



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

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

**City of St. Louis Mental Health Board of Trustees**  
Minutes of the September 21, 2023, Hybrid Board Meeting

Trustee	Attendance	Trustee	Attendance
Terrell Carter, Chair	In-person	Julia López	In-person
Donna Schmitt, Vice Chair	In-person	Linda Grayson	In-person
Robert Poirier, Secy/Treas	In-person	Lisa Mulligan	In-Person
Andi Blaylock	Absent	Mario Hamell	Zoom
Carolyn Jackson	In-person	Ronald Griffin	Zoom
Cassandra Pinkston	Absent	Vander Corliss	In-person

*Others Attending:*

Matthew McBride, Board General Counsel  
Cassandra Kaufman, Executive Director  
Serena Muhammad, Deputy Director  
Susan Kabat, Controller

**Public Hearing on the 2023 Tax Rates**

Board Chair, Terrell Carter convened the Public Hearing at 5:49 p.m. and invited comments from anyone regarding the proposed 2023 tax rates for the Community Mental Health Fund and the Community Children’s Services Fund. It was noted that the proposed rates were publicized in the *St. Louis American*, as well as posted to the City of St. Louis’ website and the City of St. Louis Mental Health Board of Trustees’ (MHB) website. No one present in-person or virtually through Zoom asked to speak on the tax rates. Trustee Vander Corliss made a motion, seconded by Board Vice Chair Donna Schmitt to adjourn the public hearing. The motion was approved unanimously and the public hearing on the 2023 tax rates adjourned at 5:49 p.m.

**Regular Meeting of the City of St. Louis Mental Health Board of Trustees**

**Call to Order** – The regular meeting of the City of St. Louis Mental Health Board of Trustees (MHB) was called to order at 5:50 p.m. by Board Chair Terrell Carter.

**Community Comments** – There were no community members present in-person or virtually via Zoom who wished to address the Board.

**Amend Meeting Agenda** – The motion to amend the meeting agenda to include two additional resolutions related to the acceptance of a new federal grant and the acceptance of a 12-month no-cost extension for an existing federal grant was made by Board Chair Terrell Carter and seconded by Linda Grayson. The motion was approved unanimously and the two resolutions were added to the meeting’s agenda following the resolution to approve the 2023 Tax Rate for the Community Children’s Services Fund.

**Approval of the August 2023 Board Minutes** – The motion to approve the August 2023 meeting minutes was made by Vice Chair Donna Schmitt, seconded by Julia López, and passed unanimously. Minutes are distributed to all recipients on the MHB contact list.

**Resolution to Approve the 2023 Tax Rate for the Community Mental Health Fund**  
Vice Chair Donna Schmitt made a motion, which was seconded by Linda Grayson, to accept the 2023 Property Tax Rate of \$0.0875 on each \$100.00 assessed value for the Community Mental Health Fund. The motion passed unanimously.

**Resolution to Approve the 2023 Tax Rate for the Community Children’s Services Fund**  
Vice Chair Donna Schmitt made a motion which was seconded by Carolyn Jackson, to accept the 2023 Tax Rate of \$0.2407 on each \$100.00 assessed value for the Community Children’s Services Fund. The motion passed unanimously.

**Resolution to Accept 12-Month No-Cost Extension for SAMHSA GVRN Community Project Grant on behalf of the St. Louis Violence Prevention Commission**  
Board Chair Terrell Carter introduced the resolution to accept a 12-month No-Cost Extension for the SAMHSA Community Project Award for the Gun Violence Response Network, seconded by Secretary/Treasurer Rob Poirier. MHB serves as the fiscal sponsor and backbone organization for the St. Louis Area Violence Prevention Commission. Following some questions, the motion passed unanimously.

**Resolution to Accept Federal Funding Award for New SAMHSA SOC 4-Year Cooperative Agreement**  
Board Chair Terrell Carter introduced the resolution to accept a new SAMHSA System of Care (SOC) Four-Year Cooperative Agreement for the project period September 2023 through September 2027, seconded by Vander Corliss. The focus of the third SOC Cooperative Agreement will be children and youth with a serious emotional disturbance (SED) or at risk for and SED that identify as LGBTQIA+ and/or are experiencing or at-risk for homelessness. Following discussion, the motion passed unanimously.

**Resolution to Approve Development of an Organizational Racial Equity Action Plan**  
Board Chair Terrell Carter introduced the resolution to develop an Organizational Racial Equity Action Plan in FY24, seconded by Julia López. The approach to developing the plan resulted from the participation of Board Chair Terrell Carter, Executive Director Cassandra Kaufman, and Deputy Director Serena Muhammad in Forward Through Ferguson’s Racial Equity Philanthropic Roundtable in FY23. Following discussion and questions, the motion passed unanimously.

**Presentation on Emerging Issues and Trends**  
MHB Program Staff Dave Haasis, Jessica Meyers, and Poli Rijos presented an overview of emerging issues and trends identified by MHB Funded Partners. Trustees discussed several of the issues raised and expressed their appreciation to staff for providing the information.

### **Resolution to Approve Updates to Human Resource Items**

Personnel Committee Chair Linda Grayson introduced the resolution to revise program staff job descriptions, make a change to MHB's organizational chart, and add a HIPAA policy to MHB's Employee Handbook. The motion was seconded by Vice Chair Donna Schmitt and approved unanimously.

### **Board Retreat**

Board Chair Terrell Carter informed Trustees that a Doodle poll would be sent to select a Saturday in January 2024 for the Board's four-hour FY24 Retreat.

### **Staff Report**

Executive Director Cassandra Kaufman presented her report on major activities and accomplishments of the staff since the September 2023 Board meeting. Deputy Director Serena Muhammad informed Trustees that they would receive a second Doodle poll to select a December 2023 date for a joint meeting with the Board of the St. Louis County Children's Service Fund.

### **Roll Call Vote to Close the Meeting**

Board Chair Terrell Carter introduced a motion to vote whether to go into a closed session pursuant to Section 621.021(1), RSMo., relating to personnel matters in which personal information regarding employees will be discussed. Vice Chair Donna Schmitt seconded the motion. Board Chair Terrell Carter then called the role.

Terrell Carter - Yes  
Vander Corliss – Yes  
Linda Grayson – Yes  
Ronald Griffin – Yes  
Carolyn Jackson – Yes

Lisa Mulligan – Yes  
Rob Poirier – Yes  
Donna Schmitt – Yes  
Julia López - Yes

### **Closed Session**

The closed session of the City of St. Louis Mental Health Board of Trustees was called to order at 6:56 p.m. by Board Chair Terrell Carter. Personnel Committee Chair Linda Grayson and General Counsel Matt McBride discussed the process to evaluate MHB's Executive Director Cassandra Kaufman. A motion to adjourn the closed session was made by Vice Chair Donna Schmitt and seconded by Secretary/Treasurer Rob Poirier. The motion passed unanimously and the closed session was adjourned at 7:07 p.m.

### **Adjournment**

Board Vice Chair Donna Schmitt asked for a motion to adjourn the meeting. Carolyn Jackson moved and Linda Grayson seconded the motion to adjourn the regular meeting of the City of St. Louis Mental Health Board of Trustees. The motion passed unanimously and the meeting was adjourned at 7:08 p.m.

***The next meeting of the Board will be Thursday, October 19, 2023, at 5:45 PM in the Summit Conference Room, Peabody Plaza 15<sup>th</sup> Floor, 701 Market St., St. Louis, MO 63101.***