



**Metropolitan Human Services District
Board of Directors Meeting
November 14, 2018
12:30pm
Algiers Behavioral Health Clinic
3100 General DeGaulle Drive, New Orleans, LA 70014**

MHSD fulfills its statutory role as the planning body for the behavioral health, addiction and intellectual/developmental disability services for the residents of Orleans, Plaquemines and St. Bernard Parishes by ensuring that eligible residents in these parishes have access to person centered and recovery focused supports designed to optimize their role in the community.

Minutes

- I. Call to Order
 - Meeting called to order at 12:38pm

- II. Attendance
 - Roll was taken by Chair Gary Mendoza, and it was determined that a quorum was present. Board members in attendance were, Ariel, Lloyd; Marsha Broussard, MPH; Gary Mendoza; Charlotte Parent; Sylvie Tran; Mike Miller; Cathy Lazarus, and Sarah Schirmer. Absent from the meeting was Stanley Simeon; Michael Pechon; Joseph Kanter, MD, MPH and Sarintha Stricklin, Ph.D. Other individuals in attendance were: MHSD – Rochelle Head-Dunham, MD, FAPA; Steven Farber, JD; Traci Brown; Frankling Campbell and Kimberly Bourque.

- III. Approval of the October 26, 2018 Minutes
 - The minutes were reviewed by the board of director's and approved. A motion to approve the minutes was made by Dr. Marsha Broussard, 2nd by Mike Miller, all in favor.

- IV. Monitoring Reports
 - Dashboard
 - The board members were given a copy of the Monthly Dashboard. Sylvie asked Dr. Dunham if she had anything specific to point out. Dr. Dunham explained the data is still consistent, however, we have had a slight reduction in the amount of adult persons served. Dr. Dunham further explained that even though we have seen a drop in persons served, we are seeing an increase in the amount of persons served who are taking the medications they are prescribed.

- Fiscal Report
 - Gary Mendoza informed the board that they had the finance committee meeting. There is some adjustments to the budget that will need to be voted on. Traci Brown explained the changes in to the budget. Traci Brown answered a few questions from the board members regarding the budget. Motion to approve the amended budget by Dr. Cathy Lazarus; 2nd by Dr. Broussard, all in favor.
- Semi-Annual Human Resources Report
 - Mike Miller asked Dr. Dunham questions regarding the report regarding if we have an EAP program and anything regarding peers in the clinic. Dr. Dunham advised Mike Miller and the board that we do have an EAP and we have also supplemented that with MyStrengths. The peers have access to the same items as staff, but also have additional support. They have two layers of supervision, work and emotional. Dr. Cathy Lazarus asked Dr. Dunham how a staff member would file a grievance against the Executive Director. Dr. Dunham advised that they would file the grievance through Human Resources. Dr. Lazarus further asked if we have anything written. We do not, but we will bring something to the board. The process would be the employee would report the grievance to the Human Resources Department, and then it would be reported back to the Board. Seandra Buchanan stepped into the meeting to clarify that any grievance filed against the executive director would be handled the same. The grievance would be brought to her supervisor, the board of directors. Seandra Buchanan further explained how the full grievance policy happens.
- Quarterly Report on Communication with the Executive Director
 - No comments.
- Quarterly Report on Contracts over \$300k
 - No comments.
- Quarterly Report on Incidents
 - The report needs to be edited to take out the persons served named.
- Sylvie Tran made a motion to approve the monitoring report, 2nd by Dr. Cathy Lazarus.

V. Decision Information

- 2019 MHSD Board of Director's Schedule of Meetings
 - i. Charlotte Parent asked if we had talked about moving the meetings from Friday. The other members shared they have, but it hasn't ever changed or been agreed upon. Motion to approve the Schedule of Meetings by Mike Miller and 2nd by Dr. Cathy Lazarus, all in favor.

VI. Consent Agenda

VII. Self-evaluation

- Motion to cancel the December 14, 2019 meeting by Dr. Cathy Lazarus, 2nd by Sarah Schirmer, all in favor.

VIII. Adjourn

- Motion to adjournment by Dr. Cathy Lazarus and 2nd by Ariel Lloyd.