



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

**Dr. Joseph Henry Tyler Mental Health – Special Meeting**

**November 12, 2012**

**Members Present:** Georgie Blanchard, (St. Martin Parish); Claude Devillier, (St. Landry Parish); Gwen Klorer, (Vermillion Parish); Patricia LaBrosse, (Lafayette Parish); Kay Marcel, (Iberia Parish); Mary Neiheisel, (Lafayette Parish), John Pitre, (Evangeline Parish)

**Members Absent:** Charles Labbe, (Acadia Parish); George McHugh, (St. Martin Parish); Bryan Vidrine (Evangeline Parish)

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

**Others:** Russell Semon (DHH) – via Video Conference

Agenda Item	Discussion	Action
Call to Order		John Pitre, Vice Chair, at 6:22 p.m.
Roll Call	<u>7</u> board members personally present.	
Quorum	<u>7</u> board members personally present.	Quorum announced by Vice Chair.
Agenda/Amendments	Brad Farmer presented for board discussion a letter to DHH and Bruce Greenstein from the Board requesting a follow-up visit for the LGE Readiness Assessment Criteria relating to the Board Review of Governance Policy.	Discussion of letter.
Board Membership-terms and recruitment	<p>J. Pitre reviewed a list of board members, terms and reappointment dates. Board previously discussed setting appointment dates for all board members to April 26, 2010, as the date the bylaws were approved.</p> <p>Brad Farmer mentioned January 2010 as the date bylaws were adopted and the Board discussion was to use that date. Since not sure of the date to use for appointments need to revisit and continue to research.</p> <p>K. Marcel stated she received a letter from the respective parish office when originally appointed and suggested getting and using that document. However, not everyone received letters.</p> <p>J. Pitre mentioned that each board member needs to contact their parish offices to check their records of appointment dates, etc.</p> <p>R. Semon stated documentation of appointments from the parishes would help. R. Semon added the initial term of office for board members from the first two parishes alphabetically shall be one year. The initial term for board members from the second two parishes alphabetically shall be 2 years. The initial terms for all other board members shall be 3 years. All subsequent appointees shall serve a term of 3 years. No board member shall serve more than two three year terms. The governor appointees are three year terms and there are no initial terms of one or two years.</p> <p>Further discussion by J. Pitre determined only term presently not current is M. Neiheisel.</p> <p>Board continued discussion of when they thought they were appointed.</p> <p>Recruitment Purposes:</p>	

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	<p>R. Semon stated Recruitment needs to be a policy. The board is responsible for recruitment efforts. It would fall under the Governance Process and suggested that a Board Recruitment Policy be brought to the board at the next meeting.</p> <p>Board needs to request replacement of board members and will send a letter to the Boards and Commissions, Holly Robinson, regarding reappointment and/or replacements that are due.</p> <p>G. Klorer/C. DeVillier moved/seconded to have a member volunteer to write a policy for board member recruitment and replacement. J. Pitre and C. DeVillier will write the policy and submit at next board meeting.</p>	<p>Motion approved.</p>
Board review of Governance Policies	Review of governance policies from December – March Report Month continued. Review was done and changes will be reflected in Governance Policies.	
Public Comments	None.	
Other:	<p>Kay Marcel announced that Mr. McHugh appointed a nominating committee. Brad stated the nominations are Charles Labbe, Claude Devillier, and Kay Marcel.</p> <p>J. Pitre requested that ballots should be ready and presented at the December meeting.</p> <p>John Pitre, Vice Chair read letter to Bruce Greenstein requesting review of agency for Phase II Assessment.</p> <p>R. Semon suggested asking for an extension as we cannot get it in the month of December. He reminded the members that until the board has strategic plan (ENDS) it will be a deficiency. The Board needs to define owners (juror, community at large, etc.)</p> <p>Russell Semon reminded board Phase I assessment was incomplete; therefore, we will have problems in Phase II if not corrected. Current ENDS statement is not complete yet and should be before we request a review.</p> <p>K. Marcel mentioned Outreach component/Public forum. Brad mentioned will look at meeting place in the area to hold forum.</p>	
Comments from the Vice Chair	Mr. Pitre, Vice Chair, thanked all in attendance.	
Date and location of Next Meeting		<p>November 26, 2012 @6:15p.m. Location: Dr. Joseph Henry Tyler Mental Health Center – 302 Dulles Drive, Auditorium 2, Lafayette, LA</p>
Adjournment	Mary Neiheisel/Patricia LaBrosse moved/seconded adjournment of meeting.	Motion carried and Meeting adjourned at 8:03 p.m.
Submitted by Secretary		<p><i>Mary S. Neiheisel</i> Secretary, AAHSDB</p>