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\*\*\* MEETING MINUTES \*\*\*

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*City of St. Louis Mental Health Board of Trustees  
Minutes of the November 14, 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

Vivian Pham, 3<sup>rd</sup> Year Medical Resident on Community Rotation with Dr. Poirier

**1. Call to Order**

The virtual meeting of the MHB Executive Committee was called to order at 2:31 p.m. by Executive Director Cassandra Kaufman.

**2. Approve October 10, 2023 Meeting Minutes**

Terrell Carter moved and Rob Poirier seconded the motion to approve the minutes of the October 10, 2023 Executive Committee meeting. The motion passed.

**3. Review November 16, 2023 Tentative Board Meeting Agenda**

**Racial Equity Kickoff**

Lauren Young from Beloved Community will introduce the first phase of MHB's Organizational Racial Equity Action Plan development process with a kickoff of the Racial Equity Audit process.

**2021 – 2023 Strategic Plan Update**

*Executive Director Cassandra Kaufman and Deputy Director Serena Muhammad will present an update on MHB's strategic plan.*

**4. Finance—Investment Committee Update – No Update**

**5. Housing Committee Update – No update**

**6. Nominating Committee Update**

The Committee met October 19 at 5:15 PM to determine if they wished to recommend Myra Callahan for nomination to the Board. After some discussion, the Committee determined that it wants to pursue recruiting another Trustee from North City as the priority and will not recommend Ms. Callahan for nomination at this time.

**7. Personnel Committee Update – No update**

**8. Program Committee Update – No update**

**9. Community Investments**

- Mental Health America of Eastern Missouri will withdraw from its FY24 CCSF—EC contract effective November 30, 2023 due to underperformance. Their project was among the underperforming projects assigned to Cohort B and given a 6-month provisional contract. Staff met with MHA leadership October 26, following the receipt of Q1 reporting to discuss the organization's options.
- Executive Director Cassandra Kaufman has agreed to serve on the *Healing to Recovery (Medical Respite pilot project) Governance Committee* along with Dr. Rob Poirier. In FY23 the Board agreed to allow the Behavioral Health Network to repurpose the \$300K already paid for the sobering center pilot project, to be used for the establishment of a medical respite center, as the sobering center successfully secured sustainability funding through the state in the first six months of operation. The medical respite pilot project is designed to provide a place for those with substance use disorders and co-morbid medical issues requiring care following hospital discharge to heal. The project will begin January 2024 with 8 beds and plans to expand to 20. The Governance Committee's first meeting was October 26.
- Staff are conducting Q1 site visits with all new FY24-26 CMHF funded partners and those FY23-25 CCSF/CCSF-EC funded partners that are participating in the capacity-building initiative.
- St. Louis Area Violence Prevention Commission Director Jessica Meyers attended the National Research Conference for the Prevention of Firearm Related Harms in Chicago, IL November 1 – 3. Jes is participating in a research-project funded by the Missouri Foundation for Health focused on the prevention of gun violence.
- Director of Clinical Partnerships Dave Haasis and Cassandra attended a site visit at Peter & Paul Community Services' Garfield Place apartments in the Benton Park West neighborhood on November 8. This is the last site visit for their permanent supportive housing project having reached its tenth and final \$25K loan forgiveness in November 2023.

**10. Administration**

The FY23 audit is still in process and is delayed this year due to staffing transitions and our Controller handling the entire process. Additionally, the fees for this year's audit have exceeded our budget projection by \$10K+.

#### **11. Board Self-Assessment Questionnaire Discussion**

The Committee discussed implementing a Board Self-Assessment developed by the New Hampshire Center for Nonprofits that is available for use with credit to the Center. The questionnaire reviews 13 areas of Board best practices and is designed to identify opportunities for improvement. Committee members recommended that the assessment be completed during the lunch portion of the January Board Retreat.

#### **12. Other**

- Deputy Director Serena Muhammad and Cassandra reviewed seven proposals received for the Community Health Needs Assessment, to be conducted in partnership with the St. Louis County Children's Services Fund, St. Louis County Department of Public Health, and the City of St. Louis Health Department. Rachel Kyrah, MHB's Lead Evaluator at MIMH for the SAMHSA System of Care, also participated as a member of MHB's proposal review team. Following a meeting on October 23 of all CSF and MHB evaluators, interviews were conducted November 3 with the top three finalist organizations. A meeting will be held November 14 to identify the consultant selected that will present their proposed work scope to the CSF and MHB Boards joint meeting on December 13, 2023 at 5:30 PM at the Missouri Foundation for Health.
- Maxine Gill, a Coro Public Affairs Leadership Fellow, has been engaged to develop a fiscal sponsorship decision tree and accompanying draft policy. This project is designed to support future decision making by Trustees in determining when it is in the best interest of MHB to undertake a fiscal sponsorship. Her government placement with MHB is from October 23 – November 16.
- Q1 Performance Discussions were conducted with all staff in late October and early November. The purpose of the quarterly performance focused conversations is to dedicate time specifically to focus on the growth and development of employees and to increase the frequency of performance-related discussions. Staff reported on the status of workplan goals and established professional development goals for FY24.
- All MHB staff attended the *St. Louis Racial Equity Summit* November 9 – 11 at the America's Center. This was both a team building opportunity, as well as an opportunity to provide access to a variety of sessions focused on racial equity. Director of Prevention Partnerships Lisa Potts served as part of a panel at the Summit, presenting on the We Collab resident-driven neighborhood plan development process for the West End and Visitation Park neighborhoods. The City has since adopted the resident-led plan. We Collab is developing a playbook for use by other city neighborhoods interested in developing their own resident-driven plans. The effort was made possible by a grant from Invest STL (a project of the St. Louis Community Foundation). Lisa was also one of the three neighborhood residents that wrote the grant to fund the resident-led process with the support of a consultant.

#### **13. Adjournment** – Meeting adjourned at 3:00 PM