

LINCOLN COUNTY RESOURCE BOARD

“Putting Kids First in Lincoln County”



Lincoln County Resource Board Meeting Minutes of November 28, 2007

Meeting Call to Order: The meeting was called to order at 7:30 a.m. by Adam Burkemper, Chairman.

Roll Call and Guests: Present: Adam Burkemper, Rod Barnhill, Nancy Behlmann, Kathy Boessen, Margie Cappel, Melba Houston, Pheeze Kemper, Billie Lamb, Jim Price, Gary Sheller, David Thompson and Becky Hoskins, Executive Director.

Guests: Lauri Cross-Fink (CFS), Miriam Mahan (SJA), Janice Mills (SJA), Annie Schulte (CHC), and Jim Wallis (PFH)

Absent: Dr. David Easterday, Kristin Gentry,

Approval of Minutes: *A motion was made to approve the minutes of the October 24, 2007 meeting as printed. (M.S.P.: Thompson, Cappel)*

Financial Report:

Becky Hoskins, Executive Director, presented the financial report. Mrs. Hoskins reviewed the *General Ledger*, dated November 25, 2007, with the Board. The bank balance was \$460,112.67.

Mr. Burkemper asked about a \$1990 deposit made on 9-19-07. Mrs. Hoskins explained that the *Thompson Family Charitable Foundation* had donated \$1990 for office equipment and that a thank you letter had been sent to the Foundation.

Mr. Burkemper also inquired about Check # 1017 written to *Community Opportunities* for \$4281.60. Mrs. Hoskins reported that this was a reimbursement for *Children's Trust Fund* materials that had been sent to the LCRB, when, in fact, *Community Opportunities* had paid for the materials. In the future all reimbursements will come directly to the LCRB from the *Children's Trust Fund*.

Mrs. Hoskins then presented information concerning the reimbursements sent to agencies in November for contract services provided in October 2007. The total amount reimbursed in November was \$30,258.39.

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

Wellness Center Report:

Jim Wallis provided an update to the Board concerning the search for a larger location for the Wellness Center in Troy due the need for more square footage to accommodate the new staff and new programs. Mr. Wallis stated that Preferred Family Healthcare and Catholic Family Services are definitely committed to supporting the leasing of a larger facility. These two providers are looking at two possible properties in Troy—the Harvey Rhoads property (2400 square feet) next to Kroger and one of Bart Berneking's office spaces (3600 square feet) on Highway 61. The leasing cost of both of these properties is comparable.

Mr. Wallis stated that he still hopes that some other providers will commit to using space in a larger facility. Regardless of whether or not other providers commit to this expansion project, Preferred Family Healthcare and Catholic Family Services, based upon their present funding, plan to make a decision within a few weeks about leasing a larger facility.

Mr. Wallis plans to meet with Mr. Berneking to discuss the philosophy and mission of the Wellness Center and the services provided, as well as, to review the business aspects of the agencies involved. The open area in the Berneking property could be constructed to meet the needs of some other providers, in particular the Supervised Visitation program from the 45th Judicial Circuit. In addition, the court alternative program or some other agencies, not funded by the LCRB, may want to utilize some of the space. Mr. Wallis plans to make a final decision by the end of November about which property to lease.

Mr. Burkemper asked Mr. Wallis about a projected date to move into a larger facility. Mr. Wallis responded that he hopes to make the transition by January of 2008. When Mr. Burkemper asked about the length of the lease, Mr. Wallis said that he would rather sign a two-year lease, as opposed to a three-year lease.

Mr. Wallis added that the new staff is doing a great job of logging all of the phone calls coming into the Wellness Center in which people request services. The staff members are referring the requests to the proper providers and insuring that the potential clients are called back as soon as possible by the appropriate person and/or agency. Mrs. Hoskins reiterated the importance of having the Wellness Center serve as a clearinghouse for directing the incoming calls to the appropriate service provider.

Kathy Boessen added that an advantage of locating the Wellness Center along Highway 61 is the potential for having a "Lincoln County Wellness Center" sign publicizing the location of services.

Mrs. Hoskins pointed out that the Preferred Family Healthcare's "Mid-Service Report" for the Wellness Center contract from January 1, 2007 to September 30, 2007 was included in the Board packet.

Mr. Burkemper commented that it would be beneficial for the providers to take turns at the monthly meetings presenting information to the Trustees about the services that they provide. Mr. Burkemper noted that even though the members of the *Selection and Review Committee* realize all of the services being provided, other members of the Board may not fully comprehend the scope of these contracted services. Mrs. Boessen noted that even the members of the *Selection and Review Committee* would benefit from periodic updates concerning the services.

Mr. Sheller stated that he is looking forward to learning more about the providers and the types of services that they provide, because part of the responsibility of a Trustee is to understand the products that our providers offer to the community and at what cost. Mr. Sheller asked how success is measured in the funded programs.

Mr. Wallis responded that clinical outcomes are submitted to the LCRB with their proposals. The providers submit reports every 6 months to the Executive Director indicating whether or not these measurable goals have been met. The Executive Director tracks whether or not the agencies are meeting the measurable goals outlined in the clinical outcomes agreement for each program of service. If a goal is not being met, then the agency must provide an action plan stating why the goal is not being met and what will be done to meet the goal in the future. Mr. Wallis also noted that he also measures success unscientifically by the positive changes he observes in current and former clients.

Mrs. Boessen said that the *Selection and Review Committee* looked thoroughly at these goals, knowing that sometimes the goals cannot always be accomplished completely. Mrs. Hoskins noted that the *Selection and Review Committee* and the Executive Director have the authority to ask providers to modify or change clinical outcomes if the goals are not measurable or appropriate.

Mr. Sheller noted that some people have asked him how the programs are working and what kind of results is being seen. Mr. Sheller said that since the "need" is perceived to be so great, we should show the public that we are making progress in "chipping away" at this necessity for services in Lincoln County.

Mrs. Hoskins added that she hopes that the monthly news release in the Lincoln County Journal will serve as a means to publicize the services being provided and the needs being addressed in our county using our sales tax dollars. Mrs. Hoskins has asked the staff at Preferred Family Healthcare to provide information about their "Teams of Concern" program to highlight in the first news article about the LCRB-funded programs.

Mrs. Cross-Fink noted that in CFS's counseling program in the Catholic schools, sixteen presentations have already been made to groups of students and 6 clients are receiving weekly services. Mrs. Schulte added that sometimes it is easier for people to see the services in action in our schools, but it is more difficult for people to evaluate the benefits

of more individualized services. Mr. Wallis stated that during the past few years the need for some types of services has decreased due to the success of the preventative programs.

Old Business:

- A. Mr. Burkemper reviewed with the Board what had transpired between Preferred Family Healthcare and the LCRB since the proposal for the continuation of the Wellness Center was first brought to the attention of the Board at the June 2007 meeting by Dick Dillon until the present time. Mr. Burkemper noted that he, nor some other members of the Board, understood exactly what Mr. Dillon was requesting in terms of specific funding for the continuation of the Wellness Center. Unfortunately, since no funds were set aside specifically for the Wellness Center, all of the available funding was awarded during the competitive bidding process and there is no more money to allocate for the continuation of the Wellness Center.

Mr. Wallis noted that since the LCRB has no money available for the continuation of the Wellness Center, Preferred Family Healthcare and Catholic Family Services will move forward with their present plan to seek a larger facility with their present funding levels. Mr. Wallis stated that the problem with asking the Board for a specific amount of money in June, was that there was no way to know which providers would be funded and at what amount. Mrs. Boessen added that the several options presented by Mr. Dillon to the Board in September made it more difficult to know what was being requested.

Mrs. Hoskins told the Board that there are some non-budgeted funds available from the unused portion of the January 2007-September 2007 Wellness Center contract funded by the LCRB. The original contract between Preferred Family Healthcare and the LCRB was for \$49,257 of which \$42,693 was paid to PFH, leaving a variance of \$6,564. This variance was due to a reduction in staffing resulting in less money being used for salaries. It would be possible for the Board award that amount to assist the Wellness Center.

Mr. Burkemper asked Mr. Wallis about the projected annual lease cost. Mr. Wallis responded that at \$13.50 a square foot, if 3600 square feet is leased, the annual cost would be about \$48,600 per year. Mr. Wallis added that Mr. Berneking, however, had discussed offering an escalating lease that might begin at a lower rate and then increase as the Wellness Center used more space. Mr. Wallis stated that he had planned upon asking the Board for the variance of \$6,564 left from the Wellness Center contract. This amount would be helpful in the funding the cost of the move from the Travis Blvd. location to the new property.

Mr. Sheller voiced concerns that the Board is "rushing headlong" at each other without taking into consideration that the funding that has been pledged is based upon estimated revenues of \$1.3 million. Mr. Sheller is worried about the possible need to use part of the \$100,000 reserve fund, as well as all of the other funds, to fulfill the Board's present obligations. Mr. Sheller also stated that if the Board makes a commitment to the Wellness Center that cannot be met, that would put Preferred Family Healthcare and the other included providers in a difficult position. Mr. Sheller felt that the Board should be cautious in making promises that the Board cannot guarantee will be kept.

Mrs. Boessen noted that as the economy weakens, family stress may escalate resulting in an increased need for services.

Miriam Mahan from Sts. Joachim & Ann Care Service noted that even though the LCRB did not fund rent for them this time, her agency is still committed to having a satellite location in Lincoln County. Mrs. Mahan noted that the agencies have other funding resources other than the LCRB and that the providers must look beyond just this Board and the tax dollars to meet their needs. She stated that providing "one stop" services are ideal for serving families. She also stressed the importance of the commitment of the providers and the Board to the concept of the Wellness Center, but that the funding will need to come from many sources.

Mr. Price asked about the time period of the contract with the Wellness Center. Mrs. Hoskins responded that the contract period was from January 1, 2007 through September 30, 2007. Mr. Price made a motion that the Board extend the contract with Preferred Family Healthcare for the continuation of the Wellness Center until December 31, 2007 and that Preferred Family Healthcare may use the balance of the funds of \$6,564 for expenses related to the operation of the Wellness Center.

A motion was made to extend the contract with Preferred Family Healthcare for the continuation of the Wellness Center until December 31, 2007 and that Preferred Family Healthcare may use the balance of the funds of \$6,564 for expenses related to the operation of the Wellness Center. (M.S.P.: Price, Boessen)

- B. Melba Houston reported on the work of the task force that was assigned to enhance and extend the purpose and mission statement of the LCRB. Mrs. Houston reported that the task force consisting of Mrs. Houston, Mrs. Boessen, Mrs. Cappel and Mrs. Hoskins fashioned a written proposal for the revised purpose, mission, vision and value statements of the LCRB. Mrs. Hoskins recommended that the mission statement be revised as follows: *To develop and implement a comprehensive system of care for children and families in need in Lincoln County.*

A motion was made to accept the proposed purpose, mission, vision and value statements for the LCRB as amended. (M.S.P.: Houston, Lamb)

New Business:

- A. Mrs. Hoskins presented information concerning the LCRB budget for 2007 and 2008 as printed on the budget proposal. The present figures indicate that the Board may have to use a portion of its \$100,000 reserve fund to meet its contracted obligations and other expenses for 2008. Mr. Thompson noted that the use of the reserve fund will depend upon whether or not the providers use all of their funding and upon the amount of sales tax revenues collected in 2008. The Personnel Committee will meet to discuss the proposed administrative budget and bring their recommendations to the Board at the December meeting. The budget will be presented for final approval at the December meeting.

There was a discussion about economic development in Lincoln County. Mrs. Mahan inquired about the plans for economic development in Lincoln County. Mr. Kemper responded that there are no definite plans in place, but there is evidence of some increase in retail development and that there are several new subdivisions being built. Mr. Thompson noted that there is projected growth, but that right now the economy has slowed down and that it may take 18 months to see a turn around. Mr. Burkemper said that housing construction is almost at a standstill and that houses are not selling. Mrs. Schulte added that in St. Charles County, Bruce Sowatsky is extremely involved in economic development planning and that St. Charles has an economic development program in place. Mr. Kemper said there is a meeting scheduled to discuss economic development in the county. Mrs. Mahan stated that "human services" needs to be part of the economic planning for the county.

- B. Mr. Burkemper presented a report about the meeting held on November 27, 2007 with the Lincoln County Commissioners at the Lincoln County Courthouse. Mr. Burkemper told the Board that he and the members of the Finance Committee and Mrs. Hoskins met with the three County Commissioners to discuss the possibility of the county constructing a building to house a "Wellness Center"-type building in a central location to house the many agencies that serve children and families in Lincoln County. The building might be about 8,000 square feet with an approximate cost of about \$1.6 million without the land cost. The county could charge "rent" or "administrative costs" to the tenants to defray the majority of the cost of the building. Mr. Thompson pointed out that this centralized location would allow for families to be served at one place rather than going to multiple sites. Mrs. Mahan added that a building much larger than 8,000 square feet would be needed and that Lincoln County needs to be thinking "way outside of the box" to prepare for the future needs of our families by proactively doing economic planning to bring in new businesses and companies. Mrs. Mahan added that now is the time to look for the land for this project of perhaps 20 acres.

Mr. Sheller agreed that the centralized location is a good idea. He asked if the providers would be offended if they were asked to use part of their funding to pay rents to the county. Mrs. Mahan said that they would abide by whatever guidelines or policies are set forth by the county. Mrs. Schulte noted that some of the school-based providers need to have offices in the schools, so they would not want to be housed in a central location.

Melba Houston took over at 8:40 a.m. for Mr. Burkemper who had to leave the meeting.

Executive Director's Report:

Mrs. Hoskins reviewed the Executive Director's written report with the Board. Mrs. Hoskins said that she and Mr. Thompson had received corporate credit cards with \$500 spending limits to be used for purchasing LCRB items. Mrs.

Hoskins noted that she is trying to attend as many functions as possible so that she can network with the community. Mrs. Hoskins has scheduled a presentation about the LCRB at the April Troy Chamber of Commerce meeting and she will present to the Troy Kiwanis Club in the near future. The Finance Committee has approved having the LCRB brochures professionally printed so that Mrs. Hoskins may distribute these as part of her presentation.

Mrs. Schulte asked if the present logo will be the permanent one for the LCRB. Mrs. Schulte thinks that the LCRB logo should be required on the literature of all funded agencies. Mrs. Hoskins noted that the present logo is too cumbersome to use in this fashion. Mrs. Schulte offered to assist in creating a more simplified logo design using "LCRB" and the "Putting Kids First in Lincoln County" in the design.

Committee Reports:

Personnel Committee: Mrs. Cappel reported that the Personnel Committee will meet to discuss the administrative portion of the 2008 budget.

Finance Committee: No further report.

Selection & Review Committee: Mrs. Boessen reported that the Selection & Review Committee will meet early in 2008 to prepare for the next funding cycle.

Comments for the Good:

Mrs. Schulte told the Board about a proposed bill on Missouri House floor that eliminates property taxes and replaces them with just sales tax and/or a flat income tax. She feels that people would stop buying goods in Missouri if the sales taxes were very high.

Mrs. Mahan told the Board about the Christmas "adopt a family" program that Sts. Joachim and Ann Care Service has conducted for the past 27 years. This year 57 Lincoln County households are on the list with 48 of these households having 184 children under the age of 18.

Next Meeting:

*The next monthly meeting is scheduled for 8:00 a.m., **Friday, December 14, 2007** at the Lincoln County Health Department. A Christmas breakfast will be served at 7:30 a.m. for the Board and all guests.*

Adjournment:

A motion was made to adjourn the meeting at 9:15 a.m. (M.S.P.: Thompson, Kemper)