

**Capital Area Human Services District Board Meeting – via ZOOM
October 5, 2020**

Directors Present: Gerri Hobdy, Chair; Thomas Sawyer, Vice Chair; Laverne Aguillard; Amy Betts; Kathy D’Albor; Vickie King; Toddie Milstead; Virginia Pearson; Rikki Permenter, PhD; Genny Nadler Thomas; Stephanie Webb; Rachael Wilkinson and Mary Winfield.

Directors Absent: Dwayne Bailey and Edward Songy, Jr;

CAHSD Staff: Jan Laughinghouse, PhD, LCSW-BACS

Guests: Shaketha Carter; Angela deGravelles; Rusty Jabour; and John Nosacka

	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of the October 5, 2020, Consent Agenda and Approval of September 14, 2020 Minutes.	Ms. Hobdy	<p>Ms. Gerri Hobdy, Board Chair, called the meeting to order at approximately 1:20 p.m. Roll was called and a quorum was present.</p> <p>Ms. V. Pearson made a motion to approve the October 5, 2020 Consent Agenda and the minutes of September 14, 2020. Ms. L. Aguillard seconded the motion.</p>	There were no objections and the motions passed.
Public Comment	Ms. Hobdy	There was no public comment made via the email address designated for submitting comments nor through the Zoom meeting chat.	There was no public comment.
Communications	Dr. Laughinghouse	<ul style="list-style-type: none"> • Dr. Laughinghouse introduced J. Nosacka, Director of Training and Emergency Preparedness. She stated that he will manage public comments and control interruptions. • CAHSD co-hosted a free virtual training on 9/16-17/2020 from 4:00-5:30 p.m. called “Empowering Youth Leaders to Be Effective Change Agents in their Communities”. There were 237 registered participants for the training. • ARS Toolkit Brochure – CAHSD has a grant that allows us to work inside the parish prison but we haven’t been able to go inside the prison due to COVID-19 restrictions. As part of our in-reach to parish prison, CAHSD developed the ARS Toolkit brochure targeting the people who are currently incarcerated and soon to be released. The warden has agreed to allow the distribution. The brochure provides information about housing etc. to our target group but is also useful for everyone. • CAHSD and Mental Health Association of Greater Baton Rouge are cohosting a virtual Behavioral Health 911 Workshop. It is scheduled for 10/28 at 10:00 a.m. Registration is not available at this time but will be soon. The workshop will focus on supporting mental health in Essential Workers and First Responders and the trauma and related issues we are going through with COVID-19. 	A copy of the ARS Toolkit Brochure was included in meeting packet.

COVID-19 Mitigation Strategies/Clinics	Dr. Laughinghouse	<ul style="list-style-type: none"> • There’s nothing new to report on mitigation strategies except that CAGSD is going into Phase 3. We want to bring the CAHSD Mobile Team back online. The Mobile Team does home visits and we want the clients to get those visits with specific COVID protocols in place. We also want to increase the capacity in CARP, our residential facility. CARP has 40 beds and we want to increase our current capacity from 20 beds to 30. Every Friday client and staff COVID testing is done at CARP. 	
Status of Move – Business Location	Dr. Laughinghouse	<ul style="list-style-type: none"> • Four clinics have been moved and we are finalizing the internet and phone lines. This involves the CAHSD IT Department working with the Office of Technology at the State level and Cox, and it’s a hurry up and wait situation. • CAHSD has a new television commercial focusing on our moves. A link to the commercial will be sent to Board. The commercial will be played as the soft openings for groups at the CAHSD clinics. • Signage - We are continuing to working on signage. She provided a brief overview of the process. Approval must be obtained from building owners prior to the installation. <ul style="list-style-type: none"> ➤ Signage has been approval at Ascension Behavioral Health ➤ Waiting on approval for North Baton Rouge Behavioral Health and Bon Carré’. ➤ All other clinics have signage. • The Safety Committee is currently doing walk-throughs at the clinics to ensure they have proper signage, i.e. “you are here”, fire escape, etc. 	
Self-Generated Revenue (SGR) August 2020	Dr. Laughinghouse	<ul style="list-style-type: none"> • Dr. Laughinghouse provided a detailed overview of the August 2020 SGR report. She explained that the July collections amount (\$494,459.15) on the August report is different from the previously reported collections (\$513,941.15) on the July 2020 SGR report. The August 2020 report has the correct amount. She explained that a check from AmeriHealth Caritas was included in the initial July SGR collections reported but was actually a payment for the Value Based Program (VBP). The AmeriHealth VBP payment was subtracted and added into escrow income for the month of July 2020. Overall, collections are down due to reduction of services related to COVID-19 mandates. 	
Board Membership Status	Dr. Laughinghouse K. Bray	<ul style="list-style-type: none"> • Board members were asked to each submit a brief bio and a photo for the CAHSD website. • We have been in contact with both Pointe Coupee and West Feliciana. Both parishes continue to have difficulty filling their vacancies. In a recent conversation with B&C regarding the difficulty of filling the vacancies, was told there’s nothing else to do 	

		<p>at this point, other than to continue trying to fill the vacancies. A person can't be made to serve their parish. The possibility of Ms. Hurst being allowed to continue serving in Pointe Coupee was discussed and told exceptions are not allowed. Ms. Hurst will be eligible to serve again in one year if still interested.</p> <ul style="list-style-type: none"> • We are working on some ideas to stir interest in those parishes to get these positions filled. One idea is for Dr. Laughinghouse to make a commercial about the Board, what it does and the importance for the parish to have representation on the CAHSD Board. 	
Board Orientation	Dr. Laughinghouse	<ul style="list-style-type: none"> • The goal is to have the Board Orientation packets ready for distribution electronically in mid-October. The packets will be sent to new Board members who joined the Board after June 1, 2020. A Zoom meeting for the new board members will be scheduled after distribution to discuss any question and concerns. Board members who joined the Board prior to June 1, 2020 will also have access to the orientation material. • Members will need Adobe Acrobat in order to sign the orientation documents electronically. 	
Report from Chairman			
Governance Policy Review by Direct Inspection/Board Business			
<p>Treatment of Staff Policy & Report</p> <p>Global Board-Executive Director Linkage Policy</p> <p>Accountability of the Executive Director Policy</p> <p>Delegation to the Executive Director</p> <p>Unity of Control Policy</p>	Ms. G. Hobdy	<ul style="list-style-type: none"> • Board members reviewed the following policies included in their Board meeting policy packet: <ul style="list-style-type: none"> ➤ Treatment of Staff Policy & Report ➤ Global Board- Executive Director Linkage Policy ➤ Accountability of the Executive Director Policy ➤ Delegation to the Executive Director ➤ Unity of Control Policy • There were no recommendations to revise. Ms. Amy Betts made a motion to approve the policies without changes. Ms. V. Pearson seconded the motion. 	There were no objections and the motion passed.
September Policy Review Assignment	Ms. G. Hobdy	<ul style="list-style-type: none"> • September Policy Assignment – Unity of Control: Ms. S. Webb reviewed the requested policy and found no changes necessary and had no information available to show that we have not maintained compliance w this policy. No action required. 	
October Policy Review Assignment	Ms. G. Hobdy	<ul style="list-style-type: none"> • October Policy Review Assignment – Board Member's Code of Conduct and Conflict of Interest: Ms. L. Aguillard reviewed this policy and sees no reason to adjust or modify. She recommends to keep as written. No action required. 	

December Policy Review Assignment	Ms. G. Hobdy	<ul style="list-style-type: none"> • Board Committees Principles: Ms. V. Pearson 	
Board Member Self Evaluation Form	Ms. G. Hobdy	<ul style="list-style-type: none"> • Board Member Self-Evaluations are deferred and will be sent by mid-October electronically to board members serving prior to June 1. New members are not required to participate this year. 	
Executive Director Search	Ms. G. Hobdy	<ul style="list-style-type: none"> • Ms. Hobdy opened discussion regarding the CAHSD Executive Director (ED) position. She stated that everyone has had the opportunity to review the ED job description and Dr. Laughinghouse’s CV. At the last meeting, we wanted to be in a position at this meeting to determine whether we wanted to launch a full search or make a decision on a permanent appointment of Dr. Laughinghouse. • Ms. Hobdy stated that additional information had been received that the Board did not have prior to this meeting relative to the hiring timeline. There was previous discussion about the amount of time that Dr. Laughinghouse has been in the Interim ED position, 6 months – one year which is standard. The Board is well within that timeframe. She stated that the timeline doesn’t need to be extended just to extend, but a decision needs to be made on how the Board is going to move forward. • She shared detailed additional information from Ms. Shaketha Carter with the Board relative to the timeline of a job search. Ms. S. Carter was available online to answer any questions. <ul style="list-style-type: none"> ➢ Ms. S. Carter confirmed that the period to advertise would start in November. This would insure that the announcement of the position would circulate so that we could get some competitive candidates if that is the will of the Board. ➢ At this time, Ms. Hobdy explained that the Board could go into executive session to discuss Dr. Laughinghouse’s credentials, but conversation will be limited in that session as the Board will not be able to discuss Dr. Laughinghouse relative to selecting her as Executive Director, only to her character, professional competence, physical or mental health. ➢ Ms. Hobdy said she’d like to hear from the Board as to whether or not (1) they think going into an executive session is necessary at this point, (2) they would prefer to have open discussion relative to Dr. Laughinghouse and her credentials and her tenure, or (3) we will go into full discussion now deciding to make an appointment or do a full search. • Discussion: <ul style="list-style-type: none"> ➢ Ms. A. Betts, feels no need to go into an executive session but there may be somebody who does, and if so, they need to speak up immediately. 	

		<ul style="list-style-type: none"> ➤ Ms. G. Hobdy said she doesn't hear any members of the Board requesting that we move into executive session to discuss Dr. Laughinghouse's character, professional competence, physical or mental health. The Board will go into full discussion now deciding to either make an appointment or to do a full search. ➤ Ms. A. Betts, stated she was quite impressed with Dr. Laughinghouse's CV, certainly her performance, she did all that we expected her to do and a whole lot more because we've had a lot more happen than anticipated. I would like to move that we accept her as our Executive Director. ➤ Ms. V. Pearson stated that she agrees with Ms. Betts and seconds her motion. ➤ A Board member (didn't hear name) stated that she agrees with Ms. Betts and Ms. Pearson but wants to make sure the Board can do this according to state law. ➤ Ms. S. Carter stated that the ED is an unclassified position. According to Civil Service Rules, unclassified positions are totally different from classified positions. She stated that it is legal to do what you are wanting to do. ➤ Ms. T. Milstead spoke to Dr. Laughinghouse and stated that she is very impressed with her resume and is very proud of all the work she's done, that she's been a real leader amongst all districts throughout the state of LA. She moved to accept Dr. Laughinghouse as ED. ➤ Mr. Sawyer, also agreed with the motion, said Dr. Laughinghouse's resume is outstanding. ➤ GT stated that she is in complete agreement that Dr. L's leadership. ➤ Ms. Hobdy stated that there's been a motion and formally seconded, she asked if there was any other discussion. ➤ Ms. Hobdy said she is thrilled with the level of competence that has been displayed by Dr. L during these most difficult times and we know it is a marathon and not a sprint and it will continue. ➤ Those members in agreement to appoint Dr. Laughinghouse as CAHSD Executive Director said "aye" and there was no opposition. ➤ Ms. Hobdy congratulated Dr. Laughinghouse on her appointment as ED and told her that she has the absolute support of the Board as she moves forward to move us into 2021. • Dr. Laughinghouse thanked the Board members for their thoughtful consideration and for doing what they felt best for CAHSD, the people served and the seven parishes served. She stated that she will continue to work, will not let them down and that their faith is not being 	<p>There were no objections and the motion passed.</p>
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Adjournment	Ms. G. Hobdy	<ul style="list-style-type: none"> • Mr. Sawyer made a motion to adjourn the meeting. The motion was seconded by Ms. T. Milstead. 	There were no objections and the motions passed.
Next Meeting	Ms. G. Hobdy	The meeting was adjourned. The next Board meeting is on November 9, 2020 at 1:00 p.m. Meeting location or online access information will be provided when determined.	