

**Capital Area Human Services District Board Meeting  
Monday, October 7, 2013**

**Directors Present:** Vickie King, Chair, Kathy D’Albor, Vice Chair, Kay Andrews, Amy Betts, Christy Burnett, Dana Carpenter, Ph.D, Denise Dugas, Becky Katz, Stephanie Manson, Sandi Record, Kristen Saucier, Gary Spillman, and Barbara Wilson

**Directors Absent:** Rev. Louis Askins, Gail Hurst, 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>October 7, 2013 Consent</b> Agenda and Approval of the Minutes for September 9, 2013.</p> <ul style="list-style-type: none"> <li>• Treatment of Staff Policy &amp; Reports</li> <li>• Global Linkage Policy</li> <li>• Unity of Control Policy</li> <li>• Accountability of the Executive Director Policy</li> <li>• Delegation to the Executive Director Policy</li> </ul>	Vickie King	<p>Vickie King called the meeting to order at 3:00pm. A quorum was present. Christy Burnett made a motion to approve the September 9, 2013 minutes as written. The motion was seconded by Becky Katz. B. Wilson made the motion to move Action Items, #4, #5, #6, #7, #8, with the October 7, 2013 Consent Agenda. The motion was seconded by Kristen Saucier. The November Meeting was added to “Communications.”</p>	There were no objections and the motions passed
Communications	Dr. Kasofsky	<p><b>Investigative Report:</b> The Board was provided information regarding a recent request for documents from an investigative reporter. The documents were provided in compliance with the Open Records Law. Dr. Kasofsky was asked for an on camera interview regarding the documents. Dr. Kasofsky offered to answer all of the questions in writing and requested the questions as soon as possible. To date, the reporter has not submitted questions. Vickie King, as Board Chair, will provide a statement representing the Board if requested. Ms. Dawn Guillot, CAHSD attorney, advised against an on camera interview with this reporter.</p> <p><b>Recovery Month:</b> Approximately 200 people attended the Recovery Month event recently held at CAHS. CAHS partnered with different providers who manned onsite booths and distributed give away items. The focus of the</p>	

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		<p>event was being healthy. Photos of the event were distributed to the Board for review.</p> <p><b>Mental Illness Awareness Month:</b> CAHS has partnered with NAMI Louisiana and Louisiana IMAC. David Precise/NAMI and Dr. Kasofsky will attend the EBR Metro Council meeting on October 9th. Dr. Kasofsky will provide information to the Council regarding the services provided by CAHS. She will inform them that CAHS has changed admission criteria, based on the level of need in the community to allow for mild and moderate diagnoses admissions.</p> <p><b>November 11<sup>th</sup> Board Meeting:</b> The November meeting will take place in New Orleans at the Renaissance Arts Hotel at 12:00pm. The Board members will attend the conference “Dialogues on Mental Health.” This conference provides information on how The Affordable Care Act will impact mental health services. A travel authorization form for those attending must be completed to obtain reimbursement for lunch and mileage. The travel authorization form was distributed to the Board members.</p>	
Brave Participation & Funding	Dr. Kasofsky	<ul style="list-style-type: none"> <li>Brave has received two additional grants with CAHS written in as a recipient. LSU wrote the grant. CAHS needs to have discussion with LSU regarding the grant language to ensure it doesn't state that CAHS is to be paid for treatment that is billable but that CAHS will receive assistance with administration of the grant. Zip codes included in the BRAVE area are 70802 &amp; 70805.</li> </ul>	
Crisis Intervention Team (CIT) Training.	Dr. Kasofsky	<ul style="list-style-type: none"> <li>The October 2013 CIT class has over 30 attendees from multiple agencies.</li> </ul>	
Follow-up to Woman's Hospital Prenatal Proposal	Dr. Kasofsky	<ul style="list-style-type: none"> <li>Dr. Kasofsky and CAHS staff will soon meet with leadership at Woman's Hospital regarding the OB Unit recently relocated there from EKL.</li> <li>In this proposal, Woman's would screen and make referrals to CAHS as needed. This arrangement is a co-location model.</li> </ul>	
Capitol City Family FQHC Partnership	Dr. Kasofsky	<ul style="list-style-type: none"> <li>CAHS and Capital City FQHC are entering into an MOU. CAHS will reserve 10 physician appointments for FQHC clients. CAHS will bill for physician services and the FQHC will continue to bill for their social work services. This is a referral model.</li> <li>The FQHC is willing to accept CAHS referrals with insurance and those who qualify for the sliding fee scale. Many of CAHS clients will not meet these requirements. CAHS referrals for these clients will be made to the LSU Clinics as available and to our other partners.</li> </ul>	

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Pointe Coupe Community Health Worker Program	Vivian Gettys	<ul style="list-style-type: none"> <li>• V. Gettys distributed a Pointe Coupee Community Health Worker annual report and provided an update regarding the program. This is a home visiting program.</li> <li>• Workers are part-time. Typical referrals relate to chronic diseases. They are very interested in integrating behavioral health and primary care services. Reviewed possible avenues for expansion.</li> <li>• Dr. Kasofsky, V. Gettys and J. Roques met with Mr. Chad Olinde, CEO of Pointe Coupee Hospital. He is on board with the integration.</li> <li>• A parish resource guide has been developed.</li> </ul>	
CRC Design and Funding Update	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• DHH has granted approval for CAHS to keep the \$250k in the budget allocated for payment of MHERE physician services and to run the funds through the “Texas Two-Step”. There is a 4-1 match which will provide approximately \$650k.</li> <li>• CAHS will use the funds for leasing 2 CAHS beds. The beds will be reserved for indigent CAHS clients. CAHS will not provide delivery of services and will pay for beds only when they are being used by CAHS clients. The average length of stay is approximately 23 hours.</li> </ul>	Dr. Kasofsky to get a legal opinion on EMTALA & use of acute psych hospital beds for the indigent.
MH Court Development Meeting	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Dr. Kasofsky will facilitate a meeting scheduled for October 18, 2013. Attendees will be: Judge Trudy White and the Warden, DA, Public Defender, Sheriff, Police Chief and EBR Coroner.</li> <li>• There is currently only one full-time social worker at the jail to serve approximately 1800 inmates. EMS needs to be funded for an additional social worker.</li> <li>• Dr. Kasofsky provided an overview of how the MH Court process will work.</li> <li>• Sandi Record will forward possible questions for Dr. Kasofsky to ask at the October 18<sup>th</sup> meeting.</li> </ul>	
Annual Staff Meeting Invitation	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• The annual CAHS Staff meeting is October 18<sup>th</sup>. CAHS Board members are invited to attend. A handout was provided with meeting information.</li> </ul>	
Rural Satellite Communications Plan Development	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• The plan looks at strategic communication for increasing awareness and referrals. This follows the Carver Model for board members.</li> <li>• Pages 1 and 2 list all of the categories of different people/agencies that could possibly be of assistance to CAHS and should be provided information about our services.</li> </ul>	Dr. Kasofsky requested that each Board member complete a matrix for their parish. She can meet one on one with each member if necessary to assist with

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			completion of their matrix.
Self-generated Revenue	Carol Nacoste	<ul style="list-style-type: none"> <li>• C. Nacoste provided a detailed overview of the self-generated revenue report handout. The top half of the report is based on actual collections year to date. The bottom half of the report is based on the projection of the practice administrator and the new processes put in place to determine actual collectable items.</li> <li>• System errors are being corrected and collections should increase.</li> <li>• Collection projections were based on actual August billing.</li> <li>• Discussed lost revenue due to system issues with Clinical Advisor</li> <li>• CAHS goes live with ICANotes system on December 1<sup>st</sup>. Changing to this system enables all billing to be done from one system.</li> </ul>	
Board Membership Status	Karen Bray	<ul style="list-style-type: none"> <li>• Reappointment for Gary Spillman has been approved.</li> <li>• Barbara Wilson’s reappointment confirmation is expected soon from Holly Robinson/Boards &amp; Commissions.</li> <li>• Vickie King’s reappointment paperwork will be submitted to EBR this week.</li> </ul>	
Wall Street Journal Article	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• A Wall Street Journal article was reviewed regarding obtaining mental health care at the doctor’s office and the impact of the Affordable Care Act on the physician and provision of medical care.</li> </ul>	
Health Care Market	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• A handout was distributed regarding the Health Care Market Place. Approximately 20 CAHS employees have been trained on helping people understand how to get on the website and how to negotiate their way through the website. This will be a service available for all of CAHS area clients.</li> </ul>	
Report from Chairman			
<b>Board Policy Review by Direct Inspection/board Business</b>			
ED Hiring Process/Succession Plan Update	Kay Andrews	<ul style="list-style-type: none"> <li>• Kay Andrews stated that the committee met prior to the meeting and would like to table the ED Hiring Process/Succession Plan. An update will be presented at the December meeting</li> </ul>	Add Succession Plan Update to meeting Agenda
Policy Review Status	Stephanie Manson	<ul style="list-style-type: none"> <li>• Stephanie Manson reviewed Monitoring Executive Director Performance, Page 33, and Accountability of the Executive and Accountability of the Executive Director, Page 31. Based on discussion at the previous Board meeting, she made the recommendation to add the following to the Board-Executive Director Linkage: Monitoring of Executive Director Performance Policy:  <i>“5) The Board will consider accomplishment of board-approved annual strategic plan objectives and metrics as a component of</i></li> </ul>	Include Monitoring of the ED Performance with recommended revision(s) on the November Agenda and to be voted on at the December

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		<p><i>organizational operations when monitoring ED performance.”</i></p> <p>Dr. Kasofsky recommended amending the recommendation as follows:</p> <p><i>“5) The Board will consider accomplishment of board-approved annual strategic plan objectives (<b>Ends Policy</b>) and metrics as a component of organizational operations when monitoring ED performance.”</i></p> <p><b>There were no changes to the other policies. Denise Dugas made a motion to approve items moved and the motion passed.</b></p>	meeting.
Next Assignment-December:	Vickie King	<ul style="list-style-type: none"> <li>Review of Global Executive Constraints, Page 3 of 58, was assigned to Becky Katz for the December meeting.</li> </ul>	
Community Participation	Vickie King	There was no community participation.	
Next Meeting	Vickie King	The November 4, 2013 Board meeting is cancelled. The next Board meeting will be held on November 11, 2013 in New Orleans in conjunction with Board training. Denise Dugas will run the meeting since the Chair and Vice Chair are unable to attend. The December 2, 2013 meeting will be at CAHSD @ 3:00p.m. @ 4615 Government Street, Building 2, Baton Rouge, LA in Conference Room 205.	