

**METROPOLITAN HUMAN SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
March 25, 2011
MINUTES**

A meeting of the Board of Directors of the Metropolitan Human Services District was held on Friday, March 25, 2011 at the Chartres Pontchartrain Behavioral Health Center. Dr. Pam Jenkins called the meeting to order at 12:50 pm.

In addition to Dr. Jenkins, Board members in attendance were: Robin Pannagl, Gwendolyn H. Richardson, Polly Campbell, Dr. Cheryl Bowers-Stephens, Dr. Donald Erwin, and Clare Jupiter.

Board member absent was: Dr. Rebecca A. Chaisson.

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

Approval of Minutes: Dr. Erwin moved that the January 21, 2011 and February 18, 2011 minutes be approved as circulated. (Attachments #1 and #2) Ms. Jupiter seconded the motion, and it was passed unanimously.

Chairman's Report: Dr. Jenkins discussed the possibility of Board members attending community meetings related to the work of MHSD. She suggested that each member select a month during which he or she will be available to represent the agency at any scheduled meetings. Board members present agreed with this approach and divided the months as follows: April – Robyn Pannagl, May – Gwen Richardson, June – Polly Campbell, July – Don Erwin, August – Clare Jupiter, September – Cheryl Bowers-Stephens, October – Pam Jenkins.

Executive Director's Report: Judge Johnson discussed the state's plans to transform the Louisiana Medicaid Program into a coordinated system of care administered by a managed care organization. The Board discussed the implementation of the program and its potential impact on MHSD services. Judge Johnson also provided an update on the status of children's services in relation to the implementation of the coordinated system of care.

Consideration of Request for Attorney General's Opinion: The Board considered a resolution requesting an opinion from the Louisiana Attorney General on MHSD's record retention obligation. (Attachment #3) Dr. Erwin moved to approve the resolution. Ms. Pannagl seconded the motion, and it was passed unanimously.

Discussion on Executive Limitations Policies and Board/Executive Director Linkages Policies: The Board reviewed and revised draft Executive Limitations policies. Dr. Erwin moved that these policies be approved as revised. The motion was seconded by Ms. Richardson and passed unanimously. (Attachment #4)

Following discussion, members agreed that they would like to consider ways that compliance with policies will be monitored before finalizing Board/Executive Director Linkage policies.

Next Meeting: The next meeting is scheduled for April 15, 2011 at the Chartres Pontchartrain Behavioral Health Center.

Invitation for Public Comment: There were no members of the public present.

Adjournment: The meeting was adjourned at 2:05 pm.

**METROPOLITAN HUMAN SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
January 21, 2011
MINUTES**

A meeting of the Board of Directors of the Metropolitan Human Services District (MHSD) was held on Friday, January 21, 2011 at the Chartres Pontchartrain Behavioral Health Center. Dr. Pamela Jenkins, Chair, called the meeting to order at 12:35 pm.

In addition to Dr. Jenkins, Board members in attendance were: Clare Jupiter, Robin Pannagl, Gwendolyn H. Richardson, and Dr. Donald T. Erwin.

Staff members present were: Dr. Craig Coenson, Nancy Falgoust, and Sally Hays.

Approval of Minutes: Ms. Jupiter moved approval of the December 17, 2010 meeting minutes as circulated (Attachment # 1). Dr. Erwin seconded the motion, and it was passed unanimously.

Report from the Medical Director: Dr. Craig Coenson, Medical Director of MHSD, gave a report on the current clinical programs and services being provided by MHSD. He stated that the community has felt a positive impact due to these services.

Exemption from the State Travel Guidelines for Louisiana Spirit Contractors: Dr. Jenkins reported that the three MHSD contractors providing Louisiana Spirit services often travel significant distances to meet with clients. The state of Louisiana's travel requirements do not allow reimbursement for more than 99 miles round trip of in-state travel in their personal vehicle in one day. Dr. Erwin moved for approval to exempt the three BP Louisiana Spirit contractors from the 99 mile cap in PPM 49,S1504(C.)(2.)(b.) effective December 1, 2010 through the end of their contract term. Ms. Richardson seconded the Motion, and it passed unanimously (Attachment #2).

Discussion on Executive Limitations Policy: Ms. Hays presented the draft Executive Limitations Policy that had been previously distributed. The Board discussed the policies and agreed on possible modifications. Final adoption was postponed, however, pending further discussion at the February meeting of the Board.

Other Business

- Dr. Jenkins called Board members' attention to the December 31, 2010 financial statements that were included in the packet of meeting materials (Attachment #3).
- A list of 2011 Board meetings was distributed (Attachment #4).

Next Meeting: The next meeting is scheduled for February 25, 2011 at Chartres Pontchartrain Behavioral Health Center.

Invitation for Public Comment: There were no members of the public present.

Adjournment: The meeting was adjourned at 1:46 pm.

**METROPOLITAN HUMAN SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
February 18, 2011
MINUTES**

A meeting of the Board of Directors of the Metropolitan Human Services District was held on Friday, February 18, 2011 at the Chartres Pontchartrain Behavioral Health Center. Ms. Clare Jupiter called the meeting to order at 12:45 PM.

In addition to Ms. Jupiter, Board members in attendance were: Robin Pannagl, Gwendolyn H. Richardson and Polly Campbell.

Board members absent were: Dr. Pamela Jenkins, Dr. Donald T. Erwin, Dr. Cheryll Bowers-Stephens and Dr. Rebecca A. Chaisson.

Staff members present were: Judge Calvin Johnson, Dr. Craig Coenson, Margaret Cruz, Nancy Falgoust, Sally Hays, Anthony Laurent, Candace Morgan and Cathy Storm.

Quorum: Because there was not a quorum, no Board action was taken.

Chairman's Report: Ms. Jupiter announced the appointment of Polly Campbell as a Board member from St. Bernard Parish. Ms. Jupiter asked Ms. Campbell to introduce herself with some information on her background and then requested that the Board members and staff who were present do the same.

Executive Director's Report: Judge Johnson discussed the state's plans to transform the Louisiana Medicaid Program into a coordinated system of care administered by a managed care organization. The timeline for the transformation is uncertain.

Discussion on Executive Limitations Policy: Ms. Hays presented the draft Executive Limitations Policy and Board/Executive Director Linkages policies. The Board suggested some changes to the draft policies. The policies with the suggested changes will be distributed to the Board for comment before the March meeting, at which time consideration of the policies will be on the agenda.

Finance Report: Ms. Jupiter called Board members' attention to the January 31, 2011 financial statements that were included in the packet of meeting materials (Attachment #1).

Next Meeting: The next meeting is scheduled for March 25, 2011 at Chartres Pontchartrain Behavioral Health Center.

Invitation for Public Comment: There were no members of the public present.

Adjournment: The meeting was adjourned at 2:00 pm.

**METROPOLITAN HUMAN SERVICES DISTRICT
BOARD OF DIRECTORS RESOLUTION
TO REQUEST AN OPINION FROM
THE LOUISIANA ATTORNEY GENERAL'S OFFICE**

Upon a motion duly made, seconded and unanimously carried, it was adopted that

Whereas, LAC Title 4, Part XVII, Chapters 1-15 requires that state agencies file and receive approval on a records retention plan from the Louisiana Secretary of State's office, and

Whereas, Metropolitan Human Services District is a political subdivision and special district, not a state agency, then be it

RESOLVED that Calvin Johnson, Executive Director, be authorized and directed to seek an opinion from the Louisiana Attorney General's office on whether or not the Metropolitan Human Services District is required to follow the requirements outlined in LAC Title 4, Part XVII, Chapters 1-15.

The undersigned, Gwendolyn H. Richardson, certifies that she is the duly elected Secretary of this Metropolitan Human Services District, and that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the Board of Directors that was held on March 25, 2011.

Gwendolyn H. Richardson
Secretary

Executive Limitations

(Adopted March 25, 2011)

Global

The ED shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of community accepted business, governmental and professional ethics.

Levels 2 & 3

Treatment of Clients

With respect to interactions with clients or those applying to be clients, the ED shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

Accordingly, the ED shall not:

1. Use application forms that elicit information for which there is no clear necessity.
2. Use methods of collecting, viewing, transmitting, or storing client information that fail to protect against improper access to the material elicited.
3. Maintain facilities that fail to provide a reasonable level of privacy, both visual and aural.
4. Fail to establish with clients a clear understanding of what may be expected and not expected from the service offered.
5. Fail to inform clients of the policies that relate to them, or to provide a grievance process to those who believe that they have not been accorded a reasonable interpretation of their rights under this policy.

Treatment of Staff

With respect to the treatment of paid and volunteer staff, the ED may not cause or allow conditions that are unfair or undignified.

Accordingly, the ED shall not:

Operate without written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.

Financial Planning and Budgeting

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multiyear plan.

Accordingly, the ED shall not allow budgeting which:

Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

Financial Condition and Activities

With respect to actual, ongoing financial condition and activities, the ED shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in ENDS policies.

Accordingly, the ED shall not:

1. Fail to follow applicable accounting principals and best practices.
2. Make a single purchase or commitment of greater than \$ 600,000.

Emergency ED Succession

In order to protect the board from sudden loss of ED services, the ED may have no fewer than two other executives familiar with board and ED issues and processes.

Accordingly the ED shall not:

1. Fail to ensure that the Medical Director and the Chief Financial Officer are appropriately informed about issues and processes and prepared to carry out the following Board policy (adopted 12/18/09).

In the event of an unplanned absence of the Executive Director, the Medical Director will immediately inform the Board Chair of the absence. The Medical Director will serve as Acting Executive Director in the absence of the Executive Director. Should the Medical Director be unable to fulfill these responsibilities, the back-up appointee is the Chief Financial Officer.

The Acting Executive Director will have the full authority of decision-making and independent action as the regular Executive Director.

Asset Protection

The ED shall not allow agency assets to be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, the ED shall not:

1. Fail to provide appropriate checks and balances to ensure limited access to material funds by employees or contractors.
2. Subject plant and equipment to improper wear and tear or insufficient maintenance.
3. Unnecessarily expose the organization, its board, or staff to claims of liability.
4. Make any purchase that fails to comply with applicable State regulations & laws.
5. Fail to protect intellectual property, information, and files from loss or significant damage.
6. Receive, process, or disburse funds under controls that are insufficient to meet the state auditor's standards.
7. Endanger the organization's public image or credibility, especially in ways that would hinder its accomplishment of mission.

Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the ED shall not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, the ED shall not:

1. Change his or her own compensation and benefits.
2. Promise or imply permanent or guaranteed employment to employees, consultants, contract workers, and volunteers.
3. Establish current compensation and benefits that deviate from civil service salaries, and in the case of unclassified employees, do not deviate materially from the geographic or professional market for the skills employed.
4. Create compensation obligations over a longer term than revenues can be safely projected, in no event longer than one year, and in all events subject to losses in revenue.
5. Fail to comply with all applicable Louisiana State Civil Service Provisions.

Communication with and Support to the Board

The ED shall not permit the board to be uninformed or unsupported in its work.

Accordingly, the ED shall not:

1. Neglect to submit monitoring data required by the board in a timely, accurate, and understandable fashion, directly addressing the provisions of board policies being monitored.
2. Let the board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes particularly changes in the assumptions upon which any board policy has previously been established.
3. Fail to advise the board if, in the ED's opinion, the board is not in compliance with its own policies on Governance Process and Board/ED linkage, particularly in the case of board behavior that is detrimental to the work relationship between the board and the ED.
4. Fail to marshal for the board as many staff and external points of view, issues, opinions, and options as needed for fully informed board choices.
5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.
6. Fail to provide a mechanism for official board, officer, or committee communications.
7. Fail to deal with the board as a whole except when a) fulfilling individual requests for information or b) responding to officers or committees duly charged by the board.
8. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the board.

Ends Focus of Grants or Contracts

The ED may not enter into any grant or contract arrangements that fail to emphasize primarily the production of ENDS and, secondarily, the avoidance of unacceptable MEANS.

Accordingly, the ED shall not:

1. Shall not allow methods and activities that would allow grant and/or contract funds to be used in imprudent, unlawful, or unethical ways.
2. Fail to assess and consider an applicant's capability to produce appropriately targeted, efficient results.