

**South Central Louisiana Human Services Authority**  
**Board Meeting Minutes**  
**March 20, 2014**

**Members Present:** 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:** Lisa Matherne (Lafourche)

**Guest in attendance:** Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (Fiscal Director), Marian Palmisano (Secretary), Wesley Cagle (DD Director), Melicia Lemoine (HR Director), Melissa Billiot (Fiscal), Hazel Gagneaux (Fiscal), Jarnell Simmons (Fiscal) and Jennifer Lanceslin (LACAN).

Agenda Item	Action Recommended/Outcome
Call to Order	Meeting called to order by Chairperson Viola Daigle at 6:10 p.m.
Opening Prayer & Pledge of Allegiance	Mrs. Lynne Farlough led the prayer and Mr. Ridgely Mitchell 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 January 9, 2014 meeting were reviewed. Mrs. Karen Lentini motioned to approve the minutes, seconded by Mr. Gordon Landry, 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>Annual Board Member Survey:</u> Board Members were reminded to complete their Annual Board Member Survey and turn in upon adjournment of meeting.</p> <p>Ms. L. Schilling reported letters were sent to the Parish Councils in Terrebonne and Assumption Parishes for appointments to fill the vacancies on the Board.</p>
Executive Director Report:	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>Legislative Canvassing:</u> Ms. L. Schilling reviewed the list of scheduled meetings with the Legislative Delegation and Parish Councils. A copy of the presentation to the Legislators and Parish Councils was distributed to each Board Member.</li> <li>• <u>Fairview Contract:</u> Ms. L. Schilling reviewed the Fairview Detox and Inpatient Program Contract Guidelines including: Referral to Inpatient; Admission to Inpatient; Discharge to Inpatient; and the Clinic Contacts. The Statewide Listing of Detox/Inpatients was reviewed along with the Fairview Detox/Inpatient Admissions reflecting the number of admissions for the statewide facilities from July 2013 to February 2014. Ms. L. Schilling reviewed the budget for the Fairview Treatment Services contract and the projected need for detox and inpatient services based on average census of SCLHSA and other LGE referrals. She also stated that she and Ms. Folse met with St. Mary Parish leadership and Fairview ED to discuss current projections that Fairview will over-extend their budget by \$305,000.00. Discussion on proposed billing for rest of year and allowable charges under the current contract.</li> <li>• <u>AIP Monitoring Visit:</u> Ms. L. Schilling reviewed the AIP Document from the recent AIP Monitoring Visit: Part I-Service Delivery; Part II-Quality Management &amp; Monitoring; Part III-Information Management, Data Collection &amp; Reporting; Part IV-Ongoing Responsibilities and Part VI-Reallocations of Resources. OBH Staff visited SCLHSA Administration, the TBHC and DD staff visited the facility and met with staff members at each location. Ms. L. Schilling reported there were no findings at either visit.</li> </ul>

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<ul style="list-style-type: none"> <li>• <u>Art of RESPECT</u>: Ms. L. Schilling and Wes Cagle gave a brief update of the upcoming Art of RESPECT event to be held during the week of April 7-11, 2014. The Terrebonne Parish event is scheduled for Thursday, April 10, 2014 from 8:00am to 4:00pm at the Dumas Auditorium in Houma. All of the School Boards in the 7 parish area were contacted for participation. All local and state officials will be invited to attend. St. James, St. John and St. Charles Parishes are working together planning for the event in the River Parish area. The River Parish event is scheduled for April 7, 2014. A Reception will be held for the Bayou Parish on May 21, 2014 at the Municipal Auditorium in Houma and for the River Parishes on May 20, 2014 at the Professional Learning Center in St. Charles Parish. All dates will be forwarded to the Board when collected.</li> <li>• <u>Business Organization Report</u>: Ms. L. Schilling reviewed the Business Reorganization requested by DHH reflecting all changes to overall structure and services within SCLHSA: Fiscal Services; Human Resources; Quality Management; Clinical Services; Information Technology; Developmental Disabilities and Awards and Recognitions for the last five years.</li> </ul> <p><u>Financial Report</u> – Janelle Folse</p> <ul style="list-style-type: none"> <li>• Ms. Folse introduced Fiscal Staff in attendance: Melissa Billiot, Hazel Gagneaux and Jarnell Simmons.</li> <li>• <u>Monthly Budget Summary</u>: Mrs. Folse reviewed the Budget Analysis for FY 14 including projected revenues/expenditures as of 2/28/2013 and the expenditure spreadsheet reflecting monthly totals.</li> <li>• <u>Magellan Webcheck Report</u>: Reviewed the FY 14 Magellan Webchecks Summary Spreadsheet reflecting collections and projection beginning March 2012 to December 2013 as of 3/10/2014.</li> <li>• Motion to approve the FY 14 February Budget Analysis by Mrs. Karen Lentini, seconded by Mrs. Lars Levy, motion carried.</li> <li>• Motion to approve the FY 14 Magellan Webchecks Summary Spreadsheet beginning March 2012 to December 2013 by Mrs/ Karen Lentini, seconded by Mr. Gordon Landry, motion carried.</li> <li>• <u>FY 2013-2014 Self-Generated Revenue</u>: Reviewed the FY 2013-2014 Self-Generated Revenue reflecting collections as of 2/28/2014 including Projected Collections for FY 2014.</li> </ul> <p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> <li>• <u>LaPas Indicators</u>: Mrs. Bonner reviewed the LaPas Indicator Report for the 2<sup>nd</sup> qtr. of FY13-14 and noted all targets were met.</li> <li>• Ms. L. Schilling reviewed a copy of the power point presentation that was presented at the SCLHSA 2014 Public Forum “Effecting Positive Change” on March 14, 2014.</li> <li>• <u>Patient Satisfaction Surveys</u>: Mrs. Bonner reviewed the Patient Satisfaction Survey results for the 2<sup>nd</sup> qtr. of FY 14.</li> </ul> <p><u>DD</u> : Wes Cagle</p> <ul style="list-style-type: none"> <li>• Discussed Upcoming events/planning for the Art of RESPECT public awareness campaign to end use of the word “Retarded”.</li> <li>• Discussed the Request for Services Registry work group preparing to conduct validation visits for clients in nursing homes and Intermediate Care facilities (ICF/DD).</li> <li>• Reported that OCDD stated the Governor’s Office is on a fast track to determine which clients on the registry are receiving services, who needs services, and whose needs are being met.</li> <li>• Reported that OCDD plans to issue a Request for Proposals (RFP) this summer, and plans for the DD population to be implemented into Managed Long-Term Supports and Services (MLTSS) by July 2016.</li> <li>• OCDD reports that the Office of Aging and Adult Services will be implemented into MLTSS first, followed by OCDD and completed with Early Steps.</li> </ul>
Old Business	None
New Business	None

<b>Agenda Item</b>	<b>Action Recommended/Outcome</b>
Views and Comments by the Public	Jennifer Lanceslin, LACAN Team Leader for Region 3 was introduced by Ms. L. Schilling. Ms. Lanceslin gave a brief update of LACAN and the services that are provided by LACAN.
Consideration of Other Matters	Chairperson Daigle stated the next board meeting will be held on Thursday, May 1, 2014 at 6:00pm at the SCLHSA Administration Office located at 521 Legion Avenue, Houma, LA.
Adjournment	Motion to adjourn by Mrs. Karen Lentini, seconded by Mrs. Lynne Farlough, motion carried. Meeting adjourned at 7:55pm.