



LINCOLN COUNTY RESOURCE BOARD
Lincoln County, Missouri

Meeting Minutes of May 27, 2009

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

Introductions: The Trustees and other guests introduced themselves.

Roll Call and Guests: Present: Adam Burkemper; Rod Barnhill; Nancy Behlmann; Kathy Boessen; Margie Cappel; Kristin Gentry; Charles Kemper; Billie Lamb; Jim Price; Carol Ricks; Becky Hoskins, Executive Director; and Christy Hall, Clerical Assistant.

Guests: Ellen Teller (TCC); Lauri Cross-Fink (CFS); Jean Sokora (PFH); Janice Mills (SJA); Teresa Wall (SJA); Lauren Vincent (CFS); Jonathan LaGrone (PCS); Karen Shatto (SJA); Susan Adams (PFH).

Absent: Donald Buenger; Melba Houston; David Thompson; Gary Sheller.

Closed Session: *A motion was made to go into Closed Session to discuss the requested modifications of Catholic Family Services contracts. (Cappel, Lamb)*

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Closed Session: The Board was in closed session from 8:10 a.m. until 8:40 a.m.

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Open Session Reconvened: The open session reconvened at 8:42 a.m.

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Approval of Minutes: *A motion was made to approve the minutes of the April 22, 2009 meeting as printed. (M.S.P.: Kemper, Price)*

Financial Report:

Becky Hoskins, Executive Director, presented the financial report. The balance in the main account as of May 22, 2009 was \$50,000. The money market account had a balance of \$288,410.35. The total of both accounts was \$338,410.35. The sales tax revenue for April 2009 was \$62,022.84. Administrative expenditures paid out in April were \$4,385.93, which included \$283.05 for monthly payroll taxes. A total of \$137,929.10 was paid in May for April services, this included \$45,000 paid to the Missouri Department of Mental Health for the local tax matching fund. Providers have used 31.46% of the contracted units through the end of April.

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

Correspondence/Publicity Items:

Mrs. Hoskins reviewed the correspondence and publicity pieces that the LCRB had received:

- *Friends of LCMC* will be hosting a golf tournament on Monday, July 13, 2009.
- Thank you note from Christy Hall for the gift card for *Secretaries Day*.
- The *Domestic Violence Impact Panel* is having a symposium on Sunday, May 31, 2009 at 3:30 p.m. at Calvary Chapel, off Snyder Road, Troy, MO.
- Articles and Letter to the Editor in the Lincoln County Journal
- New brochures from *Family Support Services*

Wellness Center Report:

Jean Sokora stated they are trying to plan a day to dedicate a garden area outside the Wellness Center. They are growing and expanding. Office space is available for other providers to meet with families or to conduct office business.

Children's Trust Fund Report:

Mrs. Gentry stated that the *Children's Trust Fund* annual report is due by July 2009 which details plans for using funds for FY 2010.

Old Business:

The *Catholic Family Service*' contract modification request was discussed in closed session.

New Business:

- A.** Larry Webb from *LEW's Accounting & Tax Service* was present to discuss the preparation of Federal Tax Form 990 for 2008 for 2008. He inquired if there had been any significant program changes in 2008 and the Board indicated that there had been no such changes. Mr. Webb will need the completed 2008 audit, conducted by the office of Charles Montgomery, CPA, before proceeding with the filing of the 990 form.

Mrs. Hoskins explained that to be in compliance with the requirements for filing as a nonprofit organization, the Board needs to approve both a *Whistle Blower Policy* and *Retention and Destruction Policy*.

A motion was made to approve the printed draft of the Whistle Blower Policy for both Trustees and employees of the LCRB. (M.S.P.: Lamb, Ricks)

The LCRB *Retention and Destruction Policy* was discussed. Mr. Burkemper asked Mr. Webb about the LCRB maintaining records electronically and Mr. Webb stated that storing documents electronically would be in compliance with federal regulations.

A motion was made to approve the printed draft of the Retention and Destruction Policy. (M.S.P.: Kemper, Price)

Mr. Webb stated that he can request switching from cash to an accrual basis, if the Board wanted him to make that change. Mrs. Hoskins would like for him to discuss this issue with Charles Montgomery.

- B.** Mrs. Hoskins stated that Kim Duggan, from Silex SAFE Project had requested that the LCRB sponsor a student to attend the *Missouri Prevention Leadership Conference*. The cost is \$367.00 per student. Mrs. Boessen stated that she does not feel comfortable supporting such a donation, because there are so many organizations out there that would like similar funding. Mrs. Hoskins stated that the state statutes regulating the *Children's Services Fund* do not allow the monies to be used for that purpose. The LCRB denied the funding request from the SAFE Project. Trustees suggested that the SAFE group contact local service organizations for donations to help fund the conference costs.

- C.** Mrs. Hoskins discussed the 2010 budget. She estimated the LCRB will only be able to fund approximately \$1,000,000 next year, give or take \$25,000 - \$50,000. Mrs. Hoskins will keep the *Finance Committee* informed of to date revenues and expenditures in preparation for formulating the new budget. She suggested that a few items from the administrative budget be placed as line-items in the general budget.

Mrs. Hoskins also told the Board that they need to be thinking of having a permanent office in the future and how this added expense will be funded.

- D. Mrs. Boessen suggested having the providers offer informational 5-minute presentations during the three summer Board meetings so the Trustees have a better understanding of what services each proposed program offers. These presentations will be helpful when the *Selection & Review Committee* reviews the funding proposals in September. The plan is to schedule the present providers to make presentations at either the June or July meetings, with any new providers presenting at the August meeting.

Mr. Burkemper thought this was a great idea. The presentations will be done at the beginning of the meetings.

Mrs. Lamb inquired about a new provider wanting funding. Mrs. Hoskins suggested they look at our website to get the information they need.

- E. Mrs. Hoskins discussed the "Real Impact" event that is being held at Lincoln County R-III School District on Sept. 18, 2009. The school would like the LCRB-providers to work with one particular school, in conjunction with the district's character-building program.

Executive Director's Report:

Mrs. Hoskins reviewed her written report. The LCRB's 2008 audit is completed and the worker's compensation insurance policy with the Hartford Insurance Company has been renewed through Cannon Insurance. Mrs. Hoskins attended the Open House at *Sts. Joachim & Ann Care Services'* satellite office in Winfield. Planning continues for the *Tri-County Back to School Health Fair* that will be held on Friday, July 17, 2009. Over 400 backpacks have been donated by *HealthCare USA*, the *Salvation Army* and *Family Advocacy and Community Training (F.A.C.T.)* for this event.

Committee Reports:

- A. There was no additional *Finance Committee* Report.
- B. Margie Cappel, Chairman of the *Personnel Committee*, stated that they will conduct the annual performance evaluation for Mrs. Hoskins.
- C. Kathy Boessen, Chairman of the *Selection and Review Committee*, reported that they are reviewing the revisions to the 2010 funding applications.

Comments for the Good: Jean Sokora asked us to keep Jim Wallis' 13 year- old- son, Ben, in our thoughts and prayers. He has been diagnosed with a rare form of cancer.

Next Meeting:

The next monthly meeting is scheduled for **8:00 a.m. on Wednesday, June 24, 2009**, at The Lincoln County Health Department, Troy, MO. (In the new Community Room...enter on the south side of the building), #5 Health Department Drive, Troy, MO. 63379.

Adjournment:

A motion was made to adjourn the meeting at 9:15 a.m. (M.S.P.: Price, Kemper)