

**Capital Area Human Services District Board Meeting/Teleconference  
May 4, 2020**

**Directors Present:** Thomas Sawyer, Chair; Amy Betts, Vice Chair; Christy Burnett; Kathy D’Albor; Gail Hurst; Becky Katz; Vickie King; Virginia Pearson; Gerri Hobby; Gary Spillman; Genny Nadler Thomas; and Laverne Aguillard

**Directors Absent:** Rev. Louis Askins; Rikki Permenter, PhD; and Stephanie Webb

CAHSD Staff:

	<b>RESPONSIBLE PERSON</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP</b>
Approval of the May 4, 2020 Consent Agenda and Approval of March 2, 2020 Minutes.	Mr. Sawyer	<p>Mr. T. Sawyer, Board Chair, called the meeting to order at approximately 1:15 p.m. Roll was called and a quorum was present.</p> <p>Mr. Gary Spillman made a motion to approve the minutes of March 2, 2020, and the May 4, 2020, consent agenda. There are no minutes for the April Board meeting because it was cancelled due to COVID-19. Ms. C. Burnett seconded the motion.</p> <p>Ms. Kathy D’Albor made a motion to move the following policies and reports to the consent agenda. Ms. Amy Betts seconded the motion.</p> <ul style="list-style-type: none"> <li>○ Compensation and Benefits (% Default Merit: Report) Tab 2</li> <li>○ Board Committee Principles (Direct Inspection) Tab 3</li> <li>○ Emergency Ex. Dir. Succession Policy &amp; memo Tab 4</li> <li>○ Chairperson’s Role Tab 5</li> <li>○ Board Member’s Code of Conduct Tab 6</li> </ul>	<p>There were no objections and the motions passed.</p> <p>There were no objections and the motions passed.</p>
Public Comment	Mr. Sawyer	<ul style="list-style-type: none"> <li>• There was no public comment made via the designated email address for submitting comments.</li> </ul>	
COVID-19 (Coronavirus) Update	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• CAHSD has continued to provide the largest majority of our services utilizing telehealth. <ul style="list-style-type: none"> <li>➤ We are continuing with clinical pods, working with a skeleton crew at the open site(s). This decreases the number of staff and clients in the building. Only staff approved by Dr. Laughinghouse are allowed into the building(s).</li> <li>➤ The majority of our services are being provided at our main campus on Government Street. We have protocols in place to provide services to new clients.</li> <li>➤ Injections are being provided onsite and all other services are being provided by telehealth. We have injection stations located outside at both CABH and at GMHC. GMHC is open one day per week.</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ The only client exceptions for admission into the building are the Clozaril clients to see Dr. LeBourgeois. This is a high risk clinic. They are practicing social distancing and are using PPE for both physician and client.</li> <li>➤ CARP – This facility has been opened and will accept 20 clients instead of 40 in order to practice social distancing. We are still cleaning. Temperatures are taken twice per day. When clients are first admitted, they will be quarantined for 14 days. We will also continue with our mitigation processes as far as social distancing for clients and staff, with only allowances for the nature of their jobs.</li> <li>• We went to another telehealth platform, Zoom. This will improve efficiency of the groups.</li> <li>• With the Governor extending the stay at home order on May1, you must wear a face covering if you work with the public. CAHSD has been providing face coverings for staff who do screenings at our door and for clinicians. The EBR mayor’s office provided a CAHSD peer with 100 reusable, washable face masks that were distributed to other staff in the building.</li> <li>• We have discussed how we will phase in if the Governor does not extend his order past May 15<sup>th</sup>. We have looked at the White House guidelines and the stages they’ve established. Testing will need to be more wide spread before we can open the agency all the way back up. (Currently do not have wide spread testing in place that allows people to go without a MD order.) Our initial thoughts are that should the Governor lift the stay at home order after the 15<sup>th</sup>, CAHSD will reopen the clinics with a skeleton crew, use rotating staff and not just open our doors all the way back open. This has not been discussed with Dr. Udofa or our Addictions/MH Clinical Directors yet. The goal would be to look at the guidelines and what the experts say and continue to phase our staff in over time. We don’t want to abandon the community but want to continue to provide services keeping mitigation strategies in place so that we can keep clients and community safe as well. We have talked with the CAHSD attorney about a notice clients would sign acknowledging they have been advised of our mitigation policies and procedures with the understanding that CAHSD cannot guarantee that these mitigation practices will keep them from being exposed to COVID-19. The notice would also include the understanding that clients can be exposed to COVID-19 during therapy and other services and as they go out in their daily lives. It’s not a waiver but an acknowledgement that CAHSD is putting practices in place but the practices cannot</li> </ul>	
--	--	--	--

		<p>guarantee that their risk will be mitigated down to 0. That's impossible to do and we want to make sure that clients are compliant with the practices we are putting in place while they are receiving services.</p>	
<p>Self-Generated Revenue (SGR)</p>	<p>Dr. Laughinghouse</p>	<ul style="list-style-type: none"> <li>• Dr. Laughinghouse provided an overview of the February and March 2020 SGR report. She explained CAHSD should be able to meet projections because of the good month had prior to COVID-19.</li> <li>• The revenue seen on this report is not for full CAHSD operations. The walk-in clinic was actually closed on Thursday, March 19<sup>th</sup> at noon. Dr. Laughinghouse explained CAHSD is billing approximately 25% of the services that we typically bill for and we can probably expect that our revenue will fall about ½ million dollars. COVID-19 has impacted CAHSD. We have not seen the impact yet of the closure of certain services but it is coming.</li> <li>• There was a question from Ms. A. Betts about the use of Zoom to provide School Based Services. Dr. Laughinghouse stated that we will be using Zoom but are currently doing individual teletherapy. She explained that changes had to be made to our platform in order to move forward with Zoom and are in process.</li> </ul>	
<p>Budget</p>	<p>Dr. Laughinghouse</p>	<ul style="list-style-type: none"> <li>• The session is beginning today. CAHSD hasn't received any notices yet to go. We haven't received information regarding any cuts to our budget. As session proceeds, the Board members will be kept informed on any impact to our budget. R. Harris has submitted 2 budget cut scenarios as requested for 3% and 5% including what each would look like and the services impacted. R. Harris is working on the FY 2021 budget projections now.</li> </ul>	
<p>Relocations/Moves Updates (NBR, AP, &amp; EBR)</p>	<p>Dr. Laughinghouse</p>	<ul style="list-style-type: none"> <li>• CAHSD has a letter of intent for a 28K sq. foot property at 2751 Wooddale Blvd. near CARP. We will be sharing a building with Drug Court and Probation and Parole. We will house our adult clinic operations (CABH), School Based Services and Mobile Team at this location. We will also have a large training room. The proposed rate is \$12 per sq. ft.</li> <li>• CBHS- We have a letter of intent at 422 Colonial (Dr. Kasofsky was considering this site). The owner of the CARP building is purchasing this building and will lease it to CAHSD. This will work out better for us at \$12 sq. ft. We will have to bear some of the construction cost for this building, but not sure of exact amount, could possibly be about \$53K.</li> <li>• North Baton Rouge/MDMHC- We have a lease on 7855 Howell Park, with an option to get out at 5 years. This lease was signed before we came on and we will do everything in our power to get out</li> </ul>	

		<p>as soon as we can. This lease does not have an out clause. CASHD will be paying about \$23 sq. ft. and has to pay for building improvements. We don't want to pay capital improvements on a building we do not own. Due to the lease structure, we are currently paying rent on the building even though we've not occupied it yet because we couldn't move. She provided an overview of the construction needed in order to have a pharmacy technician onsite.</p> <ul style="list-style-type: none"> <li>• In response to Mr. Spillman and Mr. Sawyer's inquiry regarding the Howell Park building lease, Dr. Laughinghouse stated that CAHSD is leasing the building for MDMHC from MEC, a company in Dallas, TX. Randy Roussel with Phelps and Dunbar is the CAHSD real estate attorney.</li> <li>• Ascension/GMHC- 1066 East Worthy -she explained the issue with the elevator and that they are stil waiting on the elevator inspection. Items that don't require the use of the elevator can be moved in – should have information today regarding the move date.</li> </ul>	
CAHSD Strategic Plan	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Status Update on CAHSD Strategic Plan – Deferred to June due to COVID-19.</li> </ul>	
Electronic Board Member Payments (Travel)	Dr. Laughinghouse R. Harris	<ul style="list-style-type: none"> <li>• Electronic Board Member Payments is a new process for reimbursement for Board travel. R. Harris explained the Board members would need to complete the forms that have been sent to them relating to: banking information driver's license and SS number. Their information will be kept confidential. Please submit your paperwork to K. Bray to be forwarded for processing. This is happening state wide with all boards to expedite travel reimbursement. In the event you travel, you will still fill out/submit a paper form and the information will be enter in the system. The only change is the method of payment. This is needed by May 29<sup>th</sup>.</li> </ul>	
Board Membership Status	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Nominees have been submitted to Boards &amp; Commission (B&amp;C) for Ms. Katz, Ms. Burnett, Mr. Spillman, and Rev. Askins. Action won't be taken on those appointments until after this session is over. We've been keeping in contact with B&amp;C (also working from home). The plan is to have our nominees ready for the Governor to approve and sign off on when the session is over.</li> <li>• The parishes that we've had no response from will be re-contacted. Ms. V. King's term has expired but per B&amp;C, by law, she can stay on until 6/21. She has agreed to continue serving while we work to replace her. As of June 1<sup>st</sup> CAHSD will have 9 board members and 8 vacant seats.</li> <li>• Number of members required to make a quorum: <ul style="list-style-type: none"> <li>➤ Legal opinion – currently required to have 9 members.</li> <li>➤ Discussion regarding the possibility of not having a quorum due</li> </ul> </li> </ul>	

		<p>to decrease of members serving. Options are:</p> <ol style="list-style-type: none"> <li>1. The statute would need to be amended during a regular session in order to change the quorum permanently.</li> <li>2. For the purpose of now, CAHSD would only ask for emergency relief (most likely from the Governor not the legislature) after we could not have a meeting because of the lack of a quorum. It is the opinion of the CAHSD attorney that we would have to show a problem - not just an anticipated one.</li> <li>3. They cannot move forward until after June 1st because the seats aren't vacant yet on the ones they have nominations for.</li> <li>4. We will reassess after the next meeting for the next step.</li> </ol> <ul style="list-style-type: none"> <li>• Dr. Laughinghouse thanked the outgoing board members for their years of service to their parish and CAHSD. She knows the importance of a governance board and thanked them for everything they have poured into CAHSD and their parish.</li> </ul>	
Report from Chairman			
<b>Board Policy Review by Direct Inspection/Board Business</b>			
Compensation and Benefits	Mr. Sawyer	<ul style="list-style-type: none"> <li>• Compensation and Benefits (% Default Merit: Report) was moved into the May 4, 2020 Consent Agenda.</li> </ul>	There were no objections and the motions passed.
Board Committee Principles Policy	Mr. Sawyer	<ul style="list-style-type: none"> <li>• Board Committee Principles Policy (Direct Inspection) was moved into the May 4, 2020 Consent Agenda.</li> </ul>	There were no objections and the motions passed.
Emergency Ex. Dir. Succession Policy	Mr. Sawyer	<ul style="list-style-type: none"> <li>• Emergency Ex. Dir. Succession Policy &amp; Memo was moved into the May 4, 2020 Consent Agenda.</li> </ul>	There were no objections and the motions passed.
Chairperson's Role Policy	Mr. Sawyer	<ul style="list-style-type: none"> <li>• Chairperson's Role Policy was moved into the May 4, 2020 Consent Agenda.</li> </ul>	There were no objections and the motions passed.
Board Member's Code of Conduct	Mr. Sawyer	<ul style="list-style-type: none"> <li>• Board Member's Code of Conduct Policy was moved into the May 4, 2020 Consent Agenda.</li> </ul>	There were no objections and the motions passed.
Convene Nominating Committee for Officers	Mr. Sawyer	<ul style="list-style-type: none"> <li>• Convene Nominating Committee for Officers. Mr. Sawyer, Board Chair, asked the following Board members to serve on the committee: <ul style="list-style-type: none"> <li>➤ Virginia Pearson - accepted</li> <li>➤ Gail Hurst - accepted</li> <li>➤ Christy Burnett - accepted</li> </ul> </li> <li>• A teleconference call will scheduled for the meeting on May 8<sup>th</sup> @ 3:00 p.m.</li> </ul>	
Present Slate of Officers	Mr. Sawyer	<ul style="list-style-type: none"> <li>• Present Slate of Officers (vote in June) – Board members will vote on the slate of officers in the June meeting. Board members were reminded that a quorum will be needed to conduct Board business</li> </ul>	

		including the vote on officers.	
Policy Review Assignment	Mr. Sawyer	<ul style="list-style-type: none"> <li>Policy Review Assignment: Global Governance Commitment Ms. Virginia Pearson. Ms. Pearson stated that she reviewed the policy and no change is recommended.</li> </ul>	
Policy Assignment	Mr. Sawyer	<ul style="list-style-type: none"> <li>June Policy Assignment - Governance Style: Ms. Gerri Hobdy</li> </ul>	
Forms to Complete	Mr. Sawyer	<ul style="list-style-type: none"> <li>Board Member Self Evaluations were included in the Board packet. Completed forms are to be submitted to K. Bray via email or mail. Forms can also submitted at the June meeting.</li> <li>Tier 2.1 Personal Financial Disclosure Statements - There was discussion regarding the May 15<sup>th</sup> filing date and possibility of a date change due to COVID-19. Members were encouraged to contact the Ethics Board for their individual situations.</li> </ul>	
Next Meeting	Mr. Sawyer	The meeting was adjourned. The next Board meeting is on June 8, 2020 at 1:00 p.m. at 4615 Government Street, Building 2, Room 200A.	