



PUBLIC MEETING NOTICE

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

DATE: Tuesday, January 21, 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



BOARD OF DIRECTORS MEETING

January 21, 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 Action: Approve Minutes of the Board of Directors meeting held on November 19, 2019 | |
| | B. For Action: Approve Minutes of the Special Board of Directors meeting held on December 19, 2019 | |
| IV. | EXECUTIVE COMMITTEE | Kathy Kliebert |
| | A. For Information: Overview of Executive Committee meeting held January 14, 2020 | |
| | B. For Approval: Board Member Attendance Policy | |
| V. | NOMINATING COMMITTEE | Murphy Paul |
| | A. For Information: Board Member Resignation | |
| VI. | FINANCE COMMITTEE | Charles Abboud |
| | A. For Information: Update on line of credit with Gulf Coast Bank | |
| | B. For Information: City-Parish Funding Update | |
| | C. For Information: Update on transferring funds from Bridge Center to Criminal Justice Coordinating Council | |
| | D. For Information: Summary review of 2019 budget expenses | |
| | E. For Approval: Donation Link on Website | |

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| VII. | COMMUNITY RELATIONS COMMITTEE | Tonja Myles |
| | A. For Information: Collaborative meetings and next steps | |
| VIII. | OPERATIONS COMMITTEE | Kathy Kliebert |
| | A. For Approval: RI International site recommendation | |
| | B. For Information: RI International next steps | |
| IX. | UNFINISHED BUSINESS and GENERAL ORDERS | Kathy Kliebert |
| | A. For Information: Resolve Unfinished Business | |
| X. | NEW BUSINESS | Kathy Kliebert |
| | A. For Information: Discuss New Business | |
| XI. | ADJOURN | Kathy Kliebert |



BOARD OF DIRECTORS MEETING

November 19, 2019
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

The meeting was called to order at 12:11 PM. Board members in attendance were Chair Kathy Kliebert, Chief Murphy Paul, Charles Abboud, Lauren Crump, Jan Kasofsky, Ph.D., Tonja Myles, Chris Nichols, Michael Mitchell, Sharon Robinson, and Patrick Seiter. Participating via phone conference were Hillar Moore (proxy Linda Southall) and Dr. Leah Cullins. A quorum was determined.

Also, in attendance were Charlotte Claiborne from the Bridge Center for Hope, Murphy Foster from Breazeale, Sachse & Wilson, Kristi Marionneaux from Postlethwaite & Netterville, John Spain and Lauren Crapanzano Jumonville from the Baton Rouge Area Foundation, and Chris Csonka from the Criminal Justice Coordinating Council.

II. PUBLIC COMMENT ON AGENDA ITEMS

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

III. MINUTES

- A. For Action: Approve Minutes of the Board of Directors meeting held on September 17, 2019

Ms. Kliebert reviewed the minutes of the Board of Directors meeting held on September 17, 2019.

On a motion by Lauren Crump and a second by Chris Nichols, the Board of Directors unanimously approved the minutes of the Board of Directors meeting held on September 17, 2019.

IV. EXECUTIVE COMMITTEE

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

Ms. Kliebert reviewed the minutes from the Executive Committee meeting held on November 14, 2019, highlighting that RI International received and is in the process of reviewing a draft of the contract to provide clinical services.

B. For Information: Conflicts of Interest Policy

Ms. Kliebert reminded attendees that the Conflicts of Interest Policy form is due immediately. Board members with outstanding forms will receive direct communication from the Executive Director for completion.

C. For Ratification: Contract for Charlotte Claiborne

Ms. Kliebert notified the Board that the Executive Committee reviewed and approved the contract for the Executive Director, Charlotte Claiborne, during the committee meeting held on November 14, 2019. Mr. Abboud noted that Postlethwaite & Netterville is currently managing the benefits section of the agreement.

On a motion by Jan Kasofsky and a second by Patrick Seiter, the Board of Directors unanimously approved the Executive Director's contract.

D. For Information: Public Records Request

Ms. Kliebert requested an update on the recent public records request and asked if any additional request had been made. Murphy Foster (legal counsel), reported that Bridge supplied all information requested, cited that no other request was made, and discussed the confidentiality and limitations of attorney-client privilege.

E. For Information: Secretary of State website

Ms. Kliebert reviewed the Bridge Center business listing on the Louisiana Secretary of State website and noted that several sections required updating. She then requested that Ms. Claiborne update the information accordingly.

V. FINANCE COMMITTEE

A. For Information: Minutes of the Finance Committee meeting held October 23, 2019

Mr. Abboud reviewed the minutes from the Finance Committee meeting, informing the Board that the Bridge Center, as part of standard business practice, is exploring line of credit options.

B. For Information: City-Parish Funding Update

Ms. Claiborne reported that most of the anticipated 2020 City-Parish funding is expected in mid-January, and proceeds collected throughout the year will be distributed to the Bridge Center as available.

C. For Information: Operating Report

Mr. Abboud deferred to Kristi Marionneaux, with Postlethwaite & Netterville, to provide an overview of the third quarter Operating Summary. After due discussion and with no further questions, Mr. Abboud concluded his report.

VI. COMMUNITY RELATIONS COMMITTEE

A. For Information: Communications Plan

Ms. Myles reported that the Community Relations Committee is currently working on a communications plan to ensure that the Board has a clear and consistent message. Ms. Myles also underscored the importance of a strong social media presence that highlights community engagement.

VII. OPERATIONS COMMITTEE

A. For Information: RI International Next Steps

Ms. Kliebert emphasized the next steps for RI International are executing the contract, finalizing a facility location, making necessary renovations, and securing licenses.

VIII. EXECUTIVE DIRECTOR UPDATE

A. For Information: RI International Contract Update

Ms. Claiborne expressed that RI International is currently working on revisions to the draft contract and will be presenting to the Bridge Center soon. Ms. Claiborne then explained that after contract execution, the next phase is securing a facility. Ms. Claiborne concluded her RI International contract update, noting that RII was presented with several facility options throughout the Parish for consideration and Board recommendation.

B. For Information: LDH Meeting

Ms. Claiborne reported that licensure meetings with the Louisiana Department of Health are ongoing, to better align with current standards and practices.

C. For Information: CMS Meeting

Ms. Claiborne reported that meetings were ongoing with Centers for Medicare and Medicaid Services to determine a rate for crisis stabilization services.

D. For Information: MCO Meeting

Ms. Claiborne reported that meetings were held in October with Louisiana Bayou Health plans (Aetna, AmeriHealth Caritas, Healthy Blue, United Healthcare). Ms. Claiborne then explained that the meetings outlined the purpose of the Bridge Center and clarified that RI International was the clinical service provider for crisis stabilization services.

E. For Information: Bridge Center interfaces

Ms. Claiborne reported that she coordinated meetings with the District Attorney's Office, Baton Rouge Police Department, Public Defenders' Office, East Baton Rouge Parish Prison, East Baton Rouge Parish Coroner's Office, Capital Area Human Services, and several community outreach programs to discuss the Bridge's services and how the Center might interface with each office.

IX. PRE-TRIAL RELEASE PROGRAM

A. For Information: Program Update

Ms. Kliebert asked Chris Csonka to provide an update on the program status. Mr. Csonka reported that the Pre-trial Release Program had completed a total of 132 assessments. The program currently has 19 active participants, with three participants graduating on Friday, November 15, 2019. The program has successfully graduated 29 participants from the program.

- B. For Resolution: Transfer and terminate Pre-trial Release Program assets and contracts from the Bridge Center of Hope

Ms. Kliebert reminded the Board of previous discussions regarding transferring all Pre-trial Release Program assets and contracts to the Criminal Justice Coordinating Council. Ms. Kliebert asked the Board to refer to the draft resolution that had been prepared by legal counsel. Mr. Foster (legal counsel) stated a formalized resolution would be submitted to the Board's Chair by year-end.

On a motion by Tonja Myles and a second by Sharon Robinson, the Board of Directors unanimously approved the transfer of all Pre-trial Release Program contracts from the Bridge Center for Hope to the Criminal Justice Coordinating Council.

On a motion by Dr. Kasofsky and a second by Mr. Abboud, the Board of Directors unanimously approved granting legal counsel the authority to transfer existing Pre-trial Release Program agreements or develop new ones on behalf of the Bridge Center for Hope to the Criminal Justice Coordinating Council.

X. UNFINISHED BUSINESS and GENERAL ORDERS

- A. For Information: Resolve Unfinished Business

Ms. Kliebert asked the Board if there was any unfinished business they wanted to address. Ms. Robinson noticed her name omitted from the list of attendees for the Board of Directors meeting held on September 17, 2019.

On a motion by Lauren Crump and a second by Chris Nichols, the Board of Directors unanimously approved to amend the September 17, 2019 minutes as written to include Sharon Robinson's name to the list of Board participants.

XI. NEW BUSINESS

- A. For Information: Discuss New Business

Ms. Kliebert stated that she would like to update the by-laws to include an attendance policy for Board participation. After due discussion, the Board agreed to allow legal counsel to draft an attendance policy to be presented at the next Board meeting on January 21, 2020.

After due discussion, the Board of Directors agreed to schedule Board meetings on the third Tuesday of every other month, starting with January 21, 2020.

Upcoming Board meetings for 2020:

January 21, 2020
March 17, 2020
May 19, 2020

July 21, 2020
September 15, 2020
November 17, 2020 (Annual Meeting)

XII. ADJOURN

With no further business to conduct, and **on a motion by Ms. Nichols and a second by Ms. Robinson, the meeting adjourned at 1:11 PM.**

Kathy Kliebert
Chair
November 20, 2019

Minutes prepared by:
Charlotte Claiborne, Executive Director

DRAFT



SPECIAL BOARD OF DIRECTORS MEETING

December 19, 2019
9:00 AM – 10:00 AM

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

MINUTES

I. CALL MEETING TO ORDER

The meeting was called to order at 9:06 AM. Board members in attendance were Chair Kathy Kliebert, Lauren Crump, Tonja Myles, Chris Nichols, Michael Mitchell, Sharon Robinson, Eugene Bentley, and Collis Temple. Participating via phone conference were Charles Abboud, Patrick Seiter, and William “Beau” Clark. A quorum was determined.

Also in attendance were Charlotte Claiborne from the Bridge Center for Hope, Murphy Foster, and Emily Grey from Breazeale, Sachse & Wilson.

It was noted that an agenda item to authorize Kathy Kliebert to negotiate and signed the service agreement with RI International on behalf of the Bridge Center for Hope was omitted. **On a motion by Lauren Crump and a second by Chris Nichols, the Board of Directors unanimously approved amending the agenda as written to include the authorization of Kathy Kliebert to execute a service a service agreement with RI International on behalf of the Bridge Center for Hope.**

II. PUBLIC COMMENT ON AGENDA ITEMS

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

III. FINANCE COMMITTEE

A. For Action: Approval of resolution for line of credit

Charles Abboud gave a brief synopsis of the line of credit from Gulf Coast Bank, its intent, terms, and rate. Charlotte Claiborne explained that the loan was scheduled to close on December 26th, and a resolution by the board was needed to sign for the loan. Ms. Claiborne expressed that once City-Parish funding is received, funds will be transferred to Gulf Coast Bank to initiate a payoff and that any future lines of credit will require permission from the Bond Commission. Mr. Abboud explained that it is highly unlikely that future lines of credit will be warranted.

On a motion by Collis Temple and a second by Michael Mitchell, the Board of Directors approved the Resolution to authorize Ms. Claiborne to sign for the line of credit.

IV. BRIDGE CENTER SITE LOCATION

A. For Action: Approval of proposed site location for the Bridge Center for Hope

Kathy Kliebert discussed the need for capital improvements with any facility chosen to comply with the *Crisis Now* model. Legal counsel Murphy Foster conferred that the CEA did not include nor exclude capital dollars. Ms. Kliebert explained that RI International is currently in negotiations with Baton Rouge General but is also considering other site locations due to the significant startup costs associated with renovating a hospital. While proposing additional site locations, the board noted that potential residents might not want a crisis receiving center in their neighborhood. Mr. Temple suggested an empty office space that may be suitable for the Bridge Center to consider, and Mr. Seiter proposed a former K Mart location on Airline Hwy if available. Board members were advised to submit potential site recommendations with floor plans and contact information to Ms. Claiborne.

Ms. Claiborne discussed the budgets that were outlined in RI International and Our Lady of the Lake/Baton Rouge General's SoP responses and that neither team included startup costs for construction. It was recommended by Mr. Foster to establish spending limits and place parameters for potential facilities into the service agreement with RII. Ms. Kliebert requested approval from the Board to allow RII to submit letters of intent to potential facilities that include restricted startup costs and building parameters.

On a motion by Lauren Crump and a second by Tonja Myles, the Board of Directors unanimously approved allowing RI International to submit letters of intent to potential site locations as presented.

V. RI INTERNATIONAL SERVICE AGREEMENT

A. For Action: Contract negotiations and signage approval

Ms. Kliebert notified the Board that the service agreement with RI International is still undergoing negotiations and that board authorization is needed for her to execute a final contract.

On a motion by Chris Nichols and a second by Tonja Myles, the Board of Directors unanimously approved authorizing Board Chair Kathy Kliebert to execute a service agreement with RI International.

VI. AMENDMENT TO BYLAWS

A. For Action: Approval to change the address listed in current bylaws to the current registered address.

Ms. Claiborne reviewed the Bridge Center bylaws citing that it currently contains an outdated address. Ms. Claiborne requested to have the bylaws updated with the current, registered address.

On a motion by Sharon Robinson and a second by Mr. Temple, the Board of Directors unanimously approved updating the address in the Bridge Center's bylaws.

VII. ADJOURN

With no further business to conduct, and **on a motion by Mr. Temple and a second by Ms. Nichols, the meeting adjourned at 9:51 AM.**

Kathy Kliebert
Chair
December 19, 2019

Minutes prepared by:
Charlotte Claiborne, Executive Director