

South Central Louisiana Human Services Authority

Board Meeting Minutes

April 13, 2023

Members Present: Barbra Fuselier (St. Charles), Ms. Lynne Farlough (St. John the Baptist), Ray Nicholas (Assumption), Travion Smith (Terrebonne) and Rachel Becnel (St. James)

Members Absent: Becky Hohensee (Terrebonne), Aggie Thibodaux (Lafourche), Bryan Zeringue (Lafourche), and Adriane Kyle (St. Mary)

Guest in attendance: Kristin Bonner (Executive Director), Misty Hebert (Deputy Director), Janelle Folse (Fiscal Director), Wesley Cagle (Developmental Disabilities Director), and Stephanie Benton (Secretary).

Agenda Item	Action Recommended/Outcome
Call to Order	Vice Chairman Lynne Farlough called the meeting to order at 6:03 p.m.
Opening Prayer & Pledge of Allegiance	Mr. Ray Nicholas led the prayer and led Pledge of Allegiance.
Roll Call of Board Members	Secretary called the roll and indicated a quorum was present.
Approval of Minutes	Minutes from the March 16, 2023 meeting were reviewed. Ms. Barbra Fuselier motioned to approve the minutes of the March 16, 2023 Board Meeting, seconded by Mr. Ray Nicholas, motion carried and minutes were approved.
Board Issues	<ul style="list-style-type: none"> • <u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms. • <u>Board Self-Evaluation:</u> Ms. Farlough reminded Board Members to complete Self-Evaluations and turn in after the Meeting, via fax or email to Ms. Benton or Ms. Bonner. • <u>Ethics Financial Disclosures - DUE May 15th:</u> Ms. Farlough reported the mandatory Louisiana Board of Ethics Financial Disclosures are due May 15, 2023. • <u>Board Governance Training:</u> Ms. Bonner reviewed information on a Board of Governance Training for those who not present at the last Meeting. The Training can be completed online during a three (3) month period. There are eight (8) modules and each takes about thirty (30) minutes to complete. Ms. Bonner completed the Training and stated it was very informative and would be useful to the Board Members. Mr. Smith and Ms. Becnel agreed to participate in the Training. • <u>New Board Member - St. James Parish – Rachel Becnel:</u> Ms. Farlough introduced our newest Board Member representing St. James Parish, Ms. Rachel Becnel. Ms. Becnel gave a brief introduction and expressed her excitement in becoming a Board Member for SCLHSA. • Ms. Bonner reported Ms. Adriane Kyle has resigned from the Board due to moving to another parish. We are waiting for her official resignation letter before moving forward with advertising for a replacement for St. Mary Parish.
Executive Director Report	<p><u>Agency Update:</u> Kristin Bonner</p> <ul style="list-style-type: none"> • <u>Site/Staffing Updates:</u> Ms. Bonner reported we have approved the lowest estimate in the amount of \$122,000.00 to replace the awnings at Regal Row damaged by Hurricane Ida. We are waiting on ORM to confirm payment amount. A PMHNP has been hired and will start in May at SMBH. The generator line will be connected tomorrow at RPBH. Ms. Bonner met with a Child/Adolescent Psychiatrist interested in working 1 – 2 days at RPBH. Ms. Bonner also discussed she will view a property for the RPAC on Belle Terre next Wednesday. The current lease is up in September 2023.

Fiscal Report	<ul style="list-style-type: none"> • <u>TBHC Lease</u>: Ms. Bonner discussed Ms. Folse, Ms. Hebert and herself met with a local Realtor to view the Town Hall property in Houma for a possible lease for the TPBH and DD locations. Mr. Caro wants to sell the current buildings for \$2.8 MIL. Our lease is secure for three years and we are currently in the first year. There is a company interested in buying the whole building and we are working on the schematics of spaces we would utilize in the building. • <u>Policies for Approval</u>: Ms. Bonner reviewed minor changes to the following policies: <ul style="list-style-type: none"> a. Policy #101 Code of Ethics for Employees of SCLHSA <ul style="list-style-type: none"> i. Attachment – Preamble b. Policy #102 Complaints – Grievances c. Policy #109 HIPAA d. Policy #112 Malpractice Liability e. Policy #300 Audit Requirements f. Policy #302 Contract Regulations g. Policy #303 Fiscal Services <ul style="list-style-type: none"> i. Attachment – Accounting Structure <p>Ms. Fuselier suggested a few additional minor changes to Policies #101, Preamble, 102 and 302. All have agreed to implement the changes in the Policies.</p> <ul style="list-style-type: none"> ○ Mr. Ray Nicholas motioned to approve changes to Policies 101 and attachment, 102, 109, 112, 300, 302, and 303 and attachment, seconded by Mr. Travion Smith, motion carried.
Operational Report	<p><u>Fiscal Report</u>: Janelle Folse</p> <ul style="list-style-type: none"> • <u>Monthly Budget Summary (January, February)</u>: Ms. Folse reviewed the FY 22-23 Budget Analysis for January as of 1/31/2023, and February as of 2/28/2023 including projected revenues/expenditures and the Legislative Appropriated Budget. • <u>Revenue Report (January, February)</u>: Ms. Folse reviewed the FY 22-23 for January as of 1/31/23, and February as of 2/28/2023, reflecting collections including recoupments/write-offs/adjustments for January as of 1/31/2023 and February as of 2/28/2023. <ul style="list-style-type: none"> ○ Mr. Ray Nicholas motioned to approve the FY 22-23 January and February Budget Analysis and Revenue Report for January as of 1/31/2023, and February as of 2/28/2023, seconded by Ms. Barbra Fuselier, motion carried.
Developmental Disabilities	<p><u>Operational Report</u>: Misty Hebert</p> <ul style="list-style-type: none"> • <u>BH Program Updates</u>: Ms. Hebert reported SCLHSA is co-hosting a Behavioral Health 911 Event with MHA (Mental Health America) tomorrow. This is a ZOOM Event and 242 have registered. Ms. Hebert also reported April is Alcohol Awareness month. We have our Marketing, Prevention and LaSOR Outreach Teams doing alcohol screening at local areas. We are doing the screening for NSU students on April 19. We are collaborating with the Thibodaux Health Unit for an Open House; we are participating in the Community Center Food Drive and Fletcher Resource Fair. April 27 is Medication Take-Back Day. <p><u>Developmental Disabilities</u>: Mr. Wesley Cagle</p> <ul style="list-style-type: none"> • <u>Act 421 Report – 2nd Quarter</u>: Mr. Cagle reviewed Act 421 Report for the 2nd Quarter. This is a Medicaid Children Option waiver for children under 18 who do not qualify for Developmental Disability services if they are in need of an Intermediate Care Facility or Hospital care they can qualify and get coverage. • <u>No Show Report</u>: Mr. Cagle reviewed the No Show Report. In the 1st quarter 205 applied for services – 90% showed for services and in the 2nd quarter 147 applied for services – 82% showed for services.

	<ul style="list-style-type: none"> • <u>Developmental Disability Program Updates:</u> Mr. Cagle reported they have implemented the Critical Incident Review Committee in our catchment area. We are having weekly meetings. No cases are being reviewed at this time. They will eventually meet on a monthly basis. Mr. Cagle also reported they recently had a Human Services Accountably Plan Perform Indicators discussion. Mr. Cagle also discussed they had a Provider Meeting on March 31 and eighty-six (86) were in attendance. They have been receiving feedback from the Meeting.
Views and Comments by the Public	None
Old Business:	<ul style="list-style-type: none"> • Mr. Nicholas discussed the need for Adolescent In-Patient Treatment Facilities in our catchment area.
New Business:	<p>Executive Director Closing Comments</p> <ul style="list-style-type: none"> • Ms. Bonner discussed she traveled to Baton Rouge with Ms. Folse and Ms. Hebert when LDH was presenting the Budget and for the House Appropriations and Senate Finance Committee Meetings. Now that the Session has begun, we are waiting for callbacks for any Budget concerns. • Ms. Bonner discussed we had our Engagement Entrance Conference today with the Legislative Auditors. • Ms. Bonner reported on June 28, 2023 we are having an Employee Appreciation Day – “SCLHSA Goes to Carnival” at the Houma Municipal Auditorium on June 28, 2023 from 12:30 – 3:30. Lunch will be provided and SCLHSA Board Members are invited to attend.
Consideration of Other Matters	<ul style="list-style-type: none"> • <u>Board Meeting Schedule:</u> After discussion with Board Members, Vice Chairman Lynne Farlough stated the next Board Meeting will be held on Thursday, May 11, 2023 @ 6:00pm at SCLHSA Administration Office.
Adjournment	Motion to adjourn by Ms. Barbra Fuselier, seconded by Mr. Travion Smith, motion carried. Meeting adjourned at 7:17 pm.