



Executive Director's Staff Report
November 17, 2022
(For the period October 21, 2022 – November 17, 2022)

BOARD / STAFF

- **New Trustees approved by Board of Aldermen** – Recently nominated Trustees Andrea “Andi” Blaylock, Ronald Griffin, Mario Hamell, and Lisa Mulligan were approved at the Board of Aldermen’s November 10 meeting. They are now officially members of the Board and will be sworn in at City Hall in the near future. The Board now has 13 Trustees with two vacancies remaining. On November 16, the Mayor’s Boards & Commissions special assistant sent five new applicants to fill the remaining vacancies, so the Nominating Committee will be busy once again in the coming months.
- **Staff Transition** – Coordinator of Early Childhood Partnerships Keshia Hair is leaving MHB to become the Manager of the Center for Human Services Leadership (CHSL) through Washington University’s Brown School in partnership with Delmar DevIne. CSHL provides on-site organizational capacity-building services to improve the leadership and management abilities of Delmar DevIne’s nonprofit tenants.

Keshia joined MHB in May 2020 early in the pandemic as the first dedicated early childhood staff person. Together with Kristin Cowart, former Director of Children’s Services, Keshia helped to design and gather community feedback about the funding priorities, outcomes, and allocations approach that would guide MHB’s first early childhood allocations process this past spring, as part of the FY23 – 25 CCSF application cycle. During her tenure, Keshia has developed relationships with early childhood providers and been a strong advocate for their needs. She co-led the early childhood ARPA application process with Executive Assistant/Grants Administrator Denise Carter, enabling MHB to focus on providing individual technical assistance to support childcare providers in the application process. We wish Keshia all the best as she embarks on her newest adventure at the Delmar DevIne!

- **Return to in-person/hybrid Zoom Board Meetings in January 2023** – MHB will return to in-person/hybrid Board meetings beginning with the January 19, 2023 meeting held at the Deaconess Center for Child Wellbeing located at 1000 N. Vandeventer. Box lunches will be provided for Trustees and staff. Nothing other than the location of the meeting will change. The meeting will still offer a Zoom option for Trustees that prefer to join virtually or are out-of-town and wish to attend. The Deaconess Center has a large conference room space with state-of-the-art technology and more than enough room for Trustees, staff, and guests from the community.
- **Board Retreat Facilitator--** Riisa Rawlins, Chief of Staff for the St. Louis Regional Health Commission and former System of Care Project Consultant has agreed to serve as facilitator for our upcoming Board Retreat, Saturday, January 14 from 8:30 AM – 12:30 PM. We are working to identify a location other than the MHB office to conduct the retreat. More to follow.

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- **Finance—Investment Committee** – The Committee met October 27 to review and approve the FY23 budget revision. The revision will be presented at the November meeting for approval. The Committee requested that Gary Orf, Chief Investment Officer at Renaissance Financial, provide an overview of MHB’s investment policies and our investment portfolio at the November 17 meeting.
- **Personnel Committee** – The Committee met November 8 to review recommended changes to MHB’s organizational chart, revisions to related job descriptions, and a minor change to a policy regarding use of PTO during the notification period, resulting from recent staff transitions. The changes will be presented in a resolution for full Board approval at the November 17 meeting.
- **Program Committee** – The Committee did not meet virtually but reviewed and unanimously approved a request sent via email to appropriate up to \$50K to provide additional Youth Mental Health First Aid trainings for teachers and school staff at city middle and high schools. Due to the CVPA/CSMB school shooting October 24, the demand for the trainings has resulted in wait lists. The Committee will present a resolution to support the funding appropriation at the November 17 meeting.
- **Legal Request for Qualifications** – As Bill Kuehling announced his retirement at the end of the calendar, Director of Operations Tom Giles and Executive Director Cassandra Kaufman prepared and sent an RFQ for General Counsel Legal Services to nine select firms. Responses are due November 18.
- **Forward Through Ferguson Racial Equity Philanthropic Roundtable** – MHB presented its case study at the October 28 meeting and received feedback from cohort participants in real time and will receive additional written feedback in the near future to support advancing our commitment to racial equity.

COMMUNITY INVESTMENTS / ALLOCATIONS

(CCSF, CMHF, Investment Management Partnerships, Partnerships & Initiatives)

- **FY24-26 CMHF Application Process** – Staff conducted a virtual community meeting November 2 to announce the opening of the application process and to provide information on the funding priorities, outcomes, application, timeline, etc. Applicants can submit a Letter of Intent in order to meet with MHB staff in December to discuss their project ideas. The deadline for the Letter of Intent is November 30.
- **Youth Mental Health First Aid Training** – In partnership with the St. Louis County Children’s Service Fund (CSF) and the Missouri Institute of Mental Health, MHB sponsored two virtual and two blended YMHFA trainings November 5 and November 8 for city and county middle and high school teachers and staff as a strategy to address the National Children’s Mental Health Emergency. The trainings were planned well in advance of the CVPA school shooting.

FEDERAL PROGRAMS / STRATEGIC INITIATIVES

- **Early Childhood American Rescue Plan Funding (EC ARPA)** – Staff completed the recommendation stage of the EC ARPA grant program. Of the 81 applications received, 22 were ineligible for funding because they were outside of a Qualified Census Tract (16), located in St. Louis County (2), or their application was incomplete (4). The remaining 59

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complete and eligible applicants have been passed along to CDA for the final step of the approval process.

- **St. Louis Area Violence Prevention Commission NFL Commercial** – As a partner of the Center for Policing Equity, Deputy Director Serena Muhammad was invited to participate in a National Football League Inspire Change commercial to represent the St. Louis Area Violence Prevention Commission. The commercial will air on NFL Networks in December.

ADMINISTRATION

- **Annual Report** – Development of MHB's FY22 Annual Report is underway with completion anticipated in January 2023.
- **Finance** – The Finance Team finalized the FY22 Financial Statements and Single Audit to be presented by MHB's audit firm CliftonLarsonAllen at the November 17 Board of Trustees' meeting.
- **Federal Grant Manual Draft Review** – Staff met with FORVIS consultant Seth Hopkins to review the first draft of the federal grant manual November 14. The manual will codify the processes and compliance activities undertaken by MHB when managing federal grants.

OTHER ITEMS

- **MHB Response to School Shooting** – Cassandra issued a written statement on October 26 which was emailed to everyone on MHB's monthly Board meeting mailing list and posted to Facebook, Instagram, Twitter, and MHB's website. With the responsibility of oversight for the St. Louis Area Violence Prevention Commission, Serena has been running point on MHB's response to the school shooting. She has been in contact with SLPS, City Health Department, DMH, and St. Louis Regional Health Commission. She will provide an update at the November 17 Board meeting.
- **St. Louis County Children's Service Fund (CSF)** – Cassandra and Serena were invited to meet with the CSF Program and Performance Committee November 10 to discuss our ongoing partnership.
- **Data is for Everyone: A Data Science for Social Impact Summit** – Cassandra served as a panelist for a November 15 summit sponsored by the Social Policy Institute at Washington University, offering a funder's perspective on the importance and inherent challenges in data collection and reporting.