

**South Central Louisiana Human Services Authority  
Board Meeting Minutes  
December 6, 2012**

**Members Present:** Lisa Matherne (Lafourche), Karen Lentini (St. Charles), Ridgely Mitchell (St. James), Faith Farlough (St. John the Baptist) and Donna Cobb (Terrebonne).

**Members Absent:** Ray Nicholas (Assumption), Viola Daigle (Lafourche), Sherry Champagne (St. Mary) and Trudy Franks (Terrebonne).

**Guest in attendance:** Lisa Schilling (Executive Director), Janelle Folse (CFO), Marian Palmisano, (Secretary), Wesley Cagle (DD Program Director), Stephany Hillman (SCLHSA), Melicia Lemoine (HR Director), Renee Williams (TTC), Sue Saia (TAC), Greg Harding (LaSpirit), and Kathy Vu Brown (LaSpirit).

Agenda Item	Action Recommended/Outcome
Call to Order	Meeting called to order by Acting Chairman, Board Member Lisa Matherne at 6:10 p.m.
Opening Prayer & Pledge of Allegiance	Ms. Karen Lentini led the prayer and Ms. Faith Farlough 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 November 8, 2012 meeting were reviewed. Ms. Karen Lentini motioned to approve the minutes, seconded by Ms. Faith 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>Board Self-Evaluation Questionnaire:</u> Board Members were reminded to submit Board Self-Evaluation Questionnaire tonight or mail to the Administrative Office.</p>
Executive Director Report:	<p><u>Agency Update</u> – Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>MOU and AIP Documents:</u> The MOU with DHH was reviewed and signed, no changes to the document. All ED's of the Authority's/ Districts are working together to finalize the guidelines of the AIP document. A meeting is scheduled via conference call next week to finalize the document.</li> <li>• <u>DD Council Update:</u> Reviewed the LaDD Council Update document. Discussed discrepancies/misinformation. The letter received from Sandee Winchell in response to the LaDDC News article was discussed and distributed to the Board Members.</li> <li>• <u>Budget reduction scenarios (Contract, LCS, etc.):</u> <ul style="list-style-type: none"> <li>• Reviewed/discussed DHH's request for breakdown of budget by activity, reviewed the FY 13 EOB Activity Update spreadsheet.</li> <li>• Reviewed the FY 13-14 contracts spreadsheet/funding sources for each and discussed the budget process.</li> <li>• Reviewed the FY 13-14 contracts request spreadsheet reflecting the 10% reduction scenario.</li> <li>• Reviewed the FY 13-14 DOA Recommended Additional Reduction spreadsheet -\$663,551 cut. Further cuts will affect clinic services and staff will have to furlough.</li> <li>• Reviewed the Internal Freeze spreadsheet effective 12/7/2012, reflecting scenarios and what can be done to keep clinic services intact.</li> </ul> </li> <li>• <u>Revenue Enhancing Ideas:</u> Reviewed list of Revenue Enhancing Ideas effective after the January 1, 2013.</li> </ul> <p><u>Financial Report</u>– Janelle Folse</p> <ul style="list-style-type: none"> <li>• Reviewed the November Budget Analysis for FY 13 including projected revenues/expenditures as of 11/30/2012. Motion to approve the November Budget Analysis by Ms. Donna Cobb, seconded by Ms. Faith Farlough, motion carried.</li> </ul>

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<p><u>Financial Report</u>-cont'd</p> <ul style="list-style-type: none"> <li>• Reviewed the FY 13 Magellan Webchecks Summary Spreadsheet as of 12/6/2012 reflecting collections and projections for remainder of fiscal year.</li> <li>• Met with Magellan, working on third party payer report (medicare/accounts receivable report)</li> <li>• At recent HSIC meeting, asked what percentage of Magellan budget does SCLHSA anticipate collecting. Currently at 17%, the target is 28%.</li> </ul> <p><u>Human Services Update</u>-Melicia Lemoine</p> <ul style="list-style-type: none"> <li>• To date the TO total is 154; 148 filled positions and 6 vacancies.</li> <li>• The Employee Recognition Service Awards Program will distribute pins to employees with 10, 15, 20, 15 and 30 years of service at the Christmas Party.</li> <li>• Continuing to work with IT Director on the SCLHSA website, internal website, and a SCLHSA newsletter.</li> </ul> <p><u>DD Report</u>: Wes Cagle</p> <ul style="list-style-type: none"> <li>• Recent SGF changes to Flexible Family Fund Waivers, lost 18 slots since September. Meeting targets for the program.</li> <li>• Reviewing/updating policies as necessary.</li> <li>• No new waivers are being offered. Staff continuing to work on corrective action plans and on time with reports.</li> <li>• Staff are set up at the St. John Treatment Center two days a month taking applications.</li> <li>• The Regional Advisory Council Executive Committee met today and are sending out nomination forms to support coordinators for nominations for council members.</li> </ul> <p><u>Clinical Advisor Update</u>: Janelle Folse/Lisa Schilling</p> <p>A Magellan Audit was performed at the LTC. Magellan representatives went through the complete billing process to confirm all steps were being followed. Audit went very well. Several issues were discussed to be addressed by Magellan. Kudos goes out to staff for all their hard work on front end entering for submission of claim for payment.</p> <p><u>CCP Program</u>: Stephany Hillman</p> <p>LaSpirit was contacted by the Nashville United Way and NUW will be sending a \$1,500.00 donation to provide 15 children with Christmas gifts. SCLHSA has applied for a 9-month grant extension, will find out in January if the grant will be extended.</p> <ul style="list-style-type: none"> <li>• Bayou Team Report-Greg Harding and Kathy Vu Brown <ul style="list-style-type: none"> <li>• Continuing door to door outreach, talking with residents (adults and youth) in the bayou parishes on a daily basis to provide needed services. Partnering with social and community clubs/organizations distributing food, clothes and other needed items.</li> <li>• Reviewed the Individual Crisis Counseling Service Encounter Log that is completed and turned in on both the federal and state level reflecting, persons served, type of crisis, and recovery/referral.</li> </ul> </li> </ul>
Old Business	None
New Business	<ul style="list-style-type: none"> <li>• SCLHSA 2<sup>nd</sup> Annual Christmas Party, Saturday, December 15, 2012 at the American Legion Home, Post 31 in Houma, LA.</li> <li>• Board Member Trudy Franks decided not to renew her 3 year term. The TPCG was contacted of the upcoming vacancy for Terrebonne Parish and will proceed accordingly to fill the open position.</li> </ul>
Views and Comments by the Public	None
Consideration of Other Matters	Acting Chairman Lisa Matherne stated the next board meeting will be held on Thursday, January 10, 2013 at 6:00pm. Location TBA.
Adjournment	Motion to adjourn by Ms. Karen Lentini, seconded by Faith Farlough, motion carried. Meeting adjourned at 8:05pm.