

**Capital Area Human Services District Board Meeting  
Monday, August 5, 2013**

**Directors Present:** Victoria King, Chair, Kathy D’Abor, Vice Chair, Christy Burnett, Gail Hurst, Sandi Record, Stephanie Manson, Gary Spillman, Denise Dugas, Amy Betts, Kristen Saucier, Dana Carpenter, Ph.D, Kay Andrews, Rev. Louis Askins, and Becky Katz

**Directors Absent:** Barbara Wilson and Jermaine Watson

**CAHSD Executive Staff Member(s) Present:** Jan Kasofsky, Ph.D., Executive Director, Carol Nacoste, Deputy Director

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of the August 5, 2013 Consent Agenda and Approval of the Minutes for June 1, 2013.  *Ends Focus of Grants or Contracts *Treatment of MH Consumers *Updated Board Resolution		Vickie King called the meeting to order at 3:00pm. Kay Andrews made a motion to approve the June 1, 2013 minutes as written and to move the action items #7, #8 and #9 from the Reports from the Chairman with the Consent Agenda. She made a motion to amend the Consent Agenda by removing item #10 from an action item to a non-action item. The motion was seconded by Christy Burnett.	There were no objections and the motion passed
Communications	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• <b>Mental Health First Aid</b> – Board members, Rev. Louis Askins and Gail Hurst attended the recent, two day, all day MH First Aid training. Both reported briefly on the content and benefits of the training for adults. They recommended that all members attend the training as opportunity is presented. There was discussion regarding the community representation at the meeting and the interest expressed by the Louisiana State Police and the Sheriff of EBR Parish to have their officers attend the training.</li> <li>• <b>Mental Health First Aid-Youth:</b> The single day training will be offered on 8/21/13. Dr. Kasofsky will attend the training. Four slots are designated for CAHSD Board members. The following Board members expressed interest in attending the training: Christy Burnett, Kay Andrews, Amy Betts and Kathy D’Albor.</li> <li>• <b>The Evolving World of BH on the Eve of ACA Implementation:</b> Dates of the meeting are November 10-13,</li> </ul>	

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		<p>2013 in New Orleans. An overview of the conference was provided. Board members would benefit from attending on Monday. The focus is how healthcare reform is going to be impacting behavioral health specifically. K. Bray will contact members to coordinate the registration of those attending. The District is willing to pay for hotel expenses for the night before for those that prefer not to drive in on the morning of the training. This may be counted as the November Board meeting if the majority of the board members attend. Lunch will be paid for.</p> <ul style="list-style-type: none"> <li>• <b>CIT Training Rescheduled: October 7-11th</b></li> <li>• <b>Fall 2013 Staff Development &amp; Community Training Series:</b> There was brief discussion regarding this training opportunity. It was noted that training classes are now held at CAHSD at the Government Street location and not at the Louisiana State Police building.</li> <li>• <b>Bullying Prevention Handout:</b> An overview was provided of the bullying handout developed by Vivian Gettys. She also wrote an article on bullying which was published recently in <u>The Advocate</u>. Additional information on bullying is available upon request.</li> <li>• <b>Client Orientation Handbook:</b> A copy of the Client Orientation Handbook was distributed to each Board member. The handbook was developed according to CARF standards.</li> </ul>	
Primary Care Integration	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• <b>On-site Services:</b> Dr. Kasofsky reported that a primary care clinic near the Baton Rouge General is interested in receiving referrals from CAHSD. The clinic has offered to house a nurse practitioner onsite at CAHSD every other week for one afternoon to see indigent clients. The clinic will be able to receive referrals of non-indigent clients who are not already connected with a provider with either Medicaid, Medicare or are privately insured. The clinic physician is a chronic disease specialist which will work well with CAHSD clients.</li> <li>• <b>Community Health Worker Initiative in Pointe Coupee:</b> V. Gettys and Dr. Kasofsky recently met with Chad Olinde, CEO, Pointe Coupee General Hospital. He was told that while the community health workers have been focusing on diabetes and hypertension that they wanted to add a mental health and addictive</li> </ul>	

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		<p>disorders component and would like to speak with the physicians in the community. Mr. Olinde supports the initiative. A few mental health and substance use questions will be added to the screening survey the community health workers use in the homes.</p> <ul style="list-style-type: none"> <li>• <b>Heat Safety:</b> There was discussion regarding the heat and how clients taking certain atypical medications may have body temperature regulation issues. A flyer with heat information has been developed and can be obtained from V. Gettys.</li> </ul>	
BH Crisis Services Development	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• In a recent meeting with Craig Coenson, M.D., Magellan President, it was determined that a rapid stabilization program similar to the MHERE is needed in this community, not a residential program. There is discussion with a private provider to provide these services and the goal is to have up to 20 beds available for this purpose within 6 months.</li> <li>• Three receiving centers are needed across the State in the following areas: Baton Rouge, New Orleans, and Lafayette. Services will be provided by a private provider and Magellan will reimburse for those services. The reimbursement rate would be approximately \$358. CAHSD will enter into a contract in which a certain number of dollars would be paid for a designated number of indigent beds. The hospitals may also want to reserve a few beds. There will be further meetings to discuss the referral process. CEC's, PEC's, and OPC's may be able to go directly there with a nurse practitioner to access their physical health.</li> <li>• Dr. Kasofsky recently met with representatives from Lane and Ochsner Hospitals. These facilities are not being inundated with behavioral health clients. They have agreed to report the number of patients seen in a behavioral health crisis from last January through October 2013</li> </ul>	
OLOL Psychiatry Residency	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Kathleen Crapanzano, MD, Residency Program Director at OLOL, contacted CAHSD to find out if there was interest in having six, second year residents work at CARP, CAHSD's inpatient drug treatment program.</li> <li>• Dr. Linszky, CARP physician and Dr. Udofa, CAHSD Medical Director are providing oversight to those residents now working at CARP and all is going well.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Third year residents are slated to come later in the year.</li> </ul>	
Mental Health Court Training for Judges	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• The Council of State Governments, a Federally funded program that nationally assists states to implement Mental Health Courts, will provide an assessment free of charge to determine the type of training needed by the judges to establish the mental health courts.</li> <li>• The Judges, Warden, and Police Chief are very excited about the program. They want repeat offenders to get into treatment rather than go back to jail..</li> <li>• The program hasn't yet started but preliminary discussion is in process.</li> <li>• A proposal will be received from the Council of State Governments who will provide technical assistance to local Judges.</li> </ul>	
Update on 2014 budget	Carol Nacoste	<ul style="list-style-type: none"> <li>• C. Nacoste provided an overview of the budget as outlined on the budget handout in the Board packet. She reviewed the adjustments made to the budget during the development process. Reductions are indicated in red, additions are indicated in black. There was discussion of zero based budgeting. There was discussion of salary reductions, contract reductions and interagency transfers. She explained (1) OBH Reduction (TANF) ECSS and OCS IAT (2) OCDD Reduction (LINCCA Transfer) Cash Subsidy &amp; Family Support IAT, (3) OBH Substance Abuse Block Grant Reduction (Cut) IAT and (4) Annualization of mid-year cut (10 positions). Total of cuts that impacted services to clients and individuals with Developmental Disabilities is \$2,020,962. She explained the reductions that do not have an impact on clinical services. The total of these reductions are \$374,970. Total funding reductions FY2013 to FY2014 is \$2,395,932. CAHSD's current budget is \$29,827,102.</li> </ul>	
Self-Generated Revenue (SGA)	Carol Nacoste	<ul style="list-style-type: none"> <li>• C. Nacoste reviewed the SGR Fiscal year close out report as of June 2013. Revenue collected is \$2,202,097.04 of the \$4,254,241.00 budgeted to collect. It is unlikely that CAHSD would ever collect the budgeted amount no matter how many clients because the budgeted numbers are inflated. Part of the problem with the projected SGA budgeted numbers is that they are based on 30% of all clients with addiction needs being Medicaid</li> </ul>	

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		<p>eligible and it is really about 3%. \$2,202,097.04 is the amount in the bank at the close of the June 30 bank statement. The projected Surplus/Deficit is \$2,039,878.94. This is how far CAHSD is from collecting to Budget. Outstanding collections were reviewed line by line. Different types of denied claims were explained. Collections have increased to 60% due to the hard work of CAHSD billing staff.</p>	
<p>Electronic Health Record, Social Services Counselors</p>	<p>Dr. Kasofsky</p>	<ul style="list-style-type: none"> <li>• <b>Electronic Health Record:</b> Since CAHSD has not been able to utilize Clinical Advisor (CA) to process billing, CAHSD has made a decision to purchase a product called ICANOTES designed specifically for outpatient mental/behavioral health. Five other Districts have signed on to purchase this product. CAHSD has organized a team within CAHSD and a team that includes staff across the six Districts. When customization of a form is needed (i.e. to collect specific data required for block grant reporting) the cost will be shared across the six Districts. CA is not being used for scheduling in the largest CAHSD clinic but is being used in the smaller clinics. It works in communities that don't have so many different providers working with the same clients. The goal is to have ICANOTES implemented in October 2013.</li> <li>• <b>Social Services Counselors:</b> Four social services counselors have been hired as a result of the recent focus group with CAHSD top performing social workers and the result of a survey of CAHSD clinicians. The clinicians reported that they most needed an electronic health record that did not waste a lot of their time. It was also identified that they needed someone with a background in human services, but not necessarily a clinician, to help them with obtaining prior authorizations and other requirements of managed care companies. Social services counselors will be allocated as follows: (1) one will be shared between Addictions, CABH &amp; CBHS (2) one full-time with MH CABH (3) one at MDMHC and (4) one at GMHC.</li> <li>• <b>LCSW Social Worker:</b> A LCSW social worker will be added to the CAHSD satellite team. The team leader will have responsibility to go out into the parishes, getting known, making sure that people and physicians in the community know where we</li> </ul>	

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		are located. Board members may be contacted to help.	
Board Membership Status	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Rev. Louis Askins, Iberville, and Dr. Dana Carpenter, EBR, have been reappointed to the CAHSD Board. There is nothing new to report for Pointe Coupee. Nothing to report on status for Gary Spillman, WBR, and B. Wilson, East Feliciana. Applicable paperwork has been submitted to their parish authorities.</li> </ul>	
Mission & Ends Statement	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• CAHSD has expanded the admission criteria with regard to mental health. The criteria has always been “serious and chronic mental illness” but has been opened to mild, moderate and chronic. This was included in the strategic plan for this year.</li> <li>• In changing the admission criteria, the CAHSD Mission Statement and the Ends Policy need to be revised in addition to many other documents.</li> <li>• Dr. Kasofsky reviewed the EMT suggestions indicated in red to the Mission Statement and the Ends Policy.</li> <li>• The revised mission statement will be included on the next Board meeting agenda for vote by the Board members. <ul style="list-style-type: none"> <li>➤ The following mission statement suggestions were made by CAHSD Board. <p style="margin-left: 40px;">“empowering people with behavioral health needs” “people of all ages”</p> </li> </ul> </li> <li>• The revised Ends Statement will be included on the next Board agenda for vote by the Board members. <ul style="list-style-type: none"> <li>➤ The EMT Ends Statement revision suggestion: <p style="margin-left: 40px;">“meet the admission and continued stay criteria established by CAHSD and as outlined its policies and procedures”.</p> </li> </ul> </li> <li>• CAHSD staff will need to be educated regarding the change in admission criteria.</li> <li>• Dr. Kasofsky will work with Angela deGravelles to place ads that educate people regarding the type of clients seen at CAHSD.</li> </ul>	Include revised Mission & Ends Statements on the Board agenda next month

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Heidi Sinclair Marjorie Persons, MD	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Heidi Sinclair has been hired to work with the CAHSD School based program.</li> <li>• Marjorie Persons, MD has been hired to work at CAHSD. She originally worked with CAHSD through Telemed.</li> <li>• Marsha Schuler will write a story about CAHSD to remind the community that CAHSD is still open for business, providing services in the 7 parish area and has expanded the admission criteria.</li> </ul>	A list of CAHSD physicians will be sent to K. Andrews.
Episcopal High School	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• A class from Episcopal High School will come to CAHSD in about two weeks to discuss mental health and why there are so many associations with mental illness and violence in the community.</li> </ul>	
Succession Plan Policy Revision	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Dr. Kasofsky, Kay Andrews, and Stephanie Manson will review the Succession Plan. It is currently about emergency succession but needs to have a component regarding what is an orderly succession when an executive director retires. Kay Andrews recommended that an additional category could be added to the policy.</li> </ul>	They will meet prior to the next meeting.
Complaints	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• There was discussion regarding the higher number of complaints at one particular clinic and the possible reasons for the elevated number.</li> </ul>	
<b>Report from Chairman</b>			
<b>Board Policy Review by Direct Inspection/board Business</b>			
Self-Evaluation	Vickie King		
Next Assignment	Vickie King	Treatment of Consumers: Kay Andrews will review and report at the next meeting.	
Community Participation	Vickie King	There was no community participation.	
Next Meeting	Victoria King	The next Board meeting will be held on September 9, 2013 @ 3:00p.m. @ 4615 Government Street, Building 2, Baton Rouge, LA in Conference Room 200.	