

**Acadiana Area Human Services District-Board Meeting Minutes**

**Tyler Mental Health**

**August 26, 2013**

**Members Present:** Georgie Blanchard (St. Martin Parish); Claire Daly (Governor Appointee - Iberia); Robert Eastin (Evangeline Parish); Janise Hardy (Vermilion Parish); Patricia LaBrosse (Governor Appointee – Lafayette); Kay Marcel (Iberia Parish); Mary Neiheisel (Lafayette Parish); John Pitre (Governor Appointee - Evangeline); George Pourciau (Acadia Parish); Amy Theobald (St. Landry Parish)

**Members Absent:** None

**Employees:** Brad Farmer, Executive Director; Richard Landry, Developmental Disabilities (DD) Director; Jennifer Sonnier, Administrative Assistant; Jennifer Stelly, Human Resources Director; Tammara Trail, Corporate Compliance Officer (CCO)

**Others:** Russell Semon, OBH/DHH Liaison; Jennifer Randal-Thorpe OBH/Regional Advisory Council (RAC) Chairperson

Agenda Item	Discussion	Action
Call to Order		Call to order by Dr. Mary Neiheisel, Chair at 6:15 p.m.
Roll Call	<u>10</u> board members personally present.	
Quorum	<u>10</u> board members personally present.	Quorum announced by secretary.
Agenda/Amendments	<p>Dr. Neiheisel announced that no changes to the meeting agenda can be accepted unless done at least 24 hrs prior to the meeting. In accordance with the Louisiana Open Meetings Law as amended by Act 461 of 2012, no changes were made to the agenda.</p> <p>Public comments will be addressed under New Business, as needed.</p> <p>Brad Farmer also announced that a copy of the relevant parts of the Open Meetings Law will always be available at Board meetings.</p>	Agenda approved
Approval of June 24, 2013,	Correction – Patricia LaBrosse, Claire	Minutes approved as

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Minutes	<p>Daly, and John Pitre should be noted as members appointed by the Governor.</p> <p>Patricia LaBrosse moved/John Pitre seconded approval of June 24, 2013, minutes as corrected.</p>	corrected.
Solicit Public Comment Requests	Jennifer Randall-Thorpe OBH/RAC Chairperson addressed the Board. She requested a future opportunity to address the AAHSD Board to provide information about the purpose and function of the OBH/RAC.	
<p>Agenda Calendar Items</p> <ul style="list-style-type: none"> <li>a. Governance Process               <ul style="list-style-type: none"> <li>i. Board Job Descriptions (direct inspection)</li> </ul> </li> <li>b. Executive Limits               <ul style="list-style-type: none"> <li>i. Treatment of Staff</li> <li>ii. Treatment of Consumers</li> <li>iii. Ends Focus of Grants or Contracts</li> </ul> </li> </ul>	<p>Board members reviewed and discussed this policy. There was a question and discussion about how the Board produces “the link between the District and the community.”</p> <p><b>i. Treatment of Staff:</b> Jennifer Stelly, AAHSD Human Resources Director, discussed policies and procedures in place regarding the Treatment of Staff. AAHSD follows Louisiana Civil Service rules and regulations and DHH procedures regarding Equal Employment Opportunity. Staff are provided with all policies and procedures, including the Grievance Policy, at staff orientations. A recent audit from Civil Service found AAHSD has all necessary rules in place. AAHSD policies and procedures have also been reviewed by DHH officials.</p> <p>There was a question and discussion about how this policy is carried out with or differs for volunteers.</p> <p><b>ii. Treatment of Consumers:</b> Richard Landry, Director of DD Services, provided information about how his office receives and responds to information and complaints received from consumers. All complaints are</p>	




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	<p>entered into a data base and include information about how complaints are resolved. One quarter of the information in the data base is uploaded to the Office for Citizens with Developmental Disabilities (OCDD) central office for ongoing monitoring related to quality enhancements. The DD program participates in the National Core Indicators project that includes a survey sample of participants in all service settings and a smaller sample are interviewed in person. A final report with survey data is disseminated to districts/authorities.</p> <p>Tammara Trail, CCO - provided information and a handout on the OBH's C'est Bon Survey Program that "employs specially trained teams of mental health consumers and family members who evaluate services from the consumer's point of view."</p> <p><b>iii. Contracts</b> – Tamara Trail, CCO - provided a handout and information on contracts within the OBH.</p> <p>Russell Semon noted that is it important for the Board to receive information on how contracts are related to the AAHSD's Ends policies.</p> <p>Mary Neiheisel requested that evaluation forms be completed and left in folder. The agenda for September will included a discussion of any additions necessary to the July/August agenda calendar items.</p>	
<p>New Business</p> <p>a. Bylaws: Article IV, Item 4)-election of Treasurer</p>	<p>Kay Marcel nominated Georgie Blanchard for Treasurer to complete the term of Joseph Claude Devillier who resigned. John Pitre seconded her</p>	<p>Georgie Blanchard was elected Treasurer without objection and by acclamation. She will</p>

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<p>b. By- laws Committee Report</p>	<p>nomination.</p> <p>Janise Hardy moved/Rob Eastin seconded that nominations be closed.</p> <p>John Pitre proposed the following change to By-laws that will be voted on at the next meeting: <b>“Regular Meeting: The Board will schedule at least nine (9) meetings per calendar year. Meeting dates, times, and locations will be determined by the board. Notice of regular meetings shall be given no less than seventy-two (72) hours prior to the meeting.”</b></p>	<p>complete the unfinished term of previous Treasurer serving until December 2013 elections.</p>
<p>Comments from the Executive Director</p>	<p>Brad Farmer reported that a letter has been received from DHH stating that Phase II has been successfully completed. Rusell Semon has provided a checklist that can be used for completion of Phase III. It will be provided to Board members and discussed at next meeting.</p> <p>AAHSD received the highest CARF accreditation (for 3 yrs.) of 4 programs. <b>(Crisis Intervention:</b> Integrated AOD/MH -Adults, Children and Adolescents; <b>Intensive Outpatient Treatments:</b> Alcohol and Other Drugs/Addictions – Adults; <b>Outpatient Treatment:</b> integrated AOD/MH - Adults, Children and Adolescents; <b>Prevention:</b> Alcohol and Other Drugs/Addictions - Children and Adolescents). The Accreditation Team will meet tomorrow to address findings in CARF report to submit responses by October 22<sup>nd</sup>. Brad expressed his pride</p>	



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	<p>in the staffs' work and commitment to this effort.</p> <p>Five (5) parish representatives attended a meeting with Dr. Neiheisel and Brad Farmer where information was provided about the AAHSD. They also offered to attend meetings of the parish councils/policy juries to make presentations.</p> <p>Dr. Neiheisel and Brad Farmer have conducted 2 orientations for new AAHSD Board members.</p> <p>Magellan representatives are working with providers around the state regarding the clinical advisor concerns. They are scheduled to visit AAHSD this week.</p> <p>AAHSD is current working on a budget exercise at the request of DHH and involved in HSIC (Human Services Interagency Council)</p> <p>DHH Secretary Kathy Kliebert is scheduled to visit the Lafayette area to do an All-Staff meeting with DHH employees in which Brad Farmer will be attending.</p>	
Comments from Chair	<p>Dr. Neiheisel noted CARF Survey Report in meeting folders. She has received documents on LGE Board governance from Russell Semon that she will send to Board members for review prior to Board discussion at the next meeting.</p> <p>Dr. Neiheisel attended a meeting last week where Lafayette Parish President, Joey Durel, commented that the AAHSD</p>	

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	<p>is going a great job.</p> <p>Dr. Neiheisel encouraged members to contact her anytime they have questions or concerns.</p>	
Date and location of Next Meeting	Brad Farmer gave out "Leading the Way" lapel pins to AAHSD Board members in recognition of their community service.	Date and Time: Sept. 23, 2013, 6:15 p.m. Location : Tyler Mental Health Center – 302 Dulles Drive, Auditorium 2, Lafayette, LA
Adjournment	George Pourciau/John Pitre moved/seconded adjournment of meeting.	Meeting adjourned at 8:00 p.m.
Submitted by Secretary		 Secretary, AAHSDB