

**Capital Area Human Services District Board Meeting – via ZOOM  
January 11, 2021**

**Directors Present:** Gerri Hobdy, Chair; Thomas Sawyer, Vice Chair; Kathy D’Albor; Dwayne Bailey; Amy Betts; Virginia Pearson; Edward Songy, Jr; Rachael Wilkinson; Laverne Aguillard; Toddie Milstead; and Rikki Permenter, PhD.

**Directors Absent:** Vickie King; Genny Nadler Thomas; Stephanie Webb and Mary Winfield.

**CAHSD Staff:** Janzlean Laughinghouse, PhD, LCSW-BACS; Shaketha Carter; John Nosacka; Carol Nacoste; Karen Bray **Guests:** Angela deGravelles and Rusty Jabour.

	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of the January 11, 2021 Consent Agenda and Approval of December 7, 2020 Minutes.	Ms. Hobdy	Ms. Gerri Hobdy, Board Chair, called the meeting to order at approximately 1:15 p.m. Roll was called and a quorum was present.  Mr. T. Sawyer made a motion to approve the January 11, 2021, Consent Agenda and the minutes of December 7, 2020. Ms. V. Pearson seconded the motion.	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"> <li>• Christmas Site Tour on 12/14/2020 – Dr. Laughinghouse stated that the site tour was successful and is featured in the January 2021 CAHS Connects newsletter. She gave a brief overview of the physical and video tours. Board members who attended the Site Tour were thanked. The members unable to attend will soon have the opportunity to see videos.</li> <li>• 12 Days of Wellness Video – Based on the feedback received, Dr. Laughinghouse said the wellness video was well received in the community. She gave shout-outs to CAHSD employees who participated and those who wrote/directed the video to make it possible. Ms. D’Albor shared that she and her family loved the video. She said has been hearing the radio advertisements and seeing them on television.</li> <li>• Bridge Center Open House 12/15/2020 – The Bridge Center will be opening soon. They are currently working on licensure. Dr. Laughinghouse will update the Board in February. CAHSD is ready to receive referrals.</li> <li>• CAHSD will be closed on 01/18/2021 in observance of the Martin Luther King holiday.</li> <li>• Faith-Based Opioid Epidemic Forum – CAHSD is sponsoring the</li> </ul>	

		<p>event in conjunction with other partners listed on the flyer included in the packet. There is no charge to attend and a resource toolkit will be released at the event. Dr. Laughinghouse provided an overview of topics and panel of experts.</p>	
Fiscal Department, Accountant Administrator Position	Dr. Laughinghouse S. Carter	<ul style="list-style-type: none"> <li>Ms. S. Carter introduced Ms. Hagga Johnson as the new CAHSD Accountant Administrator and provided a brief overview of her background. She has 17 years of experience working for the State of Louisiana. CAHSD is very excited to bring her onboard.</li> </ul>	
Strategic Initiatives 2021	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>Dr. Laughinghouse provided highlights of the strategic initiatives that CAHSD will be working on this year.</li> <li>Administration – CAHSD will continue to focus on retention and convenience of client services. <ul style="list-style-type: none"> <li>The pandemic pushed CAHSD into telehealth, J. Nosacka and K. Muzik are in the frontline as Director of Business Operations and Director of Training and Emergency Preparedness.</li> <li>Engagement has improved because some of the barriers (i.e. childcare and transportation) have been eliminated. There’s an increase in group participation but we still have no shows. Social media is being used to engage clients. Our social media accounts are monitored and we are posting almost daily. People are asking questions on the sites.</li> </ul> </li> <li>Technology/Clinic Operations – We are in the process of negotiating the purchase of a new electronic health record. J. Nosacka reported that a contract has recently been received from Qualified and will be sent to Dr. Laughinghouse and the CAHSD attorney for moving forward.</li> <li>Board Membership/Vacancies – A media campaign has been discussed/planned for Pointe Coupee and West Feliciana, the parishes with Board vacancies. We are also engaging the help of current Board members to help recruit new members.</li> <li>Clinical Program, Prevention and Outreach – Funded through the State Opioid Response Grant, the Prevention &amp; Treatment sides are continuing to work on engagement. The Mobile Unit has been mobilized and goes out 4 days a week, starting about 3:00 p.m. The Mayor’s Office initially contacted us to go to specific areas of the city, places where you find incidents of people experiencing homelessness who are panhandling and activities like that. The Team is sent out to see if they can help. The team is collecting data regarding whether the people being seen are from in/out of state, Baton Rouge or from other parishes, if they are looking for work or not, if they have a diagnosis, or if they are interested in treatment. CAHSD is offering the services we have and provides linkages.</li> </ul>	

Many don't want work or housing. Dr. Laughinghouse said there is demographic data from the Mayor's office that can be shared. CAHSD has wound care kits available and shares energy bars and water.

- Ms. K. D'Albor asked if there is a plan to provide vaccinations for the team members going into homes. Dr. Laughinghouse stated that CAHSD is part of Phase 1B and is working to line up with Genoa, our onsite pharmacy, for approximately 100 employees who do want the vaccination, 10% or approximately 55% of employees have responded, some have questions, 10% or less will decline. We are working to obtain answers for Dr. Udofa's questions and then will be ready to implement the process to administer the vaccinations. Coming soon.
- New Product/Program Development – Due to COVID-19 and budget cuts we are not looking to expand any new programs now. We don't want to tax our staff further and we want our existing programs to be robust. We do have ideas of where we will go in the next year or so but those ideas are on hold.
- Value-Based Purchasing (VBP) – CAHSD is positioned for VBP. This is where we are moving with regard to how we are reimbursed. K. Muzik is on top of this and has been keeping all of the data as to the high utilizers of emergency rooms as opposed to having primary healthcare or clients who don't keep up with their psychiatrist/social worker so we can engage them. We can divert clients from the hospital by using our Crisis and Mobile Teams to engage them.
- Fiscal – Fiscal is back on track providing budgets to each individual program manager so it can be monitored carefully.
- Referrals – Increasing the awareness of CAHSD services is increasing internal and external referrals. CAHSD has been making strides re: advertising and are using the expertise of R. Jabour, A. deGravelles, Samia Taylor, and I. Toldson. We have a good communication team and CAHSD is on TV, radio and social media.
- Fiscal Accountability – The goal is for all CAHSD contracts to look alike and be managed in one place, with a central contract. A Grants Contract Manager was hired and the new process is going well.
- Facility Improvement/Expansion & Integrated Health Care – Dr. Laughinghouse provided an overview of services being provided and those in the works but not yet implemented.
- Legal Involvement –CAHSD has clients who are in judicially involved programs, funded by an Early Diversion Federal Grant. CAHSD is working with East Baton Rouge Parish Sheriff's Department & Baton Rouge Police Department. We have support for

		<p>the Early Diversion Grant but the eligibility criteria of the grant is so narrow, any clients with active judicial involvement i.e. on probation, parole, or have an active warrant are not eligible to participate. CAHSD met with the DA's Office and the Defender's Office has agreed, on a case by case basis, to drop minor charges so clients will be eligible to participate in the mental health and substance abuse programs.</p> <ul style="list-style-type: none"> <li>• Training – CAHSD will have a Training Department with a budget under the direction of J. Nosacka. <ul style="list-style-type: none"> <li>➤ CAHSD is a sub-recipient, with Baton Rouge Police Department, of the Justice and Mental Health Collaboration Program Grant with \$500K total. We will have a Mental Health Support Team with a police officer and a mental health professional to follow up on calls received as they are occurring. The goal is to prevent future recurrent calls especially with repeat callers.</li> </ul> </li> </ul>	
East Feliciana Addiction Recovery Services (EFARS)	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Dr. Laughinghouse recently met with Ms. G. Thomas and Dr. Permenter, East Feliciana Board members, Ms. Hobdy and Mr. Sawyer, Board Chair and Vice Chair, to discuss the closure of EFARS. She explained that the services at this clinic are underutilized, in spite of all the efforts CAHSD has made.</li> <li>• CAHSD has met with East Feliciana judges, and we have determined the following, <ol style="list-style-type: none"> <li>a. EF has funding for a pretrial diversion program and these typical referrals are being routed to this program to provide education and not treatment,</li> <li>b. We have confirmed that RKM is providing services and are setup to be a “one-stop shop”. The parish has/provides transportation and people can receive all of their care at RKM.</li> </ol> </li> <li>• CAHSD has very few clients coming for services in EF and we have two civil service positions committed there. A decision has been made to close EFARS. Being a State agency, we have a commitment to provide care to the indigent in that parish and are working on obtaining a contract to provide this service. <ul style="list-style-type: none"> <li>➤ Staff Impact: One employee is retiring and one is transferring to Baton Rouge.</li> </ul> </li> <li>• The Board will be advised of a firm closure date at the time we have it.</li> </ul>	
LDH Leadership Changes	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Dr. Jimmy Guidry is retiring December 31 after more than 30 years of service, serving as LDH Medical Director since 2000 and State Health Officer since 1996.</li> <li>• Dr. Joseph Kanter, Assistant State Health Officer and Region One Medical Director who also is currently serving as Interim Secretary</li> </ul>	

		<p>for the Office of Public Health, will serve as the next State Health Officer and LDH Medical Director. He will continue assisting as Interim OPH Assistant Secretary as LDH continues recruitment efforts to fill this role</p> <ul style="list-style-type: none"> <li>• Doris Brown, Executive Director of the Bureau of Community Preparedness, retires effective January 4, 2021. She has 40 years of service to the State of Louisiana</li> <li>• Dr. Sundee Winder will serve as Interim Director of the Bureau of Community Preparedness as LDH actively recruits a permanent successor.</li> </ul>	
Year Financial Report for Financial Conditions and Activities Policy	C. Nacoste	<ul style="list-style-type: none"> <li>• Ms. C. Nacoste provided a detailed overview of the Year Financial Reports provided in the Board member packets.</li> </ul>	
Self-Generated Revenue (SGR) November 2020	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• CAHSD SGR is still down but we are moving forward, our collections are improving as we continue to do back billing and catching up due to the impact of CAHSD moves and COVID-19. We are now down -16% from what is typically collected.</li> </ul>	
2022 Budget Requests New and Expanded	Dr. Laughinghouse C. Nacoste	<ul style="list-style-type: none"> <li>• There were no budget requests. LDH would not fund new or expanded requests unless the agency unfunds a current service or program.</li> </ul>	
Board Membership	Dr. Laughinghouse K. Bray	<ul style="list-style-type: none"> <li>• There has been no change in the status of current CAHSD Board vacancies. <ul style="list-style-type: none"> <li>➤ The production of videos regarding the CAHSD Board and Board membership will begin soon. The purpose is to create interest in serving on the CAHSD Board in Pointe Coupee and West Feliciana, the parishes with vacancies.</li> </ul> </li> </ul>	
<b>Report from Chairman</b>			
<b>Governance Policy Review by Direct Inspection/Board Business</b>			
Financial Planning and Budgeting  Financial Conditions and Activities	Ms. G. Hobdy	<ul style="list-style-type: none"> <li>• Board members reviewed the following policies included in their Board meeting policy packet: <ul style="list-style-type: none"> <li>○ Financial Planning and Budgeting</li> <li>○ Financial Conditions and Activities</li> <li>Year Financial Report</li> </ul> </li> <li>• There were no recommendations to revise the policies. Mr. T. Sawyer made a motion to approve the policies without changes. Ms. K. D’Albor seconded the motion.</li> </ul>	There were no objections and the motion passed.
Executive Director Performance Review	Ms. G. Hobdy Evaluation Committee	<p>Executive Director’s Performance Review:</p> <ul style="list-style-type: none"> <li>• Board members were provided the Monitoring Executive Director (ED) Performance Evaluation packet that includes the attachments listed below. <ul style="list-style-type: none"> <li>○ 2019 – 22 Ends Policy</li> <li>○ Year End Status Report</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ Signed Policy Limit Form</li> <li>○ Performance Comments Submitted by Directors</li> <li>● Human Resources provided the following: <ul style="list-style-type: none"> <li>○ Salary information for current CAHSD ED and for EDs in other Districts.</li> </ul> </li> <li>● The Evaluation Committee met prior to the Board meeting. They made a recommendation to the Board members in the regular meeting to make a performance pay adjustment to the ED salary. Committee members are: Ms. G. Hobdy, Mr. T. Sawyer, Ms. A. Betts, Mr. D. Bailey, and Ms. G. Thomas.</li> <li>● Ms. Hobdy opened the floor for discussion. Following detailed discussion re: the ED's performance, credentials, the significant obstacles/hurdles faced with COVID-19 and the relocations of CAHSD clinics, the consensus of the Board was that they are very pleased with the operation of the agency.</li> <li>● Mr. T. Sawyer made a motion to increase Dr. Jan Laughinghouse's salary by 12% effective immediately. Dr. R. Permenter seconded the motion. This increase was based on her meritorious performance as Executive Director, the board's desire to adjust the salary to better align with other salaries for the same position across the state, and in hope that a competitive salary would also aid in retention of this highly credentialed leader.</li> </ul>	There were no objections and the motion passed unanimously.
Board Orientation Follow-up	Dr. Laughinghouse Ms. G. Hobdy	<ul style="list-style-type: none"> <li>● The Board's virtual orientation follow-up was held on December 21<sup>st</sup> at 1:30 p.m. via Zoom. Attestations were submitted by the new Board members.</li> </ul>	
January 2021 Policy Review Assignment	Mr. E. Songy, Jr.	<ul style="list-style-type: none"> <li>● Cost of Governance – Mr. E. Songy, Jr. stated that he reviewed this policy and recommends that the policy be kept as written. CAHSD needs to be sure services provided don't out way the cost. No Action required.</li> <li>● Public Comment – Mr. E. Songy, Jr. stated that he reviewed this policy according to applicable laws and recommends that the policy be kept as written. He reviewed the process of allowing public comment according to the law. No action required.</li> </ul>	
February 2021 Policy Review Assignment	Ms. Gerri Hobdy	<ul style="list-style-type: none"> <li>● The Policy Review Assignment for February will be made prior to the February meeting.</li> </ul>	
Adjournment	Ms. G. Hobdy	<ul style="list-style-type: none"> <li>● Mr. T. Sawyer made a motion to adjourn the meeting. Ms. K. D'Albor seconded the motion.</li> </ul>	There were no objections and the motions passed.
Next Meeting	Ms. G. Hobdy	The meeting was adjourned. The next Board meeting is on February 1, 2021, at 1:00 p.m. Meeting location or online access information will be provided when determined.	

