

LINCOLN COUNTY RESOURCE BOARD
Lincoln County, Missouri

Meeting Minutes of January 23, 2008

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

Introductions: The Trustees and other guests introduced themselves. Mr. Burkemper welcomed Carol Ricks, a potential Trustee appointee, to the meeting.

Roll Call and Guests: Present: Rod Barnhill, Nancy Behlmann, Adam Burkemper, Margie Cappel, Kristin Gentry, Melba Houston, Pheeze Kemper, Jim Price, Gary Sheller and Becky Hoskins, Executive Director.

Guests: Carol Ricks, Lauri Cross-Fink (CFS), Janice Mills (SJA), Annie Schulte (CHC), Jean Sokora (PFH) and Jim Wallis (PFH)

Absent: Kathy Boessen, Dr. David Easterday, Billie Lamb and David Thompson

Approval of Minutes: *A motion was made to approve the minutes of the December 14, 2007 meeting as printed. (M.S.P.: Price, Houston)*

Announcements: Nancy Behlmann reported that Billie Lamb, Trustee, continues her recovery from surgery and that Mrs. Lamb will resume her duties as soon as she is physically able.

Financial Report:

Becky Hoskins, Executive Director, presented the financial report. Mrs. Hoskins reviewed the *General Ledger*, dated January 23, 2008 with the Board. The bank balance on 1-23-08 was \$514,494.24. The sales tax revenues collected in December and deposited into the LCRB bank account on 1-7-08 were \$82,021.26.

Mrs. Hoskins reviewed the "LCRB 2007-2008 Reimbursements" spreadsheet with the Trustees that showed the total amount paid to providers to date and the balance of the contracts. The total amount reimbursed in January 2008 for December 2007 services was \$66,143.33, which included \$6,564.00 to *Preferred Family Healthcare, Inc.* for the balance of the *Wellness Center* continuation contract. A total of \$131,861.42 has been paid to date for contracted services for the 2007-2008 funding cycle.

Mrs. Hoskins also shared the "LCRB Schedule of Units" spreadsheet that showed the number of contracted units used by the providers to date to be 2,392.51 units of the 25,639.16 contracted units. Usage is at about 10% of the total number of contracted units for the 2007-2008 funding cycle.

The final financial spreadsheet shared was the "Sales Tax History from 2007 to Present". This document is used to track the actual revenues compared to the estimated revenues, as well as, to analyze the amount of revenue growth or decline by month and by year. The estimated revenue for the year 2008 is \$1,023,867.06.

Copies of the approved 2008 budget were provided for the Trustees.

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

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* and *Catholic Family Services* are definitely considering leasing space in the Martin Building, located at the corner of Main Street and College Streets in Troy, for the *Wellness Center*. Mr. Wallis noted that there is 1,800

square feet of available space and that this location will well serve the needs of the providers presently using the *Wellness Center*. The lease cost is being negotiated with the owner of the building, Dr. Mary Berk, with the hope of finalizing the agreement by the end of January 2008.

Mr. Wallis told the Board that the remaining funds of \$6,564.00 from the *Wellness Center* contract were used to purchase a copier, fax, scanner machine for the new office space.

Mrs. Fink of *Catholic Family Services* added that the anger management classes will be held at the *Wellness Center* on Monday evenings for high school students, with the intent to add these classes for middle school age students in the near future.

Old Business:

- A. Mrs. Hoskins reported that the Lincoln County Commissioners re-appointed Rod Barnhill and Kristin Gentry to three- year terms as Trustees of the LCRB. Both of their terms will expire in 2010. The commissioners will send a letter confirming these re-appointments.

The Lincoln County Commissioners sent a letter to Dr. Easterday inquiring whether or not he wished to remain as a Trustee of the Board. If Dr. Easterday decides to cease being a Trustee, Dr. Donald Buenger has agreed to have his name presented to the Lincoln County Commissioners as a possible replacement.

Mrs. Houston informed the Board that Carol Ricks was attending the Board meeting today as a potential Trustee. Mr. Burkemper told the Board that after a potential appointee attends at least one meeting, their name may be presented to the Board as a potential Trustee. If approved by the LCRB, a recommendation may be made to the county commissioners to appoint them to the Board.

- B. Mrs. Hoskins said that after thoroughly researching the need for a LCRB audit for 2007, it was determined that the Board is not required by law or by-laws to have a yearly audit. Mrs. Hoskins noted, however, that it would be preferable to have an audit completed for the year 2008.

New Business:

- A. Margie Cappel, Chairman of the LCRB *Personnel Committee*, reported that committee had discussed the possibility of outsourcing some of the accounting duties for the LCRB. Mrs. Cappel noted that Bruce Sowatsky, Executive Director of the *Community and Children's Resource Board* (CCRB) in St. Charles County, highly recommended to the committee that an outside agency assume the accounting responsibilities for the Board. The committee agreed that the payroll and tax preparation responsibilities should be contracted with an outside agency for 2008, with Mrs. Hoskins continuing with the other accounting duties for the remainder of the year. Bids for these accounting services would be solicited from at least three Lincoln County accounting firms.

Mr. Sheller asked what the approximate cost of these services might be. Mr. Kemper noted that the *Troy Chamber of Commerce* pays about \$100 per month for more extensive accounting services than presently needed by the LCRB. Mrs. Hoskins added that the tax preparation for the 990 Form would be in addition to the basic cost of processing the payroll for the Executive Director and the clerical assistant.

Mrs. Cappel added that the *Personnel Committee* agrees that the Board needs to consider outsourcing all of the accounting needs of the LCRB for the year 2009.

A motion was made to contract with an outside source for processing the LCRB 2008 payroll and the required 2007 tax forms. (M.S.P.: Cappel, Kemper)

- B. Mrs. Hoskins informed the Board that the *Selection & Review Committee* had been contacted by Ellen Teller of *The Child Center* requesting a modification to our 9-15-07 through 12-31-08 contract with them to provide sexual abuse prevention programs for preschool populations in Lincoln County. Mrs. Houston, acting Chairman of the *Selection & Review Committee*, in the absence of Mrs. Boessen, reported that the committee had reviewed the request and decided to recommend to the Board to approve the contract modification as follows: *The contract is modified to include the KIDS' Rights Sexual Abuse Prevention Program for pre-school/daycare professionals, parents and 3-5 year olds in Lincoln County preschools*. This modification would not change the total funded amount of \$68,184

for services, with services being billed at a Unit Cost of \$16.38 (4,162 units).

*A motion was made to approve the requested modification to the original 9-15-07 contract with The Child Center to provide sexual abuse prevention programs for children and youth in Lincoln County to include the **KIDS' Rights Sexual Abuse Prevention Program** for pre-school/daycare professionals, parents and 3-5 year olds in Lincoln County preschools. This modification would not change the total funded amount of \$68,184 for services, with services being billed at a Unit Cost of \$16.38 (4,162 units). (M.S.P.: Cappel, Kemper)*

Mr. Burkemper will sign the contract modification and Mrs. Hoskins will send it to *The Child Center* for their signature.

- C. Kristin Gentry presented the quarterly financial report of the *Children's Trust Fund to the Board*. At the end of the second quarter, there was \$6,650.88 in the fund that included revenues of \$500.00 and one expenditure of \$131.00 for software and a manual for the *RealityBabies* program. Mrs. Gentry explained that the CTF--Lincoln County funds must be used to prevent child abuse or neglect.

The Board and guests discussed various means to promote the purchase of the CTF license plates in Lincoln County. Mr. Wallis suggested that the CTF license plate project be discussed at the LCRB All-Agency meeting scheduled for Feb. 7, 2008, so that the providers can spread the word in the county schools about participating in this project. Mrs. Gentry noted that more people might participate in buying CTF license plates if the resulting revenues were designated for a specific project in Lincoln County to prevent child abuse and neglect. Both the Silex and Troy schools use the *RealityBabies* as part of their Child Development classes. At this time the Elsberry and Winfield school districts do not use the *RealityBabies*. Mrs. Cappel suggested that the LCHD has both fetal alcohol and "shaken baby" *RealityBabies* that may be used for public education purposes. Following the Board meeting these model babies were demonstrated for the Trustees.

Mrs. Gentry state that an individual may pay the CTF donation at the license bureau when you purchase license plates. The suggested donation is \$25 for one-year plates and \$50 for two-year plates. Mrs. Gentry reminded that Board that she has application forms and promotional materials for the *Children's Trust Fund*.

Executive Director's Report:

Mrs. Hoskins reviewed the Executive Director's written report with the Board. Mrs. Hoskins thanked Annie Schulte, CHC, for designing a new, simplified logo for the LCRB. The Board and guests briefly discussed the new logo design. It was the consensus of the group that the new design is well suited for use as the LCRB's official logo. This logo will be incorporated into future publications, correspondence, public relations materials and other LCRB-related documents. The logo, without the wording, could be embroidered on clothing items, as well. Mrs. Hoskins will send this logo to the LCRB-funded agencies to use in their promotional materials.

Mrs. Hoskins invited the Trustees to the LCRB All-Agency meeting scheduled for Thursday, February 7, 2008 at 10:00 a.m. at the Lincoln County Health Department.

Mrs. Hoskins also reported that the *Needs Assessment Task Force* is now in place. This task force will work with Mrs. Hoskins in updating the previous needs assessment completed in 2004. The members of the task force include: Rod Barnhill, *LCRB*; Rick Harrell, *Troy Police Department*; Annie Schulte, *Crider Health Center*; Gary Sheller, *LCRB*; Mary Sullivan-Thomas, *Community Opportunities*; and, Mrs. Hoskins.

- * Since Mr. Burkemper needed to leave the meeting, Melba Houston, conducted the remainder of the Board meeting.

Committee Reports:

Personnel Committee:

Margie Cappel reported that the Personnel Committee is developing a Personnel Policy Manual for the LCRB, using the CCRB's personnel manual as a guide. Mrs. Cappel stated that Mrs. Hoskins has completed the necessary employee forms and that a personnel file for Mrs. Hoskins will be housed at the LCHD.

An ad was published in both the Lincoln County Journal and the Elsberry Democrat for a clerical assistant to prepare the monthly Board minutes and meeting packets. The committee has developed a job description for this

position. Mr. Wallis suggested that this job opportunity be offered to the provider agencies, as well as, to family or friends of the Board members, since the job responsibilities only require a few hours per month. Mrs. Hoskins noted that this clerical assistant must be available to attend all Board meetings and to use a home-based computer to prepare the documents. The deadline for applying for this position is January 31, 2008.

Mrs. Houston asked if there might be a conflict of interest if a close relative of a Trustee were to assume these duties. Following a brief discussion, it was agreed that it might be construed as a conflict of interest for a close relative of a Trustee to be the clerical assistant, especially if this position is expanded to more hours per month in the future. It was agreed that hiring a provider-based individual would be acceptable.

In addition, Mrs. Cappel reported that the Personnel Committee is creating an evaluation tool to be used for job appraisals for LCRB-employees.

Finance Committee: No further report.

Selection & Review Committee: No further report.

Comments for the Good:

Annie Schulte announced to the Trustees that the former director, Tonya McAmis Eaton, had a baby boy, Landon Myles on December 21, 2007.

Next Meeting:

The next monthly meeting is scheduled for 8:00 a.m. on **Wednesday, February 27, 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 9:00 a.m. (M.S.P.: Price, Kemper)