



FCCRB Meeting  
Date: December 6, 2021  
5:30pm

### **MINUTES**

Meeting called to order by Chris Jensen at 5:33 p.m. The FCCRB met in person at the Franklin County Family Resource Center with a virtual attendance option available via GoToMeeting published to the website.

Roll call was taken. Board members in attendance: Chris Jensen, Walter Murray, Dorothy Schowe, Connie Juengel, David Brunworth, Ann Schroeder, Cindy Fisher, James Hayes, and Mike Joyce

Not present: Dawn Rost.

Annie Foncannon (ex-officio) Daphne Ressel (Admin assistant)

Guests Present by video, Tracy Smith FACT, Kelly PreventED, Cindy Dearing PFH, Caitlin Bright LFCS; in person Steve Bourne and Greg Dahl, UMSL-CBH, Tiffany Reid, Sullivan School

Minutes from October 25, 2021 were presented. Motion was made by Walter Murray to approve the minutes as presented, seconded by Mike Joyce. The motion passed unanimously.

### **FINANCE COMMITTEE**

Annie reported the November 2021 Sales Tax Revenue was \$237,775.17 which was 12.70% below projections for this period. Year to date the difference is \$3,422,481 which is 4.71% above projections.

The Balance Sheet as of December 6, 2021, shows Current Total Assets of \$4,320,623.37 with Total Equity of \$3,671,467.58.

Service Expenditures are currently being underutilized this contract year. For the month ending October 2021, 80.90% is remaining in the Service Contract Budget. Staff shortages are a main reason for underutilization of service funds.

The year to date 2021 Budget was reviewed

Mike Joyce made a motion, seconded by Walter Murray to accept the Finance Committee Report as presented. The motion passed unanimously.

2022 Budget Proposal was presented and discussed. David Brunworth made a motion to approve the budget as presented, seconded by Dorothy Schowe

### **PERSONNEL COMMITTEE**

Annie presented the job description for the Facilities Superintendent. Two needed corrections were discussed, correct spelling of Lessees under Duties and remove "at the time of hire" from Qualification Requirements for driver's licenses.

Walter Murray made a motion to approve job description with recommended changes, seconded by James Haynes. The motion passed unanimously.

Annie presented the job description of a Grants Administrator position which would entail, administrative duties, records reviews and auditing of billing, website updates and other duties deemed necessary in relieving workload for Executive Director. Daphne will continue to execute the wrap around funds through Foundations for Franklin County, but all other administrative duties will now be the Grants Administrator position. It was discussed that the person in this position would need to pass a back ground check.

Connie Juengel made a motion to approve the position of Grants Administrator with the addition of passing a background check, seconded by Dorothy Schowe. The motion passed unanimously.

### **SELECTION AND REVIEW COMMITTEE**

none

### **MARKETING COMMITTEE**

Irv continues to write provider editorials in the newspapers. This month is Seasons Greetings and about building strong children and families.

Irv continues working with Foster Closet to set up bylaws and recruit board members. He expressed the need for strategic planning. Irv is hopeful that they will have a proper Governing Board by mid-2022.

Annie has been on radio with the Diane Jones show.

### **BUILDING COMMITTEE**

Signage almost complete. We are adding signs for the suites.

Annie presented Community Room Guidelines, Rules and Policy. The following changes were indicated. Need to add "non-profit" to first paragraph. Meeting rooms at the Family Resource Center are designed to meet general, non-profit, non-commercial...

Third paragraph spell check Community Room is restricted to organizations doing business...

Add No smoking or vaping permitted with in the building.

Add No political forums or taskforce.

James Haynes made a motion to approve the Policy with the corrections and additions listed seconded by Dawn Rost. The motion passed unanimously

### **OLD BUSINESS**

Graces Place advancement on tax credits. Graces Place is getting 50% tax credits while others are now getting 70%. They are asking for a grace period for repayment. The state has recommended they do not ask for an extension on selling the tax credits. Walter Murray made a recommendation to release them from the tax credit, pay in full within 5 years or less by paying 1/20<sup>th</sup> of the balance per year.

David Brunworth made a motion to accept the recommendation, seconded by Mike Joyce. The motion passed unanimously.

In regard to the Audit, Annie discovered staffing issues with the accounting firm and she will touch base with them and determine if need to look into getting a new firm.

### **NEW BUSINESS**

Family Futures would like to add a unit of service to their current contract. They propose adding Parenting Class beginning January 8<sup>th</sup>, 2022. The funds used will be those already allocated to Family Futures.

Dorothy Schowe made a motion to approve the change in contract as presented, seconded by Connie Juengel. The motion passed unanimously.

### **Executive Directors Report**

Ruby Payne was a success. There were 500 participants and we sold all the books that were [purchased for the event. There is a hope to bring her back in 2023 to learn all about her new book out. Planning has already started for the Spring and Fall Institutes in 2022. We are looking at having a variety of breakout sessions.

Meet and Greet at all K-12 school districts have been completed.

The Franklin County Warming Shelter will be open again at the American Inn on nights below 32 degrees or below 40 degrees with precipitation.

### **Announcements**

Next meeting will be Monday January 24, 2022 at 5:30pm at the Family Resource Center.

### **Adjournment**

David Brunworth made a motion to adjourn, seconded by Dorothy Schowe. The motion was approved unanimously.