

**THI/SCI TRUST FUND**  
**QUARTERLY ADVISORY BOARD MINUTES**  
**May 14, 2015**

**Attending Board Members:** Paul Harch, Catherine Howard, Stephanie Patrick, Andrew Kuyoro, Mark Martin, Mike Chafetz, Sherlyn Sullivan proxy for Anne Olivier.

**Agency Staff:** Tara LeBlanc (Interim Assistant Secretary of DHH/OAAS), Alicia Smith, Valencia Roberts, Joalanda Conley, Kim Sullivan.

**Public:** None.

**Call To Order.** The meeting was called to order by Sherlyn Sullivan.

**Introductions.** Board members and others in attendance introduced themselves.

**Minutes.** Everyone reviewed the minutes from the last meeting held on February 12, 2015. The Board agreed that there were no changes to be made to the February 12, 2015 minutes. Mark Martin made a motion to approve the minutes as submitted; seconded by Paul Harch and approved.

**Resource Center Updates - BIALA**

Catherine Howard reported from January - April they have traveled 1945 miles across Louisiana visiting 27 facilities to educate individuals about THSCI. They had a total of 500 “hits”/visitors to the website and 20-30 calls received. They have met with the senator and worked with Lighthouse and other organizations to inform of the program. She also reported that the conference had approximately 250 participants to attend and also a few inquiries for board members positions.

**PROGRAM UPDATES**

**Financial Report – Sherlyn Sullivan**

The Financial summary reports shows 2014 Carry forward of \$118,358.70, State General Funds of \$1,285,000.00 and YTD Collections of \$1,376,681.63. Dr. Harch questioned about the general funds on where does it comes from, etc. Tara LeBlanc and Sherlyn Sullivan explained that the funds was taken before but they appeared back with Tara’s help, no questions asked. Funds can and were swept away and program was going to close. Tara explained that we don’t say anything about these funds or advertise because they will take them back. Sherlyn explained financial report for those that had questions on what certain things were for or meant. She also stated that the program doesn’t want to start the year off at \$0 in case State General Funds are taken. Dr. Harch asked if the funds can be placed on hold to keep from that happening. Tara and Sherlyn both stated that funds are moved but put back to prevent this.

Mark Martin asked if the program uses the reports in the AWARE system because it will make things a lot easier to know when and how funds are spent. Alicia Smith stated that we don’t have access to that part of the system. THSCI only has a small part dealing with FISCAL. Tara said if we can we will buy part of the system so that we can have access to it all. She stated that she’s been getting different responses about the system and would like to get with Alliance to resolve matter. Mark stated that he

will get with Alliance to see what it will take for THSCI to get full access to system and report back at next meeting.

Dr. Harch asked about software money on the financial report if it was for something or not. Alicia explained that we were going to have our own system built, but we are in line of this being done. She stated that if we have full access to AWARE it will be no need for software money and it can be used elsewhere.

**Program Status – Alicia Smith**

Currently, there are 686 with 39 pending clients actively receiving services through the THSCI Trust Fund program. The waiting list has decreased due to the new procedures being there is approximately 297 people on the wait list. This quarter we received a total of 31 new applicants (18 SCI, 3 TBI/SCI, and 10 TBI). Alicia explained that those applicants not reached goes inactive and if they happen to contact us about their case we request for updates and depending on funds case gets open or return to waiting list.

**New Procedures – Alicia Smith**

The new procedures are making it to where we are able to open these cases. For all active participants, an individualized, face-to-face assessment will be completed to determine the scope of services. The new procedures is outlined in the handouts package titled “Traumatic Head and Spinal Cord Injury Trust Fund Program Assessment and Service Planning Policy”. It includes a flowchart that shows the process each applicant will go through to get services, etc. as well as the Minimum Data Set – Home Care (MDS-HC), which is the individualized assessment. The assessments helps us to identify the individuals’ needs and what they trigger for. In the past, we were paying for PCA and now with the assessment we see that the individuals are independent and only need help with shopping or cleaning. Now the identified needs are met and individual choose what they want to spend the funds on at that time.

Sherlyn stated this procedure is helping to move through the waiting list and we are getting closer and closer that eventually we will need people on the list for services. Alicia stated that for those new cases opening, we will assessment and meet their needs and move on until they need something else. At that point, they will contact us and if it’s something like a repair, etc. we will write up plan for it but if not they will be re-assessed.

**Other.** Sherlyn Sullivan made mention about nominations for Board members. There are currently three vacant positions on the Board to fill, which are a Survivor of a Traumatic Head Injury, a Family Member of a Survivor of a Traumatic Head Injury and Survivor of a Spinal Cord Injury. Paul Bosworth’s appointment is currently approved.

Dr. Mike Chafetz asked about update for the name of the program from Traumatic Head and Spinal Cord Injury to Traumatic Brain and Spinal Cord Injury. He stated that we are dealing with “brain” not “head” injuries. Tara LeBlanc stated that it has to be a true bill, it’s on a list, and DHH supports the change and will be brought up to next session.

**HCR 133:** Tara said this document was just filed and will be held at some point. She stated the only change is on lines 4-5 and for the board to be prepared to give a response for the next session.

**Public Comment.** There was no public comment.

**Advisory Board Appeal Hearing.** The Board went into Executive Session. Anne Olivier was present on the phone for the appeal hearings.

**Adjourn.** Sherlyn Sullivan adjourned the meeting to go into Executive Session.

**THE DATE OF THE NEXT TH/SCI ADVISORY BOARD MEETING IS  
August 13, 2015 and begins at 10:00 a.m. held at PACE, 7436 Bishop Ott Dr., Baton Rouge, LA  
70806.**

Respectfully submitted,  
Joalanda Conley, Admin. Coord.

**2015 Dates for TH/SCI Trust Fund Board Meetings\***  
**10:00 a.m. – 1:00 p.m.**

**~~February 12, 2015~~**

**~~May 14, 2015~~**

**August 13, 2015**

**November 12, 2015**

\*PACE, located at 7436 Bishop Ott Dr, Baton Rouge 70806. Conference room has been reserved for all 2015 meetings.