



## **PUBLIC MEETING NOTICE**

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

DATE: March 9, 2021

TIME: 12:00 PM – 1:00 PM

LOCATION: Zoom Meeting

<https://us02web.zoom.us/j/89802533315?pwd=V1NLM09LeURYs09ZSE51MIMvc1lwUT09>

Meeting ID: 898 0253 3315

Passcode: 676963

Phone: 346-248-7799

**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”.

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Charlotte Claiborne, Bridge Center for Hope  
Executive Director



## EXECUTIVE COMMITTEE MEETING

March 9, 2021

12:00 PM – 1:00 PM

Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/89802533315?pwd=V1NLM09LeURYS09ZSE51MIMvc1lwUT09>

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### AGENDA

- |       |   |                     |
|-------|---|---------------------|
| I.    | CALL MEETING TO ORDER   | Patrick Seiter      |
| II.   | PUBLIC COMMENT ON AGENDA ITEMS  | Patrick Seiter      |
| III.  | MINUTES   | Patrick Seiter      |
|       | A. For Action: Approval of Minutes of the Executive Committee meeting held January 14, 2021 |                     |
| IV.   | NOMINATING COMMITTEE  | Murphy Paul         |
|       | A. For Discussion: Board of Directors Vacancy   |                     |
| V.    | FINANCE COMMITTEE   | Sharon Robinson     |
|       | A. For Information: Update on Finance Committee   |                     |
| VI.   | ACCOUNTABILITY AND QUALITY COMMITTEE  | Charlotte Claiborne |
|       | A. For Information: Update on Accountability and Quality Committee                          |                     |
| VII.  | COMMUNITY RELATIONS   | Charlotte Claiborne |
|       | A. For Information: Update on Community Relations   |                     |
| VIII. | BRIDGE CENTER FOR HOPE  | Charlotte Claiborne |
|       | A. For Information: Facility Update   |                     |
| IX.   | UNFINISHED BUSINESS   | Patrick Seiter      |
|       | A. For Information: Annual Training   |                     |
|       | B. For Discussion: Resumption of Face-to-Face Board Meetings                                |                     |
| X.    | NEW BUSINESS  | Patrick Seiter      |
| XI.   | ADJOURN   | Patrick Seiter      |

**THE BRIDGE CENTER FOR HOPE, INC'S  
CERTIFICATION PURSUANT TO  
GUBERNATORIAL PROCLAMATION JBE 2020-30**

**WHEREAS**, on March 11, 2020, the Governor of the State of Louisiana declared a Public Health Emergency due to the threat posed to public safety by the COVID-19 outbreak;

**WHEREAS**, on March 16, 2020, the Governor issued Proclamation JBE 2020-30, entitled Additional Measures for COVID-19 Public Health Emergency;

**WHEREAS**, the purpose of Proclamation JBE 2020-30 was to provide, in part, for additional measures to help combat the spread of COVID-19;

**WHEREAS**, Section Four of Proclamation JBE 2020-30 authorized attendance at public meetings via teleconference or video conference during the pendency of the emergency;

**WHEREAS**, Section Four of Proclamation JBE 2020-30 further mandated that, before invoking the authority of Section Four, a public entity is required to certify that it would be unable to operate due to quorum requirements;

**WHEREAS**, The Bridge Center for Hope, Inc. needs to conduct essential business;

**WHEREAS**, due to health and safety concerns and in order to comply with COVID-19 restrictions, The Bridge Center for Hope, Inc. is unable to obtain a quorum of the members to attend an in-person meeting; and

**WHEREAS**, The Bridge Center for Hope, Inc., therefore, needs to implement the authorization in Section Four of Proclamation JBE 2020-30;

**NOW THEREFORE**, pursuant to the authority contained in Proclamation JBE 2020-30, the Executive Committee of the Bridge Center for Hope, Inc. hereby certifies on this 8<sup>th</sup> day of March 2021, that it is unable to obtain an in-person quorum for its meeting scheduled for March 9, due to the threat of COVID-19, and that, therefore, one or more of its members may participate in such meeting via teleconference or video conference. Additionally, all efforts will be made to provide for observation and input by members of the public. The meeting may be accessed at

<https://us02web.zoom.us/j/8980253315?pwd=V1NLM09LeURYs09ZSE51MIMvc1lwUT09;>  
Meeting ID: 898 0253 3315; Passcode: 676963; Phone: 346-248-7799



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Patrick Seiter, Board Chair



## EXECUTIVE COMMITTEE MEETING

January 14, 2021  
1:00 PM – 2:00 PM  
Zoom Meeting

<https://us02web.zoom.us/j/84114905960?pwd=OEE4WVRIYjkvcENjMmp3VWZYVzBWdz09>

Meeting ID: 841 1490 5960

Passcode: 180905

Phone: 346-248-7799

### MINUTES

#### I. CALL MEETING TO ORDER

The meeting was called to order at 1:15 PM. Executive Committee members who participated virtually were Chair Patrick Seiter, Sharon Robinson, and Lauren Crump.

Also, attending virtually was Charlotte Claiborne from the Bridge Center for Hope.

#### II. PUBLIC COMMENT ON AGENDA ITEMS

Mr. Seiter asked if any member of the public would like to comment on the agenda. After hearing no request for comment, Mr. Seiter proceeded with the agenda as written.

#### III. EXECUTIVE COMMITTEE

##### A. For Action: Approval of Minutes of the Executive Committee meeting held November 17, 2020

Mr. Seiter reviewed the minutes of the Executive Committee meeting held on November 17, 2020. **On a motion by Lauren Crump and a second by Sharon Robinson, the Executive Committee unanimously approved the Executive Committee meeting's minutes on November 17, 2020.**

##### B. For Discussion: Unanimous Consent for Service Agreement

Mr. Seiter called upon Sharon Robinson to deliver the Service Agreement report.

Ms. Robinson reported that since no services were provided in 2020, the Finance Committee reallocated 2020 service fees to the construction budget to cover facility expansion costs. Ms. Robinson then confirmed that the reallocation did not exceed RI's contract maximum.

Mr. Seiter stated that the reallocation would be presented to the Board of Directors for ratification during the next scheduled board meeting.

#### IV. FINANCE COMMITTEE

##### A. For Discussion: 4<sup>th</sup> Quarter Summary

Ms. Robinson reviewed the 4<sup>th</sup> quarter financial summary reporting that a surplus was expected at the end of 2020 once all invoices had been reconciled.

#### V. COMMUNITY RELATIONS

Ms. Claiborne reported that videos were being developed for the Bridge Center's website and social media platforms. Ms. Claiborne also reported that brochures and a facility one-pager were being drafted for the Board of Directors, law enforcement, first responders, and community stakeholders to bring awareness and have consistent community messaging regarding the Bridge Center for Hope. Ms. Crump recommended wayfinding signage to better distinguish the public entrance from the first responder access point.

#### VI. RI UPDATE

Ms. Claiborne reported that RI was making corrections to final documents submitted for licensure, and a survey had been scheduled with the Louisiana Department of Health and Hospitals (DHH) to complete the licensure process.

#### VII. UNFINISHED BUSINESS

Mr. Seiter asked if there was any unfinished business that required discussion. Ms. Crump inquired about the Respite licensing process. Ms. Claiborne explained that a provisional license would be issued to allow for one person to be admitted to the Respite unit, then a survey would be conducted to issue a license.

#### VIII. NEW BUSINESS

Mr. Seiter asked if there was any new business that required discussion. Ms. Claiborne questioned when to begin the annual Board of Directors training. Mr. Seiter reported that it would be addressed at the March 16, 2021 Board of Directors meeting.

#### IX. ADJOURN

With no further business to conduct, and **on a motion by Sharon Robinson and a second by Lauren Crump, the meeting was adjourned at 2:05 PM.**

Minutes prepared by Charlotte Claiborne  
Executive Director  
Bridge Center for Hope