

**Capital Area Human Services District Board Meeting – via ZOOM  
August 2, 2021**

**Directors Present:** Gerri Hobdy, Chair; Thomas Sawyer, Vice Chair; Kathy D’Albor; Amy Betts; Toddie Milstead; Chalonda Hollins; Virginia Pearson; Genny Nadler Thomas; Stephanie Webb and Mary Winfield

**Directors Absent:** Laverne Aguillard; Dwayne Bailey; Rikki Permenter, PhD; Edward Songy, Jr. and Rachael Wilkinson

**CAHSD Staff:** Janzlean Laughinghouse, PhD, LCSW-BACS, LAC; Karen Thomas and Karen Bray

**Guests:** Angela deGravelles and Rusty Jabour

	<b>RESPONSIBLE PERSON</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP</b>
Approval of the August 2, 2021, Consent Agenda and Approval of June 7, 2021, 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 thanked the Board members present for attending. She welcomed Chalonda Hollins, LCSW-BACS, C-SSWS to the Board representing East Baton Rouge Parish. Ms. C. Hollins provided a brief overview of her work experience including her previous employment with CAHSD and that has been a social worker for over 21 years. She stated that she is very excited to be serving on the CAHSD Board.</p> <p>Ms. A. Betts made a motion to approve the August 2, 2021, Consent Agenda and minutes of June 7, 2021. Mr. T. Sawyer seconded the motion.</p>	There were no objections and the motion passed.
Public Comment	Ms. Hobdy	Ms. Hobdy read the public comment section from the meeting agenda. There were no public comments made via the email address designated for submitting comments nor through the Zoom meeting chat.	There were no public comments.
Communications - July 2021 Edition of CAHS Connects, Newsletter Highlights	Dr. Laughinghouse	<p>Communications - Dr. Laughinghouse provided a brief overview of the following topics included in the July 2021 edition of CAHS Connects:</p> <ul style="list-style-type: none"> <li>➤ Summer Enrichment Camp – Adventure-based fun, arts, crafts and recreation was provided by School Based Behavioral Health at 14 schools. Students also learned important life skills, such as problem solving, decision making, effective communications and coping. Social workers provided group therapy about impulse control, bullying, mindfulness, and self-esteem. Dr. Laughinghouse provided information re: schools where camps were held and schedules.</li> <li>➤ During the CAHSD Medication Safety partnership with Louisiana Department of Health, Office of Public Health and the EBR Parish Council on Aging, Deterra bags were distributed with medication</li> </ul>	

		<p>safety brochures and resource material.</p> <ul style="list-style-type: none"> <li>➤ Opioids – Side effects and alternatives – Dr. Laughinghouse provided a brief overview of the video of Julie Taylor, pharmacist in the Genoa onsite pharmacy explaining what opioids are and why they are dangerous.</li> </ul>	
CARF Survey	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Upcoming CARF Survey – Dr. Laughinghouse explained that CARF stands for Commission on Accreditation of Rehabilitation Facilities. CAHSD accreditation expires at the end of November 2021 and the survey is expected to be conducted electronically anytime from October 1 – November 1, 2021, and will last 3 days. CAHSD will have a computer set up to be used for FaceTime between CARF surveyors and CAHSD staff. Dr. Laughinghouse explained the importance of and the impact accreditation has on Medicaid and licensure. The following CAHSD services are CARF accredited: <ul style="list-style-type: none"> <li>➤ Outpatient Treatment: Alcohol and Other Drugs/Addictions (Adults)</li> <li>➤ Outpatient Treatment: Alcohol and Other Drugs/Addictions (Children and Adolescents)</li> <li>➤ Outpatient Treatment: Mental Health (Adults)</li> <li>➤ Outpatient Treatment: Mental Health (Children and Adolescents)</li> </ul> </li> </ul>	
FISCAL – Accountant Administrator	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Dr. Laughinghouse introduced the new CAHSD Fiscal Accountant Administrator, Karen Thomas who has been with CAHSD since July 12<sup>th</sup>. Ms. Thomas provided a brief overview of her 20 years of fiscal/accounting experience. She has previously worked for the State of Louisiana and is familiar with the accounting system.</li> </ul>	
Client Satisfaction Survey	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Dr. Laughinghouse reported the following CAHSD Client Satisfaction Survey information: <ul style="list-style-type: none"> <li>➤ Survey was conducted March 15 – June 15, 2021</li> <li>➤ Survey was given to 15 percent of population in the CAHSD clinics and programs</li> <li>➤ An overview was provided of the conclusions/summary report prepared by Karen Pino, CAHSD Compliance Officer. The range of scores was 2.42 to 3.77 with CARP taking the lead having the highest scores. Scores were mostly average with nothing to alarm us – clients reinforced what staff have said in our Listening Tour.</li> </ul> </li> </ul>	
Listening Tour Update	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Listening Tour Update <ul style="list-style-type: none"> <li>➤ Dr. Laughinghouse gave a brief overview of the Listening Tour for new board member, Ms. C. Hollins.</li> <li>➤ The plan is to ensure that our programs, policies and procedures are aligned with our mission and vision statements. The following will be reviewed in this process.</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ Clinic Operations/scheduling</li> <li>▪ Communications</li> <li>▪ Employee Relations Committee</li> <li>▪ Client Engagement and Retention</li> <li>▪ Intake</li> <li>▪ Security</li> <li>▪ Staffing/RE-org</li> <li>▪ Standard Operating Procedures (Policy/Legal)</li> <li>▪ Technology Training</li> </ul>	
Electronic Health Record	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• CAHSD Electronic Health Record Update – The goal is to go live in October 2021 with CareLogic Behavioral Health and Human Services electronic health record. J. Nosacka and K. Muzik are doing the build out. A train the trainer session was held the week of August 19<sup>th</sup>. SMT and EMT members will have some responsibility in training their staff.</li> </ul>	
SGR May-June 2021	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Dr. Laughinghouse provided a detailed overview of the May and June 2021 SGR – CAHSD is at 99% of collections goal. Explanations for not meeting 100% are listed below. <ul style="list-style-type: none"> <li>➢ One of the CAHSD billers was pulled from billing to work on the build project for the new EHR, CareLogic.</li> <li>➢ Halted billing due to name changes/locations/re-licensure for September, October and November 2021.</li> </ul> </li> <li>• Dr. Laughinghouse stated that the services were provided and billing will show that 100% of goal was actually met.</li> </ul>	
Board Membership Update	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Board Membership Update: <ul style="list-style-type: none"> <li>➢ New Board member Chalonda Hollins was appointed to represent East Baton Rouge Parish in the seat vacated by Ms. V. King.</li> <li>➢ Ms. Aguillard’s reappointment is in process.</li> <li>➢ Nothing new to report on Pointe Coupee and West Feliciana vacancies.</li> </ul> </li> </ul>	
Board Member Business Cards	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Business cards have been mailed to the Board members that requested them.</li> <li>• Electronic cards have been emailed to all Board members that requested them.</li> </ul>	
<b>Report from Chairman</b>			
<b>Governance Policy Review by Direct Inspection/Board Business</b>			
Treatment of Consumers	Ms. G. Hobdy	<ul style="list-style-type: none"> <li>• Treatment of Consumers Policy was reviewed by Board members. <ul style="list-style-type: none"> <li>➢ The Satisfaction, Grievance, and Complaint Reports were reviewed by Board members. Dr. Laughinghouse provided a detailed overview of each of these reports.</li> </ul> </li> <li>• There were no recommendations to revise the policy. S. Webb made a motion to approve without changes. Mr. T. Sawyer seconded the</li> </ul>	There were no objections and the motions passed.

		motion.	
Ends Focus of Grants or Contracts	Ms. G. Hobdy	<ul style="list-style-type: none"> <li>Ends Focus of Grants or Contracts Policy was reviewed by Board members. <ul style="list-style-type: none"> <li>The Terminated Contract Report was reviewed by Board members. Dr. Laughinghouse provided a detailed overview of this report.</li> </ul> </li> <li>There were no recommendations to revise the policy. S. Webb made a motion to approve without changes. Mr. T. Sawyer seconded the motion.</li> </ul>	There were no objections and the motions passed.
Retreat/Board Development	Ms. G. Hobdy	<ul style="list-style-type: none"> <li>Retreat/Board Development – Pending, Date TBD in September. Board members will be provided detailed information gathered in the Listening Tour, the changes being implemented as a result and how those changes impact the CAHSD strategic plan. This information will enable Board members to better serve/understand/educate their community members and leaders re: available CAHSD services. <ul style="list-style-type: none"> <li>Dr. Laughinghouse recommends the Board meet virtually for approximately 2-3 hours.</li> <li>Ms. G Hobdy said dates will be sent out to determine what is best for each board member and staff.</li> </ul> </li> </ul>	
Board Member Self-Evaluations Report	Ms. G. Hobdy	<ul style="list-style-type: none"> <li>Board members were reminded of the importance to complete their Board member self-evaluations.</li> </ul>	
August 2021 Policy Review Assignment	Ms. K. D’Albor	<ul style="list-style-type: none"> <li>August Policy Assignment –Delegation to the Executive Director, Ms. K. D’Albor reviewed the policy and recommended no changes. No action needed.</li> </ul>	
September 2021 Policy Review Assignment	Ms. G. Hobdy	<ul style="list-style-type: none"> <li>August Policy Review Assignment: Monitoring the Executive Director Performance - Mr. T. Sawyer.</li> </ul>	
Adjournment/Next Meeting	Ms. G. Hobdy	The next Board meeting is on September 13, 2021, at 1:00 p.m. Meeting location or online access information will be provided when determined. K. D’Albor made a motion to adjourn the meeting. Ms. A. Betts seconded the motion. The meeting was adjourned.	There were no objections and the motions passed.