

**METROPOLITAN HUMAN SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING  
December 21, 2012  
MINUTES**

A meeting of the Board of Directors of Metropolitan Human Services District was held on Friday, December 21, 2012 at the District office. Dr. Pam Jenkins, Chair, called the meeting to order at 12:52 pm.

In addition to Dr. Jenkins, Board members in attendance were: Gwen Richardson, Dr. Joe Constans, Polly Campbell, and Robin Pannagl. All Board members were in attendance.

Staff members present were: Judge Calvin Johnson, Dr. Charlotte Cunliffe, Dr. Katherine Smith, Meghan Ferris, and Sally Hays.

Brenda Valteau attended as a guest.

**Approval of Minutes:** Ms. Campbell moved approval of the November 16, 2012 minutes. Ms. Richardson seconded the motion, and it was passed unanimously.

**Executive Director's Report:** Judge Johnson provided an update on the construction of the Algiers Behavioral Health Center. He stated that it is possible that the building will be ready for occupancy by the end of July. Judge Johnson also spoke about improving agency communication with the public, especially in relation to reducing the stigmas associated with mental health and developmental disabilities.

In accordance with the Board's monitoring calendar, Judge Johnson reported compliance with policies related to media coverage, external communication and response, and communications and relationship strategies. Board members then agreed to change the monitoring calendar so that reporting on communication and relationship strategies occurs annually or whenever there is a change in the strategies being used. Board members requested that they receive information at each meeting on any media coverage received by MHSD.

**Chief Financial Officer's Report:** Dr. Cunliffe advised the Board that the State has eliminated the Early Childhood Supports and Services (ECSS) program statewide. Due to this program elimination, MHSD will have to lay off some employees. Dr. Cunliffe also talked about mid-year budget reductions and an expenditure freeze that may result in additional lay-offs before year-end as these cuts will be annualized in 2014.

**Chair's Report:** Dr. Jenkins provided an update on the selection of an Executive Director search firm. She also reported that she had accepted the resignation of Dr. Cheryll Bowers-Stephens from the Board and recognized all the hard work Dr. Bowers-Stephens had provided over her years of service on the Board.

**Bylaw Change**

Dr. Jenkins requested a vote on a proposed bylaw change that was presented at the November 2012 Board meeting. Ms. Pannagl made a motion to approve the change, Dr. Constans seconded the motion, and it was passed unanimously. The amendments to the bylaws are shown below with new language indicated in red.

Article VI.C. **Terms of officers:** Officers shall be elected for one year terms commencing at midnight on ~~January 1<sup>st</sup>~~ **July 1<sup>st</sup>** and ending at midnight on ~~December 31<sup>st</sup>~~ **June 30<sup>th</sup>** of each year. **Existing officers serving January 1, 2012 through December 31, 2012 shall serve an additional six (6) months in their term during the transition, through June 30, 2013.**

Article VI.E.1. Nominating Committee: The Chair shall appoint a nominating committee of at least three (3) members at least one month prior to the ~~December~~ **June** Board meeting. It shall be the duty of the Nominating Committee to nominate one or more nominees for Chair, Vice Chair, Secretary, and Treasurer at the ~~December~~ **June** Board meeting.

Article VI.E.3. Voting: The officers provided for in Article VI.B. hereof shall be elected by the members of the Board **prior to or** at a meeting to be held during the month of ~~December~~ **June** each year. The vote shall be taken by voice and no one shall be elected until he or she receives a majority of the votes cast for all candidates for such office. After the votes are cast, those who have received a majority of the votes cast shall be declared elected. Of those who have not received a majority of the votes cast, the officials conducting the election shall then conduct a second vote by voice consisting of those individuals who did not receive a majority on the first ballot provided however that the remaining candidates shall not exceed twice the number of the remaining seats to be filled and to satisfy this proviso, the officials conducting the election shall remove from the second vote those candidates who received the fewest number of votes during the first vote.

**Invitation for Public Comment**: Ms. Valteau spoke about her experience working with children and parental involvement.

**Adjournment**: The meeting was adjourned at 1:42 pm.