



701 Market Street • Suite 200 • St. Louis, MO 63101  
(314) 535-6964

---

\*\*\* MEETING MINUTES \*\*\*

---

*Minutes of the May 3, 2025, Program Committee Meeting*

Trustee	Web meeting
Rob Poirier, Chair	Zoom
Marcia Hayes-Harris	Zoom
Julia López	Zoom

**Others Attending:**

Cassandra Kaufman, Executive Director  
Serena Muhammad, Deputy Director  
Denise Carter, Early Childhood Program Director

**Welcome and Call to Order** – The meeting of the MHB Program Committee was called to order at 1:00 p.m. by Chair Rob Poirier.

**Approval of October 7, 2024, Meeting Minutes** – Rob Poirier moved, and Marcia Hayes-Harris seconded the motion to approve the meeting minutes from October 7, 2024. The motion passed.

**Early Childhood Fund Professional Development Partnerships Review** – Deputy Director Serena Muhammad facilitated a discussion with the committee about each proposal. The committee reached consensus on the proposal that they would recommend for funding. Rob Poirier made a motion to award up to \$350,000 for STAR, Marcia Hayes-Harris seconded the motion. The motion passed unanimously.

**Early Childhood Fund Social Emotional Proposal Ranking Discussion** – The committee discussed the upcoming board meeting process that would be used to rank the social emotional proposals. They did not discuss individual proposals.

**Role of Program Committee for Grant Reviews** – The committee briefly discussed the different approaches for the FY26 competitive cycles used for early childhood funds and the systems change planning grant. This topic will be revisited in greater detail in a future meeting in preparation for the FY27 competitive application cycle.

**MHB Community Investment Policy Discussion** – The committee discussed two items: (1) the funding limit for startup projects in the current investment policy; and (2) the use of student therapists in MHB funded projects. The committee asked staff to provide examples from other funders about

how they define start-up projects and whether they set funding limits. The committee favored an approach of offering guidance to applicants instead of creating a policy that would require funding limits for startup projects. Staff also proposed gathering information from other Children's Services Funds about their practices related to student therapists. Both items will be discussed at a future committee meeting.

**Quarterly Meeting Schedule** – The Committee agreed to set a quarterly meeting schedule with the potential for an in-person meeting. The committee also discussed the need to add additional members to prepare for an increased volume of activity.

**Other Business** – There was no other business to discuss.

**Adjourn** – The meeting of the Program Committee adjourned at 2:01 p.m.