



Executive Director's Staff Report
November 20, 2025
(October 17, 2025 – November 20, 2025)

BOARD / STAFF

- **Ad Hoc Strategic Planning Committee** – The committee held its final virtual meeting on November 11, 2025 at 2:00 PM. EMD Consultant Kari McAvoy facilitated a debriefing of the October 18 Board Retreat and provided an overview of the staff's work since the retreat. Trustees then engaged in a review of the draft strategic plan and made edits to further refine the plan. Lastly, the committee discussed the presentation of the draft strategic plan for the full board's review and approval at the upcoming November 20 meeting. Following approval of the new FY26 – 28 strategic plan, staff will begin the development of the FY26 Annual Organizational and individual workplans to include activities and metrics.
- **Executive Committee** – For the third and final month, the Executive Committee did not meet on their regularly scheduled second Tuesday at 2:00 PM. Ronald Griffin joined the three officers so that the Ad Hoc Strategic Planning Committee could meet instead. Andi Blaylock was unable to attend the meeting. The Executive Committee did, however, receive a draft of the November 20 Board Agenda for review and approval prior to the board packet being sent.
- **Finance – Investment Committee** – The committee met virtually at 5:30 PM on November 10, 2025 to review and approve the FY25 Q4 Year-End Preliminary Financial Statements and FY26 Q1 Financial Statements for presentation at the November 20 Board meeting.
- **Board Candidate Brian Phillips** – At the request of the Board of Aldermen (BOA), Brian virtually attended the Health and Human Development Committee meeting on November 13, 2025 so that the committee could interview him prior to placing his name on the November 21, 2025 BOA agenda for approval. Additionally, Brian met virtually with Executive Director Cassandra Kaufman for a two-hour Board Orientation session on November 13, 2025.
- **Nominating Committee** – Another candidate has been recommended to the committee for potential board membership. The committee will meet virtually at 5:30 PM on December 1, 2025 to interview the candidate and discuss their suitability for board service. The candidate is a Psychiatric Nurse Practitioner who resides in North St. Louis City. Should this candidate also advance through nomination to BOA approval, the two 2025 vacancies will be filled leaving two remaining seats.

COMMUNITY INVESTMENTS / ALLOCATIONS (CCSF, CMHF, Funding Partnerships & Initiatives)

- **Joint Community Health Needs Assessment** – Program staff from MHB and St. Louis County Children’s Service Fund held their first joint team meeting on October 22, 2025 to discuss the findings of the qualitative needs assessment (community engagement) conducted by Simply Strategy and Key Strategic Group. The two teams came together to identify shared themes as a precursor to a joint communication campaign that will highlight regional mental health priorities.

- **FY27 – 29 Joint CMHF—CCSF Application Cycle**
 - **STEP ONE: ELIGIBILITY QUIZ & LETTER OF INTEREST**
Opens: November 3, 2025 – Due: November 21, 2025
Applicants will answer a set of eligibility questions to determine if the organization is able to receive funding from MHB. Applicants that are eligible for funding will obtain access to the Letter of Interest section of the MHB Grant Portal. The Letter of Interest will be used to provide basic information about projects for application review planning purposes. Projects that are new to MHB (are not currently funded by MHB) will receive a link to schedule a required technical assistance meeting with MHB staff to discuss their project. Technical assistance is optional for currently funded projects.

 - **STEP TWO: TECHNICAL ASSISTANCE**
Opens: December 1, 2025 – Due: December 19, 2025
New projects must meet with MHB staff to receive technical assistance in developing their project logic model using MHB’s logic model template. MHB staff will use the technical assistance session to review MHB’s funding priorities to ensure that applicants are prepared to submit a competitive application. Applicants that successfully complete the Letter of Interest and technical assistance session (if required) will be notified on or before December 22, 2025, if they are approved to submit an application.

 - **STEP THREE: APPLICATION**
Opens: January 2, 2026 – Due: January 30, 2026
Invited applicants will submit a detailed application using MHB’s logic model template, line-item budget and budget justification, and project narrative. The project narrative will include questions designed to assess organizational performance, staff qualifications, participant outcomes, the need the project will address, and the rationale for the proposed intervention(s). MHB will conduct a virtual application workshop in January 2026. MHB staff will be available to answer questions about the application until January 23, 2026. The deadline for final applications is 5:00 PM, January 30, 2026.

- **Reviewing with Intention: Building Inclusive & Accountable Practices in the Grant Review Process** – Melanie Robinson-Powell, CEO of Revision Connections Group will conduct two in-person 90-minute training sessions in January 2026; one for MHB staff and one for Subject Matter Experts serving as Community Reviewers and Trustees. The objectives of the training are:

1. Increase awareness of how bias and positionality influence perceptions of proposals.
2. Equip reviewers, trustees and staff with tools to identify and interrupt bias during the review process.
3. Support inclusive and impact-centered reviewing practices that help reviewers evaluate proposals on their alignment with community needs and impact, rather than being influenced by non-program-related factors (e.g., language style, professional polish, organizational reputation).
4. Build community trust in the grantmaking process through transparency, consistency, and accountability.

FEDERAL PROGRAMS / STRATEGIC INITIATIVES

- **St. Louis Area Violence Prevention Commission**
 - Prevention Partnership Director Lisa Potts has conducted more than 80 *Handle With Care* trainings to help launch the notification program in school districts and police departments across the St. Louis region.
 - VPC selected new team members to help implement their Action Plan. The Workroom Consulting Group was selected to provide project management support for the Gun Violence Response Network and a part-time Youth Engagement Coordinator will join the team this month. These team members are supported by private foundation dollars.
 - The Quarterly Meeting was held virtually on October 24, 2025.
- **Chiron Community Giving Partnership** – The MHB-led Systems Change Leadership Roundtable held their fall quarterly meeting on October 29, 2025 at Commerce Connect in the Central West End. The purpose of the meeting was to discuss the behavioral health workforce shortage and explore potential solutions that could be driven by the Leadership Roundtable.

ADMINISTRATION

- **Cybersecurity Insurance** – Staff met with MHB insurance brokers from Daniel & Henry to discuss multiple quotes received for Cybersecurity Insurance. The next step will be for legal counsel to review the details provided by our broker.
- **FY24 & FY25 Audits** – CliftonLarsonAllen (CLA) is nearing completion of the FY24 audited financial statements with the Single Audit remaining. The audited financials will be presented to the board for approval at the January 15, 2026 meeting. Following completion of the FY24 audit the FY25 audit will begin immediately with completion anticipated in Spring 2026.

OTHER

- **Civic Collaboration Fellows (CCF)** – Director of Prevention Partnerships Lisa Potts was appointed to this year-long advanced leadership fellowship, which works to expand collective civic infrastructure and economic mobility knowledge, strengthen critical civic networks, and foster effective collaborative regional leadership to advance economic mobility in the St. Louis region. The CCF Cohort is comprised of ten fellows – a partnership between MU Extension and UMSL with generous funding from the James S. McDonnell Foundation.

- **Mayor’s Tornado Recovery Advisory Committee** – Lisa Potts was invited to serve on the committee, representing resident leaders. Lisa, a resident of the West End Neighborhood, will be focusing on a winter housing plan, food insecurity and support for business corridors.
- **Inclusive Prosperity Partnership** – Lisa was invited by Dr. Jason Purnell, CEO of the James S. McDonnell Foundation, to serve on the Steering Committee as a representative of MHB. The Inclusive Prosperity Partnership is committed to closing the gap of income inequality in St. Louis. Future priority areas for the Inclusive Prosperity Partnership include early childhood education and affordable housing.
- **Director of Clinical Partnerships David Haasis** – attended the Corporation for Supportive Housing webinar on *Home and Community Based Services Expansion Opportunities from the HR-1 Bill*.
- **Executive Director Cassandra Kaufman** – attended:
 - St. Louis County Children’s Service Fund’s Quarterly Community Advisory Committee meeting
 - Virtual Community Information Exchange Steering Committee Meeting
 - Virtual Children’s Services Funds Executive Director’s meeting with the *University of Missouri’s Family Access Center for Excellence* to learn more about their student checklist used widely in Boone County to identify at-risk students
 - Virtual City Tax Levy Funder’s meeting
- **Deputy Director Serena Muhammad** – attended the *St. Louis Regional Healthcare Coalition Executive Committee* meeting to learn more about the existing infrastructure for emergency preparedness and disaster response. Serena was invited to the meeting to begin developing partnerships that will help mobilize behavioral health resources locally in response to natural and manmade disasters.
- **From Implementation to Action: Ballot Measure Overview Luncheon sponsored by WE POWER** – Cassandra Kaufman, Serena Muhammad, and Early Childhood Program Director Denise Carter attended the luncheon to learn more about WE POWER’s plans, in partnership with other early childhood advocates, to place an Early Childhood Education Sales Tax on the November 2026 General Election ballot. The ballot initiative is one component of a recently completed comprehensive early childhood implementation plan to increase the number of seats available for children from birth – age 5 and to improve the quality of early childhood care and education in St. Louis City and St. Louis County.
- **Accountant Anjanette Washington** – attended the following webinars and trainings:
 - Missouri Coalition for Firearms Research Learning & Skill Webinar – Presented by the Black & Brown Collective
 - Cash Flow Forecasting: Developing the Right Approach for Your Entity – Presented by the Government Finance Officers Association (GFOA)
 - Close Strong: Year-End Planning for Leaders – Presented by CliftonLarsonAllen LLC (CLA)

- **Accountant Deanna Shea** – is currently completing a Non-Profit Accounting certification course
- **Controller Susan Kabat** – attended the following webinars and trainings:
 - Stronger Together: Workplace Wellness and Suicide Prevention through The St. Louis Regional Suicide Prevention Coalition and Clayco
 - 2025 Ethics Webinar Featuring The Ethical Futurists: Navigating Complexity with Integrity in the Age of AI, Automation, and Uncertainty Confirmation through RubinBrown
 - AICPA TownHall series
 - Mindfulness and the Crisis of Belonging: Finding Our Ground in a Divided World through Washington University
 - Internal Controls and Fraud Risks for Non-Profits through Forvis Mazars.
 - In-person Commerce Women Supporting Women Collaborative Series Presents: Dr. Leilani Carver on "The Art of Authentic Connection" through Commerce Bank
 - Yellowbook Session 10: Financial Data Transparency Act (FDTA) presented by SIKICH
 - AICPA TownHall series