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***** MEETING MINUTES *****

Minutes of the February 9, 2023, Personnel Committee Meeting

Trustee	Web meeting
Linda Grayson, Chair	X
Carolyn Jackson	X
Cassandra Pinkston	X

Others Attending:

Andi Blaylock, Trustee pending appointment to Personnel Committee
Cassandra Kaufman, Executive Director

1. Call to Order

The meeting was called to order at 5:30 p.m. by Chair Linda Grayson.

2. Approve Minutes of November 8, 2022, meeting

Cassandra Pinkston moved and Carolyn Jackson seconded the motion to approve the minutes of the November 8, 2022, Personnel Committee meeting. The motion passed unanimously.

3. Review and Approve Revised Organizational Chart

Due to the recent hiring of the Director of Youth Development Partnerships (formerly Early Childhood Project Coordinator Position) and the Executive Assistant, MHB's organizational chart was updated. The Committee discussed the number of staff each Executive Team member would supervise. At the conclusion of the discussion, the revised organizational chart was unanimously approved.

4. Review and Approve Job Descriptions

Revisions to two job descriptions were discussed including changes to the staff supervision paragraph in the Director of Youth Development Partnerships' position and the addition of human resources responsibilities to the Executive Assistant's position. The recommended changes were approved.

5. Proposed Changes to Policy Related to PTO, Short-Term Disability, and Use of Pooled Sick Bank

As a result of the creation of the Pooled Sick Bank for employees eligible for short-term disability in the April 2022 revision of the Employee Handbook, employees are required to exhaust their accrued PTO before being eligible to utilize the Pooled Sick Bank, in addition to short-term

disability. A change to this policy was proposed whereby an employee could retain up to five PTO days after having qualified for short-term disability and access the pooled sick bank, negating the requirement to exhaust all accrued PTO prior to accessing the Pooled Sick Bank. Committee members discussed the proposal, which they indicated was already quite generous. The proposed revision to the current policy was tabled.

6. Adjournment

There being no further business before the Committee, Carolyn Jackson moved to adjourn the meeting. The motion was seconded by Chair Linda Grayson and the meeting adjourned at 6:34 PM.

