



Acadiana Area Human Services District-Board Meeting Minutes
Tyler Mental Health Clinic, 302 Dulles Drive, Auditorium 2, Lafayette,
LA

June 24, 2013

Members Present: Georgie Blanchard, (St. Martin Parish) ; Robert Eastin (Evangeline Parish); Janise Hardy (Vermilion Parish); Patricia LaBrosse, (Governor Appointee); Mary Neiheisel, (Lafayette Parish); George J. Pourciau, Jr., (Acadia Parish)

Members Absent: Kay Marcel, (Iberia Parish) – notified of absence; John Pitre (Evangeline Parish)- ill

Employees: Brad Farmer, Executive Director; Jennifer Sonnier, Administrative Assistant

Others: Russell Semon, DHH Liaison

Agenda Item	Discussion	Action
Call to Order	Mary Neiheisel, Board Chair, welcomed Board members. Janise Hardy, newly appointed board member from Vermilion parish, was welcomed to the board and introduced herself. No guests to introduce.	Call to order by Mary B. Neiheisel, Chair, at 6:55 p.m.
Roll Call	<u>6</u> board members personally present. Roll signed by members.	
Quorum	<u>6</u> board members personally present.	Quorum announced by Board Chair.
Agenda/Amendments	Mary Neiheisel, Chair asked for additional agenda items or amendments – None presented. George Pourciau, Jr. /Rob Eastin moved/seconded approval of agenda with no additions.	Agenda approved.
Approval of Minutes	Rob Eastin /George Pourciau, Jr. moved/seconded approval of April 22, 2013, meeting minutes as submitted.	Minutes approved unanimously.

Agenda Item	Discussion	Action
<p>iii. Cost of Governance (direct inspection)</p>	<p>Article III-8 Code of Ethics: “All board members shall be subject to the State Code of Governmental Ethics. No member of the board or of his immediate family shall own or have any interest or part in any public or private organization, business, company, or entity conducting business of any kind with the district. Source LA R.S. 28:913 (F)</p> <p>Patricia LaBrosse/Janise Hardy moved /seconded motion to add bylaws wording into the governance policy.</p> <p>iii. Brad Farmer, ED, reminded the board of providing training and activities to the board members and proposed board training on Monday, July 22, 2013, before the monthly board meeting at 1:00pm. A trainer that is currently working with the Alexandria and Lake Charles areas is available to provide this service to our District. The trainer is familiar with policy governance and Districts. The training can be 1 day or ½ day training as needed by the board.</p> <p>Georgie Blanchard asked for alternate days such as July 23rd or July 24th from 1:00pm to 5:00pm. Brad Farmer, ED, will follow up with board members and trainer regarding available dates.</p>	<p>Motion carried.</p>

Agenda Item	Discussion	Action
<ul style="list-style-type: none"> iv. v. vi. vii. viii. Board member Self-Evaluations <p>b. Board – Executive Director Linkage</p> <ul style="list-style-type: none"> i. Status Update on AAHSD Strategic Plan and other Selected Initiatives (direct inspection) 	<p>Rob Eastin/George Pourciau, Jr. moved/seconded to accept the Cost of Governance Report</p> <p>iv. The board self-evaluation forms were distributed to be completed by board members.</p> <p>Mary Neiheisel, Board Chair, mentioned to add under attendance “I am punctual for board meetings and I notify the secretary of an expected absence within a reasonable time period”.</p> <p>Patricia LaBrosse objected to the punctuality addition to the board self-evaluations.</p> <p>i. Brad Farmer, ED discussed the strategic plan and operational plan updates. He also handed out the AAHSD Management Report to the board members. This is the tool we follow to report to the board.</p> <p>AAHSD is still awaiting the LGE Phase II Assessment letter.</p> <p>CARF survey was held June 19th, 20th and 21st. AAHSD should get the results of the survey within 6-8 weeks. The agency did receive recommendations in some areas and will work to correct</p>	<p>Motion carried.</p> <p>No Action Required</p>

Agenda Item	Discussion	Action
	<p>them.</p> <p>Patricia LaBrosse asked if Clinical Advisor is working well with CARF standards. Brad Farmer, ED, mentioned we may have to change to another system. The systems between Districts do not have to be the same, just compatible.</p> <p>Georgie Blanchard inquired about the CARF surveyor's evaluation of Magellan. She asked can they cite or mention specifically things we need to change with Magellan. Brad Farmer responded that we voluntarily asked for the CARF survey, CARF cannot cite Magellan, but can make suggestions to improve our system.</p> <p>Our Developmental Disabilities office is being relocated to the Tyler location by September 30, 2013. The OCDD office in Baton Rouge has been contacted as a courtesy and indicated they will help with publicizing the move.</p> <p>Georgie Blanchard/George Pourciau, Jr. moved/seconded board compliance with this policy.</p>	<p>Motion carried</p>
<p>New Business</p> <p>a. Bylaws: (Article IV, Item 4) election of Treasurer</p>	<p>a. Mary Neiheisel, Chair, discussed the Election of a Treasurer and asked for nominees.</p> <p>George Pourciau, Jr. /Georgie Blanchard moved/seconded the circulation of the job description for the Board Treasurer to the board</p>	<p>Motion passed unanimously.</p>

Agenda Item	Discussion	Action
	<p style="text-align: center;">members and ask for an election at the next scheduled board meeting.</p>	
<p>Comments from ED</p>	<p>Brad Farmer, ED, presented the board with the agency Logo and explained that we are currently working on the website and are in test mode.</p> <p>AAHSD is currently in the process of taking over the Functional Family Therapy program run by the 16th Judicial District as they feel continuing to provide that service may be a conflict of interest.</p> <p>Brad Farmer, ED, presented the members of the Board of Directors with lapel pins that read “Leading the Way” and thanked all for their service to the District.</p>	
<p>Comments from Chair</p>	<p>Mary Neiheisel, Chair, reminded the board members to read and review the Management report handed out earlier.</p> <p>Board members are asked to send an updated VITA.</p> <p>Policy Governance Executive Limitations and Board Compliance Monitoring Tool forms must be completed at the end of each meeting.</p> <p>Compliance is 6a on June 24 agenda. Executive Limitations is 6b on June 24 agenda</p> <p>Mary Neiheisel, Chair, expressed her appreciation to Brad Farmer, ED, for all he does and presented him with a gift basket.</p> <p>The Travel Expense (TE) for the relocation expenses from the ED was signed by Mary Neiheisel, Board Chair.</p>	

Agenda Item	Discussion	Action
Executive Session	<p>Mary Neiheisel, Chair, called for an Executive Session at 7:56pm .</p> <p>Patricia LaBrosse/Rob Eastin moved/seconded adjournment of regular meeting to move into Executive Session.</p> <p>Patricia LaBrosse/Georgie Blanchard moved/seconded adjournment of Executive Session and return to regular meeting at 8:23pm.</p>	<p>Motion carried</p> <p>Motion carried</p>
Other Announcements	July Meeting – board members proposed alternating locations of the board meetings.	
Date and location of Next Meeting	The next meeting date is pending the availability of Dave Britt. Suggested dates are July 23 and July 24, 2013	Date, Time, and Location: To be determined.
Agenda Items for next meeting	<p>Agenda Calendar Items for July:</p> <ul style="list-style-type: none"> • Treatment of Staff • Board Job Description 	
Adjournment	George Pourciau, Jr. /Georgie Blanchard moved/seconded adjournment of meeting.	Meeting adjourned 8:27 pm.
Submitted by Secretary		 Jennifer Sonnier for Kay Marcel Secretary, AAHSDB