



Acadiana Area Human Services District-Board Meeting Minutes

Tyler Mental Health

September 23, 2013

Members Present: Georgie Blanchard (St. Martin Parish); Claire Daly (Governor Appointment/Iberia Parish); Robert Eastin (Evangeline Parish); Patricia LaBrosse (Governor Appointment/Lafayette Parish); Kay Marcel (Iberia Parish); Mary Neiheisel (Lafayette Parish); John Pitre (Governor Appointment/Evangeline Parish); George Pourciau (Acadia Parish); Amy Theobald (St. Landry Parish)

Members Absent: Janise Hardy (Vermilion Parish)-notified of absence;

Employees: Brad Farmer, Executive Director; Jennifer Stelly, Human Resources Director; Daniel Leger, CFO

Others: Rusty Semon, OBH/DHH Liaison; Lloyd Hernandez, community member and member of Governor's Addictive Disorder Commission

Agenda Item	Discussion	Action
Call to Order		Call to order by Dr. Mary Neiheisel, Chair at 6:15 p.m.
Roll Call	<u>9</u> board members personally present.	
Quorum	<u>9</u> board members personally present.	Quorum announced by secretary.
Approval of August 26, 2013, Minutes	Patricia LaBrosse/Amy Theobald moved/ seconded approval of August 26, 2013, minutes as submitted .	Minutes approved as submitted. No corrections
Solicit Public Comment Requests	None	
Agenda Calendar Items a. Governance Process i. Governance Style (pg.18) ii. Ends Statement (pg.32) iii. Solicit comments on ED performance (pg.29)	i. Governance Style policy was reviewed noting that improvement is ongoing. It was noted that information regarding membership requirements, including diversity needs, will be shared with appointing authorities as needed for new appointees.	

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<p>b. Executive Limits i. Financial Condition & Activities (pg.7)</p>	<p>John Pitre/George Pourciau moved/seconded the Board is in compliance.</p> <p>ii. Ends Statement was reviewed. Connecting with “owners” to get their feedback/perspective on whether, or not, the Ends Statement is being met should be ongoing and prior to Board’s discussion.</p> <p>John Pitre/Rob Eastin moved/seconded the Board is in compliance.</p> <p>iii. Solicit comments on ED Performance policy was reviewed. It was noted that the ED keeps Board members fully informed of his activities between meetings along with reports at Board meetings. Board members will provide comments on the ED’s performance in October for his annual evaluation in November.</p> <p>Brad Farmer will send Board members a copy of his job description.</p> <p>Georgie Blanchard/Claire Daly moved/seconded the Board is in compliance.</p> <p>A discussion about Executive Sessions and the recording of minutes was held. Additional information will be sought and reviewed in order for Board to determine the process they will follow to be in compliance with the Open Meetings Law.</p> <p>b. Daniel Leger presented information on the current budget and provided a handout showing the monthly</p>	<p>Motion passed without objection.</p> <p>Motion passed without objection.</p> <p>Motion passed without objection.</p>

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	<p>expenditures for July, August, and September and Expenditure Analysis. He noted that there are currently no funds in the Escrow Account.</p> <p>Concerning “property”, it was noted that anything purchased by AAHSD is the district’s property but items that were already in place remain the property of DHH.</p> <p>Work has begun on next year’s budget. Daniel Leger will request an \$800,000 increase to cover unfunded mandates.</p> <p>DHH officials have notified Mr. Leger that the district will receive an additional position for “auditing” purposes. At this time, many questions about the position remain, including whether or not funding will be provided.</p> <p>John Pitre/Amy Theobald moved/seconded the Board is in compliance.</p>	<p>Motion passed without objection.</p>
<p>Unfinished Business</p> <p>a. Executive Limits</p> <p>i. Treatment of Staff (volunteers) (pg.5)</p> <p>ii. Treatment of consumers (linkage between district and community) – page 19</p>	<p>i. Treatment of Staff (volunteers) was reviewed. The following AAHSD documents provided to volunteers and interns were distributed: 1) Bill of Rights; 2) Agreement that is signed by AAHSD Supervisor and the student/intern/volunteer; 3) Orientation Program Checklist.</p> <p>Organizations that provide students/volunteers/interns sign MOUs (for example LSU School of Social Work). Organizations also do the required background checks.</p> <p>Staff will add an item to the policy</p>	

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<p>b. Policy Governance Training</p>	<p>concerning the treatment of students/interns/volunteers.</p> <p>John Pitre/Georgie Blanchard moved/seconded the Board is in compliance.</p> <p>ii. Treatment of consumers (linkage between district and community). Questions raised at August meeting seeking clarification on linkage were answered by staff via emails. For example, ongoing communication occurs with the Regional Advisory Councils so the members of the Regional Advisory Councils are informed about the AAHSD.</p> <p>Scheduling and conducting Governance Training for Board members was discussed. Possible dates will be sent to Board members. Based on members' responses, dates will then be sent to the consultant (David Britt, PhD) who will conduct training.</p> <p>Patricia LaBrosse/Amy Theobald moved/seconded that Rusty Semon, DHH Liaison, provide advice to the Board concerning on what the consultant's training should focus.</p>	<p>Motion passed without objection.</p> <p>Motion passed without objection.</p>
<p>Items requiring Board Vote</p> <p>a. Revision of Bylaws – as proposed and read at August meeting – “Regular Meeting: The Board will schedule at least nine (9) meetings per calendar year. Meeting dates, times, and</p>	<p>John Pitre/Patricia LaBrosse moved/seconded that the change in Bylaws be approved.</p>	<p>Motion passed without objection.</p>

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<p>locations will be determined by the Board. Notice of regular meetings shall be given no less than seventy-two (72) hours prior to meeting.”</p>		
<p>New Business a. Report from Regional Advisory Council (BH) – Jennifer Randal-Thorpe</p>	<p>Ms. Randal-Thorpe was not in attendance at meeting. (Later sent an apology for missing meeting.)</p> <p>Rusty Semon handed out a document showing how a board spends its time relates to the phase of governance a board has attained (building/foundation, accountability, sustainability).</p>	
<p>Comments from the Executive Director</p>	<p>There will be an Ends Prevention Conference in Lafayette tomorrow that the AAHSD is co-sponsoring with OBH/RAC. Presentations on LGEs will be made.</p> <p>A “by invitation only” Behavioral Health Forum called by state officials will be held on October 17th.</p> <p>The Developmental Disabilities staff will be moving into the Tyler Mental Health Center this week. This will result in cost savings.</p> <p>AAHSD will be sponsoring trainings to generate funds for Escrow Fund (For ex. CARF training for providers)</p> <p>An educational event will be held in Lafayette on October 4th concerning the shift of DD services moving to a</p>	

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	<p>managed care system.</p> <p>An appeal of a personnel matter was heard and resolved. The process in place for appeals worked well.</p> <p>Some vacant positions are being filled, but out of an abundance of caution some positions are still being held. Positions being filled are 3 LPNs; a clinic manager position and social workers.</p> <p>Dr. Tony Speier, Assistant Secretary of OBH is retiring.</p>	
<p>Comments from Chair, including Governance policy/traditional</p>	<p>Dr. Neiheisel urged members to review the documents concerning Governance. The LGE Board Governance Checklist will be sent to Board members for completion and return to Mary Neiheisel, Brad Farmer and Rusty Seamon.</p> <p>Mary Neiheisel gave information about a conference for nurses on mental health and requested permission to distribute the power point that gives information about AAHSD.</p> <p>Requested board members look at ED job description.</p> <p>Requested board members make comments on evaluation form for ED.</p>	<p>Permission given.</p>
<p>Date and location of Next two Meetings</p>	<p>Amy Theobald/Kay Marcel moved/seconded that the November meeting be held on November 18th in New Iberia.</p> <p>Mary Neiheisel announced that October is Domestic Violence Month.</p>	<p>Motion passed without objection.</p> <p>Date and Time: Oct. 28, 2013, 6:15 p.m. Location : Tyler Mental</p>

Agenda Item	Discussion	Action
		Health Center – 302 Dulles Drive, Auditorium 2, Lafayette, LA
Adjournment	Patricia LaBrosse/Amy Theobald moved/seconded adjournment of meeting.	Meeting adjourned at 8:20 p.m.
Submitted by Secretary		 Secretary, AAHSDB