



**Metropolitan Human Services District
Board of Directors Meeting
June 26, 2020 | 12:30pm**

WebEx Meeting:

<https://mhsdla.webex.com/mhsdla/j.php?MTID=me8b84751995ace7f21b0398ed0c777e5>

United States: **(408) 418-9388**

Meeting number (access code): **966 209 222**

Meeting password: **Board**

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 was called to order 12:36 p.m. by Chair Gary Mendoza through WebEx Meeting.

- II. Attendance
 - A quorum was present consisting of Gary Mendoza, Michael Pechon, Dr. Cathy Lazarus, Dr. Sarintha Stricklin, Mike Miller, Sarah Schirmer, Ariel Lloyd, Charlotte Parent, Leslie Prest and Stanley Simeon; Absent from the meeting was Dr. Joseph Kanter. Other individuals in attendance from MHSD were Rochelle Head-Dunham, MD, DFAPA, FASAM, Executive Director/Medical Director; Traci Brown, MHSD CFO; Sharon Barnett-Starks, MSW, Deputy Director of Programs; Amanda Henderson, Attorney; and Karen Canales, Executive Staff Officer

- III. Approval of the April 24, 2020 Minutes
 - Minutes were reviewed and approved by motion of Michael Pechon, seconded by Sarah Schirmer, all voted in favor.

- IV. Decision Information
 - Contracts over \$300K
 - i. Six contracts were reviewed based on projected budget for FY 21.
 - ii. All contracts presented were approved by motion of Leslie Prest, seconded by Charlotte Parent, all voted in favor.
 - Officer Elections/Board Training
 - i. Mr. Mendoza requested input from the Board about nomination of officers for next Fiscal Year. Last fiscal year a committee of 2 was formed

to review the list for eligible board members and names can also be nominated before voting. The committee this year will be formed by volunteers Ms. Charlotte Parent and Dr. Sarintha Stricklin.

- ii. The Committee will provide feedback at the next meeting.
- Follow up to Ends Policy Report
 - i. Feedback was received from the board to proposed updates to the Ends Policy Report. Recommendations were also made by the Executive Team and a document with both notes regarding each item were submitted for Board review. Mr. Mendoza requested input from the board, and he recommends a list of ENDS be submitted during the next board meeting to be voted on by the Board of Directors.
 - ii. The Ends report will be submitted during the July meeting for approval.

V. Self-evaluation

The Board Self-Evaluation information was reviewed by the Board. A detailed report and a summary were presented. In the detail, there were 2 items that Chair Gary Mendoza wanted to address:

- i. The Board approves the 5-year Strategic Plan for MHSD, and it is the Board's plan as well.
 - The Ends Report reviewed Quarterly by the Board of Directors reflects how the Ends are meeting those Goals set at the beginning of the Plan period.
 - Ms. Canales will upload the Strategic Plan to the Board folder on the ShareFile Drive so that it may be reviewed in detail.
- ii. The Board approves policies but does not develop for MHSD.

VI. Monitoring Reports

The following reports in the Board of Directors Packet were reviewed:

Monthly Reports: May 2020

- i. Human Resources:
 - Annual Unclassified Employees Salary
 - Civil Service Audit Results
 - Due to COVID-19, no Civil Service audit has been conducted
 - Semi-Annual Report on Personnel Policies
 - No policies have been updated
 - Semi-Annual Staff turnover Report
 - Civil Service Hearing and Outcomes Report
 - No Hearings have been conducted. No outcomes to report.
 - 3rd Quarter FY20 Incident Reports
- ii. Quarterly Communications Report
 - Quarterly Contracts: Report on Request for Proposals
 - No RFPs were conducted in this Quarter

Monthly Reports: June 2020

- Monthly Dashboard
 - Dr. Dunham reviewed the MHSD utilization report for the month of May and fielded any questions from the Board regarding the statistics.
 - i. A Telehealth Utilization report was reviewed
 - ii. Dr. Dunham highlighted information in reference to the Survey results which were provided by Providers and Persons Served by the agency regarding Telehealth usage.
 - iii. The telehealth modality was discussed by the Board and Dr. Dunham provided information about all modalities being used and the percent of Face to Face Services performed in the clinics.

- Fiscal Report
 - i. Budget Review
 - MHSD CFO Traci Brown reviewed the Budget Analysis and the projected expenditures v. revenue provided in the report.
 - ii. Executive Director Report
 - Dr. Dunham presented the MHSD Covid-19 Manual that provides guidance and recommendations for safe operations during the COVID-19 federally declared emergency. In the manual general guidelines and specific clinical and administrative operations are outlined in compliance with local, state and federal requirements.
 - Dr. Dunham reported on Phase 2 COVID-19 Plans, the availability of COVID-19 and IgG immunity testing, support groups available to community and staff and other legal notices including the logo usage and the Federal Guidelines being expanded by the U.S. Supreme Court for Sexual Discrimination in the workplace.
 - Dr. Dunham also informed the board that she would be sending a letter to local government heads to discuss future appointments to the MHSD Board of the Directors including the 2 vacancies currently on the Board for the Parish of Orleans to address racial inequity.
 - iii. Quarterly Communications Report on Media Coverage was presented, however no changes since the last quarter were reported.

Motion to accept the Monthly Monitoring Reports by Ms. Leslie Prest, seconded by Ms. Charlotte Parent, all voted in favor.

VII. Consent Agenda
No consent agenda items were presented.

VIII. Adjourn

- Motion to adjourn the meeting was made by Charlotte Parent, 2nd by Mike Pechon; all in favor, motion passed.