



---

**Board Meeting Minutes**  
**Wednesday, September 16, 2020**  
**5:30 p.m.**

**St. Louis County Children's Service Fund - Boardroom**  
6763 Page Ave., Ste. 201  
St. Louis, MO 63133

**I. Call to Order**

Board Chair Randall Sterkel called the meeting to order at 5:32 pm

Board Members on Webinar

Randall Sterkel, Joseph Zelle, William A. Douthit, James Qin and Susan Block

CSF Staff

Emily Koenig, Melissa Jamieson, Paulette Foerster, Patrick Fox, Karyn Spory, Tammie Crumble, Emily Allison, and Rachelle Siverly

**II. Roll Call**

Rachelle Siverly, Assistant to Executive Director

**III. Public Comments**

There were no public comments

**IV. Board Meeting Minutes Approval**

**A. Thursday, August 13, 2020- Performance and Program Committees Meeting Minutes Approval**

A motion to approve was made by Block and seconded by Douthit. All voted in favor

**B. Wednesday, August 19, 2020- Finance Meeting Minutes Approval**

A motion to approve was made by Qin and seconded by Douthit. All voted in favor.

**B. Wednesday, August 19, 2020- Board Meeting Minutes Approval**

A motion to approve was made by Block and seconded by Douthit. All voted in favor.

**V. Old Business**

There was no old business to discuss

**VI. New Business**

**A. New Unit Request | SSM Cardinal Glennon**

Douthit presented the New Unit Request for SSM Cardinal Glennon. SSM Cardinal Glennon is requesting to add a new unit to provide additional therapeutic services to high school youth who are currently receiving individual therapy. They were recipients of the PRO amendment and as it concluded on August 15, they would like to offer an additional alternative modality. They are proposing to offer Therapeutic Group via telehealth or in person to continue to meet the therapeutic needs of their clients. CSF staff has no concerns with the request and recommends approval.

Douthit made a motion to approve the New Unit Request for SSM Cardinal Glennon and Qin seconded. All voted in favor.



**B. FY21 Budget**

Zelle presented the following regarding the 2021 Budget that was presented during the August Finance Committee Meeting:

- Given the delay to previously planned projects caused by the public health crisis, planned expenditures appear largely the same for 2020 and 2021.
- 94 percent of all revenue received is redistributed to partners as reimbursement for services provided to children and families throughout our community.
- Any significant change in budget line items relates to St. Louis County's reclassification or addition of new line items.
- Though our revenue position is uncertain currently, we maintain 2020's budget for both 2020-2022 Core commitments and alternative funding cycles.
- Sales tax revenue is expected to go down due to the pandemic.
- Funds are in the budget for marketing and rebranding

CSF will maintain the budget from last year and will ensure cost savings where we can. CSF has also paused much of what we had scheduled to do this year due to the pandemic.

CSF will have a new operating system soon. The bills for the new operating system will start being paid next year and it is a five to six-month project. CSF has also budgeted for external reviewers.

Zelle made a motion to approve the CSF FY21 Budget and Qin seconded. All voted in favor.

**C. Service Utilization**

Jamieson presented on service utilization. Utilization is below normal due to the pandemic. CSF is still reconciling for July and August. CSF will present those figures at the November Finance Committee Meeting.

**D. CARES Document**

Koenig shared with the board an update on the work CSF has been doing with the Humanitarian Relief for the CARES act. The Humanitarian Relief also includes the Childcare Relief Program, Domestic Violence Grant, and Digital Equity Initiative.

Block asked if this conflicts with CSF's main purpose and if the service fund is compensated by CSF staff spending time working on the CARES Act Humanitarian Relief Programs. Douthit requested a legal opinion from the county counselor.

**VII. Acting Executive Director's Report**

CSF has chosen the vendor for the new operational, grants management system that CSF will use to work with our funded agencies. CSF's external audit should be in October. CSF staff has sent out 59 telehealth amendments. Karyn Spory, CSF Outreach and Communication Coordinator hosted the Outreach Council meeting on September 15<sup>th</sup>. The School Based Advisory Committee will meet on September 23<sup>rd</sup> and an update will be provided to the board during the October board meeting.

**VIII. Announcements**

There were no new announcements



**VIII. Next Board Meeting**

Wednesday, October 21, 2020

5:30 p.m.

St. Louis County Children's Service Fund - Boardroom  
6763 Page Ave., Ste. 201, St. Louis MO, 63133

**IX. Adjournment**

Block made a motion to adjourn and was seconded by Qin. All voted in favor and meeting was adjourned at 6:27 pm.