



Executive Director's Staff Report
October 20, 2022
(For the period September 23, 2022 – October 20, 2022)

BOARD/STAFF

- **Dr. Rob Poirier to Receive NAMI St. Louis Goodman Legacy Award**—Congratulations to Secretary/Treasurer Rob Poirier who will be honored by the National Alliance on Mental Illness at their gala on November 12, 2022, for his outstanding contributions to support those dealing with mental health conditions. If you would like to support Rob, event tickets may be purchased through MHB for \$200 per person. Please email Denise Carter by Thursday, October 27 if you wish to attend.
- **Trustee Nominee Update**—Staff have been in regular contact with the Mayor's Office Boards & Commissions staff regarding the status of the four newly nominated Trustees. Based on updates from the Mayor's Office, we are hopeful that all four candidates will be advanced to the Board of Aldermen for approval at an upcoming November meeting. Ideally the new Trustees will be approved before the end of the calendar year so that they can fully participate in the Board Retreat and upcoming CMHF application process this winter/spring.
- **Staffing Transition**—Director of Operations Tom Giles has resigned his position effective November 11 to pursue other interests. Tom joined the MHB Team in January 2015. During his tenure, Tom's role and responsibilities have changed significantly, resulting in his promotion to Director of Operations with responsibility for the oversight of MHB's enterprise-wide financial and administrative functions. Following his departure, the Operations Team will report directly to Executive Director Cassandra Kaufman who plans to temporarily re-assign some of his responsibilities to other staff. Tom's initiative and commitment to MHB have made an invaluable contribution over the nearly eight years he has been on staff. He has made an indelible impact on MHB and will be missed. We wish Tom all the best as he embarks on his next chapter!
- **Return to Hybrid Board Meeting Format Beginning in January 2023**—At the request of Board Chair Terrell Carter, Trustees received a brief survey to ascertain their willingness to return to meeting in person. The overwhelming response was in favor of a hybrid approach—meeting in person while still offering an option to attend virtually via Zoom. Staff are currently working with the Deaconess Center for Child Well-Being to secure one of their large conference rooms with state-of-the-art technology, more than enough space to social distance, and free parking to schedule all 2023 Board Meetings. Since no space at the Deaconess Foundation is available until January 2023, the November 17 meeting will be the last meeting of the calendar year and the last meeting to be conducted fully virtually. Additionally, Trustees confirmed their preference to keep the 5:45 PM start time. More information to follow.

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- **Board Retreat January 14 from 8:30 AM – 12:30 PM**—Based on a poll of Trustee availability, the Board Retreat will be held on the second Saturday in January. A light breakfast and box lunch will be included. Staff are in the process of finalizing the location. More to come.
- **Program Committee Meeting September 26**—The Committee reviewed Behavioral Health Network's (BHN) request to repurpose Dunnica Sobering Support Center funding to establish a medical respite program, filling a system gap. Additionally, they reviewed changes to the upcoming FY24 – 26 CMHF application cycle and received a preview from Deputy Director Serena Muhammad of proposed changes to MHB's community investment approach to be presented at the January Board Retreat.
- **Housing Committee DOORWAYS' Phase I Update**--MHB General Counsel Bill Kuehling and Laura Cochran at Thompson Coburn are preparing changes to DOORWAYS' Phase I PSH forgivable loan agreement. A resolution to fund DOORWAYS' Phase II Elliott Place PSH project is being presented at the October 20 Board Meeting. Approval of this project will exhaust the \$500K budgeted for FY23, and all available funds for the Permanent Supportive Housing Initiative.
- **General Counsel Bill Kuehling to Retire December 31**—Bill has announced that he will be retiring from serving as MHB's Legal Counsel at the end of the calendar year. He has served as MHB's only General Counsel since its establishment in January 1994. Bill's departure is a significant change and staff have drafted a Request for Qualifications to identify and select a new firm and general counsel to replace Bill, who is irreplaceable.
- **FY22 Performance Appraisals Completed**—Staff completed the FY22 performance appraisal process in September using a new employee self-evaluation form and new manager's performance appraisal form. The process was intentionally delayed since staff received a 6% COLA and performance appraisals had no impact on July 1 salary increases. Instead of only meeting in June to conduct performance reviews, staff will meet with their managers quarterly to discuss performance, professional development needs, accomplishments, and concerns. These more frequent formal meetings are in addition to regular weekly individual and staff meetings where ongoing feedback is provided in real time. The quarterly performance discussion process will be guided using a new form to document these conversations (currently in development).

COMMUNITY INVESTMENTS/ALLOCATIONS

(CCSF, CMHF, Federal Grants, Investment Management Partnerships, Funding Partnerships & Initiatives)

- **\$2M ARPA Early Childhood Funding**—Staff submitted the first invoice in the amount of \$843,391 to provide tuition assistance to 23 family home providers and childcare centers. In total, the funds will cover the gap between the provider's cost to provide care and state subsidies for 295 children from income qualifying families served in 2021. Executive Assistant/Grants Administrator Denise Carter and Coordinator of Early Childhood Partnerships Keshia Hair are working with other childcare providers that submitted applications requiring additional technical assistance or follow-up to ensure all materials are complete and accurate prior to submission to CDA.
- **FY24 – 26 Community Mental Health Fund (CMHF) Grant Cycle**—Staff have been finalizing recommendations for the updated CMHF investment framework aligned with MHB's Theory of Change, the application process timeline, changes to the process based upon

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feedback from the FY23 – 25 CCSF process conducted this past spring, and the community’s most pressing adult behavioral health needs based on several recent community needs assessments. Serena will present the recommendations for approval and adoption at the October 20 meeting.

FEDERAL PROGRAMS/STRATEGIC INITIATIVES

- **St. Louis Regional System of Care**—SOC received their Notice of Award for SAMHSA continuation funding for their fourth year (September 30, 2022 – September 29, 2023). This will be the final year of the Cooperative Agreement unless a no-cost extension is provided.
- **St. Louis Area Violence Prevention Commission (VPC) Receives \$600K Award**—VPC received their Notice of Award for one-year of Congressionally Directed spending from SAMHSA for the Gun Violence Response Network. The funding will provide neighborhood-level mental health resources for communities experiencing high rates of gun violence.
- **France24 Interviews VPC Director Jessica Meyers**—A reporter from France24 traveling down the Mississippi River and doing stories on issues in major cities interviewed Jes about violent crime in St. Louis. The story should air at the end of October in 4 languages across Europe.

ADMINISTRATION

- **FY23 Budget Revision**—Finance staff are preparing a budget revision to be presented at the November 17 Board Meeting due in large part to the receipt of \$2M EC ARPA funding, \$475K fiscal sponsorship funding from the National League of Cities for the City’s newly established Office of Violence Prevention, and the VPC GVRN \$600K SAMHSA award.
- **FY2022 MHB Audit**—Fieldwork is complete and Controller Susan Kabat, Accountant Katie Zitt, and Tom are working with CliftonLarsonAllen on Management, Discussion & Analysis, footnotes, and the Schedule of Grants. The audit is scheduled for presentation to the full Board at the November 17 meeting, following review by the Finance—Investment Committee.
- **Trustee Portal Goes Live**—The Trustee Portal went live following the September 22 Board meeting and as of October 1, has been populated with Board Meeting materials, all Committee materials, and other relevant documents of interest for access by the Board. The October 20 meeting is the first meeting for which the Portal was used to post the Board Packet.

STAFF ACTIVITIES

- **Starkloff Disability Institute Panel**—Serena served as a panelist for the Institute’s virtual webinar titled “Accommodating in a Post-COVID World: New Information, New Disabilities, New Technology and a New Way of Working.”
- **City Department of Health Launces New Behavioral Health Bureau**—Serena participated in the Department of Health’s press conference on October 11 announcing the launch.

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- **St. Louis City Continuum of Care Rank & Review**—Director of Clinical Partnerships Dave Haasis and Cassandra served as application reviewers for the annual COC HUD NOFO. This year HUD released a second NOFO for unsheltered homeless and Cassandra served as a reviewer for three-year applications totaling over \$10M.
- **Children’s Services Fund Execs’ Statewide Meeting**—Cassandra met with the other CSF Executive Directors from across the state on October 14 in Columbia. Meeting highlights included a presentation by the Missouri Coalition for Children on their Child Welfare Transformation Project, planning for a December meeting with Department Heads of DMH, Office of Childhood, Children’s Division, and Social Services, and sustainability planning for SOC’s Family Support Partners after SAMHSA funding ends in September 2023.
- **DOORWAYS’ North Jefferson Campus Grand Opening**—Cassandra attended the ribbon-cutting celebration on October 19 for DOORWAYS’ new campus that will provide permanent supportive housing for individuals living with HIV/AIDS and behavioral health conditions. MHB approved a \$250K 10-year forgivable loan in January 2020 for the construction of Phase I of the campus that includes 50-units of flexible supportive housing, of which 15 are dedicated behavioral health PSH units.

NOTE: The activities listed are a selective report of staff activities that occurred during the reporting period and not an exhaustive list.