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*** MEETING MINUTES ***

Minutes of the December 18, 2023, Personnel Committee Meeting

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

Others Attending:
Cassandra Kaufman, Executive Director

Call to Order

The meeting was called to order at 4:59 p.m. by Chair Linda Grayson. Due to inclement weather, the meeting was changed from an in-person meeting at the MHB office to a virtual Zoom meeting.

Approve September 14, 2023, Meeting Minutes

Cassandra Pinkston moved, and Andi Blaylock seconded the motion to approve the minutes of the last Committee meeting held September 14, 2023. The motion passed and the minutes were approved.

Review and Approve New Job Descriptions

Account Specialist

The Committee reviewed two newly created job descriptions, the first being the Account Specialist. The primary purpose of this position will be to relieve project directors of time-consuming administrative tasks. This will be MHB's only entry-level position requiring no post-secondary degree. The position will primarily support the St. Louis Area Violence Prevention Commission Director, SAMHSA System of Care monthly invoicing, and then the Community Children's Services and Community Mental Health Tax funds' monthly payments and reconciliations. Additionally, this position will assume responsibility for monitoring all required supporting documentation for funded partners. This is a full-time, exempt position that will require candidates to have the skills to work effectively with smaller organizations that may be unfamiliar with invoicing, stewardship/financial reporting, and supporting documentation. During quarterly reporting, the position will focus primarily on working with tax-funded partner organizations. The position will report to the Director of Administration.

Director of Administration

MHB's current Digital Director, a long-tenured employee, informed their supervisor (Deputy Director) that they wanted to be challenged. The Digital Director expressed that she felt the organization was still operating in silos, and she wanted to function in a role that would help to "knit systems together." The Deputy Director and the Executive Director agreed that a promotion would be a natural progression for this employee and needed a staff member to supervise the newly created Account Specialist position, without adding another direct report to one of the three current supervisors. Therefore, the Deputy Director recommended that the Digital Director be promoted to what was formerly the Director of Operations position, to be revised and retitled as Director of Administration. The Committee reviewed the title change and the revised job description. The promotion would include a pay increase to compensate for new supervisory responsibilities.

Data and Performance Analyst

Executive Director Cassandra Kaufman mentioned that during her recent performance review, the Personnel Committee Chair and MHB Board Chair mentioned the importance of effectively documenting MHB's community impact through data. These Board Leaders saw a focus on data, performance, and evaluation as part of MHB's future and the next step in the organization's evolution. Key questions the Board wants answered include, "Does it [the funded program] produce results and does it impact lives?"

Based upon this feedback Cassandra Kaufman researched and created a job description for a Data and Performance Analyst, patterned primarily after two similar positions at the St. Louis County Children's Service Fund. In summary, this newly created position will expand MHB's data collection, evaluation, performance management, and continuous quality improvement with the goal of informing the Board, staff, and community about the impact of MHB's community investments, including its strategic initiatives. This position will help staff generate and use evidence to advance MHB's commitment to health equity and racial justice, and to inform its data-driven decision making to facilitate the attainment of MHB's strategic goals.

Following a review of the salary ranges and anticipated starting salaries for the two new positions, Chair Linda Grayson made a motion to approve the Account Specialist and Data and Performance Analyst positions. The motion was seconded by Cassandra Pinkston and approved unanimously by the Committee.

Review and Approve Updated Organizational Chart

Cassandra Kaufman shared a revised organizational chart reflecting the promotion of the Digital Director to Director of Administration and the addition of the two newly created positions.

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 5:34 PM.