

Region IV Acadiana Area Human Services District-Board Meeting Minutes**Woman's Foundation, Inc.****July 25, 2011**

Members Present: Joseph Claude Devillier, Gwen Klorer, Patricia LaBrosse, Butch McHugh, Mary Neiheisel, John Pitre, and Bryan Vidrine

Absent: Sydnie Mae Durand, Charles Labbe, and Kay Marcel

Other: Tanya McGee

Visitors and Guests: Nathan Buratt, Ellen Deaton, Daniel Landry, Richard Landry, Kenny Patton, and Tina Stefanski

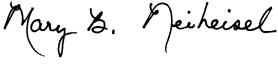
Agenda Item	Discussion	Action
Call to Order		George McHugh, Vice Chair, at 6:32 p.m.
Roll Call	Seven board members present.	
Quorum		Quorum present—seven of ten members in attendance.
Agenda/Amendments	Mr. McHugh, Vice- chair, asked for additional agenda items. No other items added to agenda.	Agenda approved.
Executive Director Search	<p>Tanya McGee announced that forty-six people had submitted applications for the Executive Director position. The announcement will now be placed on monster.com starting July 26.</p> <p>Lauren Gutzeit has provided the name and telephone number of Kathleen Molaison as a HR consultant.</p> <p>AAHSD now has a line item in the budget and members may start requesting travel reimbursement.</p> <p>T. McGee recommended that we have Tara LeBlanc speak at one of our meetings.</p>	<p>T. McGee has requested that applications be screened and forwarded to search committee.</p> <p>Kathleen Molaison-337-981-0056 (home) and 337-209-2835 (cell).</p> <p>Tara LeBlanc, fiscal services, DHH will help with this and provide the necessary forms and answer related questions such as are funds available for Ms. Molaison and for travel expenses for applicants for interview purposes.</p> <p>T. McGee will ask about who signs forms in the absence of the Executive</p>

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		Director and to whom to send the forms.
Minutes of June 27, 2011	P. LaBrosse/G. Klorer moved/seconded approval of minutes of June 27, 2011.	Minutes approved.
<p>Unfinished Business:</p> <p style="padding-left: 40px;">Search for Executive Director and process for Search committee</p>	<p>The plan accepted after general discussion about appropriate steps is:</p> <ol style="list-style-type: none"> 1. Request applications be sent to members of search committee. 2. Develop criteria check list. G. Klorer will develop and send to members of search committee for finalizing and then to board members for suggestions. 3. At least two members of the search committee will review each application. Applications will be screened and the numbers will be decreased. 4. The final applicants will be interviewed by telephone and again the list will be reduced. 5. Formal face to face interviews will be scheduled. 6. Questions will be formulated and each applicant will be asked the same questions. 7. Any board member who wishes to attend the interviews, but only specific board members will ask questions. (T. McGee will determine if it is appropriate for her to be present during the interviews.) 8. It is anticipated that more than one interview may be necessary. 	<p>Director position was posted on DHH web site on July 12, 2011. Will be posted on monster.com on July 26, 2011 and will remain until August 26, 2011.</p>
<p>Committee Reports-Budget</p> <p style="padding-left: 40px;">Search Committee</p>	<p>Budget committee has not met.</p> <p>G. McHugh, chair, reported that the committee edited and finalized the Job description and information for advertisement of Executive Director position. The materials and the HR2 form were hand delivered to Baton Rouge.</p> <p>T. McGee reported that the most acceptable</p>	<p>No report.</p>

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Clarification of term limits for Board Members	<p>answer regarding terms of board members was that board members' terms actually began with the completion of Assessment Phase I which would be March 18, 2011. We could make that decision or choose an alternative.</p> <p>J. Pitre moved that we consider March 18, 2011, the beginning of our terms as board members. Bryan Vidrine seconded the motion.</p>	Motion approved.
New Business:		None
Updates/Announcements	<p>Dr. Stefanski said they are working with the hiring freeze and on a hurricane shelter.</p> <p>Nathan Buratt reported: (1) Completed lay-off process; lost 9 positions; 3 were re-hired as job appointments; one was re-located but she bumped into another employee's position; 2 employees decided to retire 2) In October, 80 percent of the medications will be filled by the Shamrock pharmacy in Pineville; OBH proposal to save money; Region 4 had to donate 2 pharmacy positions and pharmacy funds 3) SAMHSA will interview Region 4 employees for a special project regarding COSIG and consolidation. (Tanya McGee offered initial information about the film: The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) is filming Regions 4 and 5 for the great work done in the integration of SA and MH treatment. Region 4, specifically the Tyler BH facility, has a unique situation to where they were housed in the same building for years but ran 2 completely separate agencies. Through the Co-occurring State Incentive Grant and the recently consolidation into OBH, they are able to now streamline services for clients who suffer from both MH and SA disorders.)</p> <p>Ellen Deaton discussed her work with the Early Childhood Support Services (children under the age of six years.</p> <p>K. Patton reported that the ARC group services about 600 people.</p>	

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	R. Landry reported they are focusing on freezes and hiring and have two vacancies which they hope to fill.	
Next Meeting Agenda Items		Please, send to secretary by August 17, 2011.
Date and location of Next Meeting		Woman's Foundation, Inc. 6:15 p.m. on August 22, 2011. T. McGee will check with Tara LeBlanc for availability for this meeting.
Adjournment	P. LaBrosse/G. Klorer moved / seconded adjournment of meeting.	Motion approved and meeting adjourned at 7:55 p.m.
Submitted by Secretary		 Secretary, AAHSDB