

**Capital Area Human Services District Board Meeting – via ZOOM
September 14, 2020**

Directors Present: Gerri Hobdy, Chair; Thomas Sawyer, Vice Chair; Laverne Aguillard; Dwayne Bailey; Amy Betts; Vickie King; Rikki Permenter, PhD; Genny Nadler Thomas; and Mary Winfield.

Directors Absent: Virginia Pearson; Kathy D’Albor; Toddie Milstead; Edward Songy, Jr; Stephanie Webb; Rachael Wilkinson

CAHSD Staff: Jan Laughinghouse, PhD, LCSW-BACS

Guests: Carol Nacoste; Rusty Jabour; and Angela deGravelles

	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of the August 3, 2020 Consent Agenda and Approval of June 22, 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. Hobdy asked to amend the consent agenda to add Executive Director Search with universal consent. Mr. T. Sawyer made a motion to add the Executive Director Search to the agenda. Ms. G. Thomas seconded the motion.</p> <p>Ms. A. Betts made a motion to approve the minutes of June 22, 2020, and the August 3, 2020, Dr. Rikki Permenter seconded the motion.</p>	<p>There were no objections and the motions passed.</p> <p>There were no objections and the motions passed.</p>
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"> • CAHSD, MHSD, ICARE, DEA, LCPR, LA VOZ, CADCA, and Gardere Initiative are co-sponsoring a free virtual training “Empowering Youth Leaders to Be Effective Change Agents in Their Communities” on 9/16-17 from 4:00-5:30 p.m. Attendees will receive a National Leadership Training Certificate from the community and the Drug Coalition of America. There is still time to register. • The Mental Health Association and CAHSD will be hosting a BH Collaborative meeting. The meeting will focus on Essential Workers and First Responders and the trauma and issues we are going through with COVID. The date will be sent out in October. 	
Social Media surrounding CAHSD Moves	R. Jabour	<ul style="list-style-type: none"> • The majority of CAHSD’s social media is surrounding our move and keeping people abreast of what is going on. • R. Jabour provided a detailed update: Radio and television spots are being used to announce our new locations/addresses. People are invited to call for an appointment. • We are in the process of obtaining exterior photographs and videos of our new locations that will start to run as soon as we can get it all together. Will run for approximately 4-6 weeks on television. 	

COVID-19 Mitigation Strategies/Clinics	Dr. Laughinghouse	<ul style="list-style-type: none"> • Mitigation strategies continue across all CAHSD campuses in the same manner since March with temperature checks, face coverings, social distancing, and closing common areas. We are seeing clients face to face. We are following social distancing guidelines in our groups conducted face to face and are meeting in conference rooms. We are still providing confidential face to face teletherapy sessions for those not comfortable coming in for appointments. We are at 75-80% of pre-COVID numbers for clients returning to the clinics. <ul style="list-style-type: none"> ➤ Governor John Bel Edwards has announced that we are going into Phase 3. Dr. Laughinghouse and the CAHSD Mental Health Director, S. Aguillard, are in discussions to determine how this change impacts our crisis team because they have not been doing home visits. She is also having discussion re: the impact with Dr. Pete, CARP Manager (residential facility for males) and Dr. Udofa, CAHSD Medical Director. We want to increase our capacity. CARP COVID-19 testing for residential staff and clients is conducted by our CAHSD infectious disease specialist. 	
Status of Move – Business Location	Dr. Laughinghouse	<ul style="list-style-type: none"> • All four clinics have been moved. A copy of the “We’ve Moved” flyer used in our notification mail out was shown on the screen. Clients are finding us. We are still experiencing some issues with the phones, fax lines and internet but we are working through the issues to resolve. • Licensing is complete, LDH assisted us in making this happen. We have been working on licensing diligently because it had to be done after the moves were completed. Currently we are credentialing with managed care organizations so we can receive payment for services provided. • In the process of getting signage on all CAHSD buildings. • R. Jabour is working with Ivan Toldson to obtain exterior pictures and once we have those, we will publicize. Dr. Laughinghouse has been working with the Communication Team to develop a virtual tour. • Dr. Laughinghouse has recorded a commercial for social media. 	
FY’20 Budget Close-out	Dr. Laughinghouse C. Nacoste	<ul style="list-style-type: none"> • C. Nacoste provided a detailed overview of the FY20 Budget Closeout report. Due to technical problems the report was not available for Board member review. The report will be provided at the October meeting. • CAHSD ended the fiscal year with a \$738,000 surplus so we didn’t overspend the budget. There were unspent funds. The primary reason for the unspent funds was because they got an appropriation of \$1.1 million at the very end of the year to cover the cost of relocations. Because relocations could not be completed prior to June 	

		<p>30; approximately \$738K of these funds were not used.</p> <ul style="list-style-type: none"> • \$300K of the \$738K were allowed to be carried forward from last year into this current year to help finish paying for the CAHSD moves. • Those programs that overspent their budget such as MH/ARS weren't underfunded, the cost of moving the clinics were charged to the major program/clinic; however, all of the funding was placed into the Administration budget category as this was a last minute appropriation and this was done to simplify the process (funding was in a different appropriation category than where the actual cost occurred). The expenses were allocated appropriately to track the cost by program. • The \$300K gave CAHSD additional money this year to finish paying for those cost so that the agency doesn't have to use any of the money that's allocated for services. 	
FY'21 Budget Update Report	Dr. Laughinghouse C. Nacoste	<ul style="list-style-type: none"> • C. Nacoste provided a detailed overview of the FY21 Budget. Due to technical problems the report was not available for Board member review. The report will be provided at the October meeting. • Funding is spread across the six (6) major programs of the District (Administration, Developmental Disabilities, Nurse Family Partnership/OPH, Mental Health, Addiction Recovery and Primary Care) to cover operating expenses which include staffing, client/patient services and operations management. 	
Self-Generated Revenue July 2020	Dr. Laughinghouse	<ul style="list-style-type: none"> • Dr. Laughinghouse provided an overview of the July 2020 SGR report. Revenue collected as of July 2020: <ul style="list-style-type: none"> ➤ CAHSD has \$513,941.15 at 120% of the collections based on our goal of \$425,000 per month. ➤ Billing is being held now because we are recredentialing with our managed care organizations. If we send billing now with our new names and addresses the claims will be denied because they won't match the information they currently have in their systems. Claims will be held until the credentialing is completed. That may impact the August collections. ➤ We are on a good track now for post COVID-19, we are getting about 75-80% of the clients that we had pre COVID-19. This is because we are back into the clinics now providing a combination of face to face services and teletherapy. 	
Legislative & AP Audit Results	Dr. Laughinghouse	<ul style="list-style-type: none"> • No new reports to present (Last AP 6/27/19, Legislative 6/26/19- Bi-annual. 	

Board Membership Status	Dr. Laughinghouse K. Bray	<ul style="list-style-type: none"> We have been in contact with both Pointe Coupee and West Feliciana. Both parishes continue to have difficulty filling their vacancies. We are working on some ideas to stir interest in their communities 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 Board. 	
Board Orientation	Dr. Laughinghouse	<ul style="list-style-type: none"> The material is ready for the Board orientation. John Nosacka and K. Bray have been working together so that the orientation can be provided online instead of in person. Board members were thanked for their patience. 	
Report from Chairman			
Board Policy Review by Direct Inspection/Board Business			
Ends Statement	Ms. G. Hobdy	<ul style="list-style-type: none"> The Board reviewed the Ends Statement provided in the Board packet. There were no recommendations to revise. Mr. Sawyer made a motion to approve the policy without changes. Ms. A. Betts seconded the motion. 	There were no objections and the motions passed.
Global Governance Commitment	Ms. G. Hobdy	<ul style="list-style-type: none"> The Board reviewed the Global Governance Commitment Policy provided in the Board packet. There were no recommendations to revise. Mr. Sawyer made a motion to approve the policy without changes. Ms. A. Betts seconded the motion. 	There were no objections and the motions passed.
Governance Style	Ms. G. Hobdy	<ul style="list-style-type: none"> The Board reviewed the Governance Style Policy provided in the Board packet. There were no recommendations to revise. Mr. Sawyer made a motion to approve the policy without changes. Ms. A. Betts seconded the motion. 	There were no objections and the motions passed.
Board Job Description	Ms. G. Hobdy	<ul style="list-style-type: none"> The Board reviewed the Board Job Description provided in the Board packet. There were no recommendations to revise. Mr. Sawyer made a motion to approve the policy without changes. Ms. A. Betts seconded the motion. 	There were no objections and the motions passed.
Financial Activities & Conditions (Year End Financial 2020-2021)	Ms. G. Hobdy	<ul style="list-style-type: none"> The Board reviewed the Financial Activities & Conditions (Year End Financial 2020-2021) Policy provided in the Board packet. Ms. C. Nacoste provided an overview of the report. There were no recommendations to revise. Mr. Sawyer made a motion to approve the policy without changes. Ms. A. Betts seconded the motion. 	There were no objections and the motions passed.
September Policy Review Assignment	Ms. G. Hobdy	<ul style="list-style-type: none"> September Policy Assignment – Unity of Control Deferred: Ms. S. Webb was unable to attend the meeting. 	Deferred – will be included on the October Agenda.
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. Aguiard. 	
Board Member Self Evaluation Form	Ms. G. Hobdy	<ul style="list-style-type: none"> Board Member Self-Evaluations are deferred. The evaluation process is under review and will be conducted online through a survey program. The content will not change. Forms already received will be entered into the system. New members are not required to 	

		participate this year.	
Executive Director Search	Ms. G. Hobdy	<ul style="list-style-type: none"> • Ms. G. Hobdy opened discussion regarding the CAHSD Executive Director position. Dr. Laughinghouse is currently serving as Interim Executive Director. • Ms. G. Hobdy stated that evaluating and hiring leadership for CAHSD is one of the most important functions of the Board. • The Board has two options: <ul style="list-style-type: none"> ➤ Conduct a full search ➤ Consider moving forward to make the Interim Executive Director permanent. • Ms. G. Hobdy would like for the Board to have discussion about the two options. She provided the following information requested from CAHSD Human Resources. There are still a few questions but the Board has the prerogative to do either of the options. <ul style="list-style-type: none"> ➤ If the Board decides to move forward with a search, we would submit a written request to the HR Director to post the position. ➤ After the position is posted, there are applicable timelines to follow for posting and advertising related to whether we conduct a full search or not. Once the post closes the applications are approved by HR, they will check credentials and provide the Board with a list of candidates. The Board will then begin the interview process to hire an Executive Director. • There was discussion based on information received from CAHSD Human Resources as to whether or not the position must be posted. There is no legislative rule/law that requires posting of the unclassified position. • The Executive Director position will be included on the next meeting agenda. • Comments were made by several of the Board members regarding conducting an Executive Director search and Dr. Laughing house’s successful service as Interim Executive Director. • Dr. Laughing house’s CV and the Executive Director Job description will be sent to the Board members for review prior to the next meeting. 	CAHSD Executive Director Search will be included on the next meeting agenda.
Adjournment	Ms. G. Hobdy	<ul style="list-style-type: none"> • Ms. Betts made a motion to adjourn the meeting. The motion was seconded by Mr. Sawyer. 	There were no objections and the motions passed.
Next Meeting	Ms. G. Hobdy	The meeting was adjourned. The next Board meeting is on October 5, 2020 at 1:00 p.m. Meeting location or online access information will be provided when determined.	