

**South Central Louisiana Human Services Authority  
Board Meeting Minutes  
April 12, 2012**

**Members Present:** Ray Nicholas (Assumption), Marjorie "Lisa" Matherne (Lafourche), Sherry Champagne (St. Mary), Donna Cobb (Terrebonne), and Trudy Franks (Terrebonne).  
**Members Absent:** Viola Daigle (Lafourche), Karen Lentini (St. Charles), and Faith Farrough (St. John the Baptist).  
**Guest In attendance:** Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (CFO), Marian Palmisano, (Secretary), Wesley Cagle (DD Program Director), Teresa Hardin (Clinical Director), Misty Hebert (Special Project Director), Karen Schilling (Project Director), Lori Fakier (HR Director), Sue Saia (TAC), Frances Robichaux (TAC) and Renee Williams (TTC).

Agenda Item	Action Recommended/Outcome
Call to Order	Meeting called to order by Chairman Ray Nicholas at 6:30 p.m.
Opening Prayer & Pledge of Allegiance	Chairman Nicholas led the prayer and Ms. Lisa Schilling 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 March 8, 2012 meeting were reviewed. Ms. Donna Cobb motioned to approve the minutes, seconded by Ms. Lisa Matherne, motion carried and minutes were approved.
Board Issues	<p><u>Board Member Travel Reimbursement:</u>            Board Members were reminded to submit travel reimbursement forms.  <u>Financial Disclosure Statements:</u>            Chairman Nicholas reminded Board Members to complete and mail the Financial Disclosure Statement to the Board of Ethics by the May 15, 2012 deadline. Chairman Nicholas requested Board Members be contacted two weeks prior to the May 15, 2012 deadline to remind/confirm statements were completed and mailed.            Chairman Nicholas read the letter received from Patricia Dennis stating she is resigning as a Board Member effective April 2, 2012. Motion by Ms. Trudy Franks to accept Ms. Dennis' letter of resignation effective April 2, 2012, seconded by Ms. Lisa Matherne, motion carried.            Chairman Nicholas requested the St. James Parish Council be contacted to begin accepting applications to fill the vacancy created by Mrs. Dennis' resignation.            Ms. Lisa Schilling made a recommendation to the Board to purchase a plaque for Ms. Dennis to be presented to Ms. Dennis at a St. James Parish Council meeting acknowledging/commending her years of service as a SCLHSA Board Member.</p>
Executive Director Report:	<p><u>News from the Field – Lisa Schilling</u></p> <ul style="list-style-type: none"> <li>• Ms. Schilling recognized Ms. Lori Fakier who will be retiring with 33 years of state civil service and other staff members present to include: Renee Williams, new Manager TTC; Sue Saia, Manager TAC; and Frances Robichaux, TAC. Ms. L. Schilling reported applicants for the HR Director position were interviewed and a decision will be made within the next two weeks.</li> <li>• Ms. Schilling reported the SMO/Magellan transition is still in process. Daily conferences for updates are being held. Not able to process billable invoices, hopefully the correct process will be implemented by Magellan soon. Ms. L. Schilling commended Misty Hebert on distributing daily updates to staff with the progress of issues resolved.</li> <li>• Reorganization in clinics is near completion. AD Clinics are now Assessment Centers and MH Clinics are now Treatment Centers. Ms. L. Schilling noted her appreciation of staff patience during the reorganization.</li> </ul>

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Executive Director Report (cont'd)	<ul style="list-style-type: none"> <li>• Awaiting outcome of retirement bills currently introduced in the Legislature. As of this date, three employees recently retired.</li> <li>• Met with all contractors to discuss their roles in services. There are contractors that selected not to become providers with the state. Possibly other contractors can take over services, although services provision may differ with other providers. Janelle Folse, Karen Schilling, Teresa Hardin and Misty Hebert are involved in the contract monitoring. More information will be provided next month on contract revisions.</li> <li>• In May and June, policy updates to comply with CARF will be on the agenda for Board approval.</li> <li>• SCLHSA Family Day Picnic on April 22, 2012, 10am to 4pm, at Lake End Park in Morgan City.</li> </ul> <p>Question asked by Board Member:  What is the status of the Mobile Unit staffing/scheduling? In the process of identifying staff for the unit to go out twice a month and searching for a driver with a CDL license.</p> <p><u>Financial Report– Janelle Folse</u></p> <p>Ms. Folse reviewed the budget analysis for FY 12 including projected revenues/expenditures as of 3/31/2012. Motion to approve the March Financial Statement and Budget Analysis by Ms. Donna Cobb, seconded by Ms. Trudy Franks, motion carried.</p> <p><u>CARF Response–Kristin Bonner</u></p> <p>Ms. Bonner reviewed the Quality Improvement Plan for the CARF Response. CARF was notified of clinic changes to assessment and treatment centers. CARF responded that the clinic reorganization will not affect accreditation. DD will be applying for accreditation upon renewal. Ms. L. Schilling noted she recently attended the Senate Finance Committee Meeting and SCLHSA was recognized as the first Authority to be CARF accredited.</p> <p>Question asked by Board Member:  How are other Authority/Districts/Agencies doing with Magellan? Ms. Schilling responded all are in the same situation. Ms. Folse responded one district processed 10 claims and another one processed 6.</p> <p><u>Clinical Update: Teresa Hardin</u></p> <p>Struggling with the ability to bill for services. Staff is working patiently to enter progress notes. Clients need Medicaid approval for billing of services. Ms. D. Cobb suggested forwarding to a free counsel attorney to assist in the SSI appeal process for a quicker response.</p> <p><u>DD Report: Wes Cagle</u></p> <p>Mr. Cagle reported DD is funding family support cases. On the waiver side of operations, staff is working on appeals, currently 5 are outstanding. David Albarado will begin support coordination monitoring next month. Interviewing staff and reviewing policies for corrective action. Staff is continuing to address updates with new data base. Recently filled Medical Certified Specialist 2 position. DD Provider Meeting was held to discuss new requirements. Not all providers are able to meet the \$50,000 line of credit needed to provide services. There is a new initiative for self-direction for non-use of support coordinators. Currently 6 are enrolled in the program.</p> <p>Question asked by Board Member:  Does DD provide assistance for the transition move? Mr. Cagle responded DD helps with rent and other support services.</p> <p><u>Educational Offerings: Karen Schilling</u></p> <p>On May 7, 2012 a CEU Training-Conduct Disorders titled Destruction, Violence &amp; Bullying will be held at the NSU Campus, Donald Bollinger Memorial Student Union, Le Biju Theatre in Thibodaux from 8:30am to 4:00pm for Children's Mental Health Week. Mr. John Simoneaux, Ph.D, will conduct the training workshop. On May 9, 2012 a Conference for parents addressing bullying, suicide, and nutrition will be held at the Terrebonne Parish Main Library from 8:30am to 4:00pm.</p> <p>Question asked by Board Member:  Will obesity be addressed in the nutrition portion of the conference? Ms. K. Schilling responded obesity will be addressed.</p>

Agenda Item	Action Recommended/Outcome
Old Business	<p><u>Executive Session-ED Evaluation Process:</u>            At 7:20pm, Ms. Donna Cobb motioned to move into Executive Session to discuss the ED Evaluation process, seconded by Ms. Lisa Matherne, motion carried.            At 8:10pm, Ms. Donna Cobb motioned to move into Regular Session, seconded by Ms. Lisa Matherne, motion carried.            Chairman Nicholas called the Regular Session to Order.            Chairman Nicholas reported the ED Evaluation Process is complete and the Board Members present discussed the ED's evaluation and approved a pay raise for Ms. L. Schilling. Ms. Donna Cobb motioned to accept the ED's positive evaluation and the approval of a pay raise for Ms. Schilling, seconded by Ms. Lisa Matherne, motion carried.</p>
New Business	None
Views and Comments by the Public	None
Consideration of Other Matters	Chairman Nicholas stated the next board meeting will be held on Thursday, May 17, 2012 at 6:00pm. Location TBA.
Adjournment	Motion to adjourn by Ms. Donna Cobb, seconded by Ms. Lisa Matherne, motion carried. Meeting adjourned at 8:20pm.