



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

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

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*City of St. Louis Mental Health Board of Trustees  
Minutes of the August 8, 2023 Executive Committee Meeting*

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

**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 June 13, 2023 Meeting Minutes**

Terrell Carter moved and Donna Schmitt seconded the motion to approve the minutes of the June 13, 2023 meeting. The motion passed.

**3. Review August 18, 2023 Tentative Board Meeting Agenda**

**Resolution to Revise April 17, 2023 Board Meeting Minutes** – Staff identified that the April Board Minutes did not reflect the final amended Resolution to approve funding awards for the FY24 – 26 Community Mental Health Fund. The Resolution will revise the April 2023 Board Minutes by interlineation.

**Out-of-School-Time Resolution** – An RFP process was conducted in July 2023 for a maximum of \$350K to support high quality prevention and youth development programming when children and youth are not in school. Six of the 14 applications received are being recommended for funding totaling \$340,482.

**Capacity-Building Initiative Resolution** – An RFP process was conducted in July 2023 to identify local consultants to provide capacity-building technical assistance to MHB Funded Partners to strengthen management and reporting for their project grants. Of the \$80,000 total funding approved by the Board for this purpose, \$20K was approved from CMHF, \$30K

from CCSF, and \$30K from CCSF – Early Childhood. Following the review of seven proposals submitted in response to the RFP, two consultants will be recommended.

**Racial Equity Plan Presentation and Resolution** – Following participation in Forward Through Ferguson’s Racial Equity Philanthropic Roundtable in FY23 by Terrell Carter, Cassandra Kaufman, and Serena Muhammad, Terrell will present a Resolution to allow MHB to engage in the development of an Organizational Racial Equity Action Plan.

**Agency Speaker** – Emily Koenig, Executive Director, St. Louis County Children’s Service Fund

4. **Housing Committee Update** – DOORWAYS’ Elliott Place PSH project closed July 31

5. **Program Committee Update**

The Committee met July 20, 2023 to discuss the following topics:

- BHN Medical Respite Update
- Data the Committee is interested in receiving from Year 1 FY23 CCSF project implementation
- Youth Mental Health/Mental Health First Aid Initiative in partnership with the St. Louis County Children’s Service Fund
- FY24 schedule for meetings and discussion topics based on the January 2023 Board Retreat

6. **Nominating Committee Update**

The Committee interviewed Myra Callanan on July 27 for the remaining vacancy. The Mayor’s Office is still vetting nominees Marcia Hayes-Harris and Janice Thomas. Julia López will share information with the Transgender Community with the goal of having one or more individuals consider Board service. Donna Schmitt requested that Cassandra provide data on the percentage of city residents that identify as Transgender.

7. **Staff** – Staff are in the process of setting performance goals and creating FY24 workplans.

8. **Community Investments**

- FY20 - 23 CMHF grant cycle closed out in July
- CCSF Funded Partners submitted FY23 Q4 reporting and FY24 contracts were executed in July
- An Out-of-School Time RFP process was conducted in July
- A Capacity-Building RFP process was conducted in July
- **Liv Sober Recovery Living has withdrawn from the FY24-26 CMHF grant cycle due to the significant loss of state funding resulting from cuts made by the Governor in the FY24 state budget**
- An FY24 Virtual Reporting Training was conducted August 2 for CCSF Funded Partners. A second in-person training for new CMHF partners and those with provisional contracts is scheduled for August 31
- A 12-month No-Cost Extension for the current SAMHSA SOC grant due to end 9/29/23 is pending, as is a new 4-year SAMHSA SOC Cooperative Agreement for 9/2023 – 9/2026. The focus of the SOC grant is children and youth with a serious emotional disturbance or at risk for an SED that identify as LGBTQIA+ and/or are experiencing or at-risk for homelessness.

- The SAMHSA 1-year Community Project Grant 9/2022 – 9/2023 for VPC’s Gun Violence Response Network has been approved for a 1-year no-cost extension through 9/2024

**9. Racial Equity**

Should the Resolution to Develop an Organizational Racial Equity Action Plan be approved, Cassandra will engage Beloved Community to conduct an Organizational Racial Equity Audit, Racial Equity Lens Mapping and Thought Partnership work (see attached proposal). The cost for these initial activities outlined in the Racial Equity Action plan is \$8K and the timeline is September – December 2023.

**10. New Office Space**

- Move to the new office occurred June 27
- The remaining office furniture will be donated
- Peabody Plaza tenants held a security meeting August 3 to address building safety protocols
- Staff are planning to schedule an open house for the new office. Committee members discussed but decided against holding the Open House in October before the Board Meeting.

**11. Other General Informational Items were Discussed**

**12. September 21 Tentative Board Meeting Agenda Previewed**

**13. Adjournment** – Meeting adjourned at 2:58 PM