



LINCOLN COUNTY RESOURCE BOARD
Lincoln County, Missouri

Meeting Minutes of December 14, 2007

Meeting Call to Order: The meeting was called to order at 8:00 a.m. by Adam Burkemper, Chairman.

Roll Call and Guests: Present: Adam Burkemper, Nancy Behlmann, Kathy Boessen, Margie Cappel, Kristin Gentry, Melba Houston, Pheeze Kemper, Jim Price, David Thompson and Becky Hoskins, Executive Director.

Guests: Judge Ben Burkemper (Supervised Visitation), Lauri Cross-Fink (CFS), Katrina Harper (CHC), Miriam Mahan (SJA), Janice Mills (SJA), Annie Schulte (CHC), Jean Thomas (PFH) and Jim Wallis (PFH)

Absent: Rod Barnhill, Dr. David Easterday, Billie Lamb and Gary Sheller

Approval of Minutes: *A motion was made to approve the minutes of the November 28, 2007 meeting as printed. (M.S.P.: Kemper, Price)*

Financial Report:

Becky Hoskins, Executive Director, presented the financial report. Mrs. Hoskins reviewed the *General Ledger*, dated December 14, 2007, with the Board. The bank balance was \$500,579.21. The sales tax revenues collected in November and deposited into the LCRB on 12-7-07 were \$114,474.87. A total of \$114,975.09 has been paid in 2007 for contracted services.

Mrs. Hoskins then presented information concerning the reimbursements sent to agencies in December for contracted services provided in November 2007. The total amount reimbursed in December was \$42,023.70. Mrs. Hoskins reviewed the summary spreadsheet with the Trustees that showed the total amount paid to providers in 2007 and the balance of the contracts.

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

Wellness Center Report:

Jim Wallis reported to the Board concerning the search for a larger location for the Wellness Center in Troy due the need for more space to accommodate the new staff and new programs. Mr. Wallis stated that Preferred Family Healthcare is considering three possible locations in Troy for the Wellness Center and that a final decision will be made by the end of December. The possible locations are: the Harvey Rhoads property next to Kroger; a Bart Berneking's office space on the Professional Parkway; or, Dr. Ryan's McCann's property on the Professional Parkway. Mr. Wallis noted that the decision about which property to lease will be based upon available funding.

Mrs. Hoskins stated that a modification to the original Wellness Center contract had been sent to Mr. Wallis for his signature. Per the decision of the Trustees at the November meeting, the Wellness Center contract has been extended until December 31, 2007 with a spending ceiling of \$6,564.00. The contract modification allows PFH to submit expenses related to this contract until January 14, 2008.

Old Business:

None.

New Business:

- A. The proposed 2008 budget was presented to the Trustees. Mrs. Hoskins noted that she had updated the current 2007 financial information through 12-14-07. A total of \$114, 975.09 had been paid for contracted services, leaving a net surplus of \$407,593.88 for 2007. Mrs. Hoskins estimated that \$407,400 would be brought forward as a cash balance at the beginning of 2008.

Mr. Thompson then presented the budget figures to the Board. He stated that total revenue should exceed expenses for 2008, and, that barring any unforeseen circumstances, it should not be necessary to use any of the \$100,000 Reserve Fund. He noted that there will be a net surplus if the finances continue as they are now and that as we have more historical information it will be easier to track revenues and expenses. Mr. Thompson asked the Trustees to adopt the budget as presented.

Mr. Burkemper asked if the projected total sales tax revenue of \$1,022,600 is a conservative estimate. Mr. Thompson replied that he hopes that the sales tax revenues will exceed this amount, but that this amount is based upon the past revenues received. Mrs. Hoskins noted that the projected net surplus of \$150,288.09 includes the Reserve Fund of \$100,000, so there would be a \$50,288.09 surplus.

Mrs. Houston commented that the line item for the Children's Trust Fund of \$11,040 seemed high. Mrs. Hoskins replied that this amount was based upon the \$10,000+ amount in the CTF account last year with a small increase added for increased participation in the program. Trustees were encouraged to participate in the license plate program that supports the CTF.

Mrs. Hoskins and Mr. Thompson then presented the administrative portion of the 2008 budget. Mrs. Hoskins explained that the administrative budget of \$51,430 is based upon 5% of the projected revenues and interest for 2008. Mrs. Schulte noted that a line item for updating the Lincoln County Needs Assessment might need to be added, if the Board plans to contract out for this update. Mrs. Hoskins replied that Bruce Sowatsky has offered to assist in leading the Board through the process, so adding this to the budget would not be necessary.

Mr. Burkemper asked if the LCRB has to do an audit. Mrs. Hoskins said that she met with Bret Gruenloh of *Gruenloh & Henderson* and that Mr. Gruenloh was researching whether or not the Board is required by law to submit an audit or just to file the 990 tax form for 2007. Mr. Burkemper stated that he could not find anything in the statues or by-laws requiring the Board to have an audit. Mr. Thompson asked if the Board could be part of the audit required by the State of Missouri for Lincoln County every three years. Judge Burkemper noted that the next audit will be in 2009. Mrs. Houston suggested that the Board might be better served to provide their own audit rather than to be part of the general Lincoln County audit.

Mr. Thompson noted that within the administrative budget proposal, \$1,200 was set aside to hire a clerical assistant to take and prepare the monthly Board minutes. This clerical assistance would allow the Executive Director more time for other administrative duties outside of the office. Mr. Burkemper stated that he thought it would make sense to outsource this task.

Mrs. Boessen stated that the *Personnel Committee* wondered if the \$1,200 was too much for this type of contracted work. Mrs. Hoskins noted that the amount had been calculated using an estimate of 2 hours of meeting time per month, plus 3-5 hours of preparation time per month, resulting in a pay scale of \$16-20 per hour.

Mrs. Cappel said that she spoke to Bruce Sowatsky about the clerical assistant position and he suggested that a pay rate of about \$20 per hour would be appropriate. Mrs. Cappel also discussed the role of the Board Secretary with Mr. Sowatsky. Mr. Sowatsky noted that the CCRB does not have a Board Secretary. Mrs. Cappel said that the Trustees need to consider what is in the by-laws concerning the role of the Secretary and if this position is necessary.

Mr. Price added that not everyone is skilled at taking minutes and that it takes a trained person to transcribe minutes accurately and efficiently. The Board discussed some possible candidates for this clerical assistant. Several people noted that the Secretary of a board is often of figure-head without clerical responsibilities, so outsourcing this task is

not unusual. Mrs. Houston noted that a skilled person should be hired so that overseeing the quality of the minutes is not a source of frustration to the Executive Director but rather a time-saver.

Mrs. Hoskins also pointed out that because the *Finance and Personnel Committees* agreed to change the job status of the Executive Director from "independent contractor" to "employee" that \$2,754 had been added to the budget for the Board's portion of the Social Security and Medicare. The Executive Director's monthly salary has been increased to \$3,000 per month to reflect the number of hours she is working.

A motion was made to approve the financial report as presented by the Finance Committee. (M.S.P.: Thompson, Boessen)

- B. Mrs. Hoskins told the Board that early in 2008 she will begin the revision of the needs assessment for Lincoln County. Mrs. Hoskins requested that a task force be assigned to work with her in working on this project and that she would like some members of the community to serve on this task force with a few of the Trustees. She stated that Mary Thomas Sullivan had volunteered to assist with the needs assessment project. Mrs. Hoskins recommended that Gary Sheller serve on this task force. Mr. Burkemper would check with Rod Barnhill to see if he would serve on this task force. Annie Schulte volunteered to serve. Mrs. Hoskins also asked if Rick Harrell would be a possible candidate for the task force.
- C. The status of the Trustees of the LCRB was discussed. Mr. Burkemper noted that John Kinion had expressed an interest in being a Trustee, but that Mr. Kinion may not meet the present need for representation. Mrs. Schulte added that according to the statutes governing the Board, 1/3 of the Trustees (5 of the 15 LCRB Trustees) must be family consumers with 1/2 of the Trustees (8 of the 15) not being health professionals. One medical doctor is required to be on the Board. In addition, Trustees are needed from the eastern portion of Lincoln County to represent Winfield, Elsberry and/or Foley.

Mrs. Houston stated that Carol Ricks, from Elsberry is still interested in being a Trustee and will probably attend the January 2008 meeting. Mrs. Houston will check with Mrs. Ricks to see if she might qualify as "a family consumer". Mr. Kemper said that he would check to see if the new doctor at Winfield is interested in being a Trustee. If this gentleman is not interested, then Mrs. Hoskins will check with Dr. Beth Rasmussen.

Mrs. Hoskins asked if the Board wants the Lincoln County Commissioners to send a letter to Dr. David Easterday to inquire whether or not he would like to continue serving on the Board. If Dr. Easterday does not wish to serve on the Board, it would be possible to ask a retired physician to serve. Dr. Don Buenger was suggested as a potential candidate.

A motion was made to request that the Lincoln County Commissioners send a letter to Dr. David Easterday to inquire whether he desires to remain as a Trustee of the Board. (M.S.P.: Boessen, Thompson)

Mrs. Gentry reminded the Board that her term of office and that of Rod Barnhill expire at the end of December 2007.

A motion was made to request that the Lincoln County Commissioners re-appoint Kristin Gentry and Rod Barnhill to three year terms on the LCRB. (M.S.P.: Houston, Kemper)

Executive Director's Report:

Mrs. Hoskins reviewed the Executive Director's written report with the Board. Mrs. Hoskins noted that Preferred Family Healthcare is submitting information for the first LCRB news article for the Lincoln County Journal in December. These articles will relate how the children of Lincoln County are being served. Mrs. Hoskins asked that the articles include quotes from the students, parents and teachers about how the programs or services impact them. The following agencies agreed to submit information about their services for the following months in 2008: Katrina Harper/CHC, January 2008; Miriam Mahan/SJA, February 2008; Judge Ben Burkemper/SV, March 2008; and, Lauri Cross-Fink/CFS, April 2008.

Mrs. Hoskins reported that she met with Joan Harrell and the administrative staff at Silex School District and that the school personnel were delighted with the services being provided by Crider Health Center and Preferred Family Healthcare.

Mrs. Hoskins plans to visit the other school districts, as well, to see how the programs are being received and to get feedback from the school staff. Mr. Thompson suggested that the school also submit information for the newspaper articles describing how the sales tax dollars are helping them directly. Mrs. Harper offered to show the new CHC video to the Board that highlights some of the Lincoln County programs and school personnel. Mrs. Harper also suggested that the cooperative efforts between the agencies be publicized.

Committee Reports:

Personnel Committee: The committee will begin working on an employee handbook.

Finance Committee: No further report.

Selection & Review Committee: No report.

Comments for the Good:

Next Meeting:

The next monthly meeting is scheduled for 8:00 a.m. on **Wednesday, January 23, 2008**, at the Lincoln County Health Department. A light 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 8:55 a.m. (M.S.P.: Kemper, Price)