

**St. Charles County
Community Assistance Board
Community Commons, Room #240
427 Spencer Road, St. Peters, MO 63376**

Meeting Minutes

December 12, 2017

7:00 p.m.

CAB Members in Attendance: John Glenn, Chair; Bob Schnur, Dave Bardgett; Melissa Hollander; Melinda McAliney; Tim Meyer

Absent: Cindy Syberg, Catherine Williams, Caty Beilsmith

Guests in Attendance: Dottie Kastigar (Community Council); Pinar Turker (St. Charles County Government); Karen Ehlmann (Volunteers In Medicine); Janice Robinson (NECAC); Rhonda Orlando (NECAC); Jack Lipin, (Sts. Joachim & Ann Care Service); Dawn Hiatt (Youth in Need); Lauren Grotegeers (Habitat for Humanity); Bill & Karleen Rogers (Tri-County Probation & Parole); Jessica Schmidt (Crisis Nursery); Kathy Thompson (LINC)

The meeting was called to order at 7:00pm

Pledge of Allegiance

Public Comment- Dottie reminded everyone that Coordinated Entry will launch on 1-23-18. Staff have been hired and are currently being trained. The Coordinated Entry Center will be located at Delta Center. For more information, folks are welcome to attend the Community Council luncheon this Thursday.

Approval of December 12, 2017 minutes - Motion to approve Dec. minutes made by Bob Schnur seconded by David Bardgett. Motion approved.

Old Business-none

New business

Frequency of CAB board meetings – A discussion of meeting frequency. The statutory requirement is to meet quarterly. Site visits to local agencies are scheduled for March, April & May. Bob made a motion to cancel Feb. meeting and maintain the March-May meetings and non-profit visits. Melinda seconded the motion. Motion passed. After further discussion, it was decided that if there was no business scheduled for the site visit meetings, and it was anticipated that there would be minimal attendance, a decision could be made by John to cancel other meetings. A question was raised about when agency reports are due. Pinar stated that the deadline for reports is April 15th. If an agency expects to not have spent all their funds by that date, they still need to submit a report for expenditures

through February by the deadline, and request an extension for delayed expenditure of funds or to submit paperwork (example-Audit) that is unavailable for the report deadline. This is a statutory requirement.

Election of new Officers – In reviewing CAB by-laws, officers can serve two consecutive one year terms if desired. A motion was made by Dave for John Glenn to serve a second year as chair of the CAB board. Melissa seconded the motion. Motion passed. Dave then made a motion to nominate Cindy to serve another year as vice-chair. Bob seconded the motion. Motion passed.

Decision to not fund NECAC discussion – County staff received a phone call from Janice Robinson concerning the CAB board decision not to fund NECAC from the Indigent fund. Janice asked if there was anything NECAC could do to improve their application. Board members explained that the amount of money in the Indigent funds was just very low, and there were no issues with NECAC. Janice was present at the meeting and asked if there was way to write a better application. She asked for feedback from an evaluation standpoint. Is there a maximum amount to apply for? Can the CAB board provide any guidance on what to apply for? Board members explained that administratively it is a burden to manage low funding amounts below the \$3000 threshold. It would actually be easier to award indigent funds to one agency, but it would leave out other agencies. Pinar suggested that since there are project scoring sheets with each application, board members could share their scoring sheets for feedback to agencies. Board members will consider this option. Board members noted that the annual report to County Council shows the great amount of unmet need, so it is worth doing the applications for that purpose even if an agency receives little or no funding.

Questions about Project CARE – A discussion was held around Project CARE, and the hope that this would increase county funding available to serve the indigent. There were four applicants this year, but only \$4000 was raised. Project CARE funds are currently allocated to one agency as an extension of their Indigent Fund application, because the amount received by the County is so low. Pinar shared that the County was looking at how they could better promote Project Care for donations. There are issues around how to donate to Project CARE – the donation line on the bill is not clear. If persons try to make a donation on-line there are extra fees. Donors have been concerned about the fee incurred by credit card payment, and Bob Schnur indicated it was part of the contract with the credit card company. Pinar will talk with County communications staff around ways to better promote donations to Project CARE. The ordinance for Project CARE may indicate that this needs to run through the collector of revenue. He will look at this. There may be a way to have a website donation link on the County website. This needs more conversation/exploration.

Unmet need/Hypothermia Program – In discussing Community unmet need, Dottie noted that there are currently 108 persons on the “by-name” list of persons who are literally homeless and being served by local outreach teams. Local churches have really stepped up during the cold weather snap we have had since Christmas and have been regularly providing emergency overnight shelter for death prevention to approximately 20 persons, for a total of 115 bed nights as of late last week. Dottie thanked LINC/Kathy Thompson for her leadership with the program this year. Kathy is thankful for several warmer days for respite!

Adjournment: Dave made a motion to adjourn. Bob seconded the motion. Motion passed. Meeting adjourned 7:40pm.

Next Meeting Date: Tuesday, March 13, 2018

**Location: Volunteers in Medicine
1039 S. Duchesne
St. Charles, MO 63301**