

A meeting of the HEAL Board of Trustees was held on Wednesday, February 23, 2011 at 9:30 a.m. in the office of the Health Education Authority of Louisiana, 300 LaSalle St., Suite B, New Orleans, LA. Mr. E. Johann Bultman, HEAL Board Member presided.

Members Present

Harold Asevedo, Ph.D.
Mr. E. Johann Bultman
Mr. Louis Frierson
Mr. Ricardo Guevara
Dolleen Licciardi, M.D.
Mr. Richard Mahoney
Mr. M. Cleland Powell, III
Jay Shames, M.D.
Mr. Kurt Weigle

Members Absent

M. Maitland Deland, M.D.
Mr. Roderick K. West
Ronald J. French, M.D.

Guests

Dr. Danny Schieffler, Jr. Tulane University Health Sciences Center (Primary Institution)
Mr. Keith Fitzgerald, Deputy Undersecretary, Department of Health and Hospitals
Ms. Kimberly Barker, Standard Parking

Staff

Mrs. Deborah Vandrell

The meeting of the HEAL Board of Trustees' was called to order by Mr. E. Johann Bultman at 9:40 a.m., all guests and Board Members were introduced, and a quorum was declared.

Review and Approval of Minutes of November 5, 2004

Minutes from the Board Meeting of November 5, 2004 were presented by Mr. Bultman. Mr. Bultman informed the Board that the HEAL Child Care Center, referenced in the minutes, has been closed since 2005 (Hurricane Katrina) with no plans to re-open.

Mr. Bultman also noted that there has been some interest by an entity to possibly rent the vacant space the center occupied.

Since many new members have been appointed to the Board and were not present at the meeting of November 5, 2004, a discussion ensued and it was agreed by the Board that the minutes of November 5, 2004 be approved as written; Mr. Frierson moved, the motion was seconded by Mr. Guevara that the minutes of November 5, 2004 be approved as written. Motion passed without dissent.

Review and Approval of Financial Statements of SFY 2005-2006 through SFY 2010-2011 (July 1, 2010 – December 31, 2010)

Mr. Bultman presented to the Board the above noted financial statements; he explained that at the end of each Fiscal Year the former Executive Director presented to the Department of Health and Hospitals (DHH) an Annual Report of which the Financial Statements are made a part of. Mrs. Vandrell also explained that the financial statements are prepared by a former employee who was the Accountant to HEAL. Mr. Keith Fitzgerald, DHH Deputy Undersecretary explained - Annually the financials are reviewed by DHH and auditors of the State of Louisiana, Legislative Fiscal Office. The HEAL Administration (2 employees) is not audited independently it is included in the DHH audit. The Department of Health and Hospitals provides only Administrative Support to HEAL. Employees of HEAL are Classified employees of the State of Louisiana.

Mr. Weigle questioned why the Financial Statements reflect Donations to HEAL from the Reserve Fund. A general discussion ensued. It was explained that HEAL has self-generated revenues arising from Bond Issues which are held by HEAL in the Reserve Fund. HEAL is billed quarterly by DHH for operating expenses (expenditures), HEAL reimburses DHH for its expenditures, i.e. salaries, operating expenses, etc. HEAL satisfies this debt in the form of a "Donation" which is paid out of the Reserve Fund

Mr. Bultman suggested that HEAL send to the Board Members the quarterly breakdown of Expenditures, sent to HEAL from DHH, for SFY 2009-2010 and SFY 2010-2011.

Mr. Weigle asked why the Reserve Fund was established. Mr. Fitzgerald pointed out that HEAL is a State of Louisiana entity and the Bond Issues are outside of State government, in order to keep the two separate, different accounting scenarios have been established

HEAL has the ability to maintain separate Bank Accounts by authority of La. R.S. 17-3051 et seq. (§3055, Section (5)).

Mr. Powell noted the largest revenue item listed is from APCOA (Standard Parking)/HEAL Garage Rental Fee; this payment is derived from an Administrative Fee (Rent) paid yearly to HEAL by Standard Parking as set forth by a certain agreement of the Bond Issue (\$9,350,000 Health Education Authority of Louisiana Taxable Revenue Bonds Series 1998). Mr. Powell questioned why Standard Parking is the sole operator of the garage and why bids are not requested by other operators for management of the garage. Mr. Frierson and Mr. Guevara pointed out that the operation of the garage arises from language of the Lease-Operating Agreement and which is considered to be a part of the Bond Issue.

Mr. Powell questioned if fees were collected by HEAL from the Poydras Home Bond Issue (\$5,500,000 Health Education Authority Revenue Bonds (Poydras Home) Series 1995). Then a discussion ensued. The Poydras Home Bond Issue matured December 1, 2010.

Other discussion were held regarding HEAL Bond Expenses and the Bonding Capacity of HEAL

Hearing no further questions or comments, it was agreed by the Board that the Financial Statements would be approved at the next HEAL Board Meeting with the auditor in attendance.

Lambeth House (1998 Refunding Bonds (Lambeth House Project) Series 1998A and Series 1998B) – Ratification of Waiver of Fees

A letter was received in August of 2006 requesting that HEAL waive Lambeth House administrative fees for the year 2006. The Board was notified of this request and by virtue of a letter sent to all Board Members it was unanimously agreed that the fees for the year 2006 would be waived due to the effects of Hurricane Katrina.

Letters were also received in 2007, 2008 and 2009 requesting that HEAL waive Lambeth House administrative fees for the years noted. The Board was notified of these requests and by virtue of a letter sent to all Board Members it was unanimously agreed that the fees for the years 2007, 2008 and 2009 would not be waived.

Lambeth House did not request a waiver of administrative fees for 2010.

A motion to ratify the waiver of fees was made by Mr. Guevara, seconded by Dr. Licciardi. Motion passed without dissent.

HEAL Program Executive Director Position

Due to the recent retirement of the HEAL Program Executive Director the Department of Health and Hospital through the State of Louisiana Department of Civil Service announced the vacancy of this position.

By authority of La. R.S. 17:3051 et seq. (§3053, Section (5), (G), the Board of Trustees' of the Health Education Authority of Louisiana shall employ a professionally qualified Executive Director.

A referral list and applications of candidates for the HEAL Program Executive Director position was forwarded to HEAL from Mr. Fitzgerald of DHH. The Application process advertised by the Department of Civil Service for the position closed on February 2, 2011. The current list will cancel on May 2, 2011 if the position is not filled or if the Board is not satisfied with the candidate list it can be canceled at anytime and a new list requested.

Mr. Fitzgerald explained that when the former Executive Director gave notice of his retirement a State freeze on hiring was in place at the time due to a state election period, when the election period ended DHH received permission to hire.

The HEAL Board of Trustees' appoints the Executive Director and funds the position but the position is appropriated through the DHH budget.

Mr. Weigle suggested that a Search Committee be established to begin the process to select a qualified candidate for the position of Executive Director.

Other discussion was held regarding updating the Class Specification/Job Description and Salary range for the position of Executive Director.

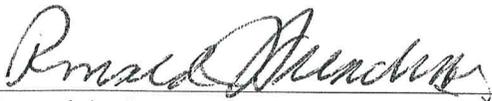
Mr. Weigle moved, to establish a Search Committee (Board Members), on the current applicants, to select a qualified candidate for the position of Executive Director. The motion was seconded by Mr. Frierson and passed without dissent.

Mr. Weigle volunteered to Chair the Search Committee.

The Search Committee will consist of the following Board Members: Mr. Kurt Weigle, Committee Chair, Harold Asevedo, Ph.D., Mr. Ricardo Guevara, Dolleen Licciardi, M.D., and Mr. M. Cleland Powell, III.

Adjournment

There being no further business, Mr. Bultman adjourned the meeting at 11:00 a.m.



Ronald J. French, M.D. Secretary
HEAL Board of Trustees