



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

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

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*Minutes of the October 12, 2023, Program Committee Meeting*

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Trustee	Web meeting
Julia López, Committee Chair	Zoom
Ronald Griffin	Zoom
Rob Poirier	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 5:45 p.m. by Chair Julia López.

**Approval of July 20, 2023 meeting minutes-** Chair Julia López moved and Ronald Griffin seconded the motion to approve the meeting minutes from July 20, 2023. The motion passed.

**Establishing Core Funding for Essential Programs-**Serena explained the essential services and how the new approach will affect the next grant cycle. The committee expressed a commitment to ensuring that we offer flexibility to determine what programs are essential based on need at the time of application. Serena explained the importance of multi-year grant funding. The committee discussed the possibility of developing a step down approach for organizations that have been funded for several years.

**Flexible Fund Policy Review-** As a requirement of the new System of Care grant, MHB developed a Flex funds policy that can be used to offer guidance to organizations that have are interested in establishing Flex Funds using federal grant dollars. This will be further discussed at a later time.

**Other business:** The Committee recommended a focus on communications and public awareness before making any changes to the grant cycle. In January, we will discuss what the grassroots program will look like.

**Adjourn:** There being no other business, the meeting of the Program Committee adjourned at 6:50pm