



333 South 18th Street • Suite 200 • St. Louis, MO 63103
 (314) 535-6964 • Fax (314) 535-6584

*** MEETING MINUTES ***

Minutes of the April 11, 2023, Executive Committee Meeting

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

Others Attending:

Matt McBride, Lashly & Baer, General Counsel
 Cassandra Kaufman, Executive Director
 Serena Muhammad, Deputy Director
 Susan Kabat, Controller

1. Call to Order

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

2. Approve March 14, 2023, Meeting Minutes

Rob Poirier moved and Terrell Carter seconded the motion to approve the March 14, 2023, meeting minutes as distributed. The motion passed unanimously.

3. April 20 Board Meeting Agenda Review

Cassandra reviewed the proposed agenda for the April 20 Board meeting.

4. Housing Committee Update

The Housing Committee met virtually March 23 to review a letter of intent from Sanctuary in the Ordinary and invited the organization to submit a permanent supportive housing initiative application for up to \$125,000. St. Patrick Center will provide behavioral health services to tenants.

Should the application be recommended for funding, the CMHF Emerging Needs funds will be used to cover the cost of the PSH request as other designated PSH funds have been exhausted. Changes have been made to MHB's website to indicate that MHB is not currently accepting letters of intent for PSH projects.

5. Program Committee Update

The Committee will meet in May to review a proposal for an intermediary organization to manage an early childhood facility improvement fund.

6. Nominating Committee Update

The Nominating Committee met virtually on April 7 to interview two of six Trustee Candidates. The remaining two candidates under consideration are scheduled for interviews on April 27.

7. Office Lease/Space Update

Cassandra updated the Executive Committee that a new office space has been identified and reviewed cost comparisons with MHB's current office space. She is waiting to receive a draft lease which will be reviewed by General Counsel Matt McBride prior to signing. The Senior Fund has expressed their desire to continue to co-locate with MHB in the new office space, pending their Board's approval.

8. Adjournment

There being no further business before the Executive Committee, the meeting was adjourned by Cassandra at 3:00 PM.

9. **April 12 Finance – Investment Committee Meeting Update**

The Finance – Investment Committee is scheduled to meet at 5:00 PM on April 12 to approve the FY24 COLA for agencies and MHB staff and receive an update on the FY22 audit. Deputy Director Serena Muhammad and Controller Susan Kabat were invited to join the Executive Committee meeting by Executive Director Cassandra Kaufman for the update on the FY22 audit.

10. Staff

Staff are interviewing Senior Accountant candidates. Recruitment continues for the Accountant position.

11. 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)

12. Adjournment

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