

City of St. Louis  
*Mental Health Board*  
of Trustees

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

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*Minutes of the July 21, 2005, Board Meeting*

*Attendance:*

*Leon E. Ashford, Ph.D.  
Chrissie A. Barfield Campbell  
Clement Cann, Jr.  
Stephen F. Doss  
Mary Haberberger  
Brooke Hatton  
Ruby Jones  
William L. Kincaid, M.D.  
Caroline Korybut  
Philip Minden  
Alva L. Smith  
Melvin A. Tann*

*The meeting was chaired by Secretary Melvin Tann.*

**Community Comments** – Dr. Marva Lloyd Redd, Hopewell Center, gave an update on Hopewell’s Co-Occurring Substance Abuse Program funded by MHB. She introduced Dr. Lawrence Moran, who spoke briefly about the children’s program at Hopewell Center.

Alicia Conway, Places for People, greeted the new trustees. She said that Places for People has a long standing relationship with MHB.

Gordon Dymowski urged trustees to consider homeless youth in its funding priorities, especially those 17-21 years old. MHB needs to be sure that youth at medium to high risk are considered and not just prevention/early intervention.

Kristi Sobbe, Covenant House Missouri, said that she participates in the Older Homeless Adolescents Legal Project. She provided statistics which demonstrated that homeless youth are at significantly higher risk of many negative social outcomes. She encouraged trustees to be sure to address the needs of high risk older homeless adolescents and not just low risk youth.

After the Community Comments, Don Cuvo clarified for trustees that the Children's Services Fund statute permits funding for youth up to their 18<sup>th</sup> birthday.

**Announcements** – Don Cuvo said that the Strategic Planning process is coming to a conclusion. He handed out a sheet of paper asking trustees to mark Saturdays in September when they can participate in an all day meeting. The date selected will be the one most trustees can attend. He said that the planning process began in March with an overnight retreat where trustees engaged in open discussion. Since then, they have mostly received information from experts, with little opportunity for discussion. The Saturday meeting will provide ample time for give and take on the pertinent issues.

Trustee Caroline Korybut announced that she and her husband are expecting a new addition to their family.

Don said that consultant Jim Moore will be conducting a telephone survey of trustees to get additional input and insights. The list of questions will be sent in advance, so trustees can think about their responses.

Don said that regrettably, the Kaleidoscope conference was cancelled due to insufficient registration. He said that the conference was planned four years ago in a better economy. He said that many agencies have suffered as a result of the serious State cut backs and have restricted travel and conference expenses.

Don updated trustees on the changes planned for the conference room to accommodate both increases in the number of trustees as well as attendees at board meetings. He said that the conference table will be given to the Empowerment Center and replaced with seminar tables; that the temporary offices at the rear of the room will be removed and replaced by leasing two offices adjacent to the current MHB offices.

Don then distributed Conflict of Interest statements for trustees to sign, before voting on authorizing contracts. There were no conflicts noted.

**Resolution to Approve Contract with Family Court** – Don Cuvo said that MHB has a long standing relationship with the Juvenile Court and a commitment to be sure that mental health/substance abuse services are available to youth. He said that certain essential services will be eliminated, unless, alternate funds are used to assure their continuation. Trustees approved a resolution authorizing the expenditure of up to \$800,000 for continuation of these services.

**Resolution Approving Contract for Public Awareness** – Don said that Public Awareness is an essential service offered to the community to be sure that correct information about mental health/substance abuse issues are made available to the public. During the 19 town hall meetings conducted a year ago, the public said that public awareness activities should be increased. MHB has had a public awareness program since 1999, since it engaged Marketing Works, as a result of a competitive bid.

This communications firm has been a competent and responsive part of MHB's administrative team. The '06 budget includes an increase in the public awareness line item to enable MHB to respond to the information needs of the new Community Children's Services Fund. Trustees approved a resolution renewing the contract with Marketing Works, including an increase in compensation.

**Discussion of Organizational Name Change** – At the last meeting, trustees were asked to submit ideas for a new name for MHB. These suggestions, which were previously distributed, were discussed, in addition to names distributed at the meeting by Ruby Jones.

Secretary/Treasurer Melvin Tann, who chaired the meeting, said that three outcomes are possible: a name may be selected and field tested; the matter can be tabled, if no satisfactory name can be identified, or; trustee may reaffirm MHB's current name. After discussion, the name which received the most support is *City of St. Louis Mental Health and Family Services Board*. The name will be field tested and the results reported at the next meeting.

**Approval of New Position Description** – Don Cuvo said that MHB bylaws call for trustees to approve the creation of a new position. Don reviewed the position description for Executive Assistant. The person hired in this position would report to the executive director. The primary responsibilities are to enhance and coordinate community relations, systematically collect needs information, issue advocacy, grant writing and development. Trustees approved the new position description.

**Approval of New Pay Scale for Employees** – Carl Toler, MHB's outside Business Services Manager with AMD, said that his firm conducted a salary survey of comparable organizations to determine if MHB's salaries were competitive. He said that job descriptions were compared to be sure that equals were being compared. He said that in most cases the other organizations were offering higher salaries. He reviewed a chart which listed the organizations, salaries and benefits offered and whether the job responsibilities were greater, less or equal to those at MHB. He reviewed the current and proposed salary ranges. There was some discussion among trustees as to whether trustees were involved in discussion of an administrative nature. It was clarified that determining Salary Ranges is a policy issue, while setting individual employee salaries is an administrative issue. It was questioned whether trustees had enough information to make this decision such as job descriptions. Trustees approved the revision of the Employee Salary Scales. Philip Minden abstained.

**Strategic Planning: Connecting Families to Services** – This is the final of four presentations on the four service areas in the Children's Services Plan. Secretary/Treasurer Melvin Tann introduced Kay Archer, United Way, who spoke about Information and Referral Services and Debra Shurn who will provided information on Public Awareness.

Kay Archer, a long time employee at the United Way, said that Information and Referral is a professional service which has standards of services endorsed by the Alliance of Information and Referral Systems. It uses people and technology to bring people and services together. She said that the United Way has the largest data base of agencies and services, but, needs additional resources to make full use of it.

Without good up to date information, it is not possible to provide a quality service. She discussed the possibility of a 211 number for the St. Louis Region. It is felt that it is premature to anticipate the start of this service without additional resources. There are about 50 specialized hotlines in the St. Louis region. They would all need to be included in the planning and implementation of a 211.

Debra Shurn, Chairman of Marketing Works, compared and contrasted Public Awareness with Public Relations. She said that the key difference is that the focus of public awareness is on the information to be imparted, while public relation's focus is on the organization. She provided tips to the trustees on how to assess proposals for public awareness programs.

Ruby Jones made a motion that the trustees move into executive session pursuant to Sec. 610.021 (2) R.S. Mo., pertaining to certain personnel matters. The motion was unanimously approved.