

**Capital Area Human Services District Board Meeting
Monday, September 8, 2014**

Directors Present: Gary Spillman, Chair, Christy Burnett, Denise Dugas, Kristen Saucier, Stephanie Manson, Kathy D’Albor, Becky Katz, Sandi Record, Barbara Wilson and Amy Betts

Directors Absent: Gail Hurst, Vickie King, Kay Andrews, Vice Chair, Rev. Louis Askins and Dana Carpenter, Ph.D.

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

CAHSD Executive Staff Member(s) Absent:

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of the September 8, 2014 Consent Agenda and Approval of the Minutes for August 4, 2014.	Gary Spillman	Gary Spillman called the meeting to order at approximately 3:03pm. Christy Burnett made a motion to approve the September 8, 2014, Consent Agenda and the minutes of August 4, 2014. Kathy D’Albor seconded the motion.	There were no objections and the motions passed.
Announcements	Dr. Kasofsky	<ul style="list-style-type: none"> • Dr. Kasofsky announced to the Board members that a video created by Ivan Toldson aka Love-N-Pain titled “No More MOJO” was available for their preview. The video is property of CAHSD and will be launched at the September 19th Recovery Month event. MOJO is a poison known as synthetic marijuana. The use of MOJO in our area is increasing. The video will be used as a tool to warn the community of the dangers associated with the use of MOJO. • The Board members viewed the video and then returned to the meeting room. 	
Communications	Dr. Kasofsky	<ul style="list-style-type: none"> • BH Collaborative Meeting/Recovery Month Event: September 19th. Senator Sharon Weston Broome will open the meeting with a proclamation on celebrating Recovery Month. Awards will be presented to the following: Matricia Green, Beau Clark, MD, Senator Sharon Weston Broome, Linda Otteson, and Warden Grimes. • WAFB Interview: Dr. Persons was recently interviewed by WAFB. The topic related to talking with children about death. The transcript is included in the meeting packet. • APHA Presentations: CAHSD has two presentations. (1) Katherine Lemieux, THP and (2) Paul Tuminello, Mobile Crisis Team. • BH Dialogues Meeting Registration: There was discussion regarding lunch options within travel guidelines. Dr. Kasofsky will present her BH Dialogues panel presentation regarding community collaborations at the December CAHSD Board meeting. <ul style="list-style-type: none"> ➤ C. Nacoste stated that the state’s travel regulations allow a 	

		<p>maximum mileage reimbursement of 99 miles for any one day of travel. A roundtrip to New Orleans exceeds the maximum 99 mile daily allowance.</p> <ul style="list-style-type: none"> • Training Calendar: Board members are encouraged to take advantage of the training opportunities offered at CAHSD. There is no charge for Board members to attend and they can earn CEU credits. 	
Autism Services Update	Dr. Kasofsky	<ul style="list-style-type: none"> • The ABA program is in development and will be an all-day program for ages 2-5 years old. • There have been several meetings with the Wall Project. These are artists who bring art work into public spaces. • CAHSD will use fund raising to pay for murals on the outside of building. • State Buildings has agreed to provide the paint for the project. 	
Self-Generated Revenue	C. Nacoste	<ul style="list-style-type: none"> • C. Nacoste provided an overview of the Self-Generated Revenue report. CAHSD has exceeded last year's monthly collection goal of \$208K. The monthly collection goal this year is \$259,762. • \$3.273 million is the collection goal this year. 	
DHH MOU	Dr. Kasofsky	<ul style="list-style-type: none"> • A DHH MOU status update was provided by Dr. Kasofsky. Once the MOU is revised, a copy will be presented to CAHSD legal counsel and the Board for review. 	
Board Membership Status	Dr. Kasofsky	<ul style="list-style-type: none"> • Two nominees from Pointe Coupee were submitted to the Governor's office. CAHSD should have a full Board by the end of September. 	
CAHSD Annual Meeting/Training Event	Dr. Kasofsky	<ul style="list-style-type: none"> • CAHSD Annual Meeting: October 9th at LCHR on Florida Blvd. CAHSD will be closed on October 9th for the meeting. Trauma Informed Care training is scheduled for the morning session. The community will be invited to onsite training at CAHSD in the afternoon. The Board is invited to attend. • On the morning of October 10th, the training will have a clinical focus. 	
Report from Chairman			
Board Policy Review by Direct Inspection/Board Business			
Policy Review Assignment	Denise Dugas	<p>Denise Dugas reviewed the Financial Planning & Budgeting Policy and recommended the following revisions:</p> <ul style="list-style-type: none"> • #4: Add the following: The Executive Director shall not fail to advise the Board of any shortfalls or needed changes to the budget. 	Financial Planning & Budgeting Policy will be added to the October Agenda.
Financial Conditions & Activities	Gary Spillman	<ul style="list-style-type: none"> • The Board members reviewed the Financial Conditions & Activities Policy. • The supporting attachments were reviewed. C. Nacoste explained the Major Category Funding report. • Sandi Record made a motion to approve the Financial Conditions & Activities Policy without changes. The motion was seconded by Amy Betts. There were no objections and the motion passed. 	

Ends	Dr. Kasofsky	<ul style="list-style-type: none"> Dr. Kasofsky stated that no action was required for Ends. She explained the purpose of the Ends Policy and the changes that have been made: (1) CAHSD has opened admission criteria. (2) Service boundaries: Medicare and Medicaid residency criteria cannot be restricted. CAHSD can hold to the boundaries for indigent clients because there are districts throughout Louisiana to provide services to the indigent. 	The Ends Policy will be included on the October Board Agenda
Global Governance Commitment	Mr. Spillman	<ul style="list-style-type: none"> The Global Governance Commitment Policy was reviewed by the Board members. There were no recommendations for change. Becky Katz made a motion to approve the policy without revisions. Barbara Wilson seconded the motion. There were no objections and the motion passed. 	
Governance Style	Mr. Spillman	<ul style="list-style-type: none"> The Global Governance Style Policy was reviewed by the Board members. There were no recommendations for change. Barbara Wilson made a motion to approve the policy without revisions. Amy Betts seconded the motion. There were no objections and the motion passed. 	
Board Job Description	Mr. Spillman	<ul style="list-style-type: none"> The Board Job Description was reviewed by the Board members. There were no recommendations for change. Christy Burnett made a motion to approve the policy without revisions. Kristen Saucier seconded the motion. There were no objections and the motion passed. 	
Operations Policy on Non-appropriated Funds	Dr. Kasofsky C. Nacoste	<ul style="list-style-type: none"> C. Nacoste explained the proposed language changes to this policy relating to the bank deposit of private insurance and Medicaid funds. The Board members recommended additional revisions to the Non-Appropriated Funds Policy as follows: <ul style="list-style-type: none"> ➤ Page 2, Non-Appropriated Funds, II, B. Five lines down - Delete: <i>“Programs anticipated being less than \$10,000 will require the approval of the Board of Directors prior to exceeding the \$10,000 threshold.”</i> This is covered elsewhere in the policy and removing it does not change the intent of the policy. ➤ Four lines down – Add: ... multiple requests <i>“for a single program”</i> are not approved. 	C. Nacoste will revise the Agency/Board Non Appropriated policies to reflect revisions. The Non-appropriated Funds Policy will be on the October Agenda.
Policy Review Assignment	Mr. Spillman	<ul style="list-style-type: none"> Financial Planning & Activities review assigned to Stephanie Manson. 	Stephanie Manson will review this policy for the next meeting.
Community Participation		<ul style="list-style-type: none"> There was no community participation. Christy Burnett made the motion to adjourn. 	
Next Meeting	Vickie King	The next meeting is October 6, 2014 at CAHSD @ 3:00p.m. @ 4615 Government Street, Building 2, Baton Rouge, LA in Conference Room 205.	