



Meeting Call to Order: The meeting was called to order at 8:06 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), Adam Burkemper, Rod Barnhill, Margie Beckmann, Nancy Behlmann, Kathy Boessen, Glenda Fitzgerald, Kristin Gentry, Christine Heintzelman, Billie Lamb Jim Price Dale Reinker and Becky Hoskins (Ex. Dir.).

Absent: Charles (Pheeze) Kemper.

Guests: Tim Bizelli (CFS), Robyn Booker (CACNEMO), Ellen Teller (CACNEMO), Victoria Walker (CHC), Heather Lytle (FACT), Kelly Broeker (PFH), Beth Sailors (PFH), Milli Palmer (PFH), Sarah Neumann (SJA), Laura Steinhoff and Allison Leonard (CNW).

Approval of Minutes: *A motion was made to approve the minutes of the January 23, 2013 meeting as printed. (M.S.P.: Lamb, Price)*

Monthly Financial Report:

Mrs. Hoskins reviewed several financial documents with the committee that included:

Balance Sheet as of February 28, 2013

- *Profit & Loss Budget vs. Actual February 2013*
- *Profit & Loss Budget vs. Actual January 1, 2013 through February 28, 2013*
- *Sales Tax History from 2012 to Present*
- *LCRB 2013 Funding Summary*
- *LCRB 2013 Schedule of Units*

The balance of the People's Bank & Trust account on 3_25_2013 was **\$50,000.00** in the Main Account and **\$349,170.19** in the Money Market Account for a total balance of **\$399,170.19**.

The Balance Sheet as of February 28, 2013 showed \$32,456.82 in the prepaid tax match fund and \$102,000.00 in the LCRB Reserve Fund. Assets and equity were in balance at \$402,896.23.

A total of \$71,163.13 was received in February 2013 (90.54% of monthly budget) and a total of \$80,039.86 (79.83% of monthly budget) was paid out in expenditures, resulting in net income of -\$8,876.73.

As of February 28, 2013 a total of \$145,482.59 (or 92.55% of budget to date) had been received in revenue and a total of \$116,862.36 (or 58.28% of budget to date) had been paid out for expenses. The net ordinary income to date was \$28,620.23.

The February 2013 sales tax revenue (deposited on 3-7-2013) was \$80,775.03 (-\$4,437.44 or -5.211% less than February 2012). The 2013 first quarter revenues were \$224,938.97 (-\$11,224.93 or -4.75% less than the first quarter of 2012).

In March 2013, \$62,507.51 was paid to our providers. The outstanding 2013 contract commitment is \$956,109.90. The usage rate of our contracted services through February 28, 2013 was 10.23%.

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

Correspondence & Announcements:

The following items were circulated:

- DART-Sponsored Town Hall meeting concerning "Prescription Drugs", April 8, 2013 at Troy Buchanan High School at 6:30 p.m.
- FACT's "18th Annual Hopes & Dreams Gala", April 19, 2013, Old Hickory Golf Club, 6:30-11:30 p.m.

D.A.R.T. Report:

Milli Palmer reported the following information about DART:

- Town Hall meeting about prescription drugs, April 8, 2013 at Troy Buchanan High School, 6:30 p.m.
- A one-page summary of the drug needs assessment results will be provided for the Board.
- An Executive Board and officers have been named and appointed for DART.
- The next phase of organizational structuring will be the creation of a strategic plan.
- The next DART large group meeting will be on Wednesday, May 29th.
- Plans are underway for a county-wide youth volleyball tournament.
- DART is always open to suggestions for improving or enhancing the organization's efforts.

Children's Trust Fund Report:

Kristin Gentry reported that she and Mrs. Hoskins met with staff at the New Horizons High School for the signing of the Memorandum of Understanding. The New Horizon's staff is interested in borrowing the specialty babies from the Lincoln County Health Department and/or in requesting the purchase of these *babies* for their school.

Old Business:

- A. Code of Conduct for LCRB Trustees. Melba Houston presented the final draft of the LCRB Trustee Code of Conduct to the Trustees for their review.

A motion was made to adopt the LCRB Trustee Code of Conduct as presented. (M.S.P.: Reinker, Thompson)

Melba distributed copies of the code of conduct to the Trustees for their signatures.

- B. Missouri Ethics Commission Resolution/Personal Financial Disclosure. Melba thanked Adam Burkemper and Mrs. Hoskins for their work in creating the resolution pertaining to the legal requirements for political subdivisions, funded by tax dollars, to disclose potential conflicts of interest and substantial interests for certain officials. During the research of this topic, it was determined that the LCRB would create and adopt a resolution specifying which Trustees need to submit personal financial disclosures. Adam explained that the draft presented to the Board would only require the "chief financial officers", i.e. the LCRB Treasurer and Executive Director, to submit the short form of the Personal Financial Disclosure statement each year. Other sections of the resolution, assure that the Board will be in compliance with all state laws pertaining to such political subdivisions. If approved, the resolution must be reviewed, re-adopted and re-submitted every two years. A brief discussion followed concerning the parameters of the resolution.

A motion was made to adopt the resolution for the Missouri Ethics Commission, as printed, pertinent to the Lincoln County Resource Board as a political subdivision, to disclose potential conflicts of interest and substantial interests for certain officials. (M.S.P.: Heintzelman, Lamb)

New Business:

- A. Executive Director Addendum to the LCRB Personnel Handbook. Margie Beckmann presented the proposed addition to the LCRB's Personnel Handbook, the *Executive Director Addendum*. The addendum clarifies specific policies that apply to the Executive Director, but not necessarily to all LCRB employees. A discussion of the contents of the addendum followed. Adam Burkemper suggested that in addition to the drug testing and background checks for a candidate for the Executive Director position, that a credit score background check also be required. David Thompson agreed that looking at the credit score rating would be a protective measure for the Board.

A motion was made to accept the draft of the Executive Director Addendum to the LCRB's Personnel Handbook, with the addition of the following: "The Executive Director will be required to undergo a review of their credit score". (M.S.P.: Burkemper, Reinker)

- B. Deadline for Submission of Requests for Modification of Contracts. David Thompson stated that the Finance Committee had discussed some problems that have occurred in the past due to the submission of contract modifications late in the funding year. The Finance Committee recommended that submission of requests for contract modifications, should not be accepted after October 1st. Mrs. Hoskins noted that due to the complexity of the system, it is difficult to get the modification of contracts created, signed and sent to all parties involved with the changes, within a short period of time.

A motion was made to set October 1st of each year as the deadline for the submission requests for contract modifications to the LCRB. (M.S.P.: Thompson, Heintzelman)

- C. Bidding Process for LCRB and Providers. David Thompson reported that the Finance Committee had discussed the appropriate minimum amount for requiring the solicitation of bids for services and/or merchandise. This set amount may or may not be the same for the LCRB and for its providers (as per the provider contracts with the LCRB). A brief discussion followed concerning the appropriate monetary amount at which bids must be obtained and the number of required bids. The Finance Committee recommended that the set amount be at \$3,000 or more, with a requirement of at least two bids; this policy would apply to both the LCRB and to its vendors. If approved this policy would become part of the procedural policy and the funding policy of the LCRB.

A motion was made to set \$3,000 or more as the amount at which both the LCRB and its vendors must solicit at least two bids, before purchasing services or merchandise. (M.S.P.: Thompson, Price)

Executive Director's Report:

- Mrs. Hoskins presented her written report for February and March, 2013.
- 2012 Annual Service Report Summary: Mrs. Hoskins briefly reviewed the annual summary of 2012 services, stating that during 2012, 7,291 children and youth were provided services in Lincoln County. It is estimated that about 26% of the total population of Lincoln County was directly or indirectly impacted by the provided services.
- 2012 Annual Report to LC Commissioners: On March 26, 2013, Margie Beckmann and Mrs. Hoskins presented the 2012 annual report to the Lincoln County Commissioners.
- All Agency Meeting: Thirty-four providers and guests met on January 23, 2013. At this meeting Brett Siefert, Administrator of the Lincoln County Health Department, asked for assistance from the LCRB-providers in meeting the mental health needs of some of their clients. Margie Beckmann reported that several of the providers responded with offers of support. Allison Leonard, an intern with the St. Louis Crisis Nursery, is now working two days per week at the LCHD as a Resource Coordinator to assist identified clients with their non-health related needs i.e. mental health resources, basic needs such as clothing and transportation issues. In addition, NAMI has offered to provide training classes about the basics of mental illness. Preferred Family Healthcare has offered to provide personnel to assist the

Resource Coordinator; and Crider Health Center has expressed willingness to support this venture. The next All Agency Meeting is scheduled for Wednesday, May 22, 2013, at 9:00 a.m. at the LCHD.

- NAMI Basics Classes: Classes begin April 4, 2013, every Thursday for six weeks, at Trinity Lutheran Church, from 6:30-9:00 p.m.
- Resources for Autism Walk: The walk will be held at Clonts Field in Troy on April 27, 2013. LCRB will have a booth to distribute brochures.
- SAFE Bingo Fundraiser: The bingo/silent auction fundraiser will be held at the Silex School on April 27, 2013, from 3-6 p.m. Trustees and providers were encouraged to provide silent auction baskets and/or prizes for this event.
- LCRB Spring Audits: Mrs. Hoskins has conducted eleven audits and will complete the other five audits by the end of April. The providers have been well-prepared for their audits.

Committee Reports:

- A. Finance Committee: David Thompson noted that the Federal government is researching the loss of sales tax dollars through Internet sales. If the government requires sales tax to be paid on all Internet purchases, it could potentially increase the revenue for the LCRB.
- B. Search Committee: Margie Beckmann stated that the Search Committee met on March 8, 2013 to finalize items for the search process to identify a replacement for Mrs. Hoskins. At the meeting, final revisions were made to the newspaper job posting, the required qualifications, the interview questions/scoring system and the job description. The job posting will appear in the Lincoln County Journal, the Troy Free Press and the Elsberry Democrat during the first three weeks of April. Interested parties will have to submit resumes, with at least three references, by April 23, 2013, via email to the LCRB. Detailed information about the position will be posted on the website after April 1, 2013.
- C. Personnel Committee: No additional report.
- D. Selection & Review Committee: Kathy Boessen reported that no business had been conducted in 2013.

Comments for the Good:

Kristin Gentry reported that major changes will be made to the Family Support Division system in the next 4-5 years. Local FSD offices will be transitioned to resource centers and specialized processing centers will process client requests. Most client requests will be completed on-line, rather than requiring clients to go a specific office. The Resource Centers established in local communities will assist clients with the on-line application process.

Adjournment: The meeting was adjourned at 9:10 a.m. by Melba Houston, Chairman.

Next Meeting: The next Lincoln County Resource Board meeting is scheduled for 8:00 a.m. on Wednesday, April 24, 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