



**Executive Director's Staff Report**  
**January 19, 2023**  
*(For the period November 18, 2022 – January 19, 2023)*

**BOARD / STAFF**

- **Board Retreat** – MHB Trustees and the Staff Leadership Team met on January 14, 2023, from 8:30 AM – 12:30 PM at SPARK St. Louis for a Board Retreat to discuss three strategic issues. An update on the Retreat will be provided during the January 19 Board Meeting.
- **Executive Committee Selects New General Counsel** – As MHB's General Counsel of 29 years, Bill Kuehling announced his retirement last fall, a Request for Qualifications search process was conducted to identify and select a new General Counsel. Matthew McBride, Shareholder with Lashly & Baer, PC was selected and introduced to the Board at their January 14 Retreat. Vice Chair Donna Schmitt will introduce Matt to the community at the January 19 Board Meeting.

**Housing Committee**

- No update.

**Nominating Committee**

- Four additional applications have been received from the Mayor's Office and one Community Applicant who was ineligible due to County residence has again expressed their interest in serving as a Trustee following their purchase of a home in the Tower Grove East Neighborhood. An orientation meeting was conducted with the community candidate on January 13 via Zoom.
- Following their two Board Orientation sessions conducted December 12 and January 6 via Zoom, the four new Trustees are ready to be assigned to standing and ad hoc committees. This will ideally result in several Trustees that currently serve on multiple committees being able to reduce the number of committees on which they serve.

**Personnel Committee**

- No update.

**Program Committee**

- No update.
- **Return to in-person/hybrid Zoom Board Meetings in January 2023** – The January 19, 2023 Board Meeting marks the first time in nearly three years (February 2020) since the Board has met in person. Due to the limited size of MHB's conference room, all 2023 Board

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of Trustee meetings will be conducted off-site at the Deaconess Center for Child Well-Being located at 1000 N. Vandeventer, 63113. Dinner 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 and community members that prefer to join virtually or are out-of-town and wish to attend. The Deaconess Center's Justice Community Room offers a large, flexible meeting space with state-of-the-art technology and more than enough room for Trustees, staff, and guests from the community to safely social distance.

### Staff Updates

- **Welcome Marcus Sanford, MHB's New Accountant** – On January 17 MHB welcomed its newest staff member, Marcus Sanford. A recent MBA graduate (UM-St. Louis) Marcus' accounting career spans 15 years in the non-profit, health care, construction, higher education, and customer service sectors. In addition to his passion for accounting, Marcus is enthusiastic about home renovation. He resides in the Central West End.
- **Staff Transition** – Senior Accountant Katie Zitt, CPA, has resigned her position to return to operating her own accounting practice. Her last day with MHB will be January 27. Katie operated her own accounting practice for several years before joining MHB as a part-time staff member. Katie has been an excellent team member regularly producing a high volume of high quality work and is always a pleasure to work with. We will miss her kind heart and positive presence on the team.
- **Recruitment for Other Positions** – Intensive interviewing is underway to fill the following vacancies: Senior Accountant/Accountant, Executive Assistant, Children's Services Fund Director. Second interviews for the Executive Assistant and Project Director positions are scheduled for January 19-20. We hope to be fully staffed by the end of February.

### COMMUNITY INVESTMENTS / ALLOCATIONS

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

- **FY24-26 CMHF Application Process** – MHB conducted an application workshop on December 20 to share information with potential grantees about the required application material. The recorded webinar and PowerPoint are available on the [MHB website](#). The technical assistance phase of the FY24-26 CMHF application process has begun. Applicants will have the opportunity to schedule one-on-one meetings with MHB staff to receive guidance on completing their application. This is a unique offering that most other funders do not make available to applicants.
- **Youth Mental Health First Aid Training (YMHFA)** – In partnership with the St. Louis County Children's Service Fund (CSF) and the Missouri Institute of Mental Health, MHB will again sponsor two virtual and two blended YMHFA trainings in March 2023 for city and county middle and high school teachers and staff, as a strategy to address the National Children's Mental Health Emergency and in response to the CVPA school shooting.

### FEDERAL PROGRAMS / STRATEGIC INITIATIVES

- **Early Childhood American Rescue Plan Funding (EC ARPA)** – Of the 81 applications received, 54 were approved for funding by St. Louis Community Development Administration (CDA) and as of January 6, 51 of the 54 providers have signed their Memorandums of Agreement and picked up their checks. Staff received planned incentive pay in their December 30 paychecks. The Mayor's Office and CDA arranged for press coverage of the

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December 30 check pick at the MHB office; several family home childcare providers were interviewed on camera as were Executive Director Cassandra Kaufman, Deputy Director Serena Muhammad and Grants Administrator Denise Carter. The Mayor is planning a press tour in January to visit one or more childcare providers that received the Early Childhood ARPA funding. 1099Gs will be issued to all providers receiving funding and the project is projected for completion January 31.

- **St. Louis Area Violence Prevention Commission** – The Center for Policing Equity invited Serena to participate in the NFL’s Inspire Change Public Service Announcement. You may see the commercial airing during football games this month. MHB is supporting the City of St. Louis Office of Violence Prevention in hosting a three-day site visit for the National League of Cities grant.
- **System of Care St. Louis (SOC)** – The St. Louis County Children’s Service Fund Program and Performance Committee invited the SOC leadership team to provide an update on the Family Support Partner Network program. This is the continuation of a conversation between both organizations about the potential to leverage Medicaid dollars to sustain Family Support Partner services after the SAMHSA SOC grant ends.

### ADMINISTRATION

- **Annual Report** – Development of MHB’s FY22 Annual Report is anticipated to be complete by the end of January. The report will be previewed to the Trustees at the February 16 Board Meeting.

### OTHER ITEMS

- **MHB and the Nine Other Children’s Services Funds met with the Children’s Mental Health Coalition in Jefferson City** – On January 10, Cassandra and the Executive Directors of the other nine Children’s Services Funds (CSFs) from across the state of Missouri met with the Directors of the Department of Mental Health, Department of Children’s Services, DMH Division of Behavioral Health, DMH Division of Developmental Disabilities, Missouri Behavioral Health Coalition (trade association representing Missouri Community Mental Health Centers), Missouri Hospital Association, SSM Behavioral Health Director, BJC Behavioral Health Director, and others. The Coalition formed about one year ago to undertake the enormous task of addressing the ongoing system-level challenges and barriers that plague Missouri’s system of care for children’s mental health. The nine CSFs combined invest more than \$100 million annually in children’s behavioral health and prevention services across the state. It is their intention to be regular members at the table and actively contribute toward building a system of care for children and their families that successfully and accessibly meets their needs.
- **Presentation to the Health & Human Services Committee of the Board of Aldermen** – Cassandra, along with Senior Fund Executive Director Jamie Opsal and DD Resources Executive Director Shaelene Plank presented an overview of the work of the city’s three tax levy boards to the members of the Health & Human Services Committee on January 17.
- **Community Health Needs Assessment** – MHB will conduct its Community Health Needs Assessment focused on the needs of children and their parents/caregivers in partnership with the St. Louis County Children’s Service Fund prior to the opening of the next Community Children’s Services Fund cycle. Cassandra and Serena met with CSF staff January 18 to re-initiate the process that was halted in 2020 due to the COVID-19 pandemic. More to follow.