

**Capital Area Human Services District Board Meeting/Teleconference  
June 22, 2020**

**Directors Present:** Thomas Sawyer, Chair; Amy Betts, Vice Chair; Vickie King; Virginia Pearson; Gerri Hobdy; Genny Nadler Thomas; Laverne Aguiard; Rikki Permenter, PhD; and Stephanie Webb

**Directors Absent**

**CAHSD Staff:** Jan Laughinghouse, Interim Executive Director; Ramona Harris

**Guests:** Rusty Jabour

	<b>RESPONSIBLE PERSON</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP</b>
Approval of the June 22, 2020 Consent Agenda and Approval of May 4, 2020 Minutes.	Mr. Sawyer	<p>Mr. T. Sawyer, Board Chair, called the meeting to order at approximately 1:00 p.m. Roll was called and a quorum was present.</p> <p>Ms. V. Pearson made a motion to approve the minutes of May 4, 2020, and the June 22, 2020, consent agenda. Ms. G. Thomas seconded the motion.</p>	There were no objections and the motions passed.
Public Comment	Mr. Sawyer	<ul style="list-style-type: none"> <li>• There was no public comments made via the designated email address for submitting comments.</li> </ul>	
Communication	Dr. Laughinghouse R. Jabour	<ul style="list-style-type: none"> <li>• Communication Update: A communication workgroup including Dr. Laughinghouse, Rusty Jabour, Angela deGravelles, Tonja Myles, Ivan Toldson, and Shaketha Carter has been developed. The plan for internal communication has been finalized. A part-time social media person, Samia Taylor, will work with I. Toldson to help develop social media content. <ul style="list-style-type: none"> <li>➤ R. Jabour provided details on the communication plan. Everything occurring for CAHSD was identified and will be used as an opportunity to announce our moves/new locations, expanded services and better ways to help our clients. It's a way to redefine CAHSD going into our new locations and to remind people that CAHSD has been there for them and is for others to come. <ul style="list-style-type: none"> <li>▪ A. deGravelles is developing entire packages of signage for inside and outside the buildings to assist clients in finding CAHSD services easily.</li> <li>▪ We have cards and flyers that are location specific and a general flyer that allows for people to see where all services are located in the 7 parishes at a glance.</li> <li>▪ We are working with the news media, developing news releases and media coverage for our new locations. We are also utilizing paid advertisement, i.e. Cumulus Radio that reaches current/perspective clients, 96.1 The River Radio and</li> </ul> </li> </ul> </li> </ul>	

		<p>a new relationship with Team BRProud and television stations WVLA and Fox44. CAHSD has been running ads on alcohol, opioid help and medication-assisted treatment. Starting in mid-August, we will release information regarding our new locations on television. In addition to our websites, we are on Facebook, Instagram, and Twitter. Special landing pages are being developed for our websites so that clients immediately know where we have moved preventing service disruption.</p> <ul style="list-style-type: none"> <li>• Move Status – Mid-August is the timeline for all facilities/programs to be moved and settled. We’ve been working with the clients individually to make sure they know our new locations. For the broader population, that’s where the media will come in and will most likely be launched mid-August.</li> <li>• Dr. Laughinghouse stated that their recent videos’ have received 15-20K views each. Interest in CAHSD on social media is growing.</li> </ul>	
COVID-19 (Coronavirus) Update	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• COVID-19 Update: Board members should have received two brief staff videos re: what is going on with COVID-19. We are continuing with our mitigation strategies i.e. closing common areas, decreased numbers allowed in our elevators, and moving our group therapy into the large conference room to enable practicing social distancing. <ul style="list-style-type: none"> <li>➤ Operations: CABH, Government Street, is open 5 days week. GMHC is open 5 days week, MDMHC is in move transition and CBHS is sharing their space 3 days per week with MDMHC to work/provide services. CBHS is open 2 days per week. She explained that due to licensure still in process, MDMHC is unable to utilize their new space at this time.</li> <li>➤ CARP is operating at half capacity. Accepting a max of 20 clients instead of 40 to practice social distancing.</li> <li>➤ Staff, visitors and clients entering CAHSD buildings must wear a face cover.</li> <li>➤ On June 18<sup>th</sup>, CAHSD began offering staff COVID-19 testing at no charge through OHCC located in our clinic. Testing cost is paid out of COVID funds and is approximately \$77 per person. Results are back in 48 hours. Haven’t had any positive reports yet.</li> </ul> </li> </ul>	
Move Update	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Administration Move – HR, Administration, Business Office, and Billing are in the process of moving to Bon Carré now. IT is still located on Government Street. Bon Carré doesn’t have internet service at this time. IT is working hard to get the service in place. Administration should be in Bon Carré by the end of this week.</li> <li>• DD will be housed with Administration. They aren’t making the</li> </ul>	

		<p>move with Administration at this time because they are very large and the companies moving us didn't want to move them. They will probably be moved when CABH moves. Dr. Laughinghouse explained that DD has different record retention guidelines and therefore, have many more records. They have approximately 2500 boxes re: records only. Their move is a huge undertaking.</p> <ul style="list-style-type: none"> <li>• North Baton Rouge (MDMHC) has moved to Howell Place and they are setup and now waiting on licensure approval at that location</li> <li>• Ascension has moved to their new building but can't provide services at that location until the licensure/credentialing approval is completed. They are continuing to operate under current licensure.</li> <li>• CABH Clinic – Wooddale Property and CBHS – Colonial property, both leases have been signed. Construction began at Wooddale in mid-May. There is a holdup related to COVID, the 60 doors will not arrive until July 5<sup>th</sup> or 6<sup>th</sup>. This prevents CAHSD from taking possession of the building until August 1<sup>st</sup>. Dr. Laughinghouse has discussed extending the Government Street stay for CABH and CBHS until that construction is completed.</li> <li>• Colonial, construction hasn't started yet but IT has begun their work onsite.</li> <li>• CAHSD is experiencing a lot of storage issues. It is chaotic at Wooddale but other than that we are moving forward.</li> </ul>	
EHR Selection Update	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Qualifacts is our top EHR contender. Our prescribers really like the interface and we feel billing and reporting is good.</li> <li>• During COVID downtime, K. Muzik and J. Nosacka had several meetings where they had separate demos on reporting and billing. They feel this is robust enough for us at this time.</li> <li>• Afia, paid consultants to help us with selecting the best EHR, will be contacting us soon for a final meeting to make a decision. Will be about 9-12 months before we can change completely over. CAHSD has done as much as possible with the current record and we are aware of our limitations with this system. Have problems with speed.</li> <li>• Mr. Sawyer had a question re: interface capability. Dr. Laughinghouse will follow up with J. Nosacka and K. Muzik relating to the new system's interface capabilities. Dr. Laughinghouse stated that CAHSD plans to select the "middle tier cost" for the EHR.</li> </ul>	
Strategic Plan Update	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Dr. Laughinghouse provided a brief overview of highpoints in the 6 month Strategic Plan update. She stated that CAHSD has been operating under COVID restrictions for three of the six months.</li> <li>• Technology &amp; Telehealth - We are using ZOOM for healthcare for telehealth. Telehealth is not going away and processes are being fine-tuned.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Evidence-based Practices – K. Muzik completed a contract today so that CAHSD can do screening, brief intervention and referrals to treatment which will route more clients to CAHSD. Services will be provided onsite and in the jails. We haven't been able to screen in the jails recently because of COVID.</li> <li>• Opioid Outreach – Dr. Laughinghouse provided an overview of the upcoming Be Safe Mobile Unit events. Because of COVID, community visits have been put on hold. The Be Safe Mobile Unit will distribute NARCAN kits.</li> <li>• Early Diversion Grant – CAHSD received a 3 year \$1.6 million grant to work with the court to provide peer support, substance abuse treatment and mental health counseling for people who are judicially involved.</li> <li>• Grant/Contract Manager – Kendall Baily has been hired to manage opioid grants, and all other grants for CAHSD. He has reviewed all contracts to ensure the paperwork is current/correct.</li> </ul>	
Bridge Center Update	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• The Bridge Center held an emergency/special meeting in May. They have selected a location on Florida Blvd. and have also received their final bid for construction. All should have all been signed earlier this month. As of the last report, barring anything out of the ordinary, they have all permits and should be on track for a November completion date. Dr. Laughinghouse has joined the Operations Committee and the Community Outreach Committee</li> </ul>	
EF Addiction Recovery Update	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• East Feliciana Addiction Recovery Services (EFARS) expansion is on hold for now due to the closure of the Health Unit where EFARS is located. They are continuing to do doing teletherapy for now.</li> </ul>	
Self-Generated Revenue (SGR)	Dr. Laughinghouse	<ul style="list-style-type: none"> <li>• Dr. Laughinghouse provided an overview of the April 2020 SGR. April collections were \$386,377. This amount is down 77% from what is typically collected. Collections have been impacted by COVID-19. CAHSD began doing telehealth on 3/23. At that point forward, you are seeing the difference from our walk-in clinic collections. The walk-in clinic resumed on June 1<sup>st</sup> and we hope to see an increase in revenue.</li> </ul>	
Budget Update	Ramona Harris	<ul style="list-style-type: none"> <li>• R. Harris provided a brief update on the budget. <ul style="list-style-type: none"> <li>➤ The budget for FY21 is not available at this time. R. Harris expects that it won't be approved before the end of the legislative session.</li> <li>➤ Details were provided about the possibility of using State General Funds for COVID-19 expenses.</li> <li>➤ CAHSD Fiscal will be working to close out FY2019.</li> </ul> </li> </ul>	

Electronic Board Member Travel	Ramona Harris	<ul style="list-style-type: none"> <li>Board members that have submitted their electronic travel paperwork were entered into the system and are now setup to receive electronic travel reimbursement when/if requested.</li> <li>Board members electing not to be setup for electronic reimbursement at this time can do so in the future. Paperwork should be forwarded to K. Bray for processing at that time.</li> </ul>	
Board Membership Status	K. Bray	<ul style="list-style-type: none"> <li>Boards and Commissions is moving forward with 5 appointments. They are currently waiting on receipt of the nominee applications. Notice will be provided to the Board when the appointments have been made. The expectation is that new Board members will be appointed before the August Board meeting.</li> </ul>	
Report from Chairman			
<b>Board Policy Review by Direct Inspection/Board Business</b>			
Agenda Planning Policy	Mr. Sawyer	<p>Board Policy review by direct inspection:</p> <ul style="list-style-type: none"> <li>Agenda Planning Policy (Direct Inspection) was reviewed by the Board members. Ms. Hobdy provided an overview of the revisions she offered to this policy. She will submit written changes in red for approval at next meeting.</li> </ul> <p>#1. change “statement” to “goals”</p> <p>#2. a. change “ownership” to “stakeholder”  #2. b. change to “governance and mission related education will be “determined” in the first quarter to be held in during the balance of the year.</p> <p>#4. Suggest revision at another time.</p> <p>End Paragraph:  Change to “ED remuneration will be decided in January after review of monitoring reports received in the prior 12 month or annual ED performance evaluation.”</p> <p>Delete “a month before the anniversary date of employment of the ED”</p>	This policy was deferred to the August meeting.
Cost of Governance Policy	Mr. Sawyer	<ul style="list-style-type: none"> <li>Cost of Governance Policy (Direct Inspection) was reviewed by the Board members. Ms. V. King made a motion to accept as is with no changes. Ms. S. Webb seconded the motion.</li> </ul>	There were no objections and the motions passed.
Communication with and Support to the Board Policy	Mr. Sawyer	<ul style="list-style-type: none"> <li>Communication with and Support to the Board Policy (Direct Inspection) was reviewed by the Board members. Ms. V. King made a motion to accept as is with no changes. Ms. S. Webb seconded the motion.</li> </ul>	There were no objections and the motions passed.

	Mr. Sawyer	<ul style="list-style-type: none"> <li>On behalf of the Board, Mr. Sawyer complimented Dr. Laughinghouse and the entire CAHSD staff for their work during this difficult time, COVID-19, moves, electronic medical record selection, and they continue to meet the needs of the CAHSD clients and staff.</li> <li>Mr. Sawyer asked if CAHSD is still involved in CIT. Dr. Laughinghouse stated that a CIT institute is scheduled for the fall and another is scheduled offsite in one of our parishes. Mr. Sawyer stated it's good to let people know that CAHSD is continuing to move in the right direction.</li> </ul>	
Election of Officers Present Slate of Officers	Mr. Sawyer	<ul style="list-style-type: none"> <li>Mr. Sawyer spoke on behalf of the nominating committee, Ms. V. Pearson, Ms. G. Hurst and Ms. C. Burnett. He stated the action of the committee is to nominate: Ms. Gerri Hobdy – Chair Mr. Thomas Sawyer – Vice Chair</li> </ul> <p>There was a call for nominations from the floor and there were none.</p> <ul style="list-style-type: none"> <li>Ms. A. Betts made a move to accept the nominations by acclamation. Ms. V. King seconded the motion. There were no objections and the motion passed.</li> <li>Ms. Hobdy thanked the Board for allowing her to offer herself for service and for their vote of confidence.</li> <li>Ms. Hobdy also thanked Dr. Laughinghouse for serving as keynote speaker for Mayor Broome's forum on higher education. She did an excellent job and represented us well.</li> </ul>	There were no objections and the motions passed.
Policy Review Assignment	Mr. Sawyer	<ul style="list-style-type: none"> <li>August Policy Review Assignment: Board Job Description – Ms. Amy Betts.</li> </ul>	
Review of Policy Assignment	Mr. Sawyer	<ul style="list-style-type: none"> <li>June Policy Assignment - Governance Style: Ms. G. Hobdy – Ms. Hobdy reviewed the policy and made no recommendations for change.</li> </ul>	
Board Member Self Evaluations	Mr. Sawyer	<ul style="list-style-type: none"> <li>Board Member Self Evaluations were included in the Board packet and members were reminded to submit via email.</li> </ul>	
Next Meeting	Mr. Sawyer	The meeting was adjourned. The next Board meeting is on August 3, 2020 at 1:00 p.m. via ZOOM.	