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*** MEETING MINUTES ***

*City of St. Louis Mental Health Board of Trustees
Minutes of the June 13, 2023 Executive Committee Meeting*

Trustee	Virtual Meeting
Terrell Carter, Chair	Zoom
Donna Schmitt, Vice Chair	Excused Absence
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 2:02 p.m. by Executive Director Cassandra Kaufman.

2. Approve April 11, 2023 Meeting Minutes

Rob Poirier moved and Terrell Carter seconded the motion to approve the minutes of the April 11, 2023 meeting. The motion passed.

3. Approve May 9, 2023 Meeting Minutes

Rob Poirier moved and Terrell Carter seconded the motion to approve the minutes of the May 9, 2023 meeting. The motion passed.

4. Review June 15, 2023 Tentative Board Meeting Agenda

In discussing the Resolution to allocate \$35K for Needs Assessment mini-grants to seven Wards as a community engagement strategy, Rob Poirier asked why the funds were proposed to be allocated from the Community Mental Health Fund (CMHF) and not the Community Children's Services Fund (CCSF) since the focus of the upcoming Needs Assessment would be Children and Youth Behavioral Health. Cassandra clarified that the CMHF has no age limitation and statutorily can be used to provide behavioral health services for children from birth to age 18 and that there are more CMHF funds available for allocation in the FY24 budget.

5. Finance – Investment Committee Update

The Committee met virtually June 6 to review the FY23 forecast and the proposed FY24 annual budget. The budget will be presented for approval at the June 15 Board meeting by Vice Chair Donna Schmitt and Controller Susan Kabat, CPA.

6. Housing Committee Update

The Committee met virtually June 8 to discuss an application from Sanctuary in the Ordinary (SITO) for \$125K to renovate five studio apartments at 4050 Delmar in the Central West End. St. Patrick Center is the behavioral health services provider. As the Committee did not have a quorum, a decision on the SITO application was deferred until the Committee's next meeting. Staff will work to reschedule the meeting for early July. Informational updates were provided on two current PSH properties: Gateway Housing First's Francie's Place and Criminal Justice Ministry's Dunnica Apartments. Closing documents were signed for DOORWAYS' Elliott Place project; Staff are waiting for notification of the wire transfer. The Lutheran Development Group's Marquette Homes project has not yet closed and staff have carried forward \$250K into the FY24 budget for the closing.

7. Program Committee Update

The Committee was unable to identify a meeting date and time that all three members could attend, therefore four resolutions for continuation funding were sent to the Committee for their review, prior to their presentation at the June 15 Board meeting:

- Appropriate \$500K FY24 CCSF Continuation Funding for Out-of-School Time Programming (formerly Afterschool Programming)
- \$50K FY24 CMHF Continuation Funding for Youth Mental Health First Aid Training and Instructor Certification
- \$35K FY24 CMHF Funding for Needs Assessment Mini-Grants
- \$80K FY24 Funding (from all 3 tax funds) for Capacity Building Technical Assistance for Funded Partners

8. Nominating Committee Update

One new application was received after the May 18 Board meeting. A virtual orientation meeting will be scheduled with the applicant prior to the interview with the Committee.

9. Staff

- Two Accountants were hired and started May 15.
- FY23 Performance Reviews are currently being conducted. The COLA and merit increase, if earned, will take effect in July.
- MHB's health insurance premiums increased 9.5% for its Anthem MEWA health insurance effective June 1.
- The Project Director for the ARPA VPC Youth Safe Spaces Initiative will conclude her 1-year full-time temporary employment June 30. Federal grant funds covered her salary and benefits during the first year of project implementation. MHB will have 12 full-time employees following the ARPA VPC Project Director's departure.
- Executive Director Cassandra Kaufman will be on vacation June 16 – 26.

10. New Office Space

The official office relocation will be effective July 1; the move is scheduled for June 27. One-time costs associated with the office relocation include running CAT6E ethernet lines for high-speed fiber internet; purchasing a new refrigerator; purchasing new desk chairs for some staff; relocating the logo sign; reprinting stationery and business cards with the new address; purchasing new collapsible rolling chairs for the new larger conference/training room; professional movers; and IT costs to move the server and set up staff computers/Wi-Fi.

11. Other

Cassandra reported that a letter of concern was received from Gloria Nolan stating her concerns about the \$575K in CCSF—EC funding awarded to the Gateway Early Childhood Alliance to manage MHB's investment in early childhood facilities improvement approved at the May 18 Board meeting.

12. August 17, 2023 Board Agenda Preview

Cassandra previewed the items anticipated to comprise the Tentative August 17 Board Agenda.

13. Adjournment

There being no further business before the Executive Committee, Rob Poirier moved and Terrell Carter seconded the motion to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 2:33 p.m.