



Meeting Call to Order: The meeting was called to order at 8:05 a.m. by Kristin Gentry, Vice-Chairman.

Roll Call and Introduction of Guests: The Trustees and other guests introduced themselves.

Present: Kristin Gentry (Vice-Chairman), Adam Burkemper, Margie Beckmann, Nancy Behlmann, Kathy Boessen, Glenda Fitzgerald, Christine Heintzelman, Charles (Pheeze) Kemper and Becky Hoskins (Ex. Dir.).

Absent: Rod Barnhill, Melba Houston, Billie Lamb, Jim Price, Dale Reinker and David Thompson.

Guests: Tim Bizelli (CFS), Mark Grzeskowiak (CFMA), Katrina Harper (CHC), Victoria Walker (CHC), Rich Hennicke (NFN), Kelly Broeker (PFH), Beth Sailors (PFH), Tom Howes (PFH) and Sarah Neumann (SJA).

Approval of Minutes: *A motion was made to approve the minutes of the October 24, 2012 meeting as printed. (M.S.P.: Beckmann, Fitzgerald)*

Financial Report:

Mrs. Becky Hoskins, Executive Director, presented the financial report, reviewing the following financial documents:

- *Balance Sheet as of October 31, 2012*
- *Profit & Loss Budget vs. Actual January 1, 2012 through October 31, 2012*
- *Profit & Loss for October 2012*
- *Sales Tax History from 2010 to Present*
- *LCRB 2012 Funding Summary*
- *LCRB 2012 Schedule of Units*

The balance of the People's Bank & Trust accounts on 11_27_2012 was **\$100,000.00** in the Main Account and **\$305,249.46** in the Money Market Account for a total balance of **\$405,249.46**.

The Balance Sheet as of October 31, 2012 showed \$19,323.16 in the prepaid tax match fund. Assets and equity were in balance at \$354,560.90.

A total of \$73,699.63 was received in October 2012 (95.51% of monthly budget) and a total of \$71,980.77 (85.83% of monthly budget) was paid out in expenditures, resulting in net income of \$1,718.86.

As of October 31, 2012 a total of \$842,867.48 (or 109.23% of budget to date) had been received in revenue and a total of \$709,067.37 (or 84.55% of budget to date) had been paid out for expenses. The net ordinary income to date was \$133,800.11.

The October 2012 sales tax revenues (deposited on 11-7-2012) were \$67,231.43 (\$9,952.11 or 17.37% more than October 2011).

In November 2012, \$68,009.82 was paid to our providers. A total of \$647,763.34 of the \$877,324.77 contracted for 2012 services has been paid to our providers. The usage rate of our contracted services through October 31, 2012 was 76.35%.

A motion was made to approve the financial report as presented. (M.S.P.: Kemper, Burkemper)

Correspondence & Announcements:

- Copies of the 2011 Missouri Sunshine Law booklets were distributed to Trustees not having a copy. All proceedings of the LCRB are subject to the current Missouri Sunshine Law.
- Mrs. Hoskins shared a thank you letter for the LCRB's 2013 funding from Family Advocacy and Community Training (FACT).
- An invitation to DART's Political Roundtable on November 28, 2012 was circulated.
- An invitation to the St. Louis Crisis Nursery's Open House on November 29, 2012 at their new Family Outreach Center in Wentzville was circulated

D.A.R.T. Report:

Beth Sailors announced that DART would host a Political Roundtable event at Bonfils Auditorium in Troy on November 28, 2012. The county-wide Drug Perception Needs Assessment will soon be completed in all four of the Lincoln County school districts and at Sacred Heart Catholic School in grades six, nine and twelve. Dr. Cynthia Berry will compile and analyze the results of this assessment.

Children's Trust Fund Report:

Kristin Gentry reported that the Children's Trust Fund's, License Plate account for Lincoln County had increased by \$1,374.00 resulting in a balance at the end of the first quarter of \$4,248.66. Kristin stated that she is waiting for a response from Winfield concerning the replacement of missing items at an estimated cost of \$125. Hopefully, the program at Winfield will be operational by the second semester of this school year. New Horizons will be contacted about signing the Memorandum of Understanding (MOU) concerning the use of the provided *RealityBaby* equipment and materials and the annual reporting procedure.

Old Business: None.

New Business:

- A. Final Approval of the 2013 LCRB Office Lease. The Trustees discussed at length the pros and cons of leasing office space in the Berk Building for 2013.
 - Nancy Behlmann stated that the new Executive Director may prefer to work out of their home, like Mrs. Hoskins has done. This would be a cost savings to the Board. Larger meetings could be held at the Lincoln County Health Department or at the Troy Fire House Community Room.

- Kathy Boessen noted that the Selection & Review Committee needs a larger space to accommodate their review meetings in the fall. She also added that PFH has offered their available rooms, if needed by the Board, for small meetings.
- Pheeze Kemper replied that since Mrs. Hoskins is paid rent for having the LCRB office in her home, that there would not be any cost savings to the Board. He stated that the office space in the Berk Building would be convenient for the LCRB's providers. He added if the office space were in the home of the Executive Director, the location of the LCRB office would be dependent upon the location of the Executive Director's home, which might not be in a convenient place in the County.
- Margie Beckmann stated that the ultimate goal for the LCRB is to have a larger office facility with adequate meeting space, but that the office in the Berk Building would provide a satisfactory temporary space.
- Mrs. Hoskins noted that continuing to have the office in her home would be more convenient for her, but that she would not desire to train her successor in her own home for four months.
- Saran Neuman, SJA, commented that the office space was quite small, having previously occupied that space.
- Pheeze Kemper stated that the Berk Building office would be a good starting location, since most of the time only the Executive Director would use the space. He noted that having the office in Mrs. Hoskins' home had worked well and was economically sound.
- Nancy Behlmann asked if the partition wall in the Berk Building 207 square foot office space could be removed.
- Mrs. Hoskins noted that the partition was removable.
- Sarah Neuman stated that removing the wall would allow for a small meeting table.
- Adam Burkemper added that the lease commitment for 2013 of about \$138 per month, plus some electricity expense, would be less than \$2,000, which would not be a large amount.
- Kathy Boessen asked if the phone and Internet access is part of the lease.
- Mrs. Hoskins noted that the phone and Internet access would not be part of the lease agreement.
- Margie Beckmann commented that the year 2013 would be an unusual period of time with the replacement of the Executive Director. She stated that keeping the office address the same, but leasing the office space at the Berk Building for meetings and for housing the new Executive Director would be a good idea; and, that in the future a larger office space could be acquired.

A motion was made to lease the office space in the Berk Building from January 1, 2013 to December 31, 2013 at a cost of \$138 per month, plus the cost of electricity, with the clause that the LCRB would vacate the space if PFH decides to move out of the Berk Building. (M.S.P.: Burkemper, Kemper)

B. Approval of Contract Modification. Kristin Gentry distributed copies of the proposed contract modification for PFH's Outpatient Program for the remainder of their 2012 contract. PFH's request was to move units from case management to direct services, to accommodate the continuation of such direct services through the end of the 2012 contract. (The request is to move 105 case management units to direct counseling units. This equates to 56.3264 additional units of direct counseling.) The modification would not increase the total amount of the 2012 contract. Mrs. Hoskins noted that the members of the Selection & Review Committee had already reviewed and approved the request.

A motion was made to approve PFH's requested contract modification for the Outpatient Treatment program, as printed. (M.S.P.: Kemper, Heintzelman)

- C. Correction of Nurses for Newborn's 2013 Contract. Mrs. Hoskins stated that a clerical error had been made in calculating the number of case management units and the unit cost for these units in the 2013 Nurses for Newborns contract. The error was corrected before the contract was signed, so no action is required from the Board.
- D. Reappointment of Trustees. Mrs. Hoskins stated that the three-year terms of five of the LCRB Trustees will expire at the end of December 2012. These Trustees are Nancy Behlmann, Kathy Boessen, Adam Burkemper, Billie Lamb and David Thompson. If these Trustees are willing to serve another three-year term, a letter needs to be sent to the Lincoln County Commissioner requesting their reappointment for the 2013-2015 term. It was not known if all of these five Trustees had agreed to serve for another three-year term. Kathy Boessen stated that she was willing to serve for another three-year term.

A motion was made to ask the Lincoln County Commissioners to approve the reappointment of Nancy Behlmann, Kathy Boessen, Adam Burkemper, Billie Lamb and David Thompson to serve as Trustees of the LCRB from January of 2013 to December of 2015, providing that these individuals are willing to serve for another three-year term. (M.S.P.: Beckmann, Fitzgerald)

Executive Director's Report:

- Mrs. Hoskins noted that she had completed and mailed all of the 2013 contracts and clinical agreement to the providers. After all of the contracts and clinical agreements are signed, copies will be made for the Lincoln County Commissioners.

Committee Reports:

- A. Finance Committee: No further report.
- B. Personnel Committee: Margie Beckmann stated that the Search Committee and the Personnel Committee will meet on November 30, 2012. The Search Committee will work on a timeline for the replacement of the Executive Director and the Personnel Committee will review and update the Personnel Handbook.
- C. Selection & Review Committee: Kathy Boessen stated that the Selection & Review Committee had addressed the contract modification request.

Comments for the Good:

- Glenda Fitzgerald stated her disappointment that the Warren County tax initiative for a children's fund did not pass in the November election. Some factors contributing to the defeat were the fear of change and the proposed sales tax increase. She suggested that the Board take steps to continue to publicize to the Warren County residents the great benefits of the tax. Pheeze Kemper noted that the tax passed in Boone County in the November election.
- Katrina Harper, CHC, reported that the Warren County campaign was well-run, but that some of the voters that were against the tax were not well-informed. Mrs. Hoskins suggested that newspaper articles about the new LCRB funding be sent to the Warren County newspaper for publication. Kristin Gentry added that the benefits could be discussed at community meetings in Warren County.

Adjournment: The meeting was adjourned at 8:55 a.m. by Kristin Gentry, Vice-Chairman.

Next Meeting: The next *Lincoln County Resource Board* meeting is scheduled for 8:00 a.m. on Wednesday, December 19, 2012 at the Lincoln County Resource Board office (the home of Mrs. Hoskins) at 509 Willow Grove Court, Troy, Missouri, 63379.

Minutes respectfully submitted by:

Becky Hoskins, LCRB Executive Director