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

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*Minutes of the October 2, 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  
 Alicia Lee, Executive Assistant

**Welcome and Call to Order** – The meeting of the MHB Program Committee was called to order at 2:31 p.m. by Chair Rob Poirier.

**Approval of July 17, 2025, Meeting Minutes** – Marcia Hayes-Harris moved, and Julia Lopez seconded the motion to approve the meeting minutes from July 17, 2025. The motion passed.

**FY 27 - 29 Combined CCSF and CMHF Competitive Application Cycle**-Deputy Director Serena Muhammad discussed improving the Community Children’s Services Fund and Community Mental Health Fund competitive application review process based on survey feedback. They agreed to prioritize critical services by enlisting subject matter experts to assess currently funded partners’ performance, reducing the board’s review workload. Serena outlined the timeline for the next grant cycle, with a letter of interest opening in November, technical assistance in December, application submissions from December 1st to January 26th, staff review in February, and board review meetings scheduled for March through May. Additional details outlining the timeline and specifics were discussed and the committee agreed to present their findings at the October board meeting.

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

**Adjourn** – There being no other business before the committee, Marcia Hayes-Harris made a motion to adjourn and seconded the motion, which was unanimously approved. The meeting of the Program Committee adjourned at 2:56 p.m.