

**Capital Area Human Services District Board Meeting
February 3, 2020**

Directors Present: Thomas Sawyer, Chair; Kathy D’Albor, Vice Chair; Rev. Louis Askins; Christy Burnett; Gail Hurst; Virginia Pearson; Gary Spillman; Genny Nadler Thomas; and Stephanie Webb

Directors Absent: Laverne Aguillard; Amy Betts; Gerri Hobdy; Becky Katz; Vickie King; and Rikki Permenter, PhD

	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of the, February 3, 2020 Consent Agenda and Approval of the Minutes for January 6, 2020	Mr. Sawyer	Mr. T. Sawyer, Board Chair, called the meeting to order at approximately 1:05 p.m. A quorum was present. Ms. C. Burnett made a motion to approve the minutes of January 6, 2020, and the February 3, 2020, consent agenda. Ms. V. Pearson seconded the motion.	There were no objections and the motions passed.
Public Comment	Mr. Sawyer	<ul style="list-style-type: none"> • There was no public comment. 	
Communications	Dr. Kasofsky	<ul style="list-style-type: none"> • CAHSD Opioid Mobile Outreach Unit Christening - Dr. Kasofsky thanked the Board members who attended the launching of CAHSD’s new Opioid Mobile Outreach Unit/Team, the first of its kind in this area. The focus is on people using or misusing opioids and heroin. The Outreach Team will travel to hot spots in the area where people are known to congregate and that have identified overdoses. <ul style="list-style-type: none"> ➤ Narcan, over dose reversal medication, will be distributed in hot spot areas in the event of an overdose. Water, snacks, wound care and hygiene kits will be distributed along with needle exchange. The goal is to reduce illnesses and death. ➤ Peers are part of this outreach effort and can help navigate users on where to get assistance and types of assistance available. CAHSD is working with a group that has been doing harm reduction outreach strategies for approximately 15 years. There was discussion regarding the areas that the team travel. Public Health has documentation on the overdose locations. • Meeting with Ascension Parish President: Dr. Kasofsky, Dr. Laughinghouse, Ms. Burnett, Ms. Katz and Lawrence Conkerton, GMHC Clinic Manager, are meeting with the new Parish President Clint Cointment soon. 	
Relocations/Moves	Dr. Kasofsky	<ul style="list-style-type: none"> • NBR-MDMHC – Photographs and new addresses are ready. The Howell Street location is almost ready for occupancy and the move will probably occur in April. Most of the MDMHC clinic furniture 	

		<p>will not be moved due to its poor condition.</p> <ul style="list-style-type: none"> • EBR <ul style="list-style-type: none"> ➤ Government Street – The Government Street campus must be vacated by the end of June 2020 so most will be moved by the end of April/May. Only minor renovations are needed to the front of the Bon Carre building. All of Building 2, 2nd floor and School Based can move into the front side of the building without making any renovations. Visitors will not have access to areas where private health information or financial information is being discussed. ➤ OHCC and the Genoa Pharmacy is expected to move to Bon Carre. ➤ Children’s Unit – CAHSD has a letter of intent to move into a building on Colonial in Baton Rouge. This site is currently under review to determine what, if any, renovations are needed. R. Jabour will work with two lead people on this move. This building will house CBHS currently located on the 1st floor in Building 1 and ASCEND currently located on the 2nd floor of Building 1. ➤ CABH will be the most difficult clinic to relocate. Before the lease for the backside of the Bon Carre building is signed, offices will be developed in one area. Building renovation will take approximately 2-3 months at the most. • AP- GMHC – April 2020 is the target date for GMHC’s move to the new location. To date, the elevator has not been installed. • An internal CAHSD committee is responsible for communication around the upcoming moves in Ascension and NBR. Photos and addresses are ready when a date is confirmed. • Everything is stable - will need to ensure that communication is adequate and CAHSD staff/clients/public view all the moves as positive and not negative. 	
Strategic Plan 2020-2022	Dr. Kasofsky	<ul style="list-style-type: none"> • Dr. Kasofsky stated she feels the plan is complete. The Strategic Plan is a continuum for the Executive Team and they know what we are working towards. The following positions will be added in this year: <ul style="list-style-type: none"> ➤ Employment Specialist ➤ Executive management level position specifically for CBHS ➤ Public Information Officer for about 20 hours/week, possibly a temporary position, with a focus on Social Media. ➤ Internal Auditor, will probably be added next year. Once the CAHSD budget is at \$30 million, an internal auditor must be hired. DOA has to approve this position or it could be a contract. • May or June 2020 plan update will have the next column completed 	

		with action/status with hopefully one person responsible.	
Appointing Authority Letter	Dr. Kasofsky	<ul style="list-style-type: none"> Once Dr. Laughinghouse becomes the ED, she will become the appointing authority for Civil service. Dr. Kasofsky has written a letter that allows the CAHSD Deputy Director to sign (HR Director) for routine employee actions but not allow her to do any appointments, promotions, reallocations, discipline, removal or dismissal of employees. Mr. G. Spillman made a motion to approve the resolution. The motion was seconded by Ms. C. Burnett. 	There were no objections and the motions passed
East Feliciana Addiction Recovery Services (EFARS)	Dr. Kasofsky	<ul style="list-style-type: none"> Dr. Kasofsky explained the history of how the EFARS program was developed and efforts made to avoid/reduce client stigma. CAHSD was not allowed to have a non-voluntary program but could provide treatment. For approximately the past two years, program referrals have been dwindling. The program was losing about \$65K annually and now the loss is at \$100K annually. Dr. Kasofsky provided an overview of the program staff. CAHSD will begin working to increase referrals. Dr. Laughinghouse will meet with judges and probation officers. 	
EHR Selection Status	Dr. Kasofsky	<ul style="list-style-type: none"> CAHSD is moving forward with the selection of the EHR. There is a meeting scheduled for February 23rd. Afia has created a table with pros/cons of each EHR. Once a decision is made, a RFP will go out. 	
Self-Generated Revenue (SGR) November & December 2019	Dr. Kasofsky	<ul style="list-style-type: none"> The SGR November/December report was presented. An overview was provided. The report is for fiscal year to date and reflects actual dollars, not a projection. Currently all of the bank statements have to be reconciled by hand and is difficult. 	
Board Membership Status	Dr. Kasofsky	<ul style="list-style-type: none"> Dr. Kasofsky expressed the importance of obtaining representation on the CAHSD Board for all of the parishes. This has been added to the strategic plan. Dr. Kasofsky stated many of the Board members will be required to move off of the Board in several months. Action needs to be taken as soon as possible to fill the upcoming vacancies. <ul style="list-style-type: none"> ➤ Upcoming vacancies: 2 AP, 2 WBR, 1 EBR, 2 IB, 1 PC, 1 WF ➤ Member Status <ul style="list-style-type: none"> 8 are current 9 going out (5 vacant by law in June, 2 vacant seats) ➤ WB, AP, & IB will not have representation on the CAHSD board if members are not appointed. Per Boards & Commissions, Mr. Songy/Iberville is in the que to be completed. ➤ There was discussion regarding the vacancies. 	

Report from Chairman			
Board Policy Review by Direct Inspection/Board Business			
Resolution for Interim ED: Signature Authority	Mr. Sawyer	<ul style="list-style-type: none"> The Board previously wanted to delay the effective date of the signature authority resolution for Dr. Laughinghouse. A signature authority resolution effective March 1, 2020 was presented and reviewed by the Board. Mr. G. Spillman made a motion to approve the resolution and the motion was seconded by Ms. C. Burnett. 	There were no objections and the motions passed.
Financial Planning & Budgeting	Mr. Sawyer	<ul style="list-style-type: none"> The Board members reviewed and discussed the Financial Planning & Budgeting Policy. The discussion was led by Mr. G. Spillman relating to the need for policy revision. The following revision was recommended: <ul style="list-style-type: none"> #4: Change to read: The Executive Director shall not fail to advise the CAHSD Board of Directors of any shortfalls or needed changes to the Budget. Ms. V. Pearson made a motion to approve the policy as recommended in the meeting due to no change in policy intent. Ms. K. D'Albor seconded the motion. 	There were no objections and the motions passed.
Financial Condition & Activities Policy	Mr. Sawyer	<ul style="list-style-type: none"> Financial Condition & Activities – This policy was reviewed and discussed by the Board. The discussion was led by Mr. G. Spillman relating to the potential need for policy revision. The following recommended revisions are: <ul style="list-style-type: none"> Page 2, II, B, line 6, change from “anticipated being less than \$10,000 will require the approval of the” to read: “anticipated being more than \$10,000 will require the approval of the” Last page, IV, Allocation of Non-Appropriated Funds Line 4-5. Delete “or at the recommendation of EMT and approval of ED. Put a period after Board of Directors. The policy was pended for vote at the next meeting. 	Policy was pended for vote at next meeting.
Policy Review Assignment	Mr. Sawyer	<ul style="list-style-type: none"> PENDED: Policy Review Assignment: Delegation to the Executive Director, Ms. Amy Betts. 	Send policy assignment to Ms. A. Betts.
Next Meeting	Mr. Sawyer	The meeting was adjourned. The next Board meeting is on March 2, 2020 at 1:00 p.m. at 4615 Government Street, Building 2, Room 200A.	