



**Metropolitan Human Services District  
Board of Directors Meeting  
July 27, 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 12:45pm – quorum present.
  
- II. Attendance
  - Roll was taken, and it was determined that a quorum was present. Board members in attendance were, Gary Mendoza, Dr. Cathy Lazarus, Sylvie Tran, Sarah Schirmer, Dr. Sarintha Stricklin, Mike Pechon and Stanley Simeon. Absent from the meeting were Dr. Joseph Kanter, Dr. Marsha Broussard and Mike Miller. Other individuals in attendance were: MHSD – Rochelle Head-Dunham, MD, FAPA; Steven Farber, JD; Traci Brown and Seandra Buchanan and Kimberly Bourque; From the Public – Julie Olsen
  - Gary Mendoza suggested possibly changing the time of the board meeting because of lack of quorum. The board requested that we send out a survey to all members to determine the best date and time for board meetings.
  
- III. Approval of the June 29, 2018 Minutes
  - Sylvie Tran asked if we needed to put all the details in there that we have. Steven Farber advised that we should. Sylvie Tran suggested the board review the minutes and edit the minutes. Michael Pechon asked if the minutes are public, the minutes are not public until they have been approved by the board. The board as a collective agreed we should keep the minutes detailed and not edit them down. Sylvie Tran asked for a moment to review her statements to insure they were accurate.
    - Motion to approve the minutes as presented by Michael Pechon; 2<sup>nd</sup> by Sarah Schirmer – all in favor.
  
- IV. Monitoring Reports

a. Dashboard

- Sylvie Tran asked Dr. Dunham if she had anything to highlight in the dashboard. Dr. Dunham spoke about the dashboard and how it relates to the ends policy. Dr. Dunham explained why some of the ends measure are not being reported on. Sylvie Tran asked when we could start seeing benchmarks. Dr. Williams explained that she can work with the board on what they want to see as far as benchmarks. Gary Mendoza explained that he thinks having comparable data is more important. Dr. Williams explained what we are going to work to give the board what's needed to be in compliance with their request. Dr. Williams explained the type of comparative data we can provide to the board. Dr. Williams explained that she wants to develop a way to provide the ends report at a glance, and still provide the technical report. Gary Mendoza advised that he does not believe that this is necessary. The board and the present MHSD staff discussed some of the data shared and how to improve the data. Dr. Lazarus asked questions regarding the I/DD data that was provided and how MHSD was performing. Dr. Dunham gave some explanation on this; Dr. Williams also gave information on how we could have the dashboard better reflect MHSD's work in I/DD.
  - Motion to approve the ends report as written by Mike P; 2<sup>nd</sup> by Sylvie – all in favor.

b. Fiscal Reports

- Gary Mendoza spoke to the board about the fiscal subcommittee meeting and the fiscal report provided by Traci Brown. Additional discussion was had regarding performance of contract in comparison to the money that was spent. It is expected that MHSD will have final numbers at the August meeting, MHSD will present the fiscal audit to the board at the September meeting.

V. Executive Session:

- Personnel Matter: Executive Director Performance Measures/Standards
  - i. Motion to move forward with Executive Director/Medical Director Performance Appraisal Process and Evaluation Form, when using this form the board ask for individual to participate in the evaluation process following the timelines outlined and proposed by the evaluation committee, this will also include alignment with the ends report by Dr. Sarintha Stricklin – 2<sup>nd</sup> by Sarah Schirmer. Dr. Dunham asked if the individuals they are asking to be included are direct reports to her. The board explained that they are asking various people to provide information to be used by the board in the evaluation process. Dr. Dunham asked who specifically would be asked to provide input. Dr. Sarintha Stricklin advised, doctors because the board has to evaluate her as both medical director and executive director, and they do not feel they have interacted with her as medical director. Dr. Sarintha Stricklin further explained why the need

of additional people are needed to provide information for the evaluation. Dr. Cathy Lazarus asked Dr. Dunham for her opinion on the evaluation that was voted on by the board. Dr. Dunham explained that this is an irregular way of doing this, and could be flawed. Dr. Dunham explained that she agrees with Mike Pechon's statement about how it could be problematic having her direct reports provide information regarding performance. Gary advised that he thinks we should use the ends policy to grade her as the Executive Director, and that he does not feel comfortable grading her on anything outside of the ends. Dr. Cathy Lazarus presented some questions regarding why they were given example evaluation. Sarintha Stricklin asked Gary Mendoza to explain how to use the ends as an evaluation for Dr. Dunham. Gary Mendoza explained that the Carver Model establishes the ends as the evaluation for the executive director. Sylvie Tran asked Dr. Dunham if she is concerned about the people they are asking to participate, the template or both. Dr. Dunham stated that she feels it is the board's task to evaluate her, not her staff. Dr. Cathy Lazarus explained, that the reason for asking staff to provide the information is in response to concern about not being able to answer some of the evaluation questions that relate to medical director. Sylvie Tran added that the board received some strong feedback about needing to defend this evaluation. Dr. Dunham believes the board has more than enough to defend their decision regarding an evaluation of her, but she does take issue in involving her staff. Mike Pechon asked Gary if they should go back into executive session. Dr. Sarintha Stricklin and Dr. Cathy Lazarus asked if they should charge the committee to come back next meeting with some other suggestions. Gary Mendoza advised he believes that is only drawing out the process, as chair he advises them to use the ends. Dr. Sarintha Stricklin advised the ends policy is a one click in time moment. Gary Mendoza advised that if you do not feel like you have the information to evaluate based on the ends, then you won't have what you need to evaluate based on the tool that was proposed. Dr. Cathy Lazarus asked what the minimum requirement of the state is. Steven Farber explained the PES is the tool the state requires. Seandra Buchanan gave further information about what is the minimum requirement for an evaluation, and that this is not the PES. Seandra Buchanan further explained that as per the ends, the board does not have the authority to grade her as the medical director. Seandra Buchanan suggested that this may need to be changed eventually, Gary agreed. Mike Pechon asked that if we can move to the next portion, which is to see if we use the ends and the tool that matches with the ends, who fills this out, the Board and Dr. Dunham? The board will receive reports, if we left it there, then do we have an evaluation. Gary Mendoza suggested that we use the ends, the ends will not overcomplicate it. Sylvie Tran feels that we will not be evaluating her as Medical Director and that she is uncomfortable. Gary Mendoza agreed

but explained that evaluating her with the tool discussed and in the way they wanted to use the tools in unfair as it had not been previously discussed with her. Dr. Sarintha Stricklin withdrew her motion previously brought to the board. Gary Mendoza advised the committee would reconvene and discuss at the next meeting.

- VI. Decision Information
  - a. Executive Director Performance Grading Tool
    - i. This will be voted on at the next meeting.
  - b. Unclassified Employee Salary increase/standard revisit
    - i. Motion by Mike Pechon; 2<sup>nd</sup> Sarah Schirmer, all in favor.
  - c. Ends Monitoring Tool Checklist
    - i. No action taken.
  - d. Resolution to adopt the Legislative Auditor's questionnaire for FY18.
    - i. Motion by Sylvie, 2<sup>nd</sup> by Cathy Lazarus, all in favor
  
- VII. Consent Agenda
  
- VIII. Self-evaluation
  
- IX. Adjourn
  - Motion to adjourn by Dr. Cathy Lazarus, 2<sup>nd</sup> by Gary Mendoza, all in favor.