

**South Central Louisiana Human Services Authority**  
**Board Meeting Minutes**  
**October 9, 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:** Ridgely Mitchell (St. James).

**Guest in attendance:** Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (Fiscal Director), Melicia Lemoine (HR Director), Wesley Cagle (DD Director), Karen Schilling (Project Director) 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	Mr. Ray Nicholas led the prayer and Mrs. Karen Lentini led the Pledge of Allegiance.
Roll Call of Board Members	Secretary called the roll and indicated a quorum was present. Chairperson Daigle requested Mr. Mitchell be contacted regarding his absences.
Approval of Minutes	Minutes from the September 24, 2014 meeting were reviewed. Mr. Herbert Barnes motioned to approve the minutes of the September 4, 2014 Board Meeting, seconded by Mr. Ray Nicholas, 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>Update on St. Mary and St. James Board Positions:</u> Ms. Schilling reported St. Mary Parish Council was contacted with no response received to date. St. James Parish will be contacted to fill upcoming vacant Board position.</p> <p><u>Nominations and Selection of Vice-Chairman:</u> Chairperson Daigle opened nominations for the selection of Vice-Chairman. Mr. Herbert Barnes nominated Mrs. Lynne Farlough. Mrs. Farlough accepted the nomination. Mr. Ray Nicholas motioned to close nominations, seconded by Mr. Gordon Landry, motion carried. Chairperson Daigle moved on the selection of Mrs. Lynne Farlough as Vice-Chairman, all members in favor, Mrs. Lynne Farlough was elected Vice-Chairman by a unanimous vote.</p> <p><u>Board Governance Process Recap:</u> Ms. Lisa Schilling reviewed Phase I &amp; II of the Governance Process, the Board Meeting Procedures Guide, The 10 Principles that are the Foundation of the Policy Governance Model, Handling a Motion, and Robert's Rule(s) of Order.</p> <p><u>Board Governance Compliance Review:</u> Ms. Karen Schilling reviewed the Board Compliance Training consisting of the 5 strategies utilized by SCLHSA to remain in compliance: Enrollment, Payment, Compliance, Oversight, and Response.</p>
Executive Director Report:	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>MOU Update:</u> Ms. Schilling reported the draft of MOU with DHH was received and the final copy is expected to be signed by November 2014.</li> <li>• <u>Electronic Health Record Selection Process:</u> Ms. Schilling gave a brief update of the status of the purchase of an Electronic Health Record in order to qualify for the Meaningful Use component. Met with two vendors and planning to meet with a third. Goal is to purchase by December 2014.</li> <li>• <u>Operational Plan Process &amp; Budget Policy:</u> Ms. Schilling reviewed the highlighted changes to the Operational Plan Process. Ms. Schilling reviewed the highlighted changes to the Budget Policy.</li> <li>• <u>Corporate Compliance Policy:</u> Ms. Schilling reviewed the highlighted changes to the Corporate Compliance Policy.</li> <li>• <u>AMPAR Policy:</u> Ms. Schilling reviewed the highlighted changes to the AMPAR Policy.</li> </ul>

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<ul style="list-style-type: none"> <li>• <u>Credentialing and Clinical Responsibilities Policy</u>: Ms. Schilling reviewed the highlighted changes to the Credentialing and Clinical Responsibilities Policy.</li> <li>• Mrs. Karen Lentini entertained a motion to accept the revisions to the Operational Plan Process Policy, Budget Policy, Corporate Compliance Policy, AMPAR Policy and the Credentialing and Clinical Responsibilities Policy, seconded by Mr. Gordon Landry, motion carried.</li> </ul> <p><u>Financial Report</u>: Janelle Folse</p> <ul style="list-style-type: none"> <li>• <u>Monthly Budget Summary</u>: Ms. Folse reviewed the Budget Analysis for FY 15 including projected revenues/expenditures as of 9/30/2014.</li> <li>• <u>Webcheck Report</u>: Ms. Folse reviewed the FY 15 Magellan Webchecks Summary Spreadsheet reflecting collections and projection as of September 2014.</li> <li>• <u>Self-Generated Revenue Report</u>: Ms. Schilling stated the FY 2014-2015 Self-Generated Revenue Report will be tabled until the November Meeting because the information is not reported to Fiscal until the 10<sup>th</sup> of each month.</li> <li>• Motion to approve the FY 15 September Budget Analysis as of 9/30/2014 and the FY 15 Magellan Webchecks Summary Spreadsheet as of September 2014 by Mr. Ray Nicholas, seconded by Mrs. Lynne Farlough, motion carried.</li> </ul> <p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> <li>• <u>Survey Prep Guide</u>: Ms. Bonner reviewed the Survey Prep Guide distributed to staff for review in preparation for the CARF Survey. Ms. Schilling stated Dr. Hillman distributed a Clinical Prep Guide, Elizabeth Bostick distributed a Pharmacy Guide to staff and Misty Hebert created a glossary of terms for review in preparation for the CARF Survey.</li> <li>• <u>Site Visit Findings</u>: Ms. Bonner gave a brief update of the minor findings at previous site visits. Final site visits are scheduled this week and next week. Extremely proud of staff cooperation and hard work preparing for the CARF Survey. Very confident with staff at each location.</li> <li>• <u>Medical Records Update</u>: Ms. Bonner gave a brief update of the medical records policies and procedures and stated staff continue to close charts at clinic locations.</li> </ul> <p><u>Developmental Disabilities</u>: Wesley Cagle</p> <ul style="list-style-type: none"> <li>• <u>System Transformation</u>: Mr. Cagle gave a brief System Transformation update and reviewed the LA's Concept for Medicaid Managed Care for Individuals with Intellectual and Developmental Disabilities booklet.</li> <li>• Mr. Cagle gave a brief update on the waivers and stated currently 82% of the IFS budget is obligated.</li> <li>• DD Provider Meeting scheduled on November 5, 2014 at the North Terrebonne Branch Library.</li> <li>• DD Council Meeting scheduled next week to discuss Act 378 that allows the use of state general funds for Individual Family Support and Flexible Family Funds.</li> <li>• Lafourche Committee Disability Issues Awards Ceremony is scheduled for October 20, 2014.</li> </ul> <p><u>Human Resources Update</u>: Melicia Lemoine</p> <ul style="list-style-type: none"> <li>• <u>2015 OGB Annual Enrollment Update</u>: Ms. Schilling reviewed the 2015 OGB Annual Enrollment Important Information Sheet distributed to staff regarding the six new health plan options available for enrollment.</li> </ul>
Old Business	None
New Business	<ul style="list-style-type: none"> <li>• Executive Session (Executive Director Evaluation Process)-Melicia Lemoine: Mr. Herbert Barnes entertained a motion to move into Executive Session to discuss the Executive Director Evaluation Process, seconded by Mr. Gordon Landry, motion carried.</li> <li>• Mr. Gordon Landry motioned to revert back into Regular Session, seconded by Mr. Ray Nicholas, motion carried.</li> </ul>

<b>Agenda Item</b>	<b>Action Recommended/Outcome</b>
Views and Comments by the Public	None
Consideration of Other Matters	Chairperson Daigle stated the next Board meeting will be held on Thursday, November 13, 2014 6:00pm, at the SCLHSA Administration Office, 521 Legion Avenue, Houma.
Adjournment	Motion to adjourn by Mr. Ray Nicholas, seconded by Mrs. Lynne Farlough, motion carried. Meeting adjourned at 7:35pm.