

**South Central Louisiana Human Services Authority
Board Meeting Minutes
March 8, 2018**

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

Members Absent: Alisa Dunklin (St. James).

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

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Ray Nicholas called the meeting to order at 6:16 p.m.
Opening Prayer & Pledge of Allegiance	Ms. Lynne Farlough 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 8, 2018 meeting were reviewed. Mr. Danny Smith motioned to approve the minutes of the February 8, 2018 Board Meeting, seconded by Mrs. Lynne Farlough, motion carried and minutes were approved.
Board Issues	<p><u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms.</p> <p><u>Lafourche & St. Mary Parish Board Vacancies Update:</u> Ms. Schilling gave a brief update of the Board vacancies for Lafourche & St. Mary Parishes. St. Mary has appointed Mr. James Bennet, Jr. At this time, we are awaiting Mr. Bennet's resume to confirm he is a qualified applicant. No applicants were received to date for Lafourche Parish.</p>
Executive Director Report	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> • Ms. Schilling announced she would like to defer from the Agenda and begin discussions with item #12 – Prevention Services. • <u>Regal Row Update:</u> Ms. Schilling gave a brief update of the Regal Row property. Kinder Morgan sent a 2nd draft remediation to DEQ with a no show on residue. Representative Jones has called to assist with expediting the process. We have ceased working on the lease document, and if all goes well, we can move in hopefully in the next few months. • <u>AIP Visit Review:</u> Ms. Schilling briefly discussed the AIP Visit Review of February 23, 2018. The visit went well. We had staff from The Office of Behavioral Health and Developmental Disabilities in Baton Rouge. The visits occurred in the Administration Office, Morgan City Clinic, Fairview (contract agency) and at DD. A few findings were noted, we should have results soon. • <u>Art of Respect Project:</u> Ms. Schilling reviewed the Art of Respect 2018 hand-out. March is Developmental Disabilities Month and the theme this year is “See Me For Me.” The Art Project for this year is to decorate a life-size cut-out of an individual with their arms out-stretched. The students are asked to draw pictures, which will be added to the cut-out as a collage. Ms. Schilling also discussed continuing our work in the schools this year. Ms. Schilling discussed the High Schools will participate by putting together a video on the theme, Middle Schools will write essays, and the Elementary Schools will compete in a calendar contest. Mrs. Lynne Farlough briefly discussed her meeting with the directors at St. John and St. Charles ARC's to include the art project at their sites. Ms. Schilling also discussed The Art of Respect & Gambling Awareness Proclamations were added to the Parish Council Meetings this month. • <u>Annual Legislative Visits:</u> Ms. Schilling briefly discussed Annual Legislative Visits. Ms. Schilling has met with Senator Alain, Representative Zeringue and Representative Jones. An appointment is scheduled with Representative Gisclair tomorrow and we are working on setting up a meeting with the remaining Delegation Legislators. Ms. Schilling reviewed an updated Statistics Fiscal Year 16-17 form included in the Legislative packets. The changes noted are the addition of Prevention & LAPFS statistics and Media/Community Contacts. • <u>Special Session Notes:</u> Ms. Schilling briefly discussed the proposed cuts, which could occur during the Legislative Sessions.

Executive Director Report (cont'd)

Financial Report: Janelle Folse

- Monthly Budget Summary (January): Ms. Folse reviewed the FY 17-18 Budget Analysis for January as of 01/31/2018 including projected revenues/expenditures and the Legislative Appropriated Budget. Ms. Folse noted changes to the report to include self-generated revenue and YTD amount.
- Revenue Report (January): Ms. Folse reviewed the FY 17-18 Revenue Report for January as of 01/31/2018 reflecting collections including recoupments as of 01/31/2018. Ms. Janelle noted changes to the report to include agency generated revenue.
 - Mrs. Alvina Matherne motioned to approve the FY 17-18 January Budget Analysis and the Revenue Report for January as of 01/31/2018, seconded by Ms. Cheryl Turner, motion carried.
- Imprest Account: Ms. Folse briefly reviewed SCLHSA Imprest Account. Funds were received from the Request for Services Registry, which our DD staff did screening for. State funds were set aside from OCDD and we were paid by the screens completed. With the revenue received, we created The Imprest Account. This is a separate checking account used to write checks for refunds, DD crisis check, and CCR requests through our clinics for children and adult with behavioral needs. Previously, we used contract check writing, which charged 15% per check written. Ms. Folse noted through the month of December, we have written 523 checks for \$91,000.00. We have filled 179 child requests, 86 adult requests, and 27 requests for DD. We have refunded 231 between insurance and individuals that SCLHSA serves.

Operational Report: Kristin Bonner

- LaPAS: Mrs. Bonner gave a brief update of the quarterly LaPAS report for October, November and December. Ms. Bonner indicated that our main issue is to bump up the number on the no-shows. We are at 71% of individuals attending appointments, our target is 75%.
- Agency Statistics: Mrs. Bonner briefly reviewed the Quarterly Statistics hand-outs. Ms. Bonner noted the no-shows in our clinics from Oct – December this year has decreased compared to last year at this time. Ms. Bonner also noted services provided are 1,000 more this quarter compared to last year. Mr. Cagle briefly discussed the statistics for Developmental Disabilities.
- Client Satisfaction Surveys: Mrs. Bonner briefly reviewed the Client Satisfaction/Outcome Survey Results. There were 883 BH surveys completed for the quarter.

Behavioral Health: Misty Hebert

- Prevention Services Update – Marilyn Harris and Alicia Toups: Mrs. Misty Hebert briefly discussed our Prevention Programs in which we use 20% of our SAPT funds. SCLHSA has community based programs, school based programs and Prevention Programs for LaPAS.
 - LaPAS: Mrs. Marilyn Harris discussed LaPAS – The Louisiana Partners for Success. This program grant from SAMSA addresses underage drinking and prescription drug abuse and misuse. The high needs community, identified by OBH, for this area is Lafourche Parish. The CCYS data was reviewed to determine Risk factors in the community and then an Action Plan was developed. The Action Plan for alcohol abuse and misuse consists of 2 major strategies – Media Campaign and Compliance Checks. Mrs. Harris briefly reviewed a school calendar, which is part of the Media Campaign. All students in Lafourche Parish, K-12, were welcome to participate in designing the school calendar. The Action Plan for prescription drug abuse and misuse consisted of Media Campaign, Prescription Drop-Boxes and Prescription Take-Back (People are encouraged to drop off their unused medication at one of the local drop boxes at law enforcement agencies). Mrs. Harris and Mrs. Misty Hebert also briefly discussed working with Nicholls State University Peer Support Program.
 - Services in the School setting: Mrs. Alicia Toups discussed the hand-out on School Based Services, which focuses on the break-down of schools served per parish. Programs consists of Project Alert, Kids Don't Gamble, and Life Skills Training. The students receive different curriculum based on the grade levels. To date, 37 schools in 5 out of 7 parishes are receiving services. Mrs. Misty Hebert reported that these are all free services provided in the school system with our Prevention Funds.
- ASIST Training: Mrs. Alicia Toups briefly discussed the hand-out A.S.I.S.T – Applied Suicide Intervention Skills Training. The goal of the ASIST Program is to work with individuals who are likely to come in contact with a high risk population. The 2 day Program teaches the participants how to create a suicide safer community. It is designed to get the at risk individual to the proper places for the services required. The next Program is scheduled for April 12 and 13, 2018 in Houma. These services are provided free of charge.

	<p><u>Developmental Disabilities:</u> Wesley Cagle</p> <ul style="list-style-type: none"> • <u>Program Statistics:</u> Mr. Cagle gave a brief update of the current DD Waiver statistics totaling 1145 Waivers (790 NOW, 225 SW, 124 CC and 6 ROW). There are over 274 individuals receiving IFS funding and 112 FFF slots filled. <p><u>DD Services Update:</u> Mr. Cagle reported on the ICF-DD Programmatic unit and the LEG future role in monitoring. We have 29 community homes in our 7 parishes. There are 528 homes statewide for a total of 4312 beds. As of 2/20/18 there were 332 vacancies. There are Cooperative Agreement Homes which account for 397 beds in Louisiana. There is a moratorium on developing any new homes in Louisiana. Mr. Cagle also reported the new Programmatic Unit has completed a survey of all residents and families and shows overwhelming satisfaction – 97%. Mr. Cagle also discussed a new tiered CIR (Critical Instant Reporting System) will be implemented by the end of April, 2018. DD will be the first LGE to use the new program to roll out the end of March, 2018.</p> <ul style="list-style-type: none"> ○ <u>Quarterly SCA/Provider Meeting:</u> Mr. Cagle reported the Quarterly Support Coordination Provider Meeting on March 1, 2018. Representatives from OCDD, Robert Showers and Melissa Bayham were in attendance to speak about Critical Incident Reporting and Provider Freedom of Choice requests. Mr. Cagle also reported he and his staff gave updates on Waiver and the Home Based Setting Rule transition plans.
Old Business	None
New Business	<ul style="list-style-type: none"> • <u>Danny Smith Resignation:</u> Chairman Nicholas reported Ms. Lisa Schilling received a letter of resignation from Board Member, Mr. Danny Smith. Chairman Nicholas read the letter received from Mr. Danny Smith. Mr. Danny Smith stated he has learned a lot through his time serving on the Board and sees a lot of good work being done through the SCLHSA agency. Mr. Smith applauded the agency for continued success. Ms. Lisa Schilling thanked Mr. Smith for serving and being such a supportive member of the Board for SCLHSA.
Views and Comments by the Public	None
Consideration of Other Matters	<ul style="list-style-type: none"> • <u>Suicide: The Ripple Effect:</u> SCLHSA will host an upcoming film at the Palace Theater in Houma on Wednesday, March 21, 2018 at 7:30 PM, with a 20 minute discussion to follow. At this time, we have passed our goal of 60 tickets and are at 120 sold. • <u>Board Meeting Schedule:</u> Chairman Nicholas announced the date for the next Board Meeting - Thursday, April 12th, 2018.
Adjournment	Motion to adjourn by Mrs. Lynne Farlough, seconded by Mrs. Alvina Matherne, motion carried. Meeting adjourned at 7:21pm.