



**Meeting Call to Order:** The meeting was called to order at 8:01 a.m. by Adam Burkemper, Chairman.

**Roll Call and Introduction of Guests:** The Trustees and other guests introduced themselves.

Present: Adam Burkemper (Chair), Rod Barnhill, Nancy Behlmann, Donald Buenger, Margie Cappel, Kristin Gentry, Melba Houston, Jim Price, Carol Ricks, Gary Sheller, David Thompson, Becky Hoskins (Executive Director), and Susan Adams (LCWC).

Guests: Jean Sokora (PFH), Lauri Cross-Fink (CFS), Ellen Teller (TCC), Katrina Harper (CHC), and Mary Kay Kreider (CNW)

Absent: Kathy Boessen, Charles Kemper, Billie Lamb

**Approval of Minutes:** *A motion was made to approve the minutes of the December 23, 2009, meeting as printed. (M.S.P.: Price, Thompson)*

**Financial Report:**

Mrs. Becky Hoskins, Executive Director, presented the financial report, reviewing several financial documents with the Trustees that included:

- Sales Tax History from 2008 to Present
- Statement of Revenues and Expenditures—Budget and Actual for December 2009
- Statement of Administrative Expenditures for December 2009
- LCRB Funding Summary through January 2010
- LCRB Schedule of Units through December 2009

The balances of the People's Bank & Trust accounts on January 25, 2010, were **\$50,000.00** in the main *Super Now* account and **\$204,920.97** in the money market account **for a total of \$254,920.97.**

The December 2009 sales tax revenues (deposited in January 2010) were **\$81,361.89** (\$2,521.05 or 3.20% more than December 2008).

As of December 31, 2009, a total of \$1,567,179.86 (or 98.68% of budget) had been received in revenue and a total of \$1,339,782.34 (or 93.67% of the budget) had been paid out for expenses. The revenue total includes the \$100,000 reserve fund and a cash balance brought forward of \$475,519.30. A total of \$91,070.79 was paid out in expenditures in December. As of December 31, 2009, \$63,338.48 (or 85.12% of budget) had been used for administrative expenditures.

In January 2010, **\$63,045.27** was paid to our providers. The usage rate of our contracted services for 2009 from January to December 2009 was 92.02%.

*A motion was made to approve the financial report as presented. (M.S.P.: Cappel, Houston)*

**Correspondence & Publicity Items:**

Mrs. Hoskins reported the following:

- A thank you note from Mrs. Hoskins was distributed among the Trustees.

**Lincoln County Wellness Center Report:**

Lauri Cross-Fink reported that Catholic Family Services has a new social worker at the Wellness Center who will be presenting the Love & Logic classes. Ms. Cross-Fink passed around CFS's new informational post card that describes their services and has the LCRB logo.

**Children's Trust Fund Report:**

Ms. Gentry reported that the balance in the Children's Trust Fund is \$1,916.81. At this rate there will not be enough funds to purchase more *RealityBabies*. Ms. Gentry pointed out that any donation (minimum of \$25) can be accepted without purchasing personalized license plates.

**Old Business:**

Update on S.A.F.E . Organization:

Mrs. Hoskins reported that an Advisory Board has been formed to set goals for S.A.F.E. and to give support in terms of grant writing. There are 9 directors on the Advisory Board.

In addition, a Task Force is being formed. The Task Force will have 12 members, including a school sponsor, 4 student officers, one representative from PFH, CHC, NAODA, and 4 parents. Nine of the members are not to be providers of healthcare services. The Task Force will meet one time each school quarter.

S.A.F.E. is asking the Lincoln County Resource Board to appoint the directors for the Advisory Board and to oversee the operation of the Advisory Board.

*A motion was made for the Lincoln County Resource Board to accept responsibility as proposed in the bylaws of S.A.F.E., to become the sponsoring organization of the S.A.F.E. project. (M.S.P.: Thompson, Price-Ms. Gentry abstained)*

*A motion was made for the Lincoln County Resource Board to accept the Directors for S.A.F.E. organization as presented by Mrs. Hoskins. (M.S.P.: Thompson, Price-Ms. Gentry abstained)*

**New Business:**

A. Administrative Assistant for LCRB

The Trustees discussed the impact of employing Susan Adams as the LCRB Administrative Assistant for 2010. Mrs. Hoskins provided the Trustees with the history of Susan's employment as a shared employee of Preferred Family Healthcare, Inc. and the LCRB. During 2009, PFH provided 55% of Susan's salary, plus all of her benefits, while the LCRB provided 45% of her salary. Due to funding cuts, PFH was not able to maintain Susan's position for 2010.

The Personnel Committee met on December 23, 2009 to discuss the possible hiring of Susan. The decision of the Personnel Committee was to recommend to the Finance Committee that Susan be hired

as the LCRB Administrative Assistant for 25 hours per week, or 100 hours per month. In this position Susan would continue to work at the Lincoln County Wellness Center as the referral specialist and receptionist, but she would also provide administrative support for Mrs. Hoskins. Mrs. Hoskins would supervise Susan, monitoring her time and calling logs. In Susan's role as referral specialist, she would provide support for all of the LCRB providers; and as the receptionist she would serve both the clients and staff of Catholic Family Services and PFH.

The \$19,500 for Susan's proposed salary was already allocated in the 2010 general budget as designated funding. If Susan were hired as a LCRB employee, this salary amount would be transferred to the 2010 administrative budget. The total cost to the Board would be the \$19,500 for salary and about \$1,490 for Board-paid taxes. The resulting rate per hour would be about \$17.50 per hour. This transfer would increase the administrative budget from about \$64,000 (6% of the total revenue) to about \$85,000 (8% of the total revenue).

A lengthy discussion concerning the employment of Susan Adams continued.

Mrs. Cappel noted that Mrs. Hoskins needs some assistance and, in light of the growth in Lincoln County, the need for mental health services will continue to increase.

Mr. Thompson stated that he had concerns about the sales tax revenue being stagnant, while the need for mental health services increases due to the negative economy and the growing population in Lincoln County. Regardless, of his concerns, Mr. Thompson supported the employment of Mrs. Adams.

Mr. Sheller reminded the Trustees that they bear the responsibility of dual representation, representing both the tax payers and those who need services. He stated that the Board must be sure that every service provided is cost effective for the tax payers.

Mrs. Houston commented that if the Board had opted to keep the administrative costs to 5%, the message about the LCRB-provided services may have not been adequately publicized in Lincoln County. She added that the program has gotten off to an excellent start and that the quality of administrative services should be considered in the decision.

Mr. Price added that the LCRB does not have to feel bound by the 5% ceiling for administrative costs. He believes that the continuity of services is more important and that having a point of contact at the Lincoln County Wellness Center is vital to the success of the programs.

Mr. Burkemper expressed concern that the tax payers might feel that the LCRB failed to keep their promise to keep administrative costs at 5%. He did, however, support hiring Susan for 2010, but stated that he would be uncomfortable employing her at the pay rate of \$17.50 per hour.

Mr. Sheller suggested that in the 2011 budget, that the salary costs for the administrative assistant be separated according to her duties as the referral specialist for the providers, the receptionist for CFS and PFH and the administrative assistant for Mrs. Hoskins. He added that the providers should assume some of the responsibility for this salary for services rendered by the administrative assistant.

*A motion was made to hire Susan Adams for 2010 as the LCRB Administrative Assistant at a salary of \$19,500, plus employee payroll taxes, but no benefits. (M.S.P.: Cappel, Ricks)*

**Executive Director's Report:**

Mrs. Hoskins reviewed her written report.

She announced that the next All-Agency meeting will be held on Wednesday, February 10, 2010 at 10:00 a.m. in the Conference Room at the Lincoln County Health Department.

In February, Mrs. Hoskins will begin the preliminary work for the 2009 audit. The audit will be done by Charles Montgomery, CPA at a cost of \$3,500 per the three-year commitment accepted by the Board in 2009.

After receiving the annual service reports from the providers, Mrs. Hoskins will prepare and present a 2009 annual report to the Lincoln County Commissioners.

**Committee Reports:**

- A. Finance Committee: Mr. Thompson noted that we need to buy products and services in Lincoln County to increase sales tax revenues.
- B. Personnel Committee: No report.
- C. Selection & Review Committee: No report.

**Comments for the Good:**

Katrina Harper (CHC) mentioned a concern that reports are due at the same time for the regional resource boards, and asked that the resource boards consider having deadlines on a staggered basis. Mrs. Hoskins suggested that the providers discuss this suggestion at the next All-Agency Meeting on Feb. 10, 2010.

**Adjournment:** A motion was made to adjourn the meeting at 9:02 a.m. (M.S.P.: Ricks, Price)

**Next Meeting:**

The next Lincoln County Resource Board meeting is scheduled for 8:00 a.m. on Wednesday, February 24, 2010 at the **Lincoln County Health Department (Community Room on south side of building), #5 Health Department Drive, Troy, Missouri, 63379.**