

Lincoln County Resource Board
Meeting Minutes of June 27, 2007

Meeting Call to Order: The meeting was called to order at 8:05 a.m. by Adam Burkemper.

Roll Call and Guests: Present: Adam Burkemper, Nancy Behlmann, Kathy Boessen, Kristen Gentry, Melba Houston, Pheeze Kemper, Billie Lamb, Jim Price, Gary Sheller and interim Executive Director Tonya McAmis.

Guests: Annie Schulte, Dick Dillon, Jim Wallis, Mary Jones, Lauri Fink and Kathy Juergens.

Absent: Rod Barnhill, Margie Cappel, Dr. David Easterday, Penni Gronewald, Carla Potts and David Thompson

Approval of Minutes: *A motion was made to approve the minutes of the May 23, 2007 meeting as distributed. (M.S.P.: Kemper, Lamb)*

Wellness Center Report: Jim Wallis advised that Nikki Watts will be leaving and Toni Wongle??, an Elsberry middle school counselor, is helping out in the interim until school begins. After school begins, she will continue to work afternoons and evenings at the Wellness Center. He also gave an update on the number of clients served.

Dick Dillon from Preferred Family Healthcare was introduced as a guest speaker. Dick stated that he wanted to discuss future plans for the Lincoln County Wellness Center and wanted to guidance from the Board as to where they would like the Wellness Center to go. Dick gave a brief history of the Wellness Center. In the Request for Proposal (RFP), there was a strong statement of support for the Wellness Center and also a recommendation to other agencies with offices in Troy that they may want to consider utilizing the Wellness Center for joint office space. Dick stated that Preferred is willing to do whatever it takes to keep the Wellness Center going. He stated that Preferred can incorporate the concept of keeping the Wellness Center open, renting the space, staffing it, etc., into a proposal that they might have for outpatient substance abuse services, but he is not sure that is the right way to do it. He felt that possibly it might be better to fund it separately, outside of the competitive bidding process and maybe even wait until all the bids were in and awards made before deciding on what the Wellness Center should look like. If there are ten agencies that want to heavily utilize the Wellness Center, this would be quite different than if there are three agencies utilizing it with lesser needs. In terms of looking at the scope and size, how many offices are needed and hours of operation, whether they have a staff of one or two people, they may not really know the answer to that until after the competition is over. Dick stated that he mainly wanted to lay the issues out on the table for the Board's consideration and assure the Board of Preferred's continued interest in continuing to operate the Wellness Center in one capacity or another and that they would welcome the Board's guidance in this matter.

Melba Houston was encouraged that the Preferred wants the Wellness Center to continue. She felt that they will have a better idea of what the needs are after the proposals are received. Dick stated that he can make estimates as to running the operation based on certain predictions on space and hours needed but it would be just speculation at this time. It may be that we need to do half as much or twice as much. We can wait until bids are awarded and then come back through a competitive process or collaborative process by sitting down and making a bid as to what it will take to run the center. We would like to ultimately see the Wellness Center spinning off into its own board and own organization over time. From their prospect, the best methodology would be to have a structure and budget that covers the rent, utilities and maybe one staff person in the role of secretary/receptionist with commonly usable equipment, fax machine, copier, etc. That way all other organizations who want to work with

the Wellness Center will not have to worry about acquiring their own office space, person to answer phone or office equipment.

Jim Wallis mentioned that the Wellness Center is not currently meeting the needs of the county. The original concept was to provide a variety of services and variety of providers; a whole-listing approach. The vision is not one particular agency but a place where people think of it as "This is where I go for help."

Dick indicated that the Board has the ability to direct other new agencies interested in providing services in Lincoln County to the Wellness Center and let them know that the Wellness Center can set them up with free office space. If an agency wanted to serve kids, and are looking for 400 sq ft of office space in Troy to use three days a week, I think it is very appropriate for them to call and plan to use the space at the Wellness Center. If an agency already exists in Troy and has physical space with existing services, then they should not necessarily move although that may be a future direction. If people are accustomed to going somewhere, then they should not have to change. Guidance from the Board in this bid process is very appropriate.

Melba stated that the Board is limited to funding children's programs only and asked if the Wellness Center can serve adults. Jim Wallis stated that they can.

Dick stated that if no other funding has been identified to continue funding the Wellness Center, then they should apply for funding by July 31. On the other hand, if the Board believes there will be a another mechanism available to continue funding the Wellness Center and that it is best to wait until after all the other awards are made in order to help define this scope of that project, then he is willing to wait. He encouraged the Board to think about whether it is necessary to set aside some additional money and not give it all away during the competition so there is nothing left. The RFP states that "if applicable to your program, please address utilization of the Wellness Center in your proposal." If there are several agencies are planning to use the Wellness Center, then we need to plan for that in our proposal, which, of course, is a bit of a challenge at this point because we do not know what our need could be just yet.

Tonya suggested that Preferred apply on a speculative need and if we see the need is greater, we then can re-negotiate this. Suggested giving them a 30-day grace period to come back and amend their proposal.

A motion was made to allow for a 30-day extension after bids are submitted to allow Preferred Family Healthcare to amend their proposal to accommodate continued funding for the Wellness Center. (M.S.P: Lamb, Boessen)

Old Business: Bids for CPA's and Website: Discussed bids with finance committee and each quote was reviewed in depth. The Finance Committee has recommended putting these bids on hold as the administrative budget must be kept at 5% this first year. Upcoming expenses include salary for the Executive Director and office setup, which will come close to the 5%. It was decided that it is not critical to have a website this year. This will be discussed further in the Finance Committee's upcoming report.

Only one bid was received from a CPA, Gruenloh & Henderson, for \$8000 for an audit and \$4,000 for a review. The Finance Committee recommends that the Board have an audit done. The \$8,000 will fall under the administration fee. Billie stated that Gruenloh & Henderson performed the audits for the City of Foley and the City was very pleased with their work. Adam suggested that the Board secure them now by signing a contract with Gruenloh & Henderson

and provide a \$1,000 retainer with the understanding that their services will be utilized in the future. It was agreed that this will be handled by the Finance Committee.

New Business: The Board voted to hire Rebecca Hoskins as the new Executive Director at a special meeting that was called on June 18, 2007. It was brought to the Board's attention that Tonya's contract runs through June 30 and not July 30 as previously believed. Adam felt that it would be important for Rebecca have some time to visit with Tonya to learn the ropes, meet the organization, the County Commissioners, etc., for at least a month. He discussed the extension of Tonya's contract with Karl Wilson, of Crider Health Center, since they are currently the fiscal agent. *A motion was made to extend Tonya McAmis' contract until July 30 to enable her to work with Rebecca Hoskins to insure a smooth transition. (M.S.P.: Price, Shellar.)* Adam stated that he would also like for Rebecca to meet with Bruce Sowatsky.

Annie mentioned that she and Bruce Sowatsky will be holding a one-day conference on July 30 regarding children services initiatives depicting how to go about them and will also discuss enabling legislation. She suggested that Rebecca may be interesting in the discussion on enabling legislation and what it is all about. *A motion was made to send Rebecca Hoskins to the children's services one-day seminar at a cost of \$75. (M.S.P. Boessen, Houston)*

Executive Director's Report: Information will be provided in the committee reports.

Committee Reports:

Personnel Committee - No report given.

Finance Committee: Copies of the budget were distributed. It was pointed out that this is a profit/loss budget versus actual budget. Monthly deposits are shown also. There is a deposit for May of \$17,052.53 which was not anticipated so there will be surplus finds at the end of the year which can be utilized for one-time capital campaign funding to use up excess funds.

Pheeze reported that the Finance Committee had a very extensive meeting. There are some constraints to work with for the remainder of year. The Finance Committee has stated that no more than 5% of money received can go toward administrative costs as this was a campaign promise made to the taxpayers. We anticipate this will amount to \$60,000 per year in which the Executive Director's salary will come from. There are a number of additional considerations such as payroll taxes, liability insurance, Workman's Comp, malpractice insurance and startup costs for an office. As revenues increase, more money will be available but until that time, things will be tight. The website is a great thing but it is something that can wait till later. We need to establish a list of things that will be necessary. The Board is a public entity and will not only come under the scrutiny of the public but also the State of Missouri. The Finance Committee has ordered copies of the Missouri Sunshine Law booklets for the Board's use. Discussed with Steve of the Attorney General office and he would be willing to talk with us regarding the laws. Tonya pointed out that the \$60,000 figure was projected on a full year's budget. We have to remember that we are operating on a partial year budget currently.

Kathy Boessen mentioned that Crider has been paying for Tonya's salary and it will be necessary to repay them. Annie indicated that it will be close to \$18,000 and that the Board is budgeted, without expenses, for the rest of this year to pay Rebecca \$12,500, which would be \$30,500 right now. Pheeze indicated that is why we have to be careful with expenditures right now. Annie stated that she is trying to work out a repayment schedule with Crider to help alleviate some of the burden.

Lincoln County Resource Board
Meeting Minutes of May 23, 2007 - Page 4 of 4

A motion was made to authorize the Finance Committee to spend up to \$2,000 on office setup to include computer, software and Quickbooks. (M.S.P. Kemper, Lamb)

Annie suggested staying with a laptop because of portability especially if you do not have an office setup as this will allow for Rebecca to work from home. Tonya has talked to Crider's IT person to see how much it would cost to buy the laptop that she used during the campaign. Jim Price suggested buying or leasing a new Dell or HP for approximately \$50 a month that would include software, thereby stretching the 5% over several years. David Thompson had mentioned that the bank may be retiring some desktop computers and may be able to donate one. However, it pointed out that it would still be necessary to buy software and since it would be a desktop, we would need office space for it. Office space was further discussed.

Selection & Review Committee Meeting: RFPs were mailed out June 1. They were sent to any organization that had expressed an interest in applying for funding. Ads were also run in the Journal and the Elsberry Democrat which generated a few phone calls.

Comments for the Good: Annie presented a copy of the Statewide System of Care Stats Blast. Lincoln County is a "system of care" community and this booklet explains what "system of care" is all about. The Children's Division, Juvenile Justice Division, all non-profits that serve children and the schools have all signed an agreement to work together to serve children with mental health needs so services are not duplicated. When a child needs services, everyone comes to the table and instead of each entity having their own separate plan, they all work together to come up with one comprehensive plan for the family to implement. The booklet illustrates how well this concept is working. It also proves that serving a child at home in their community is lot less expensive than if they go into the juvenile justice systems or if they go into residential treatment. This is good information for the Board. Lincoln County should be proud to be part of this concept. Tonya stated throughout the campaign, this concept was a big part of our push, System of Care is already established here and we spoke about it often.

It was announced that Rod Barnhill's mother passed away and a collection was taken in order to send flowers to Rod from the Board.

Next Meeting: The next monthly meeting is scheduled for 8:00 a.m. Wednesday, July 25, 2007 at the Landmark Restaurant.

Adjournment: *A motion was made to adjourn the meeting at 9:40 a.m. (M.S.P.: Kemper, Price).*