



**Meeting Call to Order:** The meeting was called to order at 8:05 a.m. by Melba Houston, Chairman.

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

**Present:** Melba Houston, (Chairman), David Thompson (Treasurer), Rod Barnhill, Margie Beckmann, Nancy Behlmann, Christine Heintzelman, Charles (Pheeze) Kemper, Jim Price and Becky Hoskins (Ex. Dir.).

**Absent:** Kathy Boessen, Adam Burkemper, Glenda Fitzgerald, Kristin Gentry, Billie Lamb and Dale Reinker.

**Guests:** John Cleary (CFS), Saundra Barker (CFS), Tom Evans (CFS), Tim Bizelli (CFS), Michelle Stille (CACNEMO), Kathy Morrison (CFMA), Mark Grezeskowiak (CFMA), Kim Lawrence (CFMA), Victoria Walker (CHC), Jessica Covert (CHC), Christine Petty (CHC), Susan Schragger (CHC), Heather Lytle (FACT), Angela Mitchell (CHC), Mary Kay Kreider (CNW), Joyce Johnston (NAMI), Dar Walker (NAMI), 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 December 19, 2012 meeting as printed. (M.S.P.: Kemper, Heintzelman)*

#### **Monthly Financial Report:**

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

- *Balance Sheet as of December 31, 2012*
- *Profit & Loss for December 2012*
- *Profit & Loss Budget vs. Actual January 1, 2012 through December 31, 2012*
- *Sales Tax History from 2011 to Present*
- *LCRB 2012 Funding Summary*
- *LCRB 2012 Schedule of Units*
- *2012 Administrative Budget Review Sheet*
- *2012 General Budget Review Sheet*

The balance of the People's Bank & Trust accounts on 1\_22\_2013 was **\$94,675.31** in the Main Account and **\$331,484.23** in the Money Market Account for a total balance of **\$426,159.54**.

The Balance Sheet as of December 31, 2012 showed \$15,907.11 in the prepaid tax match fund. Assets and equity were in balance at \$374,276.00.

A total of \$97,568.99 was received in December 2012 (126.44% of monthly budget) and a total of \$76,765.53 (91.53% of monthly budget) was paid out in expenditures, resulting in net income of \$20,803.46.

As of December 31, 2012 a total of \$1,012,136.58 (or 109.30% of budget to date) had been received in revenue and a total of \$858,621.37 (or 85.32% of budget to date) had been paid out for expenses. The net ordinary income to date was \$153,515.21.

The December 2012 sales tax revenues (deposited on 1-7-2013) were \$74,156.44 (-\$19,883.84 or -21.14% less than December 2011).

In January 2013, \$31,190.11 was paid to our providers. A total of \$744,628.02 of the \$877,324.77 contracted for 2012 services has been paid to our providers. The usage rate of our contracted services through December 31, 2012 was 87.50%.

The total administrative expense for 2012 was \$74,032.35. The total income for 2012 was \$1,332,897.37 and the total expense for 2012 was \$958,621.37 resulting in an ending bank balance on 12-31-2012 of \$374,276.00.

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

### **Correspondence & Announcements:**

The following items were circulated:

- A thank you note from Mrs. Hoskins to the Board for the Christmas gifts.
- A newspaper article published December 25, 2012 in the Lincoln County Journal, "Resource Board Offers Tips to Parents to Assist Children on Concerns", pertinent to the aftermath of the Sandy Hook Elementary shootings.
- A picture published in the St. Charles Journal, concerning the St. Louis Crisis Nursery's Open House on November 29, 2012 at their new Wentzville Outreach Center.
- The invitation from the Troy R-III School District to the LCRB for recognition at the January 18, 2012 basketball game and the "You've Got a Friend" plaque received at the recognition event.

### **D.A.R.T. Report:**

Beth Sailors reported that the DART small group met in December 2012 and January 2013 and that the next large group meeting would be on Wednesday, February 27, 2013. Beth noted that DART is concentrating on strategic planning and creating structure for the organization. Plans are underway to create a DART Board consisting of co-chairs and voting members from the different community entities involved in the organization. Dr. Berry will present her report on the recently administered needs assessment at the February 27, 2013 DART meeting.

### **Children's Trust Fund Report:**

The balance of the Lincoln County Children's Trust Fund license plate account, at the end of second quarter, was \$4,348.66.

### **Old Business:**

Visit to Jefferson City. Melba Houston reminded the Trustees and guests that the "Mental Health Legislation Day" at Jefferson City will be held on Wednesday, February 13, 2013. The Trustees discussed selecting a different day to visit our representatives at the State Capitol to promote the mental health needs of our County. This potential visit will be discussed at the February 2013 meeting.

### **New Business:**

- A. Code of Ethics for LCRB Trustees. Melba noted that the Executive Committee met to discuss the creation of a Code of Ethics for the Trustees of the LCRB. David Thompson stated that Trustees must be vigilant to not abuse their position on the Board and to not allow their interactions with others to put undue pressure on the providers. Samples from other organizations will be researched and a draft of this Code of Ethics will be presented to the Trustees at the February 2013 meeting for their review.
- B. Qualifications for New Executive Director Position. The Trustees discussed at length what the minimum qualifications should be for the new Executive Director position. Some Trustees thought that a college degree should be required, while others thought that just an associate degree in the proper field and/or extensive years of appropriate experience would suffice. The Trustees were in agreement that ideally the person should have business and/or accounting experience and/or a related college

degree, as well as skills in handling multiple accounts and in facilitating budget analysis. One Trustee stated that a background in social services or education would also be beneficial. It was also noted that the Executive Director must be able to handle the paperwork, to follow the laws regulating the Board and its activities and to work well with the public. The salary range offered for this new position may also limit what qualifications may be set by the LCRB. Margie Beckmann, Chairman of the Search Committee, stated that she would take all of these ideas to the committee and create a list of qualifications to present to the Trustees at the February 2013 meeting.

- C. Pay Range for New Executive Director Position. Margie Beckmann, Chairman of the Personnel Committee stated that suggestions pertinent to the pay range for the new Executive Director position were forwarded to the Finance Committee for their review. The Finance Committee agreed with the recommendations of the Personnel Committee.

*A motion was made that a pay rate of \$17.00 per hour be set for the new Executive Director of the LCRB, during the training period from September 1, 2013 to December 31, 2013, with medical benefits negotiated with the individual. (M.S.P.: Beckmann, Kemper)*

*A motion was made that the annual salary range be set between \$41,000 and \$45,000 for the full-time Executive Director of the LCRB, starting January 1, 2014. (M.S.P.: Beckmann, Thompson)*

- D. Annual Allowance for Administrative/Operating Expenses. David Thompson stated that the LCRB had originally set the allowance for administrative expenses at no more than 5% of the sales tax revenue. The intent, however, of that decision was that the 5% would just be used for employees of the LCRB and did not take into account the total operating expenses. This percentage is no longer realistic. Rod Barnhill also noted that the original estimate of annual sales tax revenue was \$1.3 million per year, which has not been attained. The Finance Committee has asked Mrs. Hoskins to track the salary and benefits for LCRB personnel separately from operating expenses; and, that this separation be reflected in the monthly financial reports.

*A motion was made that the LCRB's administrative/operating costs be held at no more than 10% of the sales tax revenue. (M.S.P.: Thompson, Heintzelman)*

- E. Clarification of Annual Allocation for the LCRB Reserve Fund. David Thompson stated that the provision for the annual allocation of funds to the Reserve Fund needed to be clarified. After a lengthy discussion concerning the correct wording of this provision, the following motion was proposed and passed.

*A motion was made that the LCRB Reserve Fund consist of a minimum of 10% of the previous year's total sales tax revenue and that the funds in this Reserve Fund shall be used in the event of a deficit in the current year sales tax revenue, to avoid any default in funding current contracts with providers of services. (M.S.P.: Thompson, Heintzelman)*

#### **Executive Director's Report:**

- Mrs. Hoskins presented her written report.
- The Missouri Ethics Commission financial disclosure forms are due by May 1, 2013. Betty Lohmann of the MEC will assist in the completion of these forms, if needed.
- The 2013 lease of office space at the Berk Building has been signed and the furnishing of the office will begin in late February.
- Spring audits are scheduled for March and April of 2013.

#### **Committee Reports:**

- A. Finance Committee: No further report.

- B. Search Committee: Margie Beckmann stated that the Search Committee met on January 11, 2013 and will meet again on March 8, 2013. At the January Search Committee meeting, the following items were completed:
- Reviewed and accepted the timeline for the hiring process for the Executive Director.
  - Discussed the minimum educational requirements for the Executive Director and decided to take this discussion to the entire Board.
  - Discussed and formatted the job posting for the Executive Director.
  - Reviewed and revised the interview questions to be used in the interview process.
- C. Personnel Committee: Margie Beckmann stated that the Personnel Committee met on January 11, 2013 and will meet again on February 27, 2013. At their January meeting, the Personnel Committee completed the following items:
- Reviewed the draft of the Executive Director Addendum to the LCRB Personnel Manual which will be presented to the Board at the February 2013 meeting.
  - Reviewed the draft of the LCRB Policy and Procedure Manual.
  - Discussed the salary and benefits for the Executive Director.
- D. Selection & Review Committee: Mrs. Hoskins reported that the LCRB Funding Policies will be reviewed and revised and that proposal hearings for the providers will be scheduled during the month of September.

**Comments for the Good:** None.

**Adjournment:** The meeting was adjourned at 8:55 a.m. by Melba Houston, Chairman.

**Next Meeting:** The next Lincoln County Resource Board meeting is scheduled for 8:00 a.m. on Wednesday, February 27, 2013 at the Lincoln County Health Department (Community Room on south side of building), #5 Health Department Drive, Troy, Missouri, 63379.

Minutes respectfully submitted by:

Becky Hoskins, LCRB Executive Director