



Acadiana Area Human Services District

Board Meeting Minutes

Tyler Behavioral Health Clinic

May 25, 2016

Members Present: John Stefanski (Acadia Parish); Rob Eastin (Evangeline Parish); Darla Louviere (Iberia Parish); Mary Neiheisel (Lafayette Parish); Micah Moscovis (St. Landry Parish); Ryan Verret (St. Martin Parish); Janise Hardy (Vermilion Parish); Elizabeth West (Governor Appointment/Evangeline Parish); David Merrill (Governor Appointment/Iberia Parish)

Members Absent: Claire Daly (Governor Appointment/Iberia Parish)

Employees: Brad Farmer, Executive Director; Monica Echeverria, Administrative Assistant; Jennifer Stelly, HR Director; Jennifer Sonnier, HR Analyst; Jeanne Fernandez, Social Service Counselor; Jonathon E. Choate, Social Service Counselor and Aaron Hart, Social Service Counselor


Others: Mauricia Walters, Families Helping Families

Agenda Item	Discussion	Action
Call to Order		Call to order by Rob Eastin, Vice-Chair, at 3:36p.m.
Roll Call	9 board members personally present.	
Quorum	9 board members personally present.	Secretary announced a Quorum present.
Approval of the Consent Agenda for May 25, 2016 *Please Note* No April Meeting was held due to a lack of a quorum.	Janise Hardy/ John Stefanski moved/seconded approval of the Consent Agenda for May 25, 2016.	Motion passed unanimously
Solicit Public Comment Requests	Public Notices were posted at the AAHSD clinics and on the website. Open meeting laws are available.	

Agenda Item	Discussion	Action
Public Comments/Input	No public comments.	
<p data-bbox="180 354 630 392">New Member Introductions</p> <p data-bbox="180 537 630 575">Agenda Calendar Items</p> <p data-bbox="180 615 630 720">a. Board-ED Linkage i. Global Linkage Activities (pg 25)</p> <p data-bbox="180 1087 630 1339">b. Board Business i. solicit comments on ED performance 1. Performance Evaluation Form ii. Collect comments on ED performance</p> <p data-bbox="180 1493 630 1560">iii. Board Member self evaluation forms</p> <p data-bbox="180 1675 630 1787">C. Executive Limit i. Compensation & Benefits (pg. 14)</p>	<p data-bbox="638 354 1192 499">Introductions of new Board members John Stefanski, Micah Moscovis, Ryan Verret, Elizabeth West, and David Merrill.</p> <p data-bbox="638 646 1192 898">Brad Farmer presented for review Section 1.1 “Leadership Structure & Responsibilities” of the AAHSD Policy & Procedure Manual which lists the leadership structure and responsibilities of the Board of Directors and the Executive Director.</p> <p data-bbox="638 940 1192 1045">Janise Hardy / Darla Louviere moved/ seconded that the Board is operating in compliance with this policy.</p> <p data-bbox="638 1129 1192 1413">The Board members received the annual Executive Director evaluation form by email in early May. It will need to be completed before the June Board meeting. The Board will meet in executive session at the June Board meeting to review the Executive Directors performance evaluation.</p> <p data-bbox="638 1497 1192 1560">The Board members received their annual self-evaluation forms.</p> <p data-bbox="638 1717 1192 1892">Brad Farmer presented for review Section 5.1 “Human Resources” of the AAHSD Policy & Procedure manual which outlines the rules and regulations regarding AAHSD employees.</p>	<p data-bbox="1200 940 1549 1014">Motion passed unanimously</p> <p data-bbox="1200 1129 1549 1266">Board members will turn in the completed evaluation forms to the Vice-Chair, Rob Eastin.</p> <p data-bbox="1200 1497 1549 1633">Board members will turn in the completed form to the Vice-Chair, Rob Eastin.</p>

Agenda Item	Discussion	Action
<p>D. Governance Process</p> <p>i. members code of conduct</p>	<p>He also presented for review a letter from the Office of Civil Service regarding an onsite audit completed in October 2015. There were no rule or documentation violations cited.</p> <p>Janise Hardy / David Merrell moved/ seconded that the Board is operating in compliance with this policy.</p> <p>Rob Eastin, Vice-Chair, reviewed the policy for the Board members. Board members are required to complete yearly a financial disclosure and ethics training.</p> <p>Mary Neiheisel / Janise Hardy moved/ seconded that the Board is operating in compliance with this policy.</p>	<p>Motion passed unanimously</p> <p>Motion passed unanimously</p>
<p>Comments from Ex. Director</p> <p>a. Legislative Update:</p> <p>b. CARF Update:</p> <p>c. Budget Update</p> <p>d. Audit update</p>	<p>Brad Farmer and Daniel Leger met with the Senate finance committee on May 15th. House Bill 1 has not been finalized.</p> <p>The CARF accreditation survey was May 18th-20th. The formal report should be received within the next four to five weeks. AAHSD will have ninety (90) days to submit corrective actions for any recommendations that are listed in the final report.</p> <p>AAHSD has completed several exercises for budget reductions ranging from 27% to 1.5%.</p> <p>AAHSD is currently undergoing a Legislative Audit. The audit is completed every two years and covers a two year period.</p>	<p>Brad will keep the Board informed of the budget and the final approved budget.</p> <p>Brad Farmer will have the legislative auditors present their report and findings to the Board once the audit is complete.</p>

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<p>e. CJCC Update (Criminal Justice Coordinating Committee)</p> <p>f. Break-in Ville Platte Clinic</p> <p>g. DD Council</p>	<p>The CJCC group met with an official from the White House Office of Social Innovation. He was very impressed the CJCC and their efforts to follow the national movement of the “stepping up initiative”. CJCC was the first group to follow this model and currently is one of the only two groups participating in Louisiana.</p> <p>The Ville Platte clinic had a break-in on May 24th. There was a filing cabinet damaged and petty cash stolen. The landlord will do some repairs as well as install an alarm system.</p> <p>The Developmental Disabilities council is starting a statewide task force for community and family support and Brad Farmer was asked to serve on it.</p>	
<p>Board Member Advocacy (Activity) Reports</p>		
<p>Comments from Acting Chair</p> <p>a. New Member and Outgoing Member Recognition</p> <p>b. Officer Vacancy & Special Election</p> <p> i. Terms of offices & bylaw revision discussion</p> <p>c. Terms of Appointments</p>	<p>Rob Eastin expressed his pleasure of having a full board again. He is looking forward to hearing the new perspectives and opinions of the five new board members. He expressed the appreciation of the Board to the outgoing Board Chair, Patricia LaBrosse, for her service to the Board and her leadership as Chair.</p> <p>The Board decided to hold the election of the Chair at the June Board meeting. The election of the Vice-Chair will follow if Rob Eastin is elected as the Chair.</p>	<p>A Certificate of Appreciation will be presented to Patricia LaBrosse.</p> <p>The Board will discuss the election bylaws at the next Board meeting.</p>

Agenda Item	Discussion	Action
Date, Time & Location of Next Meeting	Wednesday, June 22, 2016	Date and Time: Wednesday, June 22, 2016 @ 3:30pm Location : Tyler BHC 302 Dulles Drive Lafayette, LA 70506
Adjournment	Mary Neiheisel / Rob Eastin moved/ seconded adjournment.	Meeting adjourned at 4:55pm
Submitted by Secretary Darla Louviere		 Secretary, AAHSDB