



MEMORANDUM

TO: Trustees

FROM: Linda Grayson, Personnel Committee Chair **BOARD ACTION REQUIRED**

DATE: February 10, 2023

SUBJECT: Resolution to Approve Changes to MHB's Organizational Chart and Related Job Descriptions

The MHB Personnel Committee met February 9, 2023, to review and approve additional changes to MHB's Organizational Chart resulting from recent new hires. The Committee also reviewed and approved revisions to job descriptions related to the redistribution of duties following the elimination of the Director of Operations' position and the addition of an Administrative Assistant position. The job description and title of the Administrative Assistant position were changed to Executive Assistant and additional responsibilities were added to the position. Lastly, the Children's Services Project Director position was revised, elevated to the next salary range, and changed to a Director of Youth Development Partnerships with increased responsibilities and oversight of MHB's early childhood, out-of-school time, and other assigned Children's Services projects.

Copies of the revised organizational chart and revised job descriptions may be found as attachments to the resolution.

CITY OF SAINT LOUIS MENTAL HEALTH BOARD OF TRUSTEES

**APPROVE REVISED ORGANIZATIONAL CHART,
REVISED JOB DESCRIPTIONS, AND TITLE CHANGES**

RESOLUTION

WHEREAS, the City of St. Louis, Missouri has levied taxes pursuant to the laws of the State of Missouri to fund the Community Mental Health Fund (CMHF) and Community Children’s Services Fund (CCSF); and

WHEREAS, MHB’s staffing needs have grown and evolved as a result of increased revenue from the Community Mental Health and Community Children’s Services Funds; and

WHEREAS, MHB has leveraged additional revenue to support behavioral health and children’s services in the City of St. Louis through federal grants and two fiscal sponsorships; and

WHEREAS, MHB’s Personnel Committee met February 9, 2023, to review and approve changes to MHB’s organizational chart, related revisions to associated job descriptions, and title changes;

NOW THEREFORE BE IT RESOLVED:

The MHB Executive Director is authorized to utilize the revised organizational chart and revised job descriptions in managing the organization’s staff.

APPROVED THIS 16th DAY OF FEBRUARY 2023

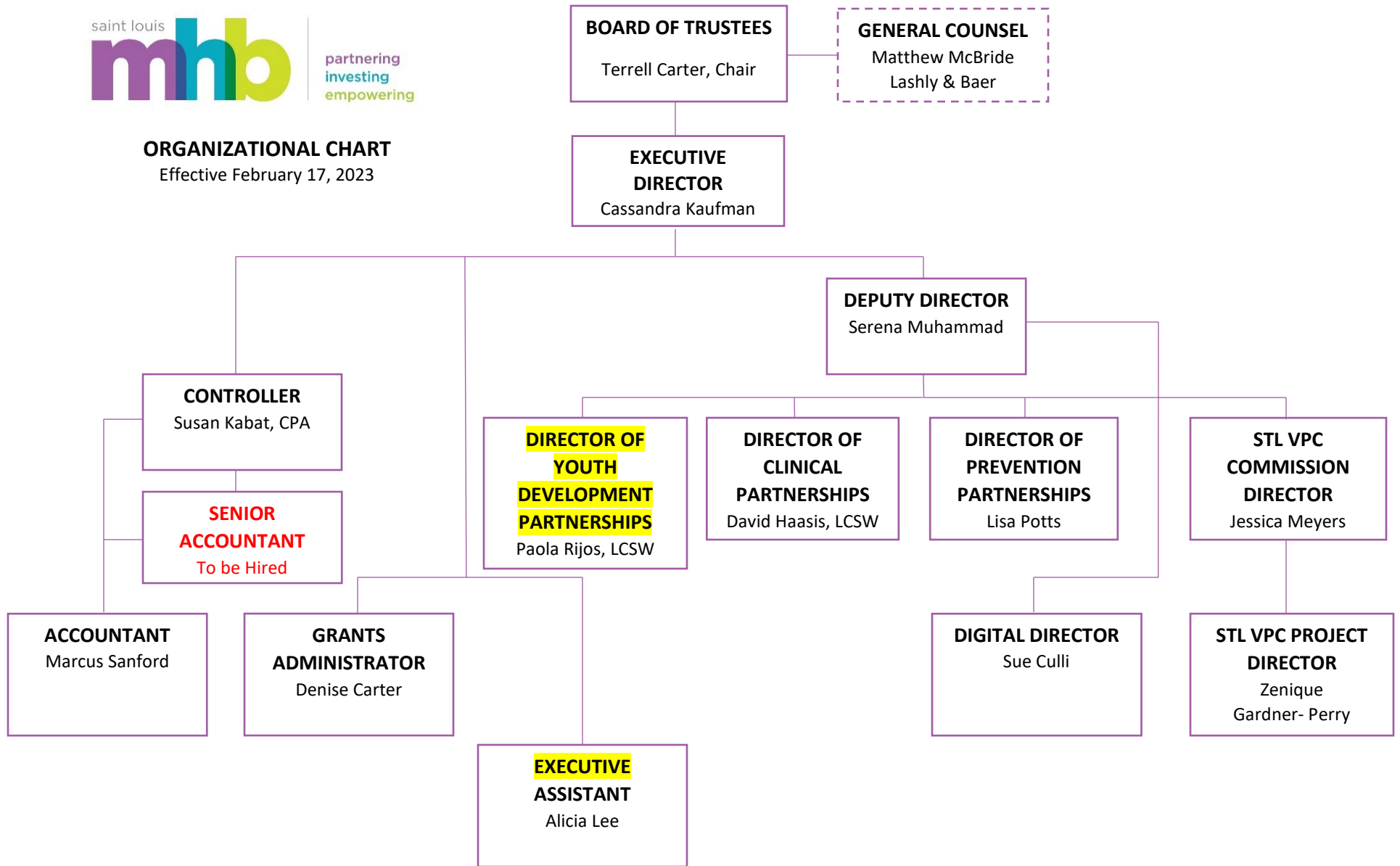
Board Chair/Officer Name (printed):	Signature:
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ATTEST:

Board Officer Name (printed):	Signature:
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ORGANIZATIONAL CHART
Effective February 17, 2023





SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Deputy Director**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Executive Director**

Revision Date: **February 2023**

POSITION SUMMARY:

The Deputy Director assists the Executive Director in the overall planning, directing, and coordination of the work of Saint Louis MHB. Responsible for the oversight and coordination of community investments to facilitate attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning

- Participates in and/or leads at the direction of the Executive Director MHB's formal planning processes, including but not limited to:
 - Periodic strategic planning
 - Needs assessments
 - Trend analysis
 - Periodic review of Community Investment Policies

2. Staff Supervision

- The Director of Clinical Partnerships, Director of Prevention Partnerships, **Director of Youth Development Partnerships**, St. Louis Area Violence Prevention Commission Director, and the Digital Director report directly to this position
- Recruits, interviews, and recommends potential candidates to the Executive Director
- Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
- Prepares annual performance evaluation for each direct report and submits to the Executive Director for review and approval
- Takes on duties and assignments of Executive Director in their absence

3. Community Leadership and Involvement

- Represents MHB at speaking engagements in the community related to the organization's mission
- Seeks opportunities for the Saint Louis MHB to provide community leadership, coordination, and collaboration to enhance community services
- Engages in local collaborations/groups related to behavioral health prevention, intervention, and/or alignment efforts
- Identifies and maintains relationships with a diverse group of community members, agencies, institutions, and government officials

4. Program Management

- Provides leadership of and oversight for MHB's grantmaking and community investment processes
- Oversees strategic initiatives, collaborative funding, and collective impact
- Acts as liaison with community investments, new project management, federal and state agencies related to distribution of public funds, coalition building, and community planning
- Ensures the grant management information system allows for production of data as it relates to programmatic and fiscal oversight of community investments
- Provides training for MHB applicants, grantees, staff and Trustees on the grantmaking process and outcome-based funding
- Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded partners, while working to change the culture of grantmaking from transactional to transformational
- Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making

5. Fiscal Management

- Participates in annual budgeting process
- Oversees the management of community investments as it relates to adherence to the approved operating budget

6. Other duties as assigned by the Executive Director

QUALIFICATIONS:

1. Master's degree in social work, psychology/counseling, public administration, or a related field, plus a minimum of 8 years' experience in supervisory or management positions. Four of those 8 years should be in non-profit or government agencies that make grants or enter into contracts for services.
2. Knowledge of human services delivery systems, grant making, and contracting processes
3. History of working cooperatively and effectively with public officials and agency personnel
4. Exceptional written and verbal communication skills
5. Proficient in MS Office, grant management, and finance/accounting software
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
8. Excellent judgment and ability to handle confidential information
9. Valid driver's license
10. Reliable transportation allowing travel between locations when required
11. Independently mobile in a variety of locations and settings



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Director of Clinical Partnerships**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **February 2023**

POSITION SUMMARY:

The Director of Clinical Partnerships manages community investments related to clinical behavioral health services for children, youth, and adults to facilitate attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes including needs assessments
2. Staff Supervision (as appropriate)
 - Recruits, interviews, and recommends potential candidates to the Deputy Director and Executive Director
 - Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
 - Prepares annual performance evaluation for each direct report and submit to the Deputy Director for review and approval
3. Community Leadership and Involvement
 - Represents MHB at speaking engagements in the community related to children, youth and adult behavioral health, as approved by the Deputy Director
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
 - At the direction of the Deputy Director, supports community-based initiatives or leads special projects focused on improving community responses to behavioral health needs, behavioral health prevention, and trauma-informed care
4. Program Management
 - Maintains up-to-date knowledge base of emerging issues related to clinical behavioral health programs and services affecting children, youth and adults in the communities served by Saint Louis MHB
 - Under the guidance of the Deputy Director, assists with the planning and implementation of grantmaking functions and processes related to the Community Mental Health Fund (CMHF) and the Community Children's Services Fund (CCSF)

- Implements all facets of the Permanent Supportive Housing Initiative in conjunction with the Grants Administrator and Executive Director
- Provides training for MHB applicants and funded partners on the grantmaking process and outcome-based funding
- Provides application support for MHB applicants and funded partners
- Ensures all CMHF and CCSF funded partners providing clinical behavioral health services are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
- Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
- Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded partners, while working to change the culture of grantmaking from transactional to transformational
- Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making

5. Other duties as assigned by management

QUALIFICATIONS:

1. Master's degree in social work, psychology, counseling, marriage and family therapy, or related field and a clinical mental health license required, plus at least 6 years' experience providing clinical behavioral health services to children and youth; preference for a clinician with experience providing clinical behavioral health services across the lifespan.
2. Preference for experience at a management level in an organization providing human services
3. Knowledge of human services delivery systems, grant making, and contracting process
4. History of working cooperatively and effectively with public officials and agency personnel
5. Exceptional written and verbal communication skills
6. Proficient in Microsoft Office, grant management, and other platforms
7. Commitment to health equity and racial justice
8. Objective decision maker that does not include personal preference or bias in decisions
9. Excellent judgment and ability to handle confidential information
10. Valid driver's license
11. Reliable transportation allowing travel between locations when required
12. Independently mobile in a variety of locations and settings



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Director of Youth Development Partnerships**

FLSA Status: **Exempt**

Department: **Program**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **February 2023**

POSITION SUMMARY:

The **Director of Youth Development Partnerships** manages community investments related to early childhood, out-of-school-time, and other children's services programming to facilitate the attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
2. Staff Supervision (as applicable)
 - Recruits, interviews, and recommends potential candidates to the Deputy Director and Executive Director
 - Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
 - Prepares annual performance evaluation for each direct report and submit to the Deputy Director for review and approval
3. Community Leadership and Involvement
 - Represents MHB at speaking engagements in the community related to children, youth and adult behavioral health, as approved by the Deputy Director
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
 - At the direction of the Deputy Director, supports community-based initiatives or leads special projects focused on improving community responses to behavioral health needs, behavioral health prevention, and trauma-informed care
4. Program Management
 - Maintains up-to-date knowledge base of emerging issues related to early childhood, out-of-school time, and children's services in the communities served by Saint Louis MHB

- Under the guidance of the Deputy Director, assists with the planning and implementation of grantmaking functions and processes related to the Community Mental Health Fund (CMHF) and the Community Children's Services Fund (CCSF)
- Provides training for MHB applicants and funded partners on the grantmaking process and outcome-based funding
- Provides application support for MHB applicants and funded partners
- Ensures all CCSF funded partners' activities are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
- Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
- Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded organizations, while working to change the culture of grantmaking from transactional to transformational
- Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making

5. Other duties as assigned by management

QUALIFICATIONS:

12. Master's degree in early childhood, social work, public administration, public health, psychology, counseling, or related field plus at least 6 years' experience in a non-profit or government setting
13. Knowledge of human services delivery systems, grant making, and contracting processes
14. History of working cooperatively and effectively with public officials and agency personnel
15. Exceptional written and verbal communication skills
16. Proficient in Microsoft Office, grant management, and various other platforms
17. Commitment to health equity and racial justice
18. Objective decision maker that does not include personal preference or bias in decisions
19. Excellent judgment and ability to handle confidential information
20. Valid driver's license
21. Reliable transportation allowing travel between locations when required
22. Independently mobile in a variety of locations and settings



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Director of Prevention Partnerships**
FLSA Status: **Exempt**

Department: **Program**
Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **February 2023**

POSITION SUMMARY:

The Director of Prevention Partnerships manages community investments related to prevention and community-based behavioral health services for children, youth, and adults to facilitate attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes including needs assessments
2. Staff Supervision (as applicable)
 - Recruits, interviews, and recommends potential candidates to the Deputy Director and Executive Director
 - Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
 - Prepares annual performance evaluation for each direct report and submit to the Deputy Director for review and approval
3. Community Leadership and Involvement
 - Represents MHB at speaking engagements in the community related to children, youth, and adult behavioral health and prevention services, as approved by the Deputy Director
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
 - At the direction of the Deputy Director, supports community-based initiatives or leads special projects focused on improving community responses to behavioral health needs, behavioral health prevention, promoting violence prevention, and trauma-informed care
4. Program Management
 - Maintains up-to-date knowledge base of emerging issues related to prevention and community-based behavioral health programs and services for children, youth, and adults in the communities served by Saint Louis MHB

- Under the guidance of the Deputy Director, assists with the planning and implementation of grantmaking functions and processes related to the Community Mental Health Fund (CMHF) and the Community Children’s Service Fund (CCSF)
- Provides training for MHB applicants and funded partners on the grantmaking process and outcome-based funding
- Provides application support for MHB applicants and funded partners
- Ensures all CMHF and CCSF funded partners’ activities are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
- Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
- Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded organizations, while working to change the culture of grantmaking from transactional to transformational
- Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making

5. Other duties as assigned by management

QUALIFICATIONS:

1. Master’s degree in social work, public administration, public health, psychology, counseling, or related field, plus at least 6 years’ experience in a private or government agency that makes grants or enters into contracts for services with agencies OR equivalent experience at a management level in an organization providing human services.
2. Preference for a licensed mental health clinician
3. Knowledge of human services delivery systems, grant making, and contracting process
4. History of working cooperatively and effectively with public officials and agency personnel
5. Exceptional written and verbal communication skills
6. Proficient in Microsoft Office, grant management, and other platforms
7. Commitment to health equity and racial justice
8. Objective decision maker that does not include personal preference or bias in decisions
9. Excellent judgment and ability to handle confidential information
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SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Executive Assistant**

Department: **Operations**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Executive Director**

Revision Date: **February 2023**

POSITION SUMMARY:

The Executive Assistant provides excellent internal and external customer service in the delivery of wide-ranging administrative support to organizational leadership, finance, and programmatic staff of the Saint Louis MHB. This position is also responsible for the administration of employee benefits.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
2. Operations
 - Provides confidential administrative support to the Executive Director and Deputy Director including meeting coordination, events, calendar maintenance, correspondence, memoranda, and preparing general communications
 - Provides administrative support to the Community Investment processes and other non-property tax operating grants
 - Assists the Executive Director with communications and scheduling with Trustees on all matters related to Board recruitment, appointments, and onboarding
 - Assists the Executive Director with communications and scheduling with Trustees on all matters related to Board Committee meetings, materials, meeting minutes, and Committee support
 - Ensures files of MHB Board of Trustees' meeting agenda, approved resolutions, meeting minutes, are maintained electronically
 - Facilitates general office supply ordering and maintenance
 - Manages travel arrangements, conference attendance, and professional development/continuing education registration for all MHB staff
3. Human Resources
 - Provides confidential administrative support to the Executive Director and Controller for the completion and periodic renewal and/or updating of MHB's employee benefits to include but not limited to:
 - Health, Dental & Vision Insurance

- Short- and Long-Term Disability Insurance
- Life Insurance and Accidental Death & Dismemberment Insurance
- Flexible Spending Plan
- Assists Executive Director with confidential Human Resources duties and activities to include, but not limited to:
 - Employee Recruitment Process
 - Employee Onboarding & Deboarding Processes
 - Employee Timesheets and Time Trackers
 - Employee Annual Disclosure of Conflict of Interest
 - Performance Management and Performance Review Processes

4. Other duties as assigned by management

QUALIFICATIONS:

1. Associates degree in business administration or related field plus at least 4 years' experience in a business, corporate, government, or non-profit setting OR equivalent combination of education and experience
2. Initiative-taking and self-directed performer with the ability to use a consultative approach when appropriate.
3. History of working cooperatively and effectively with public officials and organizational personnel
4. Exceptional written and verbal communication skills
5. Proficient in MS Office, grant management, and finance/accounting software
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
8. Excellent judgment and ability to handle confidential information
9. Valid driver's license
10. Reliable transportation allowing travel between locations when required
11. Independently mobile in a variety of locations and settings



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **STL Area Violence Prevention Commission Director**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **February 2023**

POSITION SUMMARY:

The St. Louis Area Violence Prevention Commission (VPC) Director is responsible for planning, implementing, and evaluating activities led by the VPC including general oversight, grant development and management, reporting, and technical assistance.

ESSENTIAL FUNCTIONS:

6. Planning

- Participates in MHB's formal planning processes including needs assessments

7. Staff Supervision (as appropriate)

- Recruits, interviews, and recommends potential candidates to the Deputy Director and Executive Director
- Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
- Prepares annual performance evaluation for each direct report and submit to the Deputy Director for review and approval

8. Strategic Learning and Capacity Building

- Continually broadens expertise in the areas of collective impact, collaboration, and violence prevention locally and nationally to develop evidence-based strategies to reduce violence
- Plans, coordinates, and conducts educational and training activities. Develops training, reference materials, and workshops for commission and community partners.
- Creates and implements an evaluation plan for the work of VPC and its partners.

9. Communications

- Communicate effectively with member agencies to achieve objectives in the action plan including email list, newsletters, meeting reminders, and other communication

- Maintains VPC websites, social media accounts including creating content, scheduling posts, and sharing information from partners
- Functions as spokesperson and subject matter expert on the incidence of violence in the region, violence prevention strategies and organizations in St. Louis for media inquiries

10. Partnership Management

- Staffs and supports VPC committees by facilitating committee meetings, achieving committee goals by sending meeting notes, scheduling future meetings, and working on follow-up items
- Recruits and maintains a diverse regional commission membership from multiple sectors including law enforcement, criminal justice, social services, by conducting outreach, educating/training new members, and engaging them in the work of the VPC
- Represents VPC at community collaborative tables including the Vacancy Collaborative, Regional Data Alliance, Social Policy and Electoral Accountability Collaborative, and others
- Supports the implementation and adaptation of evidence-based strategies for violence prevention including READI Chicago

11. Policy Development

- Creates and disseminates a policy agenda on issues including police legitimacy and other violence prevention strategies
- Directs and assists the commission to educate the public and policymakers on information that promotes the commission's mission by:
 - Developing position statements
 - Reviewing and recommending strategies, and
 - Advocating for policies/legislation at local/state level

12. Grant Management

- Completes reporting necessary for VPC grants, as well as the Community Health Improvement Plan
- Evaluates and make recommendations on requests for VPC funding including "It Starts with Us" and other funding streams

13. Other duties as assigned by management

QUALIFICATIONS:

1. Master's degree in social work, public policy, public administration, public health, or related field plus at least 6 years' experience leading and managing coalitions, collective impact initiatives, or multi-sector partnerships
2. Knowledge of the violence prevention landscape in the St. Louis region
3. Excellent meeting facilitation and project management skills
4. History of working cooperatively and effectively with public officials and agency personnel
5. Proven ability to work independently
6. Excellent organizational skills
7. Exceptional written and verbal communication skills

8. Very proficient with Microsoft Office and other platforms
9. Commitment to health equity and racial justice
10. Objective Decision maker that does not include personal preference or bias in decisions
11. Excellent judgment and ability to handle confidential information
12. Valid driver's license
13. Reliable transportation allowing travel between locations when required
14. Independently mobile in a variety of locations and settings



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Controller**

Department: **Operations**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Executive Director**

Revision Date: **February 2023**

POSITION SUMMARY:

The Controller administers the enterprise-wide financial affairs of the Saint Louis MHB to facilitate the attainment of MHB's strategic goals. This position also serves as the Controller for the City of St. Louis Senior Citizen's Fund through an administrative agreement. Additionally, the Controller oversees the financial affairs of the St. Louis Violence Prevention Commission for which Saint Louis MHB serves as the backbone organization and fiscal sponsor.

ESSENTIAL FUNCTIONS:

1. Planning

- Participates in MHB's formal planning processes
- Oversees the development and preparation of the annual organizational budget in consultation with the Executive Director and the Finance--Investment Committee for approval by the Board of Trustees

2. Staff Supervision

- The Senior Accountant and Accountant report directly to this position
- Recruits, interviews, and recommends potential candidates to the Executive Director
- Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
- Prepares annual performance evaluation for each direct report and submits to the Executive Director for review and approval

3. Accounting & Finance

- Oversees overall management of enterprise-wide organizational finances
- Oversees the implementation of the annual organizational budget with guidance from the Finance--Investment Committee and Executive Director and support from the Senior Accountant and Accountant
- Develops and maintains financial record keeping and reporting systems
- Facilitates organizational payroll function
- Oversees and reviews billing, receivables, payables, cash receipts, cash disbursements, and general ledger functions

- Monitors cash balances and initiates necessary fund transfers
 - Tracks federal grant expenses, executes federal draw, and prepares, files, and maintains all required federal financial reporting; assists in subrecipient monitoring for federal subawards
 - Develops and maintains assessment tools for evaluating applicant and grantee financial risk
 - Prepares and presents quarterly financial statements to MHB's Finance—Investment Committee and Board of Trustees
 - Prepares monthly and year-end closings to ensure general ledger accounts are reconciled
 - Manages the filing of tax forms including, but not limited to 1099's and W2's
 - Oversees preparation of annual audit completed by an independent auditor
 - Serves as financial advisor to the Executive Director, the Secretary/Treasurer, and Finance—Investment Committee
 - Directs specific procurement procedures for services such as banking and audits as the contracted Controller for the City of St. Louis Senior Citizens' Fund
 - Participates in development of finance-related policies and procedures
4. Investment Management
 - Serves as liaison to investment management firm related to liquidation and transfers of funds from investment to operating accounts
 5. Other duties as assigned by management

QUALIFICATIONS:

1. Bachelor's degree in accounting, business administration, or related field, plus at least 8 years' experience in accounting and auditing at a management level in a business, corporate, government, or non-profit setting. Government accounting experience preferred.
2. CPA credential required
3. Excellent working knowledge of General Accounting Standards and Government Accounting Standards Board requirements
4. Working knowledge of Federal Uniform Guidance and other federal grant reporting
5. Proficient in MS Office and finance/accounting software. Preference for proficiency in QuickBooks.
6. Exceptional written and verbal communication skills
7. History of working cooperatively and effectively with public officials and agency personnel
8. Commitment to health equity and racial justice
9. Objective decision maker that does not include personal preference or bias in decisions
10. Excellent judgment and ability to handle confidential information
11. Independently mobile in a variety of locations and settings



MEMORANDUM

TO: Trustees

FROM: Rob Poirier, Secretary/Treasurer **BOARD ACTION REQUIRED**

DATE: February 10, 2023

SUBJECT: FY24 Community Mental Health Fund Grants Appropriation

MHB Controller Susan Kabat, CPA, prepared three-year projections for Community Mental Health Fund tax revenues and the attached Resolution identifies the amount to be made available for grants from the Community Mental Health Fund (CMHF) from July 1, 2023 – June 30, 2024 (Year One of the 3-year grant cycle).

Based on anticipated tax revenue and requests for funding, it is recommended that the total amount of **\$2,200,000** be appropriated for FY24 CMHF competitive grants.

It is anticipated that at most, an equivalent amount plus a COLA increment may be required for each of the two remaining years in the funding cycle. Assuming a COLA increment of 2.0% each year, the maximum amounts required in the subsequent years of the cycle would be:

FY 2025 (Year Two): **\$2,244,000**
FY 2026 (Year Three): **\$2,288,880**

CITY OF ST. LOUIS MENTAL HEALTH BOARD OF TRUSTEES
COMMUNITY MENTAL HEALTH FUND
APPROPRIATION FOR FY 2024 GRANTS

RESOLUTION

WHEREAS, the City of St. Louis, Missouri has levied taxes pursuant to the laws of the State of Missouri to fund the Community Mental Health Fund (CMHF); and

WHEREAS, this Board is desirous to implement its responsibilities to ensure high quality behavioral health services are available to adults residing in the City of St. Louis; and

WHEREAS, the revenue for FY24 is estimated to total \$4,405,000 (comprised of taxes collected in the amount of \$4,300,000 million for the period January 1 – December 31, 2022, plus \$105,000 dividends and interest); and

WHEREAS, an estimated \$1,366,050 (includes a projected 2% cost of living adjustment) will be needed to support four hybrid intergenerational CMHF grants approved in FY22; and

WHEREAS, an estimated \$308,959 will be needed to support program staff salaries and benefits related to the Community Mental Health Fund and an estimated \$312,365 will be needed to cover the allocation of administrative costs to support organizational operations;

NOW THEREFORE BE IT RESOLVED:

The Board hereby authorizes up to **\$2,200,000** to be available to allocate to Community Mental Health Fund Grants in FY24 effective July 1, 2023, through June 30, 2024.

MHB anticipates receiving approximately 28 applications requesting funding when the submission deadline closes on February 24, 2023. Those applications will be reviewed by Trustees and projects will be selected to receive CMHF grant funding at the Board's April 20, 2022, meeting.

APPROVED THIS 16th DAY OF FEBRUARY 2023

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

Board Officer Name (printed):	Signature:
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partnering
investing
empowering

FY22 Year-End Community Impact Report

February 16, 2023

Vision, Mission, Values

MHB's **vision** is to be a strategic visionary leader investing in and strengthening an integrated system of social, behavioral, and physical health services to build an equitable, thriving community.

We're on a **mission** to improve the quality of life for city residents by investing and participating in a coordinated system of social, behavioral, and physical health services aligned with community priorities.

Values

Stewardship and Accountability

Person-Centered

Collaborative Leadership

Excellence

Effectiveness Through Learning

Measurable Impact



Photo image from Architectural Digest

FY22 Community Investments

CCSF

- Competitive Grants serving children & youth from birth to age 18
- Funding Partnerships & Initiatives
- Unanticipated Projects (now Emerging Needs)

CMHF

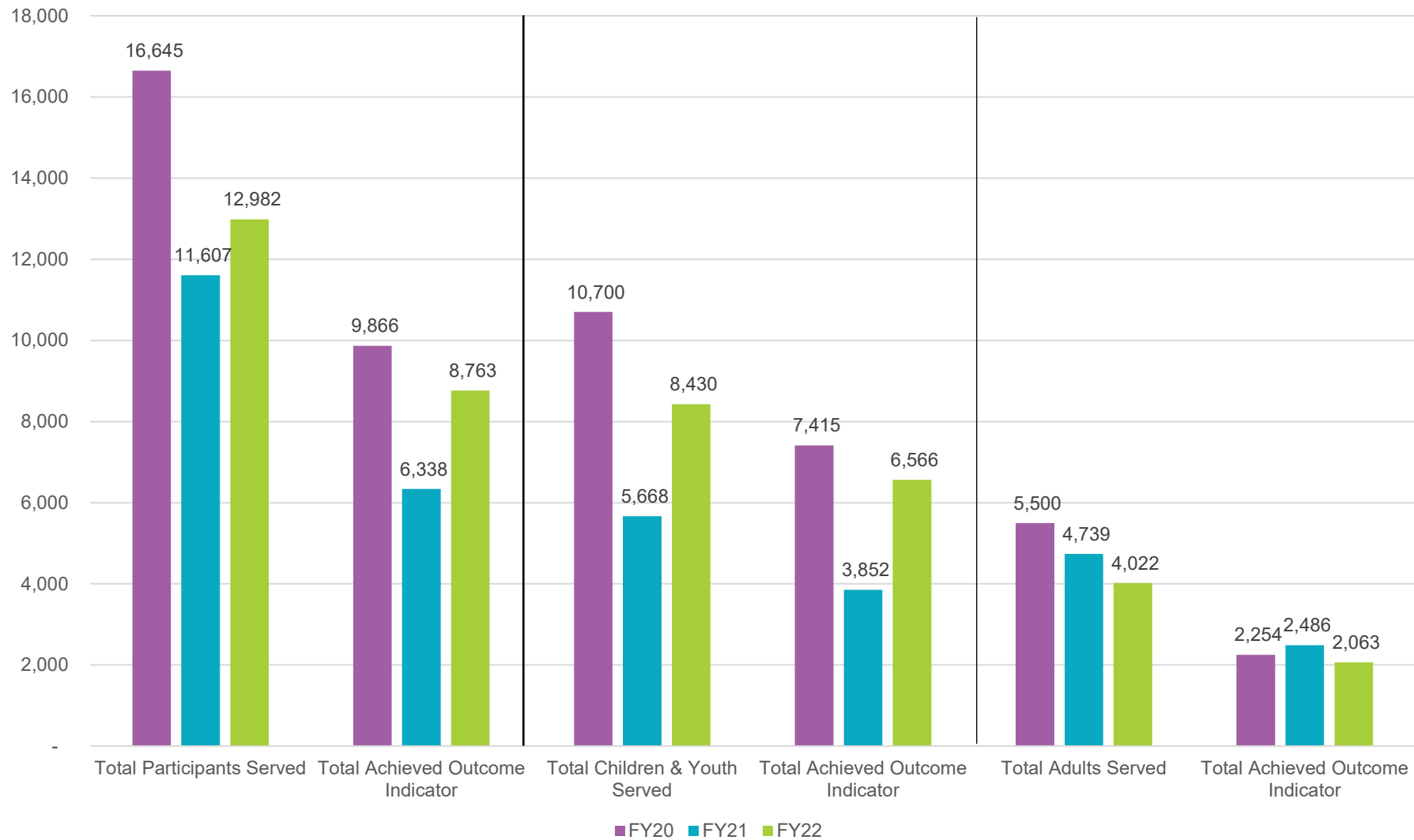
- Competitive Grants serving adults ages 18 and older
- Funding Partnerships & Initiatives
- Permanent Supportive Housing Initiative
- Unanticipated Projects (now Emerging Needs)

Strategic Initiatives

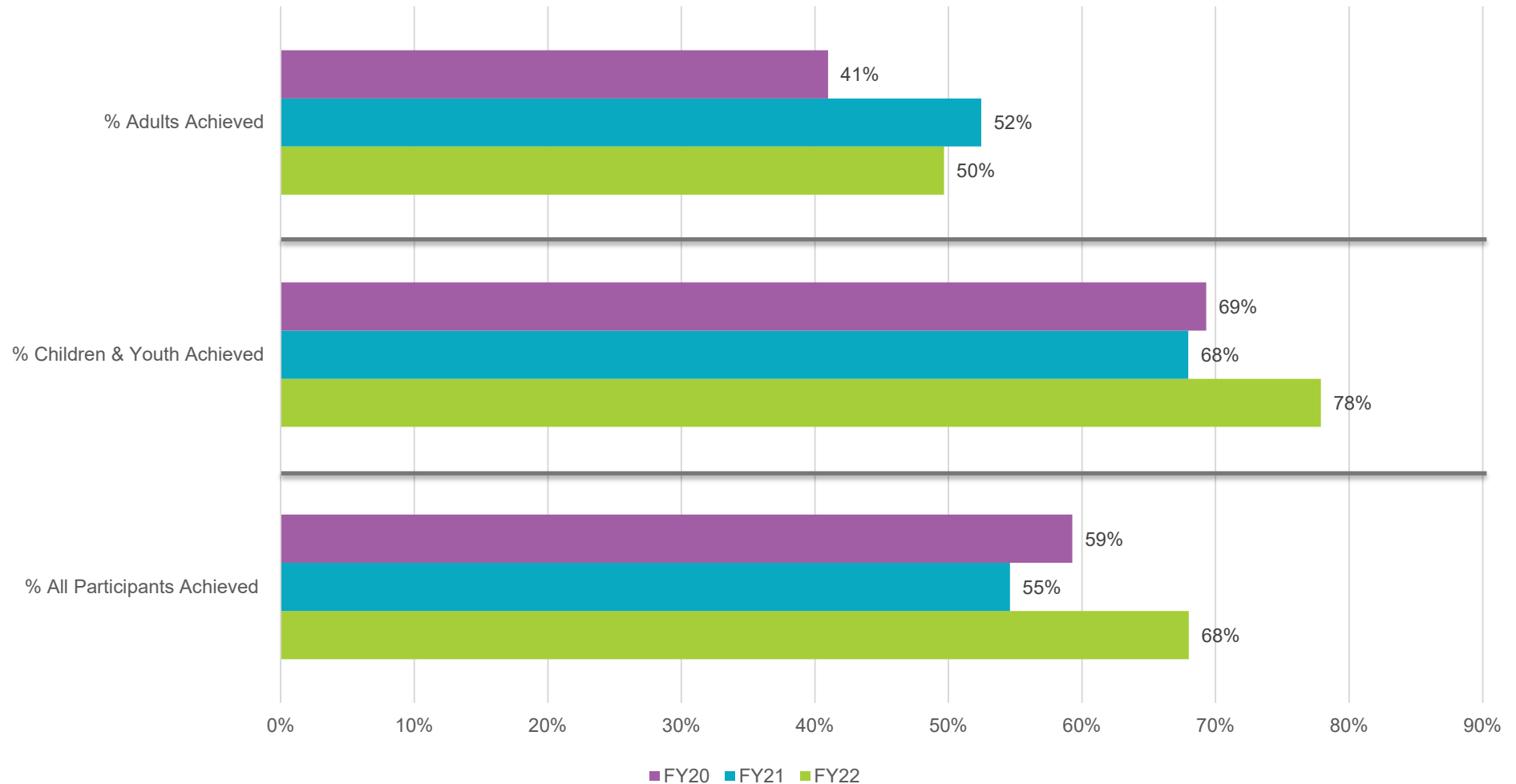
- SAMHSA System of Care – St. Louis Cooperative Agreement
- St. Louis Area Violence Prevention Commission

COVID-19 Pandemic's Impact FY20 – FY22

Number of Participants Served and Number Achieving Outcome Indicators



COVID-19 Pandemic's Impact on Outcome Indicator Achievement



FY22 Community Investment Impact

12,982 children, youth,
and adults served

Overall, 68% achieved
their outcome but the %
of adults achieving their
outcome decreased 2%

% of participants that
achieved their outcome
in FY22 was higher
overall than FY20 or
FY21

% of Adults achieving
outcomes in FY22 was
near FY20 (incl. 3-1/2
months of pandemic)

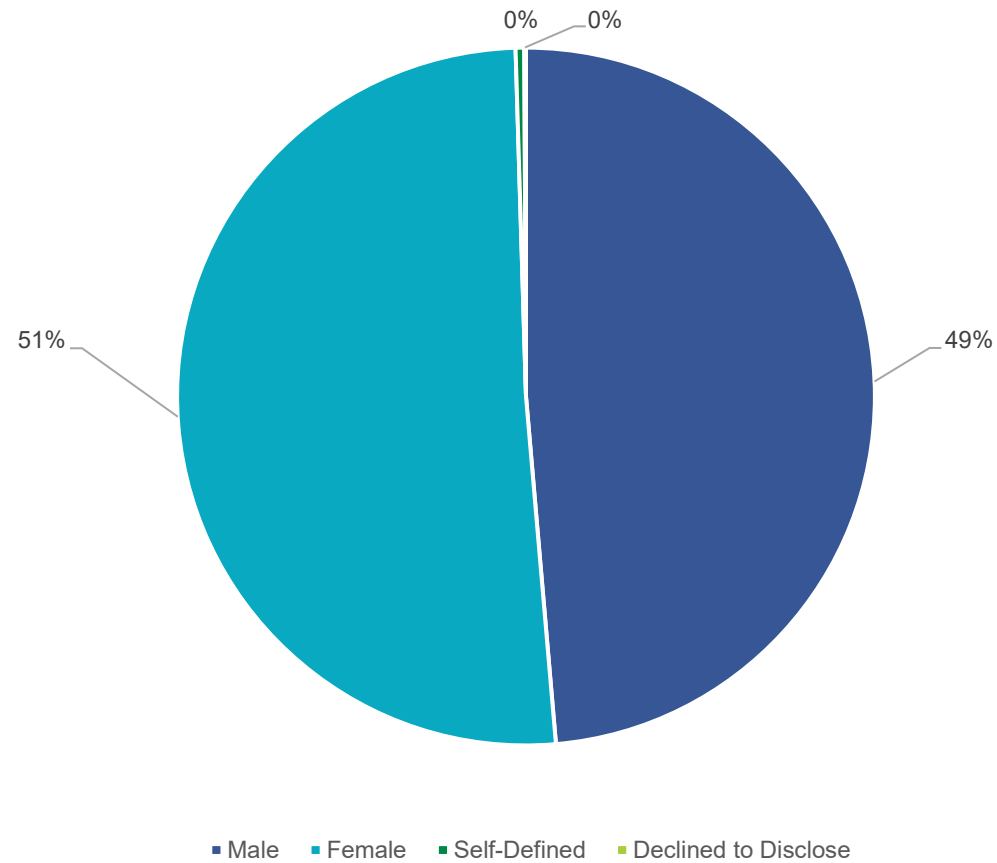
Due to the COVID-19
pandemic, CCSF funded
partners left more than
\$600K unspent at the
close of the 4-year grant
cycle

FY22 Community Children's Services Fund Outcomes

- 43 funded projects served 8,430 children and youth representing an increase of 49%, or an additional 2,772 children and youth
- Additionally, 297 parents and caregivers were served through programs focused on helping them to have the knowledge, skills, and support for positive parenting
- 1,473 children and youth participated in universal school-based prevention programming focused on strengthening decision-making skills and preventing violence
- 42% of children and youth participated in prevention-focused programming

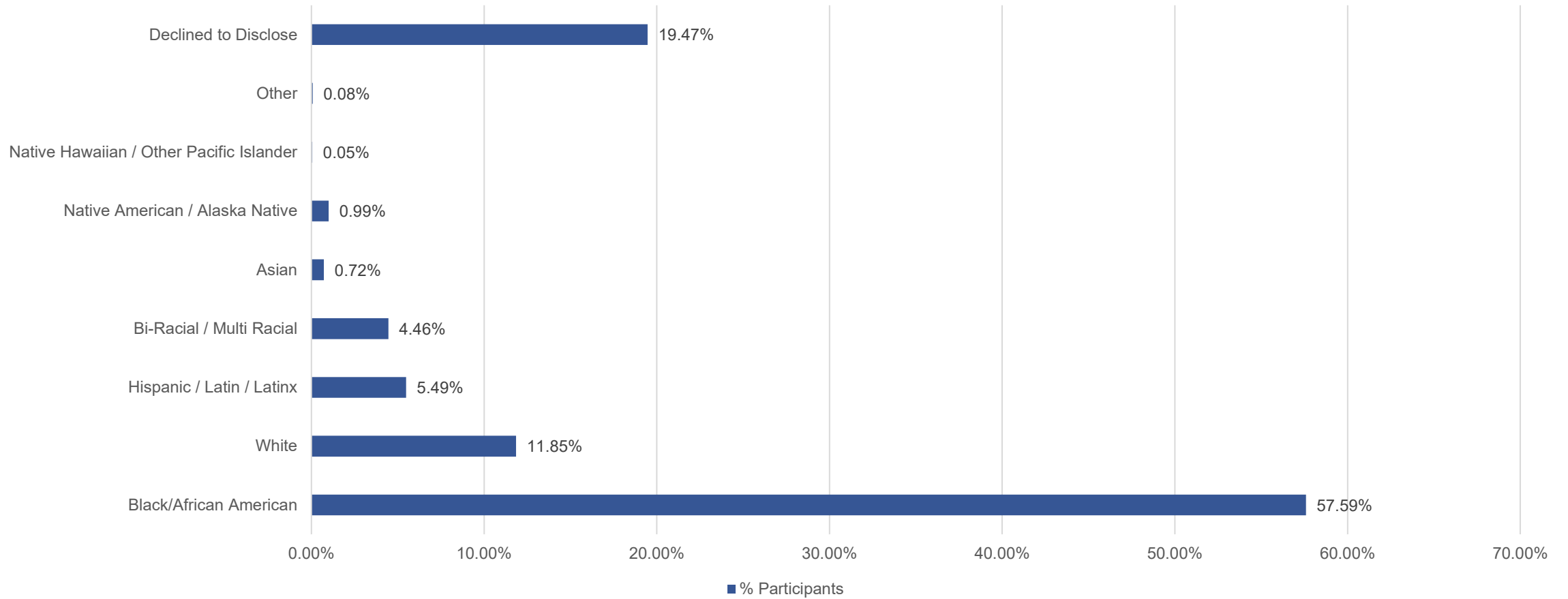
Demographics: Gender of Children & Youth Served

Children and Youth, Birth to Age 18



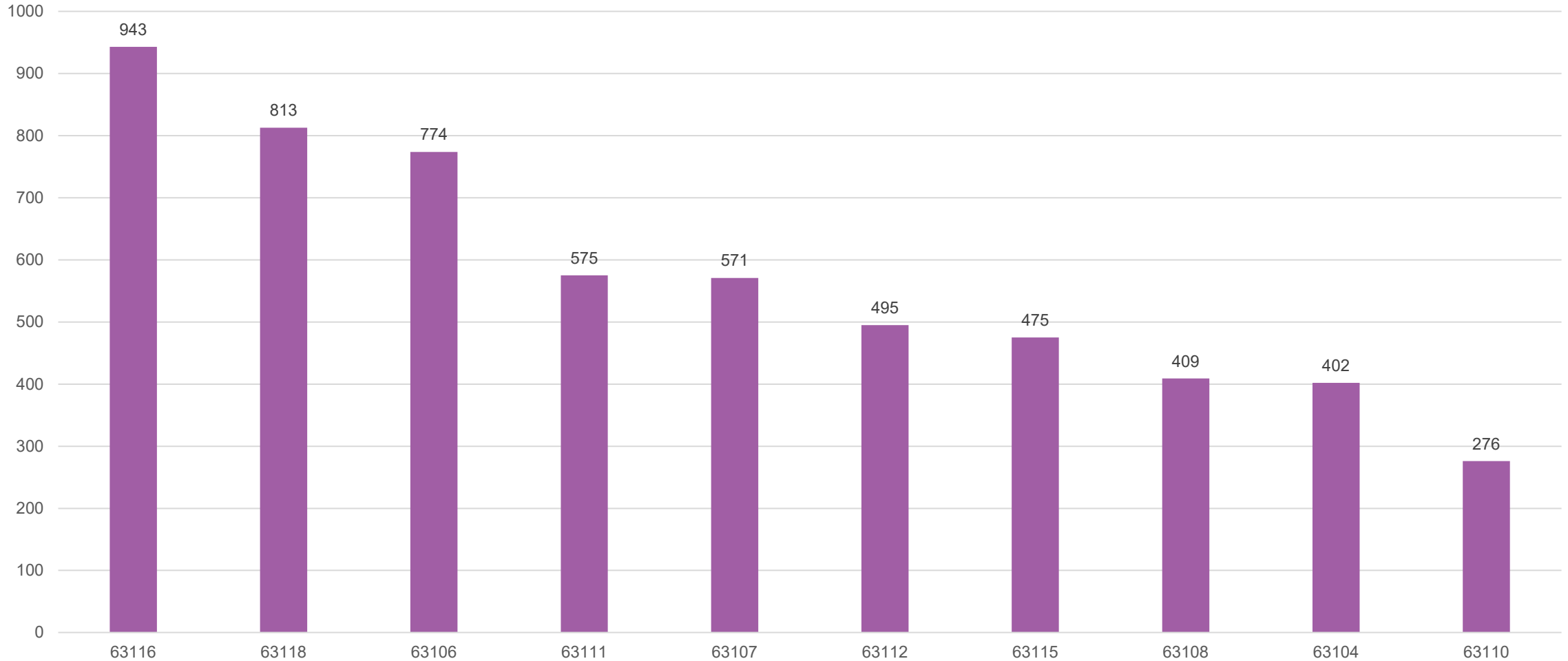
Demographics: Race by % of Participants Served

Children and Youth, Birth to Age 18



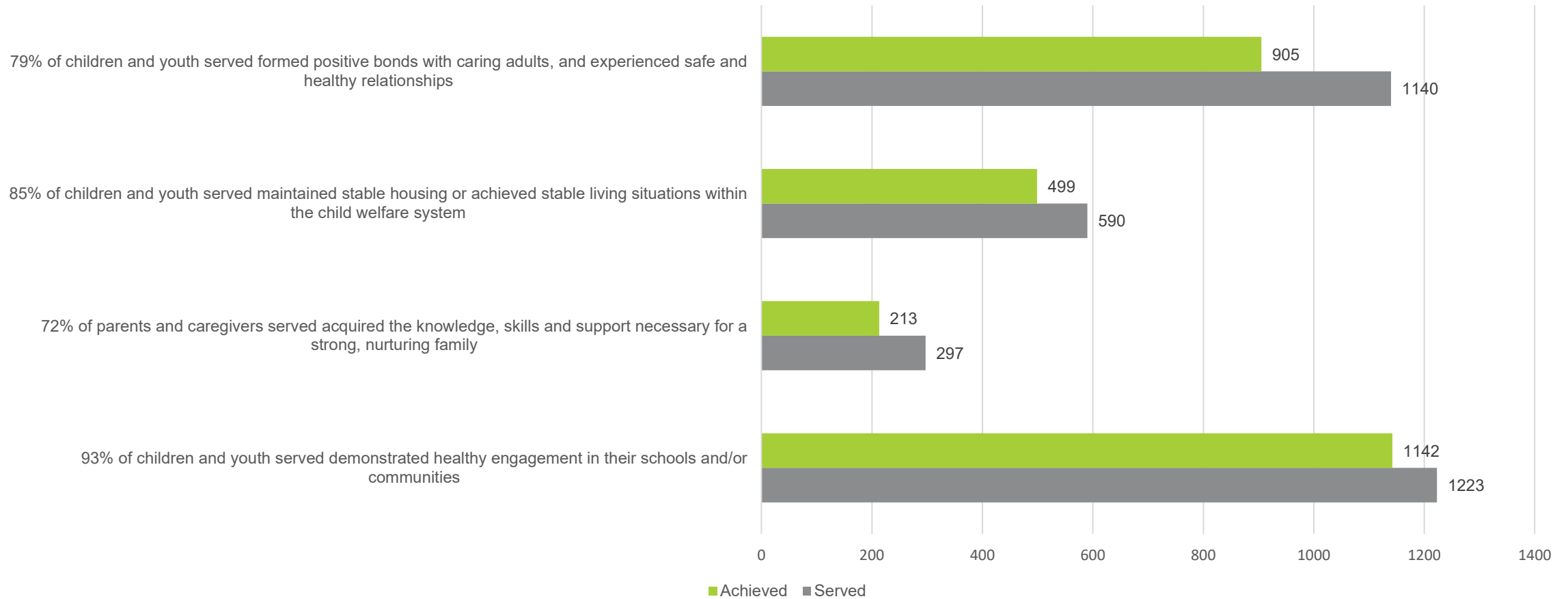
Demographics:

Top 10 Home Zip Codes for Children and Youth



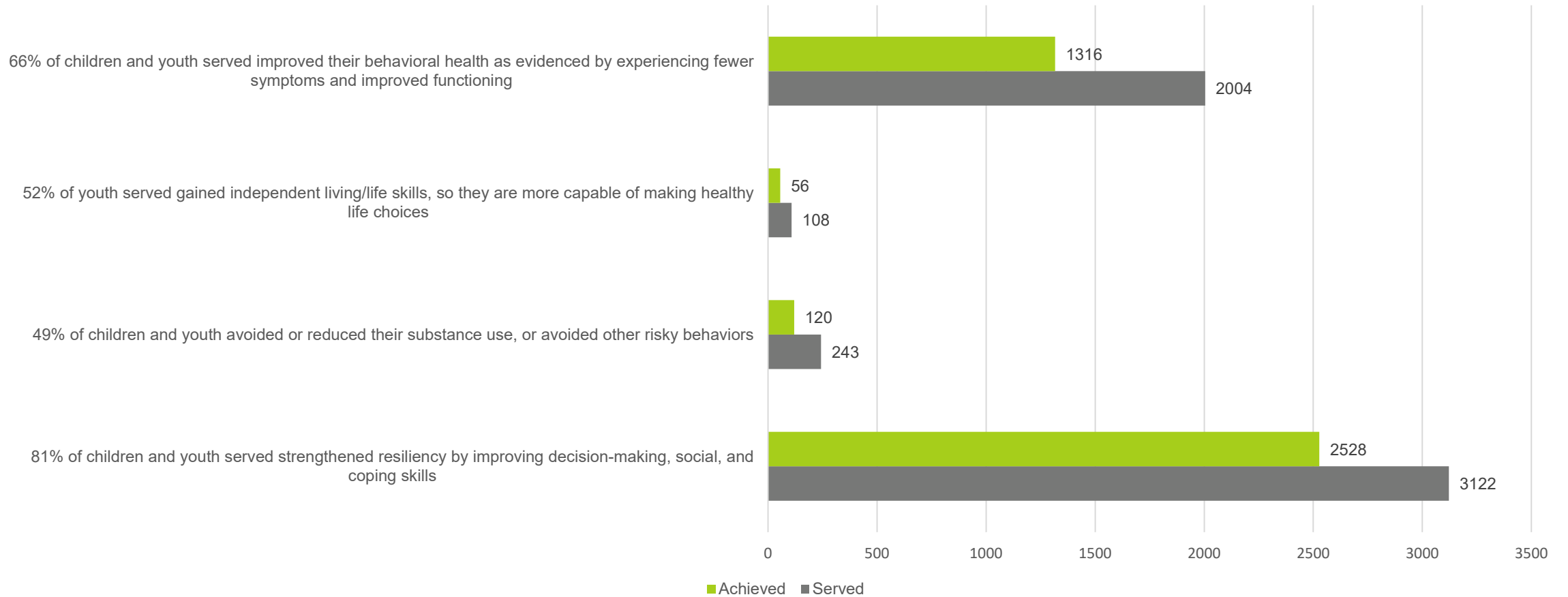
Community Impact: Socially Connected

2,759 Children and Youth (85%) Strengthened Social Connections



Community Impact: Emotionally Healthy

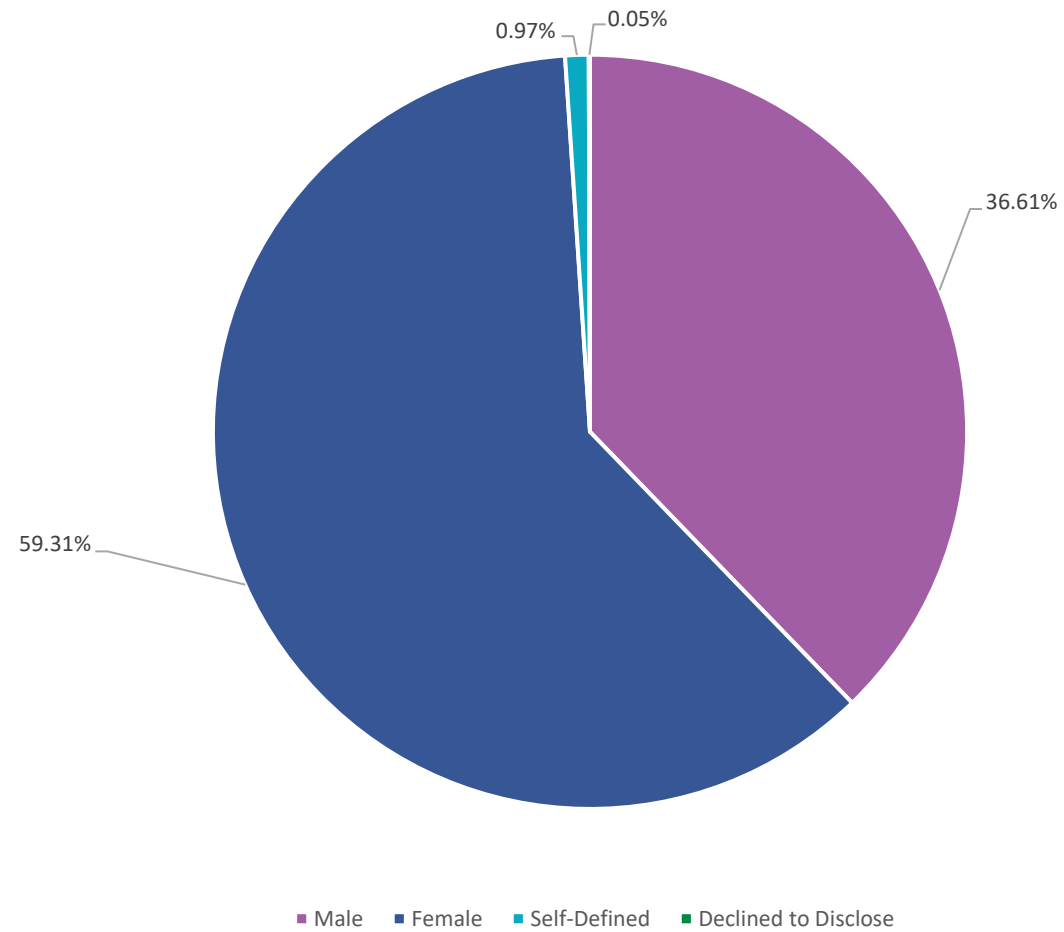
4,020 Children and Youth (73%) improved their Emotional Health



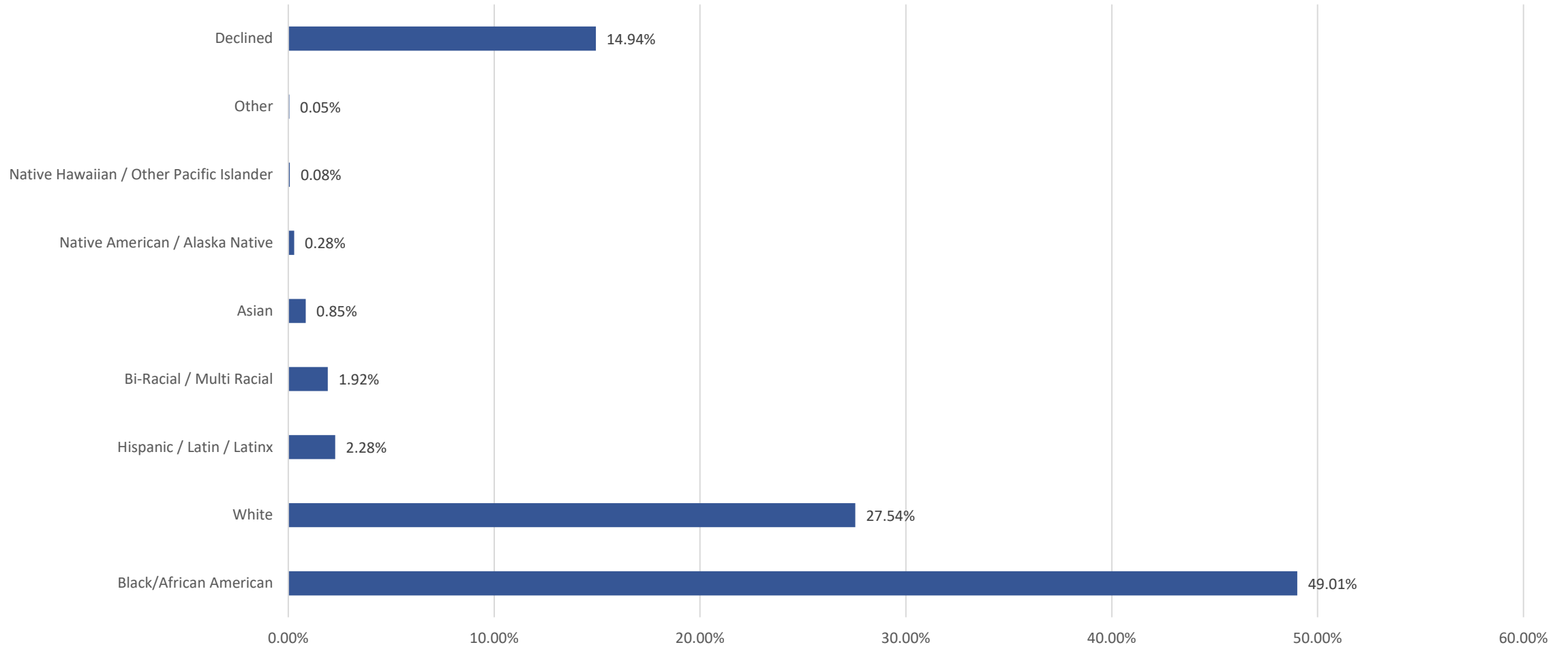
FY 22 Community Mental Health Fund Outcomes

- 50% of adults participating in MHB-funded programs improved their behavioral health wellness as demonstrated by these changes:
 - Fewer mental health symptoms
 - Improved management of behavioral health and physical conditions
 - Resolving legal issues impeding recovery
 - Maintaining stable housing
 - Becoming/remaining employed

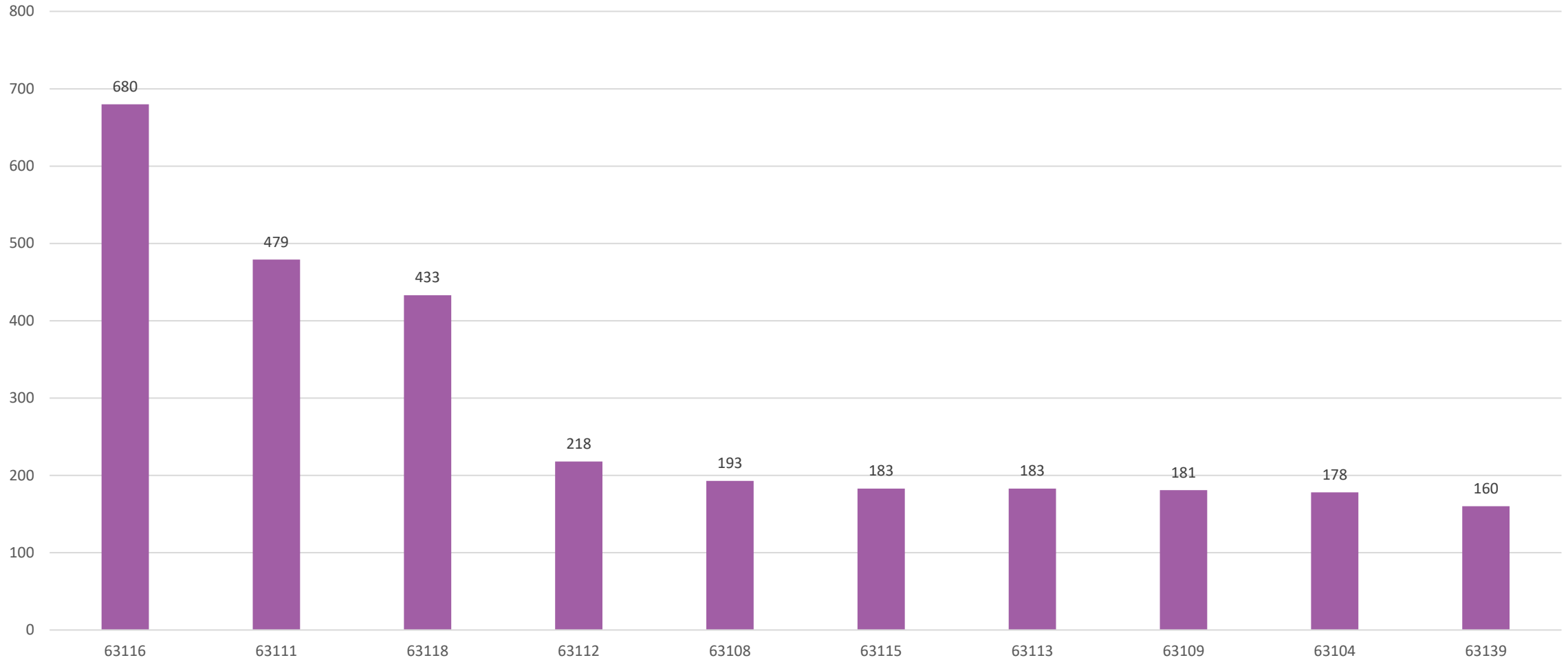
Demographics: Gender of Adults Served by %



Demographics: Race by % of Participants Served

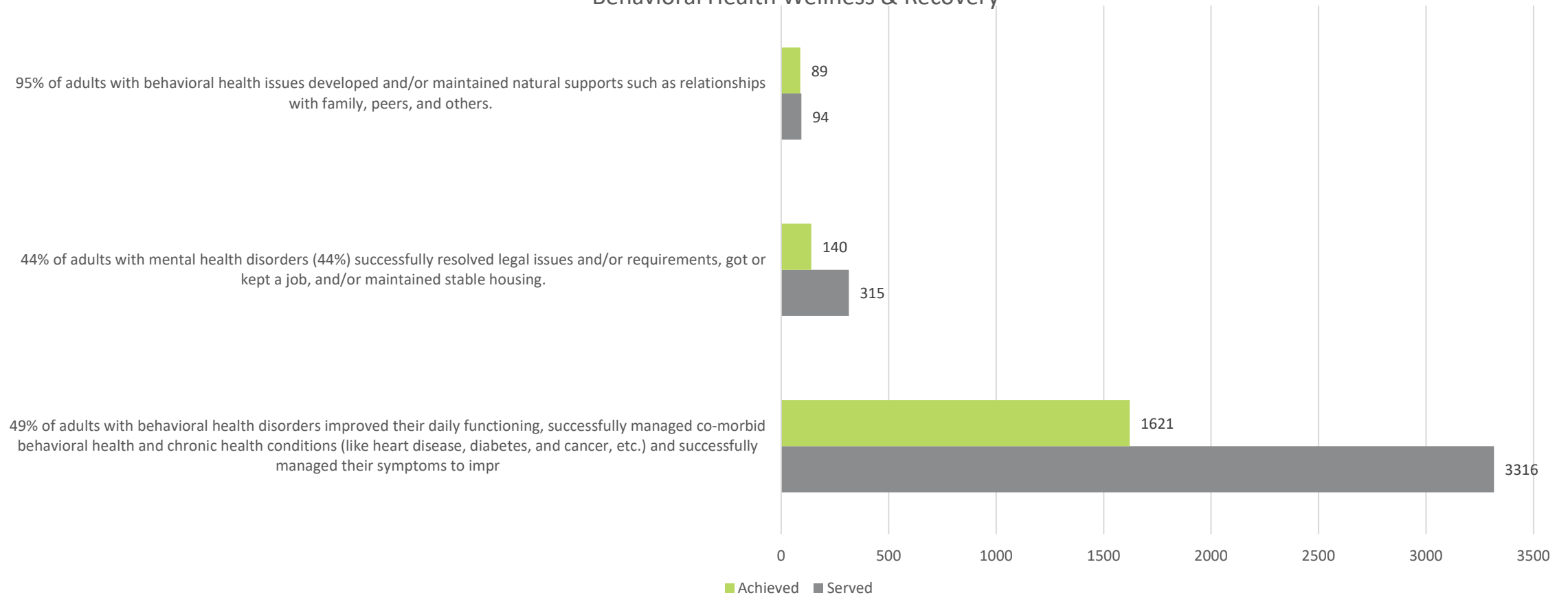


Demographics: Top 10 Home Zip Codes for Adults

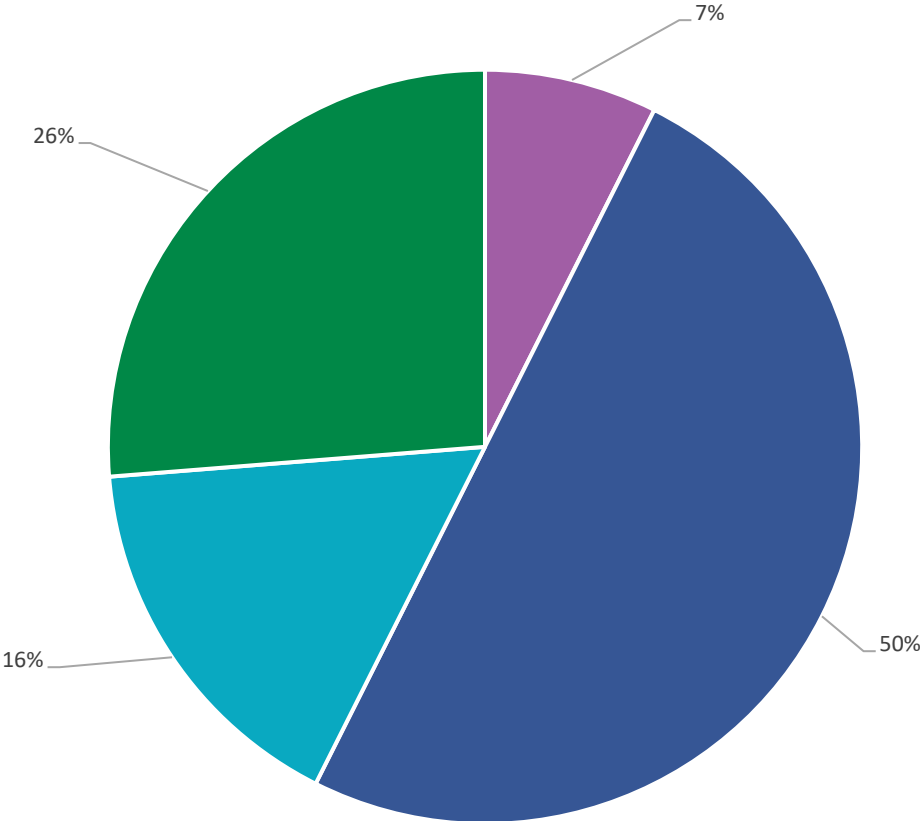


Community Impact: Behavioral Health Wellness & Recovery

1,621 Adults or 49% of those Served Improved their Behavioral Health Wellness & Recovery



34% of Adults Served through Early Intervention Programs



■ Behavioral Health Network Bridges to Care & Recovery ■ Family Care Health Centers Circle of Care Adults ■ International Institute CANA ■ The SPOT AWARE

CMHF Permanent Supportive Housing Initiative

- **No new projects in FY22**
- Established in 2011
- Invested \$4.13 million to date
- 22 housing projects
- Added 239 PSH units
- \$500K remains for FY23
- Need for permanent supportive housing for individuals with diagnosed mental health and substance use disorders remains high



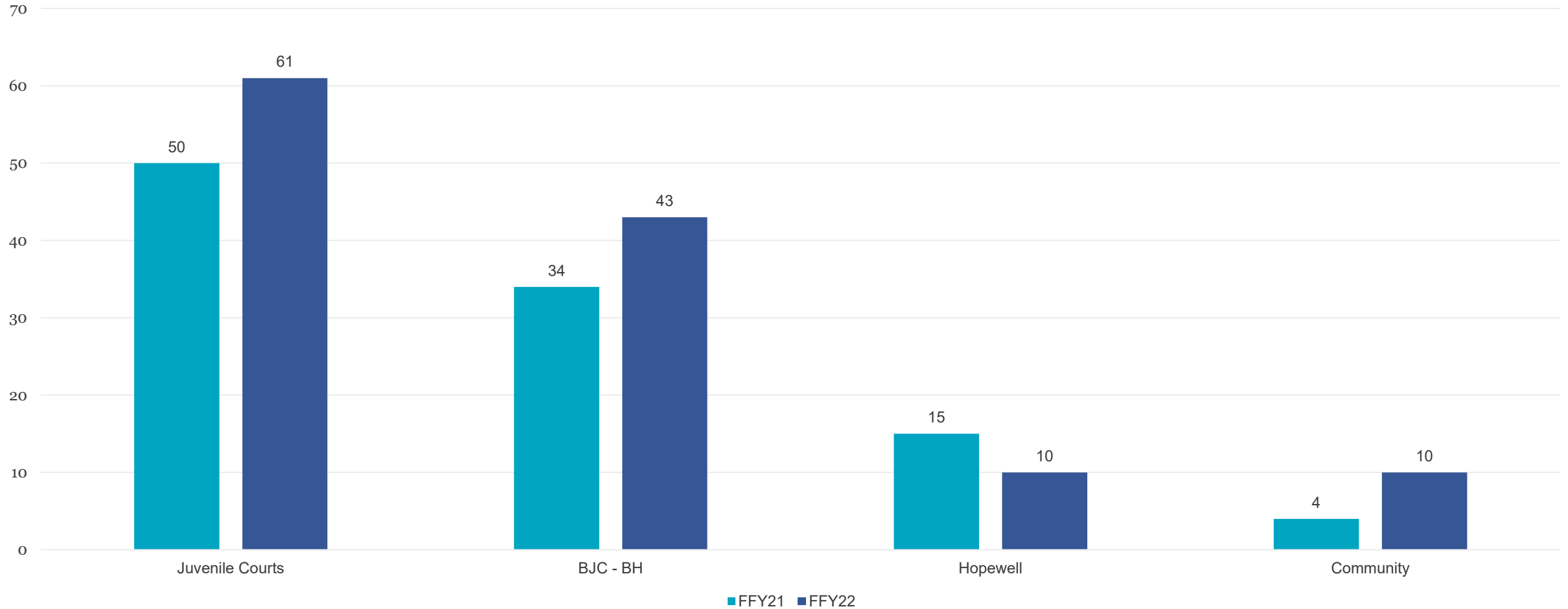
Keyway Center for Diversion and Reentry's Sharon House
(Central West End)

Strategic Initiatives Community Impact

- System of Care St. Louis Region
- St. Louis Area Violence Prevention Commission

FFY 2022 System of Care (SOC) St. Louis (4-Year SAMHSA Cooperative Agreement)

System of Care Referrals by Partner



System of Care (SOC) St. Louis

FFY 2022 Project Year 3

- Lead Family Coordinator Jawanna Hammonds was promoted to the System of Care Project Director
- Under Jawanna's leadership, in one year:
 - SOC established its first Youth Advisory Council in partnership with BoldMoves
 - Re-established critical case staffing
 - Secured funding for adult mental health services, and
 - Expanded referral partners to include the Missouri Children's Division and Community Mental Health Center ALM Hopewell
- System partners and community members made 124 referrals that resulted in 224 individuals from 67 families receiving services from the Family Support Partner Network—this is a significant milestone for establishing a children's mental health system of care that reaches families where they are

St. Louis Area Violence Prevention Commission

(MHB has served as fiscal sponsor and backbone organization since 2017)

- **Role**—to align, convene, communicate, and connect the organizations address Gun Violence Prevention and Reduction
- **Goal**—a reduction in gun-related crimes, injuries, and deaths throughout the St. Louis region focusing on high-risk youth
- **Vision**—a St. Louis region where communities enjoy quiet nights and the sounds of children playing during the days. A St. Louis that is a safe and desirable destination for businesses and residents. A St. Louis in which all community members feel protected and served by law enforcement and empowered to have a voice in important regional issues.
- **Objectives**—
 1. Improve community-level response to nonfatal shootings
 2. Advance trauma-informed and evidence-based violence prevention practices in community, systems, and service delivery
 3. Activate communities to strengthen police legitimacy



- Launched in October 2020
- In 71 schools
- In FY22—1616 HWC notices sent
- Program being replicated state-wide



St. Louis City Early Childhood ARPA Funding

About The Funding

Eligible early childhood providers can apply for up to \$49,500 to cover the gap in cost of care after state subsidy.

Apply Here Starting August 8!

<https://tinyurl.com/STL-City-EC-ARPA>



What do I need to apply?

- Licensed, registered, or deemed licensed-exempt to provide child care
- Plan to remain open through December 2022
- Located in the City of St. Louis with a current business license
- Able to provide Kindergarten

A Focus on Equitable Distribution of Funding

- In-Person Technical Assistance at SLPL and MHB
- One-on-one virtual meetings with applicants
- Individualized follow-up
- Phone banking and outreach supported by S.T.A.R. Coaching



DENISE CARTER

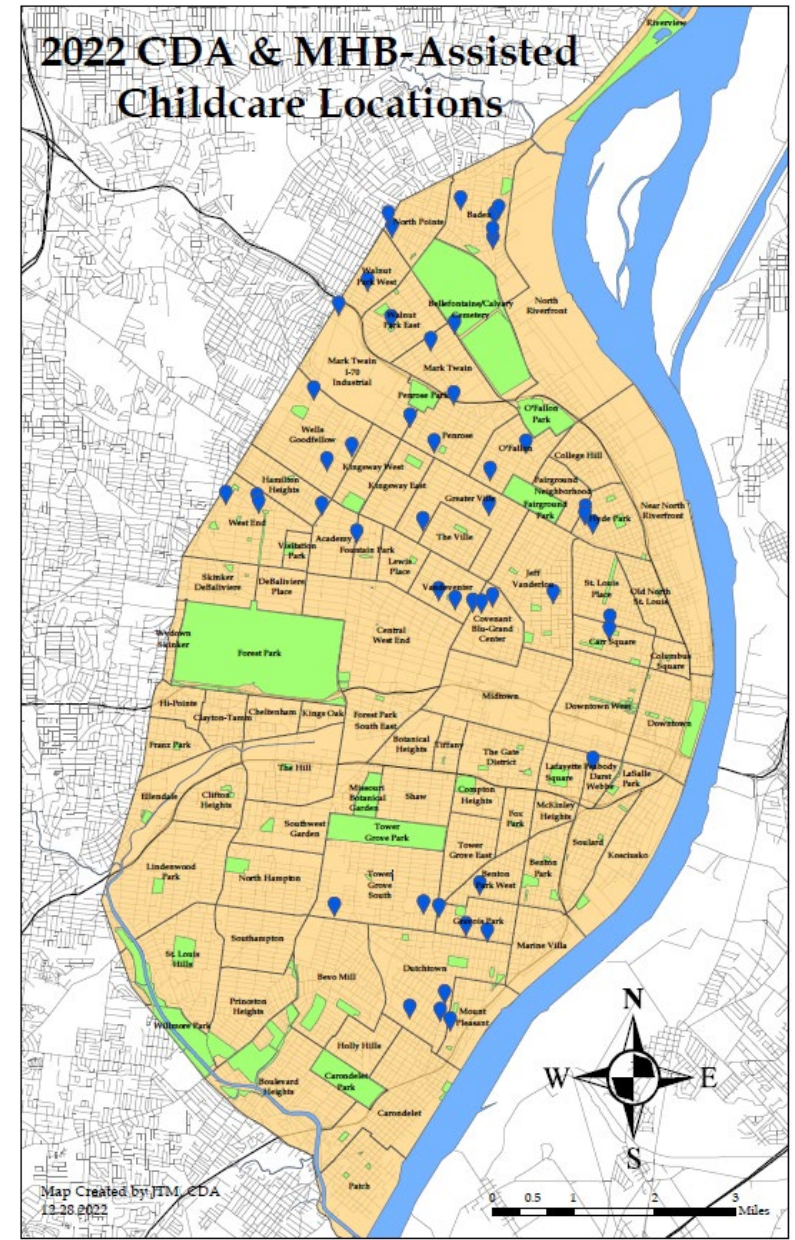
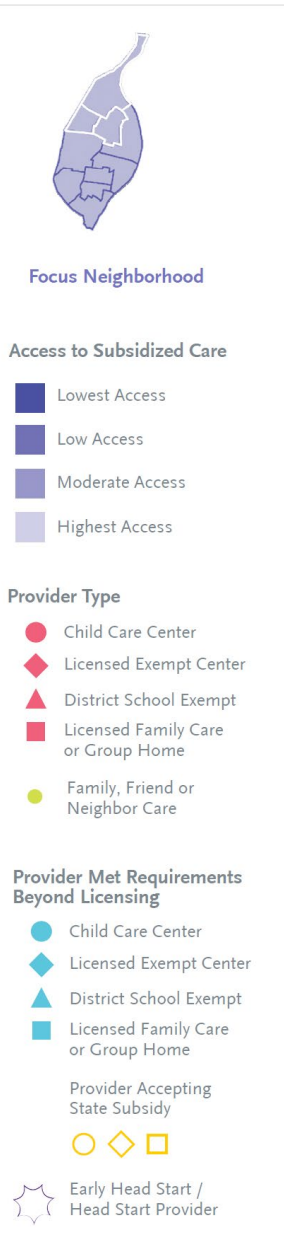
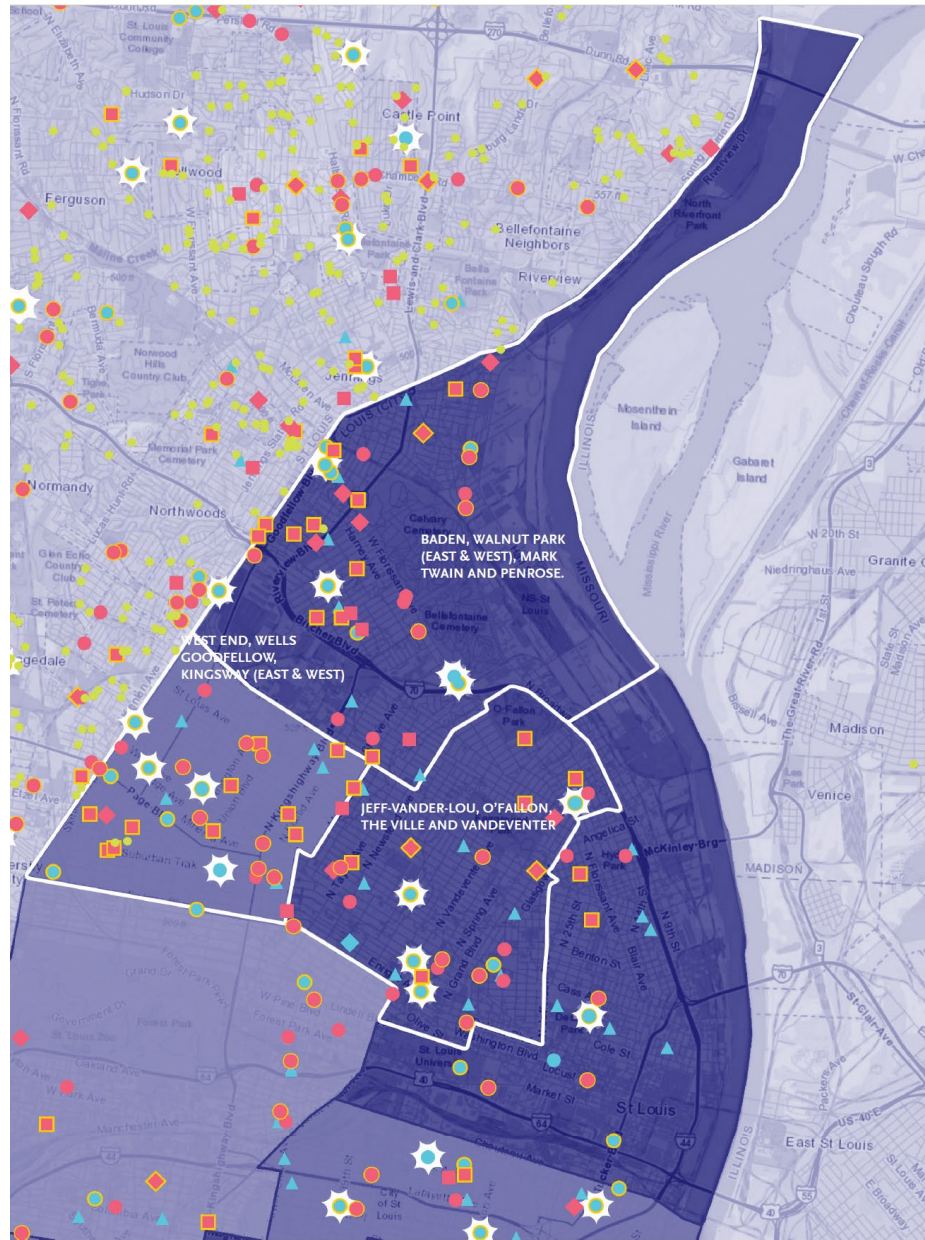


KESHIA HAIR

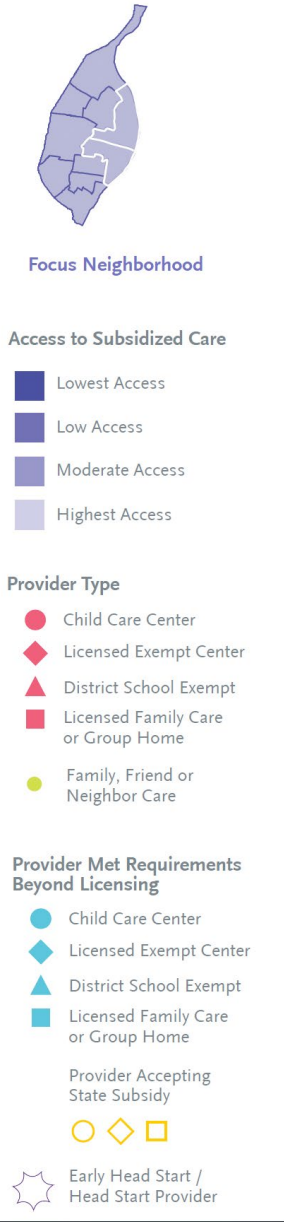
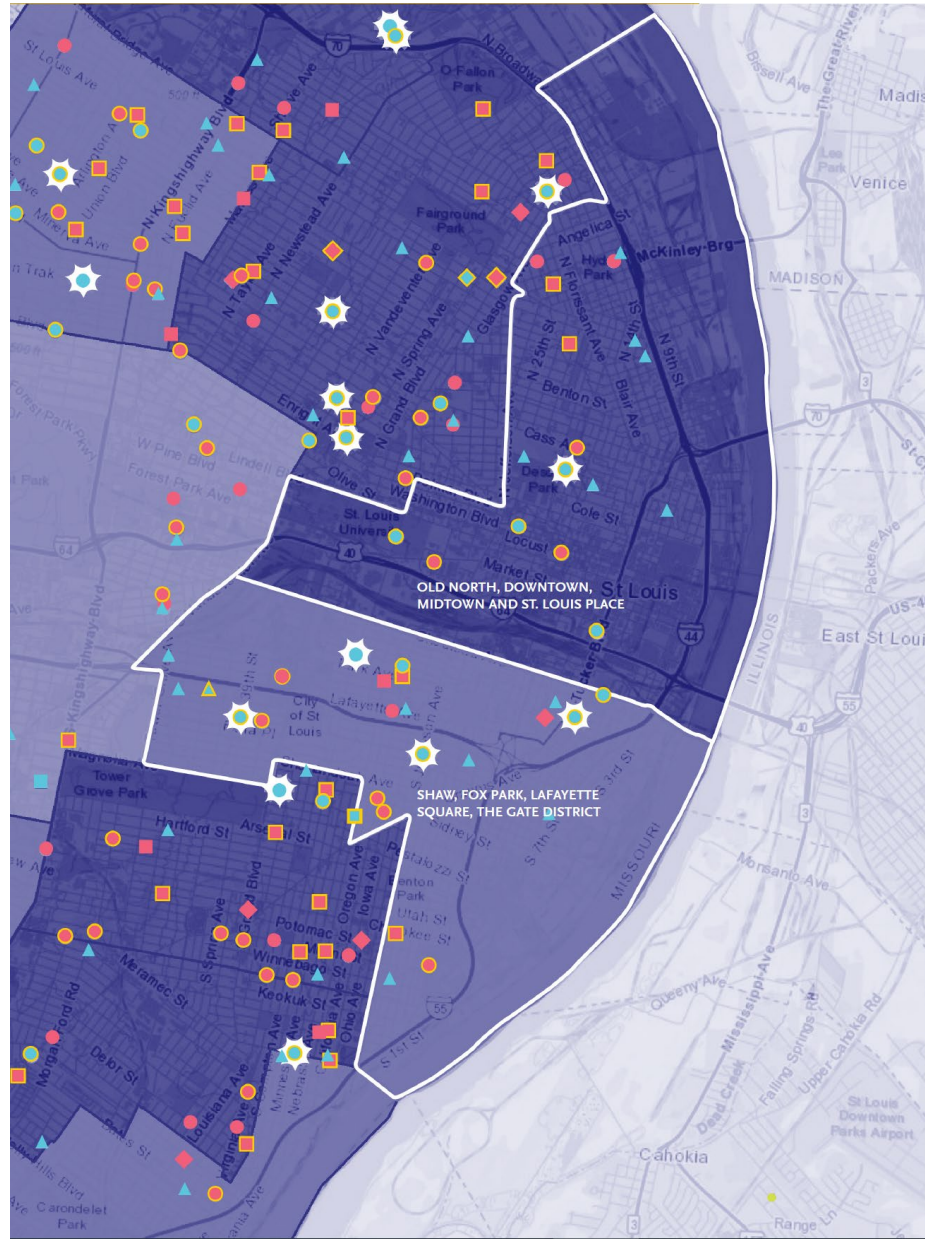
\$1,866,292 Invested in Childcare

- 53 childcare programs assisted (which is more than 1/3 of the total number of City childcare providers who accept MO DSS Subsidy)
- 15 Family Child Care Providers received \$342,880 (which is nearly 40% of the total number of City Family Child Care Providers
 - Average award was \$22,859. Range was \$5,089 - \$49,500.
- 38 Child Care Centers received \$1,523,412
 - Average award was \$35,000. Range was \$1,925 - \$49,500.

Where not enough providers of subsidized care exist



Where families struggle to afford ECC



Examples of Impact

Facility Improvements and Repairs

“I am currently seeking contractors to repair an issue with my water pipes that are restricting the flow of water in my home. I have an "in-home" daycare and the daycare bathroom and kitchen are affected. This repair will keep me in compliance with licensing. I also have a van that I use to transport my kids that needs some repairs. There are some issues causing the engine light to stay on. This will be addressed also. I use the van daily to transport children to daycare and back home.”

Stabilizing and/or Increasing Pay

“Support gaps in educator pay. We increased educator pay, on average, 20% in July 2022 yet have not yet received increases in reimbursement from State/Federal sources for our low-income families. Low-income families account for approximately 70-75% of our students. This funding is going directly towards educator pay increases.”

Tuition Assistance

“Our children will be provided new yard playground equipment this year. Our funding also relieves the financial stress that may happen when families cannot afford sliding fee or might be late with tuition. Volunteer staff will receive a cash gift.



Executive Director's Staff Report
February 16, 2023
(For the period January 20, 2023 – February 16, 2023)

BOARD / STAFF

Trustee Update

- **Resignation of Trustee Samantha March, Ed.D.** – Formerly the Director of Early Childhood Education with St. Louis Public Schools, Dr. March has taken a new position as the Founding Director of Instructional Support with the STL Pre-K Cooperative. As the Cooperative prepares to grow its network of partners, Samantha will lead the Cooperative's instructional support efforts as she joins the staff at SouthSide Early Childhood Center. In this newly created position, Dr. March will build and support a thriving network of providers reflective of the diverse settings in the St. Louis early childhood ecosystem. As we offer congratulations to Dr. March, we must also say goodbye. Per the Community Children's Services Fund (CCSF) Statute, Samantha is required to resign her position on the Board of Trustees as she is now employed by an organization funded by MHB's CCSF. We thank you for your service and wish you all the best in your new endeavor!

Personnel Committee

- **Revised organizational chart and changes to related job descriptions** – The Personnel Committee met virtually on February 9, 2023, to review and approve the revised organizational chart and changes to related job descriptions.

Staff Updates

- **Welcome Poli Rijos, Director of Youth Development Partnerships** – Paola "Poli" Rijos comes to MHB from Washington University's Department of Obstetrics and Gynecology where she served as Program Manager, Diversity, Equity, Inclusion & Community Engagement. As a bi-lingual Licensed Clinical Social Worker, Poli brings over 17 years of experience developing and overseeing partnerships and coalitions in the St. Louis region, along with a wealth of direct practice clinical experience with children and adults.
- **Recruitment for Finance Positions** – Recruitment continues to fill the Senior Accountant and Accountant positions.

COMMUNITY INVESTMENTS / ALLOCATIONS

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

- **FY24-26 CMHF Application Process** – MHB staff invited 31 projects to submit a final application for funding consideration. Applications are due next Friday, February 24.

FEDERAL PROGRAMS / STRATEGIC INITIATIVES

- **Early Childhood American Rescue Plan Funding (EC ARPA)** – Saint Louis MHB concluded our partnership with the City of St. Louis Community Development Administration to distribute nearly \$2,000,000 in ARPA funding to support early childcare providers in the City of St. Louis. A highlight of the program was the outreach and technical assistance used to facilitate an equitable distribution of relief dollars to small childcare providers.
- **St. Louis Area Violence Prevention Commission** – The Gun Violence Response Network Basic Needs Recovery Fund was launched February 1. It will be used to help participants experiencing financial hardship as a result of being a victim of gun violence. The primary use will be utility assistance, but the Crime Victim Center, who is administering the fund on behalf of VPC will have the flexibility to help address other basic needs that may arise with the participants served by the Gun Violence Response Network.
- **System of Care St. Louis (SOC)** – System of Care St. Louis is in the process of preparing to submit an application for a new four-year cycle of funding with grant writing assistance from a MoCAP Consultant. The SOC leadership team is in the planning stages but will likely focus on expanding the availability of culturally and linguistically appropriate behavioral health services and supports for children of color and LGBTQIA+ youth. Special attention will be given to providing mental health services that address grief and trauma.

ADMINISTRATION

- **Office Lease/Space** – MHB's current lease expires August 31, 2023. Digital Director Sue Culli is leading the search process for other options along with Executive Director Cassandra Kaufman. Sue led the search process 10 years ago for MHB's current office space. Staff are looking for office space along the City's Central Corridor that meets the following priorities: safety; security; adequate, affordable parking; and flexible meeting spaces either within the suite or within the complex. A decision on the office space will be made by May 2023 in order to include projected costs in the FY24 budget. More to follow.