

**THI/SCI TRUST FUND  
QUARTERLY ADVISORY BOARD MINUTES  
November 10, 2011**

**Attending Board Members:** William E. Moak, Carol Harbo, Anne Olivier, Andrew Kuyoro, Henry Bateman, Dr. Paul Harch, Representative Scott Simon and Ken Alexander. **Agency Staff:** Program Manager Alicia Smith and Administrative Specialist Valencia Roberts. **Public:** BIALA's Paul Genco and DHH's Christine Peck.

**Call To Order.** The meeting was called to order by William E. Moak.

**Minutes.** In the minutes from the last meeting, it reads that a signed copy of the monitoring report from William and Carol *can* be put with the minutes; however, *they should be attached to the minutes*. Carol Harbo made a motion to approve the minutes as submitted; seconded by Paul Harch, and approved.

**Program Updates**

**Resource Center Updates.** Paul Genco, a board member with the Brain Injury Association of LA (BIALA), was present for Executive Director LaVondra Dobbs. Paul mentioned that the Marketing Plan for the Resource Center lists primary and secondary target audiences, as well as goals and outlooks for the Center.

TARGET AUDIENCES: The Center currently distributes packets of information about the Resource Center and Brain/Spinal Cord Injury services to survivors and the families of the survivors in acute care/rehab facilities and supplies such packets to clinicians/social workers involved with patient progress. This packet is a "work in progress" with new material being designed for inclusion. The secondary targets include community leaders, congressmen/women, teachers, coaches, senators, parents, etc; anyone that has a special interest in this topic.

MAJOR GOALS: to expand BIALA membership and to increase advocacy efforts on spinal cord injuries. They sought out a new Board member with a spinal cord injury to help them be more instrumental in making decisions and to educate them about the injury. They also want to reach out to the VA in an attempt to get them more involved and to develop a support group for the community and veterans. A Psychologist from Fort Polk is interested in working with the BIALA. She attended their annual conference in March 2011 and presented on the topic of Post Traumatic Stress Syndrome. They are also working with several individuals and groups in order to accomplish.

Paul also announced the BIALA's search for a replacement for LaVondra who has resigned to take another job and that he will be interim director until her

replacement is made. Paul Genco will be the point of contact for BIALA until further notice.

William requested that the Director or a representative from BIALA attend the trust fund Board meetings to present updates and status information on the Resource Center. Carol requested that Paul research on how to get BIALA on the program for the annual Louisiana Rehabilitation Association (LRA) Conference and/or set up a vendor booth. Anne requested that they give us a report of the volume of calls & what type of calls they receive. Carol stated that it is in the requirement of their Contract with the Trust Fund that they report on that information. Carol stated that she feels that there are still some weaknesses that need to be worked on; however, they have met several of the requests that were made of them for the Resource Center.

**Financial Update.** We now have the budget for the full year of 2011 to look at. There were some requests to put the totals for each subject and that was completed and presented to the Board by Alicia. No money was taken out for Building and Parking. Instead, it was taken from Administrative Costs. **The corrected copy will be made available once it is obtained from Payments Management.** Ken Alexander requested that a **comparison be shown between the prior history of program staff salary and the present salary.** The \$19,472.51 under Miscellaneous was for BIALA. Ken suggested that BIALA be listed under a different item if possible. Andrew Kuyoro asked about the large amount for operating supplies in October. Alicia will research that again and find out **why there was such a large amount.** We continue to have our bi-weekly conference calls with the Case Managers. The requirements outlined in the contracts for them cause for more billing due to their being required to make personal visits to the clients. Ken made a motion to approve the 2012 budget as is; Carol seconded, all was in favor and the motion passed unanimously.

**Program Update.** There are 272 "active" individuals currently on the waiting list. We are receiving an average of eight applications per month. There are currently 526 consumers receiving services through the program. Twelve cases were newly opened in August of this year. Carol requested that at each meeting **we report a breakdown of the types of injuries of the applicants on the waiting list** – whether the applicant has a TBI, SCI or both. Henry Bateman, and the Board, asked that we **add an item inquiring the "Referral Source"** on the application.

The Board also requested that we **present to them the Consumer Satisfaction Survey to be sent out to the consumers.** This will allow for feedback from the consumers and give us even more information on how the program and staff v/s client communication are working for everyone. One of the items the survey needs to address is whether or not the case managers are thorough and explaining if requests will probably be approved or denied. The survey will be **emailed to the board members for review and upon approval it will be sent out sometime early 2012.**

**Software Application Update.** The \$80,000 start up cost for the new software application has been put into the budget. DHH has approved and signed off on it and it is in the contract stage. Hopefully, the software application can be signed and approved by the IT Department by the end of the year.

**Other.** An individual on the waiting list was requested to submit required medical information documenting their injury. After three certified requests were made, he was notified that his name was being removed from the list and was given appeal information. He appealed and Carol & Alicia set up a conference call but the individual never called in. Therefore, he was sent a final notice that his name was removed from the list.

**Public Comment.** Christine Peck mentioned her appreciation for being allowed to attend and observe.

**Adjourn.** There was a motion by Ken and a second by Representative Scott Simon to adjourn the meeting.

**The 2012 tentative schedule for the TH/SCI Advisory Board Meetings is: February 9, May 10, August 9 and November 8. The meetings begin at 10:00 a.m. and are held at PACE, 7436 Bishop Ott Dr., Baton Rouge, LA 70806.**

Respectfully submitted,  
Valencia Roberts, Admin. Prog. Spec.