



701 Market Street, Suite 200 | St. Louis, MO 63103 | (314) 535-6964

*** MEETING MINUTES ***

Minutes of the October 8, 2024, Personnel Committee Meeting

Trustee	Attendance
Linda Grayson, Chair	Zoom
Andi Blaylock	Zoom
Cassandra Pinkston	*Absent

Others Attending:
 Cassandra Kaufman, Executive Director
 Alicia Lee, Executive Assistant (left meeting prior to salary discussion)

*Cassandra Pinkston participated in a committee meeting update call with Executive Director Cassandra Kaufman on Monday, October 7, 2024, at 4:00 PM.

1. **Call to Order**
 The virtual meeting was called to order at 4:33 PM by Chair Linda Grayson.

2. **Approve December 18, 2023, Meeting Minutes**
 Andi Blaylock moved, and Linda Grayson seconded the motion to approve the minutes of the last committee meeting held December 18, 2023. The motion passed and the minutes were approved.

3. **Update on MHB’s Short-Term/Long-Term/Life/AD&D Insurance Policy Bid Process**
 Executive Director Cassandra Kaufman informed the committee that staff were taking the organization’s short-term/long-term/life/accidental death & dismemberment polices out to bid. The impetus was consistently poor customer service from its current provider Unum. MHB’s insurance broker Caravus presented Cassandra, Controller Susan Kabat, and Executive Assistant Alicia Lee with three competitive bids, all of which were from companies known for excellent customer service. All three bids would also reduce MHB’s premiums for the four types of insurance, without reducing benefits. Presently, Mutual of Omaha was the recommended vendor for which Caravus was obtaining additional information prior to the final selection. January 1, 2025, is the target date for the change of carrier. The Mutual of Omaha bid would guarantee quoted rates until June 1, 2026. A status update will be provided at the committee’s next meeting.

4. Review Recommended Changes to Employee Handbook

Committee members Linda Grayson and Andi Blaylock discussed recommended updates to the Employee Handbook Cassandra presented. The handbook was updated due to the passage of the federal Pregnant Workers Fairness Act (PWFA) and the Missouri Accommodations for Nursing Mothers law. Cassandra took the opportunity to totally revamp the Employee Handbook and include other updates from the Mineral Employee Handbook sample. Andi and Linda agreed that the revisions were fairly extensive and more indicative of the inclusion of procedures rather than policy revisions.

Cassandra informed the committee of her intention to close the MHB office for a full week once yearly to provide staff with an opportunity for self-care. Ideally this would occur each July to include the Independence Day holiday. Since FY25 was approaching mid-year, if she decided to close the office, it would be closed the week of Christmas.

Cassandra requested the committee's feedback on the idea of a holiday swap (allowing staff to work approved holidays in exchange for other PTO days). The committee discouraged this practice indicating that it could be "a slippery slope."

The committee mentioned that MHB's current PTO carryover policy of 10 days, in addition to a full year's PTO accumulation, seemed rather generous. Cassandra indicated that in developing MHB's PTO policy she had benchmarked it against two other local tax funds, the Productive Living Board and St. Louis County Children's Service Fund and that MHB's PTO policy fell somewhere in between the other two tax funds with regard to the number of days that could be earned yearly and carried forward.

Taking the committee's feedback into account, Cassandra agreed to abandon the first sweeping revision of the Employee Handbook and begin again with minimal policy-focused changes. She promised the committee that the second streamlined revision would be available for their review and approval in early January 2025.

5. Frequency of Salary and Benefits Survey

Rather than discussing the frequency of the organization's salary and benefits survey (which is supposed to occur every two years per current policy), Cassandra expressed concerns about the compensation for one position related to prevailing market wages and asked the committee to consider a salary adjustment for that position. She presented research on salaries for this position locally. The discussion led to the committee's approval of the recommended salary adjustment, as well as the adjustment of a second position discussed. Ultimately, both positions were approved for adjustments that would be retroactive to July 1, 2024. The timing of the next salary and benefits survey will be discussed at the next meeting.

6. Adjournment

There being no further business before the committee, Chair Linda Grayson moved to adjourn the meeting. The motion was seconded by Andi Blaylock and the meeting adjourned at 5:47 PM.