



PUBLIC MEETING NOTICE

The Bridge Center for Hope Board of Directors will hold a Special Board of Directors meeting as shown below:

DATE: May 29, 2020
TIME: 1:00 PM – 2:00 PM

LOCATION: Virtual Meeting Info:

<https://us02web.zoom.us/j/88036422565?pwd=ZHVUMm5ROWphUXJGYytZYTnWYkjhDz09>

Meeting ID: 880 3642 2565
Password: 217262
(346) 248 7799 US

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



BOARD OF DIRECTORS MEETING

May 29, 2020
1:00 PM – 2:00 PM

Virtual Meeting Info:

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Meeting ID: 880 3642 2565
Password: 217262
(346) 248 7799 US

AGENDA

- | | | |
|-------|--|---------------------|
| I. | CALL MEETING TO ORDER | Kathy Kliebert |
| II. | PUBLIC COMMENT ON AGENDA ITEMS | Kathy Kliebert |
| III. | MINUTES
A. For Approval: Minutes of the Board of Directors meeting held on May 19, 2020 | Kathy Kliebert |
| IV. | POLICIES
A. For Adoption: Accounting Policy
B. For Adoption: Media Policy
C. For Approval and Adoption: Harassment Policy | Charlotte Claiborne |
| V. | FINANCE
A. For Adoption: City-Parish Audit
B. For Adoption: IRS Form 990 | Charles Abboud |
| VI. | UNFINISHED BUSINESS
A. For Approval: Resolution for Amended Service Agreement with RI International | Kathy Kliebert |
| VII. | NEW BUSINESS | Kathy Kliebert |
| VIII. | ADJOURN | Kathy Kliebert |

**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 Bridge Center for Hope, Inc. hereby certifies on this 28th day of May 2020, that it is unable to obtain an in-person quorum for its meeting scheduled for May 29, 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/88036422565?pwd=ZHVUMm5ROWphUXJGYytZYTnWYkjhDz09](https://us02web.zoom.us/j/88036422565?pwd=ZHVUMm5ROWphUXJGYytZYTnWYkjhDz09;); Meeting ID: 880 3642 2565; Password: 217262; Phone: 346-248-7799



Kathy Kliebert, Board Chair



BOARD OF DIRECTORS MEETING

May 19, 2020
12:00 PM – 1:00 PM

Virtual Meeting Info:

<https://us02web.zoom.us/j/84777862724?pwd=VTcxK2tvRG5NOXhVL05nUFhlSGE4dz09>

Meeting ID: 847 7786 2724

Password: 86894

(346) 248 7799 US (Houston)

MINUTES

I. CALL MEETING TO ORDER

The meeting was called to order at 12:05 PM. Board members who participated via conference were Chair Kathy Kliebert, Charles Abboud, Lauren Crump, Chris Nichols, Dennis Grimes, Hillar Moore, Dr. William Clark, Sharon Robinson, Patrick Seiter, Michael Mitchell, Tonja Myles, Donna Collins-Lewis, Dr. Leah Cullins, Lewis Blanche, Eugene Bentley, Carolina Jones, and Jan Laughinghouse. A quorum was determined.

Also, attending via conference were Charlotte Claiborne from the Bridge Center for Hope; Lysha Best, Amy Pugsley, and Thomas Castellanos from RI International; Mike Singletary from Postlethwaite & Netterville; Jim Fairchild from Daigrepoint & Brian; Murphy Foster from Breazeale, Sachse & Wilson.

I. PUBLIC COMMENT ON AGENDA ITEMS

Ms. Kliebert asked if any member of the public would like to comment on the agenda. After hearing no request to comment, Ms. Kliebert proceeded to the agenda as written.

II. MINUTES

A. For Approval: Minutes of the Board of Directors meeting held on March 17, 2020.

Ms. Kliebert reviewed the minutes of the Board of Directors meeting held on March 17, 2020. **On a motion by Tonja Myles and a second by Hillar Moore, the Board unanimously approved the minutes of the Board of Directors meeting held on March 17, 2020.**

B. For Approval: Minutes of the Special Board of Directors meeting held on May 1, 2020.

Ms. Kliebert reviewed the minutes of the Special Board of Directors meeting held on May 1, 2020. **On a motion by Hillar Moore and a second by Charles Abboud, the Board of Directors unanimously approved the minutes of the Special Board of Directors meeting held on May 1, 2020.**

III. COMMITTEES

A. For Action: Reconstitution of Current Committees

Ms. Kliebert reviewed the current committees and committee members. Ms. Kliebert recommended reconstituting the Operations Committee to focus on accountability and quality metrics outlined in the service agreement between the Bridge Center and RI International.

B. For Action: Assignment of Committee Members

Ms. Kliebert reviewed board member committee assignments, then advised members to email her to indicate if they want to continue their committee participation, be removed, assigned or reassigned to a committee.

IV. FINANCE

A. For Information: City-Parish Audit

Mr. Abboud asked Jim Fairchild from Daigrepoint & Brian to provide an update on the 2019 City-Parish Audit. Mr. Fairchild provided an overview of the audit and stated no deficiencies found. Mr. Abboud requested to allow the Finance Committee to review before recommending to the Board.

B. For Information: Financial Statement

Mr. Abboud asked Mike Singletary from Postlethwaite & Netterville to provide an update of the Financial Statement. Mr. Singletary reported that the first-quarter financial statement had been submitted to the City-Parish per the Corporate Endeavor Agreement (CEA).

C. For Information: Investment Banking

Mr. Abboud reported that Chase Bank provided the most competitive offer on investments and recommended opening a secondary Money Market Deposit Account (MMDA) to accumulate interest on deposited funds.

D. For Approval: Secondary Chase Account

After due discussion, **and on a motion by Charles Abboud and a second by Lauren Crump, the Board of Directors unanimously approved opening a secondary Money Market Deposit Account with Chase Bank.**

V. COMMUNITY RELATIONS

A. For Information: Social Media Campaign

Tonja Myles reported that the Bridge Center created six videos that provide content on the Bridge Center, RI International, the services and programs offered. The videos will be posted on the Bridge Center's media outlets.

VI. POLICIES

A. For Approval: Accounting Policy

Ms. Claiborne reported that the drafted Accounting Policy would be examined for the 2020 City-Parish audit. Donna Collins-Lewis recommended allowing legal counsel to review the policy before adoption. **On a motion by Patrick Seiter and a second by Chris Nichols, the Board tentatively approved the Accounting Policy subject to the review of legal counsel.**

B. For Approval: Media Policy

Ms. Myles reported that a Media Policy was drafted to ensure the messaging of the Bridge Center was consistent and that the lines of communication were identified. Ms. Kliebert recommended allowing legal counsel to review the policies before adoption. **On a motion by Patrick Seiter and a second by Chris Nichols, the Board tentatively approved the Media Policy subject to the review of legal counsel.**

C. For Approval: Harassment Policy

Ms. Claiborne reported a Harassment Policy was drafted for Legislative Auditor compliance. Ms. Kliebert recommended allowing legal counsel to review the policies before adoption. **On a motion by Patrick Seiter and a second by Charles Abboud, the Board tentatively approved the Harassment Policy subject to the review of legal counsel.**

VII. OPERATIONS

A. For Information: Behavioral Health Initiatives

Ms. Claiborne reported co-leading the Clinical Work Group of the Mayor's Behavioral Health Task Force to focus on outpatient and inpatient treatment for mental health and substance abuse. Ms. Claiborne also reported this initiative would help identify partners and resources that could aid in the case management portion of the Bridge Center.

B. For Information: Community Engagement

Ms. Claiborne reported that introductory meetings with Metro Council members and the Mayor's office have resumed. Ms. Claiborne also reported that she and Baton Rouge Police Chief Murphy Paul are coordinating to schedule a meeting with all law enforcement entities to discuss what the Bridge Center will provide and how those departments could interface with the Center.

C. For Information: Facility and Operations Update

Thomas Castellanos reported that construction and Fire Marshall permits were submitted, and demo construction should commence the last week of May 2020. Ms. Pugsley reported that RI International is simultaneously working on licensing as construction is underway.

VIII. UNFINISHED BUSINESS and GENERAL ORDERS

Ms. Kliebert asked if there was any unfinished business that needed to be addressed. After hearing no comments on unfinished business, Ms. Kliebert proceeded to the agenda as written.

IX. NEW BUSINESS

Ms. Kliebert asked if there was any new business that needed to be addressed. After hearing no comments on new business, Ms. Kliebert proceeded to the agenda as written.

X. ADJOURN

With no further business to conduct, and **on a motion by Chris Nichols and a second by Donna Collins-Lewis, the meeting adjourned at 1:13 PM.**

Minutes prepared by
Charlotte Claiborne, Executive Director