

South Central Louisiana Human Services Authority

Board Meeting Minutes

January 10, 2013

Members Present: Ray Nicholas (Assumption), Viola Daigle (Lafourche), Lisa Matherne (Lafourche), Ridgely Mitchell (St. James), Sherry Champagne (St. Mary), Gordon Landry (Terrebonne) and Donna Cobb (Terrebonne).

Members Absent: Karen Lentini (St. Charles) and Faith Farlough (St. John the Baptist).

Guest in attendance: Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (CFO), Marian Palmisano (Secretary), Karen Schilling (Project Director) Teresa Hardin (Clinical Director), Misty Hebert (Asst. Clinical Director), Wesley Cagle (DD Program Director), Stephany Hillman (SCLHSA), Melicia Lemoine (HR Director), George Cano (IT Director), William Magee (LTC), Bernadette Fields (LAC), and Donna Legendre (LAC).

Agenda Item	Action Recommended/Outcome
Call to Order	Meeting called to order by Chairman Ray Nicholas at 6:15 p.m.
Opening Prayer & Pledge of Allegiance	Chairman Nicholas led the prayer and Mrs. Lisa Matherne led the Pledge of Allegiance.
Roll Call of Board Members	Secretary called the roll and indicated a quorum was present.
Approval of Minutes	Minutes from the December 6, 2012 meeting were reviewed. Mrs. Viola Daigle motioned to approve the minutes, seconded by Mrs. Lisa Matherne, motion carried and minutes were approved.
Board Issues	<p><u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms.</p> <p><u>Introduction of New Terrebonne Parish Board Member:</u> Gordon Landry Chairman Nicholas and other Board Members introduced themselves and welcomed Mr. Landry. Mr. Landry gave a brief bio and he's excited to be a member of the board.</p> <p><u>Board Self-Evaluation Questionnaire:</u> Board Members reviewed the results of the Board Self-Evaluation Questionnaire with an overall "Excellent" rating on Section A, C, & D and a "Very Good" rating on Section B. Brief discussion was held to address questions.</p>
Executive Director Report:	<p><u>Agency Update – Lisa Schilling</u></p> <ul style="list-style-type: none"> • An updated Board Member contact list and abbreviations list was distributed to the Board Members. • Mrs. Schilling reviewed the SCLHSA Accomplishments for 2012. <p><u>Mid-Year Reductions:</u></p> <ul style="list-style-type: none"> • Mrs. Schilling gave a brief update on the additional reduction scenario's including the statewide elimination of ECSS. In the process of the layoff of those employees, 7 total; 3 found other employment and working on a possible transition for the other 4 employees through the treatment centers with Gulf Coast contract funding to keep employment with the agency. • Security will only be provided at Treatment Centers on a part-time basis in the proposed cut scenario. • The contract with Options for Independence providing counselor services for adolescents will be eliminated since no invoices have been issued since July. <p><u>Human Resources Update: Melicia Lemoine</u></p> <ul style="list-style-type: none"> • ECSS employees will be terminated. HR met with ECSS employees and distributed personnel layoff information. Working on alternate employment for the 7 employees. They can apply for the Gulf Coast positions. "Notice of Action" went out to employees today, effective January 31, 2013. The plan is expected to be approved by Civil Service in the next 5 days. • A Civil Service Audit is scheduled for next week and the outcome will be shared upon receipt of findings. <p>Mrs. Schilling stated as part of the Recognition Award Program, each SCLHSA employee was presented with "Puzzle Piece" pin.</p>

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<p><u>Financial Report</u>– Janelle Folse</p> <ul style="list-style-type: none"> Reviewed the December Budget Analysis for FY 13 including projected revenues/expenditures and the CCP/BA 7 Appropriation as of 12/31/2012. Motion to approve the December Budget Analysis by Mrs. Donna Cobb, seconded by Mrs. Lisa Matherne, motion carried. <u>Magellan Webcheck Report</u>: Reviewed the FY 13 Magellan Webchecks Summary Spreadsheet as of 1/10/2013 reflecting collections and projection. Fiscal is in the process of hiring an employee to fill the open position for billing personnel. <u>Clinical Advisor Update</u>: Misty Hebert CPT Code Changes: Effective January 1, 2013, all CPT and med management codes were changed within the billing component. Working diligently with staff to insure correct coding is being entered. <u>DD Report</u>: Wes Cagle New requirements for the Individual Support Waiver went into effect 12/10/12, working to complete plans that are due. Working on critical incident backlog, met with coordinators and working to complete plans. The Family Support Waivers are meeting the 95% standard target. Recent cut to Flexible Family Fund, total down to 55 slots. LACAN Roundtable Discussion scheduled for Thursday, January 24, 2013 at 10:30am at the Terrebonne Main Library. David Albarado was elected as one of the officers to the Lafourche Parish Mayor's Council. <u>CCP Program</u>: Stephany Hillman Dr. Hillman presented a power point presentation of the work performed/completed by the La Spirit Team. <u>Christmas Donation Results</u>: With the \$1,500.00 donated by the Nashville United Way, La Spirit was able to provide 27 children with Christmas gifts. A "Thank You" note will be sent to NUW for their generous donation. <u>Website Update</u>: George Cano Mr. Cano gave a brief presentation of the SCLHSA online website scheduled to go live in February.
Old Business	None
New Business	<ul style="list-style-type: none"> At the February Board Meeting, nominations will be taken for Vice-Chairman to replace former Board Member Trudy Franks. The floor will be open for nominations for vice-chairman; open discussion; accept nominations for vice chairman and chairman. The By-Laws regarding term limits and volunteer positions will be reviewed by Mrs. Donna Cobb, Mrs. Lisa Matherne and Mrs. Viola Daigle and a report will be given to the Board at the next meeting.
Views and Comments by the Public	None
Consideration of Other Matters	Chairman Nicholas stated the next board meeting will be held on Thursday, February 21, 2013 at 6:00pm. Location TBA.
Adjournment	Motion to adjourn by Mrs. Lisa Matherne, seconded by Mrs. Donna Cobb, motion carried. Meeting adjourned at 7:50pm.