

South Central Louisiana Human Services Authority
Board Meeting Minutes
October 10, 2013

Members Present: Lisa Matherne (Lafourche), Viola Daigle (Lafourche), Karen Lentini (St. Charles), Gordon Landry (Terrebonne) and Donna Cobb (Terrebonne).

Members Absent: Ridgely Mitchell (St. James).

Guest in attendance: Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (CFO), Marian Palmisano (Secretary), Wesley Cagle (DD Program Director), Melicia Lemoine (HR Director), Misty Hebert (Asst. Clinical Director), and Eldred Smith (IT Director).

Agenda Item	Action Recommended/Outcome
Call to Order	Meeting called to order by Chairperson Viola Daigle at 6:20 p.m.
Opening Prayer & Pledge of Allegiance	Mrs. Donna Cobb led the prayer and Mr. Gordon Landry 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 August 15, 2013 meeting were reviewed. Mrs. Lisa Matherne, motioned to approve the minutes, seconded by Mrs. Donna Cobb, 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>Update on Board Appointments for: Assumption, St. John the Baptist and St. Mary Parishes:</u> St. Mary has a candidate, Lars Levy, and the vote for approval is on the Agenda for the next Parish Council Meeting. Mr. Levy has a lot of experience with AD and works with the St. Mary Drug Court. No candidates to date for St. John and Assumption.</p>
Executive Director Report:	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> • <u>Primary Care Initiative:</u> APRN is now seeing all medical clearance patients and will begin in November seeing the OBH medication management patients. This will free up time for Psychiatrist's schedule to see new patients and more follow-up time for critical patients. Working on Magellan and Melina billing component since primary care is not allowable in Magellan because these patients are already qualified with a behavioral health diagnosis. • <u>Staff Additions:</u> Adding 8 hrs/week child Psychiatry time to the TBHC. In negotiation with a psychiatrist for 32 hrs/week time to be split between TBHC and RPTC. • <u>Mergers and Space:</u> St. Mary Merger is complete, staff and work is moving along. Looking at Lafourche and the possibility of merger-lots of items to reconfigure before that can happen. May be able to do this transfer without the purchase of a modular unit. The River Parish merger will include assessment, treatment and pharmacy. This site will be most difficult to blend all these services. With the addition of a modular unit, this could happen before the end of the fiscal year. • <u>Executive Director Forum:</u> 2nd meeting was held for all the Ed's of the 10 LGE's. SCLHSA has been hosting the teleconference meetings and facilitating the agenda, handouts and minutes. A great deal has been accomplished to bring the new LGE's up to speed on topics and to unify the LGE's voice on specific issues to include licensing, AIP and Outcome Measures, MOU and future funding discussions at HSIC Meetings. • <u>JPHSA/MHSD/SCLHSA Collaborative:</u> 2nd meeting held at SCLHSA and numerous items were discussed for follow through with DHH. A meeting is being scheduled with Courtney Phillips, DHH undersecretary to review items to include HSIC composition agenda items and the LA Spirit funding. • <u>2014 Budget Process:</u> Reviewed the Budget Request Summary for FY 2014-2015. Motion to approve the Proposed Budget by Mrs. Donna Cobb, seconded by Mrs. Karen Lentini, motion carried and FY 14-15 Budget was approved.

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<ul style="list-style-type: none"> • <u>Policies for Review:</u> <ol style="list-style-type: none"> 1. Abuse and Neglect 2. HIPAA Privacy Policy 3. Legal Services Policy 4. Corporate Compliance 5. Human Resources. 6. Research <p>Reviewed the changes to the policies listed above. Motion to accept changes to all policies listed above by Mrs. Lisa Matherne, seconded by Mrs. Karen Lentini, motion carried.</p> <p><u>Financial Report</u> – Janelle Folse</p> <ul style="list-style-type: none"> • <u>Monthly Budget Summary:</u> Reviewed the Budget Analysis for FY 13 including projected revenues/expenditures as of 9/30/2013 and the expenditure spreadsheet reflecting monthly totals. Motion to approve the September Budget Analysis by Mrs. Karen Lentini, seconded by Mrs. Lisa Matherne, motion carried. • <u>Magellan Webcheck Report:</u> Reviewed the FY 13 Magellan Webchecks Summary Spreadsheet reflecting collections and projection beginning March 2012-July/August 2013. • <u>FY 2013-2014 Self-Generated Revenue:</u> Reviewed the FY 1013-2014 self-generated revenue reflecting collections as of 9/30/2013 including projected collections for FY 2014. This is a new report the Board will receive monthly for informational purposes referencing new and expanded programs. <p><u>Operational Review:</u> Kristin Bonner</p> <ul style="list-style-type: none"> • <u>Root Cause Analysis Process (RCA):</u> Reviewed and discussed the Root Cause Analysis Process. SCLHSA has 3 recent RCA's reported recently. All were violent crimes initiated by patients outside of the clinic setting. In reviewing each case, there were opportunities for improvement in clinical processes, but they would not have changed the outcome. <p><u>DD Report:</u> Wes Cagle</p> <ul style="list-style-type: none"> • Reported 1110 total waivers being handled in the Waiver unit. • Reported interviewing and recommending two candidates for the two Med. Cert. Specialists position within the Waiver unit. • Reported spending just over half of IFS budget for the year. Credited utilizing funds for vocational habilitation services for those on the Supports Waiver waiting list. • Discussed the transformation initiatives taking place within OCDD including the Resource Center transformation, looking at better ways of administering the RFSR (Requests for Services Registry) and re-examining the waiting list focusing on what services folks are currently receiving through Medicaid, EPSDT and other sources. • Reported that OCDD Central Office Staff are engaged in many workgroups including our Single Point of Entry, Electronic Plan of Care, LTSS (Long-term Services and Supports), Autism services and Intermittent (shared) supports. • Discussed issues regarding medication administration and complex medical tasks with the Nursing Board. Until decisions are reached, these cases will be submitted for Health Standards State Office for review. • Discussed pending QE site visit on October 24, 2013 and the new waiver review component. • Discussed upcoming participation in the "Blessed by Downs" 1K walk this weekend in Thibodaux. <p><u>Clinical Services Update:</u> Misty Hebert</p> <ul style="list-style-type: none"> • <u>Revisiting Staff Assignments:</u> Reviewing staff assignments, clinic needs, and referral sources at each location. Reviewed number of clients appointments scheduled and how many double book appointments were scheduled to cover no shows. Clinic Managers and staff will help other sites where staff is needed. Grant funding for Mobile Unit will be used to begin services in rural areas. • <u>Phasedown of CCP:</u> Moving forward with the 3 step phasedown. 1st-October 22nd; 2nd-November 10th; 3rd-November 23rd. Seeking funding for a 2 Dvads team on Bavou and River.

Executive Director Report (cont'd)	<p><u>IT Services:</u> Eldred Smith</p> <ul style="list-style-type: none"> • <u>Survey Results:</u> Reviewed the IT Survey results. • <u>Domain Update:</u> Target date for completion is scheduled for late Spring. Met with AT&T for idea of cost and timeframe for DSL lines. Contact vendors for software cost. Met with Universal for bids for installation. Researching Grants for funding. • Lisa Schilling commented Eldred and the IT Staff are doing an excellent job with response to staff with IT issues.
Old Business	<ul style="list-style-type: none"> • At 7:55pm, Lisa Schilling made a request to the Board to divert into Executive Session to address a staff personnel issue. Motion by Mrs. Karen Lentini to move into Executive Session to address a staff personnel issue, seconded by Mrs. Donna Cobb, motion carried. • At 8:10pm, Motion by Mrs. Donna Cobb to revert into Regular Session, seconded by Mrs. Karen Lentini, motion carried. • Chairperson Daigle reported it was approved by Board Members in Executive Session to a lump sum 2% adjustment for all employees. Motion to accept the approval of lump sum 2% adjustment for all employees by Mrs. Donna Cobb, seconded by Mr. Gordon Landry, motion carried.
New Business	SCLHSA 3rd Annual Christmas Party, Saturday, December 14, 2013 at the CWA Hall in Houma, LA. Invitations will be sent at a later date.
Views and Comments by the Public	None
Consideration of Other Matters	<ul style="list-style-type: none"> • SCLHSA Provider Meeting-Tuesday, October 29, 2013, 10:00AM-12Noon, North Terrebonne Library, Gray, LA • Lisa Schilling made a request to the Board to not convene in November, 2013. Mrs. Lisa Matherne motioned that the Board not convene for the month of November 2013, seconded by Mr. Gordon Landry, motion carried. • Chairperson Daigle stated the next board meeting will be held on Thursday, December 12, 2013 at 6:00pm, location TBA.
Adjournment	Motion to adjourn by Mrs. Karen Lentini, seconded by Mrs. Donna Cobb, motion carried. Meeting adjourned at 8:20pm.