



MEMORANDUM

TO: Trustees

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

DATE: September 15, 2022

SUBJECT: Resolution to Approve Non-CPA Accountant Job Description

The MHB Personnel Committee met September 12, 2022, to review approve a new job description for a Non-CPA Accountant. At the Board's April 21, 2022 meeting, a salary range was approved for this newly created position.

CITY OF SAINT LOUIS MENTAL HEALTH BOARD OF TRUSTEES

APPROVE NON-CPA ACCOUNTANT JOB DESCRIPTION

RESOLUTION

WHEREAS, MHB’s fiscal management needs have grown 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 September 12, 2022, to review and approve the job description for the new position of Non-CPA Accountant due to the increased accounting and finance staffing needs of MHB; and

WHEREAS, the Board approved the salary range for this newly created position during a closed session at its April 21, 2022 meeting;

NOW THEREFORE BE IT RESOLVED:

The MHB Executive Director is authorized to act on behalf of the MHB Board of Trustees to utilize the approved job description in the recruitment, hiring, and retention of a qualified Non-CPA Accountant.

APPROVED THIS 22nd DAY OF SEPTEMBER 2022

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

Board Officer Name (printed):	Signature:
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