

**St. Charles County
Community Assistance Board**

**Volunteers in Medicine
1039 South Duchesne, St. Charles, MO**

Meeting Minutes

March 13, 2018

7:00 p.m.

CAB Members in Attendance: John Glenn, Chair; Cindy Syberg; Dave Bardgett; Melinda McAliney; and Tim Meyer

Absent: Bob Schnur, Catherine Williams, Caty Beilsmith, and Melissa Hollander

Guests in Attendance: Dottie Kastigar (Community Council); Pinar Turker (St. Charles County Government); Karen Ehlmann (Volunteers In Medicine); Anita Hockett (Volunteers in Medicine); Fillippo Ferrigni, MD (Volunteers in Medicine); Mark Renken (Volunteers in Medicine board); Jack Lipin (Sts. Joachim & Ann Care Service); Dawn Hiatt (Youth in Need); Mike Shea (Tri-County Probation & Parole); Jessica Schmidt (Crisis Nursery)

The meeting was called to order at 7:00pm

Pledge of Allegiance

Public Comment- Dottie shared that Coordinated Entry launched on January 23rd, and that more than 350 households and more than 650 individuals have been assessed to date. Initially many households received services, but shelters are now full, and agencies are waiting on funding awards, so more folks are on waiting lists for services and being left unsheltered.

Approval of January 9, 2017 minutes – approval is postponed until the next meeting due to minutes not getting mailed out ahead of time.

Old Business-

Service Report update – Pinar shared the updated service report for agencies to complete to close out 2017 grants. There are basically three changes. 1) There is now a combined report for both homeless and indigent grants, rather than separate reports for each grant. 2) The report is a fillable pdf, making it easier for the county to compile the results. 3) There is now a place to report on proposed versus actual outcomes that the agencies outlined in the initial grant applications. A discussion was held around the incidence of service indicator, as well as the difference in reporting outputs versus outcomes. This report gets closer to evaluating agency outcomes, but the board might look at strengthening the service reporting for the 2018 grant cycle.

Report due April 15th reminder - Service reports are due April 15th, and John reminded agencies that they must report by April 15th or request an extension in writing to the CAB

board, especially for grant audit extensions. If all funds have not been expended, the report should cover expenditures through Feb. 28th.

Project Care Contribution Process – Discussion was postponed since Robert Schnur was not at the meeting.

Distribute 5 year plan to board – the current 5 year plan was distributed to board members. Board members were asked to review the plan and consider updating it. The grant timeline definitely needs updated. The board can vote at the next meeting on changes that need to be made.

New business

Tour of Volunteers in Medicine after adjournment.

Pinar also shared thank you notes and contracts for CAB awards that were received from Tri-County Probation & Parole, Sts. Joachim & Ann Care service, Our Lady's Inn, and the Salvation Army, as well as a thank you note and contract received from Sts. Joachim & Ann for the CDBG award.

Adjournment: Dave made a motion to adjourn. Cindy seconded the motion. Motion passed. Meeting adjourned 7:35pm.

Next Meeting Date: Tuesday, April 10, 2018

**Location: Saints Joachim & Ann Care Service
4116 McClay Rd.
St. Charles, MO 63304**