

CITY OF ST. LOUIS MENTAL HEALTH BOARD OF TRUSTEES

Minutes of the April 14, 2026 Virtual Meeting of the Executive Committee

Board Officers	Attendance
Donna Schmitt, Chair	Absent
Rob Poirier, Vice-Chair	Zoom
Julia López, Secretary/Treasurer	Zoom

Others Attending:

Cassandra Kaufman, Executive Director
 Serena Muhammad, Deputy Director
 Matthew S. McBride, General Counsel, Lashly & Baer

1. Call to Order

The virtual meeting of the MHB Executive Committee was called to order at 2:01 p.m. by Vice Chair Rob Poirier.

2. Approve March 10, 2026 Board Meeting Minutes

Rob moved, and Secretary/Treasurer Julia López seconded the motion to approve the March 10, 2026 meeting minutes. The motion passed unanimously.

3. Discuss April 16 Application Review Process

Deputy Director Serena Muhammad reviewed PowerPoint slides 36 – 39 from the February 19 Board Meeting prior to discussing any process adjustments for the March 19 Board Meeting. Serena pointed out that if the Board chooses to discuss every project, then an additional meeting would be needed prior to the May 21 Board Meeting, however she reiterated that this cycle’s process was not designed to discuss all 109 applications individually. Rob indicated that an additional meeting may be needed. Serena suggested that the applications be discussed by assigned groupings (categories) and that the Trustees could then select specific applications to discuss within each grouping. Rob suggested the use of a Consent Agenda to address the other action items on the Board Meeting agenda to increase the time available to discuss applications. Serena indicated that if Trustees chose to focus solely on applications where Trustees still had questions, then the discussion would include 50 applications.

Further discussion ensued regarding the best approach to offer Trustees the opportunity to discuss the applications they wished to discuss but limit the number to be discussed. Serena said she would provide a spreadsheet with all discussion notes, including those applications for which Trustees had clarifying questions, but where individual Trustee votes may not have been recorded due to pending questions. The spreadsheet would indicate which applications had unanimous yes and no votes by Trustees and those with mixed votes. Additionally, printed copies of the responses to Trustees’ clarifying questions would be provided to the Board for reference during the discussion. Email responses to clarifying questions were sent directly to Trustees following the March 19 Board Meeting. Trustees would then have the option to update their votes for applications for which they had clarifying questions, in advance of the April Board Meeting. Rob said he would do one last pass on the applications he reviewed prior to the Board Meeting. Julia requested that the application list be available in hard copy at the meeting with the applications listed by the categorical groupings.

The Executive Committee also discussed that again this application cycle, there were still three Trustees that did not complete any application reviews prior to the March 19 Board Meeting. Serena indicated that she would think about the Trustee Review Process and that specific expectations would be set for the Board Evaluation Process.

4. Preview April 16, 2026 Board Meeting Tentative Agenda

The Executive Committee reviewed and discussed the draft tentative agenda for the April 16 Board Meeting. Executive Director Cassandra Kaufman noted that Horizon Housing Development Company planned to sell the West Florissant apartment building, but that they had not yet completed the 10-year loan forgiveness period. This would mean that they would be required to pay MHB the remaining balance of the loan in addition to 12% interest on the unpaid balance at the time of sale. It was noted that MHB had invested significant money into this facility over the time two different organizations owned the building and that funding for additional repairs was provided due to deferred maintenance on the part of the first owner.

5. Discuss Potential Meeting with Other City Tax Levy Funds

Committee members present indicated that they would be amenable to meeting with the Executive Committees of the St. Louis Office for Developmental Disabilities and City of St. Louis Senior Fund at a future date/time to be determined for the purpose of discussing the implications of changes to property tax revenue and opportunities for strategic alignment should reductions in tax revenue come to fruition.

6. Executive Committee Meeting Date/Time

This agenda item was deferred to a future meeting where all newly elected officers would be present.

7. Other Business

a. Trustee Performance Evaluation

In relation to the three Trustees that did not participate in the application review process to date, a brief discussion was held on clearly laying out expectations for Board participation and the consequences of not meeting those expectations. Cassandra suggested that Trustees' performance could either be evaluated annually or every three years prior to re-appointment. The specific timing of the individual Trustee performance evaluation was not decided. Cassandra said that she would provide the Committee with a Trustee job description that clearly delineated the performance and participation expectations, as well as the consequences for non-compliance. The Committee reiterated its support for holding Board Members accountable.

b. Emergency Funding Request

Several issues pertaining to MHB's Permanent Supportive Housing Initiative were raised related to changes made by the U.S. Dept. of Housing and Urban Development (HUD). The Board will need to discuss future uses for PSH Initiative funding and whether the uses should be expanded to include transitional housing (due to HUD's move in this direction) and possibly consideration to address other housing needs. It was determined that a Special Executive Committee meeting would be called to include two representatives of the Housing Committee (Chair and Long-Tenured Member) to discuss the Emergency Funding Request.

8. Adjourn

There being no further business before the committee, Rob Poirier made the motion to adjourn, seconded by Julia López, which passed unanimously. The MHB Executive Committee meeting was adjourned at 2:53 p.m.