



**Metropolitan Human Services District
Board of Directors Meeting
June 29, 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.

Minutes

- I. Call to Order
 - Meeting called to order at 12:30. Quorum present.

- 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; Sarah Schirmer; Sarintha Stricklin, PhD; and Michael Pechon. Absent from the meeting were Cathy Lazarus and Stanley Simeon. Other individuals in attendance were: MHSD – Rochelle Head-Dunham, MD, FAPA; Steven Farber, JD; David Timoll; Traci Brown and Kimberly Bourque; From the Public – Julie Olsen.
 - Gary Mendoza asked the board to review the attendance sheet provided and advise if any changes needed to be made. No changes were requested.

- III. Approval of the April Minutes
 - A motion was made to approve the April 27, 2018 minutes by Sylvie Tran; motion was 2nd by Michael Pechon. All were in favor.

- IV. Monitoring Reports
 - Finance Committee/Fiscal Reports
 - MHSD received information that they would be fully funded by the state. A small amount of the funding given will cover a cost of living increase for the staff. MHSD is expecting some additional funding from the State Target Response Opioid (STR) Grant. These funds were not included in the proposed budget due to an error. In the proposed budget, additional money has been allocated to training for both the board and staff. MHSD changed the amount of funding for Professional Services contracts and

reallocated that to salaries. An additional change for this year, is that MHSD will only be funding LCS at the spending level. The state is going to reallocate that money. Gary Mendoza gave a recap of what changes were reflected in the budget, the majority of these changes are going from contracts to salaries. Dr. Dunham informed the board that MHSD would be adding additional children's services at the New Orleans East location.

- MHSD Dashboard
 - The Board Members were provided with the MHSD Dashboard for the month of May. Gary Mendoza welcomed the other directors to comment on the Dashboard. Dr. Marsha Broussard asked Dr. Dunham if the Board could have more comparative data (year to date). Dr. Dunham explained that the majority of the data being provided is only baseline data, and there is nothing to compare the data for a prior period. Gary Mendoza and Dr. Broussard suggested the possibility of year to date or even month to date. Dr. Dunham advised that she would consult with Dr. Kashunda Williams, Director of Quality and Data, regarding what would be the most comprehensive data to provide.
- MHSD Turnover Report
 - Dr. Dunham introduced the new MHSD Human Resource Director, Seandra Buchanan. MHSD received its most recent Civil Service Audit. There were some deficiencies that were noted, and a corrective action plan has been implemented to comply with the audit.
- MHSD Civil Service Hearings
 - The director's briefly reviewed the reports. They did not provide any feedback.
- MHSD Incident Reports
 - The director's briefly reviewed the reports. They did not provide any feedback.
- Gary Mendoza asked the directors to make one motion to approve all of the monitoring reports. Motion to accept the monitoring report by Dr. Kanter; 2nd by Sarintha Stricklin, PhD; all in favor.

V. Decision Information

- Contracts of \$300,000
 - MHSD provided the directors with a listing of all contracts over \$100,000 and all contracts over \$300,000. Dr. Dunham explained to the directors that the LSU/Tulane GME contracts is now completely housed at MHSD; previously MHSD only monitored the contracts. Dr. Broussard specifically asked how the contracts are monitored; Dr. Dunham explained that MHSD has several contract monitors that regulate the contracts depending on the service area. The GME contracts are largely monitored by Dr. Dunham and Geraldine Turner-Warren, Director of Children Services. Motion to approve all contracts over \$300,000 by Sylvie Tran; 2nd by Charlotte Parent; all in favor.

- Ends Reporting Calendar
 - Gary Mendoza started the discussion by stating that the Board should approve both the Ends Reporting Calendar and the final pages of the Ends Policy together. Gary Mendoza reported that the final pages of the ends policy, (9-14) needs to be reviewed. Gary Mendoza stated that he does not have any recommended changes. Gary Mendoza asked for any recommended changes from the other board members. Sarah Schirmer asked if the board would be reviewing the policy yearly; and if so, should they review the bylaws yearly as well. Gary Mendoza advised that the Board could add that language. Sylvie Tran asked questions about a few portions of the Ends Policy that she feels to be overbearing. She questioned whether it is subject matter that the board should be concerned. Gary Mendoza advised that at this point, if there is anything additionally that needs to be changed, that he would like to review each ends policy, as it comes up in the monitoring schedule. If there are suggested changes at that time, the Board can vote to change the ends policy. The directors had some additional discussion regarding page 8 of the policy.
 - Motion to approve ends reporting calendar and policy by Dr. Kanter; 2nd by Sarah Schirmer; all in favor.
- Unclassified Employee's pay raise
 - Seandra Buchanan provided clarification on what the directors would be voting on. Specifically they are voting to decide if the unclassified employees (not Dr. Dunham) would get up to a 4% raise based on their PES evaluations. This is to match the automatic increase that was approved for all classified Civil Service employees. The directors expressed some discomfort in approving the raise without seeing the evaluations. Gary Mendoza explained further that, they are not approving the raise; they are only approving the scale in which Dr. Dunham will use to give a raise to the unclassified employees based on their evaluation. Seandra further explained, this raise is to help bring employees to market rate, but is related to performance. Mike Miller asked if the board had put together a metric in order to evaluate the doctors. The board has not, however, MHSD uses a tool provided by the state. Charlotte Parent asked if we are independent to change this scale if we see fit. Seandra advised that we are, because these are unclassified employees. Dr. Kanter asked for clarification, are they voting on the 4% increase or are we voting to give Dr. Dunham authority to give up to a 4% increase, if she sees fit. Gary Mendoza confirmed, they are voting to give Dr. Dunham the authority to give up to 4% based upon their PES evaluation. Sylvie Tran asked for clarification if this is already figured into the budget; Traci Brown, the Chief Financial Officer for MHSD, advised it is allocated for the upcoming fiscal year budget. Michael Pechon made a motion to give Dr. Dunham the

authority to give up to a 4% raise to all unclassified employees based on the evaluation of the Executive Director, the motion was 2nd by Dr. Kanter.

- Gary Mendoza explained the next motion that needs to be approved is a raise for Dr. Dunham at the recommendation of the Human Resources Director. Seandra Buchanan prepared information for the board based on the other human service district and state agencies and her recommendations on salary based on this analysis. Gary Mendoza gave background on how they came to Dr. Dunham's current salary. Charlotte Parent asked for clarification on how Seandra Buchanan arrived at the numbers proposed. Seandra Buchanan advised that she looked at salaries for both a Medical Director and an Executive director and used the average of both. Gary Mendoza gave further clarification that they did not originally hire Dr. Dunham with her currently salary under the contingency that she do both jobs. The directors later reconvened to ask her to take on both jobs. Sarintha Stricklin advised that she does not believe that we should add both salaries together. Sarintha Stricklin also asked to see the structure of the other LGEs, specifically the high level structure. Seandra Buchanan explained that she based her recommendation on Dr. Dunham's experience, her performance since she has been here, and the average of the Executive Directors and Medical Directors at the other LGEs. The HR Director determined that Dr. Dunham is still lower than the midpoint for her position. The directors were unsure if the average of two salaries is the right thing to do. Charlotte Parent asked if this would be considered a performance raise or are we moving her as a market adjustment, and then giving her a raise later after the Board has completed its evaluation? Gary Mendoza advised that is up to the board. Sarah Schirmer asked when the evaluation needs to be completed. Gary said they could do it at any time. Dr. Broussard asked if this was built into a fiscal calendar, and if this number was a ceiling figure. It was agreed that this should be prioritized. Dr. Broussard also asked for clarification if this was based on what the other employees were given. Traci Brown advised, no, the board has the authority to determine the Executive Director's salary, because she is an unclassified Civil Service employee. Charlotte Parent advised that she is unclear. Traci clarified how the authority of the Board is configured. The Board gives the Executive Director authority to give the unclassified employees of MHSD up to a 4% salary increase to meet market and for performance. Under the Bylaws, the Board has the exclusive authority to determine the amount of salary that he Executive Director is to be paid. Gary Mendoza stated that to be clear, the Board could do this with all of the unclassified employees; it was only recommended that they received up to 4%. Sarintha Strickland clarified that the board already voted and agreed with the recommendation of up to 4% for all the unclassified employees. Sarintha Strickland suggested that we have two conversations

1 – happens today about the market rate adjustment like the rest of the classified employees have received from Civil Service and before the Board leaves today, the Board have a plan in place to perform a formal evaluation of the Executive Director, rather quickly, that would then pay the Executive Director at the level the Board feels is fair. Gary Mendoza agreed, but added that the Board has to grade Dr. Dunham based on both the Executive Director and the Medical Director positions. Gary Mendoza suggested that the Board give her the same market adjustment that all staff received. Traci Brown further explained the state's process of coming to the merit/market increases. Traci Brown advised that the state's system is not merit based; however, you are only eligible for the increase if you have a "successful" on your evaluation. Gary Mendoza asked for clarification on what was the biggest issue. The directors advised, that they think the Board need to table the whole thing until they have done Dr. Dunham's evaluation. Sarah Schirmer advised that this is sort of a pass/fail grading system that Civil Service uses. Gary Mendoza advised that the Board could not treat Dr. Dunham differently than the rest of the employees, if we do not think that it is fair for her, and then we need the supporting information on the other unclassified employees as well. Sarintha asked for clarification on the due date. Seandra Buchanan advised that deadline is July 15th, to comply with Civil Service's market adjustments that were given to all classified employees, however they can be done later. Sarintha Strickland recommended that a committee be assigned to evaluate Dr. Dunham, and then the board votes on it at the July meeting and make it retroactive to July 1. Seandra Buchanan and Traci Brown clarified that the evaluation used for the current market adjustment is from the previous year. Dr. Kanter advised that he would be okay giving the authority to give the other unclassified employees their raise contingent on an above average evaluation. The board also decided they would give themselves until the August meeting to get Dr. Dunham's evaluation done. Charlotte Parent recommended that when a decision is made, the Board need to make a formalized packet with how they reached their decisions as well as proof of the movements forward the agency has made under Dr. Dunham's leadership. Dr. Kanter asked that we go back to the other unclassified employees and give authority to Dr. Dunham to give them their raise contingent on an above average evaluation. Seandra Buchanan asked for clarification as to what is above average. Dr. Kanter advised that the Board could leave that discretion up to Dr. Dunham as to what is considered above average. Mike Miller asked if the evaluations are mostly done why the Board does not just wait until next month to make the motion, the other directors advised that it would be pass the deadline of July 15th. A motion to amend by Dr. Kanter was offered on the motion for authority to give up to a 4% increase to all unclassified employees by Dr. Dunham, to say, the board gives authority to Dr. Dunham to give up to

a 4% raise to the unclassified employees, contingent on an above average evaluation to be determined by Dr. Dunham; Mike Pechon 2nd this motion; all were in favor.

○ Seandra Buchanan asked for final clarification on what the decision was on Dr. Dunham; the directors advised they are going to do a formal evaluation on Dr. Dunham and then proceed with a raise if warranted. The directors decided there should be a subcommittee for the evaluation; The Board Chair, Gary Mendoza, appointed the committee in accordance with the bylaws that will consist of Sylvie Tran and Sarah Schirmer. The Committee will make its recommendation to the whole board for final vote.

- Board Elections

- Gary asked for a formal nomination of the board chairs for next year.

1. Motion was made by Charlotte Parent to keep same officers; 2nd by Mike P – all in favor. Gary Mendoza will serve as Chair; Sylvie Tran will serve as Vice Chair; and Sarintha Strickland will serve as Secretary for the FY 17-18.

VI. Consent Agenda

- Nothing to report.

VII. Self-evaluation

- Child & Youth Clinic at New Orleans East

- In August, MHSD will have 3-child psychiatrist and 1 psychologist at the NOE Clinic. MHSD is reassigning social workers to cover the NOE clinic. New Orleans East is in need of clinical services to adequately service children in the area. MHSD plans to aggressively market the New Orleans East area. MHSD will be sending out an invite to the board to attend to opening of the children's clinic.

- Ribbon Cutting at Central City

- July 13 ribbon cutting; MHSD has remodeled the whole clinic. MHSD is making it functional. MHSD is adding a new intake area, space to meet and two offices.

- Sharing Board documents: MHSD will project the documents for each Board Meeting. MHSD will reference the document on the agenda and number the items on share drive to correspond with the agenda item.

- Dr. Kanter asked about substance use for adolescents; what does MHSD have in the community. Dr. Dunham suggested that the adolescent should be referred to MHSD's outpatient program. If MAT is needed, MHSD can refer them to another provider.

VIII. Adjourn

- Motion to adjourn by Gary Mendoza; 2nd Sarah Schirmer, all in favor.