



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 September 12, 2023 Executive Committee Meeting*

Trustee	Virtual Meeting
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 2:03 p.m. by Executive Director Cassandra Kaufman.

2. Approve August 8, 2023 Meeting Minutes

Terrell Carter moved and Rob Poirier seconded the motion to approve the minutes of the August 8, 2023 meeting. The motion passed.

3. Review September 21, 2023 Tentative Board Meeting Agenda

Public Hearing to set 2023 Tax Rates

Resolution to Approve 2023 Tax Rates – Donna Schmitt agreed to present both the CCSF and CMHF 2023 tax rate resolutions.

Impact of SB190 Senior Fund/MHB Tax Analysis Presentation – Elaina Johns-Wolfe, Associate Professor Sociology, UMSL to present findings from the research study funded in partnership with the City Senior Fund. Its possible that the study will not be completed in time to be presented at the September meeting, in which case it will be moved to October.

Approve Revisions to Job Descriptions, Updates to the Employee Handbook, etc. – Linda Grayson will present the resolution to approve changes to the program staff job descriptions, an update to MHB's organizational chart resulting from the lateral move of Grants Administrator Denise Carter to the Children's Services Fund Project Director position

effective September 4, and the addition of a HIPAA policy to MHB's Employee Handbook following final legal review by Lashly & Baer.

Resolution to Accept Federal Awards (SAMHSA GVRN No-Cost 12-month Extension) –
Julia López

Racial Equity Plan Presentation and Resolution – Terrell Carter will present

2021 – 2023 Strategic Plan Update – Cassandra/Serena will present

Presentation on Emerging Issues and Trends – MHB Program Staff will present

Set Date for FY24 Board Retreat

4. **Finance-Investment Committee** – No update

5. **Housing Committee** – No update

6. **Personnel Committee**

The Committee is scheduled to meet September 14 to review the addition of HIPAA policies and practices to the Employee Handbook, revisions to program staff job descriptions, FY24 staff workplans/performance goals, etc.

7. **Program Committee** – No update

8. **Community Investments**

- A second in-person FY24 Reporting Training was conducted at the Carpenter Library on 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.
- Program Staff are meeting with four of the five hybrid CCSF/CMHF Funded Partners to adjust their FY24 Contracted Outcomes to align with available CCSF and CMHF funding, based on FY23 participant data.

9. **Other**

- A Youth Mental Health First Aid Initiative Planning Meeting was held August 25 to learn about Funded Partners' YMHA training efforts and to coordinate future trainings to increase the number of school staff and community members able to participate in FY24.
- Cassandra Kaufman and Serena Muhammad attended the St. Louis County Children's Service Fund *Zest for the Best* event August 24, celebrating CSF's Grassroots Funded Partners at the Normandy Country Club.
- Cassandra was certified as a Youth Mental Health First Aid Instructor following participation in training August 28 - 30

10. **October 19 Tentative Board Meeting Agenda Previewed**

11. **Adjournment** – Meeting adjourned at 2:32 PM