

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD  
OF ST. CHARLES COUNTY  
Board of Directors Meeting Minutes  
November 16, 2023

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

**Roll Call and Guests:**

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

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

Guests: Dan Guest (Behavioral Health Response); Amy Robins (Child Advocacy Center of Northeast Missouri); Todd Barnes (Community Council of St. Charles County); Rachel Svejkosky (Family Advocacy & Community Training – F.A.C.T.); Jennifer Vorachack (FamilyForward ); Kathy Thompson (LINC); Courtney Knipp and Ryan Patterson (Lutheran Family & Children's Services); Tina Meier (Megan Meier Foundation); Denise Fondren (Our Lady's Inn); Kelly Broeker (Preferred Family Healthcare); Kim Sherony (PreventEd); Brittany Morgan (Sts. Joachim & Ann Care Service); and Cara Merritt (Youth in Need).

**Swearing in of New Board Member:** Jon Cunningham was sworn in as a new board member. His term ends December 31, 2025.

**Renewal of Existing Board Members:** Molly Dempsey and Catherine Williams renewed their oaths of office. Their new terms end December 31, 2026.

**Approval of Minutes:** A motion was made to approve the October 23, 2023 Board Minutes. (M.S.P.: Schneider/Schaberg) – Motion passed.

**Partner Presentation:** No Partner Presentations.

**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 October 31, 2023. The following balances were reported:

<b>Balance</b>	<b>Amount</b>	<b>Budget for Month</b>
Services Fund	\$ 6,137,297.57	
Current Assets	\$ 7,342,919.04	
Actual tax revenues	\$ 783,109.82	\$ 828,600.00
Investment Income	\$ 87,640.49	\$ 6,000.00
Fundraising	\$ 0.00	\$ 50.00
Refund of Taxes	\$ 0.00	\$ (3,000)
Total Revenue	\$ 870,750.34	\$ 831,650.00
 Services Requests	 \$ 1,035,107.85	
 ARPA Funds	 \$ 143,756.79	

Explanations of the 32 line items that were over the 5% variance and over \$1,000 included: CHADS Coalition for Mental Health (School-Based Mentoring); The Child Advocacy Center (Prevention); Compass Health Network (School-Based MHS, Pinocchio-Individual, Prevention, and School-Based MHS Therapy); Kids Under Twenty One (ASIST Training and Presentations); Preferred Family Healthcare (TOC Case Management and TOC Drug Tests); PreventEd (Prevention); United Services for Children (Social Work, Behavioral Services, and Specialized Classroom) were due to being school based programs. Eleventh Circuit Court (Therapeutic Supervised Visitation); Bethany Christian Services (Respite); CHADS Coalition for Mental Health (Home-Based Family Support and Mentoring); The Child Advocacy Center (Advocacy and Counseling); Community Council (Coordinated Entry); Compass Health Network (PWF Care Coordination and PWF Parent Partner); Family Advocacy and Community Training, F.A.C.T. (Educational Advocacy); Foster & Adoptive Care Coalition (Family Works); Gateway Alliance against Human Trafficking (Program Specialist); LINC St. Charles County (Counseling and Wraparound); Megan Meier Foundation (Counseling); UMSL - Center for Behavioral Health (Psychological Assessments) were due to high demand. Compass Health Network (School-Based MHS-Medicaid) was due to submitting multiple months for billing.

A motion was made to approve a wire-transfer for \$1,035,000.00 in the month of October. (M.S.P.: Dobbins/ Schneider) – Motion passed.

A motion was made to approve a wire-transfer for ARPA for \$143,756.79 in the month of October. (M.S.P.: Dobbins/ Elliott) – Motion passed.

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

**Report of Standing Committees:**

- Finance: The Finance Committee will meet in early December to review the 2024 Budget and select a new audit firm.
- Personnel: No report.
- Executive – Policies and Procedures: No report.

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

- Staff are finalizing summaries for all agencies in preparation for the board’s review for funding.
- Staff continues the fall site audits.
- The Board selected EMD Consulting as the organization to assist with the Executive Director Search.
- The CCRB received recognition from The Child Advocacy Center for “their diligence and devotion in making a difference in kids’ lives and continued support of the Child Advocacy Center”. Other community leaders were also recognized.
- Staff recommends the Board consider the possibility of hiring a Program Manager. A job description for this position is being developed.
- Sikich Accounting, Audit, Tax and Consulting Services has released the CCRB from its auditing contract. A Request for Proposal had been developed and distributed.
- A third round of ARPA funding applications is anticipated in 2024. Funds must be allocated by December 31, 2024; funds must be expended by December 31, 2026.

**Old Business:**

- Executive Search Team Contract – EMD Consulting has been hired to facilitate the search for a new Executive Director with an approved budget of up to \$35,000.00.

A motion was made to hire EMD Consulting for the Executive Director Search and to add \$15,000.00 to the administrative budget to fund their services.  
(M.S.P.: Williams/Schneider) – Motion passed.

**New Business:**

- **Supplemental Funding Request – LINC St. Charles County:** LINC St. Charles County requested supplemental funds for 28 units of counseling, totaling \$1,680.00; and for Wraparound Services totaling \$13,000.00; for a total request of \$14,680.00 due to high utilization.

A motion was made to approve LINC St. Charles County’s supplemental funding request for 28 units of counseling, totaling \$1,680.00; and for Wraparound Services totaling \$13,000.00; for a total of \$14,680.00. (M.S.P.: Dobbins/Schaberg) – Motion passed.

- **Supplemental Funding Request – Lutheran Family and Children’s Services:** Lutheran Family and Children’s Services requested supplemental funding for 300 units of Counseling totaling \$30,900.00 due to expending their current funds in November.

A motion was made to approve Lutheran Family and Children’s Services supplemental funding request for 300 units of Counseling totaling \$30,900.00 as presented.  
(M.S.P.: Schneider/Williams) – Motion passed.

- **Supplemental Funding Request – Eleventh Circuit Family Court:** Eleventh Circuit Family Court requested supplemental funds for 95 units of Therapeutic Supervised Visitation, totaling \$11,400.00 due to expending their funds at the end of October.

A motion was made to approve Eleventh Circuit Family Court’s supplemental funding request for 95 units of Therapeutic Supervised Visitation, totaling \$11,400.00 as presented. (M.S.P.: Williams/Marty) – Motion passed.

**Announcements:**

- Kathy Thompson from LINC St. Charles County provided business cards with the new phone number for the Emergency Weather Response program – offering warming shelters and transportation to those in need – and announced the phone number change.
- Todd Barnes from Community Council of St. Charles County announced the Community Builder Awards on Thursday, December 7, from 6:00 p.m. to 8:00 p.m. at the Community Council offices at 80-20 Studios.

**Closed Session: Executive Director Review:** A motion was made to enter a closed session at 8:25 a.m. (M.S.P.: Dobbins/ Schneider) – Motion passed.

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

**Hearings Schedule for 2024 Service Contracts:** The following agencies and representatives attended and provided information to the Board regarding Request for Funding Proposals for 2024 services funding. Board members asked questions about their applications and representatives responded.

- **SSM Health St. Joseph Hospital-Wentzville:** Christine Turner, Outpatient Behavioral Health Manager, and Matthew Mindrup, Director, Behavioral Health Services were present for SSM Health St. Joseph Hospital-Wentzville.
- **PreventEd:** Kelly Wieser, Interim Director of Prevention Education and Kim Sherony, Prevention Educator, were present for PreventEd.
- **Mental Health America of Eastern MO:** Sue King, President and Chief Executive Officer and Brittany Graham, Chief Program Officer were present for Mental Health America of Eastern MO.
- **Missouri Eating Disorders Association:** Lisa Iken, Executive Director was present for Missouri Eating Disorders Association.
- **Compass Health Network:** Katrina Mc Donald-Fuller, Executive Vice-President of Corporate Services; Brian Martin, Vice-President of Development; and Vicky Walker, Vice-President of Children's Services were present for Compass Health Network.
- **Community Living, Inc.:** Sherri Wiltse, President and Chief Executive Officer; and Dave Robben, Chief Operating Officer were present for Community Living, Inc.

- **Bethany Christian Services:** Chelsey Robertson, Safe Families for Children Coordinator; Madison Witte, Safe Families for Children Community Engagement Coordinator; and Kristen Zelle, Branch Director were present for Bethany Christian Services.
- **Community Council of St. Charles County:** Todd Barnes, Executive Director was present for Community Council of St. Charles County.
- **Big Brothers Big Sisters of Eastern Missouri:** Kristen Slaughter, President and Chief Executive Officer was present for Big Brothers Big Sisters of Eastern Missouri.

**Closed Session: EMD Consulting:** The Board entered a closed session at 1:15 p.m.

**Adjournment:** A motion was made to adjourn the meeting at 2:45 p.m.  
(M.S.P.: Dobbins/Elliott) – Motion passed.