



Acadiana Area Human Services District

Board Meeting Minutes

Tyler Behavioral Health Clinic

November 18, 2015

Members Present: Patricia LaBrosse (Governor Appointment/Lafayette Parish); Janise Hardy (Vermilion Parish); Darla Louviere (Iberia Parish); Rob Eastin (Evangeline Parish); Claire Daly (Governor Appointment/Iberia Parish)

Members Absent: Mary Neiheisel (Lafayette Parish) notified of absence; Denise Leonards (Acadia Parish); Amy Theobald (St. Landry Parish); VACANT (St. Martin Parish); VACANT (Governor Appointment/Evangeline Parish)

Employees: Brad Farmer, Executive Director; Monica Echeverria, Administrative Assistant; Jennifer Stelly, Human Resources Director

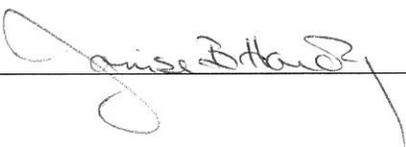
Others:

Agenda Item	Discussion	Action
Call to Order		Call to order by Patricia LaBrosse, Chair, at <u>3:35</u> p.m.
Roll Call	5 board members personally present.	
Quorum	5 board members personally present.	Secretary announced a Quorum present.
Approval of September 23, 2015 Minutes *Please Note* No October Meeting was held due to a lack of a quorum.		
Solicit Public Comment Requests	Public Notices were posted at the AAHSD clinics and on the website. Open meeting laws are available.	

Agenda Item	Discussion	Action
Public Comments/Input	<p>Mauricia Walters with Families Helping Families Acadiana submitted questions regarding the recent OCDD funding.</p> <p>What districts applied for the funding? Who received the funding? How much of the funding did the districts receive? Who decided how the funds were allocated to the districts and what formula did they use?</p> <p>OCDD notified the LGEs that additional “one time” funding was available. The LGEs had to apply and show how the “one time” funding would be spent.</p> <p>AAHSD applied and received some funding. It is unknown who decided how the funds were allocated to the LGEs and the formula that was used.</p>	Brad will follow up with Richard Landry and email the Board the specific details on the “one time” funding.
<p>Agenda Calendar Items</p> <p>a. Executive Limits</p> <p> i. Treatment of Staff (pg 5)</p>	<p>*Please Note: October & November Agenda Items are combined*</p> <p>Jennifer Stelly reviewed the process for developing AAHSD staff policy. All policies are researched by the HR department. Draft policies are sent to the Executive Director and AAHSD Attorney for their review and comments. Once approved the policy/ policies are presented to staff for their acknowledgement. The AAHSD policy and procedure manual is available online for staff.</p> <p>Two policies recently approved are Sexual Harassment and Transitional Return to Work. There are three policies in draft process: Substance Abuse & Workplace, Outside Employment, and FMLA.</p>	

Agenda Item	Discussion	Action
<p>b. Governance Process</p> <p>i. Board Job Descriptions</p>	<p>There is a staff grievance policy in place and only one grievance was filed in the last year.</p>	
	<p>A benefits fair was held in September for all employees. Vendors met with employees who had questions about benefits that are offered.</p>	
	<p>The Affirmative Action plan was recently completed and submitted to Civil Service. Additionally HR had a Civil Service drop-in audit and received a perfect audit.</p>	
	<p>Monica Echeverria spoke about the Tyler Staff Social Committee. The Committee held several fundraisers over the past year. All funds raised are used for staff functions and social events at the Tyler Clinic.</p>	
	<p>There are several different trainings for staff being held over the next couple of months. (EHR, DSM V, Clinical Documentation, and Costumer Service)</p>	
	<p>Carolyn Knowles celebrated 50 years of service. A Governor's certificate and AAHSD certificate will be awarded to her.</p>	
	<p>Rob Eastin / Claire Daly moved/ seconded that the Board is operating in compliance with this policy.</p>	<p>Motion passed unanimously</p>
	<p>The Chair reviewed the Board job description.</p>	
	<p>Rob Eastin / Janise Hardy moved/ seconded that the Board is operating in compliance with this policy.</p>	<p>Motion passed unanimously</p>

Agenda Item	Discussion	Action
<p>c. Board Business</p> <p>i. Convene Nominating Committee</p>	<p>Rob Eastin, Claire Daly and Darla Louviere will serve on the nominating committee. Rob Eastin will serve as the committee chair.</p> <p>Claire Daly suggested forming a committee to fill open positions on the Board.</p>	<p>The committee will present the nomination slate at the December meeting. The nomination slate will be voted on at the January 2016 meeting.</p> <p>All parish contact information will be forwarded to the Board chair.</p>
<p>Unfinished Business</p> <p>a. Board training needs/plans</p>	<p>A possible Board retreat will be held in February or April 2016.</p> <p>Brad Farmer is meeting with LANO to discuss possible training for the Board. AAHSD is a member of LANO and will receive a discounted rate for training. Brad asked the Board for suggestions of training topics.</p>	
<p>Comments from Ex. Director</p> <p>a. Bayou Health Update</p> <p>b. EHR Update</p>	<p>Bayou Health begins December 1st and AAHSD is credentialed with all five Bayou Health companies.</p> <p>The non-medicaid “indigent” population RFP closed on October 9th and no bids were submitted.</p> <p>The Core Team is receiving training this week for the new electronic health record system “Carelogic.”. All AAHSD clinical staff will receive the new EHR training by the end of the month.</p>	

Agenda Item	Discussion	Action
<p>c. Local initiatives report</p> <p>i. NAS (Neonatal Abstinence Syndrome)</p> <p>ii. CJCC (Criminal Justice Coordinating Cmte)</p> <p>d. Seasonal events</p>	<p>The NAS project will start Friday, November 20th. One of the AAHSD counselors will be present at the WIC clinic.</p> <p>On December 9th LPSO will host a mental health & criminal justice meeting.</p> <p>Several AAHSD staff participated in the Families Helping Families Acadiana's "Treats at the Village".</p> <p>Children & Adolescent services hosted trick or treating for their clients.</p>	
Comments from Chair	The Chair thanked the nominating committee for their service and wished everyone a Happy Thanksgiving.	
Date, Time & Location of Next Meeting	Wednesday, December 16, 2015	<p>Date and Time: Wednesday, December 16, 2015 @ 3:30pm</p> <p>Location : Tyler BHC 302 Dulles Drive Lafayette, LA 70506</p>
Adjournment	Rob Eastin / Darla Louviere moved/ seconded adjournment.	Meeting adjourned at 5:05 p.m.
Submitted by Secretary Janise B. Hardy		Secretary, AAHSDB