



LINCOLN COUNTY RESOURCE BOARD

“Putting Kids First in Lincoln County”



Lincoln County Resource Board Meeting Minutes of September 26, 2007

Meeting Call to Order: The meeting was called to order at 8:04 a.m. by Adam Burkemper, Chairman.

Roll Call and Guests: Present: Adam Burkemper, Rod Barnhill, Kathy Boessen, Margie Cappel, Kristen Gentry, Melba Houston, Pheeze Kemper, Billie Lamb, Jim Price and Executive Director, Becky Hoskins.

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

Absent: Dr. David Easterday, David Thompson and Nancy Behlmann.

Approval of Minutes: *A motion was made to approve the minutes of the August 22, 2007 meeting as distributed. (M.S.P.: Kemper, Price)*

Financial Report:

Jim Price, member of the Finance Committee, reviewed two financial sheets: the People's Bank and Trust bank statement dated 9-24-2007 and a spreadsheet showing estimated vs. actual income. The balance of the LCRB checking account as of 9-24-2007 was \$363,077.74. The spreadsheet indicated that the actual sales tax revenues are \$99,419.57 more than the projection, but this is due to the fact that the April and May revenues were not included in the original projection. The checking account has yielded interest of \$982.61 so far this year. It was noted that \$38,915.00 was paid to Preferred Family Healthcare, Inc. for the January 1, 2007 through August 31, 2007 portion of our contract with them. The final payment for the September 2007 portion of this contract will be paid in October 2007.

Old Business:

- A. Suggestion for New Trustees for the LCRB: Melba Houston reported that she had talked to Carol Ricks about being a trustee for the LCRB. Mrs. Ricks planned to attend the meeting, but she could not come due to illness. Mrs. Houston said that Mrs. Ricks is very interested in being a member of the Board. Mrs. Ricks, a retired art teacher from the Silex School District, lives in Elsberry and formerly was a member of the four county mental health board (a forerunner of the present LCRB). Mrs. Ricks worked diligently in her community campaigning for the passage Proposition 1, the *Putting Kids First* initiative. Mrs. Houston will invite Mrs. Ricks to attend a LCRB meeting.

- B. Update about Taking Responsibility for the Children's Trust Fund: Kristin Gentry reported that she has completed the application to make the LCRB responsible for the administration of the Children's Trust Fund. As soon as approval is received, Mrs. Gentry will be able to distribute materials & brochures for anyone to display in their place of business. Mrs. Gentry stated that the Children's Trust Fund presently has approximately \$4,500, after recently spending about 40-50% of the available funds. Quarterly statements are received concerning the balance of this fund.

A motion was made for the LCRB to assume the responsibility for managing the Children's Trust Fund. (M.S.P.: Lamb, Boessen)

Wellness Center Report:

Jim Wallis reported that since July 1, 2007, Tony Wankel, part-time Wellness Center manager, has screened 10 families either serving them or referring them to Catholic Family Services. As the Wellness Center transitions out of the present funding contract into the new funding phase, Mrs. Wankel is working with Lauri Cross-Fink, Catholic Family Services, to prepare for the new program services. Mr. Wallis stated that these numbers do not account for families that come through the door of the Wellness Center.

Executive Director's Report:

Mrs. Hoskins summarized the highlights of the written Executive Director's written report. The state has requested additional financial information about the LCRB concerning the LCRB's application for tax exempt status. Mrs. Hoskins will provide them with additional financial information, as well as documentation from the county pertinent to the passage of the sales tax initiative.

The laptop computer and combination printer, FAX and scanner machine have been purchased with a generous donation from the Donald E. Thompson Family Charitable Foundation. Mrs. Hoskins expressed her thanks, on behalf of the Board, for this generous donation of \$1900 for office equipment for the LCRB.

The FAX machine for the LCRB will be operational in less than a week. Software, purchased from TechSoup Stock, will be installed on the computer.

The Finance Committee is reviewing a proposal from Keith Cremer (son-in-law of Mrs. Hoskins) that would provide web server setup and configuration with PHP Website content management system, mail server setup and initial configuration, domain name registration and annual renewal, and staff support and training.

Mrs. Hoskins reviewed a spreadsheet showing the status of each agency in the contract process. The contract process is proceeding well with all of the agencies, with about half of all of the contracts and clinical outcomes agreements being completed. The goal is to have the contract process accomplished by the first week of October.

A description of services sheet was distributed to the Board that will be sent to persons in Lincoln County that work with children and youth, so that they will know what types of services are available. Mrs. Hoskins is also creating an informational brochure to be distributed when giving public presentations.

New Business:

- A. Change of Location for LCRB Monthly Meetings: Margie Cappel recommended to the Board that the regular monthly meetings be relocated at the conference room at the Lincoln County Health Department on the same 4th Wednesday of the month at 8:00 a.m. Breakfast items, coffee and juice would be served. Mrs. Cappel sited concerns about the standing committees conducting meetings at the restaurant after the conclusion of the Board meetings. Mrs.

Boessen expressed agreement with this relocation, since the restaurant needs to clean up the room and get ready to serve the lunch customers and the conference room at the LCHD would be more conducive to conducting business. Mrs. Hoskins noted that as more agency representatives attend the meetings, more space and a quieter environment might be necessary to conduct business more effectively.

A motion was made to relocate the regular monthly meetings of the LCRB at the conference room at the Lincoln County Health Department on the 4th Wednesday of the month at 8:00 a.m. (M.S.P.: Lamb, Price)

- B. Change of Date for the December 2007 LCRB Meeting: Mrs. Hoskins asked the members of the Board if changing the date of the December LCRB meeting to Friday, December 14, 2007 instead of Wednesday, December 26, 2007 would be agreeable. Mrs. Hoskins added that Mrs. Cappel and she will provide a Christmas breakfast for this meeting as a special holiday celebration.

A motion was made to change the date of the December 2007 LCRB meeting to Friday, December 14, 2007 instead of Wednesday, December 26, 2007. (M.S.P.: Price,, Boessen)

- C. Change of Official Name of the LCRB in the County Records: Mrs. Hoskins stated that although the official name of the LCRB has been changed in the state records, it has not been changed in the federal or county records. She asked the Board if she could proceed with completing these corrections.

A motion was made for the Executive Director to proceed with changing the official name of the LCRB in the Lincoln County ordinance. (M.S.P.: Kemper, Price)

- D. Presentation of Proposal for Expansion of the Wellness Center: Mr. Dick Dillon of Preferred Family Healthcare presented the rationale for the proposal to expand the Wellness Center facilities. First of all, Mr. Dillon thanked the members of the LCRB for approving the funding for the *Outpatient Substance Abuse Treatment Services* and for the *Teams of Concern Prevention Program*. In addition, Mr. Dillon thanked the Board for providing the bridge funding enabling the Wellness Center to remain open this year.

Mr. Dillon stated that the proposal offers two funding alternatives for the expansion of the Wellness Center. The concept of the Wellness Center is to co-locate services for a variety of providers to increase the availability and accessibility of services, especially for families utilizing services from more than one agency. The Wellness Center concept also provides for taking advantage of some of the economy of shared resources. Many of the providers do not need full-time office space. Sharing facilities and services would allow the organizations to run most effectively and efficiently. That basically is the philosophy behind the expansion proposal.

Mr. Dillon continued by explaining that it was difficult to create these proposals, not knowing first of all, which agencies received funding, nor how much each agency had received for specific budgeted areas or how much space might be needed for each agency. The second proposal did take into account the rent/utility allotments provided by the LCRB in the funded programs.

One potential way to expand this program would be to ask the LCRB for funding for the services that are basically pursuant to re-locating to a shared space. Then PFH would become basically the "landlord" and PFH would rent space to the other agencies for a set amount. The Wellness Center will have to lease enough space to meet the expected needs of the potential providers.

One concern expressed by Mr. Dillon about assuming the role of "landlord" for the Wellness Center, was the potential problem posed by an agency "pulling out" of the Wellness Center.

On the positive side, he noted that other non-LCRB funded providers may utilize the Wellness Center, which would offset some of the costs and offer additional services in the county.

Mrs. Hoskins asked Mr. Dillon to address the issue about the space concerns at the present Wellness Center site. Mr. Dillon responded that regardless, of whether or not additional funding is provided for the expansion of the Wellness Center, the present Wellness Center facility on Travis Blvd. in Troy will no longer accommodate the space needs for the newly funded programs, for not only PFH., but for the other agencies presently using the Wellness Center i.e. Catholic Family Services and the 45th Judicial Circuit Supervised Visitation Program. Jim Wallis noted that a few non-LCRB funded agencies have contacted him about the possibility of utilizing space at the Wellness Center.

The next few months will be a time of transition, as the community awareness increases concerning the available services. This will be a time of "ramping up" of service delivery to meet this new demand, requiring the hiring of additional staff. Within 60-90 days the Wellness Center will have to make other arrangements to accommodate the need for additional space.

Mr. Burkemper: I see in your proposal that you have included \$39, 980 for rent which seems like a lot of money. Have you considered constructing a building?

Mr. Dillon: I see two deterrents to that idea. One is maintaining an ongoing dialogue of the right way for the Wellness Center to develop. Will PFH always have to assume the role of "landlord"? We could create a separate corporation that is just the Lincoln County Wellness Center, which would create a stronger sense of ownership in the community. Then the PFH would not need to be the fiscal agent and the Wellness Center would be more of a community project. Secondly, I have time and money concerns about getting a building project going at this time. PFG has two other big building projects going at this time.

Mr. Burkemper: How often does the consumer have to go to multiple providers?

Mr. Dillon: There is a community awareness of the increased need for services for concurrent disorders. It is a fact that when you do not have the resources to provide the services, you tend to under-diagnose.

Mr. Wallis: In Lincoln County and in St. Charles County, PFH views the "System of Care" philosophy as the way to provide services. I communicate almost daily with other agencies such as Crider and Catholic Family or other providers about other resources to help our clients. We believe that you not only treat the client, but also the people in the family. Many times there are multiple issues within a family.

Mrs. Schulte: In regards to your question about whether or not a client may have to go to several places, if we have the service availability, yes. But most of kids served through PFH that would need mental health services would fall under Crider's "Partnership with Families" program and there are no slots available in that program. Since most of Crider's services are either school-based or community-based we go to the people, therefore we don't need as much office space.

Mrs. Cross-Fink: We have a number of "walk-ins" at the Wellness Center. These people are looking for services. The Wellness Center is a convenience for the consumer.

Mrs. Boessen: I think that it is extremely important that the Wellness Center continues. I am in favor of this central location for services in Lincoln County.

Mrs. Cross-Fink: It is important that the community knows that this is where you go for services.

Mr. Dillon: A family may be using more than one service from different agencies. The concept of the Wellness Center is to have a shared receptionist that can make back-to-back appointments for a family. This receptionist keeps all of the appointment books for the different Wellness Center agencies. Even if agencies were located next door to each other, the possibility of being able to book back-to-back appointments is unlikely. The shared receptionist is a desirable feature of the Wellness Center concept.

Mr. Kemper: Where are you looking for rental property?

Mr. Dillon: We are looking at two properties—one that needs a great deal of rehab and one that needs less rehab for our use.

Mr. Burkemper: How many square feet do you need?

Mr. Dillon: We are looking at 3500 or more square feet.

Mr. Wallis: We have 1200 square feet now.

Mr. Dillon: The expanded Wellness Center would offer private, not shared offices, for the tenants. Common use areas would be included, as well, such as a consulting room and conference room.

Mr. Price: The funding awarded by the LCRB already included rent, phone and other items. Why do you need \$100,000 in additional funding? I don't know if this meets the criteria of meeting the needs of children in our community.

Mr. Kemper: The Finance Committee looked carefully at this proposal at their meeting last week. We do not feel that it is the best use of our money at this time.

Mrs. Mahan: Most of the children of families that we serve (Sts. Joachim & Ann Care Services) are either already connected with Preferred, Crider or Bridgeway, or we're seeking for the children to be connected with them. When we come in with our Career Center a lot of our training is dedicated for 17 and 18 year olds. So, when we say, will it serve the children, you need to understand that there are multiple layers of a family. We would use the classroom in the expanded Wellness Center for space for the care teams to come in and do multiple instruction in regards to tutoring. All of that includes the children. That's what we are proposing to bring to Lincoln County, with the care service focuses on the family layers with a concentration on the children.

Mrs. Schulte: You are going to use a space, then, in Lincoln County?

Mrs. Mahan: Yes, we are looking into a space. We need to make this decision quickly, because we are already working with other agencies. St. Charles Community College has asked SJA to offer ESL for children in both Lincoln County. Catholic Family Services will be providing services to Latino children in Elsberry. We need this classroom and we need a space to set up the computers for our Career Center.

Mr. Dillon: The Wellness Center is not designed to be the least amount of space that we can get away with, but not a "palace" either. The larger room will have multiple uses—other organizations will want to use this space. We'll just need to work out the details. We want this provider space to not just be adequate, but also look to the future.

Mrs. Boessen: The Selection & Review Committee met last week to review your proposal at the request of the Finance Committee. We created a spreadsheet detailing an estimate of how many dollars have already been awarded to these providers that are interested in using the Wellness Center. We considered the categories of *Rent, Telephone, Consumables, and Non-*

Consumables. The result of this analysis showed that approximately \$35,706 had been awarded for *Telephone, Consumables, and Non-Consumables* and an additional \$38,840 had been funded for rent, yielding a total of \$74,546. Perhaps some of this funding given to the agencies might be given to Preferred to pay for some of these costs. You might only need funding for the Wellness Center for a 12-month time period, since it would take at least 3 months for it to be operational.

Mrs. Hoskins: We did not take any staff funding into consideration in this spreadsheet, because we had no way of knowing what the intention of each agency would be concerning administrative staffing.

Mrs. Boessen: Based upon our conversation with Jim (Wallis), your proposal was based upon 15-month figures. These amounts may be less since you might only need funding for the Wellness Center for a 12-month time period, because it would take at least 3 months for it to be operational.

Mr. Dillon: If you look at our numbers in our primary proposal, the \$144,000 is for 15-months and the first year cost is \$118,000. The ensuing cost includes capital equipment that can be eliminated the second year. So this proposal really represents a \$104,000 annual operating budget plus the first year equipment and adjustments. Please clarify this for me. When we provided our initial proposal for services, we did a budget narrative with a breakdown of administrative services. Did that not occur with everyone?

Mrs. Hoskins: Yes, all of the proposals from the agencies included a breakdown of the administrative costs. But, we did not know how to prorate these costs to provide this information to you.

Mr. Dillon: Okay. But these dollars might be available?

Mrs. Boessen: Yes.

Mr. Dillon: So some of the money provided in our original proposal might be used to cover our own expenses, but not all of it would? Not only is the money in this proposal for the common-use office supplies, but also for things that will promote the Wellness Center such as pamphlets and hand-outs. Some of the included costs of these agencies may be for day-to-day office use, but some may be for pamphlets, hand-outs and booklets that are part of their particular programs.

Mrs. Hoskins: We tried to take some of those items out of our estimate, knowing that those items were designated for an outside purpose, but this was not a fine science.

Mr. Dillon: Okay.

Mrs. Schulte: So you did not include organizations that you knew were not going to use the Wellness Center, like Crider or Lincoln County Medical Center?

Mrs. Boessen: Correct.

Mrs. Hoskins: We included only the organizations mentioned to us by Preferred.

Mrs. Boessen: Yes, like the Child Center, Catholic Family Services...

Mr. Wallis: Yes, I personally talked to all of those organizations, including Crider and Lincoln County Medical Center that received funding from the LCRB about their interest in being included in the Wellness Center.

Mr. Price: Do you think that the \$74,000 in possible savings figure may be on the high side?

Mrs. Boessen: We estimated the total amount at \$74,546.00.

Mrs. Hoskins: For instance, there were some organizations that had some non-consumables that were laptops that we knew that we could not include in this figure. We took into consideration that if it was not going to benefit the administrative cost of the Wellness Center, we it should not be included in the estimate.

Mr. Dillon: Nor did we provide money for individual computers for the agencies that are going to use our space. The hardware may be for common office use or for the individual operation of the agency.

Mrs. Hoskins: Yes, we took that into consideration as well.

Mr. Price: So you are still \$77,000 short of the \$144,000?

Mr. Dillon: We are still about \$35,000 short of that annual ongoing operating cost.

Mr. Price: Is the \$75,000 figure for 12 months or for 15?

Mrs. Hoskins: We were really looking more at 12, because the time this is accomplished it is going to be a 12-month operation.

Mr. Price: If PFH is only short about \$35,000 of the 15-month funding period, but the Wellness Center may only be in operation for 12 months did you prorate the \$74,000 estimate.

Mrs. Hoskins: No we did not. The agencies were funded for 15 months, but in reality the expenses are only going to occur in that 12-month time frame. We are giving you 15-month funding...that is how much those agencies were funded for those categories.

Mr. Sheller: I have an informational question, based on my concerns. We've heard today about the "ramping up" of services by all of these agencies. There's going to be some pretty dynamic movement. Apparently establishing services and non-related services and those kinds of things, and when we look at this particular type of funding, we're putting people together and taking autonomous organizations and forcing into this financial relationship. I was wondering as we move forward, how can we be sure that each of these organizations involved, 60 days, 90 days or 120 days from now, will say this is a lovely marriage and we want to continue? I certainly understand your concern, being a landlord, and stepping forward to take this chance, but wanting some kind of a net. I'm concerned about us taking a position where we try to meld all of these groups together. This is not an objection, just a concern.

Mr. Dillon: Jim (Wallis) talked personally to the individual agencies about their willingness to be part of the expansion of the Wellness Center.

Mrs. Mahan: The Synergy Center for nonprofit in St. Charles was a group of faith-based organizations that created a one-stop shop for services. Crider was the property manager and there were 14 agencies under one roof that could provide multiple services and disaster response under one roof. Dealing with families today has more complexity. Regardless of what way you choose to go with Preferred's proposal, I'm telling you that this is the wave of the future--to have a one-stop shop for social services.

Mrs. Boessen: I think we all agree. I see by the heads nodding throughout the room that we all agree that this is the way to go. We want to be a partner; we appreciate that Preferred wants to do this. And, we just need to find the best way to make it work. We're hoping that some of the figures support this idea. Like I said, we talked at length to Jim (Wallis) to get his perspective.

Basically, like the Finance Committee said, we just don't know at this point where the extra money would come from, but yet we want to make this work.

Mr. Kemper: The Finance Committee's concern was....it's a good idea...I don't think that we object to that, but business-wise, financially, are we just premature in this? We have enough experience to know that we don't know how much money we're going to get and we don't know how much money we are spending. We just don't know.

Mr. Price: Is this something that we need to do now or is this something that we need to do a year from now, after we've had some experience with the organization and providers to see? I can see how having one place to put everybody, that would be great, but should we be the people doing it?

Mr. Dillon: Am I correct that when you came up with the \$74,000 figure that you did not include costs for a receptionist?

Mrs. Hoskins: Correct. There's nothing in there.

Mr. Dillon: What if PFH volunteered to go back to each of these parties? If you subtract out of your allocation the amount of money for rent, phones, common-use office supplies and secretary-receptionist, what would that number be?

Mrs. Boessen: That's what we all thought should be the next step.

Mr. Dillon: We would want to compare these new numbers with the \$108,000 figure, on our annual operating cost, exclusive of this one-time capital outlay, without the 15-month adjustment. And that would give you a number that you could look at. I don't know what that will be, but let's say that we take back some of the consumables, add in some money for some personnel, with your \$75,000 figure, and then in truth what we are asking for is about another \$33,000. And that's basically to cover the receptionist and to cover the cost of some extra space--space that agencies are not going to have if they go out to seek office space on their own.

Mr. Price: And by doing that, we could roll that money saved into funding more services? Then the Board is actually getting more for our money.

Mr. Dillon: If you have to take the money back in order to give it to us, in order to offset the cost of this proposal, then...it just depends on what we find out.

Mr. Price: I guess that is right. That's money is already spent. We just need to know where their money is headed?

Mrs. Boessen: And, that was always our intention. Many times in our proposals...we even asked them in their proposals to reference how they might utilize the services of the Wellness Center...knowing that we wanted to keep that Wellness Center concept going. And so, often they did take that into account, as to what that figure might be. I like that the concept of keeping the Wellness Center going. Also, you are concerned about people pulling out? Wouldn't there be some kind of a contract with them to be at the Wellness Center for at least a year? Or is that something you do not do?

Mr. Dillon: We would have to do something like that, but I'm not sure that we would be able to get agencies to sign the length of a lease that we would have to sign. We're looking at a 5-year lease.

Mrs. Hoskins: Have you considered billing each agency an administrative fee that PFH, as the landlord, would charge them monthly, based upon rent, use of receptionist, use of space and use of consumables?

Mrs. Schulte: That's exactly what the Economic Development in St. Charles does...it's called the "cost of doing business". All of these costs are rolled into the rent. That's what I was envisioning for the Wellness Center, but I understand PFH's concern about signing a 5-year lease and the agencies only signing a 1-year lease. I also know that the last thing that Catholic Family Services and Sts. Joachim & Ann Care Services would do is to leave PFH in a lurch. Once you get the clients coming to one center, it would be against your mission to pull out. Unless it gets to the point that there just isn't enough space, which I do not see happening in the first five years.

(Since Mr. Burkemper and Mrs. Houston had to leave, Mrs. Lamb, the Board Secretary, took over the meeting at this point.)

Mr. Price: I think that we should table this proposal until PFH has a chance to talk with the agencies to get more information.

Mr. Dillon: Would it be the Board's pleasure for us to do the "legwork" on finding out how much each agency is willing to commit of their funding to the Wellness Center?

Mr. Kemper: Yes, there are too many unanswered questions at this point.

Mrs. Mahan: Just to clarify...please know that the agencies do not look at the LCRB as a "cash cow". We all have other grants and other sources of funding. We have to do this. It is part of our mission. When we began to negotiate the square footage with PFH, never did we think that the Board would be the sole supporters. I can say the same thing for Catholic Family Services.

Mrs. Cappel: From the Board's standpoint, I don't want you to think that we don't support this. We want to see this happen, but our hands are really tied. We do not know how much money is coming in. Everything is new to us right now, but believe me we support the concept.

Mr. Dillon: We want this to make sense to you.

Mrs. Gentry: Jim, does the Finance Committee think that there will be some money to support...to disperse...that is a lesser amount?

Mr. Kemper: The stance of the Finance Committee is that we don't know how much money we are going to get. We have a soft economy right now. Sales tax figures from all over the state and the nation are coming in less than expected. In my opinion, this is just a shot in the dark.

Mr. Price: We're not sure that we are going to get the money to pay for what we have already committed. You look at all these houses that don't get built and all those washers and dryers that are not purchased, there's a whole lot of possibilities.

Mrs. Gentry: So, basically, when they go back and look at these proposals, the money already allocated may be all that they are going to get. Preferred might ask for more, but we still may not be able to give them additional funding.

Mr. Kemper: Our concern is that there may be nothing there to give.

Mr. Price: I'm concerned that if we commit, we may not have funds. The money is supposed to be spent for the kids, not for rents and buildings, and all of this sort of thing. If something like this works where there's a synergy that says if by sharing a receptionist that saves all of those providers money, then that is fine. But if it is not, then it is not really helping us.

Mr. Sheller: I think it true and incumbent upon us that we make sure that for every tax dollar we grant, we have a very clear bridge of understanding and clarification that goes from here to ending up in child services.

Mr. Kemper: That is our mission.

Mr. Price: Yes, we have been entrusted with this money. The taxpayers voted it in, but they can vote it back out.

Mrs. Lamb: Mr. Price, would you like to make a motion to table this discussion until the October meeting?

Mr. Price: I make a motion to table this discussion until the October meeting.

A motion was made to table the discussion of the Wellness Center Expansion Proposal until the regular monthly meeting of the LCRB on October 24, 2007. (M.S.P.: Price, Sheller)

Committee Reports:

Personnel Committee: Mrs. Cappel reported that the Personnel Committee will continue to work on the LCRB Personnel Handbook

Finance Committee: Mr. Kemper said that the concerns of the Finance Committee had already been expressed during the meeting.

Selection & Review Committee: Mrs. Boessen said that as stated earlier in the meeting, the Selection and Review Committee met last week to review the allocations made to the agencies for specific categories.

Comments for the Good:

None.

Next Meeting: *The next monthly meeting is scheduled for 8:00 a.m. Wednesday, October 24, 2007 at the Lincoln County Health Department, Landmark Restaurant.*

Adjournment: A motion was made to adjourn the meeting at 9:10 a.m. (M.S.P.: Kemper, Price)