

Lincoln County Resource Board  
Meeting Minutes of February 28, 2007

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

**Roll Call and Guests:** Present: Adam Burkemper, Margie Cappel, Kristen Gentry, Melba Houston, Jenny Jordan, Pheeze Kemper, Billie Lamb (Piechoinski), and interim Executive Director Tonya McAmis.

Guests: Annie Schulte, Jim Wallis and Kathy Juergens.

Absent: Dr. David Easterday, Rod Barnhill, Nancy Behlmann, Kathy Boessen, Penni Gronewald, Jim Price, David Thompson and Carla Potts.

**Approval of Minutes:** *A motion was made to approve the minutes of the January 24, 2007 meeting as distributed. (M.S.P.: Lamb, Kemper)*

**Old Business:** Logo/Name Change. Due to the Board's new name, Lincoln County Resource Board (LCRB), the Board is required to notify the State of the name change. Tonya McAmis has completed the paperwork and will be mailing this information. The name change also necessitates a change to Article I of the Bylaws. Article I states that "the name of the organization shall be the Lincoln County Children and Family Mental Health Board of Trustees, Inc." This needs to be changed to reflect the new name. Jim Wallis asked if the tagline "Serving Children and Families" will be added to the name. It was agreed that it will not be a part of the official name but just added to the logo as a tagline. The State requires that all 501(c)(3) organizations be incorporated but they do not require that the word "incorporated" be used in everyday use so "Inc." will be dropped from the name.

*A motion was made to change Article I of the Board's current Bylaws to read "The name of the organization shall be the Lincoln County Resource Board, hereinafter called 'Organization'." (M.S.P.: Lamb, Houston)*

Adam asked if a logo had been approved yet and Tonya stated that she will have artwork available at the next meeting. She suggested sticking with the red and black color scheme that was utilized in the tax campaign so as to be more easily recognized by the community. There are also plans to develop a website. Annie Schulte suggested purchasing the domain name and having someone design a couple of pages in order to have something available now. Tonya is looking into renting a P.O. Box for mailing purposes.

Bylaws Changes: Tonya stated there are some additional changes that need to be made to the Bylaws. A committee will be set up to review the changes and they will be presented at the next meeting.

**New Business:** Last month the board voted on setting up an account at Peoples Bank. The necessary paperwork has been completed and signatures were obtained today. It was decided that all checks will require approval and signatures from two people, however, four people will have the ability to approve and sign checks. (Adam, Pheeze, David and Tonya). It was noted that this procedure can be changed at a later date if needed.

**Executive Director's Report:** Incorporated with Old Business, New Business and Committee Reports.

**Committee Reports:** The Personnel and Finance Committees have both met and the minutes are included. The personnel committee is working on the employee handbook which will be modeled after the St. Charles Community and Children's Resource Board's (CCRB). Changes

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will be made to meet the needs of the Lincoln County Board. It was recommended to add an attendance and termination policy into the Bylaws as there is no provision for this. There are a few board members that never attend meetings. A discussion ensued regarding Dr. Easterday and his board participation. Pheeze Kemper stated that Dr. Easterday cannot attend because he makes hospital rounds beginning at 7:30 a.m. Melba, Pheeze and Billie were in agreement that he is very interested in these issues and is very supportive of the board but he just cannot attend meetings. A suggestion was made that Pheeze ask Dr. Easterday if he would be willing to rearrange his schedule for one morning a month. Billie even suggested that possibly he could attend at least every other month.

Adam pointed out that Dr. Karl Wilson suggested that by February we should begin our search for a permanent Executive Director and set up the requirements for the position. Tonya stated that the committee decided to work on the personnel handbook first and then concentrate on developing job descriptions so that everything will be in place by May.

The committee has also been searching for office space. The health department is unavailable as well as many other locations. Adam indicated that there may be an extra office in his building that could be leased out and he will discuss it with his father. In the meantime, the committee will continue to search for appropriate office space.

Finance Committee: The minutes from the February meeting are included. The ACH agreement is ready to send to the Missouri Division of Taxation in order to set up direct deposit of the funds. The finance committee has recommended that administrative costs (office supplies, salaries, office space, etc.) be kept to 5% or less.

The reserve amount was also discussed. A reserve amount is a certain percentage set aside and held for future use. In the event that if something happens to the economy and we experience a drop in tax revenues, outstanding debts will then be paid out of the reserve account. The finance committee goal is to ensure that there is at least one year's worth of administrative costs in reserve, 5%, and another 5% to place in reserve. Since 2007 will only be a partial year, it was suggested that we reserve \$100,000 for the period of May through December of 2007. The reserve for 2008 will remain at 10% and after we have a better idea of what a full year's revenues will be, we can then add more to the reserve to bring it up to 10%. Beginning in 2009 we should have at least 10% of our projected revenue sitting in reserve and it will not be necessary to keep building it every year. The majority of the reserve will be built in 2007. As tax revenues increase, we will increase accordingly. Melba asked if the Board would be able to allocate any money in 2007 since \$100,000 will be set aside for the reserve. Tonya stated yes as we anticipate receiving approximately \$700,000 (conservative estimated based on 2005 revenue) in that period of time. Annie stated that if there was more money available at the end of the year, the Board can offer a one-time capital improvement grant to disperse the money.

*A motion was made to accept the recommendation of the finance committee as written, that no more than 5% of the tax revenues are held for administrative fees and that 10% of tax revenues are held for the reserve fund. (M.S.P.: Kemper, Lamb)*

The finance committee will be preparing a partial projected budget for 2007 and a full projected budget for 2008. These will be prepared at the same time to reflect what a full year will be versus a partial year. Tonya will discuss this further with the finance committee and will present the budgets at the next board meeting.

Tonya stated there was a meeting in Jefferson City this last month regarding TIFF's and how they will affect our revenues. This does not currently affect us as Lincoln County does not have a TIFF in place, however, at some point in the future this is possible. Currently the TIFF

takes money away from the children's services fund. There is a current movement to make our children's service funds exempt from TIFF funds. The hearing went very well and should now go before the House. Rep. Tom Dempsy from St. Charles County authored this bill. The Senate should not have any difficulty passing the bill because both Sen. Chuck Gross and Sen. Scott Rupp are backing it and it looks promising for passage. Tonya will keep everyone updated.

**Comments for the Good:**

Adam stated that this Saturday is the Kiwanis pancake breakfast and invited everyone to attend.

Annie stated that Bruce Sowatsky, members of the Citizens for Missouri's Children and herself are putting together a one-day workshop on how to pass a tax campaign. The workshop will basically explain what steps a county needs to accomplish in order to pass a tax campaign. Lincoln County will be used a campaign model to illustrate how the model can be changed to fit the needs of each county.

Jim Wallis gave an update on the Wellness Center and stated that Nikki's goal is to work toward being able to visit families in their own community, home, school, etc. Jim also mentioned the recent press release. Jenny Jordan noted an error in the release as it stated "tax money will NOT start to be collected in April."

The next monthly meeting is scheduled for 8:00 a.m. Wednesday, March 28, 2007 at the Landmark Restaurant.

**Adjournment:** *A motion was made to adjourn the meeting at 8:50 a.m. (M.S.P. Lamb, Cappel)*