

**Capital Area Human Services District Board Meeting  
Monday, September 9, 2013**

**Directors Present:** Victoria King, Chair, Kathy D’Albor, Vice Chair, Christy Burnett, Stephanie Manson, Denise Dugas, Kristen Saucier, Dana Carpenter, Ph.D, Kay Andrews, Rev. Louis Askins, and Barbara Wilson

**Directors Absent:** Gary Spillman, Gail Hurst, Sandi Record, Amy Betts, Becky Katz and Jermaine Watson

**CAHSD Executive Staff Member(s) Present:** Jan Kasofsky, Ph.D., Executive Director, Carol Nacoste, Deputy Director

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
<p>Approval of the <b>September 9, 2013 Consent</b> Agenda and Approval of the Minutes for August 5, 2013.</p> <p>*Financial Condition &amp; Activities Ends Statement Global Governance Commitment Governance Style Board Job Description Mission Statement</p>		<p>Vickie King called the meeting to order at 3:00pm. A quorum was present. Rev. Louis Askins made a motion to approve the August 5, 2013 minutes as written. The motion was seconded by Christy Burnett. Christy Burnett made the motion to move Action Items, #4, #5, #6, #7, #8, #9, #10 and #11 with the September 9, 2013 Consent Agenda. The motion was seconded by Kristen Saucier.</p>	<p>There were no objections and the motions passed</p>
<p>Communications</p>	<p>Dr. Kasofsky</p>	<p>Dr. Kasofsky reviewed the following with the Board members:</p> <ul style="list-style-type: none"> <li>• BH Collaborative Meeting on September 20, 2013</li> <li>• Two Advocate articles re: (1) CAHSD Mobile Team (2) Audit &amp; Audit Hearing on 9/19</li> <li>• American Public Health Association (APHA) Presentation – Dr. Kasofsky’s abstract was selected and she will present on the Mental Health Emergency Room.</li> <li>• BH Dialogues Meeting Registration in New Orleans – November 11-13, 2013. CAHSD will pay for board member’s registration for the 11<sup>th</sup>, their mileage and lunch. The November Board meeting will be conducted during the lunch break. There will be no November 4, 2013 meeting.</li> </ul>	
<p>BH Crisis Services Planning &amp; CRC Operations</p>	<p>Dr. Kasofsky</p>	<ul style="list-style-type: none"> <li>• Dr. Kasofsky and Carol Nacoste are working with Seaside, a company located in Baton Rouge with an acute psychiatric unit. There is discussion with them to contract for 2 indigent beds for CAHSD clients for crisis stabilization.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• A separate license is not required for a CRC because Seaside is licensed as an acute psychiatric facility.</li> </ul>	
SAMHS Drug Free Communities Grant Initiative	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• The only Louisiana community to receive this grant is located in Lafayette. V. Gettys worked with a West Baton Rouge Parish Community on this grant. Initiatives will be pulled out of the grant that do not require additional monies and be implemented.</li> </ul>	
SAMHSA Primary Care Grant, Total Health & Internal Clinic First Month's Usage	Jamie Roques	<ul style="list-style-type: none"> <li>• Jamie Roques provided an update on the Behavioral Health and Primary Care Integration project. The purpose was to get people enrolled into a medical home which means they would have primary care, preventive care and tertiary care if needed. <ul style="list-style-type: none"> <li>➤ A Primary Care Clinic is offering services inside of the CAHSD facility at 4615 Government Street. Services are provided for up to 8 indigent clients each, on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday afternoon of each month.</li> <li>➤ SAMHSA approved spending \$221K for dental services - 45 clients participated. Services were provided through local community dental clinic and provider network.</li> </ul> </li> </ul>	
Self-generated Revenue	Carol Nacoste	<ul style="list-style-type: none"> <li>• Pended until next month due to technical problems.</li> </ul>	Add to October 7 <sup>th</sup> meeting Agenda
Board Membership Status	Karen Bray	<ul style="list-style-type: none"> <li>• Reappointment notification for Gary Spillman (West Baton Rouge) and Barbara Wilson (East Feliciana) has not been received from Boards &amp; Commissions.</li> </ul>	
Meeting in West Feliciana	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Dr. Kasofsky, Dr. Udofa and Marianne Hebert recently met with Mr. Lee Chastant, CEO, West Feliciana Parish Hospital regarding West Feliciana clients receiving services in West Feliciana Parish. He noted the need for more services and is considering a joint project with CAHSD.</li> </ul>	
Pre-natal Initiative	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Vivian Gettys and Dr. Kasofsky attended the recent Pre-natal Summit hosted by DHH.</li> <li>• They met with a physician practicing in Ascension Parish to discuss how the mental health needs of his and another physician's clients could be met by utilizing services provided by CAHSD.</li> <li>• V. Gettys created a proposal for the physicians and they are interested in placement of a CAHSD social worker to provide counseling for women who don't need to see a psychiatrist. The physicians will use the Medicaid pre-natal screening tool which will determine appropriate referrals to CAHSD social workers.</li> <li>• There is work in process to develop an MOU to co-locate</li> </ul>	

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Satellite Team Revamp	Jan Kasofsky	<ul style="list-style-type: none"> <li>The Mobile Satellite Team has been restructured based on input from the previous Social Worker/Team Lead.</li> <li>A full-time social worker will be added to the team and so will a social worker manager who will also provide clinical services, network and market the satellites.</li> </ul>	
Marketing/ Communications Plan		<ul style="list-style-type: none"> <li>A communications plan will be developed around the Satellite Team. Board members will be asked to meet with Dr. Kasofsky in their parishes with councils/police juries, parish government, Police Chiefs, Sheriffs, physicians and hospital administrators.</li> </ul>	
Report from Chairman			
<b>Board Policy Review by Direct Inspection/board Business</b>			
Succession Plan Update	Kay Andrews	<ul style="list-style-type: none"> <li>Kay Andrews explained that the Board does not have a policy that governs precisely on the hiring process of an executive director. There is an Emergency Succession Plan under the heading of Executive Director Limits but it is for the executive director to carry out and does not relate to the hiring of an executive director.</li> <li>Ms. Andrews distributed a policy draft developed to direct the Board procedurally when hiring an executive director. Board members are to read the policy draft and be prepared to discuss at the next Board meeting.</li> <li>Ms. Andrews provided an overview of the policy draft. She stated that the Board must have 30 days in hand before any changes are made to the policy manual.</li> </ul>	Add Succession Plan Update to October 7 <sup>th</sup> meeting Agenda
Policy Review Status	Kay Andrews	<ul style="list-style-type: none"> <li><b>Treatment of Consumers</b> – Ms. Andrews provided an overview of the policy. She stated that the policy has no mention of services being accessible to clients in a timely fashion. There were no recommendations to change the policy.</li> </ul>	
Next Assignment	Vickie King	Accountability of the Executive Director and Monitoring of Executive Director: All Board members are to review the policies for discussion regarding adding verbiage relating to ED responsibility for timeliness of client accessibility.	Accountability of the Executive Director and Monitoring of Executive Director to be included on October 7 <sup>th</sup> meeting Agenda
Community Participation	Vickie King	There was no community participation.	
Next Meeting	Victoria King	The next Board meeting will be held on October 7, 2013 @ 3:00p.m. @ 4615 Government Street, Building 2, Baton Rouge, LA in Conference Room 205.	