## Capital Area Human Services District Board Meeting Monday, April 2, 2012

Directors Present: Kay Andrews, Christy Burnett, Barbara Wilson, Dana Carpenter, Ph.D., Gail Hurst, Kathy D'Abor, Amy Betts

Directors Absent: Kay Long Sandi Record, Rev. Louis Askins, Victoria King, Becky Katz, Jermaine Watson, Wayne Delapasse, Gary Spillman, Tandra

Davidson

CAHSD Executive Staff Members: Jan Kasofsky, Ph.D., Executive Director, Carol Nacoste, Deputy Director

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of Agenda Approval of March 5, 2012 Minutes	Jermaine Watson, Chairman	The Board was unable to approve the minutes due to lack of a quorum. The minutes will be reviewed and approved at the May 7, 2012 meeting of the Board. Due to the lack of quorum, only non-action items will be discussed.  The meeting was called to order at 3:06pm by Christy Burnett, Vice, Chairman.	Add the March 5, 2012 minutes to Consent Agenda for May 7, 2012 meeting.
Reports from Executive	Director		
Reports from Executive Director	Dr. Kasofsky	Dr. Kasofsky introduced Stephen Wright, attorney, who works for the Deputy Secretary over the programmatic offices over OCDD, OAS, and OBH. S. Wright explained that his primary role is working with the Districts, Authorities and their liaisons. He stated that while he works closely with CAHSD and is always a resource for Dr. Kasofsky, he is also a resource for the Board. He explained the Office is working very closely with the new Districts as they transition in. He encouraged the Board members to contact him at the Office for transition updates or any other issues. S. Wright stated there are currently 5 Districts up and going with Acadiana about to start with the FY13 Budget. Dr. Kasofsky stated that the Acadiana Executive Director has already begun to attend meetings and has managed care experience to share with the other Executive Directors.	
Healthcare Journal of Baton Rouge		Dr. Kasofsky asked the Board members to look behind Tab #2. The Healthcare Journal of Baton Rouge contains an article that Dr. Kasofsky would like the Board members to be aware of which relates to interviews with different people within the Department of Health and Hospitals, including Dr. Kasofsky, and about the SMO. Since the article was published, implementation began on March 1 <sup>st</sup> . Dr. Kasofsky stated she calls it "pre-implementation" because of the issues with getting everything working. She stated that CAHSD implementation is at week 5 and we are on the cusp of the Electronic Health Record working. Dr. Kasofsky stated it has been a stressful few weeks for staff.	

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Prevention Ad on Underage Drinking	PERSON Dr. Kasofsky	The Board reviewed the underage drinking advertisement. This is part of a CAHSD Prevention Division initiative. A week ago this past Sunday there was a full page ad in which CAHSD and East Baton Rouge provided education regarding underage drinking (for example, prom season type drinking) and also provided information regarding legal issues pertaining to citizens providing alcohol for anyone under 21 in their own home. Research indicates that the earlier a child begins using alcohol, the higher the risk because the judgment of a child is much poorer than for an adult. Dr. Kasofsky stated that the CAHSD Prevention Division also has postings in the local RAVE movie theatre. S. Wright stated that he saw the ad and thinks it is very effective.	
The Mayor's Healthy BR Initiative		Dr. Kasofsky stated that she is chairing the Committee on Mental Health which is part of the Mayor's Healthy Baton Rouge Initiative. She has already met with the person overseeing the Committee and has laid out her strategy. She informed the Board that there is another group looking at emergency room use and she will be coordinating the work being done regarding the MHERE with them.	
EBR and Iberville Chamber of Commerce Presentations		Dr. Kasofsky stated that she was recently a guest speaker at the East Baton Rouge Chamber regarding healthcare. Dr. Kasofsky stated that speaking at the local Parish Chamber Leadership programs is a great vehicle to recruit new board members.	
Physician Job Announcement		Dr. Kasofsky announced that G. Heintz, MD has accepted a teaching position at OLOL in their residency program. The physician job announcement was reviewed and discussed. Dr. Kasofsky stated that the ad was sent out via email to all physicians in the State that belong to the Louisiana Psychiatric Association and will be posted at their May meeting. She stated that CAHSD is advertising for the position in three psychiatric journals, and the Times Picayune and The Advocate on the first Sunday of the month. G. Heintz's last day is on April 4 <sup>th</sup> . Dr. Kasofsky is unhappy about the short notice provided by Dr. Heintz but stated that he has been a wonderful medical director/staff psychiatrist and is leaving on good terms. Dr. Kasofsky is actively recruiting. It is difficult anytime a top leadership position is vacated in the middle of a transition, it sends a terrible message to staff which is basically "I'm getting out before this comes in." A CAHSD staff psychiatrist, Aniedi Udofa, MD, will serve as Interim Director. She will be detailed with the medical director salary.	

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Underage Drinking Announcement	Dr. Kasofsky	The underage drinking announcement and table of parish meetings in TAB 2 was reviewed and discussed. CAHSD Prevention Staff are the hosts of these meetings and will send an invitation letter.  Dr. Kasofsky and C. Nacoste will be attending the National Council Meeting on 4/13-17 <sup>th</sup> so it may be difficult for Dr. Kasofsky to make the first meeting which is in Pointe Coupee on the 18 <sup>th</sup> .	
The Advocate MHERE Article		Dr. Kasofsky led discussion regarding The Advocate MHERE article. She provided the background information relating to the LSU MHERE cuts. The MHERE has been successful because it has been a community wide program and connects people to community services to prevent, respond to, and resolve crises. Dr. Kasofsky shared that the decision to close beds has a huge impact on the local emergency rooms, police and anyone else who becomes a first responder with a mental health crisis, and LSU should have had input from other agencies.  Dr. Kasofsky stated that there was a comment regarding the budget in the article that may have been attributed to her that was inaccurate. She explained that she immediately contacted Stephen Wright, Kathy Kliebert, and Tony Speier to let them know she had not been questioned about the budget cuts or made any budget comments. The article noted that the \$700,000 program opening 20+ MHERE beds could have saved the State 22 million dollars a year. Stephen Wright stated that Dr. Kasofsky came to DHH months ago wanting to work on a transition from EKL regarding the MHERE and they were very supportive. He stated that DHH recognizes this is a local initiative; therefore it has to be community driven. DHH can provide support and can do networking with the private hospitals. DHH is trying to create relationships so this won't happen again. Dr. Kasofsky clarified statistics in the article. The article stated that the rate of hospitalizations decreased 32 percent with the MHERE but it actually decreased by 58 percent.	Dr. Kasofsky will make every effort to attend the meetings. K. Bray to send reminders to members for each parish meeting.
Physician Coverage: Tele-health Expansion	Dr. Kasofsky	Dr. Kasofsky informed the Board that Tele-health (use of a high resolution television screen/computer and linked with a certified, Louisiana licensed physician in a remote location) was added in the children's clinic downstairs a year ago. She explained the process & set up. Dr. Dalton is utilized one day a week through Tele-health. The show rate for Tele-health is good. A social worker or nurse is always present in the room with the client. CAHSD has purchased Poly-com Tele-health systems for our three large	

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Physician Coverage: Tele-health Expansion		MH/AD clinics (CABH, MDMHC, and GMHC). Dr. Kasofsky stated that she has identified a company in Texas that has physicians on contract to provide the Tele-health service to add to the 3 adult clinics. In July, Dr. Dalton will have another Tele-health day added with Tulane residents. This is a billable service. Tele-health physicians will be able to chart remotely in the electronic health record. Still looking at technology for satellites. Dr. Kasofsky stated that this is not a way to replace face to face contacts but to add doctor coverage.	
EMR: Clinical Advisor	Dr. Kasofsky	Dr. Kasofsky reminded the Board that Clinical Advisor is the Magellan electronic health record CAHSD is required to use. Only 90% of the Medicaid clients have been added to the system to date. Staff are adding demographics.	
CARF Accreditation: Policy Governance Presentation	Karen Collier Dr. Kasofsky	Karen Collier provided a CARF progress update prior to the Policy Governance slide presentation. She stated that good progress is being made, all policies are written. Preparation for the CARF Survey is transitioning from the development of policies, procedures and operations manuals to meet CARF standards to implementation of many new areas required by CARF. Processes have been implemented to develop the 6 month track record of applying many of the new policies to meet CARF standards. CAHSD staff is being trained according to the policies and processes and most will have a total of about 30 hours of training. She stated that Governance and Bylaw training of the Board is very important to the CARF survey.	
CARF Accreditation: Policy Governance Presentation	Dr. Kasofsky	A handout of the Policy Governance presentation was distributed to the Board members. Prior to the presentation, Dr. Kasofsky explained that she and Kay Andrews wanted to better understand the Carver Model of Policy Governance and worked together to create the Policy Governance Presentation. The slides were reviewed and discussed. The following four categories of policies were explained: ENDS, Executive Limitations, Governance Process, and Board Executive Linkages. Tasks of the Board are to define the (1) business mission (2) service mission (3) board goals and (4) developing and monitoring policies (5) making clear expectations of the Executive Director and (6) reviewing business integrity according to the policy directives. There was discussion regarding Board oversight and responsibilities. The Board's role is to represent their stakeholders, to provide oversight and direction of the resources to achieve the goals, and the activities are directed at appropriate targets. The Board is an owner, following the rules and focusing on the big items.	Follow up on Global Ends at the next meeting.

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MHERE Discussions	Dr. Kasofsky	Dr. Kasofsky announced that DHH has recently advised her that the Baton Rouge General (BRG) is interested in providing the emergency room linkage for the MHERE to continue even after EKL closes. Dr. Kasofsky has currently met with BRG several times and has a meeting this week with a BRG behavioral health representative who may be appointed to be a CAHSD board member this year. DHH is very supportive.	Need to keep Board updated.
Board Membership status: Pointe Coupee, WBR, EBR	Dr. Kasofsky	Dr. Kasofsky stated that the Pointe Coupee Parish President has been very active, very frustrated with the year long delay. Dr. Kasofsky stated that Sarah Olcott has been their contact and unresponsive for the past year but has recently delegated to Holly Robinson. Things are finally moving. Six names were submitted for the three vacancies in EBR. Dr. Kasofsky stated that she has talked with all six nominees and has discussed all six with Holly Robinson. Of the six, one is from OLOL and one is from BRG. Neither would be a conflict because no money is being exchanged. Dr. Kasofsky stated that she has talked with one of the two nominees submitted by West Baton Rouge. Jermaine Watson has requested to stay on the Board representing EBR Parish. Dr. Kasofsky and the EBR Parish are supportive of his request.  There was discussion regarding Board skyping and physical attendance of members. It was determined in previous legal research that skyping is not an option for Board members. Verbiage would need to be added to the bylaws relating to physical attendance and skyping.	
Reports from the Chairi	man		
TAB #4 Compensation & Benefits Policy Board Committee Principles Policy	Vice Chair	Compensation and Benefits Policy  Board Committee Principles Policy (Direct Inspection)	Action Tabled due to lack of quorum.  Action Tabled due to lack of quorum.
Convene Nominating Committee		Convene Nominating Committee – There was discussion regarding whether or not a nominating committee could be named. Dr. Carpenter stated that the Chair can name a nominating committee and it doesn't require a vote if the Committee accepts. C. Burnett, Vice Chair, named the following Nominating Committee members: C. Burnett, S. Record, J. Watson, B. Wilson, & Dr. Carpenter.	The Nominating Committee will meet at 2:00pm in Room 200 prior to next regularly scheduled Board meeting on May 7, 2012.

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Bylaw Review: Quorum		K. Andrews presented the bylaw definition of a quorum. She read the following amended definition which was reviewed by the CAHSD attorney: "A quorum shall be required to conduct the official business of the District. A quorum shall consist of a majority of the appointed board members who have not tendered a written resignation to the District or to his or her local governing authority."	Action Tabled due to lack of quorum.
Board Resolution			
		Dr. Kasofsky explained that a resolution is needed that makes her the sole signature on certain contracts. She stated that CAHSD has a grant coming through the Federal Government and the grant only lists Dr. Kasofsky for CAHSD. Because it lists only Dr. Kasofsky, DOA doesn't accept the fact that the resolution currently in place states that she and C. Nacoste co-sign.	Action Tabled due to lack of quorum.
		The grant cannot be processed without a resolution that makes Dr. Kasofsky sole signature on certain contracts. Office of Contractual Review is waiting	Add all tabled items to Consent
		on this resolution before approving the contract for the Department of Corrections. At this point, Department of Corrections does not have a contract in place with CAHSD.	Agenda for May7, 2012 meeting.
		Following Board discussion and within policy guidelines, a decision was made to call an Emergency Board meeting on Wednesday, April 4 <sup>th</sup> at 1:30pm. Dr. Kasofsky reminded the Board members that they are reimbursed for mileage if they complete the appropriate paperwork. Kathy D'Abor stated that she will not be able to attend the next regular Board meeting.	Hold an Emergency Board Meeting on April 4 <sup>th</sup> @ 1:30pm
Policy Review: Pended		No Discussion	
Next Meeting		An Emergency Board Meeting will be held on April 4 <sup>th</sup> @ 1:30pm, 4615 Government Street, Building 2, Room 200. The next regular Board meeting will be held on May 7 <sup>th</sup> at 3:00 p.m. at 4615 Government Street, Building 2, Room 200.	