

**METROPOLITAN HUMAN SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
November 20, 2015
MINUTES**

A meeting of the Board of Directors of Metropolitan Human Services District was held on Friday, November 20, 2015 at the District office. The meeting was called to order at 12:45 pm.

Board members in attendance were: Dr. Joe Constans, Sylvie Tran, Dr. Emily Clark, Gary Mendoza and Charlotte Parent. Board members not in attendance were: Dr. Sarintha Stricklin and Dr. Petrice Sams-Abiodun.

Staff members present were: Donna Francis and Tonya Walker.

Approval of Minutes: Emily Clark made a motion to Amend the September 25, 2015 minutes. Emily Clark moved approval of the September 25, 2015 amended minutes, Dr. Constans seconded the motion, and it was passed unanimously.

Chair's Report: Dr. Constans asked for an update on the hiring of the new Executive Director. Sylvie Tran and Emily Clark responded with updates which included having 139 applicants. Out of the 139 applicants the search firm is recommending consideration of 9 applicants. The search for applicants, however, is ongoing. The search committee has suggested conducting 30 minute skype interviews on all applicants recommended by the search firm. The two or three top candidates will be invited for face-to-face interviews. Sylvie Tran meet with Sally Hays and Dr. Charlotte Cunliffe to review MHSD's Policies of the Board-Executive Limitations. After review and discussion Sylvie Tran moved approval to amend the following policies:

Policy Title: **Emergency Executive Director Succession- Policy Prohibition-** to be amended from Chief of Staff to Chief Operating Officer. Sylvie Tran moved approval, Gary Mendoza seconded the motion, and it was passed unanimously.

Policy Title: **MHSD's Policies and Monitoring Tools- Ends Policies-** Compliance Contractual Obligations to be used as a monitoring tool and to add a policy prohibition. Sylvie Tran moved approval, Gary Mendoza seconded the motion, and it was passed unanimously.

Dr. Constans discussed ends policies. He stated that the data is being compiled for the proposed monitoring tools. He further states that the data will help Board determine the usefulness of proposed monitoring tools.

Interim Executive Director's Report: Mr. Gary Mendoza shared the Fiscal Report with the Board.

Parish Reports: Dawn Barras of Plaquemines Community C.A.R.E. Centers Foundation, Inc. (PCCCF) stated they are moving forward with single point of entry. Also Developmental Disability (DD) finds it challenging to find employment for their clients.

Other Business: No other business was conducted.

Invitation for Public Comment: Dawn Barras in place of Julie Olsen, Executive Director of Plaquemines Community C.A.R.E. Centers Foundation, Inc. (PCCCF) was in attendance.

Adjournment: The meeting was adjourned at 1:56 pm.