

**South Central Louisiana Human Services Authority
Board Meeting Minutes
December 12, 2013**

Members Present: Lisa Matherne (Lafourche), Viola Daigle (Lafourche), Karen Lentini (St. Charles), Ridgely Mitchell (St. James), Lynne Farlough (St. John), Lars Levy (St. Mary) and Gordon Landry (Terrebonne).

Members Absent: James Carter (Assumption) and Donna Cobb (Terrebonne).

Guest in attendance: Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (CFO), Marian Palmisano (Secretary), Wesley Cagle (DD Program Director), Melicia Lemoine (HR Director), and Stephany Hillman (Clinical Director).

Agenda Item	Action Recommended/Outcome
Call to Order	Meeting called to order by Chairperson Viola Daigle at 6:15 p.m.
Opening Prayer & Pledge of Allegiance	Mrs. Karen Lentini led the prayer and Mrs. Lynne 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 October 10, 2013 meeting were reviewed. Mrs. Karen Lentini, motioned to approve the minutes, seconded by Mrs. Lisa Matherne, motion carried and minutes were approved.
Board Issues	<p><u>Welcome to New Board Members:</u> Jerry Carter, Assumption Parish; Lars Levy, St. Mary Parish and Lynne Farlough, St. John the Baptist Parish: Chairperson Daigle introduced and welcomed the new Board Members. Mr. Levy and Mrs. Farlough gave a brief Bio and thanked everyone for the welcoming.</p> <p><u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms.</p> <p><u>Annual Board Member Survey:</u> The Annual Board Member Survey was distributed to each Board Member to be completed and returned at the January 2014 Board Meeting. New members are exempt from completing the Survey for 2013. Mrs. L. Schilling noted that a copy of the 2013 Board Meeting Minutes are included with the Survey for referral.</p> <ul style="list-style-type: none"> • Mrs. L. Schilling stated that an updated Board Member Contact Information sheet was included in the Board Meeting packets.
Executive Director Report:	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> • <u>Primary Care Initiative:</u> Mrs. L. Schilling reviewed the Primary Care Stats for November, 2013 and noted that the start date for Primary Care Services was 11/15/2013. • <u>Entergy Grant:</u> Mrs. L. Schilling reported that SCLHSA submitted an application for an Entergy Grant to provide assistance to students in the school setting in Terrebonne and Lafourche Parishes that was approved. In the near future SCLHSA will submit a grant application for funding to assist with a full-time CCP Team. • <u>Staff response to 2%:</u> Staff was very excited and thankful for the one-time lump sum 2% adjustment approved by the Board Members at the October 10th Meeting and approved by the Civil Service Commission on November 6th. • <u>MOU's with DHH and DD:</u> Mrs. L. Schilling reviewed the letter received from Courtney Phillips, DHH Deputy Secretary, for Board approval, to extend the current MOU between DHH and SCLHSA until June 30, 2014. A motion was entertained by Mrs. Karen Lentini to approve Mrs. L. Schilling to sign the letter for an extension of the current MOU between DHH and SCLHSA until June 30, 2014, seconded by Mrs. Lisa Matherne, motion carried. • The MOU with DD will expire in May 2014. DD will be moving to the SMO and the component will include all waiver services. This matter will be discussed at the upcoming HSIC Meeting. An update on this matter will be forwarded to the Board Members. • 2 projects were submitted to Division of Administration to fund repairs: Replacement of the entrance door at RPTC and security doors in the waiting room at LTC.

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<ul style="list-style-type: none"> • <u>Budget Reduction Update</u>: In December 2013, a budget reduction scenario request was received on how to fund unfunded reduction of IT migration, retirement, group insurance, etc., totaling \$897,000. Mrs. L. Schilling reviewed the submission including the scenario of eliminating a majority of contracts. Will relay cuts/scenarios upon fruition. • Mrs. L. Schilling gave an update of the cost savings for FY 15 due to the merger of facilities (Park Avenue/Legion, SMAC/SMTC, and LAC/LTC). <p><u>Financial Report</u> – Janelle Folse</p> <ul style="list-style-type: none"> • <u>Monthly Budget Summary (October and November)</u>: Mrs. Folse reviewed the Budget Analysis for FY 14 including projected revenues/expenditures as of 10/31/2013 and 11/30/2013 and the expenditure spreadsheet reflecting monthly totals. • <u>Magellan Webcheck Report</u>: Mrs. Folse reviewed the FY 14 Magellan Webchecks Summary Spreadsheet reflecting collections and projection beginning March 2012 to September 2013 and March 2012 to October 2013. • Motion to approve the FY 14 October and November Budget Analysis and the FY 14 Magellan Webchecks Summary Spreadsheet beginning March 2012 to September 2013 and March 2012 to October 2013 by Mrs. Karen Lentini, seconded by Mrs. Lisa Matherne, motion carried. • <u>FY 2013-2014 Self-Generated Revenue</u>: Mrs. Folse reviewed the FY 2013-2014 self-generated revenue reflecting collections as of 11/30/2013 including projected collections for FY 2014. <p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> • <u>LaPas</u>: Mrs. Bonner reviewed the FY14 1st qtr. LaPas report. • <u>Quarterly Billable Data</u>: Mrs. Bonner reviewed the Billable and Non-Billable Services report beginning July 2012 to September 2013. • <u>Quarterly Performance Indicator Report</u>: Mrs. Bonner reviewed the Quarterly Performance Indicator report for the FY14 1st qtr. <p><u>DD Report</u>: Wes Cagle</p> <ul style="list-style-type: none"> • Reported 1110 total waivers being handled in the Waiver unit. • Reported hiring 2 Medical Certified Specialists within the Waiver unit. Both new employees already certified for SIS/LA Plus for the New Opportunities waiver • Reported being within compliance in our resolution of Critical Incident reports, and discussed meetings with Support Coordination, and providing opportunities for additional training by OCDD staff • Reported being on track to utilize all IFS funds. Mentioned utilizing funds for vocational habilitation services for those on the Supports Waiver waiting list. • Reported serving 118 in IFS and 30 in Vocational Habilitation services. • Discussed adding a Developmental Disabilities Council member, Patsy White, to the Family Support funding Committee. • Discussed working with Dr. Hillman to have OBH psychologist perform eligibility and PASRR evaluations for Developmental Disabilities. Our contract psychologist struggles to meet our timeframes putting us out of compliance. • Reported that OCDD Central Office Staff are engaged in many workgroups including our Single Point of Entry, Electronic Plan of Care, LTSS (Long-term Services and Supports), Autism services and Intermittent (shared) supports, etc. Provided handouts laying out all initiatives. DD senior staff will begin participating in these workgroups in the following week, after urging by Senior LGE staff at the recent System Transformation Meeting in Baton Rouge. • Discussed PASRR (Pre-Admission Screening Resident Review) MOU, and the manner in which it was presented to DD Directors instead of LGE Senior Staff.

Executive Director Report (cont'd)	<p><u>Clinical Services Update</u>: Stephany Hillman</p> <ul style="list-style-type: none"> • <u>Phasedown of CCP</u>: Last step of the phasedown was November 24th. December 23rd is the last day of the CCP. • <u>Social Security Disability Evaluation Update</u>: Ms. Hillman reviewed and discussed the December 2013 DDS Evaluation report beginning 8/13/2013 through scheduled appointments to 1/14/2014, noting the revenue generated/projected revenue from Psychological Consultations.
Old Business	<ul style="list-style-type: none"> • At 7:35pm, Chairperson Daigle requested the Board divert into Executive Session to address the Executive Director's Evaluation. Motion by Mrs. Karen Lentini to move into Executive Session to address the Executive Director's Evaluation, seconded by Mr. Gordon Landry, motion carried. • At 7:45pm, Motion by Mrs. Lisa Matherne to revert into Regular Session, seconded by Mr. Ridgely Mitchell, motion carried. • Chairperson Daigle reported the Executive Director's Evaluation for 2013 was reviewed, voted and agreed by Board Members in Executive Session to a lump sum 2% bonus like that extended for all SCLHSA staff for Mrs. Lisa Schilling, Executive Director.
New Business	None
Views and Comments by the Public	None
Consideration of Other Matters	<ul style="list-style-type: none"> • SCLHSA Christmas Party-December 14, 2013, CWA Hall in Houma, 7:00 – 11:00PM • Chairperson Daigle stated the next Board Meeting will be held on Thursday, January 9, 2013 at 6:00pm, location TBA.
Adjournment	Motion to adjourn by Mrs. Lisa Matherne, seconded by Mrs. Karen Lentini, motion carried. Meeting adjourned at 7:55pm.