



**City of St. Louis Mental Health Board of Trustees'
Executive Committee**

Minutes of the February 13, 2024, Meeting

Board Officer	Attendance
Terrell Carter, Chair	Zoom
Donna Schmitt, Vice Chair	Zoom
Rob Poirier, Secretary/Treasurer	Zoom

Others Attending:

Matthew S. McBride, Lashly & Baer, General Counsel

Cassandra Kaufman, Executive Director

Serena Muhammad, Deputy Director

Dan Suarez, Medical Resident, Washington University School of Medicine

1. Call to Order

The virtual meeting of the MHB Executive Committee was called to order at 2:02 p.m. by Executive Director Cassandra Kaufman.

2. Approve February 13, 2024, Executive Committee Meeting Minutes

Terrell Carter moved and Donna Schmitt seconded the motion to approve the February 13, 2024, meeting minutes. The minutes were unanimously approved.

3. Review February 15, 2024, Tentative Board Meeting Agenda

Since the Executive Committee Meeting occurred in the same week as the Board Meeting, the tentative agenda had already been distributed to the Board the following Friday. However, Executive Director Cassandra Kaufman noted that there would be a change to the tentative agenda and that a revised tentative agenda would be sent to the Board following the meeting.

The Northview Village Project Report was not yet final and therefore results of the Board's Self-Assessment Survey would replace the Northview Village Report on the agenda. Secondly, the Board Retreat Evaluation Survey Results would be presented as part of the Staff Report. There were no questions regarding the remaining Tentative Board Meeting Agenda items, so they were not discussed in detail.

4. Recommended Changes to Early Childhood and Out-of-School time Funding

Deputy Director Serena Muhammad provided the Committee with an overview of the recommended changes to Early Childhood (EC) and Out-of-School-Time (OST) Funding that she planned to present as a Resolution at the Upcoming February Board Meeting.

During the course of the first year (FY23) of funding the Early Childhood Projects, staff learned that although the funding was supporting home and center-based Early Childhood

Providers located in the City of St. Louis, not all of the children attending these centers were residents of the city, and in at least one instance, the majority of children attending one particular center were a majority of St. Louis County residents. Proposed changes to EC and OST funding would address and correct this issue.

Recommendation 1: Reduce the set-aside for Emerging Needs from 25% of total Early Childhood to \$100K per year. This change reduces the set-aside from approximately \$575K to \$100K so that more funding can be made available in the three-year competitive grant cycle to serve more young children. This is a budget neutral change.

Recommendation 2: Add \$250K from FY24 CCSF available funding to FY25 OST funding allocation. The available FY24 funding resulted from FY23 underspending by CCSF projects. The additional funding would increase total funding available for OST in FY25 from \$500K to \$750K, which is closer to MHB's pre-pandemic investment of just below \$1M.

Staff will then recommend that the Board consider increasing available OST funding in FY26 from \$750K to \$1M to return to the pre-pandemic investment level.

5. Racial Equity Audit Findings

Cassandra Kaufman provided an overview of the Racial Equity Audit findings from Beloved Community's AWA on-line tool. The tool includes 14 standards and 200+ sub-standards that produce scores in each of the areas with corresponding recommendations. Cassandra indicated that she would send the Executive Summary the Executive Committee received to the Board with the Early Childhood/Out-Of-School Time Resolution and Revised Tentative Board Meeting Agenda. The only difference between the Executive Summary and the full report is additional detail on the individual Equity Lens Mapping Tool completed by staff.

6. Board Self-Assessment Findings

Cassandra Kaufman discussed findings from the Board Self-Assessment which was an adaptation of the *Nonprofit Board Self-Assessment Questionnaire developed by Edward J. Tomey (2009) for the New Hampshire Center for Non-Profits*.

Twelve of 14 (86%) Trustees completed the Self-Assessment. The assessment, comprised of nonprofit board best practices did not indicate any problem areas. Only three of the 72 criteria met the threshold of a recommended change or improvement, by scoring more than 30%. In total, the Board scored 100% on 25% of all best practices indicating 18 specific strengths. The findings will be shared as a presentation at the upcoming Board meeting, at which time Trustees can decide whether they wish to adopt the three recommended changes moving forward.

7. January 27, 2024 Board Retreat Evaluation

Cassandra Kaufman shared the results of the Retreat Evaluation which were very positive. The survey findings will be shared as part of the Executive Director's Staff Report at the February 15 Board Meeting.

8. Other Business

Cassandra Kaufman shared with the Committee that staff have met with the City Health Department to discuss the need for a possible public education campaign related to the impact of second-hand cannabis smoke for children from birth to age 5. More to follow.

9. Adjournment

There being no other business before the committee, the meeting adjourned at 2:35 PM.