

City of St. Louis
Mental Health Board
of Trustees

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*** * * MEETING MINUTES * * ***

Minutes of the September 10, 2003, Board Meeting

Attendance:

Leon E. Ashford, Ph.D.

Mary Calzaretta

Chrissie Barfield Campbell

Clement Cann, Jr.

Neil Duncan

Sharon E. Fairchild

Flint W. Fowler, Ph.D.

Marguerite Grandelious

Ruby Jones

William Kincaid, M.D.

Deborah M. Simmons Wilson

Don Cuvo, Executive Director

The meeting was chaired by President Dr. William Kincaid.

1. **Community Comments** - Spignotta Milam, formerly with the Safe Schools Healthy Student Program, announced that she is now with the Salvation Army Family Haven,

Robert Buckner introduced Latricia Thurman as the new Agency Director of Friends With a Better Plan. He said that he plans to devote more of his time as CEO to Resource Development.

Tracy Fortenberry and Roy Jordon introduced Timothy, a participant in the MHB funded program with DART and Employment Connection. Timothy told the trustees about his experiences with the program and credits the staff and services with his sobriety and new job.

Francie Broderick invited the trustees to attend the Open House and Dedication of their new facility at 4130 Lindell Blvd., on October 16th beginning at 11:00 a.m.

Mike Lamping, Community Alternatives, and Dr. Robert Calsyn, UMSL, discussed their progress on the *Multisystemic Therapy for Mentally Ill Children* federal grant awarded to MHB. This grant provides services to youth referred to the Juvenile Court with mental health issues, but, who don't meet the higher standards of Serious Emotionally Disturbed (SED), who are served in the MHB sponsored Juvenile Justice Initiative. Dr. Calsyn explained the rigorous evaluation and positive achievements achieved. He said that there were significant improvements in youth who participated in the federal grant program over youth who received usual services.

Tom Schwitzer, Harris House, spoke about improvements which have been made at Harris House. As the only long term substance abuse treatment program in the area, they maintain regular waiting lists of people in need of the services they provide.

2. **Announcements** - Don Cuvo said that the Children's Mental Health/Substance Abuse Needs Assessment conducted in 1997 has served us well, but is seriously out of date. He credits both the Juvenile Justice Initiative (Multi-Systemic Therapy federal grant) and Safe Schools Healthy Students(federal grant to the SLPS) as direct outcomes from the plan which flowed from it. More than 2 million dollars in services have been rendered, about 75% of which came from non local sources. MHB has been seeking community input for future direction. He said that we are obligated to find new sources of revenue to replace federal grants after they expire.

Don distributed a newsletter entitled *Reaching and Engaging Refugee Communities* from the federal agency which funded the Safe Schools Healthy Students program. The text repeatedly referenced the St. Louis program and quoted Melvia Forniss, SSSHS Project Coordinator, several times. Don said that Melvia will be completing her service with MHB when the grant period expires at the end of September. He acknowledged her hard work and credits her with the success of the program.

Don said that certain aspects of MHB's fiscal policies need to be updated. Next month he will be proposing changes to the definitions/descriptions of MHB's Reserved Funds. Don said that Dr. Kincaid, Bill Kuehling, Randy and he met with the DMH Director and the Director of Comprehensive Psychiatric Services to discuss issues brought before the trustees in previous months. DMH and MHB disagree on the interpretation of aspects of the statute which govern county mental health boards. He said that we arrived at an agreeable course of action, without changing our respective positions.

Randy Breese announced Mental Health Awareness Week and distributed a Calendar of Events for October 5-11, 2003.

Carter Whitson announced that MHB had received a grant award from the Missouri Department of Public Safety for Project Navigate which would add a needed service to the current array of services offered to juvenile offenders.

3. **Minutes** - The minutes of the previous meeting were approved as mailed.
4. **Financial Report** - Don requested that the Financial Report be deferred. The President agreed to the request.
5. **Monthly Grants Report** - Randy Breese presented the August 2003 grants reports. Randy noted that all budget amounts which had not been appearing on the reports at the last meeting had been corrected. Randy also noted that thanks to input from Flint Fowler following last month's meeting, and subsequent conversations with staff from John Bagwell's office, we will now change budget amounts on contract lines when contracts are approved. The consensus was that when Trustees approve a contract, they simultaneously set the exact budget for that contract. This would not change the overall budget for projects, only the specific detailed budget for contracts on the grants reports. Randy noted that all other information on the reports were usual and customary.
6. **Discussion of Proposed Revisions to Funding Policies and Procedures** - Staff has conducted a comprehensive review of the current Funding Policies and Procedures to be sure they are current before the new RFP's for the new 3-Year Grant Cycle is issued early next year. Randy Breese explained that staff was simultaneously attempting to accomplish several tasks. First, the original funding policies were a blending of both policies and procedures. Because they were adopted as policies, however, any change required an action by Trustees. Staff has attempted to separate the policy aspects from the procedural aspects. Randy presented Trustees with a highlighted copy of the funding policies and procedures. Highlights indicated recommended changes which represent either "new" or significantly changed policies or procedures. The copy was separated into two colored packs. The white pages were proposed "policies" and the "off-white" pages were proposed procedures. Randy explained that the idea was to have the procedural section open to modification by staff on an as-needed basis, while the policy section would remain subject to Trustee approval.

The second key task that staff was attempting to accomplish was to realign the policies so they more effectively encompassed our more diversified funding streams. Randy noted that the original policies were largely crafted with our 3-Year grants in mind and gave only brief mention to other funding sources. We now have much more information in this area, and therefore are able to better formulate our policies to include these other sources of revenue.

Third, staff attempted to incorporate new laws and/or requirements with which MHB and its funded agencies must comply.

Fourth, staff attempted to rewrite policies to be consistent with our updated mission, vision, values and strategic plan.

Lastly, staff attempted to write the document so it would be relevant to each of the key audiences to whom it is addressed: potential applicants for funding, Trustees and MHB staff. Randy explained that the original policies were written as an internal document. Randy noted that staff had attempted to insert specific policy statements to let potential applicants know in advance what certain requirements would be in any subsequent contract with MHB, e.g., insurance requirements, personnel policy requirements, etc.

Trustees had specific questions about each highlighted item. Randy noted that most of the policies have always been in our contracts, but agencies did not find out until after the fact, and that has occasionally caused problems. A few were not necessarily in contract language, but had been part of our practice (e.g., . . . new or smaller organizations to partner with more established organizations . . . on page 3). Randy noted that the policy statement regarding electronic mail in the "Communication with Funded Agencies" section on page 6 was the result of legal advice from Board Counsel Bill Kuehling. Otherwise the items which are completely new are related to our better understanding of how we work with other funding sources (e.g., federal grants, etc.)

Randy asked Trustees to provide feedback to him and/or Don prior to the next board meeting. Randy noted, that to stay on our time line, we need to vote on the policies at the October meeting. Randy asked Trustees to specifically consider whether there were any items in the Appendices which staff had identified as procedural matters which Trustees thought should be policy matters subject to change only by Trustee action.

7. **Board Orientation: Introduction to MHB's 3-Year Grants Process** - Due to insufficient time, Randy Breese presented the board orientation in the form of a handout. The presentation will also be available on the MHB website.