

**Capital Area Human Services District Board Meeting
May 6, 2019 Minutes**

Directors Present: Thomas Sawyer, Chair; Kathy D’Albor, Vice Chair; Rev. Louis Askins; Christy Burnett; Gerri Hobdy, Becky Katz; Vickie King; Virginia Pearson; Gary Spillman; and Genny Nadler Thomas

Directors Absent: Laverne Aguillard; Amy Betts; Gail Hurst; and Rikki Permenter, PhD

	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of the May 6, 2019 Consent Agenda and Approval of the Minutes for March 11, 2019 April 1, 2019 notes.	Mr. Sawyer	<p>Mr. Thomas Sawyer, Board Chair, called the meeting to order at approximately 1:05 p.m. A quorum was present.</p> <p>Dr. Kasofsky thanked the Board members for coming to the meeting.</p> <p>Ms. Burnett made a motion to approve the minutes of March 11, 2019, the notes of April 1, 2019 and the May 6th consent agenda. Mr. Spillman made a motion to move and approve all action items (tabs 2, 3, 6, & 7) from the Chairman’s Report except for the Nominating Committee Recommendation to the consent agenda. Ms. Pearson seconded the motions.</p>	There were no objections and the motion passed.
Public Comment	Mr. Sawyer	<ul style="list-style-type: none"> • There was no public comment. 	
Communications	Dr. Kasofsky	<p>Communications:</p> <ul style="list-style-type: none"> • Reflections & Appreciation for Dr. Dana Carpenter, EBR CAHSD Board member, who recently passed away - copies of his obituary and service program were provided to each Board member. Dr. Kasofsky stated she was honored to speak at Dr. Carpenter’s service. There was discussion relating to his service to CAHSD and his community. • CIT Training scheduled for April 29 – May 3 was cancelled. This is the first time CIT has ever been cancelled. Dr. Kasofsky said now that CAHSD is providing CIT in the training academy, there is a high percentage of officers that are trained at this point. Ascension Parish planned to send officers for this training and have been rescheduled for October 2019. CAHSD offered to conduct a one (1) day training for them but they elected to wait until October. • Bridge Center – Dr. Kasofsky and Karen Pino, a CAHSD EMT member, wrote the solicitation of proposals and just received it back from the Bridge Center attorney. Dr. Kasofsky conferred with Kathy Kliebert, Bridge Center Board Chair, and they agreed to have external consultants on the review panel as well as before it is released. Two (2) people, a psychologist and a psychiatrist, Dr. Kasofsky worked 	

		<p>closely with these individuals on National Dialogues on BH Board has agreed to be on the panel. The psychiatrist established the Crisis Now Model which is now the evidenced based model for these types of centers.</p>	
Move Preparations	Dr. Kasofsky	<ul style="list-style-type: none"> • Move Preparations: <ul style="list-style-type: none"> ➤ North Baton Rouge - MDMHC move is on delay because of contract lease issues. The move will likely occur in August. ➤ Ascension Parish - The current location is too small and there's not a lot of harmony between the two agencies (Ascension and CAHSD). Ascension Parish President Kenny Matassa is working with Dr. Kasofsky to find another location for GMHC that will offer expansion options. Ascension Board members were invited to go with Dr. Kasofsky to look at a potential location. ➤ East Baton Rouge – Nothing definite has been decided at this point. Still going back and forth between Bon Carre and Baton Rouge General (BRG). BRG is not getting back with Dr. Kasofsky and she's taking that as an answer that CAHSD won't be able to move there. The Bon Carre building was up for sale but didn't sell. They are now looking to see how they can revamp the back side of the building to work for CAHSD. Dr. Kasofsky did a walk through and reported that it would fit CAHSD's needs. It is located on 2 bus routes and there is plenty of parking. However, part of the space is just a shell and the cost to build out would be expensive. ➤ Bids are being taken on the Government St. location now. Dr. Kasofsky stated that she wants to keep the clinics together with administration. CAHSD is currently paying \$12 per square foot that is allowed in our budget. The real cost would be \$19-\$20 sq. foot. 	
Changes in Communications	Dr. Kasofsky	<ul style="list-style-type: none"> • Changes in CAHSD Communication Contracts-Rusty Jabour will no longer write/produce the CAHSD internal/external newsletters. He will continue to work with CAHSD in other capacities as needed. Another writer has been hired who will write the newsletters. A new more educational format will be used announcing new events every other month, Press releases will be utilized to notify people in advance of events. • R. Jabour spoke to the Board members about his leaving. He stated that he has had a wonderful experience working with CAHSD and will miss being in the mix writing the newsletter. 	
Pretrial Diversion & Reentry Activities	Dr. Kasofsky	<ul style="list-style-type: none"> • Pretrial Diversion & Reentry Activities – Dr. Kasofsky traveled to Washington DC with a group from Baton Rouge and a small group from New Orleans, both cities received grants. She provided 	

		<p>background information. SAMHSA joined with the McArthur Foundation and are working together to develop a plan for how to do jail diversion for people with mental health or substance abuse problems and do not commit a violent crimes. CAHSD has been doing different pieces of the Sequential Intercept Model (SIM) along the way, continuing to train the police officers for 15 years, being inside the jail, doing discharge planning inside the jail post jail release and doing case management. She stated that she is glad we were included.</p> <ul style="list-style-type: none"> ➤ SAMHSA is coming to Baton Rouge to work with community people, i.e. CAHSD, who works on the separate pieces to pull together a unified whole plan and to identify the missing pieces. The meeting will be held at CAHSD and will include those who do reentry and diversion. 	
Legislative session, recommended budget	Dr. Kasofsky	<ul style="list-style-type: none"> • Financial reports from the CAHSD Accountant Administrator were distributed to Board members. Dr. Kasofsky provided an overview of the reports. She said it's basically a standstill budget and she hasn't heard anything about the new and expanded service requests but is optimistic. She stated that CAHSD staff positions were raised from 217 back to 220. 	
LaSOR: Grief Counseling, Mobile Outreach	Dr. Kasofsky	<ul style="list-style-type: none"> • Grief Counseling: Gwen Knox is conducting grief groups and has a steady number of 10 in the group and is it's going very well. The group is on Tuesday nights, for 8-10 weeks. • Mobile Outreach: Rhintha Simpson, EMT, has retired from Emergency Medical Services. She has been hired by CAHSD to be part of the Outreach Team. She will be a contact with the hospitals and will connect people with needed services. CAHSD is also connecting with Baton Rouge Reentry that has been doing street outreach for years. CAHSD has funding for 3 years from a federal grant to fund these 2 activities. 	
Baton Rouge (BR) Clinic Contract/EFARS Expansion	Dr. Kasofsky	<ul style="list-style-type: none"> • Baton Rouge Clinic: CAHSD is to continue its contract with the BR Clinic. CAHSD still hasn't received the contract from Mr. Silvey/BR Clinic. CAHSD is requesting more clerical support to increase available clinician time for clients. Expenses are being covered and CAHSD is billing for services. Non-billable services are being paid by BCBS to BR Clinic. • East Feliciana Addiction Recovery Services (EFARS): Rhonda Hays, LPC, LAC, LMFT has been hired to work full-time with the current staff at EFARS. CAHSD has been asked to add a woman's group and an IOP Program by DCFS. EFARS is based in the EF Public Health Unit. 	
Self-Generated Revenue	Dr. Kasofsky	<ul style="list-style-type: none"> • Dr. Kasofsky provided an overview of the SGR report. Over all, 	

SGR Report March 2019		<p>CAHSD is where we need to be.</p> <ul style="list-style-type: none"> • A staff person is being transferred to CARP to assist with prior authorizations. • Board members had no questions re: the information presented. 	
Completion of Work on Engagement & Recommendation	Dr. Kasofsky	<ul style="list-style-type: none"> ➤ For approximately a year, CAHS executive members studied what happens when people go to our clinics seeking services. It was found that we are overrun in the morning and often times have to ask people to leave and return. A committee was created to work on engagement and make recommendations for improvement. Dr. Kasofsky reported that the work on engagement has been completed and provided an overview of the recommendations/next steps. ➤ Focus on Aftercare: Dr. Kasofsky explained what would take place now at CAHSD when people come for services following discharge and there is a large volume of people/clients who have come for services. ➤ A screening tool has been developed. No one leaves without having a social worker see/talk with him or her. The wording has been changed so that it's warmer, so the person/client feels a connection and sees/feels that we care. They will be given an opportunity to return after lunch for an appointment. <ul style="list-style-type: none"> ○ Mr. Spillman asked what percentage are new people who come in without appointments versus percentage of current clients. Dr. Kasofsky will get the information requested and provide to Mr. Spillman and the Board at the next meeting. ➤ The morning start time at CABH, the largest CAHSD clinic, has been changed to 7:30 a.m. <ul style="list-style-type: none"> ○ Staggering physicians, nurses and support staff start times. Two (2) physicians will now come in at 7:30 a.m. By 9:00 a.m., those who can't be seen, will be offered afternoon appointments. Dr. Kasofsky explained how physicians are being booked. ➤ Front desk staff is very important. Historically CAHSD front desk staff has reported to the Clinical Director, but now they report to K. Muzik, Director of Business Operations. An experienced office manager has been hired. 	
ENDS table, Strategic Status Update	Dr. Kasofsky	<ul style="list-style-type: none"> • The Strategic Plan was distributed to the Board members. Dr. Kasofsky explained that in January she presents what she considers are significant issues and then, in May, CAHSD managers fill in a 6-month update. Issue(s)/Topic(s) without activity are left blank. • Board members are asked to review the Plan and ask any questions they may have. 	

Board Membership Status	Dr. Kasofsky	<ul style="list-style-type: none"> Ms. Pearson and Mr. Sawyer submitted their reappointment packets at this meeting and will be forwarded to East Baton Rouge Parish for reappointment consideration. Board members need to complete their Tier 2.1 forms (copy provided) – due on May 15th regardless of reappointment status. Dr. Kasofsky has reached out to people who have expressed interest in serving on the Board. Two have expressed interested in serving on the CAHSD Board. One meets the judiciary criteria and one the disabilities criteria. 	
Report from Chairman			
Board Policy Review by Direct Inspection/Board Business			
Compensation and Benefits	Mr. Sawyer	<ul style="list-style-type: none"> The Compensation and Benefits (% Default Merit: Report) was moved into the May 6th Consent Agenda. 	There were no objections and the motion passed.
Board Committee Principles	Mr. Sawyer	<ul style="list-style-type: none"> Board Committee Principles (Direct Inspection) was moved into the May 6th Consent Agenda. 	There were no objections and the motion passed.
Policy Review Assignment Member's Code of Conduct & Conflict of Interest Policy	Ms. Hobdy	<ul style="list-style-type: none"> Code of Conduct and Conflict of Interest policy review assignment: Ms. Hobdy reported that she has discussed the policy revisions with Ms. Hurst and Rev. Askins. She presented the proposed policy revisions to the Board. <ul style="list-style-type: none"> ➤ The goal is to primarily be sure that Board members don't interfere with the Executive Director (ED) in her duties. The Board evaluates the ED, they don't get involved in her business and don't talk about CAHS in the public because it is the job of the ED to do so unless explicitly directed by the Board. ➤ Following Board discussion and review, additional revisions were made and will be voted on at the June meeting. 	This item will be on the June Agenda for review and approval.
Bylaw Review on Teleconferencing	Mr. Sawyer	<ul style="list-style-type: none"> Bylaw Review on Teleconferencing. A handout of the applicable law was provided to the Board members re: teleconferencing. Per the opinion of the CAHSD attorney, it is disallowed in the open meeting law. CAHSD Board will adhere to the applicable law and not allow teleconferencing 	
Emergency Executive Director Succession/Letter	Mr. Sawyer	<ul style="list-style-type: none"> An Ex. Director Succession, letter was moved into the May 6th Consent Agenda. 	There were no objections and the motion passed.
Chairperson's Role	Mr. Sawyer	<ul style="list-style-type: none"> Chairperson's Role was moved into the May 6th Consent Agenda. 	There were no objections and the motion passed.
Nominating Committee/Ballot Recommendations	Mr. Spillman	<ul style="list-style-type: none"> Nominating Committee Ballot Recommendations. Mr. Spillman spoke on behalf of the Committee. He said the Committee recommendations are to: 	There were no objections and the motion passed.

		<ul style="list-style-type: none"> ➤ Re-nominate Mr. Sawyer as Chair for one more year and he has agreed. ➤ Nominate Ms. Betts as Vice Chair and she has agreed. • Following discussion re: the recommendation process, Mr. Spillman made a motion to accept the ballot. Ms. K. D’Albor seconded the motion. 	
Next Policy Assignment	Ms. Katz	<ul style="list-style-type: none"> • Policy Review Assignment: Board Committee Principles. Ms. Katz stated that she reviewed the policy and no change is needed. 	
Next Assignment	Mr. Sawyer	<ul style="list-style-type: none"> • Next assignment: Cost of Governance –Dr. Rikki Permenter. 	
Adjournment	Mr. Sawyer	<ul style="list-style-type: none"> • The meeting was adjourned. 	
Next Meeting	Mr. Sawyer	The next CAHSD Board meeting will be on June 10, 2019, at 1:00 p.m. at 4615 Government Street, Building 2, Room 200A.	