

**Capital Area Human Services District Board Meeting
Monday, October 1, 2012**

Directors Present: Christy Burnett, Chair, Dana Carpenter, Ph.D., Gail Hurst, Vice Chair, Sandi Record, Amy Betts, Kathy D'Abor, Kay Andrews, Becky Katz, Rev. Louis Askins, Barbara Wilson, Denise Dugas, Jermaine Watson, Stephanie Manson and Kristen Saucier

Directors Absent: Gary Spillman and Victoria King

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

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Orientation of members to the type of CAHSD Board	Dr. Kasofsky	<p>At 2:15pm Dr. Kasofsky welcomed each of the members present. Three new board members, Stephanie Manson, Denise Dugas, and Kristen Saucier were introduced as well as the following Board members: Sandi Record, Gail Hurst, Becky Katz, and Christy Burnett, Chair.</p> <p>Dr. Kasofsky stated that she would be presenting a brief overview regarding the CAHSD Board as a policy governance board. She explained that a policy governance board governs by outlining what the Executive Director is not allowed to do, which is called limitations. It holds the Executive Director completely accountable for running the Agency.</p> <p>She explained that she is the one employee of the Board and while there may be times that a Board member needs to get in touch with CAHSD staff, please go through her to make the contact.</p> <p>Dr. Kasofsky stated that what is most important about a policy governance board is that you are the conduit to the people's needs in your parish. This is why CAHSD has a Board and why we have been so successful.</p> <p>Each Board member present was provided a Power Point presentation handout regarding Policy Governance for CAHSD Board of Directors and there was discussion of key points in the presentation including the Ends Statement as well as the different types of policies in the policy manual and how the Board meetings are conducted.</p>	

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Approval of October 1, 2012 Consent Agenda Approval of the Minutes for: September 10, 2012	Christy Burnett	Christy Burnett called the meeting to order at 3:03pm. Gail Hurst made a motion to approve the August 6, 2012 minutes and agenda as written. The motion was seconded by Sandi Record. There were no objections and the motion passed.	
Reports from the Executive Director			
Tab 2 Communications	Dr. Kasofsky	Communications Tab 2 attachments were reviewed. Dr. Kasofsky provided a brief overview of the following attachments:	
SAMHSA Region 6 Presentation	Dr. Kasofsky	SAMHSA Region 6 Presentation: Dr. Kasofsky reminded the Board that she and J. Roques were invited to give a presentation to the SAMHSA Region 6 which is Louisiana, Texas, Mississippi, Oklahoma, and Arkansas. The presentation went well. She and Jaime Roques discussed clients, emotional and physical barriers, and financial issues to accessing physical medical care. There were several high level officials from the Federal government.	
Healthcare Journal of Baton Rouge	Dr. Kasofsky	Healthcare Journal of Baton Rouge: Dr. Kasofsky was invited to write a monthly column in their Journal on mental health. She, however, declined because she felt since she is a government employee she would not be able to always be candid.	
Recovery Month Press Release	Dr. Kasofsky	Recovery Month Press Release: A copy of the press release was provided for each Board member. Healthcare Journal of Baton Rouge published the release.	
BH Collaborative Meeting	Dr. Kasofsky	<p>BH Collaborative Meeting Update: Dr. Kasofsky informed the Board that the BH Collaborative Meeting on Friday, September 14th went well. A copy of the agenda was provided to each Board member. About 60 people attended and stated their appreciation for restarting the meetings.</p> <p>V. Gettys was placed at the end of the BH Collaborative meeting to provide technical support on a substance abuse prevention grant. After the collaborative meeting ended, she continued for at least an additional half hour. There are going to be several different applications from this 7 parish region being submitted. The next meeting is scheduled for December 7th. Coordinated System of Care has requested to present. Magellan will be back on the agenda. One topic to be continued is that the inpatient treatment</p>	

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BH Collaborative Meeting	Dr. Kasofsky	units across the State will no longer treat people under 22 years old. Statewide, 18-20 year olds had in the past always been admitted.	
Joint Legislative Budget Committee	Dr. Kasofsky	<p>JLBC: Joint Legislative Budget Committee. Dr. Kasofsky provided a copy of the handout prepared for the JLBC. They are trying to identify money that can easily be cut without impacting services. Everyone has been given a new format and set of questions. C. Nacoste has had to create another slide presentation. C. Nacoste reviewed the handout with the members. She stated that this not a true picture of the entire budget because the Legislature wanted to tease out discretionary and non-discretionary funds. Funds that are earmarked for certain things can't be cut no matter how much money it is. Examples are: state owned building rent, money for retirement systems, group benefit dollars. The Committee wanted to look at dollars not tied to some mandate or piece of legislation they wrote that prohibits them from cutting. This leaves salaries for employees, medications, operating supplies, contracts and thing of this nature. They were only looking at State General Fund dollars. So even though a third of our budget is Federal Block Grant that pays for salaries and supplies, they can't cut the Federal Block Grant monies. They can cut the State General Fund dollars which in turn causes them to lose \$3 in Federal Block Grant for every \$1 they cut in State General Fund. They asked for numbers of State General Fund dollars that they have the discretionary leadership over and could cut. This came to \$18.8 million in our \$32 million budget. Deputy Nacoste broke those dollars out by the number of positions, the number of contracts and the amount of supplies and their use funded by those dollars. Page 5 provides a summary of what our TO (number of positions) is in each division and what those people do by job titles. Each of these positions do very specific jobs. On Page 4, there is a pie chart that gives a broad picture. She explained the \$30k earmarked for traveling is used to provide specific services at a specific location. She pointed out that there is \$744,000 in State General Funds for operating supplies (pens, pencils, paper etc.) and \$620K of those dollars is earmarked for pharmaceuticals for indigent clients (leaving only \$120K to support office supply needs for employees). Administrative cost is about 8% of the entire budget.</p>	
CARF Survey	Dr. Kasofsky	<p>CARF Survey: CAHSD will be surveyed by CARF on November 14, 15, and 16th, Wednesday - Friday. Dr. Kasofsky stated that at this point, it doesn't look as though they will speak with the Board because it is a policy board, not operations.</p>	

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BRAVE	Dr. Kasofsky	<p>BRAVE was created through Hillar Moore’s DA office in East Baton Rouge Parish. It is based on a program that the CAHSD prevention staff brought forward and was given to Hillar Moore. The program focuses on gun violence focused on law enforcements role. A lot of the violence is tied to gang activity and selling drugs. BRAVE is made up of CAHSD, DEA’s Office, Police Chief, Sheriff’s Office, and the faith based community. They are in the process of determining if they will focus on the gang aspect or the open air sales of drugs in the zip code 70805. The program is just getting off the ground and the people involved are impressive. Targeted people will be offered mental health and substance abuse treatment.</p>	
Pointe Coupee Community Health Advisor	Gail Hurst Dr. Kasofsky	<p>Gail Hurst provided an update regarding the program. A program brochure was distributed to the Board members. She stated that she is excited about the program. Dr. Kasofsky stated she thinks it will become a model for all of the rural parishes. The SAMHSA people talked about the Community Health Advisory Program used in other states. Advisors are local people who know the community. They are of the community and they go through training provided by Tulane. We have 4 part-time advisors. V. Gettys is over the technical assistance on an ongoing basis. It is to connect people with existing resources and to help overcome the barriers to treatment. Their main purpose is to provide health education, referral to resources and of support in the home environment along the lines of health promotion and preventive care. They have built on what has been done since 2009 in that parish. They’ve revised the directory of resources. Pointe Coupee General Hospital is one of the co-funders of this project along with CAHSD. This is a nice partnership that community health service workers may be reimbursed in the future through health care reform. The program started September 13th and already has had 19 referrals. They will focus on blood pressure and diabetes along with preventive care and health promotion. There will be several health education events. They’ve done a radio broadcast on a faith based radio station. They are particularly focused on the northern part of the parish. This Parish has embraced this program 100%.</p>	
Family and Youth Service Center	Dr. Kasofsky	<p>The FYSC has been talked about for a long time and finally opened in the School for the Blind. It is a one stop shop for kids with truancy issues and other types of issues in East Baton Rouge Parish. CAHSD provides a social worker onsite one afternoon a week, however we can send people to provide treatment there as needed. The daughter of Kay Andrews is a teacher at the onsite school and is in an administrative role. This year, sixth graders are in</p>	

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Family and Youth Service Center	Dr. Kasofsky	the program, next year it will be sixth and seventh. Every year a grade will be added and the maximum students will be 60 per grade. At full capacity, a maximum of 420 students will be housed there. They are moving them in 20 students at a time. The school is located in the back of the complex and the Family and Youth Service Center is located in the front.	
MHERE Functional Redesign Funding Update	Dr. Kasofsky	<p>The Mental Health Emergency Room Extension Update: Dr. Kasofsky received a call last from Kim Sangari, CEO, EKL. She informed Dr. Kasofsky that EKL would be closing the MHERE on January 1, 2013. Dr. Kasofsky explained what is being drawn up and that it would not be possible to get the plans in place by that time. Kim Sangari went to LSU Leadership and had the date pushed back to June 30, 2013. This is a great relief. Dr. Kasofsky reminded the Board that when the building was installed it was written in the verbiage that the building would belong to CAHSD in the event the MHERE closed. They are in the process of full filling the legal steps to change the building title to CAHSD. She stated that they are looking at a navigator system that may be offered to the hospitals through tele-health to do the disposition to assist the local ER's. The MHERE as a Mobile Team will be an arm of the navigator case management function work to establish a residential crisis stabilization unit that has begun. It will admit people to the ER. There is a license that already exists for the unit. Dr. Kasofsky stated that as of today, she is thinking of about 8-10 beds of a residential crisis for the indigent. Medicaid will pay for Medicaid clients who are admitted to that service in a private setting but they won't pay for the non-Medicaid clients. This will help move people out of the ER quickly and gets them to a place where they can be stabilized or provide a good disposition so that people can be connected to community providers. Dr. Kasofsky is meeting with Jerry Phillips on October 8th and the hospitals on the 10th and will lay the plan on the table and let everyone tear it apart. She is sure they will come up with something that will work. There was discussion as to how to pay. Dr. Kasofsky stated that there is about \$250k in the CAHSD budget to pay for the psychiatrist at the MHERE. No one has talked to CAHSD about taking that money away. If they can work with LINCCA, that money can be cycled through the hospital corporation. It would be a 5:1 match. She is exploring this option.</p>	
Medical Practice Consultant	Dr. Kasofsky	Dr. Kasofsky stated that a copy of the letter sent to CAHSD staff explaining the focus of the consultant is provided as a handout. Due to Clinical Advisor (electronic health record from Magellan) coming on board March 1, we have	

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Medical Practice Consultant	Dr. Kasofsky	<p>to convert to a practice management approach for our billing and collections. Being a governmental agency in the past, funds were simply given to us to provide care for the indigent. Now we need to convert every possible client to be Medicaid eligible to draw those funds as our means of financing. OBH and DOA have reduced our State General Fund dollars by \$4 million dollars and increased our self-generated collections by \$4 million dollars. They have also reduced the reimbursement rate from \$100 to an average of \$33. Finding ourselves in an unstable fiscal situation. We have been told on more than one occasion that we are collecting more money than anyone else in the state, at this time and we have collected less than 1/6 for this fiscal year of what we need in order to stay solvent. The consultant will assist us with improving staff time. There is a two month contract to conduct an assessment of the flow through the CAHSD clinics and billing process. The same contractor did an assessment of Jefferson Parish Human Services and they were able to implement his suggestions immediately.</p>	
CIT Training	Dr. Kasofsky	<p>Crisis Intervention Training (CIT): There are about 26 officers, most from EBR, some from Zachary as well as Ascension Police and Sheriff's offices who are at CAHSD this week for the training. Dr. Kasofsky stated this was our 8th Institute. It is a 40-hour training for law enforcement and it is a big commitment by the different departments attending the 40 hours. The focus is officer and community safety. A training manual was available for Board review. There is a lot of role-playing at the end of the program.</p>	
Staff Annual Meeting Invitation	Dr. Kasofsky	<p>The Employee Relations Committee is hosting an annual meeting on November 30th. The format is that there will be lunch and entertainment by Jay Dardenne with a humorous presentation on the history of Louisiana and there will be certificates of years of service provided to employees. There will be a recognition and celebration of M. Steinkamp's retirement. The Committee wanted to invite the Board. The meeting will begin about noon.</p>	
Board Membership Status	Dr. Kasofsky	<p>Dr. Kasofsky stated that Christy Burnett has officially been confirmed on the Board so the chairperson is "official". There was discussion regarding who had/had not received any contact from the Office of Board and Commissions.</p>	

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Reports from the Chairman			
Governance Policy Review Tab 6	Christy Burnett	<p>Executive Limits: Treatment of Staff. Kay Andrews made a motion to accept the policy as written and it was seconded by Amy Betts.</p> <p>Global Board Director Linkage: The Board’s Sole Official Connection to the Operation of the District, its achievements and conduct, will be through an Executive Director. Sandi Record made a motion to approve the policy as written and it was seconded by Amy Betts.</p> <p>Unity of Control: Amy Betts made a motion to approve as written and seconded by Becky Katz.</p> <p>Accountability of the Executive Director Policy: Gail Hurst made a motion to accept the policy as written and it was seconded by Dr. Carpenter.</p> <p>Delegation to the Executive Director Policy: Barbara Wilson made a motion to accept the policy as written and it was seconded by Jermaine Watson.</p> <p>Recognition for CAHSD staff during Hurricane Isaac was tabled until the next meeting.</p>	The Board will write a letter regarding contribution of CAHSD employees during the response to Hurricane Isaac
Policy Review	Amy Betts	<p>Policy Review Assignment: Financial Planning – Page 7. Amy Betts was assigned this policy and provided the review. Kay Andrews made the motion to accept the policy as written and seconded by Jermaine Watson.</p> <p>Policy Assignment for the Next Meeting: Page 8 – Financial Conditions and Activity. Sandi Record volunteered to review the policy.</p> <p>There was no community participation.</p> <p>The meeting was adjourned.</p>	
Next Meeting	Christy Burnett	The next Board meeting will be held on November 5, 2012 @ 3:00p.m. at 4615 Government Street, Building 2, Baton Rouge, LA in Conference Room 200.	