

**Capital Area Human Services District Board Meeting  
January 6, 2020**

**Directors Present:** Thomas Sawyer, Chair; Kathy D’Albor, Vice Chair; Amy Betts; Christy Burnett; Gerri Hobdy; Gail Hurst; Vickie King; Virginia Pearson; and Gary Spillman

**Directors Absent:** Laverne Aguillard; Rev. Louis Askins; Becky Katz; Rikki Permenter, PhD; Genny Nadler Thomas; and Stephanie Webb

	<b>RESPONSIBLE PERSON</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP</b>
Approval of the, January 6, 2020 Consent Agenda and Approval of the Minutes for December 9, 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>Mr. Gary Spillman made a motion to approve the minutes of December 9, 2019, and the January 6, 2020, consent agenda. Ms. Christy Burnett seconded the motion.</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>Behavioral Health Collaborative will meet on Thursday, January 9<sup>th</sup>; Dr. Kasofsky provided an overview of the agenda: Bridge Center for Hope Update &amp; Crisis Now Model; CAHS Mobile Mental Health Teams; Opioid Mobile Outreach Services joint program with Capitol Area Reentry Program; and ACT and FACT Services/Merakey.</li> <li>Annual Staff Training Day was held on December 13<sup>th</sup>. Several Board Directors attended half of the day. Dr. Kasofsky provided a brief overview of the program topics, speakers and videos submitted by CAHS departments/facilities.</li> <li>Aniedi Udofa, MD was selected to be a Distinguished Fellow by the American Psychiatric Association and will travel to Philadelphia April 2020 to receive the award.</li> </ul> <p>Announcement:</p> <ul style="list-style-type: none"> <li>Dr. Kasofsky announced that she will be retiring from CAHSD effective February 29<sup>th</sup>. She has accepted a position beginning in March 2020 with Access Health Louisiana.</li> </ul>	
Opioid Mobile Outreach Team	Dr. Kasofsky	<ul style="list-style-type: none"> <li>The Opioid Mobile Outreach Team has a team of professionals and peers working 4 days per week. They have a decommissioned ambulance wrapped in blue and white that will be used for opioid outreach. The team will raise awareness regarding opioid abuse and encourage treatment for those in need, assist with harm reduction, and conduct brief interventions. They will distribute Narcan, the</li> </ul>	

		overdose reversal medication. Dr. Kasofsky stated that CAHSD has approximately six mobile teams and provided information about the teams.	
Strategic Initiatives 2020	Dr. Kasofsky	<ul style="list-style-type: none"> <li>Strategic Plan 2020 Year report was deferred to next month. The EMT members are aware of the topics that are to be worked on during this coming year.</li> </ul>	Deferred for next meeting
EHR Selection Process	Dr. Kasofsky	<ul style="list-style-type: none"> <li>A comprehensive handout of the electronic health records being considered was distributed. A project manager will be contracted to oversee the implementation of the new record.</li> </ul>	
Self-Generated Revenue (SGR) October 2019	Dr. Kasofsky	<ul style="list-style-type: none"> <li>The SGR October 2019 report was distributed and an overview of the report was provided. Dr. Kasofsky stated that CAHSD is holding steady.</li> </ul>	
2021 Budget	Dr. Kasofsky	<ul style="list-style-type: none"> <li>Dr. Kasofsky provided an overview of the CAHSD budget report attachments submitted by CAHSD Fiscal to the Financial Condition and Activities policy. Dr. Kasofsky reported that a potential 3% and 5% budget cut scenario has been submitted as requested in the event a budget cut is necessary.</li> <li>There was detailed discussion re: the budget status and money being contributed to CAHSD by the State for upcoming moves.</li> </ul>	
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>➤ The Fairfax Building is being minimally considered. Dr. Kasofsky provided an overview of the issues with this building.</li> <li>➤ Bon Carre lease issues are being worked out. Dr. Kasofsky explained some of the issues CAHSD has been experiencing trying to lease space in this building. She is now considering that all of Government Street Building 2, CABH, 1<sup>st</sup> Floor and all of 2<sup>nd</sup> floor as well as School Based Therapy Program from Building 1, 2<sup>nd</sup> Floor will be housed at this location.</li> <li>➤ NBR-MDMHC lease is still being negotiated. Substance abuse treatment in NBR will be added.</li> <li>➤ CBHS and ABA Program will be located on Colonial Drive if the lease can be negotiated.</li> </ul> </li> <li><b>East Ascension Parish</b> <ul style="list-style-type: none"> <li>➤ GMHC construction is in the completion phase. The elevator hasn't been installed. Furniture will be ordered soon. Dr. Kasofsky thanked Ascension Board members, Christy Burnett and Becky Katz for assisting with this project. CAHSD is very pleased the Council voted for the parish to provide CAHSD with 50% of lease and utilities. The plan is to expand children's services in Gonzales.</li> </ul> </li> <li>Dr. Kasofsky provided an overview on the financial status of CAHS finances after the increased costs of leases/other expenses associated</li> </ul>	

		with the upcoming CAHSD moves. In addition to Ascension Parish, CAHSD will receive money from the State toward the increased rent/leases in EBR (not MDMHC).	
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 as soon as possible to fill those upcoming vacancies. <ul style="list-style-type: none"> <li>➤ Upcoming vacancies: 2 ASC, 2 WBR, 1 EBR, 2 IB, 1 PC, 1 WF.</li> <li>➤ Member Status <ul style="list-style-type: none"> <li>8 are current</li> <li>9 going out (5 vacant by law in June, 2 vacant seats)</li> </ul> </li> <li>➤ WB, Ascension, &amp; IB will not have representation on the CAHSD board if members are not appointed. Per Boards &amp; Commissions, Mr. Songy/Iberville is in the que to be completed.</li> <li>➤ There was discussion regarding replacements.</li> </ul> </li> </ul>	
Report from Chairman			
<b>Board Policy Review by Direct Inspection/Board Business</b>			
Financial Planning & Budgeting	Mr. Sawyer	<ul style="list-style-type: none"> <li>• The Board members reviewed the Financial Planning &amp; Budgeting Policy. This policy was not reviewed and will be included on the February 3, 2020, meeting agenda.</li> </ul>	Pended for next meeting
Financial Condition & Activities Year Financial Report	Mr. Sawyer	<ul style="list-style-type: none"> <li>• Financial Condition &amp; Activities Year Financial Report – This policy was reviewed by the Board. The discussion was led by Mr. Gary Spillman relating to the potential need for policy revision. The policy was pended for the next meeting.</li> </ul>	Pended for next meeting
Executive Director's (ED) Performance Review	Mr. Sawyer	<ul style="list-style-type: none"> <li>• Executive Director's (ED) Performance Review <ul style="list-style-type: none"> <li>➤ Mr. Sawyer, Chair of the ED Performance Evaluation Committee stated that the Committee recommends a 7% performance pay adjustment for Dr. Kasofsky for an outstanding job of 23 years and the good position our organization is in due to her quality leadership. It is at the top of the range but we feel it is realistic. CAHSD is the largest district in the State.</li> </ul> </li> <li>• Following discussion and consultation with Ms. Shaketha Carter, HR Director; Ms. Amy Betts made a motion as recommended above by the Performance Review Committee, to give the Executive Director a 7% performance pay adjustment. The motion was seconded by Ms. Gerry Hobby.</li> <li>• Board Member Talking Point Reminder: According to the CAHSD Board by-laws, should a Board member be contacted by the media, the Board Chair is the only member authorized to speak to the media on behalf of the Board regarding board matters. Any comments made to media by the Board Chair must have been voted/approved in the meetings.</li> </ul>	There were no objections and the motions passed

Personnel Changes	Mr. Sawyer Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Personnel Changes at CAHSD - Dr. Kasofsky made the following recommendations: <ul style="list-style-type: none"> <li>➤ Janzlean Laughinghouse, PhD, be considered as Interim Executive Director effective 3/1/2020.</li> <li>➤ Board members were provided the Executive Director Job description with Dr. Laughinghouse's resume attached. <ul style="list-style-type: none"> <li>○ There was discussion regarding selecting an inside/or outside candidate as Interim Executive Director.</li> </ul> </li> <li>➤ Board members were provided the Deputy Director Job description with the resume of Ms. Shaketha Carter attached who has been detailed into the position by Dr. Kasofsky.</li> <li>➤ Use of Mr. Ray Wolfe as a consultant if needed.</li> </ul> </li> <li>• Mr. Gary Spillman made a motion for Janzlean Laughinghouse, PhD to be the CAHSD Interim Director effective on 3/1/2020 with an annual salary of \$140,000. She will train with Dr. Kasofsky during the two months prior. Ms. Amy Betts seconded the motion.</li> </ul>	There were no objections and the motions passed
Next Policy Review Assignment	Mr. Sawyer	<ul style="list-style-type: none"> <li>• Policy Review Assignment: Delegation to the Executive Director, Ms. Amy Betts.</li> </ul>	Send policy assignment to Ms. A. Betts.
Policy Assignment	Ms. Christy Burnett	<ul style="list-style-type: none"> <li>• January 2020 Policy Assignment: Accountability of Executive Director – Ms. Christy Burnett stated that she reviewed the policy and sees no reason to make any changes.</li> </ul>	
Next Meeting	Mr. Sawyer	The meeting was adjourned. Board Orientation will be held at 11:00 a.m. prior to the February 3, 2020, Board meeting at 1:00 p.m. at 4615 Government Street, Building 2, Room 200A.	