Board of Trustees

Mental Health Advocacy Service

August 27 2016, 2016

Children’s Hospital, Board Room A

200 Henry Clay Avenue

New Orleans, LA

10:00 am – 12:00 pm

Staff and Board Present: Joseph Seyler (Executive Director, non-voting); Martin Drell, Robert Garda, Hector Linares, Patrick O’Neill; Paul Race, Steve Scheckman

1. **Approval of minutes from last meeting:**  The minutes from the previous Board meeting on May 28, 2016 were amended to include the presence of David Katner. Robert Garda moved for the adoption of the minutes as amended, which was seconded by David Katner and unanimously approved.
2. **New Prime Data-Collection System:** Joseph Seyler explained the need for and the development of the new Prime data-collection system with the help of the Pelican Center and three federal grants. Mr. Seyler explained the data-collection system was tailored to the needs of MHAS and collects information regarding both child advocacy and mental health cases and offers remote access. Mr. Seyler explained that Venture is the host server company that will be providing ongoing support which will result in savings because it is cheaper than the current server company. Mr. Seyler explained the office received 2 days of training on the new system.
3. **Approval of Prime Contract:** Paul Race moved to approve the contracts with both Venture and Prime. Robert Garda seconded the motion, which passed with unanimous approval. The Board also discussed options for the approval of time-sensitive contracts that must be approved in between regularly-scheduled Board meetings. Joseph Seyler agreed to research if there are any existing policies concerning the approval of time-sensitive contracts between Board meetings.
4. **Proposed Optional Pay Adjustment Policies**: Joseph Seyler reported that he is seeking civil service authority to implement policies related to pay increases for the retention of employees who have received another job offer, to compensate employees for performance of significant additional duties, and to reward/recognize innovation, work on a special project, retirement, education/training and certification. Hector Linares moved to authorize Joseph Seyler to seek approval for and implement these policies. David Katner seconded the motion, which passed unaninimously.
5. **Personnel Issues:** Joseph Seyler reported that two attorneys were promoted to the position of attorney supervisors, eliminating the need for supervisors to supervise offices remotely, and that he was posting for two separate Deputy Director positions.
6. **Federal Lawsuit:** Joseph Seyler reported on *Candice Craig v. Anne Bolner, MHAS*, Civil Action No. 15-815-SDD-EWD, a lawsuit brought by a former client. Mr. Seyler reported that the Attorney General is representing MHAS.
7. **Old Business:** None.
8. **New Business:** Special Leave/Emergencies/Office Closures. Joseph Seyler proposed a new policy so that attorneys that have to work remotely due to flooding are able to do so. Steve Scheckman moved for the approval of the proposed policy, which Paul Race seconded. The motion was unanimously approved.