



**Metropolitan Human Services District  
Board of Directors Meeting  
August 24, 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.*

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## Minutes

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- I. Call to Order
  - Meeting called to order at 12:33pm.
  
- II. Attendance
  - Roll was taken, and it was determined that a quorum was present. Board members in attendance were, Joseph Kanter, MD, MPH; Marsha Broussard, MPH; Gary Mendoza; Charlotte Parent; Sylvie Tran; Mike Miller; Michael Pechon; Cathy Lazarus and Stanley Simeon. Absent from the meeting were Sarah Schirmer and Sarintha Stricklin, Ph.D. Other individuals in attendance were: MHSD – Rochelle Head-Dunham, MD, FAPA; Steven Farber, JD; Seandra Buchanan; Traci Brown and Kimberly Bourque;
  
- III. Approval of the July 27, 2018 Minutes
  - Motion to approve the July 27, 2018 minutes by Sylvie Tran; 2<sup>nd</sup> by Mike Miller, all in favor.
  
- IV. Monitoring Reports
  - a. Dashboard
    - Dr. Williams explained the data include in the dashboard and how MHSD added comparative data. The board members asked a few questions to further understand the data presented on the dashboard. Dr. Dunham and Dr. Williams provided answers and explanation to their questions.
  - b. Fiscal Reports
    - Gary Mendoza spoke about having the finance committee meeting. During their meeting they reviewed the fiscal reports, Gary Mendoza spoke about what the committee discussed.

- c. Annual report on Inspection of Architectural plans, physical space and intake procedure to confirm compliance with best practices.
  - The Board of Director's presented questions regarding the architectural inspection list. Steven Farber provided the board with information on how these inspection list come from.
  - Motion to accept approved the Annual report on inspection of architectural plans, physical space and intake procedure to confirm compliance with best practices by Sylvie Tran; 2<sup>nd</sup> by Michael Pechon, all in favor.
- d. Quarterly report on communication to Deputy Director and/or Admin/Deputy Director of Program.
  - Motion to accept Quarterly report on communication to Deputy Director and/or Admin/Deputy Director of Program by Michael Pechon; 2<sup>nd</sup> by Dr. Cathy Lazarus, all in favor.
  - Dr. Dunham explained to the board what is covered in the executive team meetings, and when they occur.
- e. Quarterly Report on purchases/commitments over \$300k
  - Board agreed to defer to next month.
- f. Quarterly Report on Incidents Reports
  - Dr. Joseph Kanter asked specifically about the two deaths that are shown on the incident report. Dr. Dunham advised that these death were separate and away from our facilities.
  - Motion to accept Quarterly Report on Incidents Report by Dr. Cathy Lazarus; 2<sup>nd</sup> by Charlotte Parent, all in favor.

V. Decision Information

- a. Executive Director Performance Grading Tool
  - The Board of Director's resumed their discussion from last meeting regarding the Executive Director's Performance Grading tool. Gary Mendoza presented the board a document he shared with the committee from the Ends Policy, that he feels can be used to grade the Executive Director's Performance. Gary Mendoza advised that if the board wants to go outside of the parameters of what the ends policy, which was made to govern how the board operates, a motion needs to be made to amend and build into the Ends Policy. Sylvie Tran advised that the evaluation committee recommends using the tool that links to the ends as the evaluation tool and to amend the ends to include this tool. Sylvie Tran explained to the board members why this is committees recommendation. Dr. Cathy Lazarus asked if there is some flexibility regarding using the tool, by saying that the board may use a tool that links back to the ends policy. Gary Mendoza advised that it could be worded as the board sees fit. He added, that Dr. Dunham should know at all times what she is being graded on. Steven Farber pointed out to the board, that going into the year, Dr.

Dunham would have been under the impression that she was going to be graded on the ends policy, however, if you want to change it for next year, you need to advise her how she will be graded in advance. Sylvie Tran advised that the tool they want to use aligns with the ends, the board is just clarifying how they are using the ends to grade her. Dr. Joseph Kanter asked to clarify that if we want the board to complete an evaluation of the ED, then do they need to change the policy. Gary Mendoza advised yes, because the policy is very clear on how they are to grade her. The board continued discussion regarding the tool and language that should be added to the ends policy. The board welcomed Dr. Dunham to give her thoughts on the matter. Dr. Dunham shared that she needs to know ahead of time what they are grading her on. She had reviewed the ends policy, and it covers the medical director side of her job as well as the executive director. However, if the board feels they need more to substantiate, she is okay with that, but she feels like for today and for the purpose of this year's evaluation the board needs to work with what they have because she was not given prior notice of any other tool. Dr. Joseph Kanter made suggestion for wording being added to the ends policy "The board may choose to supplement the ends, with a qualitative evaluation provided that it has been given to the director 6-12 months in advance". Michael Pechon agreed, however stated that if it is a 12month evaluation, we should give the evaluation tool to the director 12 months in advance. Dr. Dunham advised that the board needs to review the ends again, because all of the evaluation information is there, and they should have evaluated her last month. They should not be here due to a salary issue. Gary Mendoza suggested that the board have the subcommittee come up with the language to add to the policy. Seandra Buchanan pointed out to the board, that she understands they want to wait until next month to decide on a tool, however, in the case of the pay raise, she would suggest that they at vote on giving Dr. Dunham her market adjustment, since the board wanted to make it retroactive to July. Dr. Marsha Broussard and Michael Pechon asked for clarification on what exactly the board needs to be fixed. Michael Pechon asked if the board felt that tool was aligned to the ends policy; Gary Mendoza advised that he does not. Michael Pechon further explained that we need to take each thing that we are asking and directly map it back to the ends. Dr. Cathy Lazarus further explained her understanding of what the committees position was during their last call. Charlotte Parent explained that the members sent in a score no matter what the tool was. So they have an idea on what the board believes she scored, with that information the board should be able to vote on the compensation piece, while the board decides if they should use the tool or if they should use an ends only tool. Charlotte Parent also gave her opinion on the tool. Dr. Marsha Broussard asked if the committee had a report on what the board submitted. Sylvie Tran advised no, because not everyone

submitted an evaluation back, and the committee felt like they were in limbo with what tool was being used. Sylvie Tran advised that the committee was going to suggest a two-step process; one that is easy to get done and the second part would need some additional time to finish gathering information. Dr. Lazarus advised that the committee members suggested that we go forward with the increase of 5% effective immediately as step one; as step two we would complete the market survey which is in the process of being completed. Michael Pechon made a motion to increase compensation by 5% making it retroactive to July 15<sup>th</sup>; 2<sup>nd</sup> by Dr. Joseph Kanter, all in favor. Sylvie Tran explained that she needs to board to use the ends to evaluate Dr. Dunham; they board can use either form, and at the next meeting she would like to set up next year's evaluation. Gary Mendoza further explained that the next step we want to do is evaluate to decide if a further market increase is applicable. Sylvie Tran explained that in order to do that she needs two things, 1 – evaluation from every board member around the ends; 2 – she will complete the market data for next meeting. Dr. Joseph Kanter advised that at next board meeting he would like to approve the new tool and provide the language for the ends policy at the next board meeting. Motion to add a line to the ends that “The board may choose to supplement the ends criteria with a qualitative evaluation tool, provided 1 it is board approved, 2 it is provided to the executive director 1 year in advance” by Dr. Joseph Kanter, 2<sup>nd</sup> Charlotte Parent, all in favor.

b. Ends Monitoring Tool

- Gary explained what the monitoring calendar.
- Motion to accept the board monitoring calendar by Mike Miller; 2<sup>nd</sup> by Dr. Marsha Broussard; all in favor.

VI. Consent Agenda

VII. Self-evaluation

VIII. Adjourn

- Motion to adjourn by Dr. Cathy Lazarus; 2<sup>nd</sup> Joseph Kanter; all in favor,