

## South Central Louisiana Human Services Authority

### Board Meeting Minutes

April 13, 2017

**Members Present:** Ray Nicholas (Assumption), Alvina Matherne (St. Charles), Lynne Farlough (St. John), Cheryl Turner (Terrebonne) and Danny Smith (Terrebonne).

**Members Absent:** Viola Daigle (Lafourche), Stan Robison (St. Mary), Herbert Barnes (Lafourche), and Alisa Dunklin (St. James).

**Guest in attendance:** Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (Fiscal Director), Wesley Cagle (DD Director), and Marian Palmisano (Secretary).

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Rav Nicholas called the meeting to order at 6:20p.m.
Opening Prayer & Pledge of Allegiance	Chairman Ray Nicholas led the prayer and Mr. Danny Smith led the Pledge of Allegiance.
Roll Call of Board Members	Secretary called the roll and indicated a quorum was present.
Approval of Minutes	Minutes from the February 9, 2017 meeting were reviewed. Mr. Danny Smith motioned to approve the minutes of the February 9, 2017 Board Meeting, seconded by Mrs. Lynne Farlough, motion carried and minutes were approved.
Board Issues	<p><b>Board Member Travel Reimbursement:</b> Board Members were reminded to submit travel reimbursement forms.</p> <p><b>Introduction of New St. Charles Parish Board Member, Ms. Alvina Matherne:</b> Chairman Nicholas welcomed Ms. Matherne and each attendee introduced themselves and welcomed Ms. Matherne. Ms. Matherne gave a brief bio, thanked everyone for the nice welcome and noted she is excited to serve as a member of the SCLHSA Board of Directors</p>
Executive Director Report	<p><b>Agency Update:</b> Lisa Schilling</p> <ul style="list-style-type: none"><li>• <b>Update on Regal Row Building-JLCB for Escrow Funds:</b> Ms. Schilling gave a brief update on the Regal Row Building noting the Purchase Agreement is signed and that she will be attending the JLCB meeting on April 21, 2017 to request the transfer of funds from the Escrow Account to cover the remaining balance needed for the purchase of the building. The Environmental Review should be completed in the near future then the purchase of the building can be finalized. The target date is June/July 2017 if no further delays per Facility Planning.<ul style="list-style-type: none"><li>○ Mrs. Lynne Farlough motioned to approve the transfer of funds from the Escrow Account to cover the remaining balance for the purchase of the new building, seconded by Mrs. Cheryl Turner, motion carried.</li></ul></li><li>• <b>Legion Avenue Building Status:</b> Ms. Schilling gave a brief update of the status of the Legion Avenue Building noting that the Parish will not be able to donate the Building to SCLHSA.</li><li>• <b>AIP and Peer Review Update:</b> Ms. Schilling reported that the AIP visit by OBH and OCDD was held on February 23, 2017. SCLHSA Administration, TBHC, DD, and Assisi Bridge House were the 3 sites visited. There were no major findings, recommendations for TBHC and Assisi with TB testing. Ms. Schilling reported that SCLHSA took part in the Annual Peer Review Audit Process with AAHSD on February 27, 2017. SCLHSA had its Administration Component reviewed by AAHSD and SCLHSA reviewed AAHSD's Treatment Services Component. Reviews went well.</li><li>• <b>Legislative Auditor Entrance Conference:</b> Ms. Schilling stated the Legislative Auditors are in the third week performing an audit. The Auditors are looking into how SCLHSA brings in revenue and how payments are being sent to LDH. SCLHSA has a full reconciliation process in place from collections to reimbursements. Upon completion of the audit report any findings will be reported to the Board.</li><li>• <b>Legislative Delegation Visits:</b> Ms. Schilling distributed/reviewed packets that were discussed during Legislative Delegation visits. All visits went well and were very informative.</li><li>• <b>Legislative Session Bills for LDH Tracking:</b> Ms. Schilling reviewed the spreadsheet of the Legislative Session Bills tracked by LDH. Senator Mills authored a bill to revamp the make-up of all LGE Board of Directors. Each LGE was able to respond with edits to the Bill. The Bill will be watched during session for progress.</li></ul>

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<ul style="list-style-type: none"> <li>• <u>FY 17 2<sup>nd</sup> Mid-Year and Attrition Reduction</u>: Ms. Schilling reviewed the FY 17 2<sup>nd</sup> Mid-Year Reduction Spreadsheet totaling \$806,368 and the Attrition Reduction totaling \$50,000, each reflecting the services and the amount of the budget reduction.</li> <li>• <u>FY 18 Sifo (to date)</u>: Ms. Schilling reviewed the FY 18 Sifo spreadsheet noting the red line items are the items that are already taken out for FY 18 reductions.</li> </ul> <p><u>Financial Report</u>: Janelle Folve</p> <ul style="list-style-type: none"> <li>• <u>Monthly Budget Summary (January &amp; February)</u>: Ms. Folve reviewed the FY 16-17 Budget Analysis for January as of 1/31/2017 &amp; February as of 2/28/2017 including projected revenues/expenditures and the Legislative Appropriated Budget.</li> <li>• <u>Revenue Report (January &amp; February)</u>: Ms. Folve reviewed the FY 16-17 Revenue Report for January as of 1/31/2017 and February as of 2/28/2017 reflecting collections including recoupments as of 1/31/2017 &amp; 2/28/2017. <ul style="list-style-type: none"> <li>○ Mr. Danny Smith motioned to approve the FY 16-17 January &amp; February Budget Analysis and the Revenue Report for January as of 1/31/2017 and February as of 2/28/2017, seconded by Mrs. Lynne Farlough, motion carried.</li> </ul> </li> </ul> <p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> <li>• <u>Agency Statistics</u>: Ms. Bonner reviewed the 2<sup>nd</sup> Qtr. Agency Statistics for Behavioral Health and Developmental Disabilities.</li> <li>• <u>Client Satisfaction Survey Results</u>: Ms. Bonner reviewed the 2nd Quarter Client Satisfaction Survey Results for the Behavioral Health Centers and Developmental Disabilities Services.</li> <li>• <u>LaPAS</u>: Ms. Bonner reviewed the FY 17 2<sup>nd</sup> Qtr. LaPAS Report.</li> <li>• <u>Performance Indicators</u>: Ms. Bonner reviewed the 2nd Quarter Performance Indicator Report.</li> <li>• <u>eCW Behavioral Health Module</u>: Ms. Bonner gave a brief update of the eCW Behavioral Health Module noting training was held at each behavioral health site for all clinicians.</li> </ul> <p><u>Developmental Disabilities</u>: Wesley Cagle</p> <ul style="list-style-type: none"> <li>• <u>Program Statistics</u>: Mr. Cagle gave a brief update of the current DD Waiver statistics totaling 1134 waivers (801 NOW, 222 SW, 110 CC and 1 ROW). There are 44 participants in the self-direction program.</li> <li>• <u>RFSR Update</u>: Mr. Cagle gave a brief update of the RFSR noting staff is completing screenings and referrals. Staff is going to great lengths to reach individuals. If after 2 attempted calls still unable to reach, a letter is sent as a last attempt at notification.</li> </ul>
Old Business	None
New Business	<p><u>Executive Session-Employee of the Quarter Selection</u>: Lisa Schilling</p> <p>Ms. Schilling distributed packets for the Employee of the Quarter Selection and Chairman Nicholas advised all Board Members to review the nomination forms. Mr. Nicholas opened discussion regarding all nominees. By unanimous decision, Alice Moore from LBHC was chosen Employee of the Quarter. Ms. Schilling will notify the winner and a plaque will be presented to Ms. Moore along with a gift certificate and lapel pin from ESAC.</p>
Views and Comments by the Public	None
Consideration of Other Matters	<ul style="list-style-type: none"> <li>• SCLHSA Events Calendar-Ms. Schilling reviewed the April 2017 Calendar.</li> <li>• Chairman Nicholas stated the next Board meeting will be held on Wednesday May 10, 2017, @ 6:00pm, SCLHSA Administration Office.</li> </ul>
Adjournment	Motion to adjourn by Mrs. Alvina Matherne, seconded by Mrs. Lynne Farlough, motion carried. Meeting adjourned at 7:50pm.