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*** MEETING MINUTES ***

Minutes of the September 22, 2025, Personnel Committee Meeting

Trustee	Attendance
Andi Blaylock, Personnel Committee Chair	Zoom
Cassandra Pinkston	Zoom
Donna Schmitt, Board Chair	Zoom

Others Attending:
Cassandra Kaufman, Executive Director
Grant Gardiner, CBIZ

1. **Call to Order**

The virtual meeting was called to order at 5:41 PM by Committee Chair Andi Blaylock.

2. **Approve January 8, 2025 Meeting Minutes**

Cassandra Pinkston moved, and Andi Blaylock seconded the motion to approve the minutes of the last committee meeting held January 8, 2025. The motion passed unanimously.

3. **Tentative Closed Session**

As there were no community members present to observe the meeting, there was no need to close the session.

Compensation Study Presentation

CBIZ was engaged at the beginning of FY26 to conduct a comprehensive compensation study as required periodically by MHB's Personnel Policies. Executive Director Cassandra Kaufman invited Grant Gardiner from CBIZ to present the findings to the committee.

Regularly updating MHB's salary structure is essential to maintaining competitive and relevant pay ranges. Annual adjustments to the salary structure ensure that range minimums remain market-competitive and that range maximums are appropriately aligned.

CBIZ recommended a salary structure adjustment of 2.6% (reflects current data and ongoing labor market dynamics) and a salary increase budget of 4%. Balancing these factors sets a structure adjustment that reflects both the need to remain competitive in a still-tight labor market and the importance of maintaining sustainable, measured pay growth over time. The recommendations are intended to align with labor market movement while maintaining internal equity. Lastly, a comprehensive compensation market review is recommended every three to five years to address roles that may diverge from broad market trends.

There were several positive outcomes from the Compensation Study:

1. **MHB's Compratio is 101.3%** which is very strong. This means that MHB's current salaries are 1.3% above market rates and are very competitive. *A Compratio is a metric of pay competitiveness calculated by dividing an employee's salary by the market comparison point.*

2. **Currently no employees earn below the minimum or above the maximum of the recommended salary ranges.**

3. **There are no implementation costs required at this time** to adjust salaries to align with the recommended ranges.

Following the presentation, Mr. Gardiner answered the committee's questions after which Andi Blaylock moved, and Cassandra Pinkston seconded the motion to approve and adopt the recommended salary structure. The motion was approved.

CBIZ also provided Compensation Philosophy and Compensation Policy documents which MHB could decide whether or not to adopt. Donna Schmitt suggested that MHB General Counsel Matt McBride review both documents and if he had no concerns then the Personnel Committee would present both documents to the board for approval. Andi Blaylock then made a motion which Donna Schmitt seconded that the Personnel Committee would recommend the board adopt the Compensation Philosophy and Compensation Policy only if there were no objections from MHB's General Counsel. The motion passed unanimously.

4. **Adjournment**

There being no further business before the committee, Chair Andi Blaylock moved to adjourn the meeting. The motion was seconded by Cassandra Pinkston and the meeting adjourned at 6:26 PM.