

Capital Area Human Services District Board Meeting
September 11, 2023
1:00 PM

Directors Present: Virginia Pearson, Chair; Gerri Hobdy, Vice Chair; Kathy D’Albor; Chalonda Hollins; James Jefferson; Rikki Permenter, PhD; Courtney Phillips, PhD; Tamika Westbrook and Mary Winfield

Directors Absent: Laverne Aguillard; Toddie Milstead; Edward Songy, Jr.; and Genny Nadler Thomas

CAHSD Staff: Janzlean Laughinghouse, PhD, LCSW-BACS, LAC, CCS; Shaketha Carter; Carol Nacoste and Karen Bray

Guests: Emma Quebedeaux, Intern CH; Angela deGravelles; and Rusty Jabour

	RESPONSIBLE PERSON		FOLLOW-UP
Approval of the September 11, 2023, Consent Agenda and Approval of the March 3, 2023 Minutes.	Ms. V. Pearson	<p>Ms. V. Pearson, Board 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 and welcomed recently appointed members representing Ascension Parish, Courtney Phillips, PhD and Tamika Westbrook. Each gave a brief overview of their background.</p> <p>Ms. G. Hobdy made a motion to approve the September 11, 2023, Consent Agenda, and the minutes of March 3, 2023. Ms. K. D’Albor seconded the motion.</p> <p>Ms. V. Pearson convened the Nominating Committee. The Committee members are Ms. G. Hobdy, Ms. K. D’Albor and Ms. Pearson.</p> <p>C. Phillips, PhD made a motion to move the action items below from the Report from Chairman Section to the Consent Agenda and approve all as is with no changes. The motion was approved by a unanimous vote.</p> <p>April 3, 2023 Meeting</p> <ul style="list-style-type: none"> ○ Compensation & Benefits (% Default Merit Report) ○ Board Committee Principles ○ Public Comment ○ Governance Style (Compliance) <p>May 5, 2023 Meeting</p> <ul style="list-style-type: none"> ○ Emergency Ex. Dir. Succession, letter ○ Chairperson’s Role ○ Board Member’s Code of Conduct <p>June 5, 2023 Meeting</p> <ul style="list-style-type: none"> ○ Communication & Support ○ Agenda Planning 	<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"> ○ Cost of Governance <p>August 7, 2023 Meeting</p> <ul style="list-style-type: none"> ○ Treatment of Consumers (Report attached-Satisfaction, Grievance & Complaint) ○ Ends Focus of Grants or Contracts (Report attached- Term. Contract Report) <p>September 11, 2023</p> <ul style="list-style-type: none"> ○ Financial Condition & Activities (Year Financial, Legislative Audit, Escrow report by disability correlated to Strategic Plan) ○ Ends Statement 	
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.
Communications	Dr. Laughinghouse	<p>Communications: Dr. Laughinghouse opened the news section of the www.cahsd.org website to demonstrate how easy it is to access/search topics.</p> <p>WAFB Interview: Scottie Hunter on March 9, raised awareness about the amount of drugs found in area schools, and Dr. Laughinghouse was interviewed, based on her longtime experience as a licensed addiction counselor.</p> <p>New Problem Gambling Ad: CAHSD recently helped raise awareness of problem gambling by producing and airing a new television ad in partnership with the BRProud family of stations, including NBC-33 and FOX-44. Dr. Laughinghouse encouraged Board members to check it out in the news section of the CAHSD website.</p> <p>Narcarn Training at AG and Southern Police</p> <ul style="list-style-type: none"> • Dr. Laughinghouse joined LaSOR Prevention Coordinators Dawn Collins and Alicia Richbourg to conduct the training for 51 staff of the A.G.'s office • On June 20, at Southern University, Collins, Richbourg and CAHS Social Service Counselor Rosalyn Davis provided similar Narcarn training to 20 university police officers who received Narcarn kits and fentanyl test strips for their professional use. <p>Driving into Recovery – Baton Rouge</p> <p>Capital Area Human Services and partners for this drive-through event provided information and resources for mental health and substance abuse treatment, flu and COVID vaccinations, food boxes, children's diapers, Narcarn kits, and more. Attendees stayed in the air-conditioned comfort of their vehicles as they drove through.</p>	

Listening Tour 2023	Dr. Laughinghouse	<p>Based on feedback received from CAHSD employees in the 2023 Listening Tour, this year’s final session of the Annual Training Conference was an interactive think tank factory. Dr. Laughinghouse and S. Carter, Deputy Director, developed the topics based on issues that came up during the Listening Tour.</p> <p>Each topic had a designated station, with assigned facilitators and colors.</p> <p>Team members went to the station color indicated on their respective tables. After 15 minutes at the station, each group moved in a clockwise motion, to the next station. The groups switched, every 15 minutes, until everyone cycled through the five stations. Feedback is used to identify areas for improvement/solutions.</p>	
Self-Generated Revenue (SGR) FY 2023	Dr. Laughinghouse	<p>FY2023 Self-Generated Revenue report. - Dr. Laughinghouse provided a detailed overview of the report.</p> <p>Billing and Collections Action Plan Update: Dr. Laughinghouse stated that CAHSD is not in litigation but the attorney has written a demand letter. She reported that Qualifacts recently worked onsite with CAHSD staff for 2.5 days. Qualifacts has developed an action plan. S. Carter, Deputy Director, attended all meetings. At this point, there has been no remediation discussion. They hope to collect all of the money. Board members were complementary of how Capital Area has stayed on top of this issue. K. Muzik, Director of Business Operations, will be present at the next meeting to provide an update and answer any questions.</p>	
Ends Policy Status Report	Dr. Laughinghouse	<p>Dr. Laughinghouse explained the purpose of the Ends, the connection to the CAHSD mission and vision and an overview/highlight of some new and ongoing initiatives.</p> <ul style="list-style-type: none"> ➤ CAHSD has developed a Compliance Division that is fully staffed and under the direction of Karen Pino, LCSW-BACS, LAC. ➤ A Data Scientist has been hired to help develop a data analytics program across CAHSD and be part of a team to run the EH Record to improve data collections. We will be better informed and able to make the most of our resources. ➤ CAHS was awarded SAMHSA funding for the Capital Area Human Services District’s (CAHSD) Certified Community Behavioral Health Clinic (CCBHC)-Planning, Development, and Implementation (PDI) Project. ➤ Evidence-based Treatment ➤ Culture of accountability and the Think Factory conducted at the CAHSD Annual Meeting. ➤ Technology – Complete overhaul of network and infrastructure. 	

		<p>Moving to leasing equipment to upgrade every four to five years in order to stay current with technology. Upgrading software to improve productivity, want to go to Office 365. .</p> <ul style="list-style-type: none"> ➤ Business expansion, want to do a comprehensive study of services. Services for women have been added to CARP, an inpatient residential facility previously for men only. ➤ Strategic Partnerships and Collaborations – a brief overview of potential collaborations and contracts was provided. ➤ Marketing Campaigns – R. Jabour, CAHSD Communications Team member, provided an overview of CAHSD marketing campaigns and their outreach success in the community. 	
Board Membership Update	Dr. Laughinghouse	<ul style="list-style-type: none"> • The CAHSD Board has the following vacancies: EBR – 1 WF – 2 (The parish has submitted one nominee for consideration) PC – 1 	
Report from Chairman			
Governance Policy Review by Direct Inspection/Board Business			
Governance Policy Review by Direct Inspection	Ms. V. Pearson	<p>Policies/Reports/Action Items from the meetings listed below were moved into the September 11, 2023 Consent Agenda with the exception of Slate of Officers. With the exception of September 11, 2023, these meetings did not have a quorum.</p> <ul style="list-style-type: none"> • Policies/Reports/Action Items from the April 3, 2023 Meeting • Policies/Reports/Action Items from the May 5, /2023 Meeting • Policies/Reports/Action Items from the June 5, 2023 Meeting • Policies/Reports/Action Items from the August 7, 2023 Meeting • Policies/Reports/Action Items from the September 11, 2023 	<p>These policies/reports/action items were moved into the September 11, 2023 Consent Agenda.</p>
Present Slate of Officers	Nominating Committee	<ul style="list-style-type: none"> • The Nominating Committee met prior to the Board meeting. Committee members are Ms. V. Pearson, Ms. G. Hobdy, and Ms. K. D’Albor. • On behalf of the Nominating Committee, Ms. G. Hobdy stated their recommendation is to re-nominate Ms. V. Pearson to serve as Chair for a second term and to nominate Ms. C. Hollins as Vice Chair. Following discussion, Ms. Pearson opened the floor for discussion and called for nominations from the floor. There were no nominations from the floor. • Ms. Pearson called for a vote to elect the following: Chair – Ms. V. Pearson Vice Chair – Ms. C. Hollins • The Board of Directors voted unanimously to elect Ms. V. Pearson as Chair and Ms. C. Hollins as Vice Chair. There were no objections. 	<p>There were no objections and the motions passed.</p>

Attorney General Opinion	Ms. V. Pearson	<ul style="list-style-type: none"> • Authorizing the Executive Director of CAHSD, with the assistance of CAHSD’s general counsel, to request an opinion from the Attorney General as to whether or not a CAHSD Board member continues to serve until their replacement is appointed under certain circumstances. • Following review, the opinion request was moved into the September 11, 2023, agenda. 	The Attorney General opinion request was moved with the policies/reports/action items into the September 11, 2023 Consent Agenda.
Board Resolutions re: Contracts & Administration and Management	Ms. V. Pearson	<ul style="list-style-type: none"> • The resolutions for Contracts & Administration and Management were presented for review and approval. Following review, resolutions were moved into the September 11, 2023, agenda. 	The resolutions were moved with the policies/reports/action items into the September 11, 2023 Consent Agenda.
Board Member Self-Evaluations	Ms. V. Pearson	<ul style="list-style-type: none"> • There was discussion regarding Board Member Self-Evaluations. Going forward, members will receive an electronic link and a pdf version of the evaluation. 	
Retreat/Board Development	Dr. Laughinghouse	<ul style="list-style-type: none"> • Board members will receive a Doodle Poll to confirm attendance at the Board Retreat. 	
Adjournment/Next Meeting	Ms. V. Pearson	The next Board meeting is on November 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.