Motion passed.

A motion was made to table FamilyForward's capital request for technology at their new facility in Maryland Heights for \$35,059.80 with a contingency that the amount will be prorated for the percentage of St. Charles County clients. (M.S.P.: Pirtle/Williams) – Motion passed.

A motion was approved for Youth In Need's capital request for painting at the Transitional Living Program housing for \$19,000.00. (M.S.P.: Boschert/Elliott) – Motion passed.

A motion was approved for Youth In Need's capital request for HVAC repairs at the Burkemper Counseling Center for \$11,250.00. (M.S.P.: Dobbins/Elliott) – Motion passed.

A motion was approved for CHADS Coalition for Mental Health's grant request for staff retention and training for \$20,350.00. (M.S.P.: Dempsey/Elliott) – Motion passed.

A motion was approved for TREE House of Greater St. Louis' capital request for facility security cameras for \$10,000.00. (M.S.P.: Boschert/Elliott) – Motion passed.

A motion was approved for Megan Meier's ARPA capital request for data system consultation for \$5,563.00. (M.S.P.: Boschert/Elliott) – Motion passed.

A motion was made to table United 4 Children's services request for their Early Childhood Education coaching program. (M.S.P.: Elliott/Boschert) – Motion passed. Ken Dobbins was opposed.

A motion was approved for Preferred Family Healthcare's capital request for electrical repairs at their domestic violence shelter for \$25,300.00. (M.S.P.: Boschert/Elliott) – Motion passed.

**Announcements:**

Kathy Thompson, LINC St. Charles County, announced the Emergency Warming Center Response will open when temperature are 20 degrees or lower, from November 20 through March 12 They are also looking for volunteers to host a center and provide supplies.

Preferred Family Healthcare offered tours of the facility following the Board meeting.

**Adjournment:** A motion was made to adjourn the meeting at 9:27 a.m. (M.S.P.: Boschert/Williams) – Motion passed.