

**RESOLUTION SETTING 2023 TAX RATE
COMMUNITY MENTAL HEALTH FUND**

BE IT RESOLVED, by the City of Saint Louis Mental Health Board of Trustees (the “Trustees”), as follows:

1. **WHEREAS**, that pursuant to law, the Trustees have estimated the amount needed to be raised by taxation for the 2023-2024 fiscal year for the Community Mental Health Fund, the tax rate required to produce that amount, and to provide the funds to meet other legitimate needs of the Trustees; and

2. **WHEREAS**, the voters of the City of St. Louis, on November 3, 1992, approved Proposition CARE, which authorized a tax levy rate of Nine Cents (\$0.09) on each One Hundred Dollars (\$100.00) assessed valuation.

3. **WHEREAS**, the Trustees hereby find and determine that the rate of taxation for the 2023 calendar year shall be the maximum amount presently authorized (\$0.09 on each \$100.00 assessed valuation) reduced by the amount required by application of the tax reassessment rollback or reduction provisions of Article X, Section 22 of the Missouri Constitution and of Section 137.073 RSMo, resulting in a rate of \$0.0875 on each One Hundred Dollars (\$100.00) assessed valuation on all real, personal and other taxable property within the District, provided however, the tax rate stated herein may be increased by the recoupment process pursuant to section 137.073.3 (2)(a) and (b) RSMo;

4. **WHEREAS**, the Assessor of the City of St. Louis and all other officers in said City charged by law with the assessment of taxes due on or before December 31, 2023, and they are hereby required and directed to enter the tax shown in Section 3 of this Resolution, upon the assessment books of taxable property in the City before delivering the same to the Collector of Revenue of the City of St. Louis for collection; and

5. **WHEREAS**, the Secretary/Treasurer of the Trustees shall be directed to furnish a copy of this Resolution, duly certified according to law, to the Comptroller, the City Registrar, the Collector of Revenue, the Assessor, and the License Collector of the City of St. Louis and the Chair and Secretary/Treasurer be authorized to execute any other documents required to effectuate this tax rate.

ADOPTED by the City of Saint Louis Mental Health Board of Trustees this 21st day of September 2023.

Terrell Carter, Chair, Board of Trustees

ATTEST:

Cassandra Kaufman, Executive Director

**RESOLUTION SETTING 2023 TAX RATE
COMMUNITY CHILDREN'S SERVICES FUND**

BE IT RESOLVED, by the City of Saint Louis Mental Health Board of Trustees (the "Trustees"), as follows:

1. **WHEREAS**, that pursuant to law, the Trustees have estimated the amount needed to be raised by taxation for the 2023-2024 fiscal year for the Community Children's Services Fund, the tax rate required to produce that amount, and to provide the funds to meet other legitimate needs of the Trustees; and

2. **WHEREAS**, the voters of the City of St. Louis, on November 2, 2004, approved Proposition K, which authorized a tax levy rate of Nineteen Cents (\$0.19) on each One Hundred Dollars (\$100.00) assessed valuation.

3. **WHEREAS**, the voters of the City of St. Louis, on November 3, 2020, approved Proposition R, which authorized a tax levy rate increase to Twenty-Four and Forty-Three hundredth Cents (\$0.2443) on each One Hundred Dollars (\$100.00) assessed valuation.

4. **WHEREAS**, the Trustees hereby find and determine that the rate of taxation for the 2023 calendar year shall be the maximum amount presently authorized (\$0.2443 on each \$100.00 assessed valuation) reduced by the amount required by application of the tax reassessment reduction provisions of Article X, Section 22 of the Missouri Constitution and of Section 137.073 R.S.Mo., resulting in a rate of \$0.2407 on each One Hundred Dollars (\$100.00) assessed valuation on all real, personal and other taxable property within the District, provided, the tax rate stated herein may be increased by the recoupment process pursuant to section 137.073.3 (2)(a) and (b) RSMo;

5. **WHEREAS**, the Assessor of the City of St. Louis and all other officers in said City charged by law with the assessment of taxes due on or before December 31, 2023, and they are hereby required and directed to enter the tax shown in Section 4 of this Resolution, upon the assessment books of taxable property in the City before delivering the same to the Collector of Revenue of the City of St. Louis for collection; and

6. **WHEREAS**, the Secretary/Treasurer of the Trustees shall be directed to furnish a copy of this Resolution, duly certified according to law, to the Comptroller, the City Registrar, the Collector of Revenue, the Assessor, and the License Collector of the City of St. Louis and the Chair and Secretary/Treasurer be authorized to execute any other documents required to effectuate this tax rate.

ADOPTED by the City of Saint Louis Children's Services Board of Trustees this 21st day of September 2023.

Terrell Carter, Chair, Board of Trustees

ATTEST:

Cassandra Kaufman, Executive Director



MEMORANDUM

TO: Trustees

FROM: Terrell Carter, Board Chair **BOARD ACTION REQUIRED**

DATE: September 15, 2023

SUBJECT: Approve Development of an Organizational Racial Equity Action Plan

THE CHARGE

MHB’s Vision is to be a strategic leader investing in and strengthening an integrated system of social, behavioral, and physical health services to build an equitable, thriving community. The 2021 – 2023 Strategic Plan identifies three key activities with corresponding critical milestones that specifically address Racial Equity:

Strategic Priorities 1 – 4 Addressing Racial Equity	
Key Activities	Critical Milestones
Invest in health equity and racial justice initiatives	Adopt an equity framework and best practice milestones based on selected priorities
Promote lessons learned, both internal and external to MHB, that highlight community voice, evidence-based and promising practices (e.g., racial equity, intergenerational service delivery, trauma-informed practice, etc.)	Develop a strategy to gather and utilize community feedback to inform MHB internal and external practices
Continue to maintain a high-quality fund allocation process, balancing our commitment to equity, impact, responsiveness and flexibility	Develop fund allocation that supports key MHB equity and best practice priorities

MHB’s Theory of Change further articulates the commitment to addressing and reducing disparities in health equity and racial justice:

MHB Theory of Change	
Area	Content
Strategic Approach	<i>Partnering</i> —By leveraging other funding sources and regional relationships, MHB supports multi-sector partnerships to build equitable, just systems of behavioral health and related services
Key Factors	<i>Policy & System Changes</i> reflect community-driven priorities, changes to the social determinants of behavioral health, and a shared regional vision of health equity and racial justice <i>Communities, Services & Systems</i> provide increased community capacity to shape outcomes <i>Behavioral Health Services & Prevention Efforts</i> are driven by community priorities and those most impacted
Interventions	<i>Help the Most Affected Populations</i> —Address barriers to make care accessible for those most impacted
Measurement (Funded Partner Contracted Outcome)	Disparities in behavioral health equity and racial justice for Black, Indigenous, and People of Color are addressed and reduced

Long Term Outcome (Ultimate Goal)	St. Louis is a healthier and more equitable community when all children, youth, and adults feel safe, emotionally health, and socially connected
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NEXT STEPS

If approved, this Resolution will allow MHB to engage in the development of an Organizational Racial Equity Action Plan with actionable steps and critical milestones to empower MHB to work toward achieving behavioral health equity and racial justice for all St. Louis City residents. The approach to develop a Racial Equity Action Plan may be found as an attachment to the Resolution. Below is an excerpt from the development plan:

Path to Racial Equity Alignment	Strategy	Accountable Bod(ies)	Impact Measures
<i>Prioritize the Work – The introduction of the Ferguson Commission Report expressed a clear dedication to “intentionally [applying] a Racial Equity lens” to all work. Institutions must be committed to weaving the ethic of Racial Equity into the fabric of their work.</i>			
Awareness	Brief overview of Theory of Change and Strategic Plan to ground our current commitment and future aspirations related to racial equity	MHB Board	Conducted simultaneously with evaluating relevance of remaining strategic plan goals yet to be achieved
Awareness	Conduct a Racial Equity Organizational Assessment to determine where MHB is on the <i>Path Toward Racial Equity</i> and share findings with the Board and Staff	Executive Committee	Baseline established for beginning Racial Equity work Achieve support of full Board for the advancement of Racial Equity
Awareness	Create an MHB scorecard based on the 2018 Equity Indicators Baseline Report for the City of St. Louis to measure past and current efforts to implement relevant aspects of the Ferguson Commission Calls to Action and any other identified indicators of progress toward Racial Equity	Executive Director Deputy Director	Board and staff understand progress accomplished to date on <i>Ferguson Commission Calls to Action</i>
Awareness & Understanding	Select consultant to implement a Racial Equity Plan approach/tool/process with MHB’s Board and Staff to prioritize Racial Equity and center it within MHB’s work	Executive Committee Full Board (for selection of consultant) MHB Leadership Team	Track progress towards approach/tool/process implementation
Transformation	Resources to support ongoing Racial Equity work at both the Board and Staff level are included in annual operating budget	Finance—Investment Committee Board Chair MHB Leadership Team	Racial Equity work becomes regular budgeted line item \$75K budgeted for FY24

CITY OF SAINT LOUIS MENTAL HEALTH BOARD OF TRUSTEES

APPROVE DEVELOPMENT OF AN ORGANIZATIONAL RACIAL EQUITY PLAN

RESOLUTION

WHEREAS, the City of St. Louis, Missouri has levied taxes pursuant to the laws of the State of Missouri Sections 205.975 - 205.990 RSMO (1994) to fund the Community Mental Health Fund and Sections 210.860 - 210.861 RSMO (2005 and 2020) to fund the Community Children’s Services Fund (CCSF); and

WHEREAS, this Board is desirous to implement its responsibilities to ensure the provision of high-quality behavioral health, prevention, and early identification/intervention services for children, youth, and adults residing in the City of St. Louis; and

WHEREAS, the Board’s 2021 - 2023 strategic plan directs MHB to 1) Invest in health equity and racial justice initiatives and adopt an equity framework and best practice milestones based on selected priorities, 2) Promote lessons learned both internal and external to MHB, that highlight community voice, evidence-based and promising practices (e.g., racial equity); and 3) Develop fund allocation that supports key MHB equity and best practice priorities; and

WHEREAS, MHB’s theory of change embeds health equity and racial justice through 1) Support of multi-sector partnerships to build just systems of behavioral health and related services, 2) A shared regional vision of health equity and racial justice, and 3) Addressing and reducing disparities in health equity and racial justice for city residents who are Black, Indigenous, and People of Color; and

WHEREAS, the Board Chair, Executive Director, and Deputy Director participated in Forward Through Ferguson’s Racial Equity Philanthropic Roundtable in FY23 and as a result collaboratively created an approach to guide the development of an Organizational Racial Equity Action Plan which is attached to this resolution;

NOW THEREFORE BE IT RESOLVED:

The Board approves the development of an Organizational Racial Equity Action Plan and authorizes the Executive Director to enter into a consulting agreement(s) to support plan development up to the \$75,000 budgeted in FY24.

APPROVED THIS 21st DAY OF SEPTEMBER 2023

Board Chair/Officer Name (printed):	Signature:
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ATTEST:

Board Officer Name (printed):	Signature:
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MEMORANDUM

TO: Trustees

FROM: Linda Grayson, Personnel Committee Chair **BOARD ACTION REQUIRED**

DATE: September 15, 2023

SUBJECT: Resolution to Approve Changes to Program Staff Job Descriptions, MHB's Employee Handbook and Organizational Chart

The MHB Personnel Committee met September 14, 2023, to review and approve updates to five program staff job descriptions, the addition of a HIPAA privacy policy to MHB's Employee Handbook, and an update to MHB's organizational chart. The Committee also discussed changes to MHB's performance review process being implemented in FY24 and plans for the Executive Director's performance review this fall.

Copies of revised job descriptions, an updated organizational chart, and new HIPAA privacy policy excerpted from the revised Employee Handbook may be found as attachments to the resolution.

CITY OF SAINT LOUIS MENTAL HEALTH BOARD OF TRUSTEES

**APPROVE REVISED JOB DESCRIPTIONS AND ORGANIZATIONAL CHART, AND
POLICY ADDITION TO THE EMPLOYEE HANDBOOK**

RESOLUTION

WHEREAS, the City of St. Louis, Missouri has levied taxes pursuant to the laws of the State of Missouri Sections 205.975 - 205.990 RSMO (1994) to fund the Community Mental Health Fund and Sections 210.860 - 210.861 RSMO (2005 and 2020) to fund the Community Children’s Services Fund (CCSF);

WHEREAS, MHB’s staffing needs have grown and evolved as a result of increased revenue from the Community Mental Health and Community Children’s Services Funds; and

WHEREAS, MHB has leveraged additional revenue to support behavioral health and children’s services in the City of St. Louis through federal grants and two fiscal sponsorships; and

WHEREAS, MHB’s Personnel Committee met September 14, 2023, to review and approve revisions to program staff job descriptions, MHB’s organizational chart, and the addition of a HIPAA privacy policy to MHB’s employee handbook;

NOW THEREFORE BE IT RESOLVED:

The MHB Executive Director is authorized to utilize the revised job descriptions, organizational chart, and employee handbook in managing the organization’s staff.

APPROVED THIS 21st DAY OF SEPTEMBER 2023

Board Chair/Officer Name (printed):	Signature:
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ATTEST:

Board Officer Name (printed):	Signature:
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SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Children's Services Project Director**
FLSA Status: **Exempt**

Department: **Program**
Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **September 2023**

POSITION SUMMARY:

The Children's Services Project Director manages community investments related to early childhood, out-of-school-time, and other children's services programming to facilitate the attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
2. Community Leadership and Involvement
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
3. Program Management
 - Maintains up-to-date knowledge base of emerging issues related to early childhood, out-of-school time, and children's services in the communities served by Saint Louis MHB
 - Oversees MHB's portfolio of early childhood, out-of-school time, and other children's services projects as assigned by the Deputy Director
 - Provides community outreach/education about available funding and training for MHB applicants and funded partners on the grantmaking process and outcome-based funding
 - Provides application support for MHB applicants and funded partners
 - Ensures all CCSF grantees' activities are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
 - Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
 - Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded organizations, while working to change the culture of grantmaking from transactional to transformational
 - Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making

- Implements all facets of the Community Children’s Services Fund, Community Mental Health Fund and any relevant federal grant contracting processes for MHB’s portfolio of projects for children, youth and adults as assigned by the Deputy Director
- Identifies opportunities to optimize Community Investment policies, procedures, and processes in collaboration with other staff to ensure continuous quality improvement

4. Other duties as assigned by management

QUALIFICATIONS:

1. Master’s degree in early childhood, social work, public administration, public health, psychology, counseling, or related field plus at least 4 years’ experience in a non-profit or government setting
2. Knowledge of human services delivery systems, grant making, and contracting processes
3. History of working cooperatively and effectively with public officials and agency personnel
4. Exceptional written and verbal communication skills
5. Proficient in MS Office and various other platforms
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
8. Excellent judgment and ability to handle confidential information
9. Valid driver’s license
10. Reliable transportation allowing travel between locations when required
11. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee’s name

Employee’s signature

Supervisor’s name

Supervisor’s signature

Today’s date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Director of Clinical Partnerships**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **September 2023**

POSITION SUMMARY:

The Director of Clinical Partnerships manages community investments related to clinical behavioral health services for children, youth, and adults to facilitate attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes including needs assessments
2. Staff Supervision (as appropriate)
 - Recruits, interviews, and recommends potential candidates to the Deputy Director and Executive Director
 - Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
 - Prepares annual performance evaluation for each direct report and submit to the Deputy Director for review and approval
3. Community Leadership and Involvement
 - Represents MHB at speaking engagements in the community related to children, youth and adult behavioral health, as approved by the Deputy Director
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
 - At the direction of the Deputy Director, supports community-based initiatives or leads special projects focused on improving community responses to behavioral health needs, behavioral health prevention, and trauma-informed care
4. Program Management
 - Maintains up-to-date knowledge base of emerging issues related to clinical behavioral health programs and services affecting children, youth and adults in the communities served by Saint Louis MHB
 - Under the guidance of the Deputy Director, assists with the planning and implementation of grantmaking functions and processes related to the Community Mental Health Fund (CMHF) and the Community Children's Services Fund (CCSF)

- Implements all facets of the Permanent Supportive Housing Initiative in conjunction with the Grants Administrator and Executive Director
- Provides training for MHB applicants and funded partners on the grantmaking process and outcome-based funding
- Provides application support for MHB applicants and funded partners
- Ensures all CMHF and CCSF funded partners providing clinical behavioral health services are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
- Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
- Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded partners, while working to change the culture of grantmaking from transactional to transformational
- Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making
- Implements all facets of the Community Children’s Services Fund, Community Mental Health Fund and any relevant federal grant contracting processes for MHB’s portfolio of projects for children, youth and adults as assigned by the Deputy Director
- Identifies opportunities to optimize Community Investment policies, procedures, and processes in collaboration with other staff to ensure continuous quality improvement

5. Other duties as assigned by management

QUALIFICATIONS:

1. Master’s degree in social work, psychology, counseling, marriage and family therapy, or related field and a clinical mental health license required, plus at least 6 years’ experience providing clinical behavioral health services to children and youth; preference for a clinician with experience providing clinical behavioral health services across the lifespan.
2. Preference for experience at a management level in an organization providing human services
3. Knowledge of human services delivery systems, grant making, and contracting process
4. History of working cooperatively and effectively with public officials and agency personnel
5. Exceptional written and verbal communication skills
6. Proficient in Microsoft Office, grant management, and other platforms
7. Commitment to health equity and racial justice
8. Objective decision maker that does not include personal preference or bias in decisions
9. Excellent judgment and ability to handle confidential information
10. Valid driver’s license
11. Reliable transportation allowing travel between locations when required

12. Independently mobile in a variety of locations and settings

SIGNATURE:

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Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Director of Prevention Partnerships**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **September 2023**

POSITION SUMMARY:

The Director of Prevention Partnerships manages community investments related to prevention and community-based behavioral health services for children, youth, and adults to facilitate attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes including needs assessments
2. Staff Supervision (as applicable)
 - Recruits, interviews, and recommends potential candidates to the Deputy Director and Executive Director
 - Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
 - Prepares annual performance evaluation for each direct report and submit to the Deputy Director for review and approval
3. Community Leadership and Involvement
 - Represents MHB at speaking engagements in the community related to children, youth, and adult behavioral health and prevention services, as approved by the Deputy Director
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
 - At the direction of the Deputy Director, supports community-based initiatives or leads special projects focused on improving community responses to behavioral health needs, behavioral health prevention, promoting violence prevention, and trauma-informed care
4. Program Management
 - Maintains up-to-date knowledge base of emerging issues related to prevention and community-based behavioral health programs and services for children, youth, and adults in the communities served by Saint Louis MHB

- Under the guidance of the Deputy Director, assists with the planning and implementation of grantmaking functions and processes related to the Community Mental Health Fund (CMHF) and the Community Children’s Service Fund (CCSF)
- Provides training for MHB applicants and funded partners on the grantmaking process and outcome-based funding
- Provides application support for MHB applicants and funded partners
- Ensures all CMHF and CCSF funded partners’ activities are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
- Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
- Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded organizations, while working to change the culture of grantmaking from transactional to transformational
- Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making
- Implements all facets of the Community Children’s Services Fund, Community Mental Health Fund and any relevant federal grant contracting processes for MHB’s portfolio of projects for children, youth and adults as assigned by the Deputy Director
- Identifies opportunities to optimize Community Investment policies, procedures, and processes in collaboration with other staff to ensure continuous quality improvement

5. Other duties as assigned by management

QUALIFICATIONS:

1. Master’s degree in social work, public administration, public health, psychology, counseling, or related field, plus at least 6 years’ experience in a private or government agency that makes grants or enters into contracts for services with agencies OR equivalent experience at a management level in an organization providing human services.
2. Preference for a licensed mental health clinician
3. Knowledge of human services delivery systems, grant making, and contracting process
4. History of working cooperatively and effectively with public officials and agency personnel
5. Exceptional written and verbal communication skills
6. Proficient in Microsoft Office, grant management, and other platforms
7. Commitment to health equity and racial justice
8. Objective decision maker that does not include personal preference or bias in decisions
9. Excellent judgment and ability to handle confidential information
10. Valid driver’s license

11. Reliable transportation allowing travel between locations when required

12. Independently mobile in a variety of locations and settings

SIGNATURE:

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Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Director of Youth Development Partnerships**
FLSA Status: **Exempt**

Department: **Program**
Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **September 2023**

POSITION SUMMARY:

The Director of Youth Development Partnerships manages community investments related to early childhood, out-of-school-time, and other children's services programming to facilitate the attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
2. Staff Supervision (as applicable)
 - Recruit, interview, and recommend potential candidates to the Deputy Director and Executive Director
 - Train and manage staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
 - Prepare annual performance evaluation for each direct report and submit to the Deputy Director for review and approval
3. Community Leadership and Involvement
 - Represents MHB at speaking engagements in the community related to children, youth and adult behavioral health, as approved by the Deputy Director
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
 - At the direction of the Deputy Director, supports community-based initiatives or leads special projects focused on improving community responses to behavioral health needs, behavioral health prevention, and trauma-informed care
4. Program Management
 - Maintains up-to-date knowledge base of emerging issues related to early childhood, out-of-school time, and children's services in the communities served by Saint Louis MHB
 - Under the guidance of the Deputy Director, assists with the planning and implementation of grantmaking functions and processes related to the Community Mental Health Fund (CMHF) and the Community Children's Services Fund (CCSF)

- Provides training for MHB applicants and funded partners on the grantmaking process and outcome-based funding
- Provides application support for MHB applicants and funded partners
- Ensures all CCSF funded partners' activities are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
- Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
- Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded organizations, while working to change the culture of grantmaking from transactional to transformational
- Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making
- Implements all facets of the Community Children's Services Fund, Community Mental Health Fund and any relevant federal grant contracting processes for MHB's portfolio of projects for children, youth and adults as assigned by the Deputy Director
- Identifies opportunities to optimize Community Investment policies, procedures, and processes in collaboration with other staff to ensure continuous quality improvement

5. Other duties as assigned by management

QUALIFICATIONS:

1. Master's degree in early childhood, social work, public administration, public health, psychology, counseling, or related field plus at least 6 years' experience in a non-profit or government setting
2. Knowledge of human services delivery systems, grant making, and contracting processes
3. History of working cooperatively and effectively with public officials and agency personnel
4. Exceptional written and verbal communication skills
5. Proficient in Microsoft Office, grant management, and various other platforms
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
8. Excellent judgment and ability to handle confidential information
9. Valid driver's license
10. Reliable transportation allowing travel between locations when required
11. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **STL Area Violence Prevention Commission Director**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **September 2023**

POSITION SUMMARY:

The St. Louis Area Violence Prevention Commission (VPC) Director is responsible for planning, implementing, and evaluating activities led by the VPC including general oversight, grant development and management, reporting, and technical assistance.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes including needs assessments
2. Staff Supervision (as appropriate)
 - Recruits, interviews, and recommends potential candidates to the Deputy Director and Executive Director
 - Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
 - Prepares annual performance evaluation for each direct report and submit to the Deputy Director for review and approval
3. Strategic Learning and Capacity Building
 - Continually broadens expertise in the areas of collective impact, collaboration, and violence prevention locally and nationally to develop evidence-based strategies to reduce violence
 - Plans, coordinates, and conducts educational and training activities. Develops training, reference materials, and workshops for commission and community partners.
 - Creates and implements an evaluation plan for the work of VPC and its partners.
4. Communications
 - Communicate effectively with member agencies to achieve objectives in the action plan including email list, newsletters, meeting reminders, and other communication
 - Maintains VPC websites, social media accounts including creating content, scheduling posts, and sharing information from partners

- Functions as spokesperson and subject matter expert on the incidence of violence in the region, violence prevention strategies and organizations in St. Louis for media inquiries

5. Partnership Management

- Staffs and supports VPC committees by facilitating committee meetings, achieving committee goals by sending meeting notes, scheduling future meetings, and working on follow-up items
- Recruits and maintains a diverse regional commission membership from multiple sectors including law enforcement, criminal justice, social services, by conducting outreach, educating/training new members, and engaging them in the work of the VPC
- Represents VPC at community collaborative tables including the Vacancy Collaborative, Regional Data Alliance, Social Policy and Electoral Accountability Collaborative, and others
- Supports the implementation and adaptation of evidence-based strategies for violence prevention including READI Chicago

6. Policy Development

- Creates and disseminates a policy agenda on issues including police legitimacy and other violence prevention strategies
- Directs and assists the commission to educate the public and policymakers on information that promotes the commission's mission by:
 - Developing position statements
 - Reviewing and recommending strategies, and
 - Advocating for policies/legislation at local/state level

7. Grant Management

- Completes reporting necessary for VPC grants, as well as the Community Health Improvement Plan
- Evaluates and make recommendations on requests for VPC funding including "It Starts with Us" and other funding streams
- Implements all facets of the Community Children's Services Fund, Community Mental Health Fund and any relevant federal grant contracting processes for MHB's portfolio of projects for children, youth and adults as assigned by the Deputy Director
- Identifies opportunities to optimize Community Investment policies, procedures, and processes in collaboration with other staff to ensure continuous quality improvement

8. Other duties as assigned by management

QUALIFICATIONS:

1. Master's degree in social work, public policy, public administration, public health, or related field plus at least 6 years' experience leading and managing coalitions, collective impact initiatives, or multi-sector partnerships
2. Knowledge of the violence prevention landscape in the St. Louis region
3. Excellent meeting facilitation and project management skills
4. History of working cooperatively and effectively with public officials and agency personnel

5. Proven ability to work independently
6. Excellent organizational skills
7. Exceptional written and verbal communication skills
8. Very proficient with Microsoft Office and other platforms
9. Commitment to health equity and racial justice
10. Objective Decision maker that does not include personal preference or bias in decisions
11. Excellent judgment and ability to handle confidential information
12. Valid driver's license
13. Reliable transportation allowing travel between locations when required
14. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

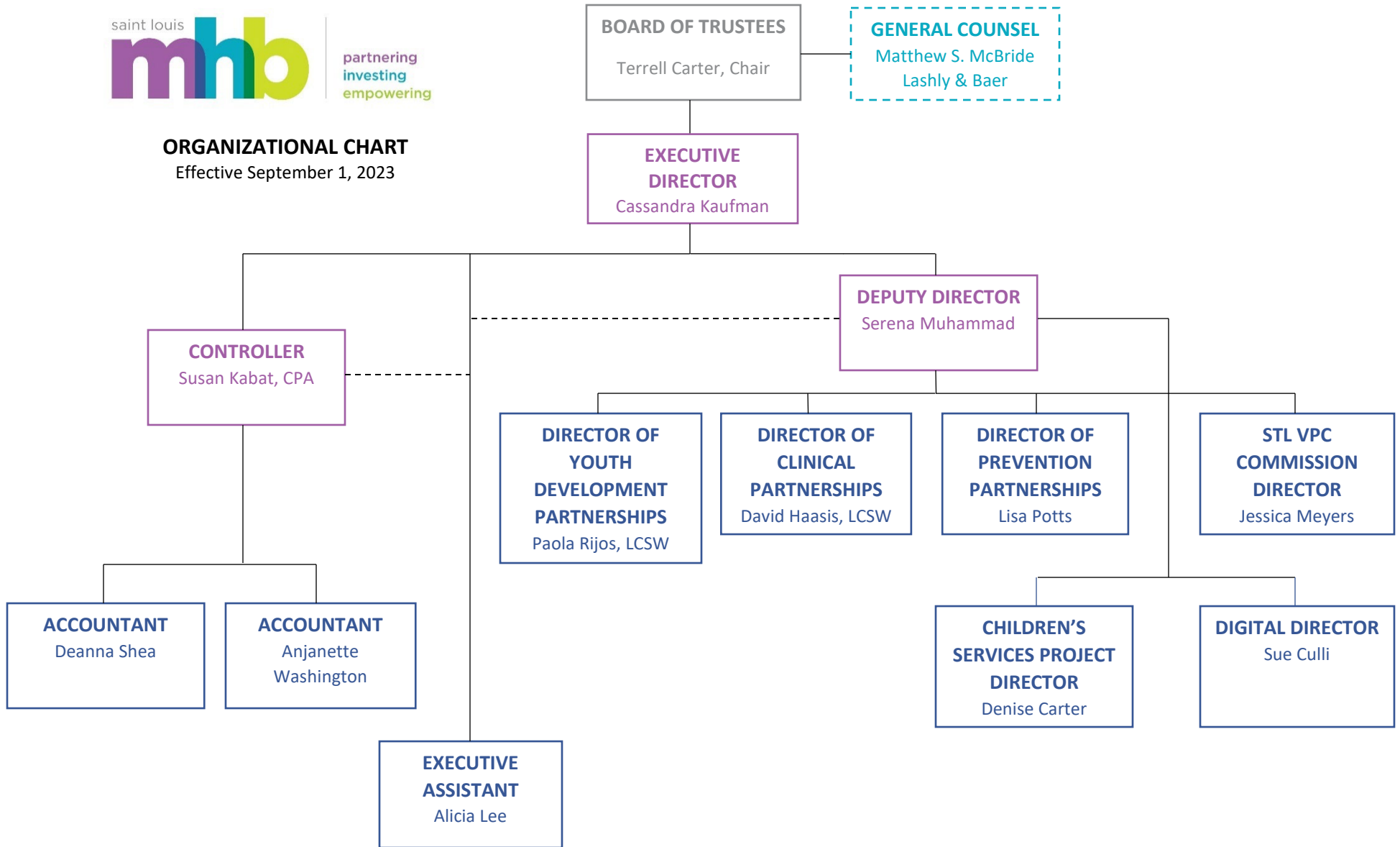
Supervisor's name

Supervisor's signature

Today's date: _____



ORGANIZATIONAL CHART
Effective September 1, 2023



SAINT LOUIS MHB EMPLOYEE HANDBOOK

HIPAA NOTICE OF PRIVACY POLICIES

THIS NOTICE OF PRIVACY PRACTICES DESCRIBES HOW MEDICAL INFORMATION ABOUT AN EMPLOYEE MAY BE USED AND DISCLOSED AND HOW EMPLOYEES CAN ACCESS THIS INFORMATION.

The Missouri Employer Welfare Arrangement (MEWA) Anthem Blue Cross Blue Shield group health plan (Plan) provides health benefits to eligible employees of MHB and their eligible dependents. The Plan creates, receives, uses, maintains, and discloses health information about Plan participants. The Plan has adopted policies to safeguard the privacy of employees' and their eligible dependents' health information and comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

This notice is effective October 1, 2023, and remains in effect until MHB changes or replaces it. This Notice describes how employees and their eligible dependents' (Participants) protected health information (PHI) may be used or disclosed to carry out treatment, payment, or health care operations, or for any other purposes that are permitted or required by law. It also describes the Plan's responsibilities and Participants' rights with respect to their PHI.

Generally, PHI is health information, including demographic information, collected from Participants or created or received by health care providers, a health care clearinghouse, a health plan, or MHB on behalf of a group health plan, from which it is possible to individually identify a Participant and that relates to:

- The Participant's past, present, or future physical or mental health condition;
- The provision of health care to the Participant; or
- The past, present, or future payment for the provision of health care to the Participant.

The Plan's Responsibilities

The Plan is required by law to:

Ensure that health information that identifies the Participant is kept private, except as such information is required or permitted to be disclosed by law;

- Describe the Plan's responsibilities and privacy practices with respect to the Participant's PHI;
- Abide by the terms of this Notice as currently in effect; and
- Inform the Participant in the event of a breach of their unsecured PHI.

How the Plan May Use and Disclose Participant Information

The Plan and its business associates, which are service providers that assist in administering the Plan or providing Plan services to Participants, use and disclose PHI in the ways described below. For purposes of this Notice, "the Plan" includes its business associates. MHB will not use or share a Participant's information other than as described in this Notice.

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In order to administer a Participant's Plan coverage effectively, the Plan is permitted by law to use and disclose the Participant's PHI in certain ways without the Participant's authorization. The following list describes the ways that the Plan is legally allowed or required to use and disclose a Participant's PHI without their authorization:

- **For treatment.** To ensure that a Participant receives appropriate treatment and care, the Plan may use and disclose the Participant's PHI to coordinate care between the Plan and the Participant's provider. For example, the Plan may disclose a Participant's PHI to health care providers for their treatment activities.
- **For payment.** To ensure that claims are paid accurately and Participants receive the correct benefits, the Plan may use and disclose the Participant's PHI to determine plan eligibility and responsibility for coverage and benefits. For example, the Plan may use and disclose a Participant's PHI when it confers with other health plans to resolve a coordination of benefits issue. The Plan may also use a Participant's PHI for utilization review activities.
- **For health care operations.** To ensure quality and efficient plan operations, the Plan may use and disclose a Participant's PHI in several ways, including plan administration, quality assessment and improvement, vendor review and for health care fraud and abuse detection and compliance. For example, the Plan may use and disclose a Participant's PHI to assist in the evaluation of a vendor who supports the Plan for underwriting and related purposes. Another example includes the disclosure of a Participant's PHI to vendors to support its wellness initiatives.
- **Disclosures to the Plan Sponsor.** For the purpose of administration, the Plan may disclose PHI to certain employees of the Plan Sponsor MHB. However, those employees will only use or disclose that information as necessary to perform plan administration functions or as otherwise required by HIPAA, unless the Participant has authorized further disclosures. A Participant's PHI cannot be used for employment purposes without the employee's specific authorization.

Other Permitted Uses and Disclosures

Federal regulations allow MHB to use and disclose a Participant's PHI, without the Participant's authorization, for several additional purposes, in accordance with federal and state law:

- To a coroner or medical examiner;
- To cadaveric organ, eye or tissue donation programs;
- For research purposes, as long as certain privacy related standards are satisfied:
 - Public health;
 - Reporting and notification of abuse, neglect or domestic violence;
 - Oversight activities of a health oversight agency;
 - Judicial and administration proceedings;
 - Law enforcement;

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- To avert a serious threat to health or safety;
- Specialized government functions (for example, military and veterans' activities, national security and intelligence, federal protective services, medical suitability determinations, correctional institutions and other law enforcement custodial situations);
- Workers' compensation or similar programs established by law that provide benefits for work-related injuries or illness; and
- Other purposes required by law, provided that the use or disclosure is limited to the relevant requirements of such law.

Also, for health and safety, and when consistent with applicable law and standards of ethical conduct, the Plan may disclose a Participant's PHI if the Plan, in good faith, believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to the Participant's health or the health and safety of others.

Use and Disclosures that the Participant May Authorize

The following uses and disclosures will only be made with the Participant's written authorization:

- Uses and disclosures for marketing purposes;
- Uses and disclosures that constitute a sale of PHI;
- Most uses and disclosures of psychotherapy notes; and
- Other uses and disclosures not otherwise described in this Notice.
- A Participant may revoke their authorization in writing at any time by contacting MHB's Executive Director. Once the Executive Director receives the Participant's written revocation, it will only be effective for future uses and disclosures. It will not be effective for any information that may have been used or disclosed in reliance upon the Participant's written authorization and prior to receiving the Participant's revocation. MHB may continue to use and disclose a Participant's PHI after revocation if the authorization was obtained as a condition of securing insurance and other law provides MHB with the right to contest a claim under the policy or the policy itself.
- Finally, if applicable state law provides the Participant greater rights or protections concerning their PHI, MHB will follow such laws.

Participant Rights

The Participant has certain rights regarding access to, and the use and disclosure of their PHI as described below. To exercise any of these rights, contact MHB's Executive Director. Specifically, a Participant has the right to:

- **Inspect and copy.** Participants have the right to inspect their PHI. Any request for access to a Participant's health information should be sent to the MHB Executive Director in writing. If the information requested is maintained electronically, and the Participant requests an electronic copy, MHB will provide a copy in the electronic form and format requested, if the

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information can be readily produced in that form and format. If the information cannot be readily produced in that form and format, MHB will work with the Participant to come to an agreement on form and format. MHB may charge a reasonable, cost-based fee. If a Participant is denied access, they may request that the denial be reviewed by submitting a written request to MHB's Personnel Committee.

- **Amend.** Participants have the right to request to amend their PHI if they think that it is incorrect or incomplete. The Participant must provide the request and the reason(s) for the request in writing to the MHB Executive Director. The Participant will be notified in writing if their request is denied. If a Participant's request is denied, they have the right to submit a written statement disagreeing with the denial, which will be appended or linked to the health information in question.
- **Receive an accounting of disclosures.** Participants have the right to request a list of certain disclosures of their PHI that the Plan or MHB's business associates have made. MHB will include all of the disclosures except for those about treatment, payment, health care operations and certain other disclosures (such as the Participant has asked MHB to make). The request must be made in writing and state the time period of the request, which may not be longer than six years prior to the request. The first request within a 12-month period will be provided to the Participant free of charge, and any additional requests within this time period may be subject to a reasonable, cost-based fee. The Plan will notify the Participant prior to charging a fee, and the Participant may choose to withdraw or modify their request at that time before any costs are incurred.
- **Be notified of a breach.** Participants have the right to be notified in the event that the Plan (or a business associate) discovers a breach of unsecured PHI.
- **Personal representatives.** Participants may exercise their rights through a personal representative. The Participant's personal representative will be required to produce evidence of their authority to act on the Participant's behalf before that person will be given access to the Participant's PHI or allowed to take any action on behalf of the Participant. The Plan retains discretion to deny a personal representative access to the Participant's PHI to the extent permissible under applicable law.
- **Obtain a copy of this Notice.** Participants have a right to receive a paper copy of this Notice. Participants may ask MHB to provide a copy of this Notice at any time, even if they have previously agreed to receive the Notice electronically.

Complaints

If a Participant believes that their privacy rights have been violated, they may file a complaint with the Plan or with the Office for Civil Rights of the U.S. Department of Health and Human Services. To file a complaint with the Plan, see "How to Contact the Plan or MHB" below. All complaints must be submitted in writing.

Participants will not be penalized, or in any other way retaliated against, for filing a complaint with the Office for Civil Rights or with the Plan.

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How to Contact the Plan or MHB

The Plan has designated Jay Huber, Group Sales VP, Renaissance Financial, as its contact person for all issues regarding the Plan's privacy practices and a Participant's privacy rights at the City of St. Louis Mental Health Board of Trustees, Attention: Executive Director, 701 Market Street, Suite 200, St. Louis, MO 63101, (314) 535-6964.

Under Legal Review