



Meeting Call to Order: The meeting was called to order at 8:07 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), Glenda Fitzgerald, Christine Heintzelman, Charles (Pheeze) Kemper, Nancy Behlmann, Dale Reinker, Kathy Boessen, Kristin Gentry, Jim Price, Cheri Winchester and Becky Hoskins (Executive Director).

Absent: Rod Barnhill, Margie Beckmann and Adam Burkemper.

Guests: Heather Lytle (FACT), Milli Palmer (PFH), Kelly Broeker (PFH), Brittany Pursifull (PFH), Lauri Cross-Fink (CFS), Robyn Booker (CACNEMO), Mark Grezeskowiak (CFMA), Sarah Neuman (SJA), Meghan Henkelman (SJA), Victoria Walker (CHC), Dr. Michele Neblock (LCRB Trustee Appointee), Jennifer Lescher (Lincoln County R-III Schools, Cuirve Park Elementary Counselor), Kristi Gregory (Lincoln County R-III Schools, New Horizons Counselor) and Dr. Kevin Conner (Lincoln County R-III Schools, Director of Student Services).

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

Monthly Financial Report:

Ms. Winchester reviewed several financial documents that included:

- Balance Sheet as of October 31, 2013
- Profit & Loss Budget vs. Actual October 2013
- Profit & Loss Budget vs. Actual January 1, 2013, through October 31, 2013
- Sales Tax History from 2012 to Present
- LCRB 2013 Funding Summary
- LCRB 2013 Schedule of Units

The balance of the Peoples Bank & Trust account on 11_26_2013 was \$50,000.00 in the Main Account and \$265,043.91 in the Money Market Account for a total balance of **\$315,043.91**.

The Balance Sheet as of October 30, 2013 showed \$34,698.46 in the prepaid tax match fund and \$102,000 in the LCRB Reserve Fund. Assets and equity were in balance at \$387,496.75.

A total of \$81,365.27 was received in October 2013 (103.5% of monthly budget) and a total of \$87,857.86 (87.6% of monthly budget) was paid out in expenditures, resulting in net income of -\$6,492.59.

As of October 31, 2013 a total of \$823,854.75 (or 104.8% of budget to date) had been received in revenue and a total of \$810,634.00 (or 80.85% of budget to date) had been paid out for expenses. The net ordinary income to date was \$13,220.75.

The October 2013 sales tax revenue (deposited on 11-7-2013) was \$63,599.65 (-\$3,631.78 or -5.40% less than October 2012).

In November 2013, \$98,690.03 was paid to our providers. The outstanding 2013 contract commitment is \$299,341.09. The usage rate of our contracted services through October 31, 2013 was 76.64%.

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

Correspondence & Announcements:

- Ms. Winchester circulated the awards the LCRB received from the Saint Louis Crisis Nursery and its November “Over the Top for Tots” gala, including the LCRB’s Guardian Angel Award and Becky Hoskins’ Lifetime Achievement Award.
- Ms. Winchester also routed recent LCRB coverage in the *Lincoln County Journal*, including coverage of the Saint Louis Crisis Nursery awards in the Nov. 26 edition and the Journal’s report of the LCRB’s Mental Health First Aid sponsorship in the Nov. 12 edition.
- Ms. Hoskins circulated get-well and sympathy cards for providers and board members.

D.A.R.T. Report: Milli Palmer reported the following about D.A.R.T.’s current projects and activities:

- The strategic plan for prescription drug abuse is targeted for January 2014 completion.
- The D.A.R.T. assembly is scheduled for Dec. 4 and will include a charter signing and bylaw review, which Palmer noted as important for the organization’s sustainability.
- D.A.R.T. will attend a Coalition Leadership and Legislator meeting on Dec. 5 at DePaul. Issues of concern:
 - Prescription-drug monitoring, Missouri is the only state without a drug monitoring program
 - Legalization of marijuana, D.A.R.T. leadership is working on a collaborative informational campaign called “Think Again.”
 - Heroin use
 - Social hosting
- On Dec. 20, D.A.R.T. and S.A.F.E. (Sober and Fun Environments) will host a dodgeball tournament at Tri-County Sports Center in Moscow Mills. D.A.R.T. will provide roundtrip transportation from local schools to the event.

Children’s Trust Fund Report:

- Kristin Gentry reported first quarter earnings of \$1,121.00, bringing the balance to \$5,769.66. No new funding requests have been made. Ms. Gentry said schools continue to send the “Reality Babies” home with students over the weekend.

New Business:

- MIMH Training: Lincoln County R-III Trainers’ Report

Lincoln County R-III School counselors Jennifer Lescher and Kristi Gregory reported on their Youth Mental Health First Aid training experience, which the LCRB funded per Board approval at the September 25, 2013, meeting. Since the late October training, Lescher and Gregory have presented to the R-III School Board and will offer a training for counselors, special education teachers and school secretaries at R-III’s January 6 professional development day. The counselors shared key learnings from the training, including:

- One in five adolescents will develop a mental health problem.
- Typically, mental health conditions begin between the ages of 12 and 24.
- The Mental Health First Aid training offers practical tools, education and an action plan to help responders intervene; recognize and respond; and prevent crises—not to diagnose youth or provide treatment.

Lescher and Gregory must present three trainings each calendar year to keep their certifications as Youth Mental Health First Aid trainers. The counselors hope to partner with LCRB to provide an eight-hour training for the community next spring.

Ms. Hoskins added the Missouri Institute of Mental Health may offer another five-day “Train the Trainer” program in summer 2014.

- Nominating Committee

Chair Melba Houston reported Nancy Behlmann will chair the nominating committee. Committee members include Charles (Pheeze) Kemper and Rod Barnhill. Houston said the committee will present its roster at the December 2013 Board of Trustees meeting for a vote in January 2014.

- Trustee Recommendations

Chair Melba Houston confirmed Michele Neblock, M.D., with LCMC’s Doctors Professional Clinic, has agreed to fill Dr. Dale Reinker’s one-year term upon his retirement Dec. 31, 2013.

A motion was made to recommend Dr. Michele Neblock to the Lincoln County Commissioners for appointment to a one-year term for the LCRB Board of Trustees. (M.S.P. Thompson, Boessen)

Houston also reported the Board is still working to fill a two-year board term with a candidate from the Foley or Winfield area of the County.

- Funding Policies

Ms. Boessen reported the LCRB funding policies have been thoroughly reviewed and revised to reflect current funding standards and improve clarity for current and future providers.

A motion was made to accept the funding policy revisions. (M.S.P. Boessen, Kemper)

- Consulting Proposal

Mr. Thompson shared the Finance Committee's recommendation to contract with Ms. Hoskins following her Dec. 31, 2013, retirement as a consultant. The submitted consulting agreement proposes a monthly retainer fee of \$500 for no less than three months (January to March 2014) and no more than six months (January to June 2014).

A motion was made to contract with Becky Hoskins per the terms outlined in the consulting proposal for 2014. (M.S.P. Thompson, Price)

Executive Director's Report:

- Ms. Hoskins and Winchester presented their written November 2013 reports to the Trustees.
- Ms. Winchester also reported:
 - The fall audits are complete. The audited files were comprehensive, billings were accurate and clinical progress was made. The only discrepancies found were:
 - Nurses for Newborns, duplicate billings in the amount of \$353.97, reimbursed to the LCRB via the November invoice for October services.
 - Catholic Family Services, Love & Logic duplicate billings of \$451.52, reimbursed to the LCRB via the November invoice for October services.
 - Children's Foundation of Mid-America, LCRB owes the provider one unit of time to be reconciled via the December invoice for November services.
 - The LCRB has received all 2014 signed contracts and clinical agreements and has sent electronic copies to the Lincoln County Commissioners.
 - The LCRB received its Missouri Ethics Commission annual Personal Financial Disclosure Annual Filers correspondence. Board members should receive paperwork from the Missouri Ethics Commission via mail in January 2014. Filing deadline is May 2014.
- Ms. Winchester also asked the Board if the LCRB would like to serve as an official Bright Futures Lincoln County Partner, noting Ms. Winchester's board service as part of the LCRB's volunteer support.

A motion was made for the LCRB to serve as a partner organization for Bright Futures Lincoln County. (M.S.P. Boessen, Fitzgerald)

Committee Reports:

- A. Finance Committee: No further report.
- B. Personnel Committee:
 - The committee has met twice and is working to update the personnel manual, referencing the Lincoln County Health Department's and Troy Area Chamber of Commerce's newly updated personnel manuals. The committee will work to complete the manual in 2014.
- C. Selection & Review Committee: No further report.

Comments for the Good:

- The Child Center is working to fill its executive director position, as Ellen Teller will change her role within the organization to fund development, and for a forensic interviewer.
- Sts. Joachim and Ann Care Service plans to hire an additional staffer to cover 16 hours/week at \$12.50/hour. Daytime hours and college degree in social work or a related field required.
- Becky Hoskins' retirement celebration will follow next month's Board meeting.

Adjournment: The meeting was adjourned at 9:10 a.m. by Melba Houston, Chairman. (M.S.P.: Kemper, Price)

Next Meeting: The next Lincoln County Resource Board meeting is scheduled for **8:00 a.m. on Wednesday, December 18, 2013, at the Fellowship Hall of the First Christian Church, 1302 Boone Street, Troy, MO.**

Minutes respectfully submitted by: Cheri Winchester, Executive Director Trainee