



**Acadiana Area Human Services District-Board Meeting Minutes**

**Tyler Mental Health**

**October 28, 2013**

**Members Present:** Georgie Blanchard (St. Martin Parish); Claire Daly (Governor Appointment/Iberia Parish); Robert Eastin (Evangeline Parish); Mary Neiheisel (Lafayette Parish); John Pitre (Governor Appointment/Evangeline Parish); George Pourciau (Acadia Parish); Janise Hardy (Vermilion Parish)

**Members Absent:** Kay Marcel (Iberia Parish) - notified of absence; Patricia LaBrosse (Governor Appointment/Lafayette Parish)- notified of absence; Amy Theobald (St. Landry Parish);

**Employees:** Brad Farmer, Executive Director; Jennifer Sonnier, Administrative Assistant

**Others:** Russell Semon, OBH/DHH Liaison

Agenda Item	Discussion	Action
Call to Order		Call to order by Dr. Mary Neiheisel, Chair at 6:15 p.m.
Roll Call	7 board members personally present.	
Quorum	7 board members personally present.	Quorum announced by secretary.
Approval of September 23, 2013, Minutes	Robert Eastin/George Pourciau, Jr. moved/ seconded approval of September 23, 2013, minutes as submitted.	Minutes approved as submitted. No corrections
Solicit Public Comment Requests	None	
Agenda Calendar Items a. Executive Limits  i. Compensation and Benefits (pg 14)	i. EL – Compensation & Benefits policy was reviewed by board members.  Brad Farmer, ED handed out and discussed the OGB Strategic Plan Executive Summary which we follow that states OGB is authorized by statute to provide health, accidental benefits, life insurance, and a Flexible Benefits Plan to employees.  Employees were notified by email that October is Annual	

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	<p>Open Enrollment month in which employees have the option to review and make benefit changes to the 2014 January – December calendar year.</p> <p>Georgie Blanchard asked if employees have access to the insurance site and Policy and Procedures manual. Mr. Farmer discussed that we have the P&amp;P hardcopy manuals at each facility location and will be available on the AAHSD website. Insurance benefit options are available on the OGB website.</p> <p>Janise Hardy asked when can employees apply for insurance benefits. They can apply anytime there is a qualifying event during the year, Annual Open Enrollment and within 30 days of new hire.</p> <p>Employee turnovers are discussed monthly at the AAHSD senior management meetings with our Human Resource Department. A list of vacancies (funded and unfunded) is provided to the managers who then make recommendations of which positions should be filled in regards to budgetary cuts.</p> <p>John Pitre, Vice Chair, recommended that AAHSD make available a list of staff turnovers so it can be reviewed at any time upon request from the board. The list should include how many people have left the agency, employee retirement, and their reason for leaving. All Employees complete an exit interview form within our HR Department when leaving the agency.</p>	
	<p>Business cards and stationary are being printed for all staff with the AAHSD logo along with Employee Identification Badges and standard Email Signature notifications to represent the agency.</p> <p>Claire Daly questioned the reason for the change from the DHH status to AAHSD and does this change affect the employees pay and compensation. There are no changes as we follow DHH guidelines.</p> <p>Janise Hardy asked if all of our employees are civil service employees? Brad Farmer responded that we are not DHH employees, but we are civil service employees.</p>	

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<p>b. Board-Executive Director Linkage</p> <p>i. Global Linkage (pg 25)</p> <p>ii. Collect Comments on ED performance (pg 29)</p> <p>c. Governance Process</p>	<p>Janise Hardy/Claire Day moved/seconded that Board is in compliance.</p> <p>i. Global Board-Executive Director Linkage policy was reviewed.</p> <p>Brad Farmer, ED, discussed and provided copies of the AAHSD Policy 1.1 Leadership Structure &amp; Responsibilities and page 17 of 23 of the ACT 373 which talks about employee participation for board review.</p> <p>The State is creating a behavioral health license (showed draft) that has not gone through the legislative process yet, but the draft was for all agencies in the state and not specific to the LGE.</p> <p>George Pourciau, Jr./John Pitre moved/seconded the Board is in compliance.</p> <p>ii. Monitoring Executive Director Performance policy was reviewed in which Mary Neiheisel, Chair, asked for board members response to her email regarding this issue. The responses need to be turned in at least 10 days before the next meeting.</p> <p>George Pourciau asked for clarification of the difference from the executive session and closed session. In an executive session, you can discuss, but cannot make a voting decision in session.</p> <p>i. Board Committee Principles policy discussed.</p>	<p>Motion passed without objection.</p> <p>Motion passed without objection.</p>
<p>i. Board Committee Principles (pg 23)</p> <p>ii. Convene Noniminating Cmte –</p>	<p>The board does not need to vote on or review, but to be aware that the board may appoint committees, taskforces, or workgroups as needed to carry out the Ends of the District.</p> <p>Mary Neiheisel, Chair, appointed, George Pourciau, Jr, as chair of the nominating committee with Rob Eastin and Kay Marcel as committee members.</p> <p>Nominating ballots will be distributed to the board for election at the November meeting and the voting will be at the December meeting. In the ACT 373 it states the</p>	

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<p>Bylaws: Article IV, 2)a)</p>	<p>District has a treasurer. The duties of the Treasurer, as listed in bylaws will be placed on next month's agenda for discussion.</p> <p>The Ballot for Election of Officers will be voted on at the December meeting and new officers will take office in January, 2014.</p>	
<p>Unfinished Business</p> <p>a. LGE Board Governance Checklist</p> <p>b. Policy Governance Training</p> <p>c. LGE Phase III Assessment</p>	<p>a. LGE Board Governance Checklist was returned with only 5 board members responding . Some members submitted their responses directly to Russell Semon with DHH; however, all checklists will be forwarded to Mary Neiheisel, Board Chair for review.</p> <p>b. Board Policy Governance Training was discussed. Since the majority of Board Members are available for training on November 15, 2013 arrangements will be made with the designated trainer, David Britt.</p> <p>c. Brad Farmer, ED, gave a Phase III Assessment update to the board. We have policies and bylaws required for the Phase and working on the training to further determine our ENDS statements. (Ex. How are we impacting the public and what is AAHSD's purpose?) Once we have completed the board training, reviewed all of our bylaws and governance policies, we can then move to request our Phase III assessment.</p> <p>Russell Semon, DHH, added that the Phase II assessment checklist is similar to the Phase III assessment checklist. He will review the requirements of the Phase III assessment to make sure we are in compliance and request when applicable.</p>	
<p>New Business</p> <p>a. Facility tour – Developmental Disabilities section</p>	<p>Board members toured the DD section of the AAHSD facility and discussed the benefit of this process and the progression of the ED and staff.</p>	
<p>Comments from the Executive Director</p>	<p>October 1 was the effective date of the Affordable Care Act. As an employer, we are tied in with the Office of</p>	

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	<p>Group Benefits (OGB) office; therefore, we are not hugely impacted by this Act. Our Human Resources Director has been keeping abreast of the changes and will forward AAHSD staff as they become available.</p> <p>The Extra Mile held a Community Forum at our facility which included senators, state representatives, DHH Secretary Kathy Kliebert, Assist. Sec., Dr. Tony Speier, providers and school districts to address to the legislators on the issues in gaps of services, since the takeover of Magallen. Linda Boudreaux, Director of the Extra Mile, has scheduled another forum at this facility next month. We are requested to obtain the community response/forum minutes and will forward that information to the board members. The registration for the Forum is limited; however, we will see if it is open to board members and advise.</p> <p>The movement of the Developmental Disabilities office into the Tyler building cut agency costs which are now being shifted to providing services to consumers and the employment of staff to provide those services.</p> <p>Tomorrow the agency is celebrating Recovery Day. It is Red Ribbon Week and the agency is providing a safe/fun day with games and activities for the clients from 12:00pm – 8:00pm.</p>	
	<p>Families Helping Families (FHF) mentioned the move of our DD office in their quarterly newsletter which is supported by AAHSD through contract.</p> <p>One of our employee's in the Children's Services Department was mentioned in Lifestyle magazine. (Article circulated)</p> <p>ARC of Acadiana had an Open House recently which our ED attended. The facility is located on Eraste Landry Road near AAHSD.</p>	

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	<p>Our agency needs to continue working to place our name before the public and indicate the services we are providing. Comments were made by another organization that DHH represents the indigent population.</p>	
<p>Comments from Chair</p>	<p>Mary Neiheisel stated that Board members need to place our name in the community. She has distributed the powerpoint from Brad Farmer, ED and received good comments.</p> <p>On October 19<sup>th</sup>, 2013, The Commission on the Needs of Women and Faith House had a WALK protesting domestic violence. Several vendors were in attendance sharing material and asking questions about our agency.</p> <p>Board Members are encouraged to spread the word about the AAHSD Board.</p>	
<p>Date and location of Next Meeting</p>	<p>The November Meeting was previously discussed and decided at the last meeting.</p>	<p>No action Taken.</p> <p>Date and Time: November 18, 2013, 6:15 p.m. Location : New Iberia Behavioral Health Clinic 611 West Admiral Doyle Drive New Iberia, LA 70560 337-373-0002</p>
	<p>December Meeting was discussed due to the holidays. The 4<sup>th</sup> Monday in December is Monday, December 23, 2013. John Pitre, Vice Chair, suggested moving the date of the December meeting to December 16, 2013.</p> <p>Mary Neiheisel, Chair, scheduled the meeting for December 16.</p>	
<p>Adjournment</p>	<p>John Pitre/George Pourciau, Jr. moved/seconded adjournment of meeting.</p>	<p>Meeting adjourned at 7:31pm.</p>

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Submitted by Secretary		Jennifer Sonnier Admin Assistant AAHSD  Secretary, AAHSDB