CARA SPENCER
MAYOR

The City of Saint Louis
DEPARTMENT OF HUMAN SERVICES
1520 MARKET STREET, SUITE 4065
ST. LOUIS, MO 63103-2813
(314) 612-5900
FAX: (314) 612-5909

ADAM CISROE PEARSON
DIRECTOR

VALERIE RUSSELL
DEPUTY DIRECTOR

November 5, 2026

Dear Board of Estimate and Apportionment,

The Department of Human Services is requesting permission to overfill for a critical position: Fiscal Manager.

The current Fiscal Manager, Parimal Mehta, is retiring from Civil Service. His last day will be February 28, 2027, with his retirement being effective on March 1, 2027. The Fiscal division that he manages is the most critical division at DHS, as we are primarily a granting department, managing hundreds of contracts to providers every year. The fiscal work required to track contracts, monitor spend down, manage accounts, complete reconciliation, oversee auditing, amongst other tasks, requires a manager skilled in all aspects of accounting. And due to the nature of the work, we do not want to operate having a vacancy in that position. Thus, we are requesting that the draft Table of Organization included in this packet be approved to include an overfill for this position.

Relevant Timeline:

- November: E&A approval; posting of position on City website
- December: initiate first and second round interviews for Fiscal Manager
- January (early): Make offer for finalist candidate
- February: Overfill Fiscal Manager begins service, hopefully overlapping current Fiscal Manager by 1-3 weeks

At most, DHS would fund the overfill position for 6 weeks while simultaneously paying the current Fiscal Manager Salary. At minimum, it would be 1-3 weeks.

Table of Organization Information
Fund: 1000
Pay Center: 800000
Account: 510100
Program Name: DHS Fiscal
CURRENT Position: 18M (1448); (5500)1000/800000

Fiscal Justification of Overfill
We have $938,259 out of $1,364,657 i.e. 68.77% of the funds budgeted for payroll (acct # 5101000) available for use to pay the new FM for an extra 6 weeks (3 pay periods).

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Included in this Packet

- E&A Letter
- Draft Table of Organization
- Email approval from Brian Light, Director, Department of Personnel

Thank you for your time and consideration.

Adam Pearson
Director, DHS

Pearson, Adam <pearsonad@stlouis-mo.gov>

My retirement plan and hiring new Fiscal Manager

5 messages

Mehta, Parimal <mehtap@stlouis-mo.gov> Thu, Aug 13, 2026 at 9:51 AM
To: Adam Pearson <pearsonad@stlouis-mo.gov>
Cc: Valerie Russell <DavisVa@stlouis-mo.gov>

Good morning...

As discussed in your office this morning, you want to consider hiring a new Fiscal Manager (FM) before I retire to watch & learn the (annual) tasks (specially closing SLAAA books for A133 audit) he/she will be responsible for after I retire.

As I informed you, we have already requested the SLAAA Manager to submit all the transactions pertaining to FY '26 latest by this weekend (& lock the AgingIS data), so that, the clerk can enter the transactions by the end of the next week (8/21/26) in the (Oracle) system, and all the transactions get approved in Oracle by the end of the month so that (the amounts in) our (DHS) books match with those on the city's (Oracle) system for the (FY '26 SLAAA) books closed for August '2026 and **we can start working on closing the books in September.**

As you already know I have trained the Accountant & the Accounting Supervisor (AS) to prepare & revise the "area plans (AP)" (we may have to revise the FY '27 AP again) and enter the CGR budget in the system. This year I will train the AS to close the books for the audit. If you want the new FM to watch us prepare/close the books for the audit then he/she will have to be in the office starting 9/1/26. Please hire one asap.

As you know that we have not hired any one in place of Stephen Hine (promoted from an Accounting Coordinator to the Accounting Supervisor). His budgeted salary of $66.608 plus adjustment for the lump sum $1,000 paid earlier this year & the special increment will be available for the new FM's (positions #219) pay (starting @ $3119) for the remaining 21 pays in FY '27.

Please let me know if you have any questions or want to discuss further. Thanks.
--

- *Parimal Mehta*

Pearson, Adam <pearsonad@stlouis-mo.gov> Fri, Sep 4, 2026 at 9:40 AM
To: Nicole Jones <jonesdam@stlouis-mo.gov>

I have this meeting at 10 today. Can you print this email off for me?

Adam Cisroe Pearson, OTD, OTR/L (He/his)

Director
Department of Human Services
City of St. Louis
1520 Market St., Room 4065
St. Louis, MO 63103
p: 314.657.1652 | f: 314.612.5909
e: pearsonad@stlouis-mo.gov
[Quoted text hidden]

Pearson, Adam <pearsonad@stlouis-mo.gov> Fri, Sep 11, 2026 at 8:47 AM

Pearson, Adam <pearsonad@stlouis-mo.gov>

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Director
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1520 Market St., Room 4065
St. Louis, MO 63103
p: 314.657.1652 | f: 314.612.5909
e: pearsonad@stlouis-mo.gov
[Quoted text hidden]

Pearson, Adam <pearsonad@stlouis-mo.gov> Fri, Sep 11, 2026 at 8:47 AM

To: Brian Light <lightb@stlouis-mo.gov>

Director,
This was one of the emails that I received from our fiscal manager after our conversation about his retirement in March of 2027. He has not yet filed officially.

Adam Cisroe Pearson, OTD, OTR/L (He/his)

Director
Department of Human Services
City of St. Louis
1520 Market St., Room 4065
St. Louis, MO 63103
p: 314.657.1652 | f: 314.612.5909
e: pearsonad@stlouis-mo.gov

---------- Forwarded message ---------
From: **Mehta, Parimal** <mehtap@stlouis-mo.gov>
Date: Thu, Aug 13, 2026, 9:51 AM
Subject: My retirement plan and hiring new Fiscal Manager
To: Adam Pearson <pearsonad@stlouis-mo.gov>
Cc: Valerie Russell <DavisVa@stlouis-mo.gov>

[Quoted text hidden]

Pearson, Adam <pearsonad@stlouis-mo.gov> Mon, Oct 19, 2026 at 5:15 PM
To: Brian Light <lightb@stlouis-mo.gov>

Director,
It's been a while, so I wanted to re-up this thread. Just as a review, our Fiscal Manager is retiring next spring, and I wanted to think through overfilling his position to bring someone in who could shadow him. Below I included an email that he sent to me about his pending retirement. I'd like to start thinking through his replacement since it's so critical to the operations of the department.

Let me know what you think.
Adam
[Quoted text hidden]
--
[Quoted text hidden]

Light, Brian <lightb@stlouis-mo.gov> Wed, Oct 21, 2026 at 10:46 AM
To: "Pearson, Adam" <pearsonad@stlouis-mo.gov>

Adam,

Thanks for following up on this. I understand the importance of this role and the need to plan ahead. I will approve an overfill in this situation.

Sincerely,

Brian
[Quoted text hidden]

Department of Human Services (# 800)

Table of Organization

No. | Title / Name | Grade (Code) / (Program No.)Pay Fund/Ctr #

- 101 Director of Human Services — 226M (6169) — Pearson, A — (5500)1000/800000
  - 102 Public Information Officer I — 208G (1614) — Sheehan, R — (5500)1000/800000
  - 103 Deputy Director — 225M (6168) — Russell, V — (5500)1000/800000
    - 111 Auditor — 210G (1472) — Samuel, M — (5500)1000/800000
    - 112 Auditor — 210G (1472) — Frazier, C — (5501)1000/800000
    - 113 Client Service Coord II — 208G (6148) — Vacant — (5576)1110/800001
    - 114 Program Coordinator (RTC) — 208G (1698) — Jackson, E — (5502)1000/800000
    - 115 Program Manager I (YandF) — 213M (1693) — Vacant — (5503)1000/800000
    - 116 Program Specialist I — 203G (1696) — Martin, K — (0000)1121/800006
    - 201 Program Manager II (SLAAA) — 214M (1694) — Stoever, A — (5501)1000/800000
      - 202 Office Assistant II — 202G (1132) — Vacant — (0000)1506/810001
      - 203 Info. Sys. Coordinator — 206G (1322) — Jenkins, A — (0000)1506/810001
      - 204 Specialist on Aging — 208G (6122) — Bassopps-Moyo, S — (0000)1506/810001
      - 205 Specialist on Aging — 208G (6122) — Vacant — (0000)1506/810001
      - 206 Contract Comp. Officer — 211G (1662) — Zakibe, J — (0000)1506/810001
      - 207 Contract Comp. Officer — 211G (1662) — Vacant — (0000)1506/810001
      - 208 Nutrition Prog. Coord. — 208G (5664) — Vacant — (0000)1506/810001
      - 251 - PP Program Manager II (SLAAA) — 214X (1694) — Sykora, D — (0000)1506/810006
      - 221 Program Manager I (SLAAA) — 213M (1693) — Saunders-Anglin, J — (0000)1506/810001
        - 222 Specialist on Aging — 208G (6122) — Vacant — (0000)1506/810001
        - 223 Specialist on Aging — 208G (6122) — Crabtree, A — (0000)1506/810001
        - 224 Program Specialist II — 204G (1691) — Vacant — (0000)1506/810001
        - 261 - PP Program Worker — 201X (7312) — Miller, M — (0000)1506/810006
        - 262 - PP Program Worker — 201X (7312) — Sullivan, S — (0000)1506/810006
        - 263 - PP Program Worker — 201X (7312) — Davidson, R — (0000)1506/810006
      - 241 Specialist on Aging — 208G (6122) — Coleman, M — (0000)1506/810001
        - 242 Specialist on Aging — 208G (6122) — Godil, A — (0000)1506/810001
        - 243 Specialist on Aging — 208G (6122) — Vacant — (0000)1506/810001
        - 244 Client Service Coord I — 205G (6147) — Gatling, D — (5576)1110/800001
        - 271 - PP Program Worker — 201X (7312) — King, V — (0000)1506/810006
    - 301 Fiscal Manager — 219M (1448) — Mehta, P — (5500)1000/800000
    - 302 Fiscal Manager — 219M (1448) — Vacant — (5500)1000/800000
      - 321 Account Technician — 203G (1142) — Kenule, Gibson — (5500)1000/800000
      - 322 Accounting Supervisor — 213M (1443) — Hine, S — (5500)1000/800000
        - 323 Accountant I — 210G (1442) — Wafa, G — (0000)1121/800006
        - 324 Account Technician — 203G (1142) — Goad, M — (0000)1506/810001
        - 325 Account Technician — 203G (1142) — Logan Smith, C — (5575)1110/800001
        - 341 Accountant II — 212G (1444) — Vacant — (5500)1000/800000
        - 342 Accountant I — 210G (1442) — Palmer, S — (5500)1000/800000
        - 343 Accountant I — 210G (1442) — Uy, P — (0000)1121/800006
        - 344 Accountant I — 210G (1442) — Suhail, J — (5575)1110/800001
        - 345 Account Technician — 203G (1142) — Petelik, L — (5575)1110/800001
        - 346 Account Technician — 203G (1142) — Hillermann, A — (5500)1000/800000
        - 351 - PP Accounting Supervisor — 213X (1443) — Vacant — (5501)1000/800000
        - 352 - PP Accountant I — 210X (1442) — Mundy, D — (5501)1000/800000
    - 401 Program Manager II (HSD) — 214M (1694) — Bickford, A — (5575)1110/800001
      - 402 Office Assistant II — 202G (1132) — Knight, S — (5575)1110/800001
      - 411 Program Manager I (HSD) — 213M (1693) — Franklin, L — (5575)1110/800001
        - 412 Contract Comp. Officer — 211G (1662) — Davis, J — (5575)1110/800001
        - 413 Contract Comp. Officer — 211G (1662) — Revis, C — (5575)1110/800001
        - 414 Contract Comp. Officer — 211G (1662) — Goerlich, L — (5575)1110/800001
        - 415 Contract Comp. Officer — 211G (1662) — Vacant — (5575)1110/800001
      - 420 Program Coordinator — 208G (1698) — Vacant — (5576)1110/800001
      - 421 Client Service Coord II — 208G (6148) — Brown, T — (5576)1110/800001
        - 422 Client Service Coord I — 205G (6147) — Wilson, M — (5576)1110/800001
        - 423 Client Service Coord I — 205G (6147) — Sayles-Hopper, R — (5576)1110/800001
        - 424 Client Service Coord I — 205G (6147) — Jones, E — (5576)1110/800001
        - 425 Client Service Coord I — 205G (6147) — Covington, C — (5576)1110/800001
        - 426 Contract Comp. Officer — 211G (1662) — Vacant — (5575)1110/800001
    - 601 Commissioner (OoD) — 220M (6163) — Newburger, D — (5504)1000/800000
      - 602 Program Specialist II — 204G (1691) — Kreitner, K — (5504)1000/800000
      - 603 Disabled Svcs Rep. — 203G (6173) — Tribbett, S — (5504)1000/800000
      - 611 Executive Assistant I — 213G (1628) — Lackey, A — (5504)1000/800000
    - 104 Executive Secretary — 208G (1135) — Jones, D — (5500)1000/800000

Program Numbers;	Program Names	Fund Numbers;
0000	Default	1120
0000	Default	1121
0000	Default	1506
5500	DHS - Program Management	1000
5501	DHS - Aging Services	1000
5502	DHS - Veterans Affairs	1000
5503	DHS - Youth & Family Services	1000
5504	DHS - Office on the Disabled	1000
5575	Homeless Services Program	1110
5576	Case Management Program	1110

Agency Nos.	Program Name
101 to 199	DHS Administration
201 to 299	St. Louis Area Agency on Aging
301 to 399	DHS Fiscal
401 to 499	Homeless Services
501 to 599	Youth and Family
601 to 699	Office on Disabled
701 to 799	
801 to 899	
901 to 999	