

**South Central Louisiana Human Services Authority
Board Meeting Minutes
October 18, 2012**

Members Present: Ray Nicholas (Assumption), Marjorie "Lisa" Matherne (Lafourche), Viola Daigle (Lafourche), Karen Lentini (St. Charles), Sherry Champagne (St. Mary) and Trudy Franks (Terrebonne).

Members Absent: Ridgely Mitchell (St. James), Donna Cobb (Terrebonne) and Faith Farlough (St. John the Baptist).

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), George Cano (IT Director), Teresa Hardin (Clinical Director), and Dawn Auvil (DD).

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 Ms. Karen Lentini 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 August 16, 2012 meeting were reviewed. Ms. Karen Lentini motioned to approve the minutes, seconded by Ms. Lisa Matherne, motion carried and minutes were approved.
Board Issues	<u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms.
Executive Director Report:	<p><u>Agency Update</u> – Lisa Schilling</p> <ul style="list-style-type: none"> • <u>Hurricane Isaac:</u> Reviewed the After Action Review including the summary of procedures, staff comments, and the list of improvements. All offices were closed at 12 noon on Monday, August 27, 2012 and reopened at 8:00am on Friday, August 31, 2012. The mobile unit, staffed with SCLHSA employees, was deployed to St. John the Baptist Parish, which was the hardest hit parish. 5 SCLHSA employees were affected by the flooding in St. John Parish. Staff donated items to assist with their recovery. • Magellan continues to work on updates to CA. DHH met with Magellan's Corporate Staff and a new timeline of November 2012 was released for resolving issues with the systems billing component. • George Cano, IT Director, is working on the SCLHSA website which will include a new internal staff website. Hopefully at the next meeting he will present the updates to the Board. • United Way representative will be visiting all clinics and meeting with staff to solicit donations for this year's campaign. • On Tuesday, October 16, 2012, SCLHSA employees honored Breast Cancer Awareness by wearing pink. Information tables are set up in all lobbies until the end of the month. • November 15th is the "Great American Smoke Out." Pamphlets will be distributed and SCLHSA will offer programs to staff to assist them to stop smoking. All SCLHSA facilities are currently "smoke free." • Revenue is slowly trickling in. Continuing to work on coding issues, documentation and billing procedures. • <u>JLBC Meetings:</u> Ms. L. Schilling, Ms. Folse, and Ms. Bonner attended several budget committee meetings in Baton Rouge. The power point presentations of each authority/district were directed at state general funds for budget cuts. Will keep the board abreast of updates. • <u>Lay-Off Avoidance Measure:</u> Advised by JLBC not to give employee merit increases. An All Staff Video Conference was held on Friday, October 12, 2012 and staff was informed there would be no merit increases but they will be paid k-time reimbursement for hours they worked during LSOC.

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<p><u>Financial Report</u>– Janelle Folse</p> <ul style="list-style-type: none"> • Reviewed the September Budget Analysis for FY 13 including projected revenues/expenditures as of 9/30/2012. Motion to approve the September Budget Analysis by Ms. Trudy Franks, seconded by Lisa Matherne, motion carried. • Reviewed the FY 14 Budget Request Summary spreadsheet to be submitted by the October 30, 2012 deadline. Motion to approve the FY 14 Budget Request by Ms. Trudy Franks, seconded by Lisa Matherne, motion carried. <p><u>Quality Report</u>-Kristin Bonner</p> <ul style="list-style-type: none"> • Reviewed the new Performance Indicators for Board approval. Motion to approve the new Performance Indicators by Ms. Lisa Matherne, seconded by Ms. Trudy Franks, motion carried. • Reviewed the LaPas FY 12 Annual report reflecting a near 12% over target. Ms. Bonner noted staff had to hand count for numbers during the implementation of the EHR. <p><u>Annual Plans for Approval</u>-Lisa Schilling</p> <ul style="list-style-type: none"> • AMPAR-Reviewed the AMPAR report reflecting accomplishments achieved during the previous Fiscal Year to include CARF. Motion to approve the AMPAR report by Ms. Viola Daigle, seconded by Lisa Matherne, motion carried. • Operational Plan-Reviewed the Operational Plan for FY 14 noting activities changed to treatment (mental health) and assessment (addictive disorders). Ms. Schilling also reviewed the agency's new short term goals for FY 13/14 since the previous year's goals were met. Ms. Bonner reviewed the new indicators. Motion to approve the FY 14 Operational Plan by Ms. Lisa Matherne, seconded by Ms. Karen Lentini, motion carried. <p><u>DD Report</u>: Wes Cagle</p> <ul style="list-style-type: none"> • Following Hurricane Isaac, DD participated in emergency statistical updates. Contacted all waiver residents and kept updated as needed. • Two offices received water damage at the DD location-carpet was changed and made improvements as needed. • Busy time on the waiver side of operations, all NOW waivers were extended and annual certification is due. Staff continues to input data into the tracking system. OCDD made changes to who monitors Individual Family Support contracts and requested a review of every statement of denial and a current status update. Changes were also made to the Flexible Family Fund eligibility requirements. Staff recently completed the 2nd round of comprehensive monitoring. • The Job Fair in conjunction with LA Workforce and LA Rehab Services was held on October 16, 2012 in Houma. Well attended, approximately 200 participants. • Beginning the week of October 22, 2012, waiver entry personnel will be at RPTC taking applications. • To extend DD's outreach efforts, School Boards were contacted: working 2 agreements with St. Mary; meeting with Lafourche Parish on Friday, October 19, 2012 and Terrebonne Parish the week of October 22, 21012. <p><u>CCP Program</u>: Stephany Hillman</p> <ul style="list-style-type: none"> • OBH contacted SCLHSA to work DRC's. Staff was deployed in catchment area to assist with crisis counseling. • SCLHSA submitted an application for the FEMA/SAMHSA-CCP Grant and was awarded funding to assist residents in the 7 parish catchment area with crisis counseling. Interviewed and hired 26 employees; 2 -12 member teams-one team in the bayou area and the other team in the RP area. Team members attended training sessions and are out in the community performing a door to door outreach. Received positive feedback on the state level. SCLHSA is the only agency that has fully staffed teams out in the communities meeting with residents.
Old Business	None

Agenda Item	Action Recommended/Outcome
New Business	Ms. L. Schilling reported the ESAC Committee is planning the 2 nd Annual Christmas Party on December 15, 2012 and will be held at the American Legion Building on Legion Avenue. There will be an addition to this year's event: an employee recognition recognizing employees for their years of service (5, 10, 15, 20, 25, 30 yrs.).
Views and Comments by the Public	None
Consideration of Other Matters	Chairman Nicholas stated the next board meeting will be held on Thursday, November 8, 2012 at 6:00pm. Location TBA.
Adjournment	Motion to adjourn by Ms. Viola Daigle, seconded by Lisa Matherne, motion carried. Meeting adjourned at 7:40pm.