



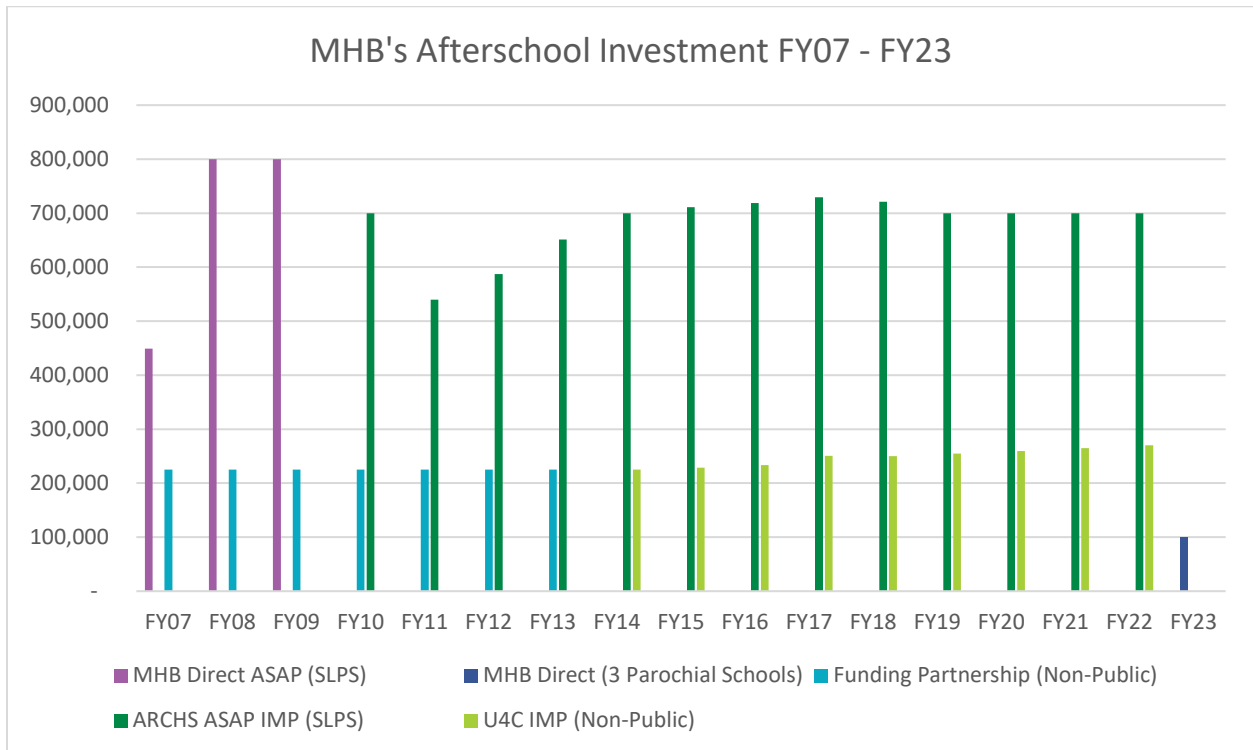
**MEMORANDUM**

**TO:** Trustees

**FROM:** Julia López, Program Committee Chair **BOARD ACTION REQUIRED**

**DATE:** June 9, 2023

**SUBJECT:** Appropriate \$500,000 in FY24 from the Community Children’s Services Fund to Out-of-School Time Programming



**AFTERSCHOOL INVESTMENT HISTORY**

Beginning in July 2006, through the Community Children’s Services Fund (CCSF), MHB invested in quality afterschool programming as an intentional strategy to support prevention programs that promote healthy lifestyles among children and youth and strengthen families. Over the past 17 years, MHB has invested more than \$14.8M to increase access to and support for quality afterschool programming for children and youth in the City of St. Louis. In the 2022-2023 school year, \$110,000 of MHB’s \$500K afterschool set-aside provided quality afterschool programs to 270 children, offered at three city parochial schools: River Roads Lutheran (Baden), St. Cecilia School and Academy

(Carondelet), and St. Louis Catholic Academy (Penrose). Summer programming will also be provided to children at River Roads Lutheran School.

### **\$500,000 APPROPRIATED IN FY23 FROM THE COMMUNITY CHILDREN'S SERVICES FUND TO RECONCEPTUALIZE MHB'S AFTERSCHOOL INVESTMENT APPROACH**

Because MHB's two afterschool investment management partnerships with ARCHS and United 4 Children were not approved for continuation funding in the FY23-25 Community Children's Services Fund Grant Cycle, the Board approved \$500K in FY23 to reconceptualize and support afterschool programming in the 2022-2023 school year, inclusive of the three parochial afterschool sites at risk of closure whose total funding totaled \$110K of the \$500K appropriated. MHB staff planned to work in partnership with the City and other potential funders to leverage additional funding to increase the number of City children who have access to quality afterschool in FY23 and beyond.

Staffing transitions in FY23 at both MHB and the Mayor's Office for Children, Youth, and Families delayed progress in reconceptualizing both entities' investments in afterschool and summer programming. MHB's Coordinator of Early Childhood Partnerships left in November 2022 and the position was not filled until February 2023 when Director of Youth Development Partnerships Poli Rijos joined MHB. Simultaneously, Lakesha Robinson, Senior Advisor to the Mayor for Children Youth and Families was hired in August 2022 following the transition of then Director of the Mayor's Office for Children, Youth and Families Wil Pinkney, who was named by the Mayor as Director of the newly established City of St. Louis Office of Violence Prevention in July 2022.

### **PROGRAM COMMITTEE RECOMMENDATION**

Due to the staffing transitions in both key roles charged with the reconceptualization of MHB's and the City of St. Louis' investments in afterschool and summer programming for children and youth, the progress in developing a strategically aligned approach in FY23 was significantly delayed.

However, now that staffing has stabilized, and based on MHB's Theory of Change, staff recommends the continuation of MHB's support for afterschool and summer programming for children and youth, as part of a larger strategy to reduce children's experiences of trauma and violence and to provide high quality prevention programming. Secondly, it is recommended that moving forward, the use of these appropriated funds be expanded from afterschool programming to out-of-school time programming to allow for weekend and evening prevention programming during the school year and summer programming when school is not in session. As only \$110K of the \$500K appropriated in FY23 was utilized, it is recommended that \$390K be committed from unspent FY23 funding for use in FY24, plus an additional \$110K to be budgeted from the Community Children's Services Fund to support Out-of-School Time Programming in FY24.

**CITY OF SAINT LOUIS MENTAL HEALTH BOARD OF TRUSTEES**

**AUTHORIZING FUNDING FROM THE COMMUNITY CHILDREN’S SERVICES FUND  
TO RECONCEPTUALIZE MHB’S INVESTMENT IN OUT-OF-SCHOOL TIME PROGRAMMING**

**RESOLUTION**

**WHEREAS**, the City of St. Louis, Missouri has levied taxes pursuant to the laws of the State of Missouri Sections 210.860 - 210.861 RSMO (2005 and 2020) to fund the Community Children’s Services Fund (CCSF); and

**WHEREAS**, this Board is desirous to implement its responsibilities to ensure the provision of high-quality behavioral health, prevention, and early identification/intervention services for children and youth residing in the City of St. Louis; and

**WHEREAS**, the Board has invested more than \$14.8 million in quality afterschool programming since the first Community Children’s Services Fund grants were made in 2006; and

**WHEREAS**, the Board’s current strategic plan and theory of change identify participation in high quality prevention and youth development programs as critical to the social emotional development of children and youth; and

**WHEREAS**, ESSR COVID-19 federal relief funding provided to St. Louis Public Schools and City Charter Schools will support afterschool programming at a considerable number of public elementary school sites through December 2026; and

**WHEREAS**, the \$500,000.00 appropriation (\$390,000 budgeted in FY23 to be used in FY24 and \$110,000 budgeted in FY24 totaling \$500,000) will support three afterschool sites at parochial schools in the Carondelet, Baden, and Penrose neighborhoods, as well as additional community-based sites to yet to be identified;

**NOW THEREFORE BE IT RESOLVED:**

The Trustees authorize \$500,000.00 to be appropriated to reconceptualize and support the provision of quality out-of-school time programming in FY24 and direct the Board Chair and Executive Director to enter into contracts with organizations to provide out-of-school time services, up to a grand total of \$500,000.00.

**APPROVED THIS 15<sup>th</sup> DAY OF JUNE 2023**

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

Board Officer Name (printed):	Signature:
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## **MEMORANDUM**

**TO:** Trustees

**FROM:** Ronald Griffin, Program Committee Member **BOARD ACTION REQUIRED**

**DATE:** June 9, 2023

**SUBJECT:** Appropriate \$50,000 Continuation Funding for Youth Mental Health First Aid Training in FY24 from the Community Mental Health Fund

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### **NATIONAL CRISIS IN CHILD AND ADOLESCENT MENTAL HEALTH**

In October 2021, The American Academy of Pediatrics, American Academy of Child and Adolescent Psychiatry, and the Children's Hospital Association jointly issued a *Declaration of a National Emergency in Child and Adolescent Mental Health* calling on policymakers at all levels of government and advocates for children and adolescents to join with them in advocating for specific recommendations to address the crisis.

Later in December 2021, U.S. Surgeon General Vivek Murthy, MD, MBA, issued an advisory, *Protecting Youth Mental Health*. The Surgeon General's advisory, used for significant public health challenges that require the nation's immediate awareness and action, provided recommendations for supporting the mental health of children, adolescents, and young adults.

Among the recommendations for educators, school staff, and school districts are:

- Learn how to recognize signs of changes in mental and physical health among students, including trauma and behavioral changes. Take appropriate action when needed.
- Provide a continuum of support to meet student mental health needs, including evidence-based prevention practices and trauma-informed mental health care.

Among the recommendations for family members and caregivers:

- Look out for warning signs of distress and seek help when needed.
- Be a voice for mental health in your community.

Recommendations for funders and foundations:

- Scale up evidence-based interventions, technologies, and services.

### **YOUTH MENTAL HEALTH FIRST AID TRAINING AND INSTRUCTOR CERTIFICATION**

Shortly after the release of the Surgeon General's Advisory, MHB increased its collaboration with the St. Louis County Children's Service Fund (CSF) to identify specific strategies to jointly address the national youth mental health crisis. Youth Mental Health First Aid (YMHFA), an evidence-based

practice, was selected as the initial strategy to support teachers and other school staff in identifying behavioral health issues in youth and equipping them with the tools to support youth in seeking help.

MHB and CSF partnered with the Missouri Institute of Mental Health (Missouri's designated training provider for Mental Health First Aid, Youth Mental Health First Aid, and Teen Mental Health First Aid) to conduct three in-person and three virtual trainings held November 5, 2022, November 8, 2022, and April 15, 2023 for teachers and school staff in St. Louis City and County. Following the April 2023 training there were 124 people on the waiting list for additional YMHFA training. MHB and CSF funding covered instructor fees, course materials, light refreshments, lunch for in-person course participants, as well as stipends for teachers and school staff to attend.

As a result of the October 24, 2022 school shooting at St. Louis Public Schools' Central Visual and Performing Arts/Collegiate School of Medicine and Bioscience High Schools, interest in the training increased dramatically resulting in wait lists to attend YMHFA training. The per participant cost to provide the in-person course is \$371.40 and the virtual course is \$187.27. Generally, participants prefer the in-person course that offers opportunities to roleplay new skills.

Some schools have expressed an interest in offering Teen Mental Health First Aid for students. This will require that the majority of teachers and staff at the school be trained in Youth Mental Health First Aid as a requirement for offering Teen Mental Health First Aid. Additionally, some schools and/or districts may want to train teachers, school social workers, guidance counselors, school leaders, and other staff to serve as certified instructors. The cost to receive Missouri YMHFA Instructor Certification is \$1,850 per person.

To increase the impact of YMHFA training as a strategy to address the youth mental health crisis, in FY24, Phase II Training opportunities will be expanded to include community members, parents and caregivers, youth development professionals, and other adults that care for or serve the needs of St. Louis City youth.

## **PROGRAM COMMITTEE RECOMMENDATION**

In order to meet the increased demand for Youth Mental Health First Aid training for teachers and school staff in St. Louis City, and to expand the availability of this evidence-based practice to the broader community, it is recommended that \$50K unspent in FY23 from the Community Mental Health Fund be appropriated to continue the partnership with the St. Louis County Children's Service Fund. This funding will provide YMHFA training free of cost, with stipends for teachers and school staff in St. Louis City and St. Louis County in FY24. Teachers and staff from middle and high schools will continue to be prioritized for training over those from elementary schools.

Additionally, MHB will train its Program Team as Mental Health First Aid or Youth Mental Health First Aid Instructors at a cost of \$9,250 for five staff or \$1,850 each (*Deputy Director Serena Muhammad was trained as a YMHFA instructor in May 2023*). To maintain certification, instructors are required to teach a minimum of three YMHFA or MHFA courses each calendar year. Training MHB staff as MHFA or YMHFA instructors will enable MHB to provide at least six YMHFA trainings and three MHFA trainings in FY24, consequently reducing the challenges with scheduling instructors and eliminating instructor fees. The only costs to deliver the training will include course materials, participation stipends for teachers and school staff, food for the in-person course, and refreshments. The \$40K dedicated to participant training will enable between 100 – 214 teachers and school staff, community members, parents and caregivers, and youth development professionals to be trained with 4 – 6 sessions offered, depending on the number of participants that choose the in-person or virtual course.

**CITY OF SAINT LOUIS MENTAL HEALTH BOARD OF TRUSTEES  
APPROPRIATE COMMUNITY MENTAL HEALTH FUNDING FOR  
YOUTH MENTAL HEALTH FIRST AID TRAINING AND INSTRUCTOR CERTIFICATION**

**RESOLUTION**

**WHEREAS**, the City of St. Louis, Missouri has levied taxes pursuant to the laws of the State of Missouri Sections 205.975-205.989 RSMo to fund the Community Mental Health Fund (CMHF); and

**WHEREAS**, this Board is desirous to implement its responsibilities to ensure the provision of high-quality behavioral health, prevention, and early identification/intervention services for children and youth within the City of St. Louis; and

**WHEREAS**, a *National Children’s Mental Health Emergency* was declared in October 2021 by the American Academy of Pediatrics, American Academy of Child and Adolescent Psychiatry, and Children’s Hospital Association, and in December 2021 the U.S. Surgeon General issued an advisory *Protecting Youth Mental Health*; and

**WHEREAS**, on October 24, 2022, a devastating school shooting took the lives of three people at St. Louis Public Schools’ Central Visual and Performing Arts High School in the City of St. Louis; and


**WHEREAS**, Youth Mental Health First Aid is a nationally recognized evidence-based practice for teaching adults how to identify, understand, and respond to signs of mental health and substance use challenges among children and adolescents ages 12-18; and

**WHEREAS**, MHB has partnered with the St. Louis County Children’s Service Fund and the Missouri Institute of Mental Health to offer Youth Mental Health First Aid training free of charge to teachers and school staff from St. Louis City and St. Louis County School Districts in response to the National Children’s Mental Health Emergency and the Surgeon General’s Youth Mental Health Advisory;


**NOW THEREFORE BE IT RESOLVED:**

The Board hereby appropriates up to \$50,000.00 (FY23 CMHF unspent) to be used toward the provision of free Youth Mental Health First Aid training provided by the Missouri Institute of Mental Health and MHB Program Staff in FY24. Funding will cover stipends for participation for teachers and school staff, training materials, other course costs, and dedicate a portion of the funding to be used for instructor certification training for five MHB Program Staff.

**APPROVED THIS 15<sup>th</sup> DAY OF JUNE 2023**

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

Board Officer Name (printed):	Signature: 
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## **MEMORANDUM**

**TO:** Trustees

**FROM:** Rob Poirier, Program Committee Member **BOARD ACTION REQUIRED**

**DATE:** June 9, 2023

**SUBJECT:** Appropriate \$35,000 in FY24 from the Community Mental Health Fund to Support Participatory Budgeting as a Component of the MHB Needs Assessment

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### **MHB NEEDS ASSESSMENT**

As stated in the MHB Community Investment Policies, “MHB strives to achieve a high level of accountability to the public on whom it relies for support.” Each funding cycle, this is accomplished by assessing community needs to identify gaps in services and community priorities. While MHB has administered surveys and held small focus groups to hear directly from City residents, the majority of information contained in the needs assessment is quantitative data gleaned from publicly available behavioral health data. In an effort to capture more complete qualitative data, MHB will partner with the St. Louis County Children’s Service Fund, St. Louis City Department of Health, and the St. Louis County Department of Public Health to conduct a regional needs assessment that features a participatory budgeting component to increase meaningful community engagement and input.

### **PARTICIPATORY BUDGETING**

From 2017 - 2021 MHB partnered with the St. Louis City Department of Health and St. Louis County Department of Public Health to administer the Resiliency in Communities After Stress and Trauma (ReCAST) project. This was the first regional participatory budgeting project that partnered with communities in the Promise Zone to develop and evaluate projects for community well-being. As the chief architect for the community engagement process used in that project, MHB will revive that partnership to again engage City residents to develop community-focused projects on mental health and well-being. Similar to the youth mini-grant program that MHB administered from 2007 - 2016 in which more than 150 youth development projects were awarded mini-grant funds, the participatory budgeting process will provide up to \$5,000 for seven community projects that focus on mental health and well-being at the neighborhood level.

The participatory budgeting process steps are summarized below:

1. **Active Listening** – MHB will host listening sessions, town halls, attend community meetings, and participate in other events that put staff in direct relationship with City residents so that we can learn more about their behavioral health priorities.

2. **Wellness Ambassadors** – MHB will identify residents in approximately seven City Wards that are interested in leading community conversations to raise awareness about the opportunity to partner with MHB to identify behavioral health community priorities.
3. **Community Projects** – MHB will support seven small community projects with up to \$5,000 in funding to promote mental wellbeing and normalize conversations about mental health during Mental Health Awareness Month in May 2024.

**CITY OF SAINT LOUIS MENTAL HEALTH BOARD OF TRUSTEES**  
**APPROPRIATE FUNDING FROM THE**  
**COMMUNITY MENTAL HEALTH FUND FOR PARTICIPATORY BUDGETING**

**RESOLUTION**

**WHEREAS**, the City of St. Louis, Missouri has levied taxes pursuant to the laws of the State of Missouri Sections 205.975-205.989 RSMo to fund the Community Mental Health Fund (CMHF); and

**WHEREAS**, this Board is desirous to implement its responsibilities to ensure the provision of high-quality behavioral health, prevention, and early identification/intervention services for children, youth, and adults residing in the City of St. Louis; and

**WHEREAS**, MHB's Community Investment Policies include a requirement to conduct periodic specialty assessments of mental health and substance use service needs for residents of the City of St. Louis; and


**WHEREAS**, MHB has previous experience leading a participatory budgeting process in partnership with St. Louis City Department of Health and St. Louis County Department of Public Health; and

**WHEREAS**, MHB has the opportunity to meaningfully engage City residents in setting priorities and supporting community projects that promote mental well-being at the neighborhood level;


**NOW THEREFORE BE IT RESOLVED:**

The Board hereby appropriates up to \$35,000.00 to be used toward the participatory budgeting process as a component of an upcoming MHB needs assessment. Funding will support approximately seven community projects in the City of St. Louis.

**APPROVED THIS 15<sup>th</sup> DAY OF JUNE 2023**

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

Board Officer Name (printed):	Signature: 
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**MEMORANDUM**

**TO:** Trustees

**FROM:** Rob Poirier, Program Committee Member **BOARD ACTION REQUIRED**

**DATE:** June 9, 2023

**SUBJECT:** Appropriate \$80,000 in FY24 to Capacity Building Technical Assistance for MHB Funded Partners

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**PURPOSE OF CAPACITY BUILDING**

The MHB 2021 – 2023 Strategic Plan advances a goal to promote and implement equitable, high impact service systems and practices. One strategy to advance the goal of equitable grantmaking is to diversify MHB’s portfolio of funded partners to include grassroots organizations and start-up projects. Prior to fiscal year 2023, less than 1% of MHB Community Investments went to grassroots organizations. With the recent Board approved projects for the FY23-25 Community Children’s Services Fund (CCSF) and FY24-26 Community Mental Health Fund (CMHF) grant cycles, now 8% of MHB’s investment supports smaller organizations. Much of this growth can be attributed to the launch of the dedicated Early Childhood tax that supports childcare providers, many of which are home based providers with small staff teams and limited administrative capacity.

The purpose of the capacity building initiative is to ensure that smaller organizations have access to the technical assistance they need to successfully manage their MHB grant and strengthen their ability to deliver high quality services to St. Louis City residents.

**TECHNICAL ASSISTANCE SUMMARY**

MHB will continue its practice of assigning lead staff to each funded project to support project management. Beginning in FY24, funded partners will also have access to customized technical assistance delivered through one-on-one consultation, group trainings, and peer coaching. MHB staff will work with funded partners to identify capacity building goals in the areas of program evaluation and programmatic reporting, budget management and financial reporting, and other mutually agreed upon organizational and/or project management goals. Through a competitive Request for Proposal process, MHB will identify trusted consultants who will be assigned to provide technical assistance to funded partners directly through one-on-one consultation or coaching and group trainings. The duration of technical assistance can range from one session to regular support over the course of one year. MHB will evaluate the success of the technical assistance capacity-building initiative by measuring newly acquired or improved project management skills for each participating funded partner. Approximately 20 projects in the CCSF, CCSF-EC, and CMHF funding cohorts will have access to technical assistance through this initiative.

**CITY OF SAINT LOUIS MENTAL HEALTH BOARD OF TRUSTEES**

**APPROPRIATE FUNDING FROM THE COMMUNITY MENTAL HEALTH AND COMMUNITY CHILDREN’S SERVICES FUNDS FOR CAPACITY BUILDING TECHNICAL ASSISTANCE**

**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), Community Children’s Services Fund (CCSF), and Community Children’s Services Fund – Early Childhood (CCSF – EC); and

**WHEREAS**, this Board is desirous to implement its responsibilities to ensure the provision of high-quality behavioral health, prevention, and early identification/intervention services for children and adults residing in the City of St. Louis; and

**WHEREAS**, MHB’s Strategic Plan identified equitable community investment as a strategic opportunity to engage and support emerging organizations; and


**WHEREAS**, MHB’s investment in start-up projects and small organizations increased from one percent (1%) to eight percent (8%) of its portfolio of funded partners beginning in FY 2023; and

**WHEREAS**, MHB has the opportunity to meaningfully increase the capacity of small organizations to provide high quality behavioral health and prevention services to St. Louis City residents through the provision of individual and group technical assistance;


**NOW THEREFORE BE IT RESOLVED:**

The Board hereby appropriates up to \$80,000.00 to be used toward the provision of technical assistance for MHB funded partners. Funding will support one-on-one consultation, group trainings, peer learning, and capacity building activities for funded partner organizations identified by MHB staff.

**APPROVED THIS 15<sup>th</sup> DAY OF JUNE 2023**

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

Board Officer Name (printed):	Signature: 
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**MEMORANDUM**

**TO:** Trustees

**FROM:** Donna Schmitt, Finance Committee Member **BOARD ACTION REQUIRED**

**DATE:** June 9, 2023

**SUBJECT:** FY24 Annual Budget

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The attached resolution calls for approval of the new FY24 Organizational Budget (July 1, 2023 – June 30, 2024). The budget was prepared by MHB’s Controller, Susan Kabat, CPA, Executive Director Cassandra Kaufman, and Deputy Director Serena Muhammad. The budget was presented to and approved by the MHB Finance Committee on June 6, 2023.

**Total Revenues** are projected to total **\$19,281,291**, down **6%** from the FY23 forecast.

**Total Expenses** for FY24 are proposed to be **\$19,232,137** which reflects an increase of **6%** over the FY23 forecast. Of the \$500,000 previously approved cash outlay from the FY23 budget (for the equivalent of two Permanent Supportive Housing projects) \$250,000 has been carried forward into the FY24 budget due to timing of an approved project’s closing, which results in a total of **\$19,482,137** in expenses on a modified cash basis.

**FY24 Operating Changes in Net Position are projected to be down \$200,845\* resulting in a transfer from net position:**

- \$323,172 from net position - EC
- \$83,100 from net position - CCSF
- \$318,236 to net position - CMHF\*
- \$112,812 from net position - Federal Programs, VPC and Braided Funding

\*\$250,000 carried forward for the Permanent Supportive Housing project closing in FY24 is the primary reason for the transfer from net position.

Specific highlights of the proposed FY24 budget include:

**REVENUE:**

- **FY24 Tax Revenue** of \$16,975,863 (\$9,292,227 CCSF and \$4,644,897 CMHF and EC \$2,938,739) was budgeted at 2% over the FY23 forecast based on historical averages.
- **Federal Programs, Violence Prevention Commission and Braided Funding Revenue** was budgeted at \$2,025,462 (SAMHSA – SOC \$321,444, VPC SAMHSA GVRN and VPC ARPA \$1,056,022, VPC \$647,996).

- **Dividends and Interest Income** was projected to be \$230,651, which is 24% higher than the forecasted FY23 amount as we anticipate higher interest income in FY24.

**EXPENSE:**

- **Community Investments** proposed for FY24 total \$18,266,178. The following are major highlights:
  - **Competitive Grants** have increased 9% from the FY23 forecast due to underspending and a 6% COLA for the majority of CCSF Competitive Grants in FY24.
  - **Partnerships & Initiatives** now total \$1,289,133, which is up significantly from the FY23 forecast.
    - This is due to the reclassification of three Emerging Needs projects to Partnerships & Initiatives: \$49,250 for Youth Mental Health First Aid Partnership with the St. Louis County Children’s Service Fund, \$150,000 for the Family Court for Family Subcontracted Services, and \$359,133 for the Gateway EC Alliance/IFF for the Early Childhood Facilities Improvement Pooled Fund.
    - Secondly, \$390,000 in unspent funds from FY23 Afterschool Reconceptualization will be used for MHB’s Out-of-School Time Partnership in FY24.
    - Lastly, the FY 2024 budget continues to propose CCSF Braided Funding to support the Mayor’s Senior Advisor for Children, Youth and Families for \$75,000, and \$180,000 to Vision for Children at Risk for Family Support Partners.
  - **Emerging Needs** decreased significantly for CCSF and CMHF from the prior year annual budget of \$250,000 from each fund, in order to provide continued support for three projects referenced above. The funding is returning to a more historic level for project needs that arise outside of MHB’s normal Community Investment application cycles. Emerging Needs also includes \$485,280 representing a 25% set aside for Early Childhood grants in FY24.
  - Total **Federal Grants** and Subawards are budgeted at \$1,935,136.
- **Operating Expenses** for FY24 include the following major assumptions:
  - **Personnel Costs** assumed 12 months at full staffing in the organization.
  - Staff salaries were budgeted assuming 3.0% COLA and up to a 2% merit increase for eligible staff. Fringe was budgeted at 33% of salaries.
  - **Professional Fees** are \$137,500 or up 18% from the FY23 forecast primarily related to increased Community Reviewer expenses related to Racial Equity, bank service charges, and increased legal fees.
  - **Rent & Other Occupancy** expense is \$54,000 or down 46% due to cost savings associated with no rent payments for the first 7 months of FY 2024, and despite a significant increase in parking expense that would have occurred even if MHB had chosen to renew its lease at Union Station.

- **Public Awareness** is \$24,216 or 186% over the FY23 forecast primarily due to increased photography (headshots for new Trustees and staff), printing costs associated with the move, and planned activities during Mental Health Awareness Month in May 2024.
- **Information Technology** is \$33,294 or down 63% from the FY23 forecast primarily due to the purchase and build out of CommunityForce, a significantly less expensive grant management system and the discontinuance of Salesforce, HubSpot, and Salesforce Developer Consulting.
- **Meeting Expenditures** are \$25,000 or 319% over the FY23 forecast due to costs associated with a 30<sup>th</sup> Anniversary Celebration and Needs Assessment Community Engagement.
- **Travel** is \$12,000 or 669% over the FY23 forecast due to the expiration of the COVID-19 public health emergency and a projected increase in out-of-town conference travel for the six MHB Program Staff.
- **Telephone/Communications** are \$15,686 or 95% over the FY23 forecast as a smart phone app and employee cell phone use reimbursements will increase in lieu of physical phones and phone lines that will no longer be used in the Peabody Plaza office space.
- **Equipment expenses** are \$19,800 or down 20% from the FY23 forecast as at least half of the projected furniture needed for the new office space is being purchased in FY23.

**SUMMARY:**

The FY24 total revenue proposed in the budget of \$19,281,291 is 6% lower than the FY23 revenue forecast of \$20,566,446. This is primarily due to EC ARPA funding of \$1,910,735 received in FY23.

Proposed FY24 expenses budgeted total \$19,482,137 inclusive of a \$250,000 previously approved cash outlay for a Permanent Supportive Housing project approved in FY23 which will not close until FY24.

To recap, in FY24 MHB is proposing revenue of **\$19,281,291** and total expenses of **\$19,482,137** resulting in a decrease to net position of **\$200,845** related to the PSH delayed closing.

**CITY OF SAINT LOUIS MENTAL HEALTH BOARD OF TRUSTEES**

**APPROVAL OF THE FISCAL YEAR 2024 ANNUAL BUDGET  
(JULY 1, 2023 – JUNE 30, 2024)**

**RESOLUTION**

**WHEREAS**, the City of St. Louis Mental Health Board of Trustees (MHB) has levied taxes pursuant to the Community Mental Health Fund and the Community Children’s Services Fund; and

**WHEREAS**, MHB has also secured federal funds to provide resources that fill unmet behavioral health needs in the community; and

**WHEREAS**, this Board is desirous to implement its responsibilities to expand and improve community mental health services and community children’s services in the City of St. Louis; and

**WHEREAS**, the laws of the State of Missouri require the adoption of an annual budget and prohibit any expenditure not made in accordance with that budget.

**NOW THEREFORE BE IT RESOLVED:**

The Trustees approve the budget of the City of St. Louis Mental Health Board of Trustees incorporating estimated revenues and expenses for the fiscal year beginning July 1, 2023, and ending June 30, 2024, as presented on the page appended.

**APPROVED THIS 15<sup>th</sup> DAY OF JUNE 2023:**

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

Board Officer Name (printed):	Signature:
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Saint Louis MHB FY2024 Proposed Budget - Modified Cash Basis

	Forecast FY2023	Admin	EC	CSF	MHF	Federal Programs, VPC & Braided Funding	July 1, 2023 - June 30, 2024 Proposed Budget	Change from July 1, 2022 - June 30, 2023 Forecast	FY2024 Budget vs. FY2023 Forecast Comments
<b>Revenues</b>									
Tax Revenues	\$ 16,643,003	\$ -	\$ 2,938,739	\$ 9,292,227	\$ 4,644,897	\$ 100,000	\$ 16,975,863	2%	Budgeted increase of 2% over forecast based on historical averages.
Federal Programs - HHS SAMHSA SOC	1,222,694	-	-	-	-	321,444	321,444	-74%	FY23 SOC grant eligible for 1 yr no cost extension, applied for 3rd SOC Cooperative Agreement FFY24-27 (pending award notification).
Federal Programs - ARPA ECE	1,910,735	-	-	-	-	-	-	0%	FY23 One time COVID-19 relief funding distribution in partnership with CDA.
Federal Programs - VPC	511,722	-	-	-	-	1,056,022	1,056,022	106%	VPC ARPA and VPC SAMHSA GVRN funding received in FY23-24.
Grants - Violence Prevention Commission	316,478	-	-	-	-	647,996	647,996	105%	FY 2022 had additional one-time external grant funding received totaling almost \$79K.
Miscellaneous Income	12,622	450	4,028	9,600	3,749	-	17,827	41%	Bank interest increase.
Administrative Service Fees - Senior Fund	31,429	31,488	-	-	-	-	31,488	0%	FY24 increase in accounting services fees.
Dividends and interest, net of fees	186,668	-	-	111,967	118,684	-	230,651	24%	Anticipated dividend and interest on investments.
Unrealized Gain (Loss) on Investments	(268,906)	-	-	-	-	-	-	0%	Line displayed for Forecasting purposes only. Not applicable in Modified Cash Basis Budget.
<b>Total Revenues</b>	<b>\$ 20,566,446</b>	<b>\$ 31,938</b>	<b>\$ 2,942,767</b>	<b>\$ 9,413,794</b>	<b>\$ 4,767,330</b>	<b>\$ 2,125,462</b>	<b>\$ 19,281,291</b>	<b>-6%</b>	

<b>Expenses</b>									
<b>Community Investments</b>									
Competitive Grants	12,173,033	-	2,093,544	7,692,119	3,502,046	-	13,287,709	9%	Budgeted based on board approved funding amounts, which includes increased 3-year allocation for CMHF Competitive Grants, and 6.0% COLA for CCSF Competitive Grants.
Partnerships and Initiatives	170,000	-	359,133	830,000	40,000	60,000	1,289,133	658%	Includes \$75K for Mayor's Senior Advisor for Children, Youth & Families, \$40K STL Area VPC, \$500K Out-of-School Time (formerly Afterschool), \$40K Youth Mental Health First Aid Partnership with STL County CSF, \$180K VCR Family Support Partners, \$359,133 Gateway EC Alliance/IFF EC Facilities Pooled Fund, \$150K Family Court Family Subcontracted Services
Federal Grants - ARPA ECE	1,866,292	-	-	-	-	-	-	-100%	FY23 One time COVID-19 relief funding distribution in partnership with CDA.
Federal Grants - SOC Subawards	841,519	-	-	-	-	208,916	208,916	-75%	FFY23 SOC grant eligible for 1 yr no cost extension, applied for 3rd SOC Cooperative Agreement FFY24-27 (pending award notification).
System Building	692,360	112,500	30,000	30,000	64,250	726,236	962,986	39%	ADMIN: \$75K Racial Equity, \$10K Annual Report Data Analysis, \$25K Needs Assessment
VPC - Grants	13,606	-	-	-	-	153,742	153,742	1030%	COMMUNITY INVESTMENT: \$35K Needs Assessment Participatory Budgeting for Mental Health Awareness Month, \$80K Technical Assistance for 8 Funded Partners, \$9,250 YMHA & MHFA Instructor Certification for 5 staff, \$2,500 Funded Partner Cohorts
Federal Grants - VPC	301,626	-	-	-	-	846,241	846,241	181%	VPC: National League of Cities fiscal sponsorship for City Office of Violence Prevention, VPC ARPA Communications & Community Engagement.
Emerging Needs	323,788	-	485,280	50,000	50,000	-	585,280	81%	VPC ARPA Youth Safe Spaces Programming and VPC SAMHSA Gun Violence Response Network New Opportunities for Wellness Community Healing Initiative FY23-24.
Personnel Costs - Salary - Direct Project Exp	615,140	-	104,860	289,715	216,804	93,354	704,734	15%	Reduced CSF & MHF from prior year annual budget of \$500K to \$100K to fund emerging needs on as-needed basis outside of normal CI application process. Also includes \$485,280 Early Childhood 25% Set-Aside for Emerging Issues (TBD in FY24).
Personnel Costs - Fringe - Direct Project Exp	181,404	-	33,897	96,175	72,326	25,039	227,437	25%	Adjusted for 3.0% COLA and 2% merit.
<b>Total Community Investments</b>	<b>\$ 17,178,768</b>	<b>\$ 112,500</b>	<b>\$ 3,106,714</b>	<b>\$ 8,988,009</b>	<b>\$ 3,945,427</b>	<b>\$ 2,113,529</b>	<b>\$ 18,266,178</b>	<b>6%</b>	Payroll taxes reflect 3.0% COLA, 2% merit and 1.01% increase in pension contribution as a percent of wages and planned COLA adjustments for Health (9.5%), Dental and Vision insurance, Short and Long-Term Disability, AD&D and Life Insurance.

<b>Operating Expenses</b>									
Personnel Costs - Salary	391,468	444,462	-	-	-	-	444,462	14%	Adjusted for 3.0% COLA and 2% merit.
Personnel Costs - Fringe	138,178	156,752	-	-	-	-	156,752	13%	Payroll taxes reflect 3.0% COLA, 2% merit, 1.01% increase in pension contribution as a percent of wages and planned COLA adjustments for Health (9.5%), Dental and Vision insurance, Short and Long-Term Disability, AD&D and Life Insurance.
Professional Development	10,642	22,750	-	-	-	-	22,750	114%	\$1,750 per Employee for 13 Employees
Professional Fees	116,589	135,500	-	-	2,000	-	137,500	18%	Audit Fees, Federal Grant Consulting, Bank Service Charges (increased), Community Reviewers (increased), Board Development, Legal Fees (increased)
Rent & Other Occupancy	100,390	54,000	-	-	-	-	54,000	-46%	Base Rent (7 months no rent expense), Operating Expense Recovery, Board Meeting Space Use Fees, Parking Validations, Staff Parking (new expense regardless of office space)
Public Awareness	8,472	24,000	-	-	-	216	24,216	186%	General Public Awareness, Annual Report Design, Mental Health Awareness Month, Notice of Public Hearing, Photography, Printing, Website
Information Technology	89,556	33,000	-	-	-	294	33,294	-63%	Adobe, Active Campaign, CANVA, Computer St. Louis (Microsoft Office 365), Loom, ReMarkable, QuickBooks, Calendly, Zoom, CommunityForce (new grant management software annual license fees)
Dues & Subscriptions	4,212	3,500	-	-	-	-	3,500	-17%	Memberships and Publications
Meeting Expenditures	5,966	25,000	-	-	-	-	25,000	319%	Food for Board Meetings, Staff Holiday Party, General Meetings Placeholder, 30th Anniversary Celebration, Needs Assessment Engagement
Travel	1,560	12,000	-	-	-	-	12,000	669%	Budgeted increase over FY23 due to expiration of COVID-19 public health emergency, approximately \$2K each for 6 staff
Telephone/Communications	8,056	14,888	-	-	-	798	15,686	95%	3CX Phone App, Employee Cell Phone Reimbursements (increased monthly cost due to no physical phones/phone lines), Internet (reduced monthly cost), MIFI and Postage
Equipment	24,693	19,800	-	-	-	-	19,800	-20%	Capital purchases in FY24 expected: 3 Computers, AirPods/Beats (staff in cubicles), Training Room Chairs, Copying Machine Lease, Postage Meter Lease
Insurance	11,367	12,000	-	-	-	-	12,000	6%	SALY
Office Supplies	4,318	3,000	-	-	-	-	3,000	-31%	SALY
Miscellaneous/Other	9,523	2,000	-	-	-	-	2,000	-79%	FY 2023 budget was underspent. Budgeted consistent with historical budgets.
<b>Total Operating Expenses</b>	<b>\$ 924,991</b>	<b>\$ 962,652</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 1,308</b>	<b>\$ 965,960</b>	<b>4%</b>	

Saint Louis MHB FY2024 Proposed Budget - Modified Cash Basis

	Forecast FY2023	Admin	EC	CSF	MHF	Federal Programs, VPC & Braided Funding	July 1, 2023 - June 30, 2024 Proposed Budget	Change from July 1, 2022 - June 30, 2023 Forecast	FY2024 Budget vs. FY2023 Forecast Comments
Indirect (Revenue) Expense	0	(123,438)	-	-	-	123,438	(0)	0%	Reflects the allowable indirect amounts of external grant funding received.
			17.31%	55.33%	27.36%				
Admin Fund Allocation	-	(919,776)	159,225	508,884	251,667	-	(1)	0%	Percentage allocation based on percentage of tax revenue budgeted.
<b>Total Expenses</b>	<b>\$ 18,103,759</b>	<b>\$ 31,938</b>	<b>\$ 3,265,939</b>	<b>\$ 9,496,893</b>	<b>\$ 4,199,094</b>	<b>\$ 2,238,274</b>	<b>\$ 19,232,137</b>	<b>6%</b>	<b>0</b>
Housing Projects (Cash Outlays)	250,000	-	-	-	250,000	-	250,000	0%	0
Transfer To (From) Net Position	\$ 2,212,686	\$ 0	\$ (323,172)	\$ (83,100)	\$ 318,236	\$ (112,812)	\$ (200,845)	-109%	0
Cash & Investment Balance - Beg of Year	22,819,654	212,960	3,114,352	12,564,193	9,003,550	137,284	25,032,339		
Cash & Investment Balance - End of Year	25,032,341	212,960	2,791,180	12,481,094	9,321,786	24,472	24,831,493		