



MEMORANDUM

TO: Trustees

FROM: Donna Schmitt, Board Chair **BOARD ACTION REQUIRED**

DATE: June 14, 2024

SUBJECT: Resolution to Approve Missouri Ethics Policy Compliance

As a governmental body established by Missouri State Statute, every two years, the City of St. Louis Mental Health Board of Trustees is required to approve a Code of Ethics that is submitted to the Missouri Ethics Commission. The Code of Ethics stipulates that all Trustees must file an annual financial disclosure.

However, by adopting an ethics policy resolution every other year, the Board dispenses with the need for individual Trustees to file financial disclosures to the Missouri Ethics Commission. Once the ethics policy resolution is approved by the MHB Trustees, the Executive Director becomes the only individual required to submit an annual financial disclosure.

The resolution attached is in compliance with Missouri state statutes and reviewed and approved by MHB's legal counsel. It is required to be submitted to the Missouri Ethics Commission within 10 days of approval.

CITY OF ST. LOUIS MENTAL HEALTH BOARD OF TRUSTEES

**RESOLUTION TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL
CONFLICTS OF INTERESTS AND SUBSTANTIAL INTERESTS FOR
CERTAIN OFFICIALS (CODE OF ETHICS)**

BE IT RESOLVED BY THE TRUSTEES AS FOLLOWS:

**CODE OF ETHICS OF THE
CITY OF ST. LOUIS MENTAL HEALTH BOARD OF TRUSTEES**

Section 1. Declaration of Policy. The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the MHB.

Section 2. Conflicts of Interest.

- a. All appointed officials and employees of the MHB must comply with Section 105.454 of the Missouri Revised Statutes on conflicts of interest, to the extent applicable to the MHB, as well as any other state law governing their official conduct.
- b. Any Trustee of the MHB who has a “substantial or private interest” in any measure, bill, order or resolution proposed or pending before the MHB must disclose that interest to the Secretary and such disclosure shall be recorded in the minutes. “Substantial or private interest” is defined as ownership by the individual, or the individual’s spouse, or dependent children, whether singularly or collectively, directly or indirectly, of (i) ten percent (10%) or more of any business entity; (ii) an interest having a value of \$10,000 or more; or (iii) the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization or association within any calendar year.

Section 3. Disclosure Reports. The Executive Director and Trustees of the MHB shall disclose the following information by May 1 to the Secretary of the MHB or the appropriate deadline as referenced in Section 105.487 RSMo., if any such transaction occurred during the previous calendar year.

- a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each such transaction having a total value in excess of \$500, if any, that such person had with the MHB, other than compensation received as an employee or payment of any tax, fee or penalty due to the MHB, and other than transfers for no consideration to the MHB.
- b. The date and the identities of the parties to each transaction known to the person having a total value in excess of \$500, if any, that a business entity in which such person had a substantial interest, had with the MHB, other than payment of any tax, fee or penalty due to the MHB or transactions involving payment for providing utility service to the MHB, and other than transfers for no consideration to the MHB.

The Executive Director of the MHB shall disclose the following information by April 1 to the Secretary of the MHB and by May 1 to the Missouri Ethics Commission for the previous calendar year:

1. The name and address of each of the employers of such person for whom income of \$1,000 or more was received during the year covered by the statement;

2. The name and address of each sole proprietorship that he or she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he or she was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent (10%) or more of any class of the outstanding stock or limited partnership units of such entity; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class outstanding stock, limited partnership units or other equity interests; and

3. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

Section 4. Filing of Reports.

a. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year:

1. Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any Trustee of the MHB may supplement the financial interest statement to report additional interests acquired after December 31, of the covered year until the date of filing of the financial interest statement.

2. Each person appointed to office shall file the statement within 30 days of such appointment or employment covering the calendar year ending the previous December 31.

b. Financial disclosure reports giving the financial information required in Section 3 shall be filed with the MHB and the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section 5. Timing of Resolution. The MHB must biennially adopt this resolution at an open meeting by September 15th of the preceding year.

Section 6. Filing of Resolution. A certified copy of this resolution shall be sent to the Missouri Ethics Commission within ten (10) days of its adoption.

Section 7. Effective Date. This resolution shall be in full force and effect from and after the date of its passage and approval and shall remain in effect until amended or repealed by the Trustees of the MHB.

APPROVED THIS 20th DAY OF JUNE 2024

Board Chair/Officer Name (printed):	Signature:
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ATTEST:

Board Officer Name (printed):	Signature:
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