



**Metropolitan Human Services District  
Board of Directors Meeting  
September 25, 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.*

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## Minutes

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- I. Call to Order
  - A. Meeting was called to order 12:30 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, Dr. Ariel Lloyd, Leslie Prest, Dr. Joseph Kanter, Charlotte Parent, and Dr. Sarintha Stricklin.
  - B. Absent from the meeting was 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, MHSD Deputy Director of Programs; Steven Farber, MHSD Deputy Director; Karen Canales, MHSD Executive Staff Officer, Cynthia Padilla, Legal Intern, Heather Jovanovich and Michelle Cunningham, Auditors with Duplantier, Hrapmann, Hogan and Maher, LLP and Julie Olsen with Plaquemines Care
  
- III. Approval of the July 31, 2020 Minutes
  - A. Minutes were reviewed and approved by motion of Dr. Kanter, seconded by Ms. Schirmer, all voted in favor.

IV. Legislative Auditor Annual Report

Auditors Heather Jovanovich and Michelle Cunningham with Duplantier, Hrapmann, Hogan and Maher, LLP presented the Results of the June 30, 2020 Financial Statement and Compliance Audit and went into detail about each section of their report.

Motion to accept the Report was made by Sarah Schirmer, seconded by Mike Miller, all voted in favor.

V. Monitoring Reports

The following monitoring reports were discussed and reviewed:

A. Monthly Dashboard

1. The dashboard and Utilization Report for the month of August and the past two Fiscal years to compare service utilization were reviewed by Dr. Dunham. An additional telehealth utilization report that breaks up the modality of services received by our clients was also reviewed with the Board.
2. Dr. Kanter provided feedback to the board about MHSD's participation providing services for displaced individuals from the Lake Charles area – up to 12,000 individuals being assisted in New Orleans. Dr. Kanter recognized Dr. Dunham and her team.
3. Dr. Dunham reported about MHSD's investment in a crisis team at the beginning of the COVID season to support both internal and external partners. This team has also aided with losses, first respondents and evacuees due to the hurricane season.
  - a) The Partnership with Genoa Pharmacy was highlighted since Lake Charles evacuees use the same pharmacy and can use MHSD's to get meds for continuity of care
  - b) MHSD IDD members are also present at the Convention Center to assist.

B. Fiscal Report

Chair Gary Mendoza reviewed the Final Report for FY 20 and went over the Analysis for FY 21 as of August 31, 2020.

C. August and September Reports

Deputy Director Steven Farber reviewed the Annual Inspection of Architectural Plans, Physical Space and Intake Procedure to Confirm Compliance with Best Practices. He also presented the Report Contract & Commitments over \$300k, RFPs and Contract Review Process and Report on Incidents.

Dr. Dunham presented the Report on Communication with Executive Director and the Quarterly Report on Media Coverage.

Motion to accept the Monthly Monitoring Reports was made by Mike Pechon, seconded by Charlotte Parent, all voted in favor.

VI. Decision Information

A. FY 21 Budget Approval

CFO Traci Brown reported on the proposed budget for FY 21. She explained the variation in funding sources and how LDH will attempt to get reimbursed by the Cares Act.

Motion to accept the FY21 Budget as presented was made by Charlotte Parent, seconded by Sarah Schirmer, all voted in favor.

B. Louisiana Legislative Auditor Annual Questionnaire/ Board Resolution to Accept Questionnaire

Deputy Director Steven Farber will send documents via DocuSign and submit to the auditors after a decision is made on the Board Officers.

Motion to accept the Questionnaire as presented was made by Leslie Prest, seconded by Mike Pechon, all voted in favor.

C. Executive Director Evaluation

Chair Gary Mendoza introduced Dr. Dunham's evaluation as a new item in the July meeting. It was decided that the evaluation would take place in the August meeting to allow time for Board of Director Members to provide any feedback and also that the Ends Reporting reviewed monthly, quarterly and annually would serve as the evaluation of the Executive Director. Since the meeting in August was cancelled, the evaluation is currently being recorded as Satisfactory for FY 20.

D. Officer Elections/Board Training

The Committee addressed the current officers and asked if they would be interested to serve in the same capacity as board officers. The floor opened for new nominations, but none were made. Ms. Parent made a recommendation for Gary Mendoza to be the Chair, Mike Pechon to be the Vice Chair and Dr. Ariel Lloyd to be the Secretary. Ms. Stricklin made a motion to accept the slate as presented by the Committee, Ms. Parent seconded the motion, all voted in favor.

The Board thanks the Committee formed by Ms. Parent and Dr. Lazarus for their work.

VII. Consent Agenda.

No consent agenda items were presented

VIII. Self-evaluation: Board Performance Review

The Board discussed that Mayor Cantrell answered the letter sent by the Board and Dr. Dunham and it was a satisfactory response. Dr. Dunham is in the process of recommending more individuals through the end of November. The Board members that will be leaving expressed that they will be willing to stay on until new seats have been filled. Mr. Farber noted that the Board members whose term expire would continue to serve until they are replaced.

IX. Adjourn

Motion to adjourn the meeting was made by Dr. Kanter, seconded by Charlotte Parent; all in favor, motion passed.