



**\* \* \* MEETING NOTICE \* \* \***

**TO:** Trustees & Other Interested Parties

**FROM:** Cassandra Kaufman, Executive Director

**DATE:** September 11, 2023

**SUBJECT:** MHB Personnel Committee Meeting on **Thursday, September 14, 2023, at 5:30 PM in-person** at the Saint Louis MHB Office, 701 Market Street, Suite 200, St. Louis, MO 63101

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**SAINT LOUIS MHB BOARD OF TRUSTEES  
PERSONNEL COMMITTEE MEETING  
TENTATIVE AGENDA**

September 14, 2023

1. Welcome
2. Approve February 9, 2023 meeting minutes
3. Review and approve revisions to job descriptions and updated organizational chart
4. Review and approve addition of HIPAA privacy policy to Employee Handbook and other minor updates
5. Update on FY24 Individual Staff Workplans
6. Update on FY24 Performance Evaluation process
7. Update on Executive Director's Performance Evaluation – Chair Linda Grayson
8. Adjourn

**The Tentative Agenda was posted on the website of the MHB prior to 24 hours before the meeting of the Personnel Committee and has also been posted on the website of the City of St. Louis, MO. Agenda items may be withdrawn or modified before or during the public meeting at the discretion of the Board.**