

Capital Area Human Services District Board Meeting – via ZOOM
January 10, 2022
1:00 PM

Directors Present: Gerri Hobdy, Chair; Thomas Sawyer, Vice Chair; Laverne Aguillard; Kathy D’Albor; Chalonda Hollins; Gail Hurst; Toddie Milstead; Genny Nadler Thomas; Virginia Pearson; Stephanie Webb; Mary Winfield; and Rachael Wilkinson.

Directors Absent: Dwayne Bailey; Amy Betts; Rikki Permenter, PhD; and Edward Songy, Jr.

CAHSD Staff: Janzlean Laughinghouse, PhD, LCSW-BACS, LAC; Shaketha Carter and Karen Bray

Guests: Angela deGravelles and Rusty Jabour

	RESPONSIBLE PERSON		FOLLOW-UP
Approval of the January 10, 2022, Consent Agenda and Approval of the December 6, 2021, Minutes	Ms. Gerri Hobdy	Ms. G. Hobdy, Board Chair, called the meeting to order at approximately 1:10 PM. A quorum was present. Ms. G. Hobdy thanked the Board members present for attending. Ms. L. Aguillard made a motion to approve the January 10, 2022, Consent Agenda and the minutes of December 6, 2021. Ms. S. Webb seconded the motion.	There were no objections and the motion passed.
Public Comment	Ms. Gerri Hobdy	Ms. Gerri Hobdy read the public comment section from the meeting agenda. There were no public comments made via the email address designated for submitting comments nor through the meeting chat.	There were no public comments.
Communications	Dr. Laughinghouse	Communications – Highlights from the January 2022 <i>CAHS Connects</i> : <ul style="list-style-type: none"> • Dr. Laughinghouse encouraged the Board to review the CAHSD End of Year video which reflects all of the work done this past year. • “Recovery Sundays” Prevention Initiative has reached nearly 4,000 people. Local faith-based organizations and bodies actually talk to their parishioners about opioid misuse, overdose and give them our toolkit that can be personalized for their organization. The availability of the toolkit is being promoted with a recorded radio commercial encouraging people of faith-based organizations and churches to call in for the toolkit. • Boosters/Update on Mitigation Protocols – <ul style="list-style-type: none"> ➤ Testing: We have test kits ready if we have to do required testing. ➤ Mandatory Vaccines: We are not one of the 21 provider types required by the Center for Medicare and Medicaid Services to have a vaccine mandate. ➤ CAHSD has more than 140 employees and we may qualify for the OSHA mandate. Legal challenges are there and our attorney is looking at the situation and are waiting along with everyone 	

		<p>else for the outcome.</p> <ul style="list-style-type: none"> • Ascension Parish Outreach Event or “Driving Into Recovery is on January 29th in Donaldsonville. We will maintain COVID mitigation protocols in place by having a driving through. Dr. Laughinghouse provided a brief overview of the event and participating partners. COVID vaccinations and medication safety information will be available. Vendors will be passing out promotional items i.e. Social services. Dr. Laughinghouse gave a special thanks to Rachael Wilkinson who secured the pavilion from 9AM-12:00PM. Food boxes from the food bank will be distributed as long as they are available. • CAHSD had a third vaccination clinic on January 5th. There are no plans to have another clinic unless something changes. • Due to the high transmissibility of Omicron, CAHSD has returned to virtual treatment. Protocols currently in place: Masks are required, no gatherings are allowed, there’s a limit of two people in elevators, cleaning of high touch points, will provide PPE to frontline staff and clients who come without masks. 	
CARF Survey Dates	Dr. Laughinghouse	<ul style="list-style-type: none"> • CAHSD CARF Survey Dates – February 23-25, 2022. Dr. Laughinghouse explained that the survey would be a digitally enabled site survey (DESS) and will be conducted via Microsoft Teams. She provided a brief overview of the process. A presurvey phone call will take place on 1/13/2022. 	
Website Implementation	Dr. Laughinghouse	<ul style="list-style-type: none"> • Dr. Laughinghouse provided a status report on the CAHSD website implementation and timeline. Work is in process and we should have something to see by the end of February, early March. 	
Grief Recovery Group	Dr. Laughinghouse	<p>Grief Recovery Group – Dr. Laughinghouse provided the following overview of the group:</p> <ul style="list-style-type: none"> • Grief Group Facilitator: Gwen Knox Gwen Knox lost her son, Brian, in 2015 from an opioid overdose. The group is designed to help individuals and families who have experienced loss or death of someone because of opioids or other substance abuse. <ul style="list-style-type: none"> ➤ Sessions are held on eight consecutive Tuesdays – 10 to a group. ➤ Tuesdays from 6 p.m. to 7:30 p.m. (those interested in attending need to call for the start date of our next Grief Recovery Group sessions.) ➤ Address: 2751 Wooddale Blvd., Second Floor Baton Rouge, LA ➤ Sessions are free and open to the public. 	
Self-Generated Revenue (SGR) – November 2021	Dr. Laughinghouse	Dr. Laughinghouse provided an overview of the October and November 2021 SGR report. She explained that even though services have been	

		provided there is a decrease reported in collections because billing was halted due to the CareLogic Implementation Billing Build, June-mid September 2021. Billing resumed September 2021.	
Board Membership Update	Dr. Laughinghouse	<ul style="list-style-type: none"> No update at this time. 	
Report from Chairman			
Governance Policy Review by Direct Inspection/Board Business			
Governance Policy Review	Ms. G. Hobdy	<p>The Board reviewed the policies below included in their policy packet. Ms. G. Hobdy asked for motions on policies for Direct Inspection, policies recommended for revision and compliance review.</p> <ul style="list-style-type: none"> Financial Planning & Budgeting * Financial Condition & Activities * <p>*The report attachments for these policies were not available due to staff illness with COVID. They will be presented and reviewed at the February 7, 2022 meeting.</p> <p>A motion was made by Mr. T. Sawyer to approve the policies as is without changes. V. Pearson seconded the motion.</p> <p>Policies Recommended for Revision – from 12.06.2021 Meeting</p> <ul style="list-style-type: none"> Board Job Description Policy Revised Draft Asset Protection Policy Revised Draft Monitoring Exec. Director Performance Policy Revised Draft <p>A motion was made by Ms. S. Webb to approve the policies as revised. Ms. K. D’Albor seconded the motion.</p> <p>Compliance Review</p> <ul style="list-style-type: none"> Agenda Planning – Ms. G. Hobdy stated the Board is in compliance with this policy and Ms. T. Milstead made a motion to adopt the policy as is. Ms. V. Pearson seconded the motion. 	<p>There were no objections and the motion passed.</p> <p>There were no objections and the motion passed.</p> <p>There were no objections and the motion passed.</p>
Executive Director Performance Review	Ms. G. Hobdy Evaluation Committee Board Members	<ul style="list-style-type: none"> Executive Director Performance Review: Board members were provided the Monitoring Executive Director (ED) Performance Evaluation packet that included the attachments listed below. <ul style="list-style-type: none"> ➤ 2020 – 22 Ends Policy ➤ Year End Status Report ➤ Signed Policy Limit Form ➤ Performance Comments Submitted by Directors Human Resources provided the following: <ul style="list-style-type: none"> ➤ Salary information for current CAHSD ED and for EDs in other Districts. 	

		<ul style="list-style-type: none"> • Board Members serving on the ED Performance Evaluation Committee: Ms. G. Hobdy, Board Chair; Mr. T. Sawyer, Vice Chair; Ms. K. D’Albor and Mr. D. Bailey met prior to the Board meeting. • Ms. G. Hobdy, Chair of the ED Performance Evaluation Committee, stated that the Committee recommends a 15% salary increase for Dr. Laughinghouse based her meritorious performance as Executive Director. She has: <ul style="list-style-type: none"> ○ strengthened the agency culture and developed highly valued agency relationships with rural partners and others. ○ managed CAHS through local utility blackouts, flooding, and COVID/Omicron while opening new high performing service delivery sites. ○ led the effort to initiate and execute outreach efforts which significantly increased the community’s awareness of CAHS services. • Ms. Hobdy opened the floor for Board discussion. Following detailed discussion regarding Dr. Laughinghouse’s performance, the Board voted unanimously to increase Dr. Laughinghouse’s salary by 15%, effective immediately. The Board also voted unanimously to adjust the salary to be commensurate with the Executive Director’s duties and agency salaries in the region for the purpose of retention and if ever needed, recruitment for the position. 	
Adjournment/Next Meeting	Ms. G. Hobdy	The next Board meeting is on February 7, 2022, at 1:00PM . Meeting location or online access information will be provided when determined. Mr. T. Sawyer made a motion to adjourn the meeting. Ms. K. D’Albor seconded the motion. The meeting was adjourned.	There were no objections and the motions passed.