

**METROPOLITAN HUMAN SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING  
May 23, 2014  
MINUTES**

A meeting of the Board of Directors of Metropolitan Human Services District was held on Friday, May 23, 2014 at the District office. The meeting was called to order at 12:12 pm.

Board members in attendance were: Polly Campbell, Dr. Petrice Sams-Abiodun, Robin Pannagl, Dr. Emily Clark, and Charlotte Parent. Board members not in attendance were: Dr. Joe Constans and Joe Giarrusso.

Staff members present were: Yolanda Webb, Dr. Charlotte Cunliffe, and Sally Hays.

Attending as a guest was Brad Ott.

**Approval of Minutes:** Dr. Sams-Abiodun moved approval of the April 11, 2014 minutes (attachment 1). Ms. Parent seconded the motion, and it was passed unanimously.

**Chair's Report:** Ms. Campbell reported that the presidents of St. Bernard and Plaquemines parishes and the mayor of New Orleans are being contacted with a request to make appointments to fill vacant positions on the MHSD Board and/or reappoint sitting members who are eligible for another term.

**Executive Director's Report:** Ms. Webb reported on her work over the last month and pointed out that MHSD is in the process of moving from two phone numbers to one that will be used to access services (attachment 2).

She also reported that there had been a HIPAA violation that will be reported to the Attorney General. The staff person responsible has been disciplined.

Following discussion, it was determined that the third Thursday of the month at 5:30 pm might be a date and time that is convenient for all Board members. A poll of members will be used to verify this.

Ms. Webb recommended a change in the monitoring schedule for the policy related to executive succession. Dr. Clark moved that the timing for monitoring reports on executive succession be changed from "quarterly" to "annually or if there is any change in the process used to ensure compliance." Ms. Pannagl seconded the motion and it passed unanimously.

A tool designed to help members evaluate how well they are complying with Governance Process Policies was distributed. Board members were asked to fill out the form in preparation for a discussion at the June meeting.

The Board agreed that the Ends policies as currently stated accurately state the purpose and priorities of MHSD. Evaluation of progress toward achieving these ends will take place as data becomes available.

**Deputy Director/CFO's Report:** Dr. Cunliffe presented a report on recent activities related to operations and fiscal matters (attachment 3).

Dr. Cunliffe requested Board approval of adjustments in the proposed maximum for previously approved contracts over \$300,000 for FY14 and for additions and changes to previously approved contracts over \$300,000 for FY15 (attachment 4). Ms. Webb affirmed that due diligence was performed for each of these contracts. Dr. Clark moved approval of the contracts as presented. Ms. Parent seconded the motion, and it was passed unanimously.

Following discussion, Dr. Sams-Abiodun moved that the policy prohibition related to contracts over \$300,000 be amended to state: "Make a single purchase or commitment equal to or greater than \$300,000, increase the maximum on a previously approved contract, or amend a contract so that it exceeds \$300,000 without Board approval ... " Ms. Parent seconded the motion and it passed unanimously.

**Other Business:** Ms. Webb called attention to two awards that MHSD had received.

**Invitation for Public Comment:** Mr. Ott informed the Board about roadblocks he has experienced trying to obtain services for a friend. Ms. Campbell thanked Mr. Ott for his remarks, and Ms. Webb assured him that staff would look into addressing the concerns he raised.

**Adjournment:** The meeting was adjourned at 2:09 pm