



**Meeting Call to Order:** The meeting was called to order at 8:38 a.m. at the Lincoln County Health Department Community Room by LCRB Chair Kathy Boessen.

**Roll Call and Introduction of Guests:**

**Present:** Kathy Boessen, Margie Beckmann (via Zoom), Katrina Ellis, Glenda Fitzgerald, Christine Heintzelman, Dr. Elaine Henderson, Melba Houston, Scott Hufty, Jim Price, Cheri Winchester and Hally Wells

**Absent:** Kristin Gentry and Sarah Lavy

**Guests Attending via Zoom** Jane Gavril (CHN), Christine Petty (CHN), Rachel Svejkosky (F.A.C.T.), Julie Seymore (TCAC), Madeleine Castle (Senator Hawley's Office), Jaidan Adams (PreventEd), Judson Bliss (SLC), Brittany McDonnell (CNW) and Cara Merritt (YIN)

**Attending in Person:** Marilyn Carter (D.A.R.T. Coalition), Laura Parn (Troy R-III School District), Sherry Saunders (SJA) and Donna Orf (Toyota Motor Manufacturing, Missouri and Tennessee)

**Approval of Minutes:** *A motion was made to approve the November 22, 2023, meeting minutes. (M.S.P.: Hufty, Heintzelman)*

**Monthly Financial Report:**

Ms. Winchester reviewed several financial documents, including:

- Balance Sheet as of November 30, 2023
- Profit & Loss Budget Vs. Actual November 30, 2023
- Sales Tax History from 2022 to Present
- LCRB 2023-2024 Funding Summary
- LCRB 2023-2024 Schedule of Units

The balance of the Peoples Bank & Trust account on 12-19-23 was \$235,217.34 in the Main Checking Account; \$206,400.99 in the Money Market Accounts; and \$809,573.70 in the Certificate of Deposit. The LCRB total balance on 12-19-23 was \$1,251,192.03.

The Balance Sheet as of November 30, 2023, shows \$185,000 in the LCRB Reserve Fund and \$10,000 in the prepaid tax match fund. Assets and equity are in balance at \$1,126,366.07.

A total of \$149,967.81 was received in November 2023 (119.8% of the monthly budget), and a total of \$232,949.41 (118.35% of the monthly budget) was paid out in expenditures, resulting in a net loss of \$82,981.60.

The November 2023 sales tax revenue (deposited on December 7, 2023) was \$139,092.40 (\$27,947.50 or 16.73% less than November 2022).

In December 2023, \$220,676.49 was paid to our providers for November 2023 services. The outstanding 2023-2024 contract commitment is \$1,305,135.05 (for the contract term of July 1, 2023 through June 30, 2024). The usage rate of our contracted services through November 30, 2023, is 38.46%.

*A motion was made to approve the monthly financial reports for audit as printed, submitted and explained. (M.S.P.: Fitzgerald, Price)*

*Board member Dr. Elaine Henderson inquired about recent changes to sales tax collection involving online purchasing. Ms. Winchester said she would work to schedule a presentation during the first quarter of 2024 to address these questions by an appropriate expert resource.*

**Correspondence & Announcements:**

- Ms. Winchester announced that the **next parent series webinar** will be presented on Thursday, January 4 from 6:00-7:00 p.m. ParentGuidance.org is funded by the LCRB and offered through the Troy R-III School District. The

series includes nine webinars, which began October 2023 and will conclude in April 2024, featuring distinct mental health topics. January's webinar is entitled "Depression—You're Not Alone." The link for the webinar is: <https://cookcenter.info/Jan4LCSD>. More information can be found on the Troy R-III School District's website, including previous webinar recordings, and on the LCRB Facebook page.

- In honor of **Children's Mental Health Awareness Week**, February 5-11, 2024, Troy Middle School Counselor Carrie Hopkins is planning activities and giveaways designed to reduce stigma surrounding mental health and provide support to those who may be struggling. Ms. Winchester encouraged providers who may have relevant giveaways to please contact Ms. Hopkins.
- Ms. Winchester shared a **grant opportunity currently available through the U.S. Department of Justice's Office on Violence Against Women (OVAW)**. The OVAW's **FY 2024 Grants to Support Families in the Justice System Program Solicitation** is seeking grants that include a focus on developing initiatives to ensure safety and supervision during visits for families involved with the justice system. The grant application deadline is January 30, 2024.
- Ms. Winchester announced that **new name tags** have been ordered through Speedy Office Solutions for all LCRB members. They should arrive and be available at the January 2024 LCRB meeting.

**Old Business:** None

**New Business:**

- Ms. Winchester announced that the **2023 Needs Assessment** is complete. The comprehensive report includes post-pandemic data and analysis; demographic trends; an analysis of our county's behavioral health needs; and gaps within our local system of care. The report is posted on the LCRB's website, and Dr. Cynthia Berry will provide an overview of the report during LCRB's January or February meeting. Ms. Winchester will reach out to Lincoln County school boards and civic organizations to offer presentations; one is already scheduled for August 2024 at the Troy Area Chamber of Commerce.
- Marilyn Carter, D.A.R.T. Community Coalition Project Director, requested LCRB approval to leverage LCRB's funding of PreventEd's prevention program to offer a **Parent/Caregiver Vaping Presentation** at Troy Middle School. This request would extend PreventEd's student-focused prevention programming to include a parent-caregiver education event, focusing on the dangers of vaping, which Troy Middle School students would help to plan and promote. The cost of the PreventEd prevention program is \$200.

Following the November 2023 board meeting, Ms. Carter requested LCRB support for a similar Winfield Middle School program led by PreventEd, which also cost \$200. The board considered and voted electronically on November 30 to approve the \$200 in PreventEd funding for the Winfield Middle School initiative. With LCRB's approval of the initial request, Winfield Middle School (WMS) has already scheduled their event for February 21, 2024. Ms. Carter and Winfield Middle School Principal Jeremy Davidson are working with WMS students to create an event that will be student-led and engaging. With approval of this second request, Troy Middle School would hold its student-led event in March.

*A motion was made to approve Marilyn Carter's \$200 request to leverage the LCRB-funded PreventEd prevention program to offer a parent/caregiver program on vaping, at Troy Middle School. (M.S.P.: Heintzelman, Fitzgerald)*

- Jim Price, Finance Committee Chair, reported that members of the Finance and Personnel Committees met to discuss the benefits of **aligning LCRB staff member contracts with LCRB's budget cycle**. Currently, staff reviews are conducted at the end of each calendar year and staff contract terms begin on January 1. With LCRB's 2022-2023 conversion to funding cycles that begin on July 1 and conclude June 30, LCRB members considered the advantage of making budgeting and financial planning even more straight-forward and cohesive by changing the schedule for staff reviews and contract cycles as well.

Jim Price suggested that LCRB consider three questions relevant to this transition.

*A motion was made to align LCRB's administrative budget, which includes LCRB staff salaries, with the LCRB contract cycle (July 1 through June 30). (M.S.P.: Henderson, Heintzelman)*

*A motion was made to execute one-time 18-month contracts for LCRB's Executive Director and Assistant for the term January 1, 2024, to June 30, 2025, to facilitate the transition to an administrative budget that aligns with LCRB's fiscal/funding cycle. (M.S.P.: Heintzelman, Fitzgerald)*

Jim Price shared that the proposed administrative budget, based on approval of the two prior motions, will be approximately \$170,000, keeping LCRB administrative costs below 10 percent of the budget.

*A motion was made to approve the proposed administrative budget and LCRB executive director and assistant proposed salaries as related to the one-time 18-month contract terms commencing on January 1, 2024 and ending on June 30, 2025. (M.S.P.: Heintzelman, Henderson)*

#### **Executive Director's Report:**

Ms. Winchester stated that she will email the board her completed written report and highlighted several items, including:

**LCRB officer elections** are scheduled for the January 2024 meeting.

The Lincoln County 45<sup>th</sup> Circuit and its judicial staff held a meeting with county school district administrators; members of law enforcement; child welfare services; and the LCRB and LCRB-funded school-based mental health providers on December 11, 2023. The meeting focused on the **issue of truancy throughout the county**. School officials expressed their concerns about the ever-growing challenge, and Judge Beck provided a historical perspective, as well as the current challenges within the legal system. Several ideas and perspectives were shared for consideration. A second truancy meeting is scheduled for the spring.

The **first of two school-based assessments** for the 2023-2024 academic year is currently underway. Surveys are due to the LCRB by Dec. 21. The end-of-year assessment focuses on prevention services, while the end-of-school-year assessment will solicit feedback regarding LCRB-funded school-based direct services.

The **Early Childhood Task Force (ECTF)** is collaborating with the Winfield School District to hold a "Family Fun Night" on its primary school campus on Thursday, January 25 from 5:30 – 7:00 p.m. The evening will include crafts and a meal, mental health vendor tables, and break-out sessions related to relevant behavioral health, safety and developmental milestones and issues. Members of the task force and Winfield school staff will meet for a second planning meeting on Thursday, January 4 at 4:00 p.m. This event will allow the ECTF to connect with a large number of parents and caregivers and to expand our presence beyond the Troy community. The last time Winfield hosted a "Family Fun Night" in January 2022, approximately 200 parents and kids attended. Ms. Winchester shared that the Shower of Love (SOL) fund currently holds just over \$5,000. SOL funds continue to meet safety and critical care needs for families with children ages 0-5. SOL has helped those needing assistance with diapers, safety items, one-time utility bills, one-time childcare tuition assistance, and more. Please contact the LCRB for the Shower of Love funding form.

**Hally will conduct CaseWorthy training** for school staff and providers on Wednesday, January 24 from 12:00 – 3:00 p.m. at the Troy Area Chamber of Commerce. New users are encouraged to attend (or to connect with Hally in order to arrange an alternative date and time), as well as those who would like a refresher. Please email the LCRB office at [director@lincolncountykids.org](mailto:director@lincolncountykids.org) or Hally at [hally.franz@yahoo.com](mailto:hally.franz@yahoo.com) to RSVP.

**Ms. Winchester will be taking PTO** during the week of Christmas; however, the office will be staffed on Wednesday, Thursday, and Friday following Christmas Day. Critical Shower of Love needs will be addressed during that time.

Ms. Winchester invited providers to present a **Provider Brief** during a 2024 monthly meeting. The briefs offer board members and other attendees up-to-date information regarding provider services, highlighting the significant work and outcomes LCRB dollars fund in Lincoln County. Only one brief is scheduled for 2024. Providers should contact LCRB's office to schedule a month to present.

#### **Committee Reports:**

- A. Finance Committee: None
- B. Personnel Committee: None
- C. Selection & Review Committee: Christine Heintzelman thanked all attendees—board members, providers, guests, and LCRB staff—for their efforts to "Put Kids First" in 2024.

#### **Comments for the Good:**

- Ms. Winchester, Hally and Christine Heintzelman attended Elsberry's recent **Breakdown St. Louis program** ([breakdownstl.org](http://breakdownstl.org)). The program features a group of teens who present dramatic vignettes, lyrical dance routines, and videos to promote healthy and safe choices regarding relationships, substance use, bullying and more. They address topics ranging from suicide to teen dating violence, with the goal of helping teens develop healthy self-

esteem, find their purpose in life, and become role models and leaders. Elsberry High School Counselor Tori Towery invited LCRB staff and members to attend. Silex and Clopton high schools were also in attendance.

- Marilyn Carter announced that **D.A.R.T.** merchant training will be held on Tuesday, January 9 at the Lincoln County Health Department. Sessions will be offered at 10:00 a.m. and 2:00 p.m., and a few businesses have already asked to participate. Local law enforcement conducted alcohol compliance checks during December, and, unfortunately, three stores failed to comply with alcohol sales laws. One particular concern is that many gas stations are displaying small bottles of alcohol in very accessible locations, making it easy for youth to steal bottles and engage in underage drinking.
- Laura Parn, Troy R-III Director of Teaching and Learning Supports, shared statistics regarding the **Parent Guidance Series**. Thus far for the 2023-2024 school term, 298 individuals have registered to view webinars. While a modest 35 have participated in the live webinar events, 141 have watched them on replays. That is nearly 50% of those that registered. Those figures are notable and far exceed attendance levels experienced with the in-person parent series events held during the 2022-23 academic year. Laura thanked LCRB for funding this valuable online educational opportunity.
- Elaine Henderson announced that **St. Stephen Methodist Church's preschool currently has the capacity** to enroll more children; however, in order to do so, they need to hire more staff. In addition to several part-time positions, the daycare is also seeking two full-time employees. More information may be found at the church website: [ststephenmc.org](http://ststephenmc.org).

**Adjournment:** The meeting was adjourned at 9:59 a.m. by Kathy Boessen. *(M.S.P.: Price, Hufty)*

**Next Meeting:** The next Lincoln County Resource Board meeting is scheduled for **8:30 a.m. on Wednesday, January 24, 2023 via Zoom and in-person at Cuivre River Electric Cooperative's Community Room**, located at 1112 East Cherry Street, Troy, MO, 63379.

Minutes respectfully submitted by: Cheri Winchester, Executive Director