

**Capital Area Human Services District Board Meeting
Monday, January 5, 2015**

Directors Present: Gary Spillman, Chair; Kay Andrews; Vice Chair Christy Burnett; Kathy D’Albor; Sandi Record; Dana Carpenter, Ph.D.; Gail Hurst; Vickie King; Kristen Saucier; Barbara Wilson and Amy Betts

Directors Absent: Becky Katz; Stephanie Manson; Denise Dugas and Rev. Louis Askins

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 January 5, 2015 Consent Agenda and Approval of the Minutes for December 1, 2014 .	Gary Spillman	<p>Gary Spillman called the meeting to order at approximately 3:00 p.m. C. Burnett made a motion to approve the January 5, 2015 Consent Agenda and the minutes of December 1, 2014. V. King seconded the motion.</p> <p>Tab 4, Review of ED’s Performance Evaluation Process and Executive Director’s Performance Review was moved to the beginning of the Agenda because of K. Andrews’ need to leave early due to family illness.</p> <p>Tab 3, Draft 2015 Strategic Initiatives not pended - will be discussed.</p>	There were no objections and the motions passed.
New Board Member Introduction	Dr. Kasofsky	<ul style="list-style-type: none"> Laverne Aguillard was introduced to the CAHSD Board members. She is retired from Public Health with 30 years of service. 	
Communications	Dr. Kasofsky	<ul style="list-style-type: none"> <u>The Advocate</u> – BRAF has teamed with the Sheriff, DA and others to look at the criminalization of the mentally ill, how they are treated in jail and alternatives to jail. Steps are being taken to move forward with the jail/behavioral health model. Upcoming BH Collaborative Meeting: February 13, 2015 @ 2:00 p.m. Ira Chasnoff, MD’s launch of his documentary film on Fetal Alcohol Spectrum Disorder - the adolescent brain in children who have been prenatally exposed to drugs and alcohol. He will hold a discussion following the meeting. Registration to attend is through the website, www.ntiupstream.com/screenings 	
Draft 2015 Strategic Initiatives/Ends Update	Dr. Kasofsky	<ul style="list-style-type: none"> Dr. Kasofsky provided an overview of the Draft 2015 Strategic Initiatives/Ends Policies 2014 and explained that the document may be modified based on upcoming budget information. 	
EBR Jail Update	Dr. Kasofsky	<ul style="list-style-type: none"> Dr. Kasofsky stated that with Tonja Myles and the social worker doing discharge planning as soon as people with mental illness or substance abuse came in to the jail, 77% of the women seen in the jail and released actually came to CAHSD clinics. The social worker had access to the electronic health record and could view the information to obtain 	

		<p>diagnosis and medication information. Tonja Myles conducted peer support groups.</p> <ul style="list-style-type: none"> • There has since been a meeting with William Daniel, the EBR Parish finance staff and Councilwoman Edwards to lay out what could be done with the budget that currently exists for Prison Medical; dollars could be realigned to focus more on mental health and to un-fund some of the unfilled nursing positions. At this point, reinstatement of the contract is very promising. 	
EBRP MH Initiative	Dr. Kasofsky	<ul style="list-style-type: none"> • Gerri Hobdy stated that Dr. Kasofsky will be key and a lead component in the effort of moving forward in the EBRP MH Initiative. • The public needs to be educated on what is missing in the area and why something is needed to replace the MHERE. 	
Self-Generated Revenue Report November/December	C. Nacoste	<ul style="list-style-type: none"> • C. Nacoste provided an overview of the report and explained that CAHSD has lost our primary biller and a moderate biller. Two additional billers were hired late November. The billing department is getting stronger and more experienced to put billing/collections back on track. • Collection goals will be revisited in two months. • CAHSD is still experiencing struggles with the EHR. Dr. Kasofsky explained the ICANotes issues and the process used by CAHSD to determine what could be causing the problems. The problem was the volume of clients and clinicians using the system, not connectivity. CAHSD stopped using the ICANotes scheduler and had immediate improvement. ICANotes is implementing File Maker 13, a faster processor. In the meantime, CAHSD is using Visionary, a scheduling system used previously, to schedule clients. There is no cost to use Visionary. 	
Update on Grants	Dr. Kasofsky	<ul style="list-style-type: none"> • WBR: Amy Betts has 5-6 applicants to interview for the Coordinator position. Training will be provided. There was discussion regarding salary. C. Nacoste is to confirm that there is sufficient funding for the rate being offered. 	
DHH MOU/Contract Status	Dr. Kasofsky	<ul style="list-style-type: none"> • Waiting for a response from DHH. 	
2015/2016 Budget Reductions	C. Nacoste	<ul style="list-style-type: none"> • C. Nacoste stated that there is a state general funds \$300K budget reduction for this current fiscal year and approximately \$500K (annualization of \$300K this year) budget reduction for next fiscal year. These reductions have to go before the Commissioner for review. • Overall budget is \$28 million; overall state general fund is \$18 million. • CAHSD's meeting with the Commissioner is scheduled for January 6th. • Initially the budget reduction request was 10% and a scenario was done as requested. 	

		<ul style="list-style-type: none"> • C. Nacoste explained the DOA suggested funding level for CAHSD. She stated that what we requested in our budget for next fiscal year is compared to what DOA is recommending. CAHSD Budget requests were explained. 	
New Board Member Orientation	Dr. Kasofsky	<ul style="list-style-type: none"> • New Board member orientation is scheduled for February 2, 2015 at 2:00 p.m. in Room 205 prior to the regularly scheduled meeting at 3:00 p.m. 	
Volunteer Opportunities	Dr. Kasofsky	<ul style="list-style-type: none"> • Dr. Kasofsky stated that Tonja Myles suggested CAHSD engage clients who are ready to do volunteer work. • The Greater Baton Rouge Referral Resource Guide and Primary Care and Behavioral Health is available and will be distributed as requested. 	
Report from Chairman			
Board Policy Review by Direct Inspection/Board Business			
Review of ED's Performance Evaluation Process	Mr. Spillman	<ul style="list-style-type: none"> • The Board reviewed the ED's Performance Evaluation process and made no recommendations to revise. Barbara Wilson made a motion to approve as written. Sandi Record seconded the motion. 	There were no objections and the motion passed.
ED Performance Review	Mr. Spillman	<ul style="list-style-type: none"> • Board members reviewed the following: <ul style="list-style-type: none"> ➢ 2014 Ends Policy Status Report ➢ Signed Policy Limits Form (Distrib. 12/14) ➢ Executive Dir. Performance Review Comments & Salary Info • Mr. Spillman reported that the Performance Review Committee met prior to the regular meeting and discussed the attached documentation. <ul style="list-style-type: none"> ➢ All Executive Director Performance reviews submitted were positive. ➢ After review of the budget, the upcoming budget process, at this point the Committee recommendation is that no raise be given this year unless the Governor gives other employees a raise and at that time, the same raise, will be given to the Executive Director retroactive, to January 1, 2015. ➢ The Board was informed of the following by Dr. Kasofsky: (1) eligible CAHSD staff received a 4% increase for each of the past two years and (2) Dr. Kasofsky had not received an increase since January 2013. • The recommendation was open to discussion for all Board members. There was discussion on the floor regarding the Committee recommendation. Those speaking in the discussion were Kay Andrews, Amy Betts, Christy Burns, Gerri Hobdy, Barbara Wilson, Kathy D'Albor, and Gary Spillman. • Following discussion. A motion was made by C. Burnett to give a 4% increase effective January 1, 2015 to Dr. Kasofsky. A. Betts seconded the motion. 	There were no objections and the motion passed as unanimous.

		<ul style="list-style-type: none"> The recommendation was open to discussion for all Board members. Those speaking in the discussion were Dr. Carpenter, Gerri Hobdy, Kathy D’Albor, and Barbara Wilson. <p>There were no objections and the motion passed as unanimous.</p>	
Governance Policy Review	K. Andrews	<ul style="list-style-type: none"> The Financial Planning/Budgeting Policy was reviewed by Board members with no recommendations to revise. The Board members reviewed the Financial Condition & Activities Policy with no recommendations to revise. There was a motion by Barbara Wilson to approve the policy as is. The motion was seconded by Laverne Aguillard. There was no discussion. 	There were no objections and the motion passed.
Policy Review Process	Mr. Spillman	<ul style="list-style-type: none"> A policy review check sheet will be developed and provided to Mr. Spillman. 	
Next Assignment	Mr. Spillman	<ul style="list-style-type: none"> A policy review will be assigned at the next meeting. 	
Communication Participation	Mr. Spillman	<ul style="list-style-type: none"> Ashley McReynolds, Families Helping Families, Region 2 Leader for LaCAN attended the meeting. This organization advocates for funding for the area DD population. 	
Next Meeting	Vickie King	The next meeting is February 2, 2015 at CAHSD @ 3:00p.m. @ 4615 Government Street, Building 2, Baton Rouge, LA in Conference Room 205.	