

South Central Louisiana Human Services Authority

Board Meeting Minutes

October 13, 2016

Members Present: Ray Nicholas (Assumption), Herbert Barnes (Lafourche), Karen Lentini (St. Charles), Lynne Farlough (St. John), and Cheryl Turner (Terrebonne).

Members Absent: Viola Daigle (Lafourche), Alisa Dunklin (St. James), Stan Robison (St. Mary), and Danny Smith (Terrebonne).

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

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Ray Nicholas called the meeting to order at 6:10 p.m.
Opening Prayer & Pledge of Allegiance	Mrs. Lynne Farlough led the prayer and Ms. Karen Lentini 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 September 8, 2016 meeting were reviewed. Mr. Herbert Barnes motioned to approve the minutes of the September 8, 2016 Board Meeting, seconded by Mrs. Lynne Farlough, motion carried and minutes were approved.
Board Issues	<u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms.
Executive Director Report	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none">• Ms. Schilling noted that a copy of individual Board Member attendance records were enclosed in the Board Meeting packets for their review. Ms. Schilling reminded everyone, as stated in the By-Laws, a member that misses two consecutive meetings or four meetings in a calendar year are eligible for dismissal.• <u>Well Ahead Designation Update:</u> Ms. Schilling gave a brief update of the Well Ahead Designation. SCLHSA is currently at Level 2 status and with the Wellness Challenges implemented within the year, SCLHSA will be eligible to move to Level 1 status by next month.• <u>Website Upgrade:</u> Ms. Schilling gave a brief update of the Website upgrade noting SCLHSA is working on a more user friendly mobile site and additional security will be purchased to complete the upgrade.• <u>Employee of the Quarter:</u> Ms. Schilling reviewed the changes to the Nomination Form for the Employee of the Quarter Award. The Nomination Form will be distributed at each site and one employee or group nomination form will be considered from each site. The SCLHSA Board of Directors will review the entries and decide whose is most deserving of the Award. The Executive Director will announce the winner.• <u>Pharmacy Move to RPBHC:</u> Ms. Schilling noted that the Pharmacy move from Benson Tower to RPBHC is complete. Everyone is excited that the Pharmacy is now in the SCLHSA catchment area.• <u>Executive Director Succession Plan:</u> Ms. Schilling reviewed the highlighted revisions to the Executive Director Succession Plan.<ul style="list-style-type: none">○ Mrs. Lynne Farlough motioned to accept the revisions to the Executive Director Succession Plan, seconded by Mr. Herbert Barnes, motioned carried. <p><u>Financial Report:</u> Janelle Folse</p> <ul style="list-style-type: none">• <u>Monthly Budget Summary (August, September):</u> Ms. Folse reviewed the FY 16 Budget Analysis for August as of 8/31/2016 and September as of 9/30/2016 including projected revenues/expenditures and the Legislative Appropriated Budget.• <u>Revenue Report (August, September):</u> Ms. Folse reviewed the FY 2016 Revenue Report for August reflecting collections including recoupments as of 8/31/2016 and for September reflecting collections including recoupments as of 9/30/16.<ul style="list-style-type: none">○ Mr. Herbert Barnes motioned to approve the FY 16 August and September Budget Analysis and the Revenue Report for August of 8/31/2016 and for September as of 9/30/2016, seconded by Ms. Karen Lentini, motion carried.

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> • <u>4th Quarter Client Satisfaction Survey Results</u>: Ms. Bonner reviewed the 4th Quarter Client Satisfaction Survey Results. • <u>Plan of Care-Scope of Services</u>: Ms. Bonner reviewed the highlighted revisions to the Plan of Care and Scope of Services. <ul style="list-style-type: none"> ○ Mrs. Lynne Farlough motioned to accept the revisions to the Plan of Care and Scope of Services, seconded by Ms. Karen Lentini, motioned carried. <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 1147 waivers (806 NOW, 226 SW, 114 CC and 1 ROW). • <u>RFSR Project</u>: Mr. Cagle briefly reviewed the OCDD Action Items pertaining to the RFSR Project spreadsheet as of 9/22/2016 reflecting timeline and item percentage of completion of each project item. Mr. Cagle also reviewed the Assessment and Cost breakdown noting the assessment breakdown by parish for SCLHSA. <ul style="list-style-type: none"> ○ Ms. Schilling reviewed/discussed the Board Resolution received from LDH requiring Board approval, authorizing Lisa Schilling, Executive Director, to negotiate at any time within 36 months from this date on terms and conditions that she may deem advisable, a contract or contracts with the LDH, and to execute said documents on behalf of the Authority, and to give her the power and authority to do all things necessary to implement, maintain, amend or renew said documents. ○ Motion by Karen Lentini to approve Board Resolution received from LDH authorizing Lisa Schilling, Executive Director, to negotiate at any time within 36 months from this date on terms and conditions that she may deem advisable, a contract or contracts with the LDH, and to execute said documents on behalf of the corporation, and further we do hereby give her the power and authority to do all things necessary to implement, maintain, amend or renew said documents, seconded by Herbert Barnes, motion carried. • <u>Art of Respect 2016</u>: Mr. Cagle reviewed the guidelines for the 2016 Art of Respect Essay Contest. The entries will be picked up by mid-December and the Reception will be held on January 17, 2017 from 4pm to 8pm at the North Terrebonne Library in Gray. The public and private schools in SCLHSA's catchment area were contacted for participation. The Art Contest will be held in the Spring.
Old Business	None
New Business	<p><u>Executive Director Evaluation Process</u>: Melicia Levron</p> <p>At 7:20pm, Chairman Nicholas requested a motion to go into Executive Session to discuss the Executive Director Evaluation Process. Mr. Herbert Barnes entertained a motion to go into Executive Session to discuss the Executive Director Evaluation Process, seconded by Mrs. Lynne Farlough, motion carried.</p> <p>At 7:30pm, Chairman Nicholas requested a motion to go back into Regular Session. Mrs. Lynne Farlough entertained a motion to go back into Regular Session, seconded by Mrs. Cheryl Turner, motion carried</p>
Views and Comments by the Public	None
Consideration of Other Matters	<ul style="list-style-type: none"> • SCLHSA October Events Calendar-Ms. Schilling reviewed the October 2016 Calendar. • SCLHSA Halloween Party-Ms. Schilling reminded everyone of the Halloween Party, Saturday October 29, 2016. • Chairman Nicholas stated there will be no meeting in November 2016. The next Board meeting will be held on Thursday, December 1, 2016, @ 6:00pm, at the SCLHSA Administration Office, 521 Legion Avenue, Houma.
Adjournment	Motion to adjourn by Ms. Karen Lentini, seconded by Mrs. Lynne Farlough, motion carried. Meeting adjourned at 7:35pm.