

**Capital Area Human Services District Board Meeting
March 2, 2020**

Directors Present: Thomas Sawyer, Chair; Amy Betts, Vice Chair; Christy Burnett; Kathy D’Albor Gail Hurst; Becky Katz; Vickie King; Virginia Pearson; Rikki Permenter, PhD; and Stephanie Webb

Directors Absent: Laverne Aguillard; Rev. Louis Askins; Gerri Hobdy; Gary Spillman and Genny Nadler Thomas

| | RESPONSIBLE PERSON | DISCUSSION | FOLLOW-UP |
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| Approval of the March 2, 2020 Consent Agenda and Approval of the Minutes for February 3, 2020 | Mr. Sawyer | <p>Mr. T. Sawyer, Board Chair, called the meeting to order at approximately 1:05 p.m. A quorum was present.</p> <p>Mr. Sawyer stated it is necessary to add the three resolutions and the appointing authority letter to the agenda today giving Dr. Laughinghouse authority to sign on all accounts, all financial documents and to continue all aspects of Capital Area Human Services Business.</p> <p>Ms. K. D’Albor made a motion to add the three resolutions and the appointing authority letter to the agenda and Dr. R. Permenter seconded the motion.</p> <p>Ms. C. Burnett made a motion to approve the minutes of February 3, 2020, and the March 2, 2020, consent agenda. Ms. A. Betts seconded the motion.</p> | <p>There were no objections and the motions passed.</p> <p>There were no objections and the motions passed.</p> |
| Public Comment | Mr. Sawyer | <ul style="list-style-type: none"> There was no public comment. | |
| Communications | Dr. Laughinghouse | <p>Communications:</p> <ul style="list-style-type: none"> Dr. Laughinghouse expressed her pleasure to serve as the CAHSD Interim Executive Director until the end of the calendar year. Dr. Laughinghouse stated that going forward, Ms. Shaketha Carter, CAHSD Deputy Director, would attend Board meetings. Mobile Team Media Coverage: CAHSD launched the Opioid Mobile Team “Be Safe” unit in February. She stated that the event was well covered by the media and thanked the Board members who were able to attend the event. Since the launch, there have been a number of requests for the Mobile Unit to be taken to events. Dr. Laughinghouse stated they are being judicious in the types of events they’ve chosen to attend. She explained that the unit is not being used for prevention or just to raise awareness. Their discussions are about providing services and linkages to services. She explained in detail why some requests for photo ops with the unit have been | |

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| | | <p>denied. She said care must be taken to not associate with a department/group that would scare away the population we want to serve. Health fairs and faith-based events are appropriate. CAHSD staff will present at the HOPE Council on Wednesday and has contracted with Capital Area Reentry who has been known in the community for over a decade.</p> <ul style="list-style-type: none"> • CIT: The next CIT Institute is scheduled for April 22-26th. | |
| Relocations/Moves Updates (NBR, AP, & EBR) | Dr. Laughinghouse | <ul style="list-style-type: none"> • Ascension Parish: There is an executed lease for GMHC. We are still waiting on the elevator to be installed and inspected. A conservative move-in date is May 1st. • North Baton Rouge: There is an executed lease for Howell Place for MDMHC. At this time, we don't have a move-in date. • East Baton Rouge: Government Street Location <ul style="list-style-type: none"> ➤ The front side of Bon Carre will house Administration, Business Office, IT, and HR only. Client services will not be provided. At this time, we don't have a move-in date. ➤ The Government Street campus must be vacated by June 30, 2020. The plan is for most to be moved by the end of April/May. Only minor renovations are needed to the front of the Bon Carre building. ➤ CAHSD is working with Rusty Jabour to determine the layout/construction cost. We should be able to drop the cost of construction into the lease and shouldn't be a lengthy process. V. King stated that a communication plan is needed in order to get all of that information back to clients and the community. Dr. Laughinghouse reported that work on the communication plan is in process. Some information is ready to go once the moves happen. ➤ A meeting is planned tomorrow with S. Aguillard to determine process flow for the clinic to be located on the back side of Bon Carre. ➤ Children's Clinic move to Colonial: We are waiting for the construction quotes from the contractor. The information will be added to the lease. | |
| Self-Generated Revenue (SGR) | Dr. Laughinghouse | <ul style="list-style-type: none"> • Dr. Laughinghouse provided an overview of the January SGR Report. She stated that even though the numbers are down due to the recent 7 days of closure, CAHSD is still on track having collected 71% of our collection goal. | |
| Bridge Center Update | Dr. Laughinghouse | <ul style="list-style-type: none"> • Bridge Center Update: Dr. Laughinghouse reported that she attended the last Bridge Center meeting with Dr. Kasofsky. One agenda item was that there should be certain community members and entities that are always part of that Board. The CAHSD Executive Director is one | |

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| | | of those community members. It is position specific, not person specific. Dr. Laughinghouse submitted her resume and they will vote on her to be a member of their Board at the next meeting. | |
| EHR Selection Update | Dr. Laughinghouse | <ul style="list-style-type: none"> • EHR Selection Status: Several onsite demos were held for EMT members. Afia has created a table with pros/cons of each EHR. Once CAHSD makes a decision, a RFP will go out. <ul style="list-style-type: none"> ➤ A concern is the billing component because that will help us with SGR and data reporting. With funding sources, value based reimbursement, an organization has to have the capability to report requested information and make sure their services are effective. ➤ J. Nosacka has arranged follow-up phone calls to get questions answered. | |
| East Feliciana Addiction Recovery Services (EFARS) Plan Update | Dr. Laughinghouse | <ul style="list-style-type: none"> • Dr. Laughinghouse stated that as the Board was previously informed, over a period of time, EFARS started to have a reduction in foot traffic and referrals. <ul style="list-style-type: none"> ➤ We have tried to drill down to determine the issues. The counselor working at EFARS reported that the parish now has a pretrial diversion program and the District Attorney (DA) receives funds for diverting people into treatment. They now have their own program which is really education and not treatment. • Strategies going forward: (1) Add and market an additional group that can be provided by a higher-level clinician. Sondra Hayes, LPC, LMFT, LAC has been hired for this position. She has been working in recovery counseling for over 20 years, is from Clinton and is on the Alcohol and Drug Abuse Council. • Dr. Laughinghouse attended an Alcohol and Drug Abuse Council meeting and used them as a focus group. She shared with them that CAHSD wants to keep the services there and they are receptive to working with us. When their fairs are scheduled, they will loop CAHSD in so that we can get into the spaces with the schools and faith communities. (2) CAHSD will reestablish a relationship with DCFS. (3) Will have discussion with the DA, and explain that we can co-exist and do not need any of their funds or want to profit share with them. • Dr. Laughinghouse explained that education courses alone will not help because it won't change behavior. Clients need education, treatment, support and life skills. They can still do the DA program and CAHSD can provide treatment. Hopefully this plan will reduce the recidivism rate. A Civil Service management level position will be added for that program. | |

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| Meeting with Ascension Parish President | Dr. Laughinghouse | <ul style="list-style-type: none"> • Ascension Parish- Dr. Kasofsky, Dr. Laughinghouse, Ms. B. Katz and Ms. C. Burnett met with the Ascension Parish President to discuss what CAHSD does, the leadership and structure, and the role/services we currently provide in that parish and the projected new services. Laurence Conkerton is the clinic manager in Ascension. • Expansion of children’s services, the role of the Board members, the upcoming move and that the parish is paying 50% of the rent/utilities was included was discussed. | |
| Open Minds Meeting Synopsis | Dr. Laughinghouse | <ul style="list-style-type: none"> • Open Minds Meeting: K. Muzik, Business Operations Director, and Dr. Laughinghouse attended the Open Minds Meeting last month in Florida. Mr. Ray Wolfe who recently presented at CAHSD and the annual meeting/training works for this organization. The meeting focused on: <ul style="list-style-type: none"> (1) Value based purchasing: CAHSD is positioned to receive compensation when we increase our effectiveness on certain measures. We will share risk with MCO’s and commercial providers which means we will lose money if we don’t increase on the measures. We are working toward this goal. A task force has been created and meets regularly to check status. There was Board discussion. (2) Technology: We are currently behind in technology and forward in other areas. We need to move forward with technology and have started planning for after the moves are completed. She provided details on improvements needed: <ul style="list-style-type: none"> ▪ The webpage is too busy and not user friendly. ▪ All programs should have a landing page and clients should be able to complete required intake forms online. ▪ We need an app because behavioral licensed professionals are at a premium and very difficult for us to locate. Insurance companies are starting to hire their own people to do telehealth when they already have a contract with us. We want to ask them to let us do it, since they are our clients too. • V. King stated that we need to make sure the website is ADA compliant. Need to make sure our website is mobile because it won’t display correctly on a phone. • Dr. Laughinghouse stated that we need to maintain the evidenced based treatment and focus on specialty programs as well as IT. | |
| Position Status Children’s Services | Dr. Laughinghouse | <ul style="list-style-type: none"> • CBHS: Director Position status. Dr. Kasofsky met with a CAHSD employee to discuss their assuming responsibility of Children’s Services. The position was declined. We will move forward with CBHS as is for now. | |

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| | | <ul style="list-style-type: none"> • Supportive Employment: A Civil Service employee in DD services with background/experience in supportive employment has moved into this position and will work to rebuild this program. • Social Media Contracts: A person has been hired to reach out on social media to engage a certain demographic and monitor the FB pages. V. King stated that it's important to have someone in house familiar with the process in the event the person hired would leave. | |
| Board Training Discussion | Dr. Laughinghouse | <ul style="list-style-type: none"> • Board Training Discussion: Several years ago the Board attended National Dialogues on Behavioral Health and felt it wasn't the type of training needed. They currently attend the CAHSD annual training. The Board will have further discussion on whether they want to continue attending the CAHSD annual training or a different type of training. Some members expressed that the December training this year was too close to the holidays. Dr. Laughinghouse said CAHSD will go back to having the training earlier, i.e. October. | |
| Board Membership Status | Dr. Laughinghouse | <ul style="list-style-type: none"> • Obtaining representation on the CAHSD Board for all of the parishes has been added to the Strategic Plan. Board membership is very important. • WB, AP, & IB will not have representation on the CAHSD board if members are not appointed.. • There was discussion regarding the vacancies/actions taken. <ul style="list-style-type: none"> ➤ Letters were sent to WF, PC, and had a meeting in Ascension and followed up with a letter. ➤ There has been no update on Iberville yet with Mr. Songy's appointment. Per Boards & Commissions, Mr. Songy is in the que to be completed but don't have a potential date. ➤ WBR previously submitted two nominees, one was appointed and then the person elected to decline. She misunderstood the purpose of the appointment. They will be submitting 4 nominees very soon. ➤ Ascension - we have not received any information. Ms. Burnett stated that she will inquire at the next council meeting. • Upcoming vacancies: 2 AP, 2 WBR, 1 EBR, 2 IB, 1 PC, 1 WF • Member Status <ul style="list-style-type: none"> ▪ 8 are current ▪ 9 going out (includes 2 vacant seats) | |
| Report from Chairman | | | |
| Board Policy Review by Direct Inspection/Board Business | | | |
| Resolutions for Interim ED, Appointing Authority Letter & Signature | Mr. Sawyer | <ul style="list-style-type: none"> • Per CAHSD attorney, Ms. Dawn Guillot, we can add the appointing authority letter and the three resolutions distributed in the meeting today to the agenda by a unanimous quorum vote. Must vote to add and approve. If Mr. Sawyer is available tomorrow, he can sign and it | |

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| Authority | | <p>can be notarized at that time.</p> <ul style="list-style-type: none"> • Ms. Shaketha Carter provided an explanation of the Appointing Authority letter and resolutions. She stated that the Board resolution in the packet relates to contracts and professional services. The second resolution distributed will need to be retyped and relates to Civil Services. It was thought that the two resolutions presented are the same but they are not. What we do have is a statement authorizing S. Carter to sign as needed until Dr. Laughinghouse is authorized. Mr. Sawyer can sign the one ready today with a unanimous vote. • The CAHSD attorney will review the documents prior to signature. <ul style="list-style-type: none"> ➤ Mr. Sawyer’s name needs to be corrected. • Mr. Sawyer read the banking resolutions to the Board members. Ms. Pearson made a motion to add to the agenda and approve the banking resolutions, and S. Webb seconded the motion. • Appointing Authority was read and explained. Ms. King made a motion to add to the agenda and approve. Ms. Pearson seconded the motion. • The Board previously wanted to delay the effective date of the signature authority resolution for Dr. Laughinghouse. A signature authority resolution effective March 1, 2020 was presented and reviewed by the Board. • Mr. G. Spillman made a motion to approve the resolution and the motion was seconded by Ms. C. Burnett. | <p>There were no objections and the motions passed.</p> <p>There were no objections and the motions passed.</p> |
| Financial Condition & Activities Policy | Mr. Sawyer | <ul style="list-style-type: none"> • Financial Condition & Activities – The revised policy was reviewed by the Board. The following recommended revisions are: <ul style="list-style-type: none"> ➤ Page 2, II, B, line 6, change from “anticipated being less than \$10,000 will require the approval of the” to read: “anticipated being more than \$10,000 will require the approval of the” ➤ Last page, IV, Allocation of Non-Appropriated Funds Line 4-5. Delete “or at the recommendation of EMT and approval of ED. Put a period after Board of Directors. • Ms. V. King made a motion to accept the policy revisions. Ms. B. Katz seconded the motion. | <p>There were no objections and the motions passed.</p> |
| Policy Review Assignment | Mr. Sawyer | <ul style="list-style-type: none"> • Policy Review Assignment: Delegation to the Executive Director, Ms. Amy Betts. Ms. Betts stated that she has reviewed the policy and she doesn’t recommend any changes. She stated that it is important to remember when reading through the language that we are a policy board not a management team. | |
| Policy Assignment | Mr. Sawyer | <ul style="list-style-type: none"> • Global Governance Commitment Ms. Virginia Pearson | |
| Next Meeting | Mr. Sawyer | <p>The meeting was adjourned. The next Board meeting is on April 6, 2020 at 1:00 p.m. at 4615 Government Street, Building 2, Room 200A.</p> | |