



**ACADIANA AREA
HUMAN SERVICES DISTRICT**
Serving Acadians with Quality/Compassionate Care

Acadiana Area Human Services District-Board Meeting Minutes

Tyler Mental Health Center

February 24, 2014

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

Members Absent: — All members present

Employees: Brad Farmer, Executive Director; Daniel Leger, CFO; Jennifer Sonnier, Administrative Assistant; Jennifer Stelly, Human Resources Director; Richard Landry, Developmental Disabilities Director; Yancey Mire, OBH Director; Tammara Trail, Corporate Compliance Officer

Others: Rusty Semon, DHH Liaison; DHH Assessment Team (Jan Kasofsky, CAHSD; Quinetta Womack, OBH – HQ; Sonya Pulliam, DHH-CPS; Nancy Fleming, DHH-HR; Lindsay Pantaleo, DHH Legal; Lauren Gultzent, DHH-HR; Herman Bignar, DHH-OCDD; Kenneth Saucier, DHH-OBH; Pam Diez, DHH Fiscal) ; Raymond Hebert, President/CEO Community Foundation of Acadiana; Alice Landry, DHH Attorney; Terry McFillen, parent advocate and Developmental Disabilities Council; Kathleen Boudreaux, Nurse Practitioner

Agenda Item	Discussion	Action
Call to Order		Call to order by Dr. Mary Neiheisel, Chair at 4:50 p.m.
Roll Call	<u>10</u> board members personally present.	
Quorum (6 needed)	<u>10</u> board members personally present.	Secretary announced a Quorum present.
Approval of December 16, 2013, Minutes	John Pitre/Janise Hardy moved/seconded approval of December minutes.	Motion passed unanimously.
January 27, 2014, meeting summary	Due to lack of quorum there are no official minutes but a summary documenting discussion of those present was provided and will be posted on AAHSD and Boards and Commissions website.	

Agenda Item	Discussion	Action
Solicit Public Comment Requests	Kathleen Boudreaux requested an opportunity to address the Board at its next meeting of Board to share her experience and thoughts as a nurse practitioner in the region specializing in psychiatric care.	
Public Comments/Input	None	
Guest Speaker – Raymond Hebert, President/CEO Community Foundation of Acadiana	<p>Brad Farmer shared information from the Community Foundation of Acadiana website (www.cfacadiana.org) and introduced Mr. Hebert.</p> <p>Mr. Hebert shared information about the Foundation, which is a 501c3 nonprofit organization with a broad charitable mandate. He handed out the Foundation’s 2012 Community Report that included a description of the Foundation’s three (3) services: 1) Stewardship of funds donated; 2) back-office services for funds/projects; 3) trusted broker and convener for projects, needs and opportunities.</p> <p>Mr. Hebert provided examples of how the Foundation might work with and support the AAHSD to receive donations that could be used as non-appropriated funds.</p> <p>In response to Board members questions, Mr. Hebert noted that: 1) the Foundation was created in 2000; 2) there is not a required amount to start a fund; and 3) fees for services are based on a graduated scale percentage of fund balance and activity.</p>	
<p>Agenda Calendar Items</p> <p>a. Executive Limit</p> <p>i. Global Ex. Constraints (pg. 3)</p> <p>ii. Financial Planning/Budgeting (pg.6)</p>	<p>a. i. From January meeting discussion - Corporate Compliance Officer monitors all things and makes regular reports to ED. The Officer can also report issues directly to the Board as needed. ED noted documentation maintained that</p>	

Agenda Item	Discussion	Action
<p>b. Governance Process i. Agenda Planning (pg. 20)</p> <p>ii. Global Governance Commitment (pg.17)</p> <p>c. Board-ED Linkage i. Accountability of ED (pg.27)</p>	<p>shows operation details and monitoring (internal and external).</p>	
	<p>Amy Theobald/Claire Daly moved/seconded that Board is operating in compliance.</p>	<p>Motion passed unanimously.</p>
	<p>ii. Brad Farmer reported that the budget has been submitted and is awaiting legislative hearing. Extensive documentation is maintained and available for review. Financial planning is ongoing and the presentation from the Acadiana Foundation represents part of the planning.</p>	
	<p>George Pourciau/Janise Hardy moved/seconded that Board is operating in compliance.</p>	<p>Motion passed unanimously.</p>
	<p>b. i. 2014 Agenda Calendar was presented and reviewed.</p>	
	<p>John Pitre/Patricia LaBrosse moved/seconded that Board is operating in compliance.</p> <p>ii. From January meeting discussion - ED presented information about the documentation maintained (strategic plan, MOUs, etc.).</p>	<p>Motion passed unanimously.</p>
<p>Georgie Blanchard/Rob Easton moved/seconded that Board is operating in compliance.</p>	<p>Motion passed unanimously.</p>	
<p>c. i. ED accountability is documented in Bylaws and throughout Policies and Procedures. Accountability measures are noted in both the Strategic and Operational Plans. Annual performance evaluation</p>		

Agenda Item	Discussion	Action
<p>ii. Delegation to ED (pg.28)</p>	<p>also ensures accountability.</p> <p>Question asked as to whether a Board member's individual comment on an individual staff's performance is a violation of policy of the Board refraining from conducting a formal, or an informal, evaluation of other staff? It was agreed this would not be a violation because it is not the Board evaluating an individual staff member.</p> <p>George Pourciau/John Pitre moved/seconded that Board is operating in compliance.</p> <p>ii. Board has established policies and procedures and ED is interpreting, implementing, and operating within the parameters of those.</p> <p>Rob Easton/Amy Theobald moved/seconded that Board is operating in compliance.</p>	<p>Motion passed unanimously.</p> <p>Motion passed unanimously.</p>
<p>Unfinished Business</p> <p>a. Vote – Bylaws as presented in December 2013</p> <p>b. Vote – Agenda Calendar for 2014</p>	<p>John/Pitre/Patricia LaBrosse moved/seconded approval of proposed changes in Bylaws.</p> <p>Georgie Blanchard/Janise Hardy moved/seconded approval of the 2014 Agenda Calendar.</p>	<p>Motion passed unanimously.</p> <p>Motion passed unanimously.</p>
<p>Comments from Ex. Director</p> <p>a. Legislative Audit update</p> <p>b. State Initiatives</p> <p>c. Block Grant Public Forum</p>	<p>a. Auditors have been on site 3 times. There have also been many phone calls and emails. The audit is expected to be completed by end of the month.</p> <p>b. Information about the System Transformation initiative in the Office for Citizens with Developmental Disabilities that was passed out last month was provided to members that missed the January meeting. Staff continues to</p>	

Agenda Item	Discussion	Action
	<p>participate in workgroups.</p> <p>c. Annual public forum on use of federal block grant for substance abuse will be held tomorrow, Wednesday, February 26th, 9 a.m. – 11 a.m. at the Clifton Chenier Center.</p> <p>Other Items:</p> <p>AAHSD has signed a ‘letter of interest’ with a contractor who will be submitting information to Louisiana to offer services through any new Medicaid/insurance exchanges that may be set up by July 1, 2014 (in response to the ACA). At this time, nothing is binding and this will not require AAHSD to provide any additional services – this will simply be a new means of finance for persons that may have that particular health plan.</p> <p>Also, OCDD has offered a mechanism to reimburse for some administrative services previously not billable. AAHSD is looking into the logistics of this proposal.</p> <p>Brad Farmer and Daniel Leger will meet with Senator Mills Monday to discuss specific funding issues for the AAHSD’s budget.</p> <p>Rob Easton announced that at his invitation Brad spoke to the Ville Platte Rotary Club about the AAHSD.</p>	
Comments from Chair	<p>Mary Neiheisel gave Certificates of Recognition to the following:</p> <ol style="list-style-type: none"> 1. Board member, John Pitre, for his previous service as Vice-Chair, Treasurer, Bylaws ad hoc 	

Agenda Item	Discussion	Action
	<p>committee chair, and his role in leading the process to hire the ED.</p> <p>2. Rusty Semon for his service to the AAHSD as the DHH Liaison.</p> <p>Dr. Neiheisel also recognized Jennifer Sonnier for her hard work preparing for the DHH assessment team's site visit.</p> <p>She also thanked the Board members for their flexibility in accommodating today's schedule of meetings.</p> <p>She also recognized and expressed appreciation to the members of the DHH assessment team.</p>	
Date and location of Next Meeting	<p>PROPOSED AGENDA ITEMS:</p> <ol style="list-style-type: none"> 1. Approval of February 2014 minutes. 2. Presentation from Kathleen Boudreaux, Nurse Practitioner 3. Agenda Calendar Items – Unity of Control; Communication & Support 	<p>Date and Time: March 24th 6:15</p> <p>Location : Tyler Mental Health Center – 302 Dulles Drive, Auditorium 2, Lafayette, LA</p>
Adjournment		Meeting adjourned at 6:02 p.m.
Submitted by Secretary		<p><i>Kay Marcel</i> Secretary, AAHSDB</p>