

**Capital Area Human Services District Board Meeting  
December 9, 2019**

**Directors Present:** Thomas Sawyer, Chair; Kathy D’Albor, Christy Burnett; Gerri Hobdy; Becky Katz; Virginia Pearson; Gary Spillman; Genny Nadler Thomas; and Stephanie Webb

**Directors Absent:** Laverne Aguillard; Rev. Louis Askins; Amy Betts; Vice Chair; Gail Hurst; Vickie King; and Rikki Permenter, PhD

	<b>RESPONSIBLE PERSON</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP</b>
Approval of the December 9, 2019, Consent Agenda and Approval of the Minutes for October 7, 2019.	Mr. Sawyer	<p>Mr. Thomas Sawyer, Board Chair, called the meeting to order at approximately 1:05 p.m. A quorum was present.</p> <p>Ms. Christy Burnett made a motion to approve the minutes of October 9, 2019, and to move the action agenda items listed below from Tabs 2-7 into the December 9, 2019, consent agenda. Ms. Kathy D’Albor seconded the motion.</p> <p>Global Executive Constraint Monitoring Executive Director Performance Policy Distribution of Executive Director’s Performance Evaluation Form Communication with and Support to the Board Public Comment Policy Asset Protection Policy &amp; Agency Certificate of Annual Property Inventory.</p>	There were no objections and the motions passed.
Public Comment	Mr. Sawyer	<ul style="list-style-type: none"> <li>There was no public comment.</li> </ul>	
Communications	Dr. Kasofsky	<p>Communications:</p> <ul style="list-style-type: none"> <li><b>HSIC Meeting</b> - October 17<sup>th</sup> - Dr. Kasofsky explained that the Chairman/designee of each District Board is invited to attend the HSIC annual meeting due to recent legislation that was passed. She and Mr. Sawyer attended. She provided an overview of the Opioid Response Plan.</li> <li><b>Healing Minds- NOLA</b> – is a non-profit group owned by Janet Hayes. She invited Dr. Kasofsky to be a moderator in a meeting in New Orleans. While there, Dr. Kasofsky was invited by ex-legislator Tim Murphy, PhD, to make a presentation to a national group of congressional staffers in New Orleans on the opioid epidemic.</li> <li><b>MH Association</b> – October 23<sup>rd</sup>, Dr. Kasofsky was on a panel focused on behavioral health emergencies. Her presentation was on how to avoid emergencies, the need to engage people to seek</li> </ul>	

		<p>treatment and when to make an intervention.</p> <ul style="list-style-type: none"> <li>• <b>Bridge Center Update:</b> Moving forward selecting a site and planning opening this spring.</li> <li>• <b>Crisis Intervention Team (CIT) Training</b> – 26 officers attended including representation from Ascension Parish.</li> <li>• <b>Cannabis Training</b> - October 30<sup>th</sup> – 90+ attended, Rusty Jabour oversaw the program. There was also a Developmental Disabilities BH training that drew close to as many attendees.</li> <li>• <b>National Dialogues on Behavioral Health:</b> Thirteen CAHSD employees attended the conference. This year’s focus was on how organizations must connect throughout the community. Dr. Kasofsky remains on this national board. Our School Based Program was presented.</li> <li>• <b>Annual CAHSD Training Day</b>– Board members are invited and encouraged to attend on Friday, December 13, 8:00 a.m. - 4:30 p.m. at the Holiday Inn South, 9990 Airline Hwy, Baton Rouge, LA. Raymond “Ray” Wolfe, J.D. will present related to coming danger in healthcare. In the afternoon session, there will be a presentation by attorneys on the HIPAA law and the addiction confidentiality law CFR42.</li> <li>• <b>BCBS Partnership</b> continues to do well at BR Clinic. Dr. Kasofsky attended a BCBS presentation where they presented data on CAHSD’s work at Baton Rouge Clinic. BCBS is using this program as a model to begin another Healthy Blue focusing on behavioral health access across Louisiana.</li> <li>• <b>Primary Care Integration</b> – Dr. Kasofsky attended a meeting in New Orleans on how to use integrated care with a focus on prevention, making early interventions when you first begin seeing behaviors in children and other populations.</li> <li>• <b>A BH Collaborative Meeting</b> will be on Thursday, January 9<sup>th</sup>. Topics will include the Bridge Center for Hope, Mobile Treatment and Crisis Outreach.</li> </ul>	
ReCAST	Dr. Kasofsky Tonja Myles	<ul style="list-style-type: none"> <li>• Dr. Kasofsky explained that the ReCAST Grant was received by the EBR Parish Mayor’s office in response to the civil unrest and flooding of 2016.</li> <li>• CAHSD wrote a proposal and one of the programs that received grant funding was for the development of information about trauma to be used by faith leaders.</li> <li>• Tonja Myles completed the work for this grant. She developed a website and webinars that will be used by the faith based on how they can better understand and respond to trauma.</li> <li>• Tonja Myles presented an overview of the work she did and the</li> </ul>	

		website was viewed along with a video clip. Dr. Kasofsky congratulated her on the wonderful work she did with the grant. This was the 2 <sup>nd</sup> ReCAST grant received by CAHSD.	
Update on Moves	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• <b>East Baton Rouge (EBR)</b> <ul style="list-style-type: none"> <li>➤ CAHSD has hired a real estate attorney to work on these commercial leases.</li> <li>➤ Fairfax Bldg. is the main building being considered and is next door to BRCC. At this time, the plan is to house Adult MH/Addictions on the 2<sup>nd</sup> floor.</li> <li>➤ Bon Carre’ – Dr. Kasofsky explained some of the issues CAHSD is experiencing with trying to lease space in this building.</li> </ul> </li> <li>• <b>East Ascension Parish</b> – CAHSD is very happy to have a CEA in place that documents 50% of lease and utilities will be paid by the parish.</li> </ul>	
Electronic Healthcare Record (EHR)	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Dr. Kasofsky stated that as CAHSD moves into the next set of strategic initiatives, there will be a bigger focus on technology. There will be more demands on CAHSD to show outcomes and a need to produce reports quickly.</li> <li>• The EHR search has been narrowed to 3 products to review. CAHSD has hired a company to work with us to assist with the selection of the electronic health record for our needs; the same company may provide a project manager for the implementation/customization.</li> <li>• The top 3 products will be reviewed for 3 days next week.</li> </ul>	
Mission/Vision/Value Statement/Branding Development	Rusty Jabour Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Dr. Kasofsky distributed the new CAHSD logos for review. They will be presented at the annual meeting. <ul style="list-style-type: none"> <li>➤ Mission: To deliver caring and responsive services, leading to a better tomorrow.</li> <li>➤ Vision: We excel at making lives better.</li> <li>➤ There was Board member discussion. Dr. Kasofsky said input was obtained through EMT, client and staff focus groups.</li> </ul> </li> </ul>	
Self-Generated Revenue (SGR) September 2019	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• The September 2019 SGR Report was distributed.</li> </ul>	
Board Membership Status	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Dr. Kasofsky stated that since many of the members will be required to move off of the Board, action needs to be taken to fill those upcoming vacancies. <ul style="list-style-type: none"> <li>➤ There was discussion re: the status of Toddie Milstead’s submission for membership representing WBR. Boards and Commissions will be contacted for status.</li> <li>➤ Upcoming vacancies: 2 ASC, 2 WBR, 1 EBR, 1 IB, 1 PC, 1 WF.</li> <li>➤ Per Boards &amp; Commissions, Mr. Songy/Iberville is in the que to</li> </ul> </li> </ul>	Boards and Commissions will be contacted for status of TM.

		be completed.	
Provider Credentialing Passwords	Dr. Kasofsky	<ul style="list-style-type: none"> <li>FYI: Providers will be asked to change their passwords. A letter will go to all staff on Monday. They will have a week to make the change and will need to sign an attestation that they will/will not share those passwords with us.</li> </ul>	
<b>Report from Chairman</b>			
<b>Board Policy Review by Direct Inspection/Board Business</b>			
Global Executive Constraint	Mr. Sawyer	<ul style="list-style-type: none"> <li>The Global Executive Constraint Policy was moved into the December 9<sup>th</sup> Consent Agenda.</li> </ul>	There were no objections and the motions passed.
Monitoring Executive Director Performance Policy	Mr. Sawyer	<ul style="list-style-type: none"> <li>The Monitoring Executive Director Performance Policy was moved into the December 9<sup>th</sup> Consent Agenda.</li> </ul>	There were no objections and the motion passed.
Communication with and Support to the Board Policy	Mr. Sawyer	<ul style="list-style-type: none"> <li>The Communication with and Support to the Board Policy was moved into the December 9<sup>th</sup> Consent Agenda.</li> </ul>	There were no objections and the motion passed.
Public Comment Policy	Mr. Sawyer	<ul style="list-style-type: none"> <li>The Public Comment Policy was moved into the December 9<sup>th</sup> Consent Agenda.</li> </ul>	There were no objections and the motion passed.
Distribution of Executive Director's Performance Evaluation Form and appointment of the Evaluation Committee	Mr. Sawyer Dr. Kasofsky	<ul style="list-style-type: none"> <li>As part of her evaluation, Dr. Kasofsky distributed the completion of the strategic operational plan for this year.</li> <li>The following Board members were appointed to the evaluation committee meeting: Mr. Sawyer, Ms. Gerri Hobdy and Ms. Amy Betts. The committee will meet at 12:30 p.m. prior to the Board meeting at 1:00 p.m.</li> </ul>	
Asset Protection Policy & Agency Certificate of Annual Property Inventory	Mr. Sawyer	<ul style="list-style-type: none"> <li>The Asset Protection Policy &amp; Agency Certificate of Annual Property Inventory was moved into the December 9<sup>th</sup> Consent Agenda.</li> </ul>	There were no objections and the motion passed.
Monitoring Executive Director Performance Policy Review	Ms. D'Albor	<ul style="list-style-type: none"> <li>Policy Review: Monitoring Executive Director Performance – Ms. Kathy D'Albor provided a detailed overview of the policy and stated that CAHSD is in compliance. There is no recommendation for change.</li> </ul>	
Policy Assignment	Mr. Sawyer	<ul style="list-style-type: none"> <li>January 2020 Policy Assignment: Accountability of Executive Director – Ms. Christy Burnett.</li> </ul>	
Next Meeting	Mr. Sawyer	The meeting was adjourned. The next CAHSD Board meeting will be held on January 6, 2020, at 1:00 p.m. at 4615 Government Street, Building 2, Room 200A. At 12:30 p.m., the Executive Committee will meet to review materials prior to the open board meeting.	