



701 Market Street, Suite 200, St. Louis, MO 63103, (314) 535-6964

*** MEETING MINUTES ***

Minutes of the January 8, 2025, Personnel Committee Meeting

Trustee	Attendance
Linda Grayson, Chair	Zoom
Andi Blaylock	Zoom
Cassandra Pinkston	Zoom

Others Attending:
 Cassandra Kaufman, Executive Director
 Alicia Lee, Executive Assistant

1. **Call to Order**
 The virtual meeting was called to order at 12:08 PM by Chair Linda Grayson.

2. **Approve October 8, 2024, Meeting Minutes**
 Andi Blaylock moved, and Cassandra Pinkston seconded the motion to approve the minutes of the last committee meeting held October 8, 2024. The motion passed and the minutes were approved.

3. **Review recommended updates to Employee Handbook**
 Executive Director Cassandra Kaufman walked the committee through changes to the Employee Handbook. The handbook was updated due to the passage of the federal Pregnant Workers Fairness Act (PWFA) and the Missouri Accommodations for Nursing Mothers Law. The committee recommended removing the suggested fragrance-free workplace section. Cassandra Pinkston moved, and Andi Blaylock seconded a motion to approve updates to the Employee Handbook. The motion to approve the Employee Handbook was approved.

4. **Review and approve revised job descriptions**
 Cassandra explained the desire to change Program Directors' titles to streamline job descriptions. The committee recommended keeping the same titles and job descriptions.

5. **Update on MHB's short-term and long-term disability, life, and accidental death & dismemberment insurance bid process**
 Cassandra informed the committee that the switch to a new insurance provider for short and long-term disability, life insurance, and accidental death & dismemberment insurance was successful. The switch from UNUM to Mutual of Omaha reduces MHB's premiums for the

four types of insurance, without reducing benefits. The Mutual of Omaha bid guarantees quoted rates until June 1, 2026.

6. **Frequency of Salary and Benefits Survey**

Due to time constraints, this agenda item will be discussed at the next meeting.

7. **Adjournment**

There being no further business before the committee, Chair Linda Grayson moved to adjourn the meeting. The motion was seconded by Andi Blaylock and the meeting adjourned at 1:00 PM.