

**Capital Area Human Services District Board Meeting – via ZOOM
October 4, 2021**

Directors Present: Thomas Sawyer, Vice Chair; Laverne Aguiard; Amy Betts; Kathy D’Albor; Chalonda Hollins; Gail Hurst; Virginia Pearson; Edward Songy, Jr.; Mary Winfield; Stephanie Webb; and Rachael Wilkinson

Directors Absent: Dwayne Bailey; Gerri Hobdy, Chair; Toddie Milstead; Rikki Permenter, PhD; and Genny Nadler Thomas

CAHSD Staff: Janzlean Laughinghouse, PhD, LCSW-BACS, LAC; Karen Bray and John Nosacka

Guests: Angela deGravelles and Rusty Jabour

| | RESPONSIBLE PERSON | | FOLLOW-UP |
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| Approval of the October 4, 2021, Consent Agenda and Approval of September 13, 2021, Minutes | Mr. T. Sawyer | Mr. T. Sawyer, Board Vice Chair, called the meeting to order at approximately 1:10 p.m. A quorum was present. Mr. Sawyer thanked the Board members present for attending. Ms. G. Hurst made a motion to approve the October 4, 2021, Consent Agenda and the minutes of September 13, 2021. Ms. V. Pearson seconded the motion. | There were no objections and the motion passed. |
| Public Comment | Mr. T. Sawyer | Mr. Sawyer read the public comment section from the meeting agenda. There were no public comments made via the email address designated for submitting comments nor through the Zoom meeting chat. | There were no public comments. |
| Communications – October 2021 Edition of CAHS Connects, Newsletter Highlights | Dr. Laughinghouse | Communications – October 2021 CAHSConnects: <ul style="list-style-type: none"> • Dr. Laughinghouse provided a brief overview of the following newsletter highlights. She reminded Board members they are emailed newsletter links from K. Bray and through the general email system. <ul style="list-style-type: none"> ➤ Behavioral Health Collaborative – Prevention and Recovery Efforts in the Fight Against Opioids. Wednesday, October 20, 10:00 a.m. – 11:30 a.m. Panel members are: <ul style="list-style-type: none"> ▪ William “Beau” Clark, MD, D-ABMDI , East Baton Rouge Parish Coroner ▪ Jon Daily, CPA, East Baton Rouge Parish District Attorney’s Opioid Project Director ▪ Quinetta Rowley Womack, LPC, LAC-CCS, CCGC, Director of Clinical Operations, Louisiana Department of Health, Office of Behavioral Health ▪ Charlotte Claiborne, MBA, Executive Director, Bridge Center for Hope, and Lysha Best, MA, MBA, Louisiana State Director, RI International ▪ Gjvar Payne, Executive Director, Capitol Area Reentry Program, Inc., operator of "Be Safe" Opioid Mobile Unit | |

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| | | <ul style="list-style-type: none"> ▪ Jan Laughinghouse, PhD, LCSW-BACS, LAC, Executive Director, Capital Area Human Services ▪ Gwen Knox, Certified Grief Recovery Specialist and group representative of Parents of Addicted Loved Ones <ul style="list-style-type: none"> ➤ Recovery is Personal and Real: In honor of September as National Recovery Month, Ivan Toldson, CAHSD Certified Peer Support Specialist, Ivan Toldson, talked with Dr. Laughinghouse about her work with clients in the field of recovery and about increases in drug use and misuse because of the COVID-19 pandemic. Dr. Laughinghouse encouraged the members to watch the podcast if they have the opportunity. ➤ “Recovery Sundays” Toolkit: Ms. V. Pearson said that CAHSConnects is getting better every month. She requested a copy of the toolkit if possible. Dr. Laughinghouse stated that a copy of the toolkit would be sent to Board members via email. | |
| Hurricane Ida | Dr. Laughinghouse | <ul style="list-style-type: none"> • Dr. Laughinghouse reported that the Medical Special Needs Shelter closed Friday, September 17th. She welcomed John Nosacka back and thanked him for his service as well as the service of all CAHSD staff. They were divided between the needs of CAHSD clients and those at the shelter. | |
| CARF Survey | Dr. Laughinghouse | <ul style="list-style-type: none"> • CARF Survey Update: Dr. Laughinghouse reported that CAHSD received a letter from CARF confirming the extension of accreditation for Capital Area Human Services District from November 30, 2021 to February 28, 2022. Our survey will be scheduled for a digital survey between January 1, 2022 and February 28, 2022. She stated that CAHSD’s current accreditation will remain in effect until the outcome of the survey is available to us which should be available no later than April 28, 2022. | |
| Self-Generated Revenue (SGR) –July 2021 | Dr. Laughinghouse | <ul style="list-style-type: none"> • Dr. Laughinghouse provided an overview of the July 2021 SGR report. She explained that even though services have been provided there is a decrease reported in collections because billing was halted due to the CareLogic Implementation Billing Build, June-mid September 2021. Billing resumed September 2021. | |
| Board Membership Update | Dr. Laughinghouse | <ul style="list-style-type: none"> • Board Membership Update: <ul style="list-style-type: none"> ➤ Ms. L. Aguillard’s CAHSD appointment letter from the Governor has been received. ➤ Nothing new to report on West Feliciana vacancies. | |
| Board Member Business Cards | Dr. Laughinghouse | <ul style="list-style-type: none"> • Printed business & electronic cards are in process for Ms. Hurst. | |

Governance Policy Review by Direct Inspection/Board Business

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| <p>Ends Statement – Proposed Revisions</p> <p>Financial Conditions & Activities Policy – Proposed Revisions</p> | <p>Mr. T. Sawyer Dr. Laughinghouse</p> | <ul style="list-style-type: none"> • Ends Statement – Proposed revisions submitted by Ms. G. Hobdy for review/vote. • Financial Conditions & Activities – Proposed revisions submitted by Ms. G. Hobdy for review/vote. (reports were reviewed/approved at the September meeting) <ul style="list-style-type: none"> ➤ Dr. Laughinghouse stated that due to CAHSD being under certain laws/statutes, before considering/making any changes to the Ends Statement and the Financial Conditions & Activities Policy, the CAHSD attorney was contacted for an opinion. ➤ The essence of the attorney’s opinion is that any type of change we make has to be carefully made and we have to put it through legal review. Our recommendation, based on the attorney’s opinion, is that we accept the Ends Statement and the Financial Conditions and Activities Policy as they are written now, without revisions, without trying to change our Board governance model until the Board has had time to review/discuss proposed changes and the impact they would have on CAHSD. We would work through legal before making any changes. Legal will review and make sure we are within the scope of what we are allowed to do based on law/statutes before we make any changes. • Dr. Laughinghouse’s suggestion re: changing the Board governance model is that the Board can review the legal opinion and at the upcoming Board retreat, decide if they want to appoint an ad hoc committee to determine if they want to change the Board model. The current CAHSD Board model is the Carver model. Other models are the Complementary model and the Traditional model. Dr. Laughinghouse stated that she believes because the CAHSD Board is a policy governance board, the Traditional model appears to be a lot more into operations, which is not what the law allows. The Complementary model would be the model that could be looked at that would be comparable to the Carver model. She suggested that if you want to do that, all directors receive training even if a decision is made to keep the Carver model. There are directors who have been here for a while that know the Carver model and what your responsibilities are as a Board and all the moving parts. • Mr. T. Sawyer stated that in his opinion over the years the policies have been pretty thorough and the Board delegates the authority to the Executive Director. He asked if the CAHSD attorney could be present at the November 6th Board Retreat meeting. Dr. Laughinghouse will check with the attorney. | |
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| | | <ul style="list-style-type: none"> Ms. A. Betts made a motion to keep the Ends Statement and Financial Conditions & Activities Policy as written, without the proposed revisions, until the Board retreat. Ms. K. D’Albor seconded the motion. | There were no objections and the motions passed. |
| Treatment of Staff Policy & Reports Global linkage Unity of Control Accountability of the ED Delegation to the ED | Mr. T. Sawyer | <ul style="list-style-type: none"> Board members reviewed the following policies included in their Board meeting policy packet. <ul style="list-style-type: none"> Treatment of Staff (EEOC, Lawsuits, & Grievances Reports) <ul style="list-style-type: none"> Dr. Laughinghouse provided an overview of the HR reports. CAHSD is in compliance with EEOC and there were no lawsuits/appeals or grievances. Global linkage Unity of Control Accountability of the Executive Director Delegation to the Executive Director There were no recommendations to revise the policies. Ms. K. D’Albor made a motion to accept the policies as written without any recommendations for change. Ms. S. Webb seconded the motion. | There were no objections and the motions passed. |
| Board Member Self Evaluation Report | Mr. T. Sawyer | <ul style="list-style-type: none"> Mr. Sawyer stated that the Board Member Self Evaluation Report was included in the Board meeting packet. There were a total of 13 participants. He stated that one of the comments made was that time is needed to ask ED questions. He said that during the ED report there is opportunity to ask questions or offer suggestions. No comments were offered regarding the Board Member Self Evaluation report. | |
| Retreat/Board Development | Mr. T. Sawyer | <ul style="list-style-type: none"> Retreat/Board Development – Board members will be provided detailed information gathered in the Listening Tour, the changes being implemented as a result and how those changes impact the CAHSD strategic plan. This information will enable Board members to better serve/understand/educate their community members and leaders re: available CAHSD services. <ul style="list-style-type: none"> Dr. Laughinghouse stated that Board members will meet virtually from approximately 9a .m.–12:00 p.m. (3) Hours on Saturday, November 6th. | |
| October 2021 Policy Review Assignment | Mr. T. Sawyer | <ul style="list-style-type: none"> October 2021 Policy Assignment –Global Governance Commitment – Ms. G. Hobdy - pending to next meeting. | |
| November 2021 Policy Review Assignment | Mr. T. Sawyer | <ul style="list-style-type: none"> November 2021 Policy Assignment – Governance style – Ms. G. Hurst. | |
| Adjournment/Next Meeting | Ms. G. Hobdy | The next Board meeting is on November 1, 2021, at 1:00 p.m. Meeting location or online access information will be provided when determined. Ms. K. D’Albor made a motion to adjourn the meeting. Ms. A. Betts seconded the motion. The meeting was adjourned. | There were no objections and the motions passed. |