

City of St. Louis
Mental Health Board
of Trustees

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

Minutes of the January 20, 2005, Board Meeting

Attendance:

*Leon E. Ashford
Mary Calzaretta
Chrissie Barfield Campbell
Clement Cann
Flint W. Fowler, Ph.D.
Marguerite E. Grandelious
Ruby Jones
William L. Kincaid, M.D.
Melvin A. Tann*

The meeting was chaired by President Dr. Kincaid.

1. **Community Comments** - Alicia Conway, Places for People, gave an update on their MHB funded program. She said they had already secured housing for 17 people. Their annual goal is 17-19 persons.
2. **Minutes** - The Minutes of the November, 2004 meeting were approved as mailed.
3. **Monthly Grants Report** - Randy Breese distributed the monthly grant reports. Randy noted that the amounts were again hand written on the Federal Homeless Mentally Ill Project report. Randy and Dennis Purkis, with Anders, Minkle & Diehl (AMD), will again try to get this corrected in the system before the next board meeting. Randy reported on the status of the St. Louis Empowerment Center special project. He noted that the Depressive Bipolar Support Alliance's (DBSA) had reviewed various site options. The Center would relocate to an accessible location on Gravois Ave near Jefferson on February 1, 2005. Randy noted that the Center is expected to be closed for approximately four days during the move. Randy reminded Trustees that the Mental Health Association had agreed to manage the project through the end of December. Although several other administrative partners had been considered for continuing the project, Paraquod was ultimately the only one who was both qualified and willing to serve in that capacity. Randy noted that the contract with Paraquod had been prepared.

A Resolution was approved by the trustees to contract with Paraquad, Inc. to provide administrative services for the St. Louis Empowerment Center grant through the end of June, 2005 (\$125,000.04).

4. **Resolution to enter into Depository Agreement** - Carl Toler, MHB's Financial Services Manager with Anders, Minkle & Diehl, reported on the process used to select a bank. He said that MHB periodically rebids its banking services to be sure it is getting the best services and rates. Four banks responded to the RFP. After an analysis of the responses, he is recommending that US Bank be awarded the Depository Agreement. The trustees approved a resolution authorizing the President and Executive Director to enter into the necessary agreements.
5. **Resolution to Contract with The Rensselaerville Institute for Strategic Planning** - Don Cuvo said that MHB had the advantage of a year to plan for the implementation of the new Children's Services Fund. The proceeds of the new revenue source will become available beginning January, 2006. He said that the management of the new fund would be a big responsibility, at least tripling MHB's workload. This increase will be most noticeable in the processes used to screen grant applications. He said we can expect the new applications to increase from the current 46 per year with the Mental Health Fund alone, to perhaps 150 with the two Funds combined. He said we must look at all aspects of our organization to be sure we are ready. It was recommended that we continue our consulting relationship with The Rensselaerville Institute to provide continuity. Consultant Jim Moore provided a review of the proposed process. He said they used an action-oriented planning method called Strategic Mapping. This approach is good for breaking new ground, as is currently the case for MHB. He said that MHB has a good track record of implementing a goal-directed plan. Having reviewed the current Strategic Plan, he said, as far as he could see, MHB has achieved or is close to achieving all strategies.

The trustees discussed the time and location of the first overnight retreat. Don Cuvo said he had looked into the Doubletree Hotel and Conference Center, but he would arrange whatever location they preferred. Jim cautioned against a location too convenient to home, to avoid the temptation to spend overnight at home. He felt that the comradery of an overnight location would be beneficial. The trustees approved a Resolution to contract with The Rensselaerville Institute for Strategic Planning Services.

6. **Executive Director's Review** - Dr. Kincaid sought volunteers to plan for the Executive Director's Performance Review. He said that all trustees will have the opportunity for input. Flint Fowler, Marguerite Grandelious and Melvin Tann agreed to serve.
7. **Discussion of Board Composition and Number** - Don Cuvo suggested that an increase in the number of trustees should be considered, due to the increased responsibilities which will come with the Children's Fund. The trustees agreed to make incremental increases, beginning with the addition of two new trustee positions.

