



**Metropolitan Human Services District
Board of Directors Meeting
July 31, 2020 | 12:30pm**

WebEx Meeting:

<https://mhsdla.webex.com/mhsdla/j.php?MTID=me8b84751995ace7f21b0398ed0c777e5>

United States: **(408) 418-9388**

Meeting number (access code): **966 209 222**

Meeting password: **Board**

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
 - A. Meeting was called to order 12:40 p.m. by Chair Gary Mendoza through the WebEx virtual platform.

- II. Attendance
 - A. A quorum was present consisting of Gary Mendoza, Michael Pechon, Dr. Cathy Lazarus, Mike Miller, Sarah Schirmer, Ariel Lloyd, and Leslie Prest;
 - B. Absent from the meeting were Dr. Joseph Kanter, Charlotte Parent, Dr. Sarintha Stricklin, and Stanley Simeon.
 - C. Other individuals in attendance from MHSD were Rochelle Head-Dunham, MD, DFAPA, FASAM, Executive Director/Medical Director; Traci Brown, MHSD CFO; Sharon Barnett-Starks, MSW, Deputy Director of Programs; Steven Farber, Deputy Director; and Karen Canales, Executive Staff Officer

- III. Approval of the June 26, 2020 Minutes
 - A. Minutes were reviewed and approved by motion of Dr. Cathy Lazarus, seconded by Mike Miller, all voted in favor.

IV. Monitoring Reports

A. Monthly Dashboard

Dr. Dunham reviewed the MHSD utilization report for the month of June and fielded any questions from the Board regarding the statistics. The following topics were covered:

1. Telehealth modality is being used and core services such as medication management on both child and adult services has not decreased much.
2. Other services have decreased where in person services with a peer or social worker/licensed staff were needed.
3. Face to Face Services performed in the clinics average 100-150 individuals amongst the five facilities
4. Number of days for sites that have lower traffic have decreased by closing 2 days per week and staff assisting in the other open sites.
5. No furloughs have occurred. All our clinical licensed staff are doing telework and drive thru testing is available at one location.

B. Fiscal Report

1. MHSD Chairman Gary Mendoza reported that the agency ended FY20 with a slight surplus.
2. CFO Traci Brown reported on the reductions that have been included for FY21. She covered the CARES Act reallocation, criteria for expenses and projected cuts and funding reallocations.

C. July Reports

1. Risk Management Audit-

The result/status of the Audit is: COMPLIANT. Dr. Dunham clarified that there's an accident to follow up on page 6, but no further questions were asked.

2. Ends 4th Quarter Report-

Dr. Dunham reviewed the Ends Report that contains cumulative data for FY20. She fielded questions from the Board regarding the statistics and highlighted some of the following:

- a) The numbers have not been reduced very much considering the effects of COVID-19. It is anticipated that the numbers will increase when some of the barriers of using telework have been resolved.
- b) The biggest concern is the big reliance on audio, which is still covered by Medicaid, but there is uncertainty about the period that this will be allowed. The issue of equipment is both detrimental to providers and persons served, including the geriatric community and the learning curve using it. For persons unable to use video services, MHSD is planning to use vacant offices in the sites to conduct virtual visits when audio only ends.

- c) MHSD will also be transitioning to the Teams platform from WebEx due to a link that can be send to the person served.
- d) The Navigator contract was included in the budget cuts, but due to the need, MHSD opted to hire a Navigator in-house. More feedback will be provided after the 1st quarter.

Motion to accept the Monthly Monitoring Reports by Sarah Schirmer, seconded by Mike Miller, all voted in favor.

V. Decision Information

- A. Contracts over \$300K: The Plaquemine Community CARE Centers contract was presented.
 - 1. Motion to approve the presented contract was made by Mike Miller, seconded by Dr. Cathy Lazarus, all voted in favor.

- B. Officer Elections/Board Training: deferred to next month
 - 1. Motion to defer the Officer elections for the next meeting was made by Dr. Cathy Lazarus, seconded by Mike Miller, all voted in favor.
 - 2. It was clarified that all terms expire with the FY, but due to the deferred election, all current officers stay in place until voting occurs.

- C. Follow up to Ends Policy/Report for FY21
 - 1. The board reviewed all revisions made in the past meeting.
 - 2. Mr. Mike Pechon presented a motion to approve the presented Ends policy for FY 21, Sarah seconded the motion, all voted in favor.

- D. New Item: Performance evaluation for the Executive Director.

Chairman Gary Mendoza brought to the attention of the board that an evaluation of the Executive Director is due and wanted to discuss if any of the Board members want to participate in setting up a format to the evaluation. The Board members stated the following:

 - 1. The board policies – Ends are being met. That alone is enough to evaluate the position and its performance for FY20.
 - 2. The evaluation should be done by the August meeting.
 - 3. An additional format to evaluate was set up last year, but the process came to the same conclusion that the Ends report in place. By approving the report, the board is in compliance with the evaluation needed.
 - 4. If any of the board members want to send something out for the last 12 months, please do so and the evaluation item will be resolved at the next meeting.

VI. Self-evaluation

- A. Vice-Chairman Mike Pechon addressed the board in regard to the survey sent to out and the input to be discussed once the majority of the board participates.
 - 1. Karen Canales will follow up and send the survey information for completion again.
- B. Vice-Chairman Mike Pechon also wanted to know if MHSD informs the public as he wished more public participation occurred in the meetings.
 - 1. Steven Farber provided a list of places where the meeting is posted.
- C. Dr. Cathy Lazarus addressed the letter the vacancies in the current board roster and clarification was provided in the letter that will be sent to the Mayor of the City of New Orleans and how the process involves the Mayor's approval and the ratification of the City Council.
 - 1. There are no vacancies in Plaquemines and St Bernard Parishes at the time.
 - 2. One letter will be sent to the New Orleans Mayor signed by both Chairman Gary Mendoza and Executive Director Rochelle Head-Dunham, MD
 - 3. Sarah Schirmer is able to follow up with Joshua Scott once the letter is sent.

VII. Consent Agenda

No consent agenda items were presented.

VIII. Adjourn

- A. Motion to adjourn the meeting was made by Mike Pechon, seconded by Mike Miller; all in favor, motion passed.