



**Meeting Call to Order:** The meeting was called to order at 8:02 a.m. by Melba Houston, Chairman.

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

Present: Melba Houston, (Chairman), David Thompson (Treasurer), Nancy Behlmann, Adam Burkemper, Kathy Boessen, Glenda Fitzgerald, Kristin Gentry, Christine Heintzelman, Charles (Pheeze) Kemper, Billie Lamb, Jim Price and Dale Reinker.

Absent: Rod Barnhill, Margie Beckmann and Becky Hoskins (Executive Director)

Guests: Michelle Stille (CACNEMO), Michelle Kovak, (CACNEMO), Michelle Brown (CD), Victoria Walker (CHC), Heather Lytle (FACT), Thom Howes (PFH), Kelly Broeker (PFH), Beth Sailors (PFH), Sarah Neumann (SJA), Mark Grezeskowiak (CFMA) and Megan Davis (Healthcare USA).

**Approval of Minutes:** *A motion was made to approve the minutes of the May 22, 2013 meeting as printed.*  
(M.S.P.: Kemper, Lamb)

#### **Monthly Financial Report:**

Mrs. Hoskins reviewed several financial documents with the committee that included:

- Balance Sheet as of May 31, 2013
- Profit & Loss Budget vs. Actual May 2013
- Profit & Loss Budget vs. Actual January 1, 2013 through May 31, 2013
- Sales Tax History from 2012 to Present
- LCRB 2013 Funding Summary
- LCRB 2013 Schedule of Units

The balance of the People's Bank & Trust account on 6\_24\_2013 was \$67,774.69 in the Main Account and \$335,758.68 in the Money Market Account for a total balance of \$403,503.37.

The Balance Sheet as of May 31, 2013 showed \$27,468.60 in the prepaid tax match fund and \$102,000 in the LCRB Reserve Fund. Assets and equity were in balance at \$369,592.66.

A total of \$71,700.17 was received in May 2013 (91.22% of monthly budget) and a total of \$95,316.15 (95.06% of the monthly budget) was paid out in expenditures, resulting in net income of -\$23,615.98.

As of May 31, 2013 a total of \$379,590.60 (or 96.59% of budget to date) had been received in revenue and a total of \$384,273.94 (or 76.65% of budget to date) had been paid out for expenses. The net ordinary income to date was -\$4,683.34.

The May 2013 sales tax revenue (deposited on 6-7-2013) was \$95,751.69 (-\$23,705.79 or -19.84% less than May 2012).

In June 2013, \$96,365.87 was paid to our providers. The outstanding 2013 contract commitment is \$685,496.64. The usage rate of our contracted services through May 31, 2013 was 34.71%.

*A motion was made to file the financial report for audit. (M.S.P.: Thompson, Price)*

**Correspondence & Announcements:**

None.

**D.A.R.T. Report:**

Beth Sailors and Thom Howes reported the following information about DART:

- The May mud volleyball tournament had 27 teams representing all four school districts in the county. Participants had a good experience and awards were presented.
- Preferred Family Health will be the fiscal agent for D.A.R.T. A strategic plan is under development with the National Guard providing some assistance in planning.
- September 14, 2013 will be an anti-heroin activity similar to last year.

**Children's Trust Fund Report:**

Kristin Gentry submitted the annual report to CTF.

**Old Business:**

None.

**New Business:**

- Kathy Boessen reviewed recommendations for 2014 Funding Guidelines from the Selection & Review Committee meeting of June 3, 2013. The committee made three motions for parameters to use when analyzing the proposals. Adam Burkemper stated that the Finance Committee had reviewed the parameters and recommended them.
  1. Indirect administrative costs will be capped at 18%.
  2. Expenses such as rent, utilities, staff training and/or professional liability may only be included as indirect administrative costs. The only exception is programs that actually shelter children in a facility as part of direct care (face-to-face contact) and may include rent and utilities.
  3. "Bundled" costs will not be acceptable. Providers will be required to separate the different services offered within the program, into appropriate unit costs. For instance, individual counseling services would have a different unit cost than case management services.
  4. The Lincoln County Resource Board will look at salary efficiencies and the cost of doing business in regards to setting appropriate unit costs and in awarding funding for 2014.

*A motion was made to adopt the guidelines as presented. (M.S.P.: Burkemper, Boessen).*

- Melba Houston brought to the Trustees attention the conflict of interest policy as presented in LCRB by-laws. Sarah Burkemper, CPA, recommended that this policy be revised to include more detail. Adam Burkemper reviewed a sample of a Conflict of Interest Policy directing attention to Annual Statements, Periodic Review and Procedures. A discussion followed as to LCRB use of the Conflict of Interest Policy.

*A motion was made to adopt the presented policy as part of LCRB by-laws. (M.S.P.: Kemper, Price)*

**Closed Session: Personnel Items**

*A motion was made to go into closed session at 8:25 a.m. per subsection 610.021. (M.S.P.: Kemper, Thompson)*

*A motion was made to return to open 8:32 a.m. per subsection 610.021. (M.S.P.: Kemper, Fitzgerald)*

**Executive Director's Report:**

- Melba Houston directed attention to Mrs. Hoskins' written report as Mrs. Hoskins was absent due to a family illness.

**Committee Reports:**

- A. Finance Committee: No further report.
- B. Personnel Committee: No further report.
- C. Selection & Review Committee: Kathy Boessen reported that the committee met on June 3, 2013 and developed recommendations for 2014 Funding Guidelines.

**Comments for the Good:**

- Sarah Neumann stated that Tim Bizelli was resigning from CFS to work at Center Pointe Health Hospital. She also stated that Laura Steinhoff was leaving SJA to stay home with family. Megan Henkelman, has been hired as Laura's replacement.
- Trustees expressed thoughts and concerns for Mrs. Hoskins and family at this time.

**Adjournment:** The meeting was adjourned at 8:43 a.m. by Melba Houston, Chairman. (M.S.P.: Price, Boessen)

**Next Meeting:** The next Lincoln County Resource Board meeting is scheduled for 8:00 a.m. on Wednesday, July 24, 2013 at the Lincoln County Health Department (Community Room on south side of building), #5 Health Department Drive, Troy, Missouri, 63379.

Minutes respectfully submitted by:

Christine Heintzeman, LCRB Trustee