

**South Central Louisiana Human Services Authority
Board Meeting Minutes
November 13, 2014**

Members Present: Ray Nicholas (Assumption), Herbert Barnes (Lafourche), Viola Daigle (Lafourche), Karen Lentini (St. Charles), Lynne Farlough (St. John), Danny Smith (Terrebonne) and Gordon Landry (Terrebonne).

Members Absent:

Guest in attendance: Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (Fiscal Director), Melicia Lemoine (HR Director), Wesley Cagle (DD Director), Bernadette Fields (TBHC Clinic Manager) and Marian Palmisano (Secretary).

Agenda Item	Action Recommended/Outcome
Call to Order	Chairperson Viola Daigle called the meeting to order 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 9, 2014 meeting were reviewed. Mrs. Karen Lentini motioned to approve the minutes of the October 9, 2014 Board Meeting, seconded by Mrs. Lynne Farlough, motion carried and minutes were approved.
Board Issues	<u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms. <u>Update on St. Mary and St. James Board Positions:</u> Ms. Schilling reported St. Mary and St. James Parish Council were contacted, awaiting responses.
Executive Director Report:	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> • <u>CARF Survey 2014 Findings:</u> • Mr. Gordon Landry addressed the Board and entertained the following motion: “The Board of the South Central Louisiana Human Services Authority offers its heartfelt congratulations to the Authority’s Executive Director and its entire staff for the superb rating it received from the Committee for Accreditation of Rehabilitation Facilities during its recent survey. The Board is especially proud of the fact that the CARF surveyors were very complimentary about our services and in particular about our staff and their dedication to their patients.” “This survey confirms the opinion long held by the SCLHSA Board that our staff delivers to their patient’s, services of the highest quality, dedication, professionalism and caring.” “The Board asks that the Executive Director share the Boards message with all staff members and at the appropriate time share with the news media in our various communities the results of the CARF survey and the Board motion.” Motion seconded by Mrs. Karen Lentini, motion carried. • Ms. Schilling thanked Mr. Landry and the Board members for the greatly appreciated recognition and Board motion for the recent results of the CARF Survey. Ms. Schilling acknowledged SCLHSA staff for all their hard work in preparation for the recent survey. • Ms. Schilling reviewed the draft of the CARF post report briefly stated by the surveyors. There were 505 Leadership Standards and 625 Clinical Standards, totaling 1130 standards. There were 18 items (8 Leadership and 10 Clinical) that had recommendations, a rating of 98.4%. Ms. Schilling stated the final report will be shared with the Board upon receipt.

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<ul style="list-style-type: none"> • <u>AMPAR</u>: Ms. Schilling reviewed the Annual Management and Program Analysis Report (AMPAR) that includes the implementation of primary care services submitted to DHH for 2013-2014. Mrs. Lynne Farlough motioned to accept the AMPAR submitted for 2013-2014, seconded by Mr. Ray Nicholas, motion carried. • <u>Electronic Health Record Selection Process</u>: Ms. Schilling gave a brief update of the status of the purchase of the Electronic Health Record. The selection is narrowed down to two and the target date for final selection is December 2014. • <u>IT Migration Progress</u>: Ms. Schilling stated the Migration process began Friday, November 7, 2014. SCLHSA's IT staff along with AT&T and UDI representatives completed the transition at TBHC. Next phase will begin Friday, November 14, 2014 at LBHC and DD. Last phase will include Admin/Legion, SMBHC then RPTC & RPAC • Ms. Schilling asked the Board to divert from the Agenda to acknowledge and recognize Mrs. Bernadette Fields, TBHC Manager, chosen as the first "SCLHSA Employee of the Month." Ms. Schilling stated Mrs. Fields received 15 nominations from her staff and she was presented with a plaque and gift certificate at TBHC on Friday, November 7, 2014. Ms. Fields gave brief remarks and thanked everyone for the greatly appreciated recognition. <p><u>Financial Report</u>: Janelle Folse</p> <ul style="list-style-type: none"> • <u>Monthly Budget Summary</u>: Ms. Folse reviewed the Budget Analysis for FY 15 including projected revenues/expenditures as of 10/31/2014. • <u>Webcheck Report</u>: Ms. Folse reviewed the FY 15 Magellan Webchecks Summary Spreadsheet reflecting collections and projection as of October 2014. • <u>Self-Generated Revenue Report</u>: Ms. Folse reviewed the FY 2014-2015 Self-Generated Revenue Report reflecting collections as of 10/21/2014. • Motion to approve the FY 15 October Budget Analysis as of 10/31/2014, the FY 15 Magellan Webchecks Summary Spreadsheet as of October 2014 and the FY 2014-2015 Self-Generated Revenue Report by Mr. Ray Nicholas, seconded by Mrs. Karen Lentini, motion carried. <p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> • <u>LaPAS</u>: Ms. Bonner reviewed the LaPAS Indicator Report for the 1st qtr. of FY14-15. • <u>Quarterly Indicators</u>: Ms. Bonner reviewed the Quarterly Performance Indicator Report for the 1st qtr. of FY14-15. <p><u>Developmental Disabilities</u>: Wesley Cagle</p> <ul style="list-style-type: none"> • <u>System Transformation</u>: Mr. Cagle gave a brief System Transformation update. • Mr. Cagle noted a surge in waiver linkages, recently 32 waivers were added, reflecting a total of 1133 waivers. • Mr. Cagle stated the DD Provider Meeting was held on November 5, 2014 at the North Terrebonne Branch Library. • Mr. Cagle stated DD performance standards were met and received multiple referral requests for DCF custody for OCDD placement services. • Mr. Cagle stated the next Stakeholders Advisory Meeting is scheduled for December 11, 2014. <p><u>Community Outreach Update</u>:</p> <ul style="list-style-type: none"> • Ms. Schilling stated SCLHSA is continuing to make a concerted effort in the community. SCLHSA is hosting a "Bullying Seminar" on Friday, November 14, 2014 at the Allied Health Building, Civic Center Blvd. in Houma. • SCLHSA is providing transportation for 25 children/adolescents to attend "MyFest" in Baton Rouge on Saturday, 11/15/14.
Old Business	None
New Business	<ul style="list-style-type: none"> • Executive Session (Executive Director Evaluation Process)-Melicia Lemoine: Mrs. Karen Lentini entertained a motion to move into Executive Session to discuss the Executive Director Evaluation Process, seconded by Mrs. Lynne Farlough, motion carried. • Mr. Ray Nicholas motioned to revert back into Regular Session, seconded by Mrs. Karen Lentini, motion carried.

Agenda Item	Action Recommended/Outcome
Views and Comments by the Public	None
Consideration of Other Matters	<ul style="list-style-type: none">• SCLHSA Christmas Party-December 6, 2014 at Moses Reception Hall in Thibodaux.• Chairperson Daigle stated the next Board meeting will be held on Thursday, December 4, 2014 6:00pm, at the SCLHSA Administration Office, 521 Legion Avenue, Houma.
Adjournment	Motion to adjourn by Mr. Herbert Barnes, seconded by Mr. Gordon Landry, motion carried. Meeting adjourned at 7:25pm.