

**Capital Area Human Services District Board Meeting
Monday, November 7, 2011**

Members Present: Jermaine Watson, Chairperson; Kathy D’Albor; Kay Andrews; Amy Betts; Christy Burnett; Tandra Davison; Gail Hurst; Becky Katz, Vice Chair; Kay Long; Sandi Record; Gary Spillman; and Barbara Wilson

Members Absent: Rev. Louis Askins; Dana Carpenter, Ph.D.; Wayne Delapasse; and Vickie King

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

ITEM	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP TIMELINE
<p>Consent Agenda</p> <ul style="list-style-type: none"> • Approval of Agenda November 7, 2011 • Approval of October 3, 2011 Minutes 	<p>Jermaine Watson Chair</p>	<p>The meeting was called to order at 3:05 p.m. by Jermaine Watson, Chair.</p> <p>Motion for approval of the October 3, 2011 minutes with the consent November agenda made by Gail Hurst, seconded by Barbara Wilson and unanimously carried.</p>	
<p>Reports from Executive Director</p> <ul style="list-style-type: none"> • Communications: The <i>Advocate</i> Articles, Operation Drop Off, Radio Spots 	<p>Dr. Kasofsky</p>	<p>There were two <i>Advocate</i> articles reviewed: one covered CAHSD’s involvement with the ACT and FACT teams; the second covered the SAMHSA Grant and the CAHSD/Department of Corrections MOU.</p> <p>CAHSD supported EBRPD, EBR Sheriff’s Office, and State Police in the National Operation Take Back initiative. Operation Take Back was held on October 29th for law enforcement to provide a safe place for citizens to dispose of expired and unused medications at designated collection sites. CAHSD provided educational material and treatment information about the misuse of prescription drugs at three collection sites.</p> <p>Addiction recovery services referrals have been down over the years despite an expected influx of clients after Katrina. CAHSD administration believes people assume all government funded services are either non-existent or hard to access due to the many cuts so we decided to do an ad campaign to get the word out. Consultant, Rusty Jabour, drafted radio spots that were tested by CAHSD client groups who provided feedback. The drafted spots were not well received by CAHSD clients. Therefore, Mr. Jabour interviewed the clients and used their voices and comments for the spots. Jeff Blackwell produced the two spots that resulted in the theme: REAL People - REAL Talk - REAL Recovery.</p> <p>Dr. Kasofsky, Carol Nacoste, and Rusty Jabour met with Citadel</p>	

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		<p>Broadcasting to discuss partnering with them to air the spots as PSAs.</p> <p>It was very therapeutic for the clients to be included in helping others. CAHSD will produce future spots, one with all women and one with all men.</p>	
<ul style="list-style-type: none"> Managed Care Transitions: EHR, Budgeting, QoL Meds 		<p>The Electronic Health Record training will begin in January. The incentive to implement the package is \$21k/doctor at agreement and, once implemented, \$62k/doctor. This funding will go into escrow.</p> <p>Quality of Life (QOL) will co-locate at CAHSD beginning January or February. This system will save CAHSD \$200,000 annually in administrative and pharmaceutical costs. QOL will pay rent per square foot of space. Medicaid clients will be able to fill prescriptions at CAHSD along with private insurance clients and staff. The system will include Margaret Dumas and Gonzales clinics, satellites, and Patient Assistance Program (PAP). CAHSD will pay the fee for indigent clients.</p>	
<ul style="list-style-type: none"> CIT Institute Update 		<p>The invitation letter for the 7th CIT training was reviewed. The course will be held November 28th through December 2nd.</p>	
<ul style="list-style-type: none"> Budget Matters 		<p>CAHSD 2012 budget requests include: Workload adjustment for DD Division, hiring one psychologist and two community service professionals, and for funding to cover Nurse Family Partnership (NFP) salaries.</p> <p>The workload adjustments justification, supporting documentation was reviewed.</p>	
<ul style="list-style-type: none"> EBR Board Membership Update 		<p>Laverne Aguillard's confirmation is pending.</p>	<p>Dr. Kasofsky will call Rep. Cassidy's office.</p>
<p>Reports from Chair</p> <ul style="list-style-type: none"> Global Executive Constraint Policy 	<p>Jermaine Watson Chair</p>	<p>Motion made to approve the Global Executive Constraint Policy as written by Becky Katz, seconded by Amy Betts and unanimously carried.</p>	
<ul style="list-style-type: none"> Monitoring Executive Director Performance 		<p>Motion made to approve the Monitoring Executive Director Performance Policy as written by Sandi Record, seconded by Barbara Wilson and unanimously carried.</p>	<p>Amy Traylor to send ED Performance form to Board</p>
<ul style="list-style-type: none"> Communications and Support 		<p>Motion made to approve the Communications and Support Policy by Kay Andrews, seconded by Sandi Record and unanimously carried.</p>	

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<ul style="list-style-type: none"> Policy Review Assignment: Unity of Control 	Barbara Wilson	The Board is in compliance with the Unity of Control policy.	
<ul style="list-style-type: none"> December Policy Review Assignment 		The Accountability of Executive Director Policy will be reviewed by Kay Long at the December Board meeting.	
<ul style="list-style-type: none"> Discussion of Holiday Social 		The Board discussed holding a holiday social at 1:00pm prior to the 2:00pm December Board meeting. The cost will be \$12/Board member. EMT members will be invited and will pay \$12/each as well.	Amy Traylor to send email notifying Board and EMT about the holiday social.
Adjournment/ Next Meeting Date		The next meeting will be held on December 5, 2011 at 2:00 p.m. at 4615 Government Street, Building 2, Room 205.	

Note: The Board Holiday Social will be held at 1:00pm on December 5th, in Room 200.