

**South Central Louisiana Human Services Authority**

**Board Meeting Minutes**

**March 14, 2013**

**Members Present:** Ray Nicholas (Assumption), Viola Daigle (Lafourche), Lisa Matherne (Lafourche), Karen Lentini (St. Charles), Ridgely Mitchell (St. James), Faith Farlough (St. John the Baptist), Gordon Landry (Terrebonne) and Donna Cobb (Terrebonne).

**Members Absent:** Sherry Champagne (St. Mary)

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

Agenda Item	Action Recommended/Outcome
Call to Order	Meeting called to order by Chairman Ray Nicholas at 6:15 p.m.
Opening Prayer & Pledge of Allegiance	Chairman Nicholas led the prayer and 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 January 10, 2013 meeting were reviewed. Mrs. Donna Cobb motioned to approve the minutes, seconded by Mrs. Viola Daigle, 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>By-Laws Committee Report:</u> Mrs. Donna Cobb reported the By-Laws Committee met on 3/14/2013 at 5:00pm and reviewed the Membership, Terms, and Vacancies sections of the By-Laws. Discussion was held and Mrs. Cobb requested Ms. Schilling to get clarification with DHH re: R.S. 28:873 C (1) &amp; (2) and R.S. 28:873 H, clarifying a new term and the filling term of a vacancy.</p> <p><u>Elections of Officers:</u> Chairman Nicholas opened the floor for nominations for Chairman. Mrs. Donna Cobb nominated Mrs. Viola Daigle, Mrs. Lisa Matherne, seconded the nomination, no other nominations from the floor. Mrs. Donna Cobb motioned to close nominations, Mrs. Lisa Matherne, seconded, motion carried. Mrs. Viola Daigle accepted the nomination. Chairman Nicholas requested all in favor of the nomination of Mrs. Daigle as Chairman, signify by saying "I", all in favor, no opposition. Chairman Nicholas opened the floor for nomination for Vice-Chairman. Mrs. Viola Daigle nominated Mrs. Donna Cobb, Mr. Gordon Landry, seconded the nomination, no other nominations from the floor. Mrs. Viola Daigle motioned to close nominations, Mr. Gordon Landry, seconded, motion carried. Mrs. Donna Cobb accepted the nomination. Chairman Nicholas requested all in favor of the nomination of Mrs. Cobb as Vice-Chairman, signify by saying "I", all in favor, no opposition. Chairman Nicholas opened the floor for nomination for Treasurer. Mrs. Viola Daigle nominated Mrs. Lisa Matherne, Mrs. Donna Cobb, seconded the nomination, no other nominations from the floor. Mrs. Viola Daigle motioned to close nominations, Mrs. Donna Cobb, seconded, motion carried. Mrs. Lisa Matherne accepted the nomination. Chairman Nicholas requested all in favor of the nomination of Mrs. Matherne as Treasurer, signify by saying "I", all in favor, no opposition. Chairman Nicholas opened the floor for nomination for Secretary. Mrs. Viola Daigle nominated Marian Palmisano, Mrs. Lisa Matherne, seconded the nomination, no other nominations from the floor. Mrs. Viola Daigle motioned to close nominations, Mrs. Lisa Matherne, seconded, motion carried. Marian Palmisano accepted the nomination. Chairman Nicholas requested all in favor of the nomination of Ms. Palmisano to remain as Secretary, signify by saying "I", all in favor, no opposition.</p> <ul style="list-style-type: none"> <li>• Chairman Nicholas addressed the Board stating it was an honor to serve the Board as Chairman and will continue to support the Agency.</li> <li>• Mrs. L. Schilling thanked Chairman Nicholas for his years of service and his support through the Readiness and CARF processes.</li> </ul>

Agenda Item	Action Recommended/Outcome
Executive Director Report	<p><u>Agency Update</u> – Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>DHH Meeting with SCLHSA</u>-Met with Kathy Kliebert and Tony Speier. Discussed CA, budget structure and reviewed Organizational chart.</li> <li>• <u>Parish Visits/Legislative Updates</u>: Scheduled visits to all 7 Parish Council Meetings and meeting with the Legislative Delegation to present a brief update of SCLHSA's services and concerns moving forward.</li> <li>• <u>TTC/TTC/Mobile Unit</u>-The Terrebonne Assessment Center Staff will be moving to the Terrebonne Treatment Center location. Assessment and Treatment services will be located in one building and sharing Clerical staff. The Administrative Staff currently located at Park Avenue will be moving to the Legion Avenue location.</li> <li>○ The Mobile Unit will be deployed in the near future. The Unit will be staffed with a Practitioner, RN, Counselor and a Clerical person. Clients in the area will be contacted for appointments. Future goal is to expand services to provide primary care and add a clinician to the staff. For the next 2 weeks the unit will be deployed in Assumption Parish for CCP services.</li> <li>• <u>Assumption Parish and CCP</u>-Lisa Schilling, Kristin Bonner, Stephany Hillman and Rhiannon Traigle visited the Sinkhole and the Mobile Command Center in Assumption Parish. CCP Team members visited the site today to provide crisis counseling. Stephany Hillman noted CCP Team members are also covering the barge fire in Lafourche Parish and are able to respond to other emergencies in communities throughout the catchment area. This week team members are participating in the 8 Days of Hope in St. John the Baptist Parish.</li> <li>○ Rhiannon Traigle reviewed the CCP Report reflecting ISP services provided 9/1/2012 through 2/24/2103. Mrs. Traigle noted the numbers include contacts with adults, children and adolescents.</li> <li>• <u>Website Go Live Date 2/25</u>-The Website is progressing and George Cano is adding and updating information daily.</li> <li>• <u>Staff Changes</u>-Staff changes were reviewed as follow: <ul style="list-style-type: none"> <li>○ Teresa Hardin will be over Chart Audits and Medical Records.</li> <li>○ Stephany Hillman moved to Clinical Director replacing Teresa Hardin.</li> <li>○ Misty Hebert will remain as Assistant Clinical Director.</li> <li>○ Rhiannon Traigle replaced Stephany Hillman as CCP Director.</li> </ul> </li> </ul> <p><u>Financial Report</u>– (January and February)-Janelle Folse</p> <ul style="list-style-type: none"> <li>• Reviewed the January and February Budget Analysis for FY 13 including projected revenues/expenditures and the CCP/BA 7 Appropriation as of 1/31/2013 and 2/28/2013. Motion to approve the January and February Budget Analysis by Mrs. Donna Cobb, seconded by Mrs. Karen Lentini, motion carried.</li> <li>• <u>Magellan Webcheck Report</u>: (January and February) Reviewed the FY 13 Magellan Webchecks Summary Spreadsheet as of 2/18/2013 and 3/14/2013 reflecting the collections and projection.</li> </ul> <p><u>Operational Review</u>-Kristin Bonner</p> <ul style="list-style-type: none"> <li>• LAPas- Reviewed the LaPas FY 13 2<sup>nd</sup> qtr. Report noting the changes to targets and reviewed the comments section.</li> <li>• Patient Satisfaction Results-Reviewed the FY 13 2<sup>nd</sup> qtr. Patient Satisfaction Results</li> <li>• Safety Audit Findings-A Safety Audit was performed at all locations with no major findings.</li> </ul> <p><u>DD Report</u>: Wes Cagle</p> <ul style="list-style-type: none"> <li>○ Reported the latest NOW waiver offer was made to individuals on the RSFR (Request for Services Registry) since Aug. 2004, the Supports waiver since Oct. 2011, and the Children's Choice waiver since March 2005. OCDD recently opened up 5 emergency NOW waivers across the state.</li> </ul>

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Executive Director Report (cont'd)	<ul style="list-style-type: none"> <li>○ Discussed the LAPAS performance indicator addressing the 10 day turnaround for the approval of NOW CPOCs (Comprehensive Plans of Care). The Support Coordination Agency's Payment Authorization hinges on their submission of plans 35 days before the annual due date. Often times the plans are submitted where the SC knows the plans are non-approvable creating delays in approval, another factor is all NOW plans are submitted at the same time in late November and December creating an overload. OCDD has addressed this problem by creating a modified approval process for SCs to include basic level NOW recipients. The SCs are getting used to this new process. The DD office will solicit OCDD to change the anniversary dates to allow us to disperse the work load throughout the year.</li> <li>○ Discussed new directive from OCDD for SCs to conduct unannounced home visits for each NOW recipient. The SCs will complete a checklist for each visit and submit to the DD office. The DD office then reviews for red flags and/or recommendations. This directive came about as a result of an FBI investigation of providers and SC's in the Baton Rouge Area. The DD office will provide supportive documentation training for Providers at the Provider/Support Coord. Meeting to be held on 3/28/2013 at the Terrebonne North Branch Library.</li> <li>○ Reported the OCDD initiative to begin electronic verification of visits has been put on hold due to problems with contracting with a provider.</li> <li>○ Reported the agenda for the 3/28/13 Support Coordination/Provider meeting.</li> <li>○ Discussed ongoing issues with Critical Incident reporting by SC, and resolution issues. Med Cert specialist, Debbie Triggs, has been assigned this responsibility in the DD office. For cases that she has received no response on a specific CIR, a letter is sent by the director to the SC director giving them 2 weeks to complete.</li> <li>○ Reported new effort to utilize IFS supports by contacting folks on the waiting list for the Supports Waiver to determine interest in the receiving Vocational Habilitation Supports.</li> </ul> <p><u>Clinical Update:</u> Stephany Hillman Brief update on clinics, meeting with Managers discussing their concerns.</p> <p><u>Human Resources Update:</u> Melicia Lemoine</p> <ul style="list-style-type: none"> <li>● Civil Service Audit Findings-Civil Service Audit was performed with no receipt of findings and n mo major deficiencies. LASERS developed a new audit section, 1<sup>st</sup> audit to be done-no findings.</li> <li>○ <u>DHH Site Visit:</u> Mrs. L. Schilling stated she was contacted by DHH Deputy Secretary, Kathy Kliebert, to visit one of the clinics to oversee staff utilizing CA. Mrs. Kliebert visited the LAC and commended staff with their processing of daily entries.</li> </ul>
Old Business	None
New Business	<p><u>Executive Session-ED Evaluation Process:</u> At 8:05p.m. Mrs. Viola Daigle motioned to move into Executive Session to review the ED Evaluation Process. Mrs. Donna Cobb, seconded, motion carried. Chairman Nicholas requested Melicia Lemoine, HR Director, remain in the meeting. At 8:20pm, Ms. Donna Cobb motioned to move into Regular Session, seconded by Ms. Viola Daigle, motion carried. Chairman Nicholas called the Regular Session to Order.</p>
Views and Comments by the Public	None
Consideration of Other Matters	Chairman Nicholas stated the next board meeting will be held on Thursday, April 11, 2013 at 6:00pm. Location TBA.
Adjournment	<ul style="list-style-type: none"> <li>● Quarterly Provider Meeting--3/19/2013 at North Terrebonne Library, 9:30am.</li> <li>● Motion to adjourn by Mrs. Viola Daigle, seconded by Mrs. Lisa Matherne, motion carried. Meeting adjourned at 8:25pm.</li> </ul>