

Health Education Authority of Louisiana Executive Committee
Meeting Minutes
September 23, 2016
10:00am

A meeting of the Health Education Authority of Louisiana Executive Committee was held on Friday September 23, 2016 at 10:00am at the HEAL office, 300 LaSalle Street, New Orleans, LA. Mr. Kurt Weigle, Interim Chair presided.

HEAL Board Members Present

Mr. Kurt M. Weigle, Interim Chairman
Mr. M. Cleland Powell, III, Treasurer
Ronald J. French, M.D., Secretary

Guests

Ms. Ardyn Thriffiley – Ardyn M. Thriffiley and Associates
Dr. Ed Bee – Transamerica Management
Ms. Dottie Reese – DMM and Associates
Dr. Margaret Montgomery-Richard – DMM and Associates
The Honorable Senator Diana Bajoie – DMM and Associates
Ms. Denise Estopinal – The Estopinal Group
Mr. Sam Wilcher – ADP
Mr. Henry Kinney – Board Counsel, Kinney, Ellinghausen, Richard & DeShazo

Staff

Mr. Jacob Johnson – Executive Director
Ms. Vanessa McKee – Administrative Assistant
Mr. Nathan Fontaine – Administrative Program Specialist

The meeting was called to order by Mr. Kurt Weigle at 10:05am.

Roll call was held and Quorum was declared.

Guests introduced themselves.

Approval of Agenda

The agenda was reviewed and Mr. Weigle entertained a motion to accept them. Mr. Cleland Powell moved that they be accepted and Dr. Ronald French seconded. The motion passed unanimously. Dr. French asked that the order of business be altered so that the guests may give their presentations. Mr. Weigle expressed concern about the contract proposals as this was the committee's first chance to see them. Dr. French confirmed that everyone in the executive committee had received a copy of the agenda before the meeting. Mr. Weigle motioned moving items ten and eleven on the agenda to after item six on the agenda. Dr. French seconded and the revision to the agenda passes unanimously. Dr. French motioned that the revised agenda be accepted with Mr. Powell seconding. The motion passes unanimously.

Review of April 6, 2016 Executive Committee Notes

The notes of the April 6, 2016 Executive Committee were reviewed, no action needed be taken.

Financial Statements

Mr. Jacob Johnson presented the FY16 5th Quarter and Revised FY 16 5th Quarter Invoices from the Louisiana Department of Health ("LDH"). Mr. Johnson explained that the Louisiana Department of Health ("LDH") included charges from FY17 1st Quarter on the FY16 5th Quarter invoices, it was brought to LDH's attention and they revised the FY16 5th Quarter Invoice. Mr. Weigle asked Mr. Johnson to go over the concept of the 5th Quarter invoice.

Mr. Johnson presents the Revised FY16 Financial Statements.

Mr. Weigle asks about the status on getting the approval for the SSA payment. Mr. Johnson states that Pamela Rice is waiting for a letter that was submitted to the Attorney General's office to be approved and returned within a couple of weeks.

Mr. Johnson states that the interest income is off by 45 dollars, most likely due to a difference of using a 360 day calendar vs. a 365 day calendar.

Dr. French motions that the financials be accepted with Mr. Powell seconding. The motion passes unanimously.

ADP Payroll Services

Mr. Sam Wilcher of ADP Payroll services presents the details of HEAL's agreement with ADP Payroll services.

Mr. Weigle inquires about whom else was interviewed for the payroll processing job and Mr. Johnson responds with Attendance on Demand and Paychex.

Counsel asked for a copy of the ADP agreement to be sure that all state procurement and contract laws were followed.

With no agreement available to look at the Executive Committee will not offer any recommendation to the Board and the Board will have to take the matter up.

Financial Review Process

Mr. Weigle motions to amend the agenda to discuss some new financial review processes. Mr. Powell seconds. The motion carries without object. Mr. Weigle proposes some amendments to the presented resolution:

Section 1: The HEAL Treasurer or other designated Board Officer will review all Payroll and related ancillary expenses, Procurements, Travel, and Contracts on a Quarterly basis.

Section 2: All expenses related to contractual obligations will be paid via dual signature checks including OTM expenditures and other expenditures not covered by P and T Card (procurement and travel). P and T Card expenses and payroll are not included by this provision.

Dr. French moves that the amendments be accepted with Mr. Powell seconding. The motion passes unanimously.

HEAL Economic Impact Study Proposal by Ardyn M. Thriffiley and Associates

Ms. Ardyn Thriffiley and Dr. Ed Bee present a proposal for an Economic Impact study to the HEAL Executive Committee.

Mr. Weigle asks how our strategic plan fit within the larger milieu of the state. Dr. Bee responds with the Economic Impact study can be used to help inform a strategic plan.

No action taken.

HEAL Marketing and Service Areas Proposal by DMM and Associates

Ms. Dottie Reese and Ms. Diane Bajoie present a proposal for a Marketing and Service area advertisement campaign to the HEAL Executive Committee.

Mr. Powell asks if the LPFA and others have any communication with the Legislature. Ms. Bajoie says that while they don't have much in terms of healthcare but they do in regards to education.

Mr. Powell feels we need to do a better job of communication with attorneys who handle public finance.

Mr. Weigle inquires about the stars on the map and Senator Bajoie explains those are the cities in the new parishes that have Graduate Level Education in them.

Mr. Johnson brings up two House Resolutions (HR 129 and HR 70) about looking at the aged infrastructure, healthcare infrastructure.

No Action taken.

Dr. French thought that the second approach of introducing ourselves to the world was a good one but the idea that we could affect the health of the state was naïve as we are at the end of a long line of people who have recognized that people in this state are ill. Most people are ill because of their own lifestyles.

Mr. Weigle sees it as two ways. As part of an overall pitch on behalf of HEAL pointing out the relationship between health and economic development is a good idea. He does not believe we are the ones who will move the needle on the health of the state.

Mr. Henry Kinney thinks it might be appropriate to see if Jacob is satisfied with all the deliverables that SSA was supposed to produce.

Mr. Weigle asks that Mr. Johnson have a document displaying the difference between the previous work and this work and how they would work together.

Mr. Weigle states that any new contract ideas should be brought to the Executive Committee individually to discuss instead of to the entire committee at once.

Presentation of Act 577 (Senate Bill No. 230)

Mr. Kinney will send to the Executive Committee a redlined version of the Act that shows the difference in the HEAL legislation before and after.

No other action taken.

Act 577 – HEAL Transition Document

Mr. Weigle acknowledges receiving the transition document. Mr. Johnson inquires if there are any other questions regarding the transition.

Resolution Approving KERD Contract Amendment

Mr. Johnson explains that the contract amendment to add more money to the contract pool has been approved the State AGs office and State Office of Procurement. The item was called at the last meeting with a first and second but there was no roll call done on it.

Mr. Weigle asks that Mr. Johnson explain the purpose of the amendment. Mr. Johnson explains that it simply adds more money to the pool but does not extend the length of the contract. The contract was originally approved under Department of Health of Hospital but it had to be resubmitted under HEAL as an independent agency.

Mr. Weigle asks what the funds of the contract are spent on. Mr. Kenny explains that, to his knowledge, most of the funds are expended on the litigation vs. Standard Parking.

Dr. French motions to accept the resolution with Mr. Powell seconding. The motion passes unanimously.

Louisiana Legislative Auditor's Informational Report

HEAL has not been provided with the informational report.

Mr. Johnson is waiting to hear back from the CAFR (sp?) if we have to submit financial reports to CAFR.

Mr. Powell inquires about the three year impact study from NAHEFFA. Mr. Johnson explains that NAHEFFA did a very limited in scope and time economic impact study and explained the need for us to have one done by a local agency with more depth.

No action taken

Approval of HEAL Retention Policy

Mr. Johnson states that we have always observed the state's 3 year retention policy; however we have records here that date back further. However due to us becoming an independent agency we needed our own policy, which has been submitted to Board Council and the Secretary of State's Office. Waiting for Secretary of State's Office approval.

Mr. Weigle thinks that the records retention policy needs to be approved by the Board.

Mr. Kinney recommends that we not destroy any records if possible. Recommends putting in the policy that no records would be destroyed at all. Mr. Johnson responds with that the Legislative Auditors office requested transcripts from all bond issues dating back to 1974. Mr. Johnson authorized bond counsels to release the information to them.

Dr. French asks if everything can be digitally scanned. Mr. Johnson states that all current documents are scanned but older documents are not.

Mr. Kinney suggests the policy state that we will maintain all records unless the Board approves its destruction.

Mr. Weigle asks for a motion to approve the policy. Mr. Powell so moves with Dr. French seconding. The motion passes unanimously.

Adjournment

Dr. French motions to adjourn the meeting. And the meeting is adjourned at 11:56am.

Pending Approval