

**St. Charles County
Community Assistance Board**

SSM Health St. Joseph Hospital - St. Charles
St. Charles room (main floor)
300 First Capitol Drive
St. Charles, MO 63301

Meeting Minutes

February 12, 2019

Meeting Facilitator: John Glenn, vice-Chair

Attendance: Christy Weber; David Bardgett; Melinda McAliney; Cindy Syberg

Guests: Pinar Turker (St. Charles County), Cheryl Clerkley (NECAC), Lauren Grotegeers (Habitat), Kathy Henderson (Joachim and Ann), Dawn Hiatt (Youth in Need), Nichole Dulle (Crisis Nursery), Dottie Kastigar (Community Council), Beth Sailors (Preferred Family Healthcare), Esther Angelos (Tri-county Probation & Parole), Anita Telkamp (City of St. Charles), Tiffany Jackson (LINC)

I. **Call to order** -7:00p

II. **Pledge of Allegiance**

III. **Public Comment** – Dottie Kastigar shared information about the one year anniversary of Coordinated Entry, and shared an information sheet of the one year results. The community helped at least 380 persons move from homelessness to permanent housing in 2018. The warming center program has seen record numbers of attendees. The homeless count was held on the coldest day, but over 45 community volunteers helped with the count. Data is still being compiled.

IV. **Approval of minutes** – minutes were approved with corrections.

V. **Old Business:**

1) Agency budget modifications – Pinar shared that two agencies were requesting modifications on the CAB grant line items:

- *Tri-county Citizens Advisory for Probation and Parole* –funding needs moved from less used line items to housing and medical. Cindy Syberg made motion to approve. Dave seconded. Motion passed.
- *NECAC*- requested movement of funding from less used line items to rental assistance and case management. Dave Bardgett motioned to approve. John Glenn seconded. Motion passed.

2) Follow-up discussion around Homeless and Indigent Application revisions – Melinda again reviewed the purpose of the CAB board, then facilitated a discussion around recommendations made from participants at the last CAB meeting around recommended changes to the application. Melinda shared notes of participant feedback and a discussion was held around the feedback and areas that needed further clarification.

- There was some discussion around Basic agency information and if there was a way to keep this information static so agencies would not need to complete it each year. Pinar shared that the County is exploring the possibility of application information being entered into an online database, but this would not occur this year. It might be possible for the summer 2020 application cycle.
- Melinda shared that in her work with Missouri combined grant applications, there is a movement to move to strengths and assets view on applications rather than just a needs focus. There is also a growing emphasis on asking questions around diversity and inclusion.
- In reviewing questions from old applications, it was noted that some questions were legacy questions from the past and may not serve a real information need moving forward.
- There was some discussion around whether it was helpful to include target population information in the application. The general consensus was that it was generally helpful, but the format could change, based on what would work best for evaluation and reporting.
- A discussion was held around some budget line items, and it was agreed that they could be consolidated unless there was a specific reporting need to keep them separate.
- A question was raised about this year's CAB evaluation. Reporting is not changing for current grant year, Due April 15th, 2019.
- In revising the application, it was suggested that it be reviewed for consistency in language, especially around the use of Project/Program language.

VI. New Business: None.

VII. Adjournment – The meeting adjourned at 8:30pm. **A tour of St. Louis Crisis Nursery St. Charles was held immediately following the CAB board meeting.**

VIII. Next Meeting Date: March 12th

IX. Location: TBD