



**WORK SESSION MEETING  
OF THE  
CITY COUNCIL  
City of Maplewood, Missouri**

City Council Chambers, City Hall  
7601 Manchester Road, Maplewood, MO 63143

**Tuesday, October 28, 2025  
6:00 PM**

**AGENDA**

1. Call to Order
2. Roll Call
3. Police Advisory Board Applicant Discussion
4. Board and Commission Handbook Review
5. Proposed Flag Policy Discussion
6. Adjournment

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**Accessibility Notice**

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**Virtual Access**

Watch this meeting live or view previous meetings at [www.youtube.com/@cityofmaplewood8819](http://www.youtube.com/@cityofmaplewood8819)

*Posted on October 24, 2025, at Maplewood City Hall and [maplewoodmo.gov](http://maplewoodmo.gov)*

# Memorandum



**To:** Mayor and City Council  
**From:** Matt Nighbor, Chief of Police  
**Date:** October 23, 2025  
**Re:** **Police Advisory Board Applicants**

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I am pleased to submit applications for the Police Advisory Board for Council's review and consideration. Following Council's previous discussion, we sought a diverse array of stakeholders to serve on this inaugural board, including residents, employees of Maplewood businesses, and business owners.

The application process has generated strong community interest, and the enclosed materials include applications from qualified candidates representing various perspectives and connections to our community. The accompanying matrix indicates each applicant's current service on other city boards and commissions to assist Council in evaluating overall civic engagement and capacity.

As previously established, the board will consist of five members serving staggered initial terms to ensure continuity. I recommend Council consider the collective composition to achieve a balance of residential, business employee, and business owner representation that will best serve the board's mission of enhancing community engagement and supporting departmental strategic objectives.

I am available to answer any questions regarding the applications or the appointment process, and I look forward to working with the appointed members to establish this important community partnership.

Attached  
Board and Commission Matrix  
Board Applications

## POLICE ADVISORY BOARD - 2025 APPLICANTS

# OF VACANCIES		5						
FIRST NAME	LAST NAME	WARD	CURRENT BOARD SERVICE	RESIDENT	WORKS FOR MAPLEWOOD BUSINESS	MAPLEWOOD BUSINESS OWNER	DATE SUBMITTED	NOTES
Rev. Andy	Bryan	n/a		N	Y	N	10/2/2025	
Corinne	Char	2	Library	Y	N	N	9/29/2025	Library term expires 6/30/2026
Kevin	Chase	1		Y	N	N	10/20/2025	
Maria	Flint	3		Y	N	N	9/29/2025	
Melisa	Glore	n/a		N	Y	N	10/1/2025	
Heidi	Hellmuth	3		Y	N	N	10/20/2025	
Linda	Robinson	2	Civil Service	Y	N	N	10/10/2025	Civil Service term expires 6/30/2026
Sheila	Suderwalla	3		Y	Y	Y	10/8/2025	
Jennifer	Suits	2		Y	Y	Y	9/29/2025	
Jeanie	Thisis	2		Y	N	N	9/29/2025	

# Boards and Commissions Application

Print

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**Submitted by:** Rev. Andy Bryan

**Submitted On:** 2025-10-02 12:38:46

**Submission IP:** 35.144.70.251 (172.31.16.188)

proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** City Council

**Due Date:** Open



**City of Maplewood, MO**

Boards and Commissions Application

## Contact Information

\* **First Name:**

Rev. Andy

\* **Last Name:**

Bryan

\* **Address:**

7409 Flora Ave.

\* **City:**

Maplewood

\* **State:**

MO

\* **Zip:**

63143

\* **Email Address**

\* **Primary Phone (numbers only)**

**Other Phone (numbers only)**

## Personal Information

**Current Employer (optional)**

Maplewood United Methodist Church

**Occupation (optional)**

Pastor

**Work Phone (numbers only)**

\* Are you a Maplewood resident?

Yes  No

\* Do you work for a Maplewood business?

Yes  No

\* Reason(s) for wanting to serve on a board or commission:

I have been inspired by the conversations at the monthly Community Connections meeting, which include Maplewood police officers. I believe strongly in the power of connection and collaboration. No single entity bears the entire burden of community development, and I am eager to deepen my own relationships with the Maplewood community and to nurture this congregation's history of community engagement.

\* What experience or qualifications do you have relating to the function of the board or commission?

I have served on several boards, including the Saint Paul School of Theology Board of Trustees, the Missouri Annual Conference Board of Ordained Ministry, the board of the Rainbow Network, and the State of Missouri Children's Trust Fund Board of Directors. I am currently on the board of Mosaic Services at MRH Schools.

\* Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments or office(s)?

Yes  No

If you checked yes, please list date(s) and position(s) held.

As mentioned above, I previously served on the State of Missouri Children's Trust Fund Board of Directors. It was an appointed position I held from 2015-2019.

List civic or community activities with which you have been involved.

As the pastor of Maplewood UMC, I am very involved with the work of the Community Unity Center, whose mission is to build unity in the Maplewood community. I teach music at Shock City School of Music in Maplewood, but have participated in Maplewood community activities via my role as Pastor of Maplewood United Methodist.

If you would like to attach any documents or items that may be of interest to the Mayor or Council for the application review process, please do so below.

No file chosen

**References**

Please list two references. At least one reference needs to be a Maplewood resident who is familiar with your experience and abilities.

\* Reference Name:

Mary Kunce

\* Reference Email Address:

\* Reference Phone (numbers only):

\* Maplewood resident?

Yes  No

\* Reference Name

Rev. Winter Hamilton

\* Reference Email Address

\* Reference Phone (numbers only)

\* Maplewood resident?

Yes  No

I am interested in serving on the following Board(s) or Commission(s):

(Please rank in order of preference, 1 being your most preferred board/commission.)

**\* Board of Adjustment and Housing Board of Appeals**

Not interested in serving on this board / commission.



**\* Civil Service Commission**

Not interested in serving on this board / commission.



**\* Design & Review Board and Historic Preservation Commission**

Not interested in serving on this board / commission.



**\* Human Services Commission**

3



**\* Library Board**

2



**\* Parks & Recreation Commission**

Not interested in serving on this board / commission.



**\* Plan and Zoning Commission**

Not interested in serving on this board / commission.



**\* Police Advisory Board**

1



**\* Special Business District Tax Advisory Commission**

Not interested in serving on this board / commission.



Members of the SBD Tax Advisory Commission must be individuals who own property or operate as a municipally licensed business within the boundaries of the district.

**\* Sustainability Commission**

Not interested in serving on this board / commission.



**\* Have you read the duties and responsibilities of the board or commission for which you are applying?**

Yes  No

**\* Will you be able to attend the regular meetings of the boards and commissions to which you may be appointed?**

Yes  No

By submitting this form, you affirm that the information contained in this application is true and accurate to the best of your knowledge and that you are the person named in the applicant section of this form. In addition, you acknowledge that upon receipt by the City, this form is a public record and its contents will be provided to anyone requesting a copy and that your name, street number/address will be made available to the public via the council meeting agenda, which is posted on the internet.

If you have any questions, please contact the City Clerk at (314) 646-3604 of [cityclerk@cityofmaplewood.com](mailto:cityclerk@cityofmaplewood.com).

**\* Electronic Signature**

Andy Bryan

**\* Date**

10/02/2025

Format: MM/DD/YYYY

**\* Email address**

pastor@maplewoodmc.org

This field is not part of the form submission.

# Boards and Commissions Application

Print

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**Submitted by:** Corinne Char

**Submitted On:** 2025-09-29 10:20:07

**Submission IP:** 107.77.209.20 (172.31.16.188)

proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** City Council

**Due Date:** Open

## Attachments

- [Resume.pdf](#) - 2025-09-29 10:20:09 am



**City of Maplewood, MO**

Boards and Commissions Application

## Contact Information

\* **First Name:**

Corinne

\* **Last Name:**

Char

\* **Address:**

2149 Bellevue Ave

\* **City:**

Maplewood

\* **State:**

Mo

\* **Zip:**

63143

\* **Email Address**

\* **Primary Phone (numbers only)**

**Other Phone (numbers only)**

Ex. (123) 456-7890

## Personal Information

**Current Employer (optional)**

Barnes Jewish Hospital

**Occupation (optional)**

Clinical Social Worker

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**Work Phone (numbers only)**

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\* Are you a Maplewood resident?

Yes  No

\* Do you work for a Maplewood business?

Yes  No

\* Reason(s) for wanting to serve on a board or commission:

I complete Maplewood 101 and was floored by how much was going on behind the scenes with MPD. When we went to the training center I had the opportunity to try the simulator and I unfortunately was far too slow in reacting, unable to remove the gun from the holster, and was shot by the simulated driver. I have seen so much coverage of police shootings and my experiences with Maplewood 101 showed me there is much more complexity and I would like to be on this board to help bridge the complex and critical relationship between police and community.

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\* What experience or qualifications do you have relating to the function of the board or commission?

I work in the emergency department as a social worker and have seen hundreds of GSWs, FITs, CIT cases and unfortunately officers coming in as a result of on duty injuries. I have experience navigating angry families and responding to psychiatric crises, unhoused populations, and chemical dependency. I have also been a grateful recipient of police support responding to a string of antisemitic incidents at our home and a restraining order I had to take out on a patient who repeatedly threatened to kill me and knew my home address. From both a personal and professional lens I have had extensive engagement with police and would love the opportunity to join this board.

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\* Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments or office(s)?

Yes  No

If you checked yes, please list date(s) and position(s) held.

Maplewood Library Board- August 2023 to present, current board president

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List civic or community activities with which you have been involved.

National Association of Social Workers, Animal Protective Association foster family

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If you would like to attach any documents or items that may be of interest to the Mayor or Council for the application review process, please do so below.

No file chosen

**References**

Please list two references. At least one reference needs to be a Maplewood resident who is familiar with your experience and abilities.

\* Reference Name:

Christy Kramlich

---

\* Reference Email Address:

\* Reference Phone (numbers only):

---

\* Maplewood resident?

Yes  No

\* Reference Name

Kate Petrakova

---

\* Reference Email Address

\* Reference Phone (numbers only)

\* Maplewood resident?

Yes  No

I am interested in serving on the following Board(s) or Commission(s):

(Please rank in order of preference, 1 being your most preferred board/commission.)

\* Board of Adjustment and Housing Board of Appeals

Not interested in serving on this board / commission.



\* Civil Service Commission

Not interested in serving on this board / commission.



\* Design & Review Board and Historic Preservation Commission

Not interested in serving on this board / commission.



\* Human Services Commission

Not interested in serving on this board/commission.



\* Library Board

2



\* Parks & Recreation Commission

Not interested in serving on this board / commission.



\* Plan and Zoning Commission

Not interested in serving on this board / commission.



\* Police Advisory Board

1



\* Special Business District Tax Advisory Commission

Not interested in serving on this board / commission.



Members of the SBD Tax Advisory Commission must be individuals who own property or operate as a municipally licensed business within the boundaries of the district.

\* Sustainability Commission

Not interested in serving on this board / commission.



\* Have you read the duties and responsibilities of the board or commission for which you are applying?

Yes  No

\* Will you be able to attend the regular meetings of the boards and commissions to which you may be appointed?

Yes  No

By submitting this form, you affirm that the information contained in this application is true and accurate to the best of your knowledge and that you are the person named in the applicant section of this form. In addition, you acknowledge that upon receipt by the City, this form is a public record and its contents will be provided to anyone requesting a copy and that your name, street number/address will be made available to the public via the council meeting agenda, which is posted on the internet.

If you have any questions, please contact the City Clerk at (314) 646-3604 of [cityclerk@cityofmaplewood.com](mailto:cityclerk@cityofmaplewood.com).

**\* Electronic Signature**

Corinne Char

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**\* Date**

09/29/2025

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Format: MM/DD/YYYY

**\* Email address**

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This field is not part of the form submission.

# Boards and Commissions Application

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Print

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**Submitted by:** Kevin Chase

**Submitted On:** 2025-10-20 14:55:32

**Submission IP:** 104.28.104.49 (172.31.22.40)  
proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** City Council

**Due Date:** Open



**City of Maplewood, MO**

Boards and Commissions Application

## Contact Information

\* **First Name:**

Kevin

\* **Last Name:**

Chase

\* **Address:**

\* **City:**

Maplewood

\* **State:**

MO

\* **Zip:**

63143

\* **Email Address**

\* **Primary Phone (numbers only)**

**Other Phone (numbers only)**

## Personal Information

**Current Employer (optional)**

Missouri State Public Defender

**Occupation (optional)**

Attorney

**Work Phone (numbers only)**

\* Are you a Maplewood resident?

Yes  No

\* Do you work for a Maplewood business?

Yes  No

\* Reason(s) for wanting to serve on a board or commission:

In a decade plus doing public defense work for people in poverty, I have seen a broad variety of police work. My goals on the police advisory board are to ensure that are police are able to perform to their potential and that our community's residents and visitors both get and perceive fairness and respect from their interactions with law enforcement. Facilitating communication between the department and the community facilitates both goals.

\* What experience or qualifications do you have relating to the function of the board or commission?

I've been an attorney with the Missouri Public Defender for almost 14 years. I have indirectly observed hundreds of police-civilian interactions through the cases on which I've worked. Legal training may also be helpful.

\* Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments or office(s)?

Yes  No

If you checked yes, please list date(s) and position(s) held.

Missouri State Public Defender Trial division (criminal defense), 2011-2022 Commitment Defense Unit (mental health civil commitment), 2022-present

List civic or community activities with which you have been involved.

I spoke with both mayoral candidates in 2024 and published (on Facebook) a piece of citizen journalism that was generally well received.

If you would like to attach any documents or items that may be of interest to the Mayor or Council for the application review process, please do so below.

No file chosen

**References**

Please list two references. At least one reference needs to be a Maplewood resident who is familiar with your experience and abilities.

\* Reference Name:

Bailey Schuchmann

\* Reference Email Address:

\* Reference Phone (numbers only):

\* Maplewood resident?

Yes  No

\* Reference Name

Mike Sato (former supervisor)

\* Reference Email Address

\* Reference Phone (numbers only)

\* Maplewood resident?

Yes  No

I am interested in serving on the following Board(s) or Commission(s):

(Please rank in order of preference, 1 being your most preferred board/commission.)

**\* Board of Adjustment and Housing Board of Appeals**

Not interested in serving on this board / commission.



**\* Civil Service Commission**

2



**\* Design & Review Board and Historic Preservation Commission**

Not interested in serving on this board / commission.



**\* Human Services Commission**

Not interested in serving on this board/commission.



**\* Library Board**

Not interested in serving on this board / commission.



**\* Parks & Recreation Commission**

Not interested in serving on this board / commission.



**\* Plan and Zoning Commission**

Not interested in serving on this board / commission.



**\* Police Advisory Board**

1



**\* Special Business District Tax Advisory Commission**

Not interested in serving on this board / commission.



Members of the SBD Tax Advisory Commission must be individuals who own property or operate as a municipally licensed business within the boundaries of the district.

**\* Sustainability Commission**

Not interested in serving on this board / commission.



**\* Have you read the duties and responsibilities of the board or commission for which you are applying?**

Yes  No

**\* Will you be able to attend the regular meetings of the boards and commissions to which you may be appointed?**

Yes  No

By submitting this form, you affirm that the information contained in this application is true and accurate to the best of your knowledge and that you are the person named in the applicant section of this form. In addition, you acknowledge that upon receipt by the City, this form is a public record and its contents will be provided to anyone requesting a copy and that your name, street number/address will be made available to the public via the council meeting agenda, which is posted on the internet.

If you have any questions, please contact the City Clerk at (314) 646-3604 of [cityclerk@cityofmaplewood.com](mailto:cityclerk@cityofmaplewood.com).

**\* Electronic Signature**

Kevin Chase

**\* Date**

10/20/2025

Format: MM/DD/YYYY

**\* Email address**

This field is not part of the form submission.

# Boards and Commissions Application

Print

Del

**Submitted by:** Maria Flint

**Submitted On:** 2025-09-29 15:16:24

**Submission IP:** 208.191.57.56 (172.31.72.23)

proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** City Council

**Due Date:** Open



**City of Maplewood, MO**

Boards and Commissions Application

## Contact Information

\* **First Name:**

Maria

\* **Last Name:**

Flint

\* **Address:**

7396 Maple

\* **City:**

Saint Louis

\* **State:**

MO

\* **Zip:**

63143

\* **Email Address**

\* **Primary Phone (numbers only)**

**Other Phone (numbers only)**

## Personal Information

**Current Employer (optional)**

SSI

**Occupation (optional)**

SSI

**Work Phone (numbers only)**

\* Are you a Maplewood resident?

Yes  No

\* Do you work for a Maplewood business?

Yes  No

\* Reason(s) for wanting to serve on a board or commission:

I saw it on Facebook and it looks like fun!

\* What experience or qualifications do you have relating to the function of the board or commission?

I have a very good relationship with both the police department and the community.

\* Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments or office(s)?

Yes  No

If you checked yes, please list date(s) and position(s) held.

List civic or community activities with which you have been involved.

Maplewood for years (\*since 2016); Community Unity Center at UMC, Commun. Unity Ctr. Dinners & Potlucks, Comm. Unity Center daycare (\*several years ago for 2 years.); Pancake Breakfasts at Immaculate Conception Church; Second Time Around Shop at UMC weekly.

If you would like to attach any documents or items that may be of interest to the Mayor or Council for the application review process, please do so below.

No file chosen

**References**

Please list two references. At least one reference needs to be a Maplewood resident who is familiar with your experience and abilities.

\* Reference Name:

Robert Oldweiler

\* Reference Email Address:

\* Reference Phone (numbers only):

\* Maplewood resident?

Yes  No

\* Reference Name

Mary Flint

\* Reference Email Address

\* Reference Phone (numbers only)

\* Maplewood resident?

Yes  No

I am interested in serving on the following Board(s) or Commission(s):

(Please rank in order of preference, 1 being your most preferred board/commission.)

\* Board of Adjustment and Housing Board of Appeals

Not interested in serving on this board / commission.



**\* Civil Service Commission**

4



**\* Design & Review Board and Historic Preservation Commission**

Not interested in serving on this board / commission.



**\* Human Services Commission**

3



**\* Library Board**

2



**\* Parks & Recreation Commission**

Not interested in serving on this board / commission.



**\* Plan and Zoning Commission**

Not interested in serving on this board / commission.



**\* Police Advisory Board**

1



**\* Special Business District Tax Advisory Commission**

Not interested in serving on this board / commission.



Members of the SBD Tax Advisory Commission must be individuals who own property or operate as a municipally licensed business within the boundaries of the district.

**\* Sustainability Commission**

Not interested in serving on this board / commission.



**\* Have you read the duties and responsibilities of the board or commission for which you are applying?**

Yes  No

**\* Will you be able to attend the regular meetings of the boards and commissions to which you may be appointed?**

Yes  No

By submitting this form, you affirm that the information contained in this application is true and accurate to the best of your knowledge and that you are the person named in the applicant section of this form. In addition, you acknowledge that upon receipt by the City, this form is a public record and its contents will be provided to anyone requesting a copy and that your name, street number/address will be made available to the public via the council meeting agenda, which is posted on the internet.

If you have any questions, please contact the City Clerk at (314) 646-3604 of [cityclerk@cityofmaplewood.com](mailto:cityclerk@cityofmaplewood.com).

**\* Electronic Signature**

Maria Ellen Flint

**\* Date**

09/29/2025

Format: MM/DD/YYYY

**\* Email address**

This field is not part of the form submission.

# Boards and Commissions Application

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[Print](#) [Del](#)

**Submitted by:** Melisa Glore

**Submitted On:** 2025-10-01 14:14:40

**Submission IP:** 8.227.207.198 (172.31.16.188)  
proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** City Council

**Due Date:** Open



**City of Maplewood, MO**  
Boards and Commissions Application

## Contact Information

\* **First Name:**

Melisa

\* **Last Name:**

Glore

\* **Address:**

536 s Clinton st

\* **City:**

Collinsville

\* **State:**

Il

\* **Zip:**

62234

\* **Email Address**

\* **Primary Phone (numbers only)**

**Other Phone (numbers only)**

Ex. (123) 456-7890

## Personal Information

**Current Employer (optional)**

Walmart

**Occupation (optional)**

**Work Phone (numbers only)**

\* Are you a Maplewood resident?

Yes  No

\* Do you work for a Maplewood business?

Yes  No

\* Reason(s) for wanting to serve on a board or commission:

To better help the community I work in. I am very passionate about the city and would love to be more involved.

\* What experience or qualifications do you have relating to the function of the board or commission?

I work with Asset Protection for Walmart and have worked with the police closely on multiple occasions. I also interact with the residents of Maplewood daily.

\* Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments or office(s)?

Yes  No

If you checked yes, please list date(s) and position(s) held.

List civic or community activities with which you have been involved.

I currently help supply the Maplewood Police Department with items for city events.

If you would like to attach any documents or items that may be of interest to the Mayor or Council for the application review process, please do so below.

No file chosen

**References**

Please list two references. At least one reference needs to be a Maplewood resident who is familiar with your experience and abilities.

\* Reference Name:

Susan Wadsworth

\* Reference Email Address:

\* Reference Phone (numbers only):

\* Maplewood resident?

Yes  No

\* Reference Name

Dustin Hoskins

\* Reference Email Address

\* Reference Phone (numbers only)

\* Maplewood resident?

Yes  No

I am interested in serving on the following Board(s) or Commission(s):

(Please rank in order of preference, 1 being your most preferred board/commission.)

\* Board of Adjustment and Housing Board of Appeals



**\* Civil Service Commission**

5



**\* Design & Review Board and Historic Preservation Commission**

Not interested in serving on this board / commission.



**\* Human Services Commission**

2



**\* Library Board**

2



**\* Parks & Recreation Commission**

4



**\* Plan and Zoning Commission**

Not interested in serving on this board / commission.



**\* Police Advisory Board**

1



**\* Special Business District Tax Advisory Commission**

Not interested in serving on this board / commission.



Members of the SBD Tax Advisory Commission must be individuals who own property or operate as a municipally licensed business within the boundaries of the district.

**\* Sustainability Commission**

6



**\* Have you read the duties and responsibilities of the board or commission for which you are applying?**

Yes  No

**\* Will you be able to attend the regular meetings of the boards and commissions to which you may be appointed?**

Yes  No

By submitting this form, you affirm that the information contained in this application is true and accurate to the best of your knowledge and that you are the person named in the applicant section of this form. In addition, you acknowledge that upon receipt by the City, this form is a public record and its contents will be provided to anyone requesting a copy and that your name, street number/address will be made available to the public via the council meeting agenda, which is posted on the internet.

If you have any questions, please contact the City Clerk at (314) 646-3604 of [cityclerk@cityofmaplewood.com](mailto:cityclerk@cityofmaplewood.com).

**\* Electronic Signature**

Melisa Glore

**\* Date**

10/01/2025

Format: MM/DD/YYYY

**\* Email address**

This field is not part of the form submission.

# Boards and Commissions Application

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[Print](#) [Del](#)

**Submitted by:** Heidi Hellmuth

**Submitted On:** 2025-10-20 16:46:01

**Submission IP:** 24.207.142.101 (172.31.78.134)  
proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** City Council

**Due Date:** Open

## Attachments

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- [Hellmuth CV 10-25.doc](#) - 2025-10-20 04:46:03 pm



**City of Maplewood, MO**  
Boards and Commissions Application

## Contact Information

\* **First Name:**

Heidi

\* **Last Name:**

Hellmuth

\* **Address:**

7442 Maple Avenue

\* **City:**

Maplewood

\* **State:**

Missouri

\* **Zip:**

63143

\* **Email Address**

\* **Primary Phone (numbers only)**

**Other Phone (numbers only)**

Ex. (123) 456-7890

## Personal Information

**Current Employer (optional)**

Recently retired from Saint Louis Zoo

**Occupation (optional)**

Zoological field - animal care, behavior, and welfare positions for 38+ years

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**Work Phone (numbers only)**

Ex. (123) 456-7890

---

**\* Are you a Maplewood resident?**

Yes  No

**\* Do you work for a Maplewood business?**

Yes  No

**\* Reason(s) for wanting to serve on a board or commission:**

I moved to Maplewood over a decade ago, and fell in love with it. I rented for a year and a half and as soon as I had the opportunity bought a house and hope to continue to live here for many years. I am very passionate about police-community relations, and I strongly feel that working to change the currently polarizing viewpoints in our current culture on many topics needs to change, and this is one area where working to a more common ground would benefit everyone. I believe that concepts like 'Back the Blue' and 'Black Lives Matter' are not and should not be seen as competing or mutually exclusive, and I would very much like to help move towards this type of approach in Maplewood which could be an example to other communities as well. I spent my entire career in the animal care/zoological field, which can engender some of the same types of polarizing viewpoints and extreme positions. I've seen small steps in this field towards embracing the areas of agreement versus focusing on the areas of divergence, and how it can start building relationships between groups that have at times been at odds to turn our joint efforts to the goal we all share which is animal welfare. That's the type of approach I would like to be a part of building between police and the community, because I think so much more good can be done together versus in opposition at times, leveraging common goals while still acknowledging differences and different groups being able to take honest looks at themselves for areas of improvement as well. I would be honored to be able to help achieve these types of goals. My responses are geared towards the Police Advisory Board call for applications, but there are numerous other boards and commissions that I would be interested in putting my time and energy into as well, which are listed in the ranked choice section below.

---

**\* What experience or qualifications do you have relating to the function of the board or commission?**

I do feel that my professional experience of almost 40 years as mentioned above does give me experience that can be very relatable to this role as I described in the previous in the previous answer. Additionally having lived around the country in various size towns and cities, I've lived and worked in different types of communities throughout my adult life. I believe this experience along with my 10+ years in Maplewood gives me a wide range of knowledge and ideas to help bring to this effort. When I moved to Maplewood in late 2015 one of the first things I did was enroll in the Citizen's Academy to learn more about Maplewood, and am a proud graduate of this course from 2016. I've always attended the Mayoral forums and similar types of events to get to know about the candidates to make informed choices for each individual election, versus just making decisions based on my feelings or thoughts in previous elections. For a number of years I attended Council meetings regularly and frequently contributed thoughts and ideas in the public comments section(s). My life got busier and more complicated for a while which has limited this but I have recently taken early retirement so have ample time to get back involved in civic activities and this is one I have been interested in since the concept began being discussed in 2020 here in Maplewood.

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**\* Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments or office(s)?**

Yes  No

**If you checked yes, please list date(s) and position(s) held.**

2013 - Citizen's Advisory Board Eatonville WA Fire Department

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**List civic or community activities with which you have been involved.**

I was appointed to a Citizen's Advisory Board in Eatonville/Clear Lake Washington for a bond issue to build a new firehouse for the Fire Department. This involved several months of meetings, site visits, community sessions, and other activities to decide on the scope of the bond issue, work on presentations to inform the community and gather support for the bond.

---

**If you would like to attach any documents or items that may be of interest to the Mayor or Council for the application review process, please do so below.**

No file chosen

**References**

Please list two references. At least one reference needs to be a Maplewood resident who is familiar with your experience and abilities.

**\* Reference Name:**

Julie Hartell-DeNardo

**\* Reference Email Address:**

**\* Reference Phone (numbers only):**

**\* Maplewood resident?**

Yes  No

**\* Reference Name**

Sydney Hoeltzli/Rod Cadanau

**\* Reference Email Address**

**\* Reference Phone (numbers only)**

**\* Maplewood resident?**

Yes  No

**I am interested in serving on the following Board(s) or Commission(s):**

(Please rank in order of preference, 1 being your most preferred board/commission.)

**\* Board of Adjustment and Housing Board of Appeals**

Not interested in serving on this board / commission.



**\* Civil Service Commission**

3



**\* Design & Review Board and Historic Preservation Commission**

Not interested in serving on this board / commission.



**\* Human Services Commission**

4



**\* Library Board**

2



**\* Parks & Recreation Commission**

5



**\* Plan and Zoning Commission**

Not interested in serving on this board / commission.



**\* Police Advisory Board**

1



**\* Special Business District Tax Advisory Commission**

Not interested in serving on this board / commission.



Members of the SBD Tax Advisory Commission must be individuals who own property or operate as a municipally licensed business within the boundaries of the district.



---

\* Have you read the duties and responsibilities of the board or commission for which you are applying?

Yes  No

\* Will you be able to attend the regular meetings of the boards and commissions to which you may be appointed?

Yes  No

By submitting this form, you affirm that the information contained in this application is true and accurate to the best of your knowledge and that you are the person named in the applicant section of this form. In addition, you acknowledge that upon receipt by the City, this form is a public record and its contents will be provided to anyone requesting a copy and that your name, street number/address will be made available to the public via the council meeting agenda, which is posted on the internet.

If you have any questions, please contact the City Clerk at (314) 646-3604 of [cityclerk@cityofmaplewood.com](mailto:cityclerk@cityofmaplewood.com).

\* Electronic Signature

Heidi Hellmuth

\* Date

10/20/2025

Format: MM/DD/YYYY

\* Email address

---

This field is not part of the form submission.

**Heidi Hellmuth**  
**7442 Maple Ave**  
**Maplewood, MO 63143**

**Career Experience**

**1/15 to 8/25**

**Saint Louis Zoo, St. Louis, MO**  
**Curator of Primates**

**4/19 to present**

**Director – WildCare Institute Center for the Conservation of Congo Apes**

- Oversaw the Jungle of the Apes and Primate House animals, facilities, and staff
- Member of the Zoo's Leadership team
- Involved in strategic and master planning for the Zoo and the design of Primate Canopy Trails project
- Curatorial liaison for the Enrichment Committee

**8/12 to 9/14**

**Northwest Trek Wildlife Park, Eatonville, WA**  
**Zoological Curator**

- Managed all aspects of the animal collection and keeper staff – including a 435-acre free roaming hoofstock exhibit
- Supervised the veterinary, conservation, and horticulture departments
- Maintain animal records, permits, and registrar duties

**6/06 to 8/12**

**Smithsonian's National Zoological Park, Washington, DC**

**6/06 to 8/12 Curator of Enrichment & Training**

**9/10 to 8/12 Curator of American Trail**

**9/11 to 8/12 Acting Curator of Primates**

- Oversaw the development and implementation of a comprehensive, facility-wide behavioral husbandry program for the National Zoo's two facilities (Zoo in Washington, DC and Conservation Biology Institute in Front Royal, VA)
- Managed the staff and animal collection in the American Trail area, which included North American wildlife and pinnipeds; including involvement in a major renovation project of the American Trail animal exhibits and acquisition of new animals for the area
- Managed the staff and animal collection in the Primate area, including apes, lemurs, and Old World monkeys; and helped oversee a comprehensive great ape cognitive research program

**3/05 – 6/06**

**National Aquarium in Baltimore, Baltimore, MD**  
**Manager of Animal Programs**

- Managed the care, training, and enrichment of the program animal collection and supervision and training of the Animal Programs staff
- Helped coordinate the training and enrichment programs for animals throughout the aquarium
- Co-chaired the enrichment committee
- Utilized program animal collection for events and receptions, camps and classes, and media appearances; and completed media training

**3/00 – 11/04**

**Philadelphia Zoo, Philadelphia, PA**

**7/01 – 11/04 Assistant Curator of Primates & Small Mammals**

**3/00 – 7/01 Mammal Supervisor**

- Managed the staff and animal collection in Primate Reserve, Rare Animal Conservation Center, and Small Mammal House
- Rotational supervisory coverage of all mammal areas; including long-term assignment as large mammal supervisor
- Member of the emergency animal recapture team, and certified member of the shooting team

**3/1 – 3/31/01**

**Taronga Zoo, Sydney, Australia**  
**Animal Training Consultant**

- Assisted the staff with the development and implementation of a behavioral training program with a troop of 10 gorillas, with the long-term goal of teaching the females to voluntarily allow artificial insemination
- Consulted on training programs with parrots, sun bears, clouded leopards, orangutans and callitrichids

**3/96 – 2/00                      Loon Mountain Wildlife Theater, Lincoln, NH**

**6/97 – 2/00                      Curator**

**3/96 - 6/97                      Lead Animal Trainer**

- Responsible for the development and operation of a wildlife education program; including animal acquisitions and training, permits, safety and emergency procedures, veterinary care and show development
- Hired, trained, and supervised the full-time and seasonal staff

**5/93 – 3/96                      Zoo Atlanta, Atlanta, GA**

**Keeper II – Mammal Department**

- Cared for animals in the carnivore and hoofstock areas
- Developed and supervised behavioral training programs for black rhinoceros and California sea lions

**8/91 – 2/93                      Brookfield Zoo, Chicago, IL**

**Keeper/Trainer – Seven Seas Panorama**

- Cared for and trained dolphins, sea lions, harbor seals, walruses, and aquatic birds

**5/88 – 8/91                      Sea World of Florida, Orlando, FL**

**Animal Trainer**

- Cared for and trained parrots, raptors, canines, killer whales, sea lions, walruses, and otters

**5/87 – 5/88                      Mystic Marinelife Aquarium, Mystic, CT**

**Marine Mammal Trainer**

- Cared for and trained beluga whales, dolphins and sea lions

**6/85 – 9/85                      Marineland of Florida, St. Augustine, FL**

**Apprentice Trainer – Temporary Summer Position**

- Assisted with the care of dolphins, sea lions, otters and penguins

### Education

**9/83 – 4/87                      University of Cincinnati, Cincinnati, OH**

BS in Secondary Education – *summa cum laude*

### Professional Development

**3/22                                      AZA Behavioral Husbandry Best Practices for your Animal Welfare Program Course**

**5/18                                      AZA Animal Welfare – Evidence-Based Management Course**

**3/18                                      Karen Pryor's ClickerExpo**

**1/16                                      AZA Creating Successful Exhibits Course**

**12/15                                     Disney's Approach to Leadership Excellence, Disney Institute**

**3/15                                      Positive Management, Saint Louis Zoo Workforce Development**

**9/06                                      Ken Ramirez's Animal Training Seminar, Shedd Aquarium**

**3/04                                      Karen Pryor's ClickerExpo**

**12/02                                     Steve Martin's Animal Training Workshop**

**2/02                                      AZA Managing Animal Enrichment and Training Programs**

**2/99 & 2/00                         AZA Professional Management Development for Zoo & Aquarium Personnel**

### Workshops/Invited Presentations

**6/23                                      American Society of Primatologists Meeting**

- Invited speaker, pre-conference workshop on training in all captive primate settings – *Using Training to Engage and Teach*

**8/19                                      American Society of Primatologists Meeting**

- Invited speaker, pre-conference workshop on abnormal behavior in primates – *Using Behavioral Management Tools to Mitigate Abnormal Behavior*
- 5/17 North American Primate Sanctuary Alliance Virtual Workshop
- Invited presenter – *The Importance of Animal-Caregiver Relationships, Problem-solving, and Working with Nervous or Skittish Animals*
- 3/17 USDA Nonhuman Primate Symposium: Practical Solutions to Welfare Challenges
- Invited speaker – *Just Listen – Giving Animals a Voice to Improve Their Quality of Life*
- 4/17 Animal Behavior Management Alliance (ABMA) Conference
- Presented interactive workshop on enrichment safety
- 4/13 1<sup>st</sup> International Animal Training Conference – Twycross Zoo, Warwickshire, United Kingdom
- Keynote speaker – *Q<sup>2</sup> – Our Quality of Care is Their Quality of Life*
  - Presented interactive workshop on safety in animal training and interactions
- 5/12 ABMA Conference
- Presented interactive workshop on safety in animal training and interactions
- 4/11 ABMA Conference
- Presented interactive workshop on goal-based enrichment
- 8/10 Animal Enrichment & Welfare Workshop – Temaikén Zoo, Buenos Aires, Argentina
- Helped plan, organize and present a 3 ½ day enrichment and animal welfare workshop
  - Presentations – *25 Things to Do with an Apple, Enrichment Safety, Overcoming Fear – Implementing Enrichment and Training with Nervous Animals, Problem-solving – Tools for the Animal Care Toolbox, Quick and Easy Animal Behavior Research (for Non-scientists), No Time? No Money? No Problem! Enrichment and Training on a Shoestring, Building a Formal Enrichment Program – SPIDER It, and Animal Training 101*
- 5/08 1<sup>st</sup> Behavioral Husbandry Manager’s Workshop, Scottsdale, AZ
- Initiated, organized, and led a two-day workshop for behavioral husbandry managers
- 2/08 Advanced Animal Learning Seminar - Animal Concepts, Taronga Zoo, Sydney, Australia
- Helped design and present a seminar on animal learning and advanced training techniques
  - Presentations – *Attention to Detail, Baiting and Luring, Focus on Behavior, Generalizing and Concepts, Animal Training 101, Organizing Training Programs and Tracking Progress, Problem Behaviors in Horses, Problem-solving, Setting Up for Success, Working Animals in Groups*

### **Peer-reviewed Publications and Book Contributions**

Hellmuth, H., Case Study – *A Long and Winding Career Leading to Primate Canopy Trails at the Saint Louis Zoo*, Animal Curation: The Science of Care and Welfare, Halloran, A. (Ed.), 2025 (in press).

Funkhouser, J., Boostrom, H., **Hellmuth, H.**, Lacy, L., Bekins, S., Joshi, P., Mayoukou, W., Ndassoba, S., Singono, C., Abedine, C., Ayina, C.E., Claisse, E., Eslinger, E., McElmurray, P., Musgrave, S., Morgan, D., Sanz, C. *Chimpanzee Activity and Behavioral Diversity Extends Across 24 Hours in Both Captive and Wild Settings*. American Journal of Primatology (2025); <https://doi.org/10.1002/ajp.23729>

Edes, A, Riepl, E, Baskir, E, Edwards, K, **Hellmuth, H**, Boostrom, H, McElroy M, Musgrave K, Powell, D. *Examining Interventions to Reduce Reactivity in A Zoo-Housed Male Francois’ Langur Using Behavior and Physiology*. American Journal of Primatology 86.S1 (2024).

Morgan, D., Strindberg, S., McElmurray, P., Zambarda, A., Singono, I., Huskisson, S., Musgrave, S., Ayina, C., Funkhouser, J., **Hellmuth, H.**, Joshi, P., Cassidy, R., Sanz, C. *Extending the Conservation Impact of Great Ape Research: Flagship Species Sites Facilitate Biodiversity Assessments and Land Preservation*. *Primates* (2023); <https://doi.org/10.1007/s10329-023-01080-x>

Hellmuth, H. *Training Birds from a Zoo Professional's Perspective*, Box B10, Zoo Animal Learning and Training, Ward, S., Melfi, V. and Dorey, N (Eds.) 2020: 231-234.

Bauer, E., Babitz, M., Boedeker, N., and **Hellmuth, H.** *Approaches to Understanding and Managing Pacing in Sloth Bears in a Zoological Setting*. *International Journal of Comparative Psychology*, 2013; 26: 53-74.

**Hellmuth, H.**, Augustine, L., Watkins, B., and Hope, K. *Using Operant Conditioning and Desensitization to Facilitate Veterinary Care with Captive Reptiles*. *Veterinary Clinics of North America: Exotic Animal Practice*, September 2012; 15(3): 425-443.

### **Other Publications & Presentations**

**Hellmuth, H.**, Fischer, M., and Powell, D. *Creation of an Animal Welfare Assessment Tool to Meet the Association of Zoos and Aquariums New Accreditation Standard*. American Society of Primatologists Meeting, 2019.

Alm, V., Boostrom, H., and **Hellmuth, H.** *Raising the Bar – Excellence in Primate Care at the (Saint Louis) Zoo*. *StlZoo Magazine*, Summer 2019; 35(3): 6-11.

Hellmuth, H. *Why Before What – Shifting Towards Goal-based Enrichment*. AZA Annual Conference, 2018.

Hellmuth, H. *Baiting and Luring – Using Them Effectively is as Easy as A, B, C*. ABMA Conference, 2014.

**Hellmuth, H.** and Insalaco, E. *Safety? Check! A New Perspective for Looking at Safety in Animal Training Interactions*. 1<sup>st</sup> International Animal Training Conference, 2013.

Bauer, E., Babitz, M., **Hellmuth H.**, Boedeker, N. *Applied Behavioral Research for Problem Solving in a Zoo Setting*. American Psychological Association Annual Convention, 2011.

**Hellmuth, H.**, Bauer, E., Bruno, S. *Does it Work? Evaluating Management Strategies to Enhance Zoo Animal Welfare*. American Psychological Association Annual Convention, 2011.

**Hellmuth, H.**, Bauer, E., Hallager, S. *Voyeuristic Zoo Keeping: Using Technology to Support Animal Behavior Research in a Zoo Setting*. American Psychological Association Annual Convention, 2011.

**Hellmuth, H.**, Olarte, C. *Four Out of Six Isn't Bad - Developing an Enrichment Documentation System That Encompasses Four Components of the SPIDER Model*, ABMA Conference, 2011, winner of *Sharing the Knowledge* award.

Hellmuth, H. *Training 101*, presentation to staff at Virginia Zoo, Norfolk, VA, 2011.

Hellmuth, H. *Training 101*, presentation to staff at Cape May County Zoo, Cape May County, NJ, 2011.

Hellmuth, H., *Training 101* and *Working Animals in Groups*, presentations to staff at Brandywine Zoo, Wilmington, DE, 2010.

**Hellmuth, H.** and Hare, V., *Safer Enrichment – It's as Easy as 1, 2, 3*, ABMA Conference, 2010 – winner of *Sharing the Knowledge* award.

**Hellmuth, H.**, Bauer, E., DeWitt, T., Peters, A., and Shimm, A., *Extreme Makeover – Cuttlefish Edition*, AAZK-ICZ Conference, 2009; International Conference on Environmental Enrichment, 2009; ABMA Conference, 2009.

Hellmuth, H., *Training 101* and *Organizing and Tracking Training Programs*, presentations to staff at Elmwood Park Zoo, Norristown PA, 2009.

Hellmuth, H., *Training 101*, presentation to staff at Salisbury Park Zoo, Salisbury MD, 2008.

**Hellmuth, H.**, and Gerrits, J., *Croc in a Box – Crate Training an Adult Male Gharial*, ABMA Conference, 2008; AAZK-ICZ Conference, 2009.

Hellmuth, H., *A Click Here, A Click There, and Suddenly You're Documenting Enrichment*, International Conference on Environmental Enrichment, 2007.

Bauer, E., and **Hellmuth, H.**, *Trying to Reduce Stereotypic Pacing Behavior in an Adult Male Sloth Bear: A Scientific Approach With Environmental Enrichment*, ABMA Wellspring (Vol. 8, Issue 3), 2007; Poster presented at Advancing Bear Care Conference, 2011.

**Hellmuth, H.**, and Ramsay, J., *The Mind of a Mollusk – Training and Enrichment of Giant Pacific Octopus at the National Aquarium in Baltimore* (poster), ABMA Conference, 2006.

**Hellmuth, H.**, Lengel, K., and McCafferty, K., *Care and Management of Giant Elephant Shrews*, PowerPoint presented at meetings during AZA and EAZA Conferences, 2005.

Hellmuth, H., *The Taping of the Shrews*, AZA Communiqué, March 2005.

Baker, A., **Hellmuth, H.**, Lengel, K., and McCafferty, K., *Black-and-rufous Sengi (Rhynchocyon petersi) at the Philadelphia Zoo*, Afrotheria Newsletter, 2005.

**Hellmuth, H.**, and Vine, C., *Training, Enrichment, Money! – Behavior Management as a Fundraising Tool*, ABMA Conference, 2005.

Hellmuth, H., *Training and Enrichment*, presentation to staff at Bergen County Zoo, Paramus, NJ, 2004.

**Hellmuth, H.**, and McCafferty, K., *The Taming of the Shrews: Utilizing Behavior Management to Increase Knowledge About and Improve Husbandry for Giant Elephant Shrews (Rhynchocyon petersi)*, ABMA Conference, 2004.

Franklin, J., **Hellmuth, H.**, and LeBlanc, G., *Training 101*, ABMA Conference, 2003.

Hellmuth, H., *No Time, No Money, No Problem! – Training and Enrichment on a Shoestring*, ABMA Conference, 2003.

Hellmuth, H., *Training and Enrichment*, presentation to staff at Bergen County Zoo, Paramus, NJ, 2002.

**Hellmuth, H.**, and Lewis, K., *Enrichment, Education, Activity – A Win-Win-Win Situation*, ABMA Wellspring (Vol. 2, Issue 1), October 2001.

**Hellmuth, H.**, and Lewis, K., *Reptile Enrichment – The Forgotten Taxa* (poster), International Conference on Environmental Enrichment, 2001.

Hellmuth, H., *Training and Enrichment in Wildlife Rehabilitation Centers*, Cedar Run Wildlife Refuge, Medford, NJ, 2001.

Anderson, C., **Hellmuth, H.**, Mello, S. and Weldon, K., *For the Birds – Raptor Training in a Wildlife Education Program*, American Animal Trainer Magazine, January 2000.

Anderson, C., **Hellmuth, H.** and Mello, S., *Cougars and Owls and Porcupines (Oh My!) – The Multiple Uses of Operant Conditioning in a Wildlife Education Program*. IMATA Conference, 1999.

Hellmuth, H., *Behavioral Training as a Tool in the Diagnosis and Evaluation of Cataracts in a Young Cougar (Felis concolor)* (poster). IMATA Conference, 1997; AZA Eastern Regional Conference, 1998; and Second Animal Trainers Network Meeting (held at AZA Eastern Regional Conference, Pittsburgh, PA) 1999.

Hellmuth, H., *Behavioral Training of 1.1 Black Rhinoceroses*. AZA Southern Regional Conference, 1995.

Hellmuth, H., *Behavioral Training of 1.1 Black Rhinos, Utilizing Marine Mammal Techniques in a Zoological Setting*. IMATA Conference, 1994.

## **Professional Affiliations**

### American Zoo and Aquarium Association (AZA)

- Professional Affiliate Member
- Behavior Advisory Group Treasurer, Steering Committee – 2016 to present
- New World Primate TAG Steering Committee – 2017 to present
- Ape TAG Steering Committee – 2020 to present
- Rodent, Insectivore, Lagomorph, etc. TAG Steering Committee – 2004-2005
- Membership Committee – 2001 to 2003
- Institutional Representative - Various

### Animal Behavior Management Alliance (ABMA)

- Founding Director
- Lifetime Professional Member
- President – 2011 to 2012
- Secretary – 2000 to 2001
- Board of Directors – 1999 to 2005, 2009 to 2012
- Publications Committee – Chair, Editor of *Wellspring* Newsletter – 2000 to 2015
- Animal Behavior Management Advisory Committee – 2000 to 2004
- Ethics Ad Hoc Committee – 2002 to 2004
- Merchandise and Services Committee – 2002 to 2004
- Liaison to American Association of Zoo Keepers – 2002 to 2011
- Honors and Awards Committee – 2007 to 2011
- Animal Professional Liaison Ad Hoc Committee – Chair – 2010 to 2011
- Nominations and Elections Committee – Chair – 2010 to 2012

### International Marine Animal Trainers Association (IMATA)

- Merchandise Committee – 1993 to 2000, Chair 1996 to 2000
- Education Committee – 1998 to 1999
- Regional Reporter - *Soundings* Magazine, 1995 to 2002

### American Association of Zoo Keepers (AAZK)

- Professional Member
- Rainier Chapter Member – 2012 to 2014
- National Capital Chapter Member – 2008 to 2012
- Philadelphia Zoo Chapter Conference Committee – 2004
- Philadelphia Zoo Chapter Enrichment Committee – 2000 to 2004
- Zoo Atlanta Chapter Bowling for Rhinos – Chair – 1994

### Shape of Enrichment

- Safety Editor – 2009 to 2017

# Boards and Commissions Application

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[Print](#) [Del](#)

**Submitted by:** Linda Robinson

**Submitted On:** 2025-10-10 12:58:48

**Submission IP:** 209.66.95.8, 155.190.17.42 (172.31.78.134)  
proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** City Council

**Due Date:** Open

## Attachments

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- [2025 Linda R Bio.docx](#) - 2025-10-10 12:58:50 pm



**City of Maplewood, MO**  
Boards and Commissions Application

## Contact Information

\* **First Name:**

Linda

\* **Last Name:**

Robinson

\* **Address:**

7203 Sarah Street #8

\* **City:**

Maplewood

\* **State:**

MO

\* **Zip:**

63143

\* **Email Address**

\* **Primary Phone (numbers only)**

**Other Phone (numbers only)**

Ex. (123) 456-7890

## Personal Information

**Current Employer (optional)**

ALSAC St. Jude

**Occupation (optional)**

Advisor

---

**Work Phone (numbers only)**

Ex. (123) 456-7890

---

**\* Are you a Maplewood resident?**

Yes  No

**\* Do you work for a Maplewood business?**

Yes  No

**\* Reason(s) for wanting to serve on a board or commission:**

I would like to make an impact in my community by strengthening relationships and to ensure local decisions reflect the voices of the people who live there. Representation matters and when diverse voices serve, decisions become more equitable and responsive to the needs of all residents. I would like to continue to build transparency and trust between the community and local municipality.

---

**\* What experience or qualifications do you have relating to the function of the board or commission?**

I was previously on the Maplewood-Richmond Heights Board of Directors. I am currently on the Human Relations Commission for St. Louis County, Board of Adjustment and Housing Board of Appeals for city of Maplewood, MO.

---

**\* Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments or office(s)?**

Yes  No

**If you checked yes, please list date(s) and position(s) held.**

---

**List civic or community activities with which you have been involved.**

I currently volunteer with many non-profit organizations to recruit volunteers, logistics, plan events, raise funds and advocate for their mission. I volunteered with many elected officials to assist with their campaign by canvassing and hosting events. I have organized and assisted with holiday events such as feed the city and toy drives. When my schedule permits, I am an Election Judge for St. Louis County.

---

**If you would like to attach any documents or items that may be of interest to the Mayor or Council for the application review process, please do so below.**

No file chosen

**References**

Please list two references. At least one reference needs to be a Maplewood resident who is familiar with your experience and abilities.

**\* Reference Name:**

Nicole Rainey

---

**\* Reference Email Address:**

**\* Reference Phone (numbers only):**

---

**\* Maplewood resident?**

Yes  No

**\* Reference Name**

Maria Langston

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**\* Reference Email Address**

**\* Reference Phone (numbers only)**

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**\* Maplewood resident?**

Yes  No

**I am interested in serving on the following Board(s) or Commission(s):**

(Please rank in order of preference, 1 being your most preferred board/commission.)

**\* Board of Adjustment and Housing Board of Appeals**

4



**\* Civil Service Commission**

2



**\* Design & Review Board and Historic Preservation Commission**

Not interested in serving on this board / commission.



**\* Human Services Commission**

3



**\* Library Board**

Not interested in serving on this board / commission.



**\* Parks & Recreation Commission**

Not interested in serving on this board / commission.



**\* Plan and Zoning Commission**

Not interested in serving on this board / commission.



**\* Police Advisory Board**

1



**\* Special Business District Tax Advisory Commission**

Not interested in serving on this board / commission.



Members of the SBD Tax Advisory Commission must be individuals who own property or operate as a municipally licensed business within the boundaries of the district.

**\* Sustainability Commission**

Not interested in serving on this board / commission.



**\* Have you read the duties and responsibilities of the board or commission for which you are applying?**

Yes  No

**\* Will you be able to attend the regular meetings of the boards and commissions to which you may be appointed?**

Yes  No

By submitting this form, you affirm that the information contained in this application is true and accurate to the best of your knowledge and that you are the person named in the applicant section of this form. In addition, you acknowledge that upon receipt by the City, this form is a public record and its contents will be provided to anyone requesting a copy and that your name, street number/address will be made available to the public via the council meeting agenda, which is posted on the internet.

If you have any questions, please contact the City Clerk at (314) 646-3604 of [cityclerk@cityofmaplewood.com](mailto:cityclerk@cityofmaplewood.com).

**\* Electronic Signature**

Linda Robinson

---

**\* Date**

10/10/2025

---

Format: MM/DD/YYYY

**\* Email address**

---

This field is not part of the form submission.

**Linda Robinson's Bio:**

I am currently an Advisor at ALSAC St. Jude, the fundraising and awareness organization for St. Jude Children's Research Hospital. I oversee fundraising, marketing, promotion, and raising awareness for my Book of Business in the St. Louis territory, such as St. Jude Walk, St. Jude Dream Home, Radiothon, Tri-Delta, and volunteers.

My previous roles were at the Urban League of Metropolitan St. Louis as the Director of the Save Our Sisters Program. My responsibilities were to organize programs that represent the vision and mission of the organization and develop innovative programs to support the strategic direction of the organization.

I was the Director of Volunteer Recruitment for Big Brothers Big Sisters of Eastern Missouri. My responsibilities were recruiting volunteers, building relationships with the community, and discussing the impact mentors have on the youth.

Before joining the nonprofit sector, I was a Team Lead at Wells Fargo Advisors in the Trade Processing department. My responsibilities involved overseeing that my team adhered to policy guidelines established by the Securities and Exchange Commission, ensuring compliance with Wells Fargo Advisors' procedures and company culture. I was in corporate America for 28 years before deciding to follow my passion and purpose in life.

I have a Bachelor of Science from Lindenwood University in Communication, specializing in Public Relations. I have two Master of Arts degrees from Webster University: Human Resource Development and Nonprofit Leadership.

I am best known for my community service and volunteerism within the St. Louis region. I co-founded the St. Louis Finest Volunteers team consists of volunteers who offer professional services to various non-profit and for-profit organizations to help ensure their events are successful. I assist the following organizations as their volunteer coordinator or as a volunteer. Here are the organizations I am associated with: St. Louis American Foundation, IHEART Media/Sista Strut, Tee Master's Golf Association, and The Empowerment Network. I serve on committees assisting with staffing, implementing policy and procedures, volunteer training, setting up volunteer meetings, fundraising, and promoting/marketing events and projects for the organizations. I have assisted with silent auctions and coordinated professional networking events.

I have received awards and recognitions for my community service and volunteerism within the St. Louis region. I received awards from the Mathews-Dickey Boys and Girls Club, Delux Magazine, Better Family Life, Commerce Bank, and others.

I am on the Board with the Hats 4 Hearts Foundation and the President of the Webster University Alumni Board of Directors. I serve on the St. Louis County Human Relations Commission, Maplewood Civil Service Commission, Maplewood Board of Adjustment and Housing Boards of Appeal. I am an enthusiastic advocate for mental health, mental illness, and suicide prevention by serving as a NAMI STL Family Support Group facilitator and an advocate and volunteer for the American Foundation on Suicide Prevention (AFSP). I am a member of the Asian American Chamber of Commerce and the Hispanic Chamber of Commerce of Metro St. Louis.

I am the proud mother of Alesia Foster and grandmother of Lauryn Foster. We are members of Friendly Temple Missionary Baptist Church. I am an international best-selling author of the inHer Power inHer Wisdom Anthology.

# Boards and Commissions Application

Print

Del

**Submitted by:** Sheila Suderwalla

**Submitted On:** 2025-10-08 11:50:30

**Submission IP:** 162.238.114.38 (172.31.21.12)  
proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** City Council

**Due Date:** Open



**City of Maplewood, MO**

Boards and Commissions Application

## Contact Information

\* **First Name:**

Sheila

\* **Last Name:**

Suderwalla

\* **Address:**

3546 Commonwealth Ave

\* **City:**

Maplewood

\* **State:**

MO

\* **Zip:**

63143

\* **Email Address**

\* **Primary Phone (numbers only)**

**Other Phone (numbers only)**

Ex. (123) 456-7890

## Personal Information

**Current Employer (optional)**

Artists First

**Occupation (optional)**

Executive Director (Social Worker)

**Work Phone (numbers only)**

\* Are you a Maplewood resident?

Yes  No

\* Do you work for a Maplewood business?

Yes  No

\* Reason(s) for wanting to serve on a board or commission:

The Maplewood Police Department has made significant improvements in building positive community connections, and there is room to sustain and enhance their efforts. I care deeply about improving our community and believe this is a powerful way to make a meaningful contribution. I am particularly interested in joining this board to ensure that underrepresented voices in our community are heard and included in decision-making, policies, and or initiatives.

\* What experience or qualifications do you have relating to the function of the board or commission?

Throughout my career as a social worker, I have worked closely with local and national law enforcement agencies. I have experience in community building, facilitating listening sessions, and mapping out areas of collaboration. Running a local grassroots organization, we are often the first to hear of community needs and concerns. We have built trusting relationships with our neighbors, particularly those who feel underrepresented or marginalized.

\* Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments or office(s)?

Yes  No

If you checked yes, please list date(s) and position(s) held.

Saint Louis County Commission on Disabilities (current). Maplewood Special Business District Commission (past)

List civic or community activities with which you have been involved.

I currently serve on a national Community, Equity, Equality, and Justice Team for an international organization. I have served on Board of Directors of numerous nonprofit organizations.

If you would like to attach any documents or items that may be of interest to the Mayor or Council for the application review process, please do so below.

No file chosen

**References**

Please list two references. At least one reference needs to be a Maplewood resident who is familiar with your experience and abilities.

\* Reference Name:

Jeffery Rosenblum

\* Reference Email Address:

\* Reference Phone (numbers only):

\* Maplewood resident?

Yes  No

\* Reference Name

Jessa Glick

\* Reference Email Address

\* Reference Phone (numbers only)

\* Maplewood resident?

Yes  No

I am interested in serving on the following Board(s) or Commission(s):

(Please rank in order of preference, 1 being your most preferred board/commission.)

**\* Board of Adjustment and Housing Board of Appeals**

Not interested in serving on this board / commission.



**\* Civil Service Commission**

Not interested in serving on this board / commission.



**\* Design & Review Board and Historic Preservation Commission**

Not interested in serving on this board / commission.



**\* Human Services Commission**

Not interested in serving on this board/commission.



**\* Library Board**

Not interested in serving on this board / commission.



**\* Parks & Recreation Commission**

Not interested in serving on this board / commission.



**\* Plan and Zoning Commission**

Not interested in serving on this board / commission.



**\* Police Advisory Board**

1



**\* Special Business District Tax Advisory Commission**

Not interested in serving on this board / commission.



Members of the SBD Tax Advisory Commission must be individuals who own property or operate as a municipally licensed business within the boundaries of the district.

**\* Sustainability Commission**

Not interested in serving on this board / commission.



**\* Have you read the duties and responsibilities of the board or commission for which you are applying?**

Yes  No

**\* Will you be able to attend the regular meetings of the boards and commissions to which you may be appointed?**

Yes  No

By submitting this form, you affirm that the information contained in this application is true and accurate to the best of your knowledge and that you are the person named in the applicant section of this form. In addition, you acknowledge that upon receipt by the City, this form is a public record and its contents will be provided to anyone requesting a copy and that your name, street number/address will be made available to the public via the council meeting agenda, which is posted on the internet.

If you have any questions, please contact the City Clerk at (314) 646-3604 of [cityclerk@cityofmaplewood.com](mailto:cityclerk@cityofmaplewood.com).

**\* Electronic Signature**

Sheila Suderwalla

**\* Date**

10/08/2025

Format: MM/DD/YYYY

**\* Email address**

sheila@artistsfirststl.org

This field is not part of the form submission.

# Boards and Commissions Application

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Print

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**Submitted by:** Jennifer Suits

**Submitted On:** 2025-09-29 10:19:41

**Submission IP:** 97.87.124.160 (172.31.72.23)  
proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** City Council

**Due Date:** Open



**City of Maplewood, MO**

Boards and Commissions Application

## Contact Information

\* **First Name:**

Jennifer

\* **Last Name:**

Suits

\* **Address:**

7128 South Street

\* **City:**

Maplewood

\* **State:**

MO

\* **Zip:**

63143

\* **Email Address**

\* **Primary Phone (numbers only)**

**Other Phone (numbers only)**

Ex. (123) 456-7890

## Personal Information

**Current Employer (optional)**

Self

**Occupation (optional)**

Website manager/retired attorney

**Work Phone (numbers only)**

Ex. (123) 456-7890

\* Are you a Maplewood resident?

Yes  No

\* Do you work for a Maplewood business?

Yes  No

\* Reason(s) for wanting to serve on a board or commission:

The Maplewood Police Department does an incredible job keeping us safe. I want to make sure all Maplewood residents feel as safe as I do. I also think that policing is a serious responsibility that would improve with citizen input and more transparency.

\* What experience or qualifications do you have relating to the function of the board or commission?

I am a retired attorney. I practiced civil law, but I think my years of practice would provide a different perspective. My father worked for the juvenile court for decades and implemented a number of youth programs with local police departments. I think that link between police and the community can always be strengthened.

\* Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments or office(s)?

Yes  No

If you checked yes, please list date(s) and position(s) held.

List civic or community activities with which you have been involved.

I am involved with MapleGOOD.

If you would like to attach any documents or items that may be of interest to the Mayor or Council for the application review process, please do so below.

Choose File No file chosen

References

Please list two references. At least one reference needs to be a Maplewood resident who is familiar with your experience and abilities.

\* Reference Name:

Susan Peck

\* Reference Email Address:

\* Reference Phone (numbers only):

\* Maplewood resident?

Yes  No

\* Reference Name

Kris Ricks

\* Reference Email Address

\* Reference Phone (numbers only)

\* Maplewood resident?

Yes  No

I am interested in serving on the following Board(s) or Commission(s):

(Please rank in order of preference, 1 being your most preferred board/commission.)

\* Board of Adjustment and Housing Board of Appeals

Not interested in serving on this board / commission.

**\* Civil Service Commission**

Not interested in serving on this board / commission.



**\* Design & Review Board and Historic Preservation Commission**

Not interested in serving on this board / commission.



**\* Human Services Commission**

Not interested in serving on this board/commission.



**\* Library Board**

Not interested in serving on this board / commission.



**\* Parks & Recreation Commission**

Not interested in serving on this board / commission.



**\* Plan and Zoning Commission**

Not interested in serving on this board / commission.



**\* Police Advisory Board**

1



**\* Special Business District Tax Advisory Commission**

Not interested in serving on this board / commission.



Members of the SBD Tax Advisory Commission must be individuals who own property or operate as a municipally licensed business within the boundaries of the district.

**\* Sustainability Commission**

Not interested in serving on this board / commission.



**\* Have you read the duties and responsibilities of the board or commission for which you are applying?**

Yes  No

**\* Will you be able to attend the regular meetings of the boards and commissions to which you may be appointed?**

Yes  No

By submitting this form, you affirm that the information contained in this application is true and accurate to the best of your knowledge and that you are the person named in the applicant section of this form. In addition, you acknowledge that upon receipt by the City, this form is a public record and its contents will be provided to anyone requesting a copy and that your name, street number/address will be made available to the public via the council meeting agenda, which is posted on the internet.

If you have any questions, please contact the City Clerk at (314) 646-3604 of [cityclerk@cityofmaplewood.com](mailto:cityclerk@cityofmaplewood.com).

**\* Electronic Signature**

Jennifer K. Suits

**\* Date**

09/29/2025

Format: MM/DD/YYYY

**\* Email address**

This field is not part of the form submission.

# Boards and Commissions Application

Print

Del

**Submitted by:** Jeanie Thies

**Submitted On:** 2025-09-29 20:07:19

**Submission IP:** 104.53.165.131 (172.31.16.188)

proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** City Council

**Due Date:** Open

## Attachments

- [Jeanie Schneider Thies - CV.pdf](#) - 2025-09-29 08:07:20 pm



**City of Maplewood, MO**

Boards and Commissions Application

## Contact Information

\* **First Name:**

Jeanie

\* **Last Name:**

Thies

\* **Address:**

, 7403 Gayola Place

\* **City:**

Maplewood

\* **State:**

MO

\* **Zip:**

63143

\* **Email Address**

\* **Primary Phone (numbers only)**

**Other Phone (numbers only)**

Ex. (123) 456-7890

## Personal Information

**Current Employer (optional)**

Adjunct professor at Maryville University/Webster University/contractual researcher - UMSL

**Occupation (optional)**

Professor/researcher

**Work Phone (numbers only)**

Ex. (123) 456-7890

**\* Are you a Maplewood resident?**

Yes  No

**\* Do you work for a Maplewood business?**

Yes  No

**\* Reason(s) for wanting to serve on a board or commission:**

Interest in improving police-community relations and promoting public safety in our community

**\* What experience or qualifications do you have relating to the function of the board or commission?**

I am a criminologist with 35+ years of experience as a professor of criminal justice and political science, and a researcher/program evaluator. I have worked as a psychologist in corrections and conducted research and program development and evaluations for courts, probation/parole agencies, corrections, juvenile justice and police agencies.

**\* Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments or office(s)?**

Yes  No

**If you checked yes, please list date(s) and position(s) held.**

**List civic or community activities with which you have been involved.**

None to date; I moved to Maplewood in late 2019. Since partially retiring, I have been interested in greater involvement with civic/volunteer opportunities.

**If you would like to attach any documents or items that may be of interest to the Mayor or Council for the application review process, please do so below.**

No file chosen

**References**

Please list two references. At least one reference needs to be a Maplewood resident who is familiar with your experience and abilities.

**\* Reference Name:**

Beth Newman

**\* Reference Email Address:**

**\* Reference Phone (numbers only):**

**\* Maplewood resident?**

Yes  No

**\* Reference Name**

Dana Klar

**\* Reference Email Address**

**\* Reference Phone (numbers only)**

**\* Maplewood resident?**

Yes  No

**I am interested in serving on the following Board(s) or Commission(s):**

(Please rank in order of preference, 1 being your most preferred board/commission.)

**\* Board of Adjustment and Housing Board of Appeals**

Not interested in serving on this board / commission.



**\* Civil Service Commission**

Not interested in serving on this board / commission.



**\* Design & Review Board and Historic Preservation Commission**

Not interested in serving on this board / commission.



**\* Human Services Commission**

Not interested in serving on this board/commission.



**\* Library Board**

Not interested in serving on this board / commission.



**\* Parks & Recreation Commission**

Not interested in serving on this board / commission.



**\* Plan and Zoning Commission**

Not interested in serving on this board / commission.



**\* Police Advisory Board**

1



**\* Special Business District Tax Advisory Commission**

Not interested in serving on this board / commission.



Members of the SBD Tax Advisory Commission must be individuals who own property or operate as a municipally licensed business within the boundaries of the district.

**\* Sustainability Commission**

5



**\* Have you read the duties and responsibilities of the board or commission for which you are applying?**

Yes  No

**\* Will you be able to attend the regular meetings of the boards and commissions to which you may be appointed?**

Yes  No

By submitting this form, you affirm that the information contained in this application is true and accurate to the best of your knowledge and that you are the person named in the applicant section of this form. In addition, you acknowledge that upon receipt by the City, this form is a public record and its contents will be provided to anyone requesting a copy and that your name, street number/address will be made available to the public via the council meeting agenda, which is posted on the internet.

If you have any questions, please contact the City Clerk at (314) 646-3604 or [cityclerk@cityofmaplewood.com](mailto:cityclerk@cityofmaplewood.com).

**\* Electronic Signature**

Jeanie Thies

**\* Date**

09/30/2025

Format: MM/DD/YYYY

\* Email address

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This field is not part of the form submission.

**JEANIE SCHNEIDER THIES**  
**St. Charles, Missouri**

**EDUCATION**

**University of Missouri-St. Louis**

**Ph.D. - Political Science, August 1998**

**Dissertation: The 'Big House' in a Small Town:**

**The Economic & Social Impacts of a Correctional Facility on the Host Community**

**Master of Arts - Political Science: December 1996**

**Master of Arts - Psychology: May 1985**

**University of Missouri-Columbia**

**Bachelor of Arts- Psychology: May 1983**

**PROFESSIONAL EXPERIENCE**

***TEACHING/ACADEMIC POSITIONS***

**Fontbonne University, St. Louis, Missouri, August 2023-May 2025**

**Professor/Program Director, Criminal Justice**

**Lindenwood University, St. Charles, Missouri, August 2007-May 2023**

**Chair, Master in Public Administration – August 2016-August 2019**

**Professor, Political Science/– August 2016-May 2023**

**Associate Professor, Criminal Justice, August 2010 – August 2016**

**Assistant Professor, Criminal Justice, August 2007 – August 2010**

**Maryville University, St. Louis, Missouri**

**Adjunct Professor, Criminal Justice August 2024-present**

**Lindenwood University - Teaching, advising and course development**

- Taught courses in *Introduction to Criminal Justice, Criminology, Policing, Criminal Law, Victimology, Corrections, Criminal Minds, Crime and the Popular Media, Wrongful Convictions, Comparative Criminology, American Government, Policy Analysis and Statistics, Government and Economic Research, Political Literacy, Comparative Analysis in Politics, Political Psychology, Law, Politics and the Courts, Program Evaluation, Data Collection and Evaluation, and Capstone in Public Administration* (the latter three are graduate level courses for the Master in Public Administration program)
- Developed multiple online and hybrid courses
- Developed and taught course on intersection of criminal justice and psychology issues (*Criminal Minds*)
- Developed and taught course on role of popular media in influencing societal attitudes towards crime (*Crime and the Popular Media*)
- Developed and taught course on *Wrongful Convictions*, which permitted undergraduate students to engage in research and case review for the Midwestern Innocence Project

- Developed and taught course on *Program Evaluation* for MPA program
- Developed online courses in *Victimology* and *Corrections*
- Developed special topics course on *Political Psychology*, now a standard elective in the Political Science Department
- Developed special topics course on *Law, Politics and the Courts*, now a standard elective in the Political Science Department
- Developed Criminal Justice Summer Institute for area high school students and coordinate program annually (program was implemented in 2010 and was offered for six consecutive summers, ultimately serving as many as 35 high school students)

**Committee work** (in addition to committee work associated with Dean of IR role)

- School of Humanities Promotions Committee (August 2019-May 2023)
- Online Learning Committee (August 2016-August 2019)
- Research Advisory Group (August 2016-May 2023)
- Educational Policies Committee (August 2010-May 2012)
- Study Abroad Committee, (May 2011-August 2012)
- Library Committee, Spring 2012-2014
- Dean's Council (2011-2015)
- Assessment Committee (Chair, 2011-2014; Recording Secretary 2014-2015)
- Retention Committee (2011-2015)
- Institutional Review Board (Chair, 2009-2010)
- Institutional Review Board (2007-2009)
- Recruitment Committee (2007-2008)

**Other:**

- Faculty Co-Advisor of Student Gay-Straight Alliance (2014-2019)/Awarded Faculty Organization Advisor of the Year, 2014
- Faculty Co-Advisor of LU Astronomy Club (2007-2009)
- Chair dissertation committee for Ed.D. student 2011-2012
- Chair dissertation committee for Ed.D student 2015-2017
- Judge at student research symposium, 2015-2021

**Chair of Master in Public Administration Program, August 2016-August 2019**

- Duties included
  - o Supervision of adjuncts
  - o Serves as advisor for 55-60 students
  - o Course/curriculum design
  - o Ensure compliance with federal regulations for online courses
  - o Promote best practices in online teaching

**Dean of Institutional Research, June 2011 – 2015**

- Prepare annual assessment reports summarizing university program assessment (2011-2014)
- Developed General Education assessment process and oversaw GE assessment (2013-2015)
- Prepare annual retention reports (2011-2015)
- Appointed to President's Higher Learning Commission Steering Committee, 2015, and served on HLC Steering Committee 2012-2013
- Served on Gallup Survey Task Force (2015-2016)

**Coordinator, Hammond Institute Criminal Justice Reform Initiative, 2016-May 2023.**

**Duties include:**

- **Form a regional consortium of criminal justice practitioners and academics**
- **Promote the initiative and solicit applicants for research funding**
- **Review and approve requests for research funding**
- **Monitor status of funded projects**
- **Develop research projects and seek additional funding for initiative**
- **Provide assistance and support to Hammond Institute on projects related to criminal justice reform**

**Recent research projects:**

- **Co-investigator for process evaluation of the Eastern District of Missouri Mental Health Court**
- **Co-investigator on review of best practices in reentry programming for Missouri Eastern District Court, Federal Probation – October 2018-August 2019**
- **Principal investigator for a series of studies for the Missouri Eastern District Court, Federal Probation Office – 2016-2018 (awarded \$25,000 in funding):**
  - o **Examination of risk predictors and unreported offending among convicted sex offenders)**
  - o **An investigation of the relationship between attention-deficit disorder and other mental illness among methamphetamine users**
  - o **Process evaluation of federal Veterans Court**
- **Principal Investigator for evaluation of the St. Charles County Drug Court**
- **Principal Investigator for process evaluation of the Eastern District of Missouri Mental Health Court**
- **Principal Investigator - An Examination of Attitudes Concerning Crime, Punishment and Attribution of Blame Among Criminal Justice Majors and Non-majors**

**Southern Illinois University – Edwardsville, Edwardsville, Illinois**

**Department of Public Administration & Policy Analysis, Assistant Visiting Professor**

**Visiting Assistant Professor, April 2003 - June 2005/ June – August 2006**

- **Evaluate juvenile probation program**
- **Serve as member of team conducting assessment of Illinois dependency courts**
- **Research grant opportunities and write proposals**

**University of Missouri –St. Louis, Criminology and Criminal Justice Department**

**Graduate Assistant, August 1995 – January 1996**

- **Assisted with data entry and management of database on St. Louis homicides that occurred over a 35- year period**
- **Assisted faculty in development and management of grant proposals on variety of topics**

**University of Missouri, Public Policy Research Centers**

**Evaluator, August 1994 - August 1995**

- **Assist with evaluation planning on multi-jurisdictional task force & anti-drug initiative**
- **Develop interview protocols and other data collection instruments**
- **Observe and evaluate law enforcement activities**
- **Prepare project reports**

**Columbia College, St. Louis campus**

**- Adjunct Faculty Spring 2000 - Summer 2001, Fall**

2002

- Taught *Criminal Justice Systems, Corrections and Penology, Research Design, and Crisis Intervention*

St. Louis Community College, Forest Park Campus

- Adjunct Psychology Faculty, Fall Semester 1988 & Winter Semester 1990
- Taught *General Psychology*

***FIELD EXPERIENCE:***

Family Court of St. Louis County, St. Louis, Missouri

Violence Intervention Project Coordinator/Program Evaluator, January 1996 - December 1999

- Evaluate multi-systemic program for high-risk youth
- Design and validate risk assessment procedure
- Develop grant proposals for innovative Court programs and research projects
- Train court staff on implementation of risk assessment and classification system
- Write manual on conducting evaluations for juvenile court staff

Missouri Department of Corrections - Missouri Sex Offender Program

Administrative Director, January 1991 - August 1994

- Direct state program for incarcerated sex offenders
- Design curricula addressing supervision and treatment of sex offenders in the community
- Conduct training workshops for mental health, corrections, probation & parole, and law enforcement professionals
- Develop program policy and treatment materials/Develop shock probation assessment program
- Recruit, train, and supervise staff

Clinical Director, May 1988 - January 1991 Acting Director, January 1988-May 1988 .

- Supervise treatment staff, develop program policy and write treatment manuals
- Program Psychologist, May 1985 - May 1988
- Provide therapy to incarcerated sex offenders
- Administer and score psychological tests

**CONSULTING EXPERIENCE**

Show-Me Institute, St. Louis, Missouri

Co-authored report for the Show-Me Institute, a nonprofit think tank in Missouri;

*An Overview of Missouri's Criminal Justice System: Prosecution to Reentry* (co-author, Joe Zlatic)

University of Illinois-Springfield, June – November, 2011

- Serve as consultant on multi-site evaluation of domestic and sexual assault prosecutorial initiatives in Illinois counties

Missouri Restorative Justice Coalition

- Peer reviewer for conference papers, 2009

Institute for Law and Justice, Alexandria, Virginia

- Consultant, July 2006 – December 2006

- Conduct interviews and prepare reports describing law enforcement initiatives

**Missouri 45<sup>th</sup> Judicial Circuit, Lincoln/Pike Counties, Missouri**  
**Evaluator, April 2006 – September 2006**

- Prepare and present report on findings of evaluations
- Conduct evaluation of adult drug court
- Conduct evaluation of dependency drug court

**Law Enforcement Training and Standards Board, Springfield Illinois,**  
**Consultant, March 2006 - May 2006/December 2006**

- Prepare grant proposal for Crisis Intervention Team training for law enforcement
- Develop model to assist law enforcement in responding to calls involving mentally ill offenders

**Family Court of St. Louis County, St. Louis, Missouri**

**Principal Researcher, Greenbook Initiative, March 2002 – August 2007**

- Evaluate community-wide collaborative approaches to reduce family violence
- Assist staff of family violence initiative in strategic planning
- Assist national evaluation team in evaluation of multi-site family violence initiative

**Family Court of St. Louis County, St. Louis, Missouri**

**Consultant September 2005 - June 2006**

- Provide technical assistance to juvenile detention unit in revising and developing policies and standard operating procedures

**St. Charles County Family Court, St. Charles, Missouri**

**Evaluator, November 2004 - March 2006**

- Conduct process and outcome evaluation of juvenile drug court

**Correctional Medical Services, Inc., St. Louis, Missouri**

**Proposal writer, July 2004 - July 2005**

- Develop proposals for delivery of mental health services to correctional institutions.
- Research evidence-based practices in mental health in corrections

**Office of the State Courts Administrator, Jefferson City, Missouri**

**Evaluator, May 2002 - November 2002/September 2003 - December 2003**

- Evaluate court automation projects for Missouri juvenile court system

**Institute for Law and Justice, Alexandria, Virginia**

**Consultant, May 2002 - December 2003**

- Conduct interviews and prepare reports describing innovative community-oriented policing programs

**Law Enforcement Foundation of Illinois, Springfield, Illinois**

**Consultant/Projects Director, September 1999 – 2008**

- Identify funding sources, write proposals, and assist in development of various anti-crime initiatives
- Develop training models and workshops for law enforcement initiatives to assist at-risk youth and on anti-terrorism strategies for schools
- Direct youth-focused community oriented policing programs
- Manage organizational budget

**Correctional Medical Institute, St. Louis, Missouri**

**Consultant, December 2001 - January 2002**

- Design evaluation of program for incarcerated sex offenders and write grant proposal

**Southern Illinois University – Edwardsville, IL**

**Contractual Evaluator, July 2000 - July 2003**

- Conduct evaluation of restorative justice group conferencing . program for family court

**Pathways Community Behavioral Healthcare, Inc., Jefferson City, Missouri**

**Consultant, March 2001 - May 2001**

- Research standards for evaluation and treatment of incarcerated sex offenders
- Write proposal for assessment, treatment, and management of incarcerated sex offenders, and program evaluation

**Cygnus Corporation, Rockville, Maryland**

**Consultant, November 2001 - January 2002**

- Design study and write proposal to investigate implementation and impact of sex offender registration and notification policies

**Integrated Management and Treatment Services, Grand Haven, Michigan**

**Consultant, November 2000 - December 2000**

- Write proposal to evaluate treatment program for sexually violent predators

**Aspen Systems Corporation, Rockville, Maryland**

**Peer Reviewer, December 2001**

- Review, rate and critique concept papers submitted to the Office of Juvenile Justice and Delinquency Prevention on juvenile justice research

**Cygnus Corporation, Rockville, Maryland**

**Peer Reviewer, January 2000**

- Review, rate and critique concept papers submitted to the Bureau of Justice Assistance on innovations in corrections

**Office of the State Courts Administrator, Jefferson City, Missouri**

**Consultant, Court Performance Standards Project, September 1999 - September 2000**

- Advise on development of court performance standards for Missouri juvenile courts
- Research performance standards issues
- Prepare and present reports on court performance standards juvenile justice task force

**Office of the State Courts Administrator, Jefferson City, Missouri**

**Risk Assessment Specialist/Evaluator, February 1997 - December 1999**

- Develop risk and needs assessment protocol for use by Missouri juvenile courts
- Design and implement pilot project for juvenile justice classification
- Train juvenile justice court personnel on risk assessment and classification system
- Conduct process and outcome evaluation of court communication system

**National Institute of Corrections, Longmont, Colorado**

**Consultant, September 1998**

- **Develop evaluation model for gang interdiction program for Massachusetts Department of Corrections**

## PUBLICATIONS AND REPORTS

Zlatic, Joe and Jeanie Thies. 2021. Vol. 1, Issue 11.” *Missouri Policy Journal*. “Modern Policing, Reform Efforts, and Implementation of Evidence-Based Practice for Eyewitness Identification Procedures.” Published by Lindenwood University.

Thies, Jeanie and Joe Zlatic. 2019. “Preliminary Review of Programs at the Eastern District of Missouri Probation Office: Summary of Findings.” Report to the Missouri Eastern District Federal Probation Office.

Thies, Jeanie, Joshua Johnson, Kayleb Adams-DeRousse and Carlos Cabral. 2018. “Prevalence of Attention Deficit Disorder among Federal Probationers with Methamphetamine Use History.” Report to the Missouri Eastern District Federal Probation Office.

Thies, Jeanie and Kayleb Adams-DeRousse. “Process Evaluation of a Veterans Court.” 2017. Report to the Missouri Eastern District Federal Probation Office.

Thies, Jeanie, Kayleb Adams-DeRousse, Joshua Johnson, and Carlos Cabral. 2017. “Predictors of Contact Offending in Federal Sex Offenders on Supervision.” Report to the Missouri Eastern District Federal Probation Office.

Thies, Jeanie and Joe Zlatic. 2017. “Overview of Missouri Criminal Justice System.” Report to the Show-Me Institute, St. Louis, MO.

Thies, Jeanie, Joe Zlatic, Howard Wall, and Michael Stein. 2016. “St. Charles Treatment Court Evaluation.” Report to the St. Charles County Treatment Court.

Thies, Jeanie, Michael Stein, and Callie Johnson. 2016. “Evaluation of the Janis Good Mental Health Court.” Report to the Missouri Eastern District Federal Probation Office.

Zlatic, Joe and Jeanie Thies. Fall/Winter 2016-2017. “Correctional Reform in Red States.” *Missouri Policy Journal*. Published by Lindenwood University.

Stein, Michael, Dana Klar, and Jeanie Thies. 2014. Chapter in *One to Many: Hope and the Lessons of Perspective*, peer-reviewed chapter, titled “Hope Matters: From One to Many: Hope and the Lessons of Perspective”, Published by National Association of Social Work.

Thies, Jeanie. Fall/Winter 2013-2014. “Time and Money: An examination of crime, sentencing, and corrections budgeting issues.” *Missouri Policy Journal*. Published by Lindenwood University.

Hill, Janice and Jeanie Thies. 2010. “Program Theory and Logic Model to Address the Co-Occurrence of Domestic Violence and Child Maltreatment.” *Evaluation and Program Planning*. Volume 33, (4).

Hill, Janice and Jeanie Thies. 2007. “Missouri Task Force on Children’s Justice: Implementation assessment of the Dominic James Memorial Foster Care Reform Act of 2004.” Report to Missouri State Legislature, commissioned study.

**Thies, Jeanie, Janice Hill, and Rose Bernardez. 2007. "Evaluation of the St. Louis County Greenbook Initiative: National demonstration project." Report to the Family Court of St. Louis county.**

**Thies, Jeanie. 2006. Evaluation of the St. Charles Juvenile Court Drug Court Program.**

**Thies, Jeanie. 2005. Evaluation of the Lincoln County Adult Drug Court.**

**Thies, Jeanie. 2005. Evaluation of the Lincoln County Family Drug Court.**

**Carr, T.R., Ann Dirks-Linhorst, Jeanie Thies, and Emily Krohn. 2005. Reassessment of the Illinois' Court Proceedings for Foster Care and Adoption." Report to the Illinois Court system.**

**Carr, T.R., Jeanie Thies, and Rhonda Penelton. 2004. "An Evaluation of the Moral Reconciliation Therapy of the Franklin/Jefferson County Evening Reporting Center Program."**

**Thies, Jeanie. 2003. "Evaluation of the St. Louis Family Court Family Group Conferencing Program."**

**Thies, Jeanie. 2004. "Status Report on the Missouri Juvenile Justice Information System Project."**

**Thies, Jeanie. 2001. "The 'Big House' in a Small Town: The Economic and Social Impacts of a Correctional Facility on its Host Community." in *The Justice Professional*. Volume 14 (2).**

**Thies, Jeanie. 2002. "Evaluation of the Intensive Services Team of the Family Court of St. Louis County."**

**Thies, Jeanie and Janice Hill, 2000. "The Law Enforcement Foundation of Illinois' Police and Children Together Program". *Command*. Volume 10, Fall edition.**

**Thies, Jeanie. 2000. "Prisons and host communities" in *Corrections Today*. April.**

**Rau-Sawicki, Donna, Beatrice Schaefer, and Jeanie Thies. 1999. "Predicting Successful Outcomes for Serious and Chronic Juvenile Offenders in Residential Placement" in *Juvenile and Family Court Journal*. Volume 50 (1).**

**Thies, Jeanie. 1996. "Demystifying treatment" in *Creative Therapies and Programs in Corrections*, American Correctional Association.**

**1992-1993 - Authored regular column titled *Brain Food* in Missouri Eastern Correctional Center monthly staff newsletter.**

## CONFERENCE & COMMUNITY PRESENTATIONS & TRAININGS

2022. Society for Police and Criminal Psychology Annual Conference, Quebec Canada. *Implementation of Evidence-Based Practice for Eyewitness Identification Procedures.*

2022. Society for Police and Criminal Psychology Annual Conference, Quebec Canada. *Findings from Process Evaluations Across Treatment Courts.*

2022 - Academy of Criminal Justice Sciences Annual Conference, Las Vegas, NE. Co-presenter. *Findings from Process Evaluations Across Treatment Courts.*

2021 - St. Charles County Library Speaker Series, invited speaker. Panelist: *Violent Predators, sociopaths, and serial killers*

2020 - St. Charles County Library Speaker Series, invited speaker. Panelist: *How to be an Activist.*

2020 - Society for Police and Criminal Psychology Annual Conference, Virtual conference.” *“Corrections Evidence-based practices in the U.S: Challenges in bridging research to practice.”*

2019 - Society for Police and Criminal Psychology Annual Conference, Phoenix, AZ. *Prevalence of Attention Deficit Disorder among Methamphetamines Users under Federal Supervision.*

2019 – Academy of Criminal Justice Sciences Annual Meeting, Baltimore, MD. *Mental health and corrections: drug use and psychological disorders.*

2018 - St. Peters Ethical Society, Invited speaker. *Myths, Misconceptions and Challenges in Community Corrections.*

2018 – Emporia State University Governance, Law and Economics Speaker Series, Invited speaker. *Corrections & Evidence-based practices in the U.S: Challenges in bridging Research to practice.*

2018 - Minnesota Association for Treatment of Sex Abusers Annual Conference, Minneapolis, MN. *Sex offenders on federal supervision: Predictors of contact offending.*

2018 - St. Charles County Library Speaker Series, invited speaker. Invited speaker. *Myths, Misconceptions and Challenges in Community Corrections.*

2017 – Association for Moral Education Conference Annual Conference, St. Louis, MO. Co-presenter. *Empathy, punitiveness, and attribution in criminal justice students: How do we teach moral perspectives?*

2017 - St. Charles County Library Speaker Series, invited speaker. Invited speaker. *Myths, Misconceptions and Challenges in Community Corrections.*

**2017 – Federal Probation Chiefs Research Advisory Group, Portland, OR. Invited presentation. *Preliminary findings from three studies.***

**2017 - Academy of Criminal Justice Sciences Annual Conference. Kansas City, MO. Co-presenter. *Inculcating undergraduates in the research process.***

**2016 - Federal Probation Chiefs Research Advisory Group. Denver, CO. Invited presentation. *Evaluation of the Missouri Eastern District Federal Mental Health Court.***

**2016 - Society for Police and Criminal Psychology Conference. Austin, TX. Presenter *Process and outcome evaluation of a Midwestern Drug Court.***

**2016 – Mental Health Courts Summit. Park City, Utah. Presenter: *Evaluation of a federal Mental Health Court.***

**2015 – Society for Police and Criminal Psychology Conference. Atlanta, GA. Co-presenter: *A Comparison of Findings from Evaluations of Five Problem-Solving Court Programs.***

**2012 - National Association of Social Workers Conference: Restoring Hope. Washington, D.C. Co-presenter: *Defining Hope: Lessons Learned from a Therapeutic Community.***

**2007 - National Center For Victims Of Crime Conference: Advancing Practice, Policy, and Research, Collaborating to Address Domestic Violence and Child Maltreatment. Washington, DC. Panelist: *Challenges in evaluating multi-agency collaborations.***

**2006 - Missouri conference on child welfare. Camdenton, MO. Panelist and facilitator: *Building collaborations among child welfare and domestic violence agencies.***

**2005 - International Family Violence Research Conference. Portsmouth, NH. Paper Presentation: *Evaluating system responses to batterer accountability using multiple measures.***

**2004 - St. Louis County Greenbook Initiative. St. Louis, MO. *Evaluation strategies for multi-agency collaborations.***

**2003 - Presentation to St. Louis County Greenbook Initiative Steering Committee: *Logic models and strategic planning with multi-agency collaborations.***

**2002 - National Conference on Addiction and Criminal Behavior, St. Louis, MO. Presenter: *Confronting and changing criminal thinking.***

**2002 - Training for Central Illinois law enforcement officers, Jerseyville, IL. Trainer: *Proposal development and grantwriting for law enforcement.***

**2001- 2004 -Semi-annual presenter at Illinois Chiefs of Police Conference, representing Law Enforcement Foundation of Illinois**

**2001 - 2004 – Semi-annual presenter at Illinois Sheriffs Association Conference, representing Law Enforcement Foundation of Illinois**

**1999- Trained juvenile justice professionals in five Missouri counties on use of state-wide risk assessment protocol**

**1997 –. Trained St. Louis family court professionals on use of special issues risk assessment.**

**1994 - American Correctional Association Conference, St. Louis, MO  
Panelist: *Sex offender treatment programs.***

**1994 - Missouri State Public Defenders Association Conference, St. Louis, MO.  
Panelist: *Sentencing alternatives.***

**1992 - Midwest Corrections Conference, Lexington, KY.  
Presenter: *Relapse prevention methods with offenders.***

**1992- Midwestern Mental Health Corrections Symposium, Kansas City, MO.  
Paper Presentation: *Differential models of relapse prevention.***

**1990 - American Correctional Association Conference, San Diego, CA.  
Panelist: *Community supervision programs with special offender populations.***

**1992 - Polk County Division of Family Services. Training for child protective services workers, family court judges and law enforcement officers on management of cases involving incest and pedophilia.**

**1990 - Missouri District 10 Probation and Parole Office, Springfield, MO. Training for community mental health providers, probation and parole officers, judges, prosecuting attorneys, and law enforcement officers on treatment and management of sex offenders and psychopaths.**

**1989 - Truman State University (formerly Northwestern University), Kirksville, MO. Training for community mental health providers, probation and parole officers, judges, prosecuting attorneys, and law enforcement officers on treatment and management of sex offenders and antisocial offenders.**

### **MEDIA APPEARANCES**

- 2020 -St. Louis -NPR – Provide commentary on disenfranchisement of felons**
- 2010 - LUL-TV – The Art of Conversation - Dialogue on crime control policies**
- 2007 - Interview in *Daily Journal* – provided commentary for series on pedophilia**
- 1992 - KTVI –TV, St. Louis - News feature on patterns in serial rape**
- 1992- KLIK radio, Jefferson City, Missouri - Guest on radio call-in show examining treatment of sex offenders**
- 1992 - KMOV-TV, St. Louis, Missouri - News feature on sex offending and pornography**
- 1991 – KTVI-TV, St. Louis, Missouri - News feature on sex offenders and chemical castration**
- 1990 - KTVI-TV, St. Louis, Missouri - News feature on pedophilia**
- 1990 - Springfield, Missouri - News feature on supervision of sex offenders in the community, Springfield, Missouri**
- 1989 - Kirksville, Missouri - News feature on supervision of sex offenders in the community, Kirksville, Missouri**

### **PROFESSIONAL MEMBERSHIP**

- Society for Police and Criminal Psychology (current member)**
- Academy of Criminal Justice Sciences (current member)**

### **OTHER ACTIVITIES**

- Midwest Innocence Project – St. Louis Chapter, Board member, September 2019—2020.**
- Missouri State Child Abuse and Neglect Advisory Board, member – December 2017 - present**
- Nominee, Faculty Scholar of the Year – 2016-2017 academic year; 2015-2016 academic year**
- Board of Directors, Women’s Safe House, St. Louis, MO – April 2011 – December 2016**
- Member, Tri-County Probation and Parole Citizen’s Advisory Board 2007-2010**
- Boy Scout Assistant Troop Leader, 2004 - 2015**
- Member, St. Charles County Public Safety Task Force, April 2002-August 2002**
- Member, Missouri Sex Offender Task Force: 1992-1993**
- Board Member, St. Louis CrimeStoppers, May 1988-May 1990**
- Citizen Deputy Juvenile Officer, Family Court of St. Louis County, 1983 -1985**
- Intern with UMSL Psychology team providing support services to St. Louis County Adult Correctional Institution, July 1984- May 1985**
- Volunteer, Everyday People Halfway House, Columbia, Missouri, 1982-1983**
- Undergraduate research assistant - assisted UMC Psychology Department faculty member in conducting studies on memory and learning retention, 1982 - 1983**

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** October 23, 2025  
**Re:** **Updated Board and Commission Member Handbook**

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Staff requests that Council review and provide feedback on the updated Board and Commission Member Handbook. The draft reflects Ordinance No. 6088 (attendance and rules of procedure) and the amended Code of Ethics recently adopted by Council.

The handbook provides comprehensive guidance for all appointed board and commission members on their responsibilities, legal obligations, and operational procedures.

The attendance requirements section clarifies the 50% annual attendance threshold and three consecutive unexcused absence standard, including procedures for requesting excused absences and the forfeiture and due process provisions. Standardized meeting procedures incorporate Robert's Rules of Order basics appropriate for small commissions, agenda preparation and posting requirements, minutes filing timelines, and public participation guidelines.

The legal and ethical framework addresses Missouri Sunshine Law compliance and email guidelines, Code of Ethics standards as amended at Council's October 14 meeting, social media guidelines, and conflicts of interest procedures. Board-specific sections include each commission's purpose and enabling ordinances, member rosters and contact information, staff liaison information, and meeting schedules and resources.

Staff seeks Council feedback on whether the handbook appropriately balances comprehensiveness with accessibility for volunteer members, and whether the attendance procedures and legal/ethical guidance sections are clear and consistent with Council's intent.

Following Council feedback, staff will finalize the handbook, coordinate implementation with staff liaisons, and distribute to all current board and commission members at November and December meetings.

# HUMAN SERVICES COMMISSION MEMBER HANDBOOK



This guide will help you understand your responsibilities, the commission’s purpose and operations, and the legal and ethical framework that governs your service.

## Commission Meeting Times

Regular meetings are held on the first Wednesday of every month at 6 pm. Meeting locations are specified in posted agendas and typically held at City Hall, 7601 Manchester Road.

## Meeting Agendas and Minutes

Commission members will receive a meeting agenda via e-mail on the Monday before each meeting. Previous agendas and meeting minutes are available at [https://www.maplewoodmo.gov/government/resources/human\\_services\\_commission.php](https://www.maplewoodmo.gov/government/resources/human_services_commission.php)

## Commission Purpose

The Human Services Commission advises the City Council in all matters regarding the planning and contracting for human service programs to adequately meet the needs of the citizens of the City of Maplewood, especially the low and moderate income. The commission was created in 2021 with Ordinance No. 5966 (see full text at end of handbook).

## Commission Resources

In the fall of 2023, the commission began aggregating resource and study materials in a shared Google Drive, which can be found at [https://drive.google.com/drive/folders/17XYBguJSCGQW35jjKutMjGm1LIZ8Uatu?usp=drive\\_link](https://drive.google.com/drive/folders/17XYBguJSCGQW35jjKutMjGm1LIZ8Uatu?usp=drive_link)

## Staff Liaison

Celeste Grayer, Social Services Coordinator  
Direct Phone Line: 314-655-3647  
Cell Phone: 314-399-2270  
Email: [cgrayer@maplewoodmo.gov](mailto:cgrayer@maplewoodmo.gov)

## Staff Advisor

Amber Withycombe, City Manager  
Direct Phone Line: 314-646-3603  
Cell Phone: 314-326-0948  
Email: [awithycombe@maplewoodmo.gov](mailto:awithycombe@maplewoodmo.gov)

## Commission Members

The commission is made up of nine (9) appointed commissioners. Members each serve for three-year terms. *Contact information is not for distribution.*

Member	Ward	Appointed	Term Expires
Jeanenne Dallas	Ward 3	December 2024	June 2027
Mary Killian	Ward 3	December 2024	June 2026
Jenna Mueller	Ward 1	May 2023	June 2026
Fiach Mikunda	Ward 2	January 2022	June 2028

<b>Andy Noelker</b>	Ward 3	July 2025	June 2028
<b>Amber Schanter</b>	Ward 3	June 2023	June 2026
<b>Bailey Schuchmann - Chair</b>	Ward 3	July 2024	June 2027
<b>Adam Valencic</b>	Ward 1	December 2024	June 2028
<b>Lizzie Wiley - Secretary</b>	Ward 1	July 2024	June 2027

**Attendance Requirements – Adopted September 2025**

Regular attendance at commission meetings is essential to fulfill your responsibilities as an appointed member. The chairperson is authorized to excuse any member from attendance at a meeting, provided that you request to be excused before the meeting. You should do so in writing (email) to the commission chair, with the staff liaison cc'd, prior to the meeting. Only absences conveyed prior to the start of the meeting may be considered excused.

Members who are absent from 50 percent of the regular meetings held in a calendar year, whether excused or unexcused, shall automatically forfeit the office. Additionally, any member with unexcused absences for three consecutive regular meetings shall automatically forfeit the office. The City Clerk maintains attendance records for all boards and commissions and will notify City Council when any member's attendance falls below these standards.

Before removing any member for non-attendance, City Council will provide the member with written notice of the proposed removal and an opportunity to be heard at a Council meeting. It is the duty of the commission chairperson to promptly notify City Council of any vacancy resulting from attendance-related forfeiture or any other reason.

**Commission Meeting Procedures – Adopted September 2025**

The Human Services Commission conducts meetings in accordance with Robert's Rules of Order and in full compliance with Missouri's Sunshine Law and all applicable open meeting requirements. These standardized procedures ensure consistent operations, transparency, and legal compliance.

The commission, with support from the staff liaison, prepares and posts an agenda at least 24 hours prior to each meeting and keeps accurate minutes of all proceedings showing member attendance and votes. Minutes must be filed with the City Clerk within ten business days of approval. All records of commission actions are maintained as public records and are available for inspection in compliance with Missouri's Sunshine Law.

The commission chairperson is responsible for enforcing the rules of procedure, maintaining order, and directing discussions in accordance with the agenda. In the absence of the chair, members present at a meeting shall select a member to serve as the presiding officer.

Members are expected to show respect to each other, staff, and the public, and to avoid interruptions or personal attacks during meetings.

The commission has established procedures for public comment and participation consistent with its duties. Special meetings may be called by the chairperson or by written request of a majority of members, with proper notice as required by law.

Members must disclose potential conflicts of interest and recuse themselves from discussion and voting when appropriate, in accordance with the city's ethics policies described elsewhere in this handbook.

### **Missouri Sunshine Law**

The Missouri Sunshine Law provides that all meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise specifically provided by law. Understanding proper email use is critical to avoid inadvertent violations that could invalidate commission actions or expose the City to legal challenges.

Under Missouri's Sunshine Law, any gathering of a majority of commission members (five or more HSC members) to discuss commission business constitutes a "meeting," including email chains, group texts, or other electronic communications. Even sequential communications where one member emails another, who then emails a third member, can constitute a meeting if they involve discussion of commission business (sometimes referred to as the "daisy chain"). This means that commission members cannot engage in "Reply All" discussions about commission business, deliberate or seek consensus on agenda items via email, poll other members for support on proposals, or forward emails about commission business between members.

However, email may be appropriately used for scheduling meetings or events, sharing factual information without commentary such as forwarding news articles or reports, receiving administrative communications from staff, and directing individual questions to staff rather than other commission members. The key distinction is that email should be used for logistics and information sharing, not for discussion or deliberation.

All commission-related emails become public records subject to disclosure under Missouri's Sunshine Law, regardless of which email account you use. This means that commission-related emails sent from or received on personal accounts must be retained according to the City's record retention schedule, and you are personally responsible for preserving these emails. These communications may be requested under public records laws and must be provided to the City upon request. Importantly, deletion of commission-related emails may violate public records laws.

To maintain compliance with the Sunshine Law, direct questions about commission business to the City Manager or staff liaison rather than other commission members and save substantive discussions about commission matters for properly noticed public meetings. When using email, limit communications to logistics such as scheduling, sharing informational materials, or

administrative purposes, and avoid including multiple commission members on emails about commission business. Consider creating a separate folder in your email account for commission-related communications to help with organization and retention. The Sunshine Law also provides that you should concurrently transmit email messages relating to public business to the City's custodian of records, which is the City Clerk, at [cityclerk@maplewoodmo.gov](mailto:cityclerk@maplewoodmo.gov).

Sunshine Law violations can result in serious consequences including commission actions being declared void, individual liability for attorney's fees and court costs, civil penalties up to \$5,000 per violation, and even criminal misdemeanor charges in some cases. When in doubt about whether an email might violate Sunshine Law requirements, consult with staff before sending.

Visit <https://ago.mo.gov/missouri-law/sunshine-law> to read more about the Missouri Sunshine Law. Sunshine Law handbooks are available at Maplewood City Hall. For specific questions about Sunshine Law compliance, contact the City Manager or City Attorney before taking action.

### **Social Media Guidelines for Commission Members**

As an appointed member of the Human Services Commission, it's important to understand how First Amendment constraints may apply to your activity online. Recent Supreme Court precedent in *Lindke v. Freed* establishes that public officials, including appointed commission members, may be subject to constitutional restrictions when posting online content under certain circumstances.

Your social media activity, blog posts, and other online content may be considered "state action" subject to First Amendment constraints when two conditions are met: first, you must have authority to speak on behalf of the City (which can come from statutes, ordinances, custom, or usage), and second, you must purport to exercise that authority when posting or commenting. This particularly applies to speech within your official "bailiwick" or area of responsibility as a commission member.

When your social media activity or online content constitutes "state action," you cannot delete comments or block users based on their viewpoint, moderate content in a way that favors certain political perspectives over others or remove comments simply because they express disagreement with city policies or commission recommendations. These restrictions exist because government social media accounts, online forums, blogs, and other digital content constitute a type of designated public forum under the First Amendment.

To avoid potential legal issues, exercise caution when moderating comments on your personal social media accounts, blog posts, and other public online content, and avoid discussing commission business on these platforms when possible. If you must engage regarding commission-related topics, clearly distinguish between personal opinions and official positions. Commission members are not permitted to state the official positions of the commission or the City on social media, unless expressly directed to do so by the City Manager. These guidelines apply to all forms of public digital communication, including social media posts, blog articles on platforms like Medium or Substack, LinkedIn posts, comments on news articles or forums, and

any other public-facing online content. The line between state action and private action can be difficult to draw and is highly fact-specific, so when in doubt about whether specific online activity might constitute state action, consult with the City Manager before taking action.

Violation of these guidelines could expose both you and the City to federal civil rights litigation under 42 U.S.C. § 1983. If you have questions about specific situations involving your online activity, please consult with the City Attorney through your staff liaison and/or City Manager.

### **Board and Commission Member Code of Ethics – Amended October 2025**

Appointed members of the City's boards and commissions shall be committed to promoting the highest standards of conduct in public service and shall adhere to the following code of conduct:

#### **Standards of Conduct**

Members shall serve the community with dedication, placing the interests of the municipality and its residents above personal or private interests. They shall act with honesty and integrity, avoiding conflicts of interest and disclosing any potential conflicts promptly, and shall not use their position for personal gain.

Members shall conduct their duties in an open and transparent manner, providing accurate and timely information to the public while complying with all applicable open meeting laws and regulations. Decision-making shall be fair and impartial, without bias, considering the best interests of the entire community while avoiding favoritism and treating all individuals and groups fairly.

The confidentiality of sensitive information discussed during board and commission meetings must be respected, and such information shall not be disclosed without proper authorization. Members shall treat fellow board and commission members, city staff, and the public with respect and professionalism, fostering a collaborative and inclusive environment. Active engagement with the community is expected, including seeking input and feedback and representing the diverse interests and needs of residents.

Members shall comply with all applicable laws, regulations, and municipal policies, seeking guidance when unsure about the ethical implications of a situation. Importantly, members shall not speak on behalf of the city or represent that their personal views are official positions of the city, its boards, or commissions. When engaging in personal speech, including social media communications, members shall make clear they are speaking in their individual capacity and not as representatives of the city. Members shall avoid statements or communications that could reasonably be interpreted as official city positions or that could create confusion about their role as individual citizens versus appointed officials.

#### **Compliance and Enforcement**

Any person may file a written complaint alleging a violation of this Code of Ethics within 45 days of the alleged violation or discovery thereof. Complaints should be submitted to the City Manager, who will forward them to the City Attorney for initial review to determine whether

the complaint alleges conduct that would constitute a violation and warrants further investigation.

If a complaint appears to have merit after initial review, the City Manager will provide written notice to all members of City Council, identifying the accused board or commission member and the general nature of the allegations. The disinterested members of City Council will then meet to determine how the investigation should proceed, with options including referral to an independent investigator, the appropriate law enforcement agency, or informal resolution procedures if appropriate. The chosen investigative entity maintains independence in conducting the investigation, and the accused member has the opportunity to respond to allegations and present evidence.

Upon receipt of an investigative report indicating probable cause of a violation, the accused member receives written notice and opportunity for a hearing before City Council within 40 days unless extended for good cause. The accused member may be represented by counsel at their own expense. Findings are based on a preponderance of the evidence standard. Board and commission members found to have violated this code may be subject to written warning, public censure, required training, suspension, or removal from their position by City Council. The severity of discipline is commensurate with the violation's nature and impact. Investigations shall be completed within 60 days unless extended for good cause, and City Council shall render a written decision within 10 business days after any hearing.

To the extent possible and consistent with applicable law, the City maintains confidentiality of complaints and investigations until concluded. Any hearing before City Council under this section shall be an open meeting.

#### **Diversity, Equity, Inclusion, and Belonging Policy – Adopted May 2023**

The City of Maplewood's Diversity, Equity, Inclusion & Belonging Policy and five-year [Welcome Maplewood](#) plan center race and social equity within policymaking and decisions, budgets, practices and programs, city recruitment, hiring, onboarding and orientation for new employees, volunteers, board members, and commission members. The policy also addresses housing, education, public safety, and access to services throughout the City of Maplewood.

The city is committed to a nondiscriminatory approach that provides equal opportunity for employment and advancement throughout the city. We respect and value diverse life experiences and seek to ensure that all voices are heard. To support that commitment, the city has created the following statement for its boards and commissions:

The City of Maplewood's Human Services Commission, comprised of community leaders, gives voice to its diverse residents, businesses, stakeholders, and consumers for the well-being of the city. In carrying out our duties, the Human Services Commission commits to advance the city's mission for diversity, equity, inclusion, and belonging (DEIB).

We embrace and will attempt to adhere to the Welcome Maplewood DEIB policy and five-year plan because it invests in our employees and future workforce, promotes access to city services, enhances the vibrancy of our neighborhoods, makes our community more welcoming, and creates a sense of belonging. We support Welcome Maplewood because we value diverse processes and seek to ensure that all voices are heard. Finally, as we deliberate on individual items within our commission, we will incorporate diversity, equity, inclusion, and belonging into our decision-making and within our recommendations.

**Commission Ordinance – Adopted October 2021**

PART II - CODE OF  
ORDINANCES Chapter 2 -  
ADMINISTRATION  
ARTICLE VII. - BOARDS, COMMISSIONS AND  
AUTHORITIES [DIVISION 3. HUMAN SERVICES  
COMMISSION](#)

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***DIVISION 3. HUMAN SERVICES COMMISSION***

**Sec. 2-400. Creation of commission; powers and duties.**

There is hereby established the human services commission whose purpose is to advise the city council in all matters regarding the planning and contracting for human service programs to adequately meet the needs of the citizens of the City of Maplewood, especially the low and moderate income. To meet this responsibility, the commission shall:

- (1) Determine the human service needs of the citizens of Maplewood. This process would include the awareness of existing human services and of any proposed changes in programs and funding which would affect the community.
- (2) Prepare each year a comprehensive plan for the City of Maplewood which outlines the needs and services essential to meet those needs. The commission shall encourage and seek public input in the discussion and decision-making process. The plan shall include the recommended amount of funds to be allocated for each service, if any, and shall be reviewed by and subject to approval of the city council. The city manager shall coordinate an analysis of the plan by city staff before any final action may be taken by the city council on the plan, which analysis shall be completed and submitted to the city council for its consideration within 60 days of its submission.
- (3) Recommend to the city council the appropriate providers of the approved services, including the quality, quantity and cost of each service.

Recommendations shall be submitted to the city council.

- (4) Review, as necessary, the provision of human services in Maplewood and recommend measures for increasing effectiveness and efficiency whenever possible.
- (5) Review the actions of local, state and federal government and other funding sources having an effect on human services in Maplewood and develop strategies for providing input into any decisions affecting Maplewood.
- (6) Exercise such other powers and duties as the city council may from time to time direct.
- (7) The provisions of this section related to the powers and duties of the human services commission do not apply to funding requests, activities or services administered by or under the supervision of any department of the City of Maplewood.

(Ord. No. 5966 , § II, 10-12-2021)

**Sec. 2-401. Members, terms.**

The Human Services Commission shall be composed of nine members. At least three members shall be residents of the City of Maplewood. All members shall serve without compensation. Selection of members will be made so as to encourage appointment of individuals with an interest in and understanding of human services and who preferably have experience assisting low to moderate income individuals. Appointments shall be made by the mayor with the approval of the city council to become effective July 1 of each year and the term of office shall be three years. The first appointments made shall be for staggered terms as follows: Three members for three years, three members for two years and three members for one year; thereafter, appointments for all nine members shall be for three years. Appointments to fill vacancies shall be to fulfill unexpired terms only.

In addition to the aforementioned nine commission members, the human services commission shall have one Maplewood Richmond Heights School District ex-officio member and one City of Maplewood public safety employee ex-officio member.

(Ord. No. 5966 , § II, 10-12-2021)

**Sec. 2-402. Meetings; quorum; attendance.**

Meetings shall be held in accordance with rules established by the commission. A simple majority of all members shall constitute a quorum for the transaction of business. The president of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent from 50 per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member with unexcused absences for three consecutive regular meetings shall automatically forfeit the office. It shall

be the duty of the president to promptly notify the city council of any vacancy.

(Ord. No. 5966 , § II, 10-12-2021)

**Sec. 2-403. Election of officers; terms.**

The commission shall elect annually a president and secretary. Each officer shall hold office for a term of one year and shall be eligible for re-election. When there is a vacancy of any elected office, the commission shall elect an officer to serve until the next regular annual election. Duties of the officers shall be outlined in the commission's rules of procedure.

(Ord. No. 5966 , § II, 10-12-2021)

**Sec. 2-404. Advisors appointed.**

The city attorney shall be legal advisor to the commission. The city manager shall serve as an advisor and consultant to the commission.

(Ord. No. 5966 , § II, 10-12-2021)

**Sec. 2-405. Conflicts of interest.**

Commission members shall not serve on the board of directors or be employed by any organization which applies for funding through the commission or which receives funding upon recommendation of the commission. Any commission member who violates this section shall automatically forfeit the office.

(Ord. No. 5966 , § II, 10-12-2021)

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** October 23, 2025  
**Re:** **Draft Flag Display Policy**

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Staff requests that Council review and provide feedback on the attached Flag Display Policy prepared by the city attorney. This policy establishes guidelines for displaying flags on city property while preserving Council's authority to recognize occasions of significance to the Maplewood community.

## **Background**

Council has requested a comprehensive flag policy to address several operational considerations. The city currently flies the United States flag, Missouri flag, and Maplewood flag at City Hall, along with the POW flag as part of the war memorial. For at least three years, the city has flown the LGBTQ Pride Flag during June. In 2022, Council passed Resolution R22-22 declaring March 31st as Transgender Day of Visibility.

The city currently follows all flag notifications issued by the State of Missouri for lowering flags to half-staff. Recent discussions have highlighted the need for a formal policy that addresses when the city should follow federal or state directives and when Council may exercise local discretion to recognize community values and events.

## **Policy Framework**

The proposed policy establishes two flag categories: Primary Flags (United States, Missouri, and Maplewood) and Commemorative Flags (all others). Primary Flags will be displayed daily at City Hall and other designated properties, weather permitting.

The policy authorizes lowering flags to half-staff pursuant to presidential or gubernatorial directives, or by City Council resolution to honor the city's values, officially recognized commemorative days, or significant historical or cultural events relevant to Maplewood. When flags are lowered, all flags flown shall be lowered simultaneously.

Commemorative Flags may be displayed only upon authorization by Council resolution specifying the flag, location, duration, and any special protocols. Council may establish an annual calendar of Commemorative Flag displays subject to annual review and approval. All Commemorative Flags will be flown on the secondary flagpole at City Hall and never above Primary Flags.

## **Implementation Considerations**

The policy language authorizing flags to be lowered “as directed by the President of the United States or the Governor of Missouri” requires careful consideration regarding the city’s response protocol. Presidential proclamations typically number 10-20 annually, covering memorial observances, deaths of government officials and prominent public figures, and national tragedies. Missouri gubernatorial directives add additional half-staff occasions. Combined, these directives could require flag lowering 15-30 times per year or more.

If Council intends for the city to automatically follow all federal and state half-staff directives, staff can maintain this approach with the City Manager or Fire Chief communicating directives to all city facilities. However, if Council wishes to retain discretion regarding which directives to follow, the policy will require additional provisions specifying the decision-making process and authority.

Several implementation questions require Council direction:

- Should the city automatically follow all federal and state half-staff directives, or does Council wish to retain discretion regarding certain directives?
- If Council wishes to retain discretion, who makes those decisions (full Council or Mayor) and through what process?
- What criteria should guide decisions about which federal or state directives to follow?
- How would such criteria be sustained across different administrations?

Council may wish to designate the Mayor as the decision-maker regarding which federal and state directives are followed. This approach would require developing criteria for when directives are not followed and determining how those criteria would be applied consistently over time.

The requirement for Council resolutions to authorize Commemorative Flags provides transparency and public input opportunities while allowing Council to exercise discretion in determining which flags reflect Maplewood’s values. The annual calendar approach would streamline recurring displays like the Pride Flag in June or the Trans Flag on March 31st, while preserving flexibility for Council to authorize additional displays as circumstances warrant.

The policy clarifies that city flagpoles are not public forums for free expression, but rather serve as venues for the city’s official sentiments. This distinction is important for legal defensibility while maintaining Council’s policy-making authority.

## **Next Steps**

Staff seeks Council feedback on the implementation questions outlined above and whether the policy appropriately balances compliance with federal and state directives while preserving local discretion. Following Council discussion, staff will work with the city attorney to incorporate feedback and return with a resolution to formally adopt the policy.

## CITY OF MAPLEWOOD FLAG DISPLAY POLICY

### **Purpose**

This policy establishes guidelines for the display of flags on property owned or controlled by the City of Maplewood, Missouri. The City seeks to ensure consistency and compliance with flag protocols while reserving discretion to recognize occasions of significance to the community.

### **Authority**

The City will comply with the United States Flag Code and applicable Missouri statutes regarding the display of flags. Nothing herein is intended to conflict with Federal or State directives.

### **Definitions**

*Primary Flags* means the United States of America flag, the State of Missouri flag and the City of Maplewood, Missouri flag.

*Commemorative Flags* means those flags not identified as a Primary Flag, including, but not limited to, flags of professional sports teams, and flags displayed in conjunction with official events or ceremonies as announced by resolution of the City Council.

### **Policy**

#### **1. Flag Display**

The City's flagpoles are not intended to serve as a forum for free expression by the public. Commemorative Flags may be displayed by the City as an expression of the City's official sentiments.

Weather permitting, Primary Flags shall be displayed at City Hall and other designated City properties. Primary Flags shall be properly illuminated if displayed at night. Any worn or damaged flag shall be retired respectfully and replaced promptly.

Primary or Commemorative Flags may be lowered to half-staff:

- a. As directed by the President of the United States or the Governor of Missouri.
- b. As directed by City Council, upon the passage of a resolution, to reflect and honor:
  - i. The City's values and observances;
  - ii. Officially recognized commemorative days, weeks or months;
  - iii. Significant historical or cultural events relevant to the City.

When lowered, all flags flown shall be lowered.

The City Manager shall be responsible for communicating lowering directives to all City facilities displaying flags.

## **2. Authorization**

The display of Commemorative Flags must be authorized by resolution of a majority vote of the City Council. The resolution shall include:

- a. The flag to be displayed;
- b. The location(s) of the display;
- c. The duration of the display; and
- d. Any other specific flag protocols to be observed.

The City Council may establish an annual calendar of Commemorative Flag displays, which shall be reviewed and approved on an annual basis.

## **3. Display Location and Priority**

Flags will be flown at City properties, including City Hall, in the following order of precedence: the United States flag, the State of Missouri flag, and the City flag.

Commemorative Flags will be flown on the secondary flagpole located at City Hall. At no time will a Commemorative Flag be flown above a Primary Flag.