

City of St. Louis
Mental Health Board
of Trustees

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Minutes of the January 17, 2002, Board Meeting

Attendance:

Leon E Ashford, Ph.D.

Chrissie Barfield

Marguerite Grandelious

Ruby Jones

William L. Kincaid, M.D.

Derek C. Mays

Lois M. Tegethoff

Don Cuvo, Executive Director

The Meeting was chaired by Secretary Marguerite Grandelious.

1. **Community Comments** - Fred Marquard and Peg Franklin, Aid for Victims of Crime, introduced themselves and described the services offered by their organization. AVC received a grant during the last round of service grants.

Francie Broderick, Places for People, announced that PFP had been awarded a HUD grant. They partnered with Doorways in the HUD application. She updated the trustees in their plan to acquire 4140 Lindell Blvd., as their new headquarters. She distributed fund raising material.

2. **Announcements** - Don Cuvo reminded the trustees that the second strategic planning board retreat was scheduled for February 16th. As a result, it was decided to cancel February's Board Meeting.

Don asked for volunteers for the Nominating Committee who would propose a slate of officers at the March meeting. New officers will take office at the April meeting. Ruby Jones and Mary Calzaretta volunteered to serve on the committee.

3. **Minutes** - The minutes of the November meeting were approved.
4. **Financial Report** - Randy introduced the trustees to the new format of the monthly grant reports. Randy compared the format of the new reports to the old. Randy explained that the reports would have a list of projects with their abbreviations attached to make it easier for trustees to read. Randy noted that the transition to the new accounting system is nearly complete.

5. **Resolution to Approve Revision of Budget** - Don said that at the November 2001 meeting, action on the revised budget was deferred pending a report comparing the original and revised. John Bagwell, Acting Comptroller, reviewed the report noting that the revisions were necessary due to the unanticipated federal grant received. A trustee noted that there were some errors on the cover memo leading to confusion between the numbers on the revised budget and the cover letter. A motion was approved to accept the revised budget after the necessary corrections.
6. **Resolution to Approve Contract with the Missouri Dept. of Public Safety and Urban Behavioral Healthcare** - Don said that MHB applied for a grant from the Dept. of Public Safety on behalf of Urban Behavioral Healthcare who had developed a service for Bosnian youth experiencing psychological disorders associated with war trauma. The trustees approved a resolution to contract with the Dept. of Public Safety to receive a grant and to contract for services with Urban Behavioral Healthcare.
7. **Motion to Approve Accounting Policies** - Don explained that, due to the receipt of federal grants, MHB's fiscal policies now had to meet a higher standard. A team, composed of staff, acting Comptroller and auditor convened a work group to work on the policy revision.
8. **Motion to Approve Statement of Financial Control and Accountability** - Continuing along that same line, Don introduced the revised Statement of Financial Control and Accountability. Derek Mays questioned Item 3 under Accounting principles and questioned why the policy did not limited booking income for receivables expected in the upcoming fiscal year. John Bagwell indicated that he could think of no specific reason. Derek suggested that the policy be amended to limit income to be booked for receivables anticipated in the subsequent year. A motion passed to approved the revised fiscal policies with the amendment.
9. **Resolution to Approve Drug Free Work Place Policy** - Don referenced a new Drug Free Work Place Policy and revision to the Employee Handbook related to drug and alcohol use. The trustees approved the new policy and revision of the Employee Handbook.
10. **Update on Joint Funding with St. Louis Office for MRDD Resources** - MHB and MRDD have jointly funded two Educational Coaches who assist families of students in Special Education or in need of Special Education. Don introduced Brian O'Conner who described how they help parents to ensure that their children are getting all the Special Education services needed. Brian introduced his co-worker, Terrence Binion, who gave examples of how children have been helped as a result of their intervention. The program has been in full force for about two years.

11. **Public Awareness Update** - Debra Shurn, Marketing Works, updated the trustees on several current projects. The annual reports should be ready soon for insertion into the South City Journals and the St. Louis American. The MHB video will be updated to take into consideration several new agencies which were funded as of September. Debra said that the Winter issue of MHB's newsletter (e-zine) will be on the subject of Depression. It will include a wide range of information about symptoms and treatments.