



*** * * MEETING NOTICE * * ***

TO: Trustees & Other Interested Parties
FROM: Cassandra Kaufman, Executive Director
DATE: February 8, 2023
SUBJECT: MHB Personnel Committee Meeting on **Thursday, February 9, 2023, at 5:30 PM via Zoom**
<https://stlmhb.zoom.us/j/6333892604?pwd=eG9aKytIOUhzLzBiRXBPY2c0SEJFQT09>

**SAINT LOUIS MHB BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING
TENTATIVE ANNOTATED AGENDA**

February 9, 2023

1. Welcome
2. Approve November 8, 2022 meeting minutes
3. Review and approve revised organizational chart
4. Review and approve revisions to job descriptions related to organizational restructuring
 - a. Revisions to Director of Prevention Partnerships
 - b. Creation of Director of Youth Development
 - c. Revisions and title change from Administrative Assistant to Executive Assistant
5. Discuss proposed revision to language of PTO usage when employee uses short-term disability and pooled sick bank
6. Adjourn