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*** MEETING MINUTES ***

Minutes of the March 14, 2023, Executive Committee Meeting

Trustee	Web Meeting
Terrell Carter, Chair	X
Donna Schmitt, Vice Chair	Absent
Robert Poirier, Secretary/Treasurer	X

Others Attending:

Matt McBride, General Counsel
 Cassandra Kaufman, Executive Director

1. Call to Order

The meeting was called to order at 2:00 p.m. by Executive Director Cassandra Kaufman.

2. March 16 Board Meeting Agenda Review

Cassandra reviewed the proposed agenda for the March 16 Board meeting.

3. Housing Committee

MHB received a PSH letter of intent from Sanctuary in the Ordinary for \$125K. David Haasis, Director of Clinical Partnerships and Grants Administrator Denise Carter have been delegated the responsibility for the oversight of the Permanent Supportive Housing Fund.

4. Program Committee

Grants Administrator Denise Carter, charged with the development and implementation of the Early Childhood Facility Improvement Fund (\$200K) approved by the Trustees at the January 14 Board Retreat has identified the Joyful Spaces Early Childhood Quality Initiative as an opportunity for MHB to contribute to a pooled fund and leverage a 100% match.

5. Nominating Committee Update

The Nominating Committee met virtually on March 9 to determine the slate of officers for election at the March 16 Board meeting and to interview two of six Trustee Candidates.

6. **Staff**

Staff have conducted three first interviews with candidates for the Senior Accountant position. Recruitment continues for the Accountant position.

7. **Office Lease/Space**

MHB's current lease expires August 31, 2023. Staff are exploring renovations with the current property manager to increase the size of the conference room and accommodate current staff with room to grow. Staff are also working with a commercial real estate broker to tour other viable properties that meet the following priorities:

- Safety & security
- Adequate, affordable parking close to the office
- Flexible meeting spaces
- Individual staff offices (if possible)

8. **Adjournment**

There being no further business before the Committee, the meeting adjourned at 2:28 p.m.