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***** MEETING MINUTES *****

Minutes of the September 12, 2022, Personnel Committee Meeting

| Trustee | Web meeting |
|----------------------|-------------|
| Linda Grayson, Chair | X |
| Carolyn Jackson | X |
| Cassandra Pinkston | X |

Others Attending:
 Cassandra Kaufman, Executive Director

1. Call to Order

The meeting was called to order at 5:30 p.m. by Chair Linda Grayson.

2. Approve Minutes of April 21, 2002, meeting

Carolyn Jackson moved and Cassandra Pinkston seconded the motion to approve the minutes of the April 21, 2022, Personnel Committee meeting. The motion passed unanimously.

3. Discuss Executive Director annual performance review

Executive Director Cassandra Kaufman indicated that the Board needed to conduct her annual performance review. Chair Linda Grayson agreed to discuss with Board Chair Terrell Carter and Legal Counsel Bill Kuehling.

4. Review and Approve Non-CPA Accountant job description

In the spring, the Committee discussed the hiring a 0.50FTE Non-CPA account to handle the increasing finance workload. At that time as part of the organizational salary review process, a salary for this position was established and later approved by the Board at its April 2022 meeting.

The new position was not included in the FY23 budget approved by the Board in June 2022 as the status of several large projects was not yet known including the early childhood ARPA project and the VPC SAMHSA Gun Violence Response Network (GVRN) community project grant.

At the time of the Committee meeting, it was known that several one-time additional projects including the EC APRA, and National League of Cities' fiscal sponsorship for the City's Office of Violence Prevention, and the pending SAMHSA GVRN grant would increase MHB's FY23

budget by approximately \$3M. Based on the additional accounting needs related to these three projects, Cassandra presented a job description for review and approval by the Committee to hire a 1.0 FTE Non-CPA accountant. Following discussion, the Committee unanimously approved the job description and Linda agreed to present the resolution at the September 22 Board meeting for final approval.

5. Update on request by current CPA Accountant

Cassandra updated the Committee on a request by MHB's current CPA account Katie Zitt.

6. Adjournment

There being no further business before the Committee, the meeting adjourned at 5:50 p.m.