

**Capital Area Human Services District Board Meeting
Monday, May 4, 2015**

Directors Present: Gary Spillman, Chair, Dana Carpenter, Ph.D., Vickie King, Kathy D’Albor, Gail Hurst, Gerri Hobdy, Kay Andrews, Vice Chair, Christy Burnett, Barbara Wilson, Kristen Saucier, Stephanie Manson, Rev. Louis Askins and Amy Betts

Directors Absent: Becky Katz, Denise Dugas, Sandi Record and Laverne Aguillard

CAHSD Executive Staff Member(s) Present: Jan Kasofsky, Ph.D., Executive Director, Carol Nacoste, Deputy Director

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of the May 4, 2015 Consent Agenda and Approval of the Minutes for April 6, 2015 .	Gary Spillman	Mr. Spillman called the meeting to order at approximately 3:00 p.m. Christy Burnett made a motion to approve the May 4, 2015 Consent Agenda and the minutes of April 6, 2015. Gail Hurst seconded the motion.	There were no objections and the motion passed.
Communications	Dr. Kasofsky	<ul style="list-style-type: none"> Board members reviewed articles in the packet from The Advocate and Dr. Kasofsky’s WBRZ interview relating to the Design Committee’s upcoming presentation re: the East Baton Rouge Parish’s Plan for Behavioral Health Crisis Management. 	
Behavioral Health Crisis Services Presentation	Dr. Kasofsky	<ul style="list-style-type: none"> Dr. Kasofsky presented the BH Crisis Services draft plan that will be revealed at the May 11th meeting hosted by the Baton Rouge Area Foundation. Board discussion followed. 	
Attorney General Opinion – DD Flexible Family Funds	Dr. Kasofsky	<ul style="list-style-type: none"> The Board reviewed a letter to be sent to James “Buddy” Caldwell, Attorney General (AG), requesting an opinion regarding Developmental Disabilities’ Flexible Family Funds. CAHSD has families that are interested in their young children becoming clients in CAHS’ Autism Program. CAHS needs to make sure there are no conflicts of interest if referrals are made to our program since we are provide the funding. State Office has stated that there is no conflict but we are still seeking the AG’s opinion. Amy Betts made a motion to approve the resolution as written. Vickie King seconded the motion. There were no questions or objections and the motion passed. 	The letter and resolution will be forwarded to AG
DHH Contract	Dr. Kasofsky	<ul style="list-style-type: none"> Dr. Kasofsky informed the Board members that the DHH contract had been signed. Copies were available for review. 	
EBR Parish Jail SW Contract	Dr. Kasofsky	<ul style="list-style-type: none"> EBR Parish Jail SW Contract: EBR Parish will fund a FT social worker located at the EBR jail. Previously a PT social worker was funded. The electronic health record can be accessed while the staff is at the jail, providing the physicians with diagnosis and medication information. 	
Magellan Seed Grant		<ul style="list-style-type: none"> Magellan Seed Grant: Magellan offered another seed grant opportunity, which CAHS was granted for 1 day per week, for a peer. 	

		The parish is also funding 1 day a week peer. This provides one peer each for males/females.	
Woman's Hospital Private OB Offices	Dr. Kasofsky	<ul style="list-style-type: none"> • Dr. Kasofsky and Vivian Gettys gave a presentation to a Board of private physicians at Woman's Hospital to do screening and brief intervention with women for substance use, alcohol and tobacco, domestic violence and depression. • CAHS has been located in the Medicaid Clinic for just over a year and approximately 28-30% of all women screened are positive, mostly for alcohol and tobacco. Brief interventions are done as needed. The physicians are interested in services and would like placement of a social worker in their office. 	
CIT Training 4/13 update	Dr. Kasofsky	<ul style="list-style-type: none"> • The 12th CIT Institute was held April 13-17th and was conducted by John Nosacka. Twenty-three law enforcement officers graduated from the institute. 	
Self-Generated Revenue	C. Nacoste	<ul style="list-style-type: none"> • Carol Nacoste provided a detailed overview of the Self-Generated Revenue report included in the Board packet. Collections for the month of April are \$319,908 which is very good. \$120K has still not been collected for January, February and some of March claims due to the issues with Magellan's claims processing system. • Meetings have been taking place with Magellan staff with the goal of the Magellan system "glitch" being fixed and all unpaid claims being processed/paid without being manually re-entered by CAHS. Magellan and CAHS will meet every other Wednesday until the problem is resolved. 	
Ends Policy	Dr. Kasofsky	<ul style="list-style-type: none"> • A copy of the Ends Policy's 6 month update was included in the Board packet for review. The Ends Policy can be added to the Board agenda next month if members have any questions. • Dr. Kasofsky proposed to have Board training on Monday 9/14 which is the second Monday of the month and will serve as the Board meeting. The training topic would be "Certified Community Behavioral Health Clinics" presented by Dale Jarvis. 	
Board Membership Status		<ul style="list-style-type: none"> • Eight Board members with terms expiring before the end of August were provided appointment/renewal forms. To date, five forms have been returned. Updated resumes are needed from the members who want to remain on the Board. 	
Report from Chairman			
Board Policy Review by Direct Inspection/Board Business			
Board Policy Review	Mr. Spillman	<p>Board Policy Review by Direct Inspection/Board Business:</p> <ul style="list-style-type: none"> • The Emergency Executive Director Succession policy was reviewed. There were no recommendations to revise the policy. Kay Andrews made a motion to accept the policy as written. Gerri Hobdy seconded the motion. There were no questions. 	There were no objections and the motion passed.

		<ul style="list-style-type: none"> • Chair Person’s Role policy was reviewed. There were no recommendations to revise the policy. Rev. Askins made a motion to accept the policy as written. Vickie King seconded the motion. There were no questions. • Board Member’s Code of Conduct & Conflict of Interest Policy was reviewed. There were no recommendations to revise the policy. Dr. Carpenter made a motion to accept the policy as written. Rev. Askins seconded the motion. There were no questions. • Policy Amendments: <ul style="list-style-type: none"> ➤ Compensation & Benefits: A turnover report from Human Resources was provided and reviewed by the Board. A decision was made to keep the report format and attach it to the policy. The policy will be edited with the following proposed language: #2: Fail to inform the board on the percentage of employee turnover by cause within the agency. <ul style="list-style-type: none"> ▪ Delete direct inspection. Does not include contract staff. ▪ Keep as annual. ➤ Board Committee Principles: The policy was reviewed. Vickie King made a motion to approve the policy as revised. Kristen Saucier seconded the motion. There were no questions. ➤ Global Governance Commitment: The policy was reviewed. Stephanie Manson made a motion to approve the policy as revised. Vickie King seconded the motion. There were no questions. 	<p>There were no objections and the motion passed.</p> <p>There were no objections and the motion passed.</p> <p>The Compensation & Benefits Policy will be added to the agenda for the next meeting for action.</p> <p>There were no objections and the motion passed.</p> <p>There were no objections and the motion passed.</p>
Board member Self Evaluation Form	Mr. Spillman	<ul style="list-style-type: none"> • Mr. Spillman thanked the Board members for attending the meeting today and reminded them to return their Board member self-evaluation forms timely. 	
Slate of Officers Presented by the Nominating Committee	Mr. Spillman	<ul style="list-style-type: none"> • The Nominating Committee met prior to the Board meeting. The committee members are: Gerri Hobdy, Kathy D’Albor, Kay Andrews and Gary Spillman. A ballot of officers was presented to the Board members and will be voted on at the Board meeting. • The committee members unanimously presented Gary Spillman as Chair and Becky Katz as Vice Chair on the ballot. • There was brief Board discussion. 	The slate of officers will be voted on at the next meeting.
Next Assignment	Mr. Spillman	<ul style="list-style-type: none"> • There was no policy assignment. 	
Community Participation	Mr. Spillman	<ul style="list-style-type: none"> • There was no community participation. • Christy Burnett invited everyone to attend an event at the Malco Movie Theater sponsored by the Ascension Leadership Association. 	
Next Meeting	Mr. Spillman	The next meeting is June 1, 2015 at CAHSD @ 3:00p.m. @ 4615 Government Street, Building 2, Baton Rouge, LA in Conference Room 205.	