



***** MEETING NOTICE *****

TO: Trustees & Other Interested Persons
FROM: Cassandra Kaufman, Executive Director
DATE: January 12, 2024
SUBJECT: Board Meeting on **Thursday, January 18, 2024, at 5:45 PM, 15th Floor Summit Conference Room, Peabody Plaza, 701 Market St., St. Louis, MO 63101 and via Zoom**
<https://stlmhb.zoom.us/j/85242681773?pwd=c0N0MWsybFlmZmsvYVpmZ1kxbjgzdz09>
Passcode: 528279

**CITY OF ST. LOUIS BOARD OF TRUSTEES' MEETING
TENTATIVE AGENDA
January 18, 2024**

BOARD MEETING

- 1. Community Comments**
Opportunity for individuals from the St. Louis community to comment on issues concerning the Community Children's Services Fund and the Community Mental Health Fund or other issues related to behavioral health needs of children and/or adults. Speakers must sign up in advance and limit comments to three minutes.
- 2. Approval of the November 19 and December 13, 2023 Board Minutes**
The Trustees will vote whether to approve the meeting minutes from the last two meetings held November 19 and December 13, 2023. Minutes are distributed to all recipients on the MHB contact list.
- 3. Appointment of Officers Nominating Committee**
Board Chair Terrell Carter will announce the individuals selected to serve on the Officers Nominating Committee, charged to recommend next year's slate of officers--among other duties--in accordance with MHB by-laws.
- 4. FY24 Q1 Financial Statements**
Controller Susan Kabat, CPA, will present the FY24 First Quarter Financial Statements.

The Tentative Agenda was posted on the website of the MHB prior to 24 hours before the meeting of the Board of Trustees and has also been posted on the website of the City of St. Louis, MO. Agenda items may be withdrawn or modified before or during the public meeting at the discretion of the Board.

5. Resolution to Approve FY24 MHB Budget Revision

Secretary/Treasurer and Finance-Investment Committee Chair Rob Poirier will introduce, and Controller Susan Kabat will present a revised FY24 budget to reflect unanticipated, material additions to both revenues and expenses. Trustees will vote whether to approve the FY24 MHB Budget revision.

6. Resolution to Approve Updates to Human Resource Items

Personnel Committee Chair Linda Grayson will present the Resolution to approve two new staff job descriptions, a revision to one job description, and updates to MHB's organizational chart.

7. Resolution to Approve Funding for a Behavioral Health Urgent Care

Program Committee Member Rob Poirier will present the resolution to award startup funding to support the establishment of a Behavioral Health Urgent Care Center located in South St. Louis City. The Behavioral Health Urgent Care Center is a partnership between SSM Healthcare and Places for People.

8. Resolution to Approve Additional Funding for Adolescent C-Star

Program Committee Member Marcia Hayes-Harris will present the resolution to increase FY24 funding for Adolescent C-Star. Provided by Preferred Family Healthcare, this program offers outpatient substance use treatment for Medicaid eligible youth ages 12 – 17 residing in St. Louis City in partnership with the Missouri Department of Mental Health.

9. Resolution to Utilize FY24 Funding for Family Support Partners in FY24 – FY26

Deputy Director Serena Muhammad will present the resolution to split the award for Family Support Partner Services over two calendar years. This is a budget neutral change that is being made to accommodate a planned delay in starting the program in partnership with the St. Louis County Children's Service Fund.

10. Resolution to Approve Funding for a Mental Health Public Awareness Campaign

Program Committee Chair Julia López will present the resolution to allocate funding for a mental health public awareness campaign to reduce the stigma associated with mental illness and to educate city residents on the availability and accessibility of programs and services. This effort will culminate during Mental Health Awareness Month in May 2024.

11. Update on Agencies with Provisional Contracts

Deputy Director Serena Muhammad will present an update on FY23–25 Community Children's Services Fund and Early Childhood projects placed on Provisional Status July 1 – December 31, 2023 due to significant underspending and/or performance issues. Additionally, the Board will also be reminded about any agencies that have withdrawn from their contract during the first six months of FY24.

12. Fiscal Sponsorship Presentation

Coro Fellow Maxine Gill conducted her four-week government public affairs rotation by undertaking the development of a decision tree for use by MHB when requests are made by outside entities to serve as a fiscal sponsor. Ms. Gill will present her findings to the Board.

The Tentative Agenda was posted on the website of the MHB prior to 24 hours before the meeting of the Board of Trustees and has also been posted on the website of the City of St. Louis, MO. Agenda items may be withdrawn or modified before or during the public meeting at the discretion of the Board.

13. Board Self-Assessment

Executive Director Cassandra Kaufman will introduce a Board-Self Assessment to be completed by Trustees on-line in advance of the January 27 Board Retreat using Survey Monkey.

14. Staff Report

A written update on major activities and accomplishments of the staff since the last meeting of the Trustees will be distributed.

15. Adjournment

The Board Retreat will be Saturday, January 27, 2024, at 9:00 AM and the next regular monthly meeting will be Thursday, February 15, 2024, at 5:45 PM in the Summit Conference Room, Peabody Plaza 15th Floor, 701 Market St., St. Louis, MO 63101.

The Tentative Agenda was posted on the website of the MHB prior to 24 hours before the meeting of the Board of Trustees and has also been posted on the website of the City of St. Louis, MO. Agenda items may be withdrawn or modified before or during the public meeting at the discretion of the Board.



Peabody Plaza, 701 Market St., Suite 200, St. Louis, MO 63101
 (314) 535-6964

*** MEETING MINUTES ***

City of St. Louis Mental Health Board of Trustees
 Minutes of the January 18, 2024 Virtual Board Meeting

Trustee	Attendance	Trustee	Attendance
Terrell Carter, Board Chair	Zoom	Mario Hamell	Zoom
Donna Schmitt, Board Vice Chair	Absent	Marcia Hayes-Harris	Zoom
Robert Poirier, Secretary/Treasurer	Zoom	Carolyn Jackson	Zoom
Andi Blaylock	Zoom	Julia López	Zoom
Vander Corliss	Absent	Lisa Mulligan	Zoom
Linda Grayson	Zoom	Cassandra Pinkston	Zoom
Ronald Griffin	Zoom	Janice Thomas	Zoom

Others Attending:

Matthew S. McBride, Board General Counsel
 Cassandra Kaufman, Executive Director
 Serena Muhammad, Deputy Director
 MHB Staff
 Maxine Gill, Coro Fellow

Call to Order – The meeting of the City of St. Louis Mental Health Board of Trustees (MHB) was called to order at 5:49 p.m. by Board Chair, Terrell Carter.

Community Comments – There were no community members present who wished to address the Board.

Approval of the November 19, 2023 and December 13, 2023 Board Minutes – The motion to approve the November 19, 2023, meeting minutes was made by Linda Grayson, seconded by Rob Poirier, and passed unanimously. The motion to approve the December 13, 2023, joint meeting minutes was made by Marcia Hayes-Harris, seconded by Carolyn Jackson, and passed unanimously.

Appointment of Officers Nominating Committee – Board Chair Terrell Carter announced that Carolyn Jackson, Julia López, and Lisa Mulligan had agreed to serve another one year term as members of the Nominating Committee. Carolyn Jackson agreed to continue her service as Committee Chair. The motion to approve the members of the Nominating Committee was made by Terrell Carter, seconded by Ronald Griffin, and passed unanimously. The Nominating Committee is charged to recommend next year's slate of officers for election at the March 21 Board meeting.

FY24 Q1 Financial Statements – Controller Susan Kabat, CPA, presented highlights of the FY24 First Quarter Financial Statements.

Resolution to Approve FY24 MHB Budget Revision – Susan Kabat presented a revised FY24 budget to reflect unanticipated, material additions to both revenues and expenses which was reviewed and approved by the Finance – Investment Committee at their January 8, 2024, meeting. Secretary/Treasurer and Finance-Investment Committee Chair Rob Poirier made the motion to approve the revised FY24 budget as presented, which was seconded by Linda Grayson. The motion passed unanimously.

Resolution to Approve Updates to Human Resource Items – Personnel Committee Chair Linda Grayson presented the resolution to approve job descriptions for an Account Specialist and Data and Performance Analyst positions, a revision to the Director of Administration position, and corresponding changes to MHB's organizational chart. The motion to approve updates to human resources items presented was made by Linda Grayson, seconded by Carolyn Jackson, and approved unanimously.

Resolution to Approve Funding for a Behavioral Health Urgent Care – Program Committee Member Rob Poirier presented the resolution to award \$228,622 in startup funding to Places for People, Inc. for the establishment of a Behavioral Health Urgent Care Center in partnership with SSM Healthcare. The Center will be located in the Emergency Department of the former St. Louis University Hospital on S. Grand. Rob Poirier moved and Janice Thomas seconded the motion to award startup funding for the establishment of the city's first behavioral health urgent care center. The motion passed unanimously.

Resolution to Approve Additional Funding for Adolescent C-Star – Program Committee Member Marcia Hayes-Harris presented the resolution to allocate an additional \$50,000 from the Community Children's Services Fund in FY24 to support the Adolescent C-Star outpatient substance use treatment program. The program, provided by Preferred Family Healthcare for Medicaid-eligible youth ages 12 – 17 residing in St. Louis City, leverages Federal Medicaid funding through a partnership with the Missouri Department of Mental Health. Total funding for Adolescent C-STAR in FY24 is now \$100,000. Marcia Hayes-Harris moved, Julia López seconded, and the motion passed unanimously.

Resolution to Utilize FY24 Funding for Family Support Partners in FY24 – FY26 – Deputy Director Serena Muhammad presented the resolution to split the award for Vision for Children at Risk's Family Support Partner services over two calendar years. The budget neutral change was made to accommodate a planned delay in starting the program which is funded through a partnership with the St. Louis County Children's Service Fund. Terrell Carter moved, Janice Thomas seconded, and the motion passed unanimously.

Resolution to Approve Funding for a Mental Health Public Awareness Campaign - Program Committee Chair Julia López presented the resolution to allocate \$40,250 for a mental health public awareness campaign to reduce the stigma associated with mental illness and to educate city residents on the availability and accessibility of MHB-funded programs and services. The campaign will culminate during Mental Health Awareness Month in May 2024. Fifty percent of the funding will be allocated from FY24 underspending from each of the tax funds. Julia López moved, Marcia Hayes-Harris seconded, and the motion to allocate funding for a mental health public awareness campaign passed unanimously.

Update on Agencies with Provisional Contracts - Deputy Director Serena Muhammad provided an update on FY23–25 Community Children’s Services Fund and Early Childhood projects with six-month Provisional Contracts July 1 – December 31, 2023, due to significant underspending and/or performance issues. The Board was also reminded about two agencies that withdrew from their contracts during the first six months of FY24.

Fiscal Sponsorship Presentation – Coro Fellow Maxine Gill conducted her four-week public affairs government rotation at MHB from mid-October through mid-November 2023. She presented an overview of her project focused on fiscal sponsorship, which included development of a decision tree for use by Trustees when MHB receives a request to serve as a fiscal sponsor.

Board Self-Assessment – Executive Director Cassandra Kaufman introduced a Board-Self Assessment to be completed by Trustees on-line in advance of the January 27 Board Retreat. The comprehensive self-assessment covers 12 areas of best practices for Board roles and responsibilities and was adapted from the New Hampshire Council of Nonprofits’ tool.

Staff Report – Due to the length of the meeting, Executive Director Cassandra Kaufman provided a written report on the major activities and accomplishments of the staff covering the period from November 17, 2023 – January 18, 2024, to be sent to Trustees following the meeting and posted to the Trustee Portal.

Adjournment – There being no further business before the Board, Rob Poirier made a motion to adjourn, seconded by Ronald Griffin. The motion passed unanimously, and the meeting of the City of St. Louis Mental Health Board of Trustees adjourned at 7:32 p.m.

The next meeting of the Board will be Thursday, February 15, 2024, at 5:45 PM in the Summit Conference Room, Peabody Plaza 15th Floor, 701 Market St., St. Louis, MO 63101.