



PUBLIC MEETING NOTICE

The Executive Committee of The Bridge Center for Hope will hold an Executive Committee meeting as shown below:

DATE: Tuesday, March 10, 2020

TIME: 12:00 PM – 1:00 PM

LOCATION: Breazeale, Sachse & Wilson, L.L.P.

One American Place, 23rd Floor

301 Main Street

Baton Rouge, LA 70801

AGENDA: Attached

The public is invited to attend.

Notice has been made of this meeting, through publication and via internet, to comply with the "Louisiana Open Meetings Law".

Charlotte Claiborne, Bridge Center for Hope
Executive Director



EXECUTIVE COMMITTEE MEETING

March 10, 2020
12:00 PM – 1:00 PM

Breazeale, Sachse & Wilson, L.L.P.
One American Place, 23rd Floor
301 Main Street
Baton Rouge, LA 70801

AGENDA

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| I. | CALL MEETING TO ORDER | Kathy Kliebert |
| II. | PUBLIC COMMENT ON AGENDA ITEMS | Kathy Kliebert |
| III. | MINUTES | Kathy Kliebert |
| | A. For Information: Minutes of the Board of Directors meeting held January 21, 2020 | |
| IV. | EXECUTIVE COMMITTEE | Kathy Kliebert |
| | A. For Action: Minutes of the Executive Committee meeting held January 14, 2020 | |
| | B. For Information: Discussion of CAHS Mobile Unit | |
| | C. For Information: Community Fundraising | |
| | D. For Information: Community Impact Research | |
| V. | NOMINATING COMMITTEE | Chief Murphy Paul |
| | A. For Information: Board Member nominations | |
| VI. | OPERATIONS COMMITTEE | Kathy Kliebert |
| | A. For Information: RI International | |
| | 1. Collaborative meetings | |
| | 2. Next Steps | |

VII. FINANCE COMMITTEE Charles Abboud

- A. For Information: Insurance
- B. For Information: City-Parish Audit
- C. For Information: Accounting Policies
- D. For Information: Investment

VIII. COMMUNITY RELATIONS Kathy Kliebert

- A. For Information: Media Policy

IX. ADJOURN Kathy Kliebert



EXECUTIVE COMMITTEE MEETING

JANUARY 14, 2020
12:00 PM – 1:00 PM

Breazeale, Sachse & Wilson, L.L.P.
One American Place, 23rd Floor
301 Main Street
Baton Rouge, LA 70801

MINUTES

I. CALL MEETING TO ORDER

Vice-Chair Chief Murphy Paul called the meeting to order at 12:05 PM. Executive Committee members in attendance were Chair Kathy Kliebert, Chief Murphy Paul, and Charles Abboud. Lauren Crump joined by phone. A quorum was determined.

Charlotte Claiborne attended from the Bridge Center for Hope. Blake Paterson attended from The Advocate.

II. PUBLIC COMMENT ON AGENDA ITEMS

Chief Paul asked if any members of the public would like to comment on the agenda. Hearing no request to comment, Chief Paul proceeded to the agenda as written.

III. MINUTES

A. For Information: Minutes of the Board of Directors meeting held November 19, 2019

Chief Paul reviewed the minutes of the Board of Directors meeting held on November 19, 2019.

- B. For Information: Minutes of the Special Board of Directors meeting held December 19, 2019

Chief Paul reviewed the minutes of the Special Board of Directors meeting held on December 19, 2019.

IV. EXECUTIVE COMMITTEE

- A. For Action: Minutes of the Executive Committee meeting held November 14, 2019

Chief Paul reviewed the minutes of the Executive Committee meeting held on November 14, 2019. Ms. Claiborne noted that her name was incorrectly spelled. **On a motion by Lauren Crump and a second by Charles Abboud, the Executive Committee unanimously approved to amend the minute of the Executive Committee meeting held on November 14, 2019, to correct the spelling of Ms. Claiborne's name.**

- B. For Approval: Board Member attendance policy

Chief Paul reviewed the newly drafted attendance policy. It was recommended by the Executive Committee to present the policy during the next Board of Directors meeting, scheduled January 21, 2020. **On a motion by Ms. Kliebert and a second by Chief Paul, the Executive Committee agreed to present the newly drafted attendance policy to the Board of Directors on January 21, 2020.**

V. NOMINATING COMMITTEE

- A. For Information: Board Member resignation

Ms. Kliebert discussed the recent resignation of Board member Dr. Jan Kasofsky as the Executive Director of Capital Area Human Services (CAHS). Ms. Kliebert stated that Dr. Kasofsky's seat on the Board was directly related to her position as the Executive Director of CAHS, and recommended that the Nominating Committee consider her predecessor for board recommendation. It was then determined that CAHS Interim Executive Director Jan Laughinghouse would be introduced to the Board of Directors during the meeting on January 21, 2020.

Ms. Kliebert suggested that the Board of Directors present Dr. Kasofsky with a plaque, from the Bridge Center of Hope, to show appreciation during the next Board of Directors meeting, scheduled on January 21, 2020.

VI. OPERATIONS COMMITTEE

A. For Information: RI International

- 1. Collaborative meetings**

Ms. Claiborne discussed a series of meetings between the Bridge Center for Hope and representatives from RI International (Amy Pugsley, CAO, Paul Galdys, Deputy CEO, and Thomas Castellanos, CFO). Ms. Claiborne reported that the Bridge Center and RI International were the keynote speakers at the recent Capital Area Behavioral Health Collaborative meeting held on January 9, 2020. Ms. Claiborne also reported that RI International architects conducted a site visit to the Baton Rouge General Medical Center Mid-City Campus and a vacant property located at 3455 Florida Boulevard.

Ms. Claiborne then reported that the Bridge Center and RI International executives met with Our Lady of the Lake's Mental Health and Behavioral Health division to make introductions and discuss services.

Finally, Ms. Claiborne reported hosting an information session between local law enforcement, EMS, the District's Attorney office, Parish Public Defender's office, and RI International executives.

- 2. Next Steps**

Ms. Claiborne reported that, aside from finalizing a site location, the next steps included scheduling a series of meetings with Via Link, Managed Care Organizations, and Medicaid.

- 3. Upcoming visit to finalize site location**

Ms. Claiborne reported that RI International executives are planning to attend the next Board of Director's meeting, scheduled on January 21, 2020, to recommend a site location and seek the Board's approval.

VII. FINANCE COMMITTEE

A. For Information: Update on the line of credit with Gulf Coast Bank

Mr. Abboud reported that the line of credit from Gulf Coast Bank had been established. Mr. Abboud then recommended that any credit balance owed to Gulf Coast Bank be paid as soon as City-Parish funding is received. Finally, Mr. Abboud explained that it is highly unlikely that future lines of credit will be warranted, given they would require State Bond Commission approval.

B. For Information: City-Parish Funding Update

Ms. Claiborne reported that the City-Parish tax proceeds levied in 2019 are expected in the third week of January 2020.

C. For Approval: Update on Chase Bank (updating account)

Ms. Claiborne reported that address and administrator updates to the Bridge Center for Hope Chase account have been completed and recommended that a Chase Dual Control Administrator be designated to the account. It was agreed that Treasurer Charles Abboud be listed as the secondary Chase Dual Control Administrator. **On a motion by Lauren Crump and a second by Chief Paul, the Executive Committee unanimously approved Charles Abboud to become the secondary Chase Dual Control Administrator.**

D. For Information: Update on transferring funds from Bridge Center to Criminal Justice Coordinating Council (CJCC)

Ms. Claiborne reported that 90% of the restricted funds for the CJCC had been transferred from the Bridge Center's account to the CJCC's account on January 2, 2020, and the remaining balance will be transferred on February 3, 2020, after December 2019 invoices have been reconciled.

E. For Information: Summary review of 2019 Budget expenses

Ms. Claiborne prepared a general and operating budget expense summary for 2019 to highlight the expenses of the Bridge Center for Hope. Ms. Claiborne then reported that the 4th quarter budget statement prepared by Postlewaite and Netterville would be available at the end of January 2020.

F. For Approval: Donations link on the website

Ms. Claiborne reported exploring options and conducting the due diligence to transition the Bridge Center for Hope's fundraising from the Baton Rouge Area Foundation to another donation manager.

VIII. COMMUNITY RELATIONS

A. For Information: Minutes of the Community Relations Committee meeting held on November 19, 2019

Ms. Kliebert reported that the Community Relations Committee continues to update the Bridge Center for Hope website with monthly briefings and will begin to incorporate community events at which the Center presents.

B. For Information: Communication channels

Ms. Claiborne reported that Bridge continues to update the website and Facebook page regularly. She concluded her report by noting that Bridge will explore opportunities to increase its social media presence.

IX. ADJOURN

With no further business to conduct, and on a motion by Chief Paul and second by Mr. Abboud, the meeting was adjourned at 12:56 PM.

Kathy Kliebert
Chair
January 14, 2020

Minutes prepared by
Charlotte Claiborne, Executive Director