

Capital Area Human Services District Board Meeting
February 6, 2023
1:00 PM

Directors Present: Virginia Pearson, Chair; Gerri Hobdy, Vice Chair; Laverne Aguillard; Kathy D’Albor; Chalonda Hollins; James Jefferson; Thomas Sawyer; Genny Nadler Thomas; Rachael Wilkinson; and Mary Winfield

Directors Absent: Dwayne Bailey; Toddie Milstead; Rikki Permenter, PhD; and Edward Songy, Jr.

CAHSD Staff: Janzlean Laughinghouse, PhD, LCSW-BACS, LAC; Shaketha Carter; Karla Muzik and Karen Bray

Guests: Jada Bruce and Rusty Jabour

	RESPONSIBLE PERSON		FOLLOW-UP
Approval of the February 6, 2023, Consent Agenda and Approval of the September 12, 2022 Minutes.	Ms. V. Pearson	<p>Ms. V. Pearson, Board Vice Chair, called the meeting to order at approximately 1:10 PM. A quorum was present.</p> <p>Ms. V. Pearson thanked the Board members present for attending. She asked to add to the agenda a Board Resolution authorizing the CAHSD Executive Director (ED) to enter into all contractual obligations on behalf of the agency. Ms. V. Pearson asked for public comments, finding none, she asked for a motion to amend the agenda to include the resolution presented. Mr. T. Sawyer made a motion to amend the February 6, 2023 agenda to include the resolution as presented. Ms. K. D’Albor seconded the motion.</p> <p>Ms. Hobdy made a motion to approve the February 6, 2023, amended Consent Agenda, and the minutes of September 12, 2022. Mr. T. Sawyer seconded the motion.</p> <p>Mr. J. Jefferson made a motion to move action items from the Report from Chairman Section to the Consent Agenda and approve all as is with no changes, excluding the Board Resolution and the CAHSD Philosophy. The motion was seconded by Ms. C. Hollins</p> <p>Policies/Reports from October Meeting</p> <ul style="list-style-type: none"> ○ Treatment of Staff (Reports attached- EEOC, Lawsuits, Grievance Report) ○ Global Linkage ○ Unity of Control ○ Accountability of the Exec. Director ○ Delegation to the Executive Director ○ Agenda Planning (Compliance) <p>Policies/Reports November</p> <ul style="list-style-type: none"> ○ Global Executive Constraints (Escrow Report) 	<p>There were no objections and the motions passed.</p> <p>There were no objections and the motion passed.</p> <p>There were no objections and the motion passed.</p>

		<ul style="list-style-type: none"> ○ Communication With and Support to the Board ○ Monitoring Executive Director Performance <p>Policies/Reports December</p> <ul style="list-style-type: none"> ○ Asset Protection (Property Control Certificate) ○ Distribution of Executive Director Performance Evaluation Form ○ Ends Policy (Yr. End Status Report attached) ○ Signed Policy Limits Form (Attached) <p>Policies/Reports January</p> <ul style="list-style-type: none"> ○ Financial Planning/Budgeting (Annual DOA Submission) ○ Financial Condition & Activities (Yr. Legislative Audit) 	
Public Comment	Ms. V. Pearson	Ms. V. Pearson read the public comment section from the meeting agenda. There were no public comments.	There were no public comments.
Self-Generated Revenue (SGR)	Dr. Laughinghouse Karla Muzik	<ul style="list-style-type: none"> ● Ms. K. Muzik provided an overview of the Self-Generated Revenue report including the information for August, September, October, November and December 2022. She gave an update on the action plan for billing and collections including the consultant, Emerald Health, LLC. 	
Board Membership Update	Dr. Laughinghouse	<ul style="list-style-type: none"> ● EBR: Ms. V. Pearson and Mr. T. Sawyer were reappointed and need to complete required paperwork to complete the process. ● EF: The Parish submitted a letter to Boards and Commission asking for the reappointment of Ms. G. Thomas and Dr. R. Permenter. ● WF: There is no news to report re: the two vacancies. One person expressed interest in serving but was not eligible due to employment with Social Security. ● PC: One person is interested in serving but PC has not obtained a second nominee to submit. This item will be on their next meeting agenda to discuss submitting the one name they have. 	
Report from Chairman			
Governance Policy Review by Direct Inspection/Board Business			
Governance Policy Review by Direct Inspection	Ms. V. Pearson	<p>Policies/Reports from the meetings listed below were moved into the February 6, 2023 Consent Agenda. The meetings did not have a quorum.</p> <ul style="list-style-type: none"> ● Policies/Reports from October 2022 Meeting ● Policies/Reports November 2022 Meeting ● Policies/Reports December 2022 Meeting ● Policies/Reports January 2023 Meeting 	These policies were moved into the February 6, 2023 Consent Agenda.
Executive Director Performance Review	Ms. V. Pearson	<ul style="list-style-type: none"> ● The Executive Director Performance Evaluation Committee met prior to the Board meeting. Committee members are Ms. V. Pearson, Ms. G. Hobdy, Ms. K. D’Albor, and Ms. M. Winfield. Documentation reviewed in their meeting was available in the February 6, 2023, Board meeting. ● The Committee’s recommendation to the Board of Directors is to 	There were no objections and the motions passed.

		<p>make a performance pay adjustment to the ED salary. The recommendation was made based on their review of anonymous Board surveys, on the work Dr. Laughinghouse accomplished in the previous fiscal year, potential problems facing CAHSD in the coming year and positive comments about her work with her staff as well as her role in the 7-parish area served by CAHSD.</p> <ul style="list-style-type: none"> Ms. V. Pearson opened the floor for discussion. Following discussion and consideration of the Committee recommendation, the Board of Directors voted unanimously to approve a nine (9) percent increase for Dr. Janzlean Laughinghouse. 	
CAHSD Philosophy Review/Proposed Revision	Ms. V. Pearson	<ul style="list-style-type: none"> CAHSD Philosophy Review/Proposed Revision. Following review and discussion, Mr. J. Jefferson made a motion to accept the philosophy revision as written. Ms. C. Hollins seconded the motion. 	There were no objections and the motion passed
Board Resolution re: Contracts	Ms. V. Pearson	<ul style="list-style-type: none"> Board members reviewed the resolution authorizing Dr. Laughinghouse to enter into all contractual obligations on behalf of CAHSD. Following discussion, Ms. G. Hobdy made a motion to accept the resolution as written. Ms. K. D’Albor seconded the motion. 	There were no objections and the motion passed.
Adjournment/Next Meeting	Ms. V. Pearson	The next Board meeting is on March 6, 2023, at 1:00PM. Meeting location is Capital Area Human Services, 7389 Florida Blvd., Suite 100A, Baton Rouge, LA. The meeting adjourned.	There were no objections and the motions passed.