



**Metropolitan Human Services District
Board of Directors Meeting
September 28, 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

Call to Order

- Meeting was called to order at 12:40pm.

Attendance

- Roll was taken by Chair Gary Mendoza, 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, Stanley Simeon, 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. From public: (get auditors name from Traci); Michelle Craig, JD, Alejandro R. Perkins, JD, Wayne Stewart, JD, and Tyrell Manieri, JD.
- Gary Mendoza advised the members of the board, that we have several presenters at this meeting, and that we will take the agenda out of order.

Legislative Audit (Auditors attending meeting)

- The Legislator Auditors presented the Legislative Audit and explained what the process was to audit the agency. The Auditors reported that there were no significant findings.
 - Motion to accept the audit as presented was made by Sarintha Stricklin, PhD, 2nd by Dr. Joseph Kanter, all in favor.

Outside Legal Counsel (Presentation/Decision)

- The Law Office of Hammonds, Sills, Adkins and Guice, LLP presented information to the board of directors regarding what services they can offer the board .
- Michelle Craig, JD from Transcendent Law Group presented information to the board of directors regarding the services she could offered the board.

- Gary Mendoza advised that he does not believe that the board needs to make a decision now, but to know that the services are available. The Board voiced that they believe that they should pick at least one of the firms. Gary Mendoza proposed that the board ask each firm for a rate schedule, and then vote at the next meeting. Dr. Joseph Kanter asked if Dr. Dunham could reach out to the other LGE's regarding their use of outside counsel, and what they are paying.

Evaluation Approval and Executive Director Salary Review

- The board would like to formalize and use a tool to evaluate the executive director. Dr. Joseph Kanter advised that a few different versions have circled around, there are no significant changes to the final version being shown today. This tool has been linked to the Ends Policy as much as possible. The committee worked closely with the chair to make sure this tool married well with the ends policy. What was uploaded to sharefile is the result of many revisions. Dr. Dunham asked the board about the staff evaluation portion of the tool, specifically physician feedback. She noted that a few board members in their evaluations stated they did not feel they could evaluate her on the medical director role because there was enough information to give an informed evaluation. Dr. Dunham asked that the board amend their ends policy to allow for MHSD staff to provide more information regarding Dr. Dunham's role as the medical director. Michael Pechon asked if there was anything that locks the board into a specific time line with the evaluation. Dr. Dunham advised that his question is more of a Human Resources/Fiscal question. Dr. Dunham explained that civil services evaluations are due on August 30th and for Fiscal, the fiscal year ends on June 30th. She is unsure if the board is allowed to go outside of those timelines. Michael Pechon said that the delay could be reconciled administratively. Several board members mentioned that the Executive Director position is an at-will position and is not subject to the civil services rule. Gary Mendoza advised that we should align with the fiscal year. Seandra Buchanan, HR Director for MHSD, advised that the preference would be that the board align to civil service rules, and that traditionally the at-will unclassified positions are treated the same as classified positions. Sarah Schirmer advised it would be ideal to do the evaluation in the spring, Gary Medoza advised it should be done by May, when you are finalizing the budget. Sarah Schirmer further stated that it should be done before the budget is finalized. Dr. Broussard asked the committee to comment on the issues regarding the board members not having enough information to be able to grade the medical director position. Sylvie Tran explained that some of the answers that came back from board members, were that they did not feel that they had the information to answer the questions about the Medical Director position. Going forward if the board requires information regarding the Medical Director position, the board should ask for the information to be put into the ends policy as a defined measurement to be considered by the board for evaluation. Dr. Dunham suggested that since the ends the board is currently using were written by a team of staff from MHSD, that MHSD would suggest some ends, and the board can vote on the suggested ends. Sylvie Tran advised that, that is work moving forward, to

determine how they want to address performance evaluation and how it fits with the scale of percentile. The board further clarified their position on the ends policy and the evaluation tool. Dr. Broussard and Dr. Lazarus explained further that the ends policy and the evaluation tool are lacking standards for the Medical Director side of Dr. Dunham's job. Charlotte Parent further explains that the bullets in the evaluation do not match what is reflected in the ends and they need to match. Steven Farber, JD advised the board members, that they can approve the evaluation as is, but with the agreement they will amend the ends to reflect the needed information for the guideline on grading the position for the next grading period. The board had further discussion on evaluating Dr. Dunham as the medical director. Sylvie Tran suggested that on the subject of evaluating the medical director position that they wait to see what Dr. Dunham proposes.

- A motion to further amend the tool and the ends by Michael Pechon, 2nd by Mike Miller, all in favor.
- Dr. Lazarus provided information to the board regarding how they were able to get the salary adjustment for Dr. Dunham. Dr. Lazarus advised the committee is proposing a market increase of 5.5%. She further explained, there is not a comparable benchmark for someone who is fulfilling both roles (MD & ED). The committee agreed that summing the two amount was not an appropriate way to come to a salary. Dr. Kanter advised that the understanding that this would suffice because Dr. Dunham did not have a formal evaluation over the last two years and the board should not penalize Dr. Dunham for the board lack of a more structured evaluation process of which a merit increase could be based upon. Dr. Kanter further advised, that he supports the decisions made today, but he felt uncomfortable that the board did not approve the evaluation tool today. He still supports the increase and will vote for the increase, but did want to share that concern. Gary Mendoza asked if there was any legality on how to name the increase. Dr. Kanter explained that after conducting a fact finding and averaging exercise with comparable organizations, the committee came to the conclusion that the executive director warrants a 5.5% market adjust to bring her into line with comparable organizations, given what they felt was an above average performance on her part. Gary Mendoza advised that this is not the issue, the issue is what to call the other one, or are they both market adjustments. Seandra Buchanan advised that they are technically both market increases.
 - A Motion was made to accept the recommendation of the committee for a 5.5% market increase to the salary of Dr. Dunham by Michael Pechon, 2nd by Sylvie Tran, all in favor.
- Steven Farber, JD asked if the market increase is retroactive to July 15th, the board agreed that it is.
 - A motion to retroactively apply the 5.5% increase made by Dr. Lazarus; 2nd by Michael Pechon, all in favor.

Minutes

- Approval of the August 24, 2018 Minutes
 - Motion by Cathy Lazarus, 2nd by Sarah Schrimmer, all in favor.

Monitoring Reports (cont.)

- Dashboard
- Fiscal Reports
- Treatment Plan Audit
- Quarterly Report on Media Coverage
 - Motion to accept all monitoring reports by Dr. Lazarus; 2nd by Michael Pechon, all in favor.

Adjourn

- Motion to adjourn the meeting by Dr. Lazarus; 2nd by Sarah Schirmer, all in favor.