



4144 Lindell Blvd. • Suite 300 • St. Louis, MO 63108  
(314)535-6964 • Fax (314)535-6584

---

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

---

*Minutes of the February 15, 2007, Board Meeting*

*Attendance:*

*Leon E. Ashford, Ph.D.*  
*Mary Calzaretta*  
*Chrissie A. Barfield Campbell*  
*Clement Cann, Jr.*  
*Stephen F. Doss*  
*Ruby Jones*  
*Caroline Korybut*  
*Brooke Sehy*  
*Alva L. Smith*  
*Melvin A. Tann*

*Don Cuvo, Executive Director*

*The meeting was chaired by President Mary Calzaretta.*

**Community Comments** - Rob Thurman, Places for People, distributed two new PFP publications. He pointed out where the MHB funded program, Homeless Outreach, was highlighted in the Report to the Community. There were a number of staff and participants in the MHB funded program at Carnahan High School of the Future. Staffs attending were: Judy Ryan, Lisa Schlueter and Pat DeVecchio. They introduced parents of youths who participate in the program at Carnahan. Each parent spoke, in turn, about the positive impact the program has on their child, as well, as their family life in general.

**Announcements** - Don Cuvo said that each trustee had, at their place, a copy of a newly produced DVD developed for training purposes through a federal grant from the federal Office of Refugee Resettlement. The DVD, produced by Marketing Works, Inc., highlights the issues faced by refugees who were victims of state sponsored torture. The Project Director is Allyce Bullock.

**Minutes** - The Minutes of the November meeting were approved as mailed.

**Monthly Grants Report** - Meg Renner reported all grants are within projected budgets. She handed out Year-to-Date results reports for the Mental Health Fund Grants as well as the Children's Services Grants. Though most of the projects appear to be underperforming, Meg made the following comments:

- In the first year, it is common for results to be off projections, since there was no real baseline to use
- Since most of the projects are working with small numbers of individuals, the percentages are somewhat skewed...being off projections by 2 or 3 people can make the project appear to be 25% or more off projections
- Staff have facilitated Lessons Learned Sessions by outcome area.
- Based on monthly reports and discussions during these sessions, nearly all projects that are underperforming have identified viable course corrections – and some are already demonstrating improved performance
- Some great ideas that came from the Lessons Learned Session include the creation of a resource directory which will include all organizations that contract with MHB, all of the services they provide with a contact person and their information included – as well as the contact persons for community resources they are currently using with good success. Another idea was to have Brown Bag Sessions once a month. MHB staff have agreed to coordinate and host these sessions until they are well established. Organizations will be submitting ideas for topics – MHB staff will recruit people knowledgeable in the requested areas to present at or facilitate the session.
- Some systemic changes we are seeing because of our result-focused efforts are that the 22<sup>nd</sup> Judicial Court is now holding bi-monthly results and learning session with parole officers, court psychiatrist, and staff from contracted services. Additionally, as they are preparing their RFP for the new fiscal year, they are incorporating an outcome focus and will be working the MHB staff to create their format and coordinate with our Outcomes.

**Presentation of FY'06 Audit** - Carl Toler, MHB's Business Manager from Anders, Minkler and Diehl, LLP, reviewed the FY'06 Financial Statements beginning with the Management

Discussion and Analysis. MHB's net equity increased by 77.9% as the result of Proposition K-the Community Children's Services Fund. MHB's revenues exceeded budget by 8.1%. He noted that MHB's revenue is derived primarily from property taxes, federal and foundation grants and interest revenue. Jeffrey Randle, CPA conducted the audit. He reviewed required communication. He said that MHB's audit was unqualified, i.e. a clean audit. Significant audit matters for review were accounting for tax revenues and grant payments. He also said that the Compliance Report, conducted to determine compliance with federal grant laws, rules and regulations, determined no non compliance. Mr. Randle then reviewed certain indicators which fairly reflect MHB's financial situations. MHB's total new equity increased 77.9%, as a result of the new revenue generated by Proposition K. Percent of tax revenue to total revenue was 86.6%, which is up 13%. Grants or project expenditures were 93.7% of total revenue. Operating expenses decreased over prior year. 6.3% of total expenditures were attributed to administration. Trustees approved a motion to accept the audit.

**Appointment of Nominating Committee** - President Mary Calzaretta said the Bylaws called for the appointment of a Nominating Committee to present a slate of officers at the March Meeting. Ruby Jones, Caroline Korybut and Alva Smith volunteered to serve on the committee.

**Resolution to Amend Contract with St. Louis University Department of Psychiatry**- Don said that the need for psychiatric evaluation and medication management for CANA participants has exceeded its current allocation. Trustees approved a resolution increasing the allocation to St. Louis University Department of Psychiatry from \$40,000 to \$60,000.