

**Capital Area Human Services District Board Meeting  
Monday, April 2, 2012**

**Directors Present:** Kay Andrews, Christy Burnett, Barbara Wilson, Dana Carpenter, Ph.D., Gail Hurst, Kathy D'Abor, Amy Betts

**Directors Absent:** Kay Long Sandi Record, Rev. Louis Askins, Victoria King, Becky Katz, Jermaine Watson, Wayne Delapasse, Gary Spillman, Tandra Davidson

**CAHSD Executive Staff Members:** Jan Kasofsky, Ph.D., Executive Director, Carol Nacoste, Deputy Director

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of Agenda Approval of March 5, 2012 Minutes	Jermaine Watson, Chairman	<p>The Board was unable to approve the minutes due to lack of a quorum. The minutes will be reviewed and approved at the May 7, 2012 meeting of the Board. Due to the lack of quorum, only non-action items will be discussed.</p> <p>The meeting was called to order at 3:06pm by Christy Burnett, Vice, Chairman.</p>	Add the March 5, 2012 minutes to Consent Agenda for May 7, 2012 meeting.
<b>Reports from Executive Director</b>			
Reports from Executive Director	Dr. Kasofsky	<p>Dr. Kasofsky introduced Stephen Wright, attorney, who works for the Deputy Secretary over the programmatic offices over OCDD, OAS, and OBH. S. Wright explained that his primary role is working with the Districts, Authorities and their liaisons. He stated that while he works closely with CAHSD and is always a resource for Dr. Kasofsky, he is also a resource for the Board. He explained the Office is working very closely with the new Districts as they transition in. He encouraged the Board members to contact him at the Office for transition updates or any other issues. S. Wright stated there are currently 5 Districts up and going with Acadiana about to start with the FY13 Budget. Dr. Kasofsky stated that the Acadiana Executive Director has already begun to attend meetings and has managed care experience to share with the other Executive Directors.</p> <p>Dr. Kasofsky asked the Board members to look behind Tab #2. The Healthcare Journal of Baton Rouge contains an article that Dr. Kasofsky would like the Board members to be aware of which relates to interviews with different people within the Department of Health and Hospitals, including Dr. Kasofsky, and about the SMO. Since the article was published, implementation began on March 1<sup>st</sup>. Dr. Kasofsky stated she calls it "pre-implementation" because of the issues with getting everything working. She stated that CAHSD implementation is at week 5 and we are on the cusp of the Electronic Health Record working. Dr. Kasofsky stated it has been a stressful few weeks for staff.</p>	
Healthcare Journal of Baton Rouge			

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<p>Prevention Ad on Underage Drinking</p> <p>The Mayor's Healthy BR Initiative</p> <p>EBR and Iberville Chamber of Commerce Presentations</p> <p>Physician Job Announcement</p>	<p>Dr. Kasofsky</p>	<p>The Board reviewed the underage drinking advertisement. This is part of a CAHSD Prevention Division initiative. A week ago this past Sunday there was a full page ad in which CAHSD and East Baton Rouge provided education regarding underage drinking (for example, prom season type drinking) and also provided information regarding legal issues pertaining to citizens providing alcohol for anyone under 21 in their own home. Research indicates that the earlier a child begins using alcohol, the higher the risk because the judgment of a child is much poorer than for an adult. Dr. Kasofsky stated that the CAHSD Prevention Division also has postings in the local RAVE movie theatre. S. Wright stated that he saw the ad and thinks it is very effective.</p> <p>Dr. Kasofsky stated that she is chairing the Committee on Mental Health which is part of the Mayor's Healthy Baton Rouge Initiative. She has already met with the person overseeing the Committee and has laid out her strategy. She informed the Board that there is another group looking at emergency room use and she will be coordinating the work being done regarding the MHERE with them.</p> <p>Dr. Kasofsky stated that she was recently a guest speaker at the East Baton Rouge Chamber regarding healthcare. Dr. Kasofsky stated that speaking at the local Parish Chamber Leadership programs is a great vehicle to recruit new board members.</p> <p>Dr. Kasofsky announced that G. Heintz, MD has accepted a teaching position at OLOL in their residency program. The physician job announcement was reviewed and discussed. Dr. Kasofsky stated that the ad was sent out via email to all physicians in the State that belong to the Louisiana Psychiatric Association and will be posted at their May meeting. She stated that CAHSD is advertising for the position in three psychiatric journals, and the Times Picayune and The Advocate on the first Sunday of the month. G. Heintz's last day is on April 4<sup>th</sup>. Dr. Kasofsky is unhappy about the short notice provided by Dr. Heintz but stated that he has been a wonderful medical director/staff psychiatrist and is leaving on good terms. Dr. Kasofsky is actively recruiting. It is difficult anytime a top leadership position is vacated in the middle of a transition, it sends a terrible message to staff which is basically "I'm getting out before this comes in." A CAHSD staff psychiatrist, Aniedi Udofa, MD, will serve as Interim Director. She will be detailed with the medical director salary.</p>	



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Physician Coverage: Tele-health Expansion		MH/AD clinics (CABH, MDMHC, and GMHC). Dr. Kasofsky stated that she has identified a company in Texas that has physicians on contract to provide the Tele-health service to add to the 3 adult clinics. In July, Dr. Dalton will have another Tele-health day added with Tulane residents. This is a billable service. Tele-health physicians will be able to chart remotely in the electronic health record. Still looking at technology for satellites. Dr. Kasofsky stated that this is not a way to replace face to face contacts but to add doctor coverage.	
EMR: Clinical Advisor	Dr. Kasofsky	Dr. Kasofsky reminded the Board that Clinical Advisor is the Magellan electronic health record CAHSD is required to use. Only 90% of the Medicaid clients have been added to the system to date. Staff are adding demographics.	
CARF Accreditation: Policy Governance Presentation	Karen Collier Dr. Kasofsky	Karen Collier provided a CARF progress update prior to the Policy Governance slide presentation. She stated that good progress is being made, all policies are written. Preparation for the CARF Survey is transitioning from the development of policies, procedures and operations manuals to meet CARF standards to implementation of many new areas required by CARF. Processes have been implemented to develop the 6 month track record of applying many of the new policies to meet CARF standards. CAHSD staff is being trained according to the policies and processes and most will have a total of about 30 hours of training. She stated that Governance and Bylaw training of the Board is very important to the CARF survey.	
CARF Accreditation: Policy Governance Presentation	Dr. Kasofsky	A handout of the Policy Governance presentation was distributed to the Board members. Prior to the presentation, Dr. Kasofsky explained that she and Kay Andrews wanted to better understand the Carver Model of Policy Governance and worked together to create the Policy Governance Presentation. The slides were reviewed and discussed. The following four categories of policies were explained: ENDS, Executive Limitations, Governance Process, and Board Executive Linkages. Tasks of the Board are to define the (1) business mission (2) service mission (3) board goals and (4) developing and monitoring policies (5) making clear expectations of the Executive Director and (6) reviewing business integrity according to the policy directives. There was discussion regarding Board oversight and responsibilities. The Board's role is to represent their stakeholders, to provide oversight and direction of the resources to achieve the goals, and the activities are directed at appropriate targets. The Board is an owner, following the rules and focusing on the big items.	Follow up on Global Ends at the next meeting.

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MHERE Discussions	Dr. Kasofsky	Dr. Kasofsky announced that DHH has recently advised her that the Baton Rouge General (BRG) is interested in providing the emergency room linkage for the MHERE to continue even after EKL closes. Dr. Kasofsky has currently met with BRG several times and has a meeting this week with a BRG behavioral health representative who may be appointed to be a CAHSD board member this year. DHH is very supportive.	Need to keep Board updated.
Board Membership status: Pointe Coupee, WBR, EBR	Dr. Kasofsky	<p>Dr. Kasofsky stated that the Pointe Coupee Parish President has been very active, very frustrated with the year long delay. Dr. Kasofsky stated that Sarah Olcott has been their contact and unresponsive for the past year but has recently delegated to Holly Robinson. Things are finally moving. Six names were submitted for the three vacancies in EBR. Dr. Kasofsky stated that she has talked with all six nominees and has discussed all six with Holly Robinson. Of the six, one is from OLOL and one is from BRG. Neither would be a conflict because no money is being exchanged. Dr. Kasofsky stated that she has talked with one of the two nominees submitted by West Baton Rouge. Jermaine Watson has requested to stay on the Board representing EBR Parish. Dr. Kasofsky and the EBR Parish are supportive of his request.</p> <p>There was discussion regarding Board skyping and physical attendance of members. It was determined in previous legal research that skyping is not an option for Board members. Verbiage would need to be added to the bylaws relating to physical attendance and skyping.</p>	
<b>Reports from the Chairman</b>			
<p>TAB #4 Compensation &amp; Benefits Policy Board Committee Principles Policy</p> <p>Convene Nominating Committee</p>	Vice Chair	<p>Compensation and Benefits Policy</p> <p>Board Committee Principles Policy (Direct Inspection)</p> <p>Convene Nominating Committee – There was discussion regarding whether or not a nominating committee could be named. Dr. Carpenter stated that the Chair can name a nominating committee and it doesn't require a vote if the Committee accepts. C. Burnett, Vice Chair, named the following Nominating Committee members: C. Burnett, S. Record, J. Watson, B. Wilson, &amp; Dr. Carpenter.</p>	<p>Action Tabled due to lack of quorum.</p> <p>Action Tabled due to lack of quorum.</p> <p>The Nominating Committee will meet at 2:00pm in Room 200 prior to next regularly scheduled Board meeting on May 7, 2012.</p>

