



**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), Christine Heintzelman, Charles (Pheeze) Kemper, Nancy Behlmann, Jim Price, Rod Barnhill, Margie Beckmann and Cheri Winchester (Executive Director).

Absent: Kathy Boessen, David Thompson (Treasurer), Glenda Fitzgerald, Michele Neblock, Kristin Gentry and Adam Burkemper.

Guests: Kelly Broeker (PFH), Brittany Pursifull (PFH), Lauri Cross-Fink (CFS), Mark Grezeskowiak (CFMA), Sarah Neuman (SJA), Meghan Henkelman (SJA), Victoria Walker (CHC), Jo Stahl (CNW-Family Empowerment Program), Heather Lytle (F.A.C.T.) and Barb Wehde (Lincoln County Deputy Treasurer, LCRB Board of Trustees candidate).

**Approval of Minutes:** *A motion was made to approve the minutes of the December 18, 2013, meeting as printed. (M.S.P.: Kemper, Barnhill)*

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

Ms. Winchester reviewed several financial documents that included:

- Balance Sheet as of December 31, 2013
- Profit & Loss Budget vs. Actual December 2013
- Profit & Loss Budget vs. Actual January 1, 2013, through December 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 1\_21\_2014 was \$84,258.81 in the Main Account and \$314,699.44 in the Money Market Account for a total balance of **\$398,958.25**.

The Balance Sheet as of December 31, 2013 showed \$28,255.97 in the prepaid tax match fund and \$102,000 in the LCRB Reserve Fund. Assets and equity were in balance at \$363,540.81.

A total of \$112,155.27 was received in December 2013 (142.69% of monthly budget) and a total of \$88,411.95 (88.18% of monthly budget) was paid out in expenditures, resulting in net income of \$23,743.32.

As of December 31, 2013 a total of \$999,757.80 (or 105.52% of budget to date) had been received in revenue and a total of \$1,010,492.99 (or 83.98% of budget to date) had been paid out for expenses. The net ordinary income to date was -\$10,735.19.

The December 2013 sales tax revenue (deposited on 1-7-2014) was \$82,016.95 (\$7,860.51 or 10.60% more than December 2012).

In January 2014, \$85,286.30 was paid to our providers. At the close of the 2013 funding cycle, the LCRB funded \$970,858.42 of the \$1,102,168.93 allocated for 2013 contracted services (representing a difference of \$131,310.48). The usage rate of our contracted services through December 31, 2013 was 91.26% compared to 87.5% in 2012.

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

### **Correspondence & Announcements:**

- Sarah Neuman announced SJA:
  - Hired social worker Kimberly Hewlett to support the Lincoln County office and the growing demand for services. Kimberly comes from Youth in Need and Pathways Behavioral Health Services where she's conducted home visits and helped establish family goals and empowerment programs. Ms. Neuman says Kimberly will focus on crisis management as she fields and responds to calls from Lincoln County families.
  - Looking for new Lincoln County office space for improved functionality and to address inadequate heating in current space.
  - Need volunteers to support the Jan. 29, 2013, Winter Homeless Count.

### **D.A.R.T. Report: Brittany Pursifull reported:**

- The Dec. 20, 2013, D.A.R.T. and S.A.F.E. (Sober and Fun Environments) dodgeball tournament attracted 65 students from all four Lincoln County school districts. The event served as a kickoff for expanding S.A.F.E. to other schools within the Lincoln County School District. Elsberry Middle School and Elsberry High School won their respective tournaments, earning pizza parties at their schools. Silex S.A.F.E. student leadership will advance their outreach and efforts to develop S.A.F.E. groups throughout the other Lincoln County school districts.
- In January, the team met with Lincoln County Sheriff John Cottle who wants to rebrand the D.A.R.E. camp as D.A.R.T. The team is working to transition the camp effective summer 2015.

### **Children's Trust Fund Report: No report.**

### **Old Business:**

- Nominating Committee

Nancy Behlmann presented the committee's roster for board approval, nominating Melba Houston, Kristin Gentry and David Thompson to serve another term, retaining their current board positions.

*A motion was made for Melba Houston, Kristin Gentry and David Thompson to serve another board term retaining their current board positions. (M.S.P.: Behlmann, Heintzelman)*

- Missouri Ethics Commission

Ms. Winchester reported the board should receive their annual filing form from the commission via mail in January. The form is due to the Missouri Ethics Commission by May 2014.

- Youth Mental Health First Aid

Ms. Winchester reported the LCRB-funded R-III trainers are planning to host their second community training on April 9, 2014, location TBD. The training will be open to 30 participants, with 15 positions held for the Winfield, Silex and Elsberry School Districts for first right of refusal. The trainers requested LCRB funding to cover the April 9 training session and its associated costs of \$50/person for training manuals and refreshments. Ms. Winchester noted the board approved \$4,200 for the October 2013 "Youth Mental Health First Aid Train the Trainer" session, of which \$2,455.68 was expended to train two trainers and sponsor a lunch, leaving a balance of \$1,744.32.

*A motion was made that the LCRB fund the April 9, 2014, Youth Mental Health First Aid community training at a cost of \$1,500. (M.S.P.: Kemper, Price)*

### **New Business:**

- Needs Assessment: Status report and payment scheduling

Ms. Winchester reported:

- The LCRB received a proposal from Dr. Cynthia Berry with BOLD, which reflects the 2014 budget allocation. The LCRB is waiting for responses from contacts at the University of Missouri-St. Louis and the University of Missouri-Columbia. Ms. Winchester asked for the Board's preference regarding contractor reimbursement; whether the members prefer issuing one lump-sum payment or paying in monthly increments as outlined in the selected proposal.

*A motion was made that the LCRB pay for needs assessment services incrementally based on the services provided and as noted in the proposal and contract. (M.S.P.: Price, Kemper)*

- **Strategic Communications**

Ms. Winchester reported:

- The 2014 LCRB brochure draft is completed and has been sent to the board for review and edits. She will then send the revised draft to providers for final review before production.
- The LCRB now has a Twitter account @LincolnCoKids and it's regularly updated along with our Facebook page.
- The LCRB is working with the *Lincoln County Journal* for a Progress section feature highlighting a recent provider-consumer success story. She has solicited providers for submissions and will work with the provider and consumer to coordinate an interview with the *Journal*.
- Per the strategic plan, the LCRB is reaching out to the chamber and vendors regarding a "shop local" billboard campaign, exploring available space off South Lincoln Drive to promote sales tax revenue growth and awareness of LCRB mission and programs.
- The LCRB received three vendor proposals for website modernization, two from local web designers and one from an out-of-state designer for service and cost comparisons. The proposals were presented to the finance committee, which recommended to the Board that the LCRB employ our current website developer, Tracker Designs, per the submitted proposal.

*A motion was made that the LCRB accept Tracker Designs' bid for website modernization. (M.S.P.: Kemper, Beckmann)*

**Executive Director's Report:**

Ms. Winchester reported:

- Crider Health Center and Preferred Family Healthcare offered rapid response and assistance for a crisis call. Over the holidays, the LCRB received a call from the father of a mentally ill adult son who was becoming increasingly violent. Within minutes, Crider had the son enrolled in outpatient treatment. Thank you!
- She attended the Franklin County Crime and Substance Abuse Summit and a D.A.R.T./PFH meeting with Sheriff Cottle at the invitation of PFH. She is following up with Sheriff Cottle and his expressed interest to learn more about LCRB services for referrals.
- She is coordinating school visits, meeting with guidance counselors at Silex, Winfield and Elsberry school districts. She has conducted outreach and received insights/direction from the R-III School District and its guidance counselors via April Bryant.
- Preferred Family Healthcare is partnering with Bright Futures Lincoln County, including four PFH students who will volunteer their time to Bright Futures for community service.
- She met with the leadership of LINC and Oats to navigate transportation challenges regarding Catholic Family Services and its outpatient psychiatry program.
- The 2013 Annual Provider Reports are due Feb. 7, 2014.

**Committee Reports:**

A. Finance Committee: No further report.

B. Personnel Committee:

- Committee Chair Margie Beckmann reported:
  - The Personnel Committee has updated the Personnel Policy Manual and recommends submitting the manual for third-party review to a human resource professional, ensuring the manual is current and effective for the LCRB's Executive Director and future employees.
  - The Personnel Committee asked the Board for approval to solicit three bids for manual review and updating and asked for any recommendations to support the bidding process.

*A motion was made that the LCRB explore professional HR services to update its Personnel Policy Manual. (M.S.P.: Beckmann, Heintzelman)*

C. Selection & Review Committee: No further report.

**Comments for the Good:**

- Thank you to the attendees for their Bright Futures Lincoln County donations. Bright Futures currently needs jeans and tennis shoes.
- The Crisis Nursery is planning a donation day for March 29 in Elsberry. Flyers and additional details to come.

**Adjournment:** The meeting was adjourned at 8:52 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, February 26, 2014, at the Lincoln County Health Department (Community Room), #5 Health Department Drive, Troy, MO.**

Minutes respectfully submitted by: Cheri Winchester, Executive Director