



LINCOLN COUNTY RESOURCE BOARD
Lincoln County, Missouri

Meeting Minutes of February 27, 2008

Meeting Call to Order: The meeting was called to order at 8:00 a.m. by Melba Houston.

Introductions: The Trustees and other guests introduced themselves. Becky Hoskins welcomed Christy Hall, the new LCRB clerical assistant.

Roll Call and Guests: Present: Rod Barnhill, Nancy Behlmann, Margie Cappel, Kristin Gentry, Melba Houston, Charles Kemper, Billie Lamb, Jim Price, Gary Sheller, Becky Hoskins, Executive Director and Christy Hall, clerical assistant.

Guests: Carol Ricks, Jim Wallis (PFH), Janice Mills (SJA), Janet Ossie (SJA), Dr. Don Buenger, Annie Schulte (CHC).

Absent: Adam Burkemper, Chairperson, Kathy Boessen, and David Thompson.

Approval of Minutes: *A motion was made to approve the minutes of the January 23, 2008 meeting as printed. (M.S.P. Cappel, Kemper)*

Financial Report:

Becky Hoskins, Executive Director presented the financial report. Mrs. Hoskins reviewed the General Ledger, dated February 20, 2008. The bank balance on 2-20-08 was \$525,448.91. The sales tax revenues collected in January and deposited into the LCRB bank account on 2-7-08 were \$69,600.78. We received a refund of \$131.00 from the CTF.

Mrs. Hoskins also explained the 2008 monthly budget. She noted that the Board will need to use funds brought forward from 2007 to meet the 2008 budget items. There may, however, be a surplus of as much as \$150,000 at the end of the fiscal year, if we stay within our budget. Mrs. Hoskins reviewed the funding to the providers to date.

Gary Sheller asked about the contract units. Mrs. Hoskins explained that units are mostly hourly. A unit could consist of an hour of counseling or one program presentation. The units do vary. Jim Wallis explained the units in a little more detail.

Mrs. Hoskins went over the General Ledger.

Wellness Center Report:

Jim Wallis reported to the board on the progress re-locating the Lincoln County Wellness Center. The LCWC will move into the Berk Building that is located adjacent to the Lincoln County Courthouse. They have signed the lease agreement and construction is being done to set up the offices. There will be a total of 5 offices including meeting rooms, a conference room and a group room, which will be bigger than the present one. The Fire Department needs to approve the

renovations. They set a goal to move in for Friday, February, 29, 2008. They plan on having a ribbon cutting ceremony sometime in mid-April.

Old Business:

There was no old business reported.

New Business:

A. Melba Houston welcomed Carol Ricks of Elsberry to her second Board meeting.

A motion was made to recommend to the commissioners that Ms. Ricks be appointed as a Trustee. (M.S.P. Lamb, Kemper).

Mrs. Hoskins will present this request to the commissioners for their approval. Dr. Donald Buenger was welcomed and thanked for his interest in serving on the Board.

B. Margie Cappel, Chairman of the LCRB *Personnel Committee*, reported that she received several bids for outsourcing some of the accounting duties. The Committee recommended Lew's Accounting and Tax Service of Troy.

Mrs. Cappel motioned for Lew's Accounting and Tax Service to prepare the LCRB 2008 payroll and the 2007 income tax form "990". (M.S.P. Cappel, Behlmann).

This motion passed with only one objection made by Mr. Sheller. His concern was that Mr. Webb of Lew's Accounting and Tax Service was not a CPA.

Mrs. Cappel also reported that the LCRB needs to get Workers Compensation for the LCRB employees and Board liability insurance. Mrs. Hoskins spoke with Elaine Luck, the Lincoln County Clerk, to see if we could be covered under the county's insurance and Mrs. Luck said the Board could not be covered. The cost of liability coverage for the Board would be approximately \$400.00 per year for two part-time employees. The *Personnel Committee* is going to look further into this matter.

Mr. Sheller thinks this insurance is a critical issue and should be a top priority. There are two aspects to this, Apprentices and Operations, Directors and Officers type of coverage. The *Personnel Committee* and Mrs. Hoskins will get together and report at the next meeting.

C. Nancy Behlmann reported on the LCRB All-Agency meeting. She said everything went well. It was a good meeting with lots of knowledge shared. Rod Barnhill brought 3-4 juvenile officers with him to the meeting. Approx. 27-28 people attended this meeting; quarterly meetings will be held. Mrs. Houston recommended that Board Members attend this meeting stating it would be very beneficial.

D. Kristin Gentry requested that the LCRB let "The LINC" use our 501c3 status to apply for a grant that they need to keep "The LINC" up and running. She stated that half of the people

that use "The LINC" use it to get to their places of employment. Mrs. Houston read the LCRB mission statement that says that the Board is committed to "developing & implementing a comprehensive system of care for children and families of Lincoln County" and therefore the Board should support this effort.

A motion was made to allow "The LINC" to use our 501ce status in seeking a grant to maintain their service in Lincoln County. (M.S.P.: Gentry, Cappel).

E. Mrs. Gentry stated that the CTF should come up with a campaign to raise awareness for the license plates. Jim Wallis recommended meeting with Frank Martinez of the *Cridler Health Center* to help with the campaign. Mr. Wallis stated that St. Charles County is #1 in the state of Missouri for the sale of these license plates.

Executive Director's Report:

Mrs. Hoskins recognized and praised *Preferred Family Healthcare* for being honored at the White House.

The Board is invited to attend the *Sibshop* Group Counseling session at *LCMC* on Friday, March 7, 2008 at 3:30 p.m.

On January 30, the agencies were required to submit reports and Mrs. Hoskins shared highlights of these initial reports with the Board. The complete reports are available for review.

Annie Schulte will submit an article to Mrs. Hoskins for the Lincoln County Journal. The LCRB articles being printed in the newspaper are going well. Please thank Bob Simmons of the LCJ for his help.

Mrs. Hoskins gave an update of the progress of the Needs Assessment Task Force. The Task Force will meet on Monday, March 3, 2008 at 4:00 p.m. Their goal is to have the final report completed by the end of April.

The LCRB Personnel Manual needs to be approved by the Trustees. It is a 55-page document. Annie Schulte will put the manual into a PDF format and then Mrs. Hoskins will email it to the Board members for their review.

Annie Schulte fixed the logo and it is great. The brochure will be updated with new pictures and information.

Dr. Buenger inquired about the parameters of the LPN position for Youth In Need. Mrs. Hoskins gave a complete job description of the Teen Nurse.

Committee Reports:

A. David Thompson was not present to give the Finance Report.

B. Mrs. Cappel reported that an employee evaluation form for the LCRB employees had been created.

The board needs somebody to put together a scrapbook for the LCRB. We have lots of articles and pictures. It would be great if we could get someone to serve as the Board's "Historian".

Mrs. Cappel stated the LCHD can tape programs dealing with children, using their satellite programming. Taping is available if providers are interested. The Alabama Dept. of Health sends these. They may have an on-line directory. Mrs. Cappel will check to see and send this information to Mrs. Hoskins.

C. Melba Houston stated that there was no report for the *Selection and Review Committee*.

Comments for the Good:

Kristin Gentry stated that the Troy license office does not have any generic license plates to hand out. She will talk to the license office about this. Once you have your plates, when you renew them, you can just make your \$25 or \$50 donation at the license office. There is an additional fee if you want personal plates.

Gary Sheller attended the All-Agency Meeting and recommended that Trustees attending. He stated that it was very impactful. The level of need that is out there is worth the work of everyone involved. Mrs. Hoskins commented on the cooperation of the providers stating that the level of professionalism is outstanding and that we are very blessed. Mr. Wallis stated that Lincoln County is setting the standard for providers working collaboratively.

Mrs. Hoskins will be presenting a LCRB Presentation on April 7, 2008 for the Troy Chamber of Commerce meeting. The meeting starts at 11:45 p.m. with lunch being served, and adjourning at 1:00 p.m. The meeting is held at St. Stephen's Methodist Church. Please let Mrs. Hoskins know if you want to attend. The cost for the meal is \$10.00.

Annie Schulte reported the Crider Center's *Heroes for Health* event will be held Saturday, March 1, 2008 in St. Charles. She stated that Franklin and Gasconade Counties are working toward putting their programs on the November 2008 ballot for funding. St. Louis County is working on a petition drive.

Next Meeting:

The next monthly meeting is scheduled for 8:00 a.m. on Wednesday, March 26, 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 9:25 a.m. (M.S.P.:Kemper, Sheller)