

**Capital Area Human Services District Board
Emergency Meeting Minutes
Wednesday, April 4, 2012**

Directors Present: Kay Andrews, Christy Burnett, Barbara Wilson, Dana Carpenter, Ph.D., Gail Hurst, Kathy D'Abor, Amy Betts, Kay Long, Rev. Louis Askins, Victoria King, Becky Katz, Jermaine Watson, Gary Spillman

Directors Absent: Sandi Record, Wayne Delapasse, Tandra Davidson

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

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Reports from Executive Director			
Introduction of Lisa Fair, Human Resources Director	Dr. Kasofsky	<p>Dr. Kasofsky introduced Lisa Fair to the Board and provided a brief history of her background. L. Fair stated she was very happy to be at CAHSD and offered her assistance to the Board as needed.</p> <p>The meeting was called to order by Christy Burnett.</p>	
Board Resolution Handout		<p>A Board Resolution handout was distributed to the Board members. Dr. Kasofsky explained that a resolution is needed that makes her the sole signature on certain contracts. She stated that CAHSD has a grant coming through the Federal Government and the grant lists Dr. Kasofsky for CAHSD. DOA will not accept the current resolution in place which states that she and C. Nacoste co-sign, because it lists only Dr. Kasofsky. The grant cannot be processed without a resolution in which Dr. Kasofsky is listed as sole signature on contracts.</p> <p>Dr. Kasofsky stated that this resolution is different than the original resolution handed out in the meeting on Monday, April 2nd. As written, this resolution allows for both resolutions to be in place which is needed in the event Dr. Kasofsky isn't available when an authorized signature is needed to maintain CAHSD operations.</p> <p>There was discussion regarding the resolution timeframe. There is a beginning date but no end date. C. Nacoste stated that CAHSD resolutions are open ended and in the event a change is ever needed, a new resolution would be written.</p>	

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
		<p>Christy Burnett made a motion to accept the new resolution. Kay Andrews seconded the motion. There were no objections and the motion passed.</p> <p>The meeting was adjourned.</p>	
Next Meeting		The next scheduled Board meeting will be held on May 7 th at 3:00 p.m. at 4615 Government Street, Building 2, Room 200.	