

**South Central Louisiana Human Services Authority
Board Meeting Minutes
January 11, 2024**

Members Present: Bryan Zeringue (Lafourche), Ms. Becky Hohensee (Terrebonne), Travion Smith (Terrebonne), Ray Nicholas (Assumption), and Rachel Becnel (St. James).

Members Absent: Ms. Lynne Farlough (St. John the Baptist,) Ms. Barbra Fuselier (St. Charles), Ms. Nicole Bourgeois (Lafourche) , and Ms. Lea Hebert (St. Mary)

Guest in attendance: Kristin Bonner (Executive Director), Misty Hebert (Deputy Director) Janelle Folse (Fiscal Director), Stephanie Benton (Secretary), and Macy Comeaux (HR Director).

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Bryan Zeringue called the meeting to order at 5:57 p.m.
Opening Prayer & Pledge of Allegiance	Mr. Ray Nicholas led the prayer and Mr. Bryan Zeringue led 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 14, 2023 meeting were reviewed. Ms. Becky Hohensee motioned to approve the minutes of the December 14, 2023 Board Meeting, seconded by Mr. Ray Nicholas, motion carried and minutes were approved.
Board Issues	<ul style="list-style-type: none"> • <u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms. • Ms. Bonner discussed Mr. Ray Nicholas' term is up and at this time, the Assumption Parish Police Jury has not received an application for a new volunteer for the Board position. Mr. Nicholas would like to continue to serve on the Board. <ul style="list-style-type: none"> ○ Mr. Travion Smith motioned to extend Mr. Nicholas's term to a 4th year, seconded by Ms. Becky Hohensee, motion carried.
Executive Director Report	<p><u>Agency Update:</u> Kristin Bonner</p> <ul style="list-style-type: none"> • <u>Site Updates:</u> Ms. Bonner reported all sites are busy preparing for CARF – 1/24/24 – 1/26/24. We have been visiting sites to review/maintain landscapes and interior. Ms. Bonner also reported the lease for the Town Hall building has been signed and we have received the keys. • <u>Executive Limits:</u> <ol style="list-style-type: none"> a. Executive Director Succession Policy – Ms. Bonner reviewed the minor changes requested by the Board at the 12/14/23 meeting. <ul style="list-style-type: none"> ○ Mr. Travion Smith motioned to approve the minor changes to the language of the Executive Director Succession Policy, seconded by Ms. Becky Hohensee, motion carried. • <u>Governance Process Review:</u> Ms. Bonner requested Board Members review the Board Job Description, Board Committee Principles and Chairperson's Role in the Board of Governance Manual for any additions/deletions. No changes were made to the Board Job Description, Board Committee Principles and the Chairperson's Role. <ol style="list-style-type: none"> a. Board Job Description (pg. 8-9 BOG Manual) b. Board Committee Principles (pg. 13 BOG Manual) c. Chairperson's Role (pg. 9 BOG Manual) • <u>Open Meeting Policy Clarification:</u> Ms. Bonner gave an update on the Open Meeting Policy. SCLHSA attorney, Nancy Falgoust, sent an email referencing the public's ability to attend Meetings. The Open Meeting law allows ZOOM Meetings in accordance with State wide boards, not region wide boards. SCLHSA Board Members cannot attend via ZOOM.

<p>Fiscal Report</p> <p>Operational Report</p>	<ul style="list-style-type: none"> • <u>Executive Director Performance Evaluation Policy</u>: Ms. Bonner reviewed the Executive Director Performance Evaluation Policy to include minor changes to the language of the policy. <ul style="list-style-type: none"> ○ Ms. Rachel Becnel motioned to approve the minor changes to the language of the Executive Director Performance Evaluation Policy, seconded by Mr. Travion Smith, motion carried. <p><u>Fiscal Report</u>: Kristin Bonner for Janelle Folse</p> <ul style="list-style-type: none"> • <u>Account Balance Report</u>: Ms. Bonner reviewed the Account Balance Report – Cash Management Report. This report was created in regards to the recent Legislative findings and has to be turned in quarterly to LDH. The accounts reflect monies in SCLHSA local accounts – fees and self-generated, ESAC, Designated funds and Baton Rouge Escrow. <p><u>Operational Report</u>: Misty Hebert</p> <ul style="list-style-type: none"> • <u>Agency Statistics</u>: Ms. Hebert reviewed the Agency Statistics to include completed appointment, incomplete visits, quick stats, visit trends and top visit types. Ms. Hebert also gave an update on the current DD waiver statistics totaling 1,469 Waivers (641 NOW, 292 SW, 278 CC and 115 ROW). • <u>Satisfaction Surveys</u>: Ms. Hebert reviewed the Client Satisfaction/Outcome Survey Results for FY24 Quarter 1 (July 2023 – September 2023) for Behavioral Health and Developmental Disabilities.
<p>Views and Comments by the Public</p>	<p>NONE</p>
<p>Old Business:</p>	<p>NONE</p>
<p>New Business:</p>	<p>Executive Session – Executive Director Performance Evaluation</p> <ul style="list-style-type: none"> ○ Mr. Ray Nicholas motioned to go into Executive Session at 6:30pm, seconded by Ms. Becky Hohensee, motion carried. ○ Mr. Travion Smith motioned to return to Regular Session at 6:56pm, seconded by Mr. Ray Nicholas, motion carried. <p><u>Nominations for Officer Positions</u>: Mr. Bryan Zeringue opened the floor for nominations for Board Chairman. Mr. Travion Smith nominated Mr. Bryan Zeringue, seconded by Ms. Becky Hohensee; no other nominations were received from the floor. Mr. Ray Nicholas motioned to close nominations, Mr. Travion Smith, seconded, motion carried. Mr. Bryan Zeringue accepted the nomination. Chairman Zeringue requested all in favor of the nomination of Mr. Bryan Zeringue to remain as Chairman, signify by saying “I”, all were in favor, no opposition. Chairman Zeringue opened the floor for nomination for Vice-Chairman. Ms. Becky Hohensee nominated Mr. Ray Nicholas, Ms. Rachel Becnel, seconded the nomination; no other nominations were received from the floor. Mr. Bryan Zeringue motioned to close nominations, Ms. Becky Hohensee, seconded, motion carried. Mr. Ray Nicholas accepted the nomination. Chairman Zeringue requested all in favor of the nomination of Mr. Ray Nicholas as Vice-Chair, signify by saying “I”, all were in favor, no opposition. Mr. Bryan Zeringue opened the floor for nominations for Secretary. Mr. Ray Nicholas nominated Ms. Stephanie Benton, seconded Mr. Bryan Zeringue; no other nominations were received from the floor. Mr. Bryan Zeringue requested all in favor of the nomination of Ms. Stephanie Benton to remain as Secretary, signify by saying “I”, all were in favor, no opposition.</p>
<p>Consideration of Other Matters</p>	<ul style="list-style-type: none"> • <u>Board Meeting Schedule</u>: After discussion with Board Members, Chairman Bryan Zeringue has decided to cancel the Board Meeting in February due to scheduling conflicts and stated the next Board Meeting will be held on Thursday, March 14, 2023 @ 6:00pm at SCLHSA Administration Office.
<p>Adjournment</p>	<p>Motion to adjourn by Mr. Ray Nicholas, seconded by Ms. Becky Hohensee, motion carried. Meeting adjourned at 7:12 pm.</p>