

**Capital Area Human Services District Board Meeting**  
**May 25, 2022**  
**1:00 PM**

**Directors Present:** Thomas Sawyer, Vice Chair; Amy Betts; Kathy D’Albor; Chalonda Hollins; Gail Hurst; Edward Songy, Jr.; Genny Nadler Thomas; Stephanie Webb and Mary Winfield

**Directors Absent:** Laverne Aguillard; Dwayne Bailey; Gerri Hobdy, Chair; Toddie Milstead; Virginia Pearson; Rikki Permenter, PhD; and Rachael Wilkinson

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

**Guests:** Angela deGravelles and Rusty Jabour

	<b>RESPONSIBLE PERSON</b>		<b>FOLLOW-UP</b>
Approval of the May 25, 2022, Consent Agenda and Approval of the March 7, 2022 Minutes and April 4, 2022 Notes	Mr. Thomas Sawyer	<p>Mr. Sawyer, Board Vice Chair, called the meeting to order at approximately 12:15 PM. A quorum was present.</p> <p>Mr. T. Sawyer thanked the Board members present for attending. Ms. A. Betts made a motion to approve the May 25, 2022, Consent Agenda, the minutes of March 7, 2022, and the meeting notes of April 4, 2022. Ms. G. Hurst seconded the motion.</p> <p>Mr. E. Songy made a motion to move and approve the following April and May policy action items from the Chairman’s Report Section as written to the Consent Agenda:</p> <ul style="list-style-type: none"> <li>➤ Compensation &amp; Benefits (% Default Merit Report)</li> <li>➤ Board Committee Principles</li> <li>➤ Public Comment Policy</li> <li>➤ Financial Planning/Budgeting</li> <li>➤ Financial Condition &amp; Activities</li> <li>➤ Chairperson’s Role</li> <li>➤ Board Member’s Code of Conduct</li> </ul> <p>Ms. Gail Hurst 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. Thomas Sawyer	Mr. T. Sawyer read the public comment section from the meeting agenda. There were no public comments.	There were no public comments.
Communications	Dr. Laughinghouse	<p>Dr. Laughinghouse told the Board members it was a pleasure having them in the Board meeting and she appreciated them coming out today.</p> <p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>• <b>CAHSD Annual Training Meeting</b> – Dr. Laughinghouse provided an overview of the CAHSD Annual Training Meeting, the breakout sessions and the speakers. She thanked the Board members who attended the annual training. She thanked Amy Betts for attending what will be her last CAHSD Annual Training Day since her Board</li> </ul>	

		<p>term expires in June after twenty plus years of service to CAHS and to her community.</p> <ul style="list-style-type: none"> <li>• <b>Highlights from the May 2022 Edition of <i>CAHS Connects</i>:</b> <ul style="list-style-type: none"> <li>➤ <b>Be a Hero, Get to Zero</b> - This campaign is about there being no expired or unused medications in homes. Dr. Laughinghouse encouraged Board members to click on the link to the flyer that provides information on why this campaign is important and how to make it happen. A list with medication drop off sites is included in the information.</li> <li>➤ <b>CAHSD School Based Summer Enrichment Camps</b> – CAHSD Summer Enrichment Camps for children will begin on June 7 in ten area schools and ends on July 14. Dr. Laughinghouse provided a brief overview of the program. Clients will have adventure-based fun, arts and recreation while learning life skills such as problem solving, effective communications and coping. They will also learn about impulse control, bullying, mindfulness and positive self-esteem.</li> <li>➤ <b>Driving Into Recovery in Plaquemine</b> – Dr. Laughinghouse thanked Ms. K. D’Albor for helping with the event. She stated CAHSD also had help from the mayor and other sponsors. She encouraged the Board members to read about the event in detail in <i>CAHS Connects</i>. CAHSD gave the Plaquemine Police Department sixty Narcan kits.</li> <li>➤ <b>Driving Into Recovery in Port Allen</b> – The next Driving Into Recovery event is Saturday, May 28 in West Baton Rouge Parish at the Williams and Lee Park 1631 Louisiana Ave. from 9 AM – noon. This event will be like the others, working with community partners, distributing food boxes, diapers, COVID and flu vaccines, hot lunches and treatment resources for people. There was discussion regarding available resources.</li> </ul> </li> </ul>	
LPN Update	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Dr. Laughinghouse provided an update on her recent efforts going before Civil Service to get the LPNs a pay rate increase and the denial CAHSD received. Civil Service has invited CAHSD to return and present a second case/request for the LPN pay rate increase.</li> </ul>	
Leases	Dr. Laughinghouse Ms. Shaketha Carter	<ul style="list-style-type: none"> <li>• Dr. Laughinghouse and Ms. S. Carter provided the Board with an update on building lease issues/challenges currently facing CAHSD and their efforts to resolve where possible.</li> </ul>	
Self-Generated Revenue (SGR)	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Dr. Laughinghouse provide a detailed overview of the Self-Generated Revenue March report presented.</li> </ul>	
Board Membership Update	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• EBR: Ms. S. Webb is not eligible for reappointment and Ms. V. Pearson is seeking reappointment. The EBR vacancies were included on the May 11 Metro Council Agenda but they did not have any</li> </ul>	

		<p>nominees – was deferred to the May 25 Metro Council meeting.</p> <ul style="list-style-type: none"> <li>• EF: Dr. R. Permenter and Ms. G. Thomas are both seeking reappointment. EF Parish does not have two additional nominees to submit. Boards and Commissions has recommended for them to submit the names they have and attach a letter stating they've been unable to obtain the additional nominees needed and ask for permission to submit the two nominees they do have, one for each seat.</li> <li>• WF: There is a person interested in serving on the CAHSD Board. This person is a Federal employee and must seek permission from the current employer before applying. This process has started.</li> </ul>	
<b>Report from Chairman</b>			
<b>Governance Policy Review by Direct Inspection/Board Business</b>			
Convene Nominating Committee	Mr. T. Sawyer	<ul style="list-style-type: none"> <li>• Board members appointed to the Nominating Committee: Mr. Sawyer, Ms. K. D'Albor, and Ms. G. Hurst. The members met during a meeting recess.</li> </ul>	
Nominating Committee/Ballot Recommendations (Vote in June)	Ms. K. D'Albor	<ul style="list-style-type: none"> <li>• Ms. K. D'Albor spoke on behalf of the Nominating Committee. She stated that the Committee recommendations are to: <ul style="list-style-type: none"> <li>➢ Nominate Ms. V. Pearson as Chair – she has agreed.</li> <li>➢ Nominate Ms. G. Hobdy as Vice Chair – she has agreed.</li> </ul> </li> <li>• Following discussion, there was a call for nominations from the floor for Chair and Vice Chair. There were none. Ms. Betts made a motion to accept the ballot presented. Ms. Hurst seconded the motion.</li> </ul>	There were no objections and the motions passed.
Governance Policy Review by Direct Inspection	Mr. T. Sawyer	<ul style="list-style-type: none"> <li>• Governance Policy Review by Direct Inspection: <ul style="list-style-type: none"> <li>Policies/Reports from April Meeting: <ul style="list-style-type: none"> <li>○ Compensation &amp; Benefits (% Default Merit Report)</li> <li>○ Board Committee Principles</li> <li>○ Public Comment Policy ACTION</li> </ul> </li> <li>Policies/Reports – May: <ul style="list-style-type: none"> <li>○ Financial Planning/Budgeting</li> <li>○ Financial Condition &amp; Activities</li> <li>○ Chairperson's Role</li> <li>○ Board Member's Code of Conduct</li> </ul> </li> </ul> </li> </ul>	These policies were moved into the May 25 Consent Agenda.
Cost of Governance (Compliance)	Mr. T. Sawyer	<ul style="list-style-type: none"> <li>• Cost of Governance (Compliance) - The Board is in compliance with this policy. Mr. E. Songy made a motion to accept the policy as is. Ms. C. Hollins seconded the motion.</li> </ul>	There were no objections and the motion passed.
Emergency Ex. Dir. Succession Policy & Memo	Mr. T. Sawyer	<ul style="list-style-type: none"> <li>• The Board members reviewed the Emergency Ex. Dir. Succession Policy &amp; Memo. There were no recommendations to revise the policy. Ms. S. Webb made a motion to accept the policy and memo as written. Ms. C. Hollins seconded the motion.</li> </ul>	There were no objections and the motion passed.

Board Resolutions re: Staff and Contract	Mr. T. Sawyer	<ul style="list-style-type: none"> <li>The Board members reviewed the resolutions relating to staff and to contracts. Following discussion, Ms. M. Winfield made a motion to accept both resolutions as written. Ms. G. Thomas seconded the motion.</li> </ul>	There were no objections and the motion passed.
Board Member Self-Evaluations	Mr. T. Sawyer	<ul style="list-style-type: none"> <li>Board members were reminded to complete the electronic self-evaluation form if they have not done so already – the link was provided.</li> </ul>	
Revised Summary of LA Code of Governmental Ethics	Mr. T. Sawyer	<ul style="list-style-type: none"> <li>Board members received copies of the revised summary of the LA Code of Governmental Ethics and the link to access online.</li> </ul>	
Adjournment/Next Meeting	Mr. T. Sawyer	The next Board meeting is on <b>June 6, 2022, at 1:00PM</b> . Meeting location is Capital Area Human Services, 7389 Florida Blvd., Suite 100A, Baton Rouge, LA. Ms. K. D’Albor made a motion to adjourn the meeting. Ms. G. Hurst seconded the motion. The meeting was adjourned.	There were no objections and the motions passed.