

Capital Area Human Services District Board Meeting
March 4, 2024
1:00 PM

Directors Present: Virginia Pearson, Chair; Chalonda Hollins, Vice Chair; Laverne Aguillard Stephanie Ferguson, Gerri Hobdy; James Jefferson; Rikki Permenter, PhD; Courtney Phillips, PhD; Genny Nadler Thomas and Mary Winfield.

Directors Absent: Kathy D’Albor; Toddie Milstead; Edward Songy, Jr.; and Tamika Westbrook

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

Guests: Angela deGravelles; LaShuntae Burrell (Intern CH); Emma Quebedeaux (Intern CH); and Rusty Jabour

| | RESPONSIBLE PERSON | | FOLLOW-UP |
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| Approval of the March 4, 2024 Consent Agenda and Approval of the November 6, 2023 Minutes. | Ms. V. Pearson | <p>Ms. Virginia Pearson, Board Chair, called the meeting to order at approximately 1:15 PM. Roll was called and a quorum was present.</p> <p>Ms. V. Pearson thanked the Board members present for attending. As allowed by the revised Open Meeting Law, two CAHSD Board members with approved requests for ADA accommodation attended the meeting via ZOOM.</p> <p>Ms. S. Ferguson made a motion to approve the March 4, 2024, Consent Agenda and the minutes of November 6, 2023. Dr. R. Permenter seconded the motion.</p> | There were no objections and the motions passed. |
| Public Comment | Ms. V. Pearson | Ms. V. Pearson read the public comment section from the meeting agenda. There were no public comments. | There were no public comments. |

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| Communications | Dr. Laughinghouse | <p>Communications:</p> <ul style="list-style-type: none"> • Dr. Laughinghouse provided an overview of recent CAHSD events/news including the HSIC Presentation given by Ms. V. Pearson, Board Chair. Website links were provided for CAHSD news posted on www.cahsd.org. • Matricia “Matt” Green, LAC, CCGC - CAHSD mourns the January 2, 2024, passing of Matricia “Matt” Green, LAC, CCGC, a dear colleague and friend, She provided compulsive gambling treatment services at CAHSD for 26 years, until April 2022. Ms. Green served as a member of the first CAHSD Board of Directors and helped establish the agency’s gambling treatment services. Ms. Green was also a featured presenter at numerous state and national conferences and was sought nationwide for her unique knowledge and expertise. | |
| Open Meetings Law Update | Dr. Laughinghouse | <ul style="list-style-type: none"> • Open Meetings Law Update - The Open Meetings Law has been revised and allows for Board members to submit ADA requests for accommodation to attend Board meetings virtually. • Board members with approved accommodation requests will be counted in the quorum and allowed to participate/vote. • Members of the public may also submit ADA accommodation requests to attend meetings virtually and, if approved, will be allowed to participate during the Public Comment section. | |
| EMT Leadership Update | Dr. Laughinghouse | Dr. Laughinghouse provided Board members with an overview of the new CAHSD leadership structure. The IT Director position is still open. | |
| Self-Generated Revenue (SGR) –October, November and December FY 2024 | Dr. Laughinghouse | <p>Dr. Laughinghouse provided a detailed overview of the Self-Generated Revenue (SGR) Report for October, November and December FY 2024.</p> <p>CAHSD Billing Update: Due to the cyberattack on Change Healthcare, CAHSD has not had the ability to bill electronically and has been producing paper claims. CAHSD is now working much harder to bill for services provided to clients. There was discussion regarding the reduction of incoming SGR and impact, if any, on staffing.</p> | |

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| CAHSD Annual Training Conference Reminder | Dr. Laughinghouse | Dr. Laughinghouse reminded the Board members to mark their calendars for the CAHSD Annual Training Conference on Thursday, May 9, 2024. | |
| Board Membership Update | Dr. Laughinghouse | <ul style="list-style-type: none"> • CAHSD Board vacancies by parish: <ul style="list-style-type: none"> ➤ EBR – 2 (nominees have been submitted for consideration for one vacancy) <ul style="list-style-type: none"> ○ Ms. G. Hobdy’s term expires March 10 - this will be her last Board meeting. CAHSD is working with EBR to fill her vacancy. Dr. Laughinghouse and Board members acknowledged Ms. G. Hobdy’s service/commitment to CAHSD and her parish. Ms. G. Hobdy stated that it was an honor to serve on the Board. ➤ PC – 1 ➤ WF – 1 ➤ WBR – 1 (nominees have been submitted for consideration for one vacancy) ➤ IB - 1 | |
| Report from Chairman | | | |
| Governance Policy Review by Direct Inspection/Board Business | | | |
| Governance Policy Review by Direct Inspection Meeting | Ms. V. Pearson | <p>Governance Policy Review by Direct Inspection</p> <p>Board members reviewed the following policies/reports action items from the following scheduled meetings that did not have a quorum. These items were included in the March meeting packet.</p> | The policies and reports Direct Inspection action items were moved into the November 6, 2023, Consent Agenda. |
| Policies/Reports December 2023 Meeting | Ms. V. Pearson | <p>Policies/Reports from December 2023 Meeting</p> <ul style="list-style-type: none"> • Asset Protection (Property Control Certificate) • Global Governance Commitment • Cost of Governance (Compliance) ➤ Board members reviewed the policies and report(s). There were no recommendations to revise the policies. The Cost of Governance Policy was reviewed for compliance. Ms. G. Hobdy made a motion to approve the report(s)/policies without changes. Dr. C. Phillips seconded the motion. | There were no objections and the motion passed. |
| Monitoring Executive Director Performance Evaluation Packet | Ms. V. Pearson | <p>Monitoring Executive Director Performance</p> <p>Board members were provided the Monitoring Executive Director (ED) Performance Evaluation packet including items below.</p> <ul style="list-style-type: none"> ○ 2023-2025 Ends Policy (Year End Status Report) | |

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| <p>Policies/Reports January 2024 Meeting</p> | <p>Ms. V. Pearson</p> | <ul style="list-style-type: none"> ○ Selected Initiatives Updated Form ○ Signed Policy Limits Form ED Evaluation Comments submitted by Directors ➤ The Monitoring Executive Director (ED) Performance Evaluation packet was reviewed by Board members. Ms. C. Hollins made a motion to approve the evaluation packet as presented. Ms. M. Winfield seconded the motion. <p>Policies/Reports January 2024 Meeting</p> <ul style="list-style-type: none"> ● Financial Planning/Budgeting (Annual DOA Submission) ● Financial Condition & Activities (Yr. Legislative Audit) ➤ Board members reviewed the policies and report(s). There were no recommendations to revise the policies. Dr. R. Permenter made a motion to approve the report(s)/policies without changes. Ms. G. Hobdy seconded the motion. | <p>There were no objections and the motion passed.</p> |
| <p>Policies/Reports February 2024 Meeting</p> | <p>Ms. V. Pearson</p> | <p>Policies/Reports February 2024 Meeting</p> <ul style="list-style-type: none"> ● There is no Governance Policy Review by Direct Inspection for February 2024. ● Public Comment (Compliance) ➤ Board members reviewed the Public Comment Policy for compliance. There were no recommendations to revise the policy. Ms. C. Hollins made a motion to approve without changes. Ms. M. Winfield seconded the motion. | <p>There were no objections and the motion passed.</p> |
| <p>Policies/Reports March 2024 Meeting</p> | <p>Ms. V. Pearson</p> | <p>Policies/Reports March Meeting</p> <ul style="list-style-type: none"> ● There is no Governance Policy Review by Direct Inspection for March 2024. ● Chairperson’s Role (Compliance) ➤ The Board reviewed the Chairperson’s Role Policy for compliance. There were no recommendations to revise the policy. Ms. C. Hollins made a motion to approve without changes. Ms. M. Winfield seconded the motion. | <p>There were no objections and the motion passed.</p> |
| <p>Executive Director Performance Review</p> | <p>Ms. V. Pearson ED Performance Evaluation Committee</p> | <ul style="list-style-type: none"> ● Executive Director’s Performance Review: ➤ The Executive Director Performance Evaluation Committee met prior to the Board meeting. Committee members are Ms. V. Pearson, Committee Chair, Ms. G. Thomas, Mr. J. Jefferson, and Ms. M. Winfield. Performance Review and salary documents were available for review. ➤ The Committee’s recommendation to the Board of Directors was | |

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| | | <p>to make a performance pay adjustment in the ED salary. They based the recommendation on (1) the continued improved culture within the agency, community partners, and seven parishes served and (2) the continued demonstration of ED's strong ability to be fiscally responsible and maintain rapport with community stakeholders.</p> <p>➤ Ms. V. Pearson opened the floor for discussion. Following discussion and consideration of the Committee recommendation, the Board of Directors voted unanimously to approve a six (6) percent increase for Dr. Janzlean Laughinghouse, ED, effective immediately.</p> | |
| Retreat or Board Development | Ms. V. Pearson Dr. Laughinghouse | <ul style="list-style-type: none"> • Board members have the opportunity to attend the CAHSD Annual Training Conference on May 9, 2024. Additional plans will be discussed at a later date. | |
| Open Meetings Via Electronic Means Draft Policy | Ms. Pearson Dr. Laughinghouse | <ul style="list-style-type: none"> • Open Meetings Via Electronic Means Draft Policy – The policy draft is based on an approved template created to maintain compliance with the revised Open Meetings Law. ➤ Board members reviewed the new policy. There were no recommendations to revise the policy. Ms. G. Hobdy made a motion to approve the new policy without changes. Dr. R. Permenter seconded the motion. | There were no objections and the motion passed. |
| AG Opinion Request Update | Dr. Laughinghouse | <ul style="list-style-type: none"> • No update at this time. | |
| Other | Ms. V. Pearson | <ul style="list-style-type: none"> • There were no other items to discuss. | |
| Adjournment/Next Meeting | Ms. V. Pearson | The next Board meeting is on April 1, 2023, at 1:00 PM . Meeting location is Capital Area Human Services, 7389 Florida Blvd., Suite 100A, Baton Rouge, LA. Dr. C. Phillips made a motion to adjourn the meeting. | There were no objections and the motions passed. |