



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

**\*\*\* MEETING MINUTES \*\*\***

*City of St. Louis Mental Health Board of Trustees  
 Minutes of the May 9, 2023 Executive Committee Meeting*

<b>Trustee</b>	<b>Virtual Meeting</b>
Terrell Carter, Chair	Zoom
Donna Schmitt, Vice Chair	Zoom
Rob Poirier, Secretary/Treasurer	Zoom

**Others Attending:**

Matt McBride, Lashly & Baer, General Counsel  
 Cassandra Kaufman, Executive Director

**1. Call to Order**

The virtual meeting of the MHB Executive Committee was called to order at 2:00 PM by Executive Director Cassandra Kaufman.

**2. Approve April 11, 2023 Meeting Minutes**

The minutes of the April 11, 2023 meeting were deferred for approval until the Committee's next meeting.

**3. May 18 Board Meeting Agenda Review**

Cassandra reviewed the proposed agenda for the May 18 Board meeting. Significant discussion occurred regarding the use of Emerging Needs funding.

**4. Finance – Investment Committee Update**

With support from General Counsel Matt McBride, the MHB Leadership Team sent a formal written request to MHB's audit firm CliftonLarsonAllen (CLA) to change the degree of the Single Audit finding which was agreed to by CLA. American Rescue Plan Act (ARPA) federal funding received by the St. Louis Area Violence Prevention Commission (VPC) revenue will be reclassified as deferred revenue in the FY22 audit.

**5. Program Committee Update**

The Program Committee met virtually on May 9 to review four resolutions to be presented at the May 18 Board meeting:

- a. Early Childhood Facility Improvement Funding Partnership
- a. CCSF Emerging Needs Funding
- b. System of Care St. Louis Family Support Partner Program
- c. CCSF Renewal Requests

All four resolutions were discussed and approved by the Committee for presentation at the next Board meeting.

**6. Nominating Committee Update**

The Committee met April 27 to interview the remaining two Trustee Candidates: Arlice McElroy Thompson and Janice Thomas. The Committee is scheduled to meet virtually on May 11 to determine which candidates to recommend for nomination to the Board at its May 18 meeting.

**7. Staff**

Two Accountants have been hired and will start May 15. MHB is now fully staffed.

**8. Office Lease/Space**

Executive Director Cassandra Kaufman reported that she executed a 7-year 10-month lease for a 5,706 square foot turnkey office suite located in Peabody Plaza at 701 Market Street, Suite 200, 63101 in Downtown. Staff will take possession June 1. MHB's current property manager Balke Brown Transwestern has been notified that MHB will not renew its lease for the Union Station property for a third (7-year) term.

The new office is fully furnished with the exception of a refrigerator in the kitchen which will need to be purchased. Due to staff vacations, change of fiscal year, and associated contracting, the goal will be to conduct the majority of the move in June and to be fully relocated by the first week of August. Because the office suite lease includes all furniture and cubicles, the existing office furniture at the Union Station office will be sold and/or donated to existing funded partners in July and August.

The plan is to hold the June 15 Board meeting in the 15<sup>th</sup> floor conference room at Peabody Plaza.

**9. June 15, 2023 Board Agenda Preview**

Cassandra previewed the items anticipated to comprise the June 15 Tentative Board Agenda.

**10. Adjournment**

There being no further business before the Executive Committee, Rob Poirier moved and Donna Schmitt seconded the motion to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 2:26 PM.