

**THI/SCI TRUST FUND
QUARTERLY ADVISORY BOARD MINUTES
January 31, 2013**

Attending Board Members: Carol Harbo, Anne Olivier, Henry Bateman, Representative Scott Simon, Ken Alexander, and Andrew Kuyoro

Agency Staff: Alicia Smith, Valencia Roberts, Sherlyn Sullivan, Hugh Eley and Kim Sullivan

Public: BIALA's Paul Genco

Call To Order. The meeting was called to order by Carol Harbo.

Introductions. BIALA's Paul Genco was re-introduced. He will be reporting on the Resource Center.

Minutes. Everyone took a short time to review the minutes from the last meeting held on September 5, 2012. The Board agreed that there were no changes to be made. Representative Simon made a motion to approve the minutes as submitted; seconded by Andrew Kuyoro and approved.

Resource Center Updates – Paul Genco.

Paul Genco gave updates on the Resource Center, their phone line and online resources as well as marketing efforts. He handed out information and spoke about BIALA's 6th Annual Conference entitled "*Creating Quality Connections*" scheduled to be held March 21 – 22, 2013 at the Embassy Suites in Baton Rouge, LA.

Attachment B, Statement of Work for the THSCI Resource Center was handed out. It indicates the Purpose of the contract, Deliverables, Performance Indicators, Payments and Monitoring Plan. The contract with BIALA for the Resource Center began in May 2012 and was extended; therefore, it will be due for renewal this year. Carol stated that she has been 100% pleased with the information that we've received from BIALA this year and that the presentations have been very concise and progressive. She recommended that the contract be renewed as it is. Henry Bateman asked if they could implement a survey yearly or every two years perhaps similar to that of the trust fund so that they will know what kind of an impact the Resource Center is having. Hugh suggested that they explore the idea of having a *pop-up* question after one has researched their website, perhaps asking "Were all of your questions answered...?" There needs to be some kind of feedback from the individuals that are interacting with them. Representative Simon expressed concern regarding the awareness of the trust fund through the Resource Center. He inquired if there's a way to measure the awareness of the website, the work being put into it and what we are paying the staff that does this work. He wanted to know if the individuals searching this website are getting the information about the trust fund out of it as well. Paul mentioned that they advocate the trust fund just as much as they do their association

itself due to the fact that this is where individuals will obtain the immediate resources for care and financial assistance.

Anne stated that she would need to review the contract and the Deliverables prior to a motion being made. Carol Harbo entertained the motion that we renew the contract after final revision by email, with the addition of the Deliverables, being the intent to obtain feedback on the Resource Center. Ken Alexander 2nd the motion and it passed unanimously.

PROGRAM UPDATES

Financial Report – Sherlyn Sullivan.

Henry asked if the interest is for the bank or the state. Sherlyn stated that the State Treasury is who pays that interest and it's deposited by them. She also mentioned that miscellaneous income includes licenses and permit fees. The increase in salaries for October was due to the three paychecks that were issued instead of two. Alicia stated that there are two amounts that will be included in the budget soon. One is for postage, due to the large mail out of validation letters that was just recently done and the other for travel because Alicia has been traveling to different regions. The contracts include BIALA and ULL. Administrative salaries include non-direct personnel, which are Sherlyn and her assistants who work with contracts and purchasing. Also, included in those salaries is Anne Olivier. Carol thanked Sherlyn for the report in such a presentable form.

Program Update – Alicia Smith.

We have received 36 applications for the program last quarter – 25 of which were traumatic brain injuries and 11 were spinal cord injuries. LATAN conducted a demonstration that the trust fund staff and Case Managers attended. Alicia will be scheduling LATAN to hold more demos and will notify the Board and BIALA when these will be held.

Consumer Satisfaction Survey Results – Alicia Smith.

Surveys were mailed out to the active trust fund participants and 149 were completed and returned to us. The majority of the consumers stated that they are happy with their Case Managers and Alicia forwarded this information to their supervisors.

Other. Alicia has been contacting Kendall Melvin with Boards and Commissions since the last Board meeting. There are two nominees, Stephanie Patrick with the Advocacy Center and Paul Bosworth who is over a support group in Lafayette. Kendall has the names and applications for the new Board members and stated that it is "on her radar" to process. Dr. Michael Chafetz from New Orleans has replaced Dr. John Bolter as the Designee of the Louisiana Psychologists Association. Boards and Commissions will send him a confirmation letter.

Public Comment. There was no public comment.

Advisory Board Appeal Hearings. There was not a quorum to go into executive session, therefore, the appeal hearings were canceled until possibly the next board meeting.

Adjourn. Ken made a motion to adjourn the meeting; seconded by Andrew and approved.

**THE DATE OF THE NEXT TH/SCI ADVISORY BOARD MEETING IS
May 9, 2013 and begins at 10:00 a.m. held at PACE, 7436 Bishop Ott Dr.,
Baton Rouge, LA 70806.**

Respectfully submitted,
Valencia Roberts, Admin. Prog. Spec.

2013 Dates for TH/SCI Trust Fund Board Meetings*
10:00 a.m. – 1:00 p.m.

January 31, 2013
May 9, 2013
August 8, 2013
November 14, 2013

***PACE, located at 7436 Bishop Ott Dr, Baton Rouge 70806. Conference room has been reserved for all 2013 meetings.**