



Acadiana Area Human Services District-Board Meeting Minutes

Tyler Mental Health-302 Dulles Drive-Auditorium 2

August 27, 2012

Members Present: Gwen Klorer, (Vermilion Parish); Charles Labbe, (Acadia Parish); Patricia LaBrosse, (Lafayette Parish); George McHugh, (St. Martin Parish); Mary Neiheisel, (Lafayette Parish) John Pitre, (Evangeline Parish),

Members Absent: Georgia Blanchard (St. Martin Parish), Claude Devillier, (St. Landry Parish), Kay Marcel (Iberia Parish), Bryan Vidrine (Evangeline Parish)

Employees: Brad Farmer, Executive Director; Daniel Leger, CFO; Jennifer Stelly, HR Specialist; Richard Landry, Medical Certification Manager; Jennifer Sonnier, Administrative Assistant

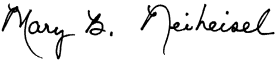
Others: Russell Semon, (DHH)

Agenda Item	Discussion	Action
Call to Order		George McHugh, Chair, at 6:15 p.m.
Roll Call	6 board members personally present.	
Quorum	6 board members personally present	Quorum announced by secretary.
Agenda/Amendments	Mr. McHugh, Chair, asked for additional agenda items. No other items added to agenda.	Agenda approved.
Introduction of Guests	Jennifer Sonnier, Administrative Assistant, appointed August 13, 2012. Jennifer Stelly, Russell Semon, Richard Landry also present.	Welcomed by Chair and Board members.
Minutes of July 23, 2012	Gwen Klorer/Patricia LaBrosse moved/seconded approval of minutes of July 23, 2012.	Minutes approved.
Executive Director report – Brad Farmer, ED	Mr. Farmer reported: <ol style="list-style-type: none"> 1. Implementation of the Agenda Calendar 2. No formal report has been received regarding the Phase II assessment, still waiting on signatures. 3. Hurricane Isaac is being watched, no announcements or notification of Emergency Closures in our area. OPH takes the lead when responding to emergency situations. Our staff has been alerted and is following current procedures. 	
Board Action Bylaws	Mr. McHugh obtained information regarding Governance Policy and appointed an Ad hoc Committee to review the proposed calendar to ensure compliance with our governing policy and decide on adjustments/changes. The Ad hoc Committee members are: John Pitre, Gwen Klorer, Patricia LaBrosse, Claude Devillier, Kay Marcel and Brad	Requests to review Recommendations/changes discussed at next meeting.

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	Farmer. If changes are made to calendar, Bylaws would need amending.	
Meeting Schedule	<p>The agenda is not the responsibility of the ED, but the ED may ask for agenda items as stated by Mr. Semon.</p> <p>John Pitre/Charles Labbe moved/seconded that future meetings should be a maximum of one hour and fifteen minutes.</p>	Motion passed.
Agenda Calendar	<p>Mr. Farmer asked Board to adopt Agenda Calendar and use as guideline to develop own specific to AAHSD. He attended Board Meeting at Capitol Area – they follow the agency calendar and meetings are conducted accurately and timely.</p> <p>Discussion regarding the need for each board member to review and understand policies. The consensus was that Governance Manual, Policies, and Bylaws should be reviewed by the Board as a whole.</p> <p>Gwen Klorer/Patricia LaBrosse moved/seconded to dissolve the Ad hoc committee appointed earlier in meeting.</p> <p>John Pitre/Gwen Klorer moved/seconded that each and every board member will review Policies and Agenda calendar by the September 24 meeting and the discussion at the September meeting will be during the board meeting by all members. Discussion will be limited to one hour and fifteen minutes.</p>	<p>Motion passed.</p> <p>Motion passed</p>
Comments from Mr. Semon	<p>Mr. Semon provided handouts for Board members – Reviewed Policy Governance and Board Responsibility, Importance of following an agency calendar, content of Board meetings and documentation, setting Executive Limits (The need for evaluation of Executive Director).</p> <p>ED reports any agency operations to the Board, therefore, agency managers are not required to speak at board meetings.</p>	
Other:	<p>Mr. McHugh mentioned needing Escrow Account, if so will need our own tax # in the future.</p> <p>Discussed with board and Mr. Semon using consent agendas for board meetings. Positive comments made by Patricia LaBrosse, Mary Neiheisel, Russell Semon, and Brad Farmer.</p> <p>Mr. McHugh discussed the need for development of a webpage for AAHSD.</p> <p>Discussion regarding the need to identify advisory</p>	

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	groups.	
Next meeting agenda items	Gwen Klorer/John Pitre moved/seconded reviewing the Governance Policy/Bylaws/Agenda Calendar items and spending no more than 5 minutes per policy discussion. Goal is to review in three month increments per meeting.	Motion carried.
Date and location of Next Meeting		September 24, 2012 6:15p.m. Location: Tyler Mental Health Center – 302 Dulles Drive. Auditorium 2.
Adjournment	Patricia LaBrosse/Mary Neiheisel moved/seconded adjournment of meeting.	Meeting adjourned at 7:18 p.m.
Submitted by Secretary		 Secretary, AAHSDB