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

Minutes of the November 8, 2022, Personnel Committee Meeting

Trustee	Web meeting
Linda Grayson, Chair	X
Carolyn Jackson	Absent
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 September 12, 2022, meeting

Linda Grayson moved and Cassandra Pinkston seconded the motion to approve the minutes of the September 12, 2022, Personnel Committee meeting. The motion passed unanimously.

3. Review and Approve Revised Organizational Chart

Recent resignations of the Director of Operations and the Early Childhood Project Coordinator necessitated revisions to MHB’s organizational chart. The Committee discussed the number of staff each Executive Team member would supervise, with specific consideration given to the number of people the Deputy Director would supervise if the proposed changes were approved. At the conclusion of the discussion, the revised organizational chart was unanimously approved.

4. Review and Approve Job Descriptions

As a result of changes to MHB’s organizational structure, the Director of Operations position was eliminated and the Early Childhood Project Coordinator job description was revised to a generalist position, retitled as Children’s Services Project Director. Following the elimination of the Director of Operations’ position, several job descriptions were revised to redistribute duties and responsibilities originally assigned to the Director of Operations. These included: Accountant, Controller, Deputy Director, Digital Director, Director of Clinical Partnerships, and Grants Administrator. Additionally, the position of Administrative Assistant was created. Following a review and discussion of all proposed changes, the Committee approved the revisions and the job description for the newly created Administrative Assistant position.

5. **Proposed Language Revision to PTO Usage during Resignation Notification Period**
Cassandra Kaufman proposed the following change to PTO usage during the resignation notification period, “**Upon submission of a letter of resignation, an employee may not use accrued PTO during the notice period unless specifically approved by the Executive Director.**” The revised language was unanimously approved by the Committee.

6. **Adjournment**

There being no further business before the Committee, the meeting adjourned at 6:22 p.m.