



State of Louisiana

Department of Health and Hospitals
Health Education Authority of Louisiana

Health Education Authority of Louisiana Board of Trustees March 11, 2014 Regular Meeting Minutes

A meeting of the Health Education Authority of Louisiana (HEAL Board of Trustees) was held on Tuesday, March 11, 2014 at 2:00 pm. At the HEAL Office, 300 LaSalle St., Suite B, New Orleans, LA. M. Maitland Deland, M.D., Chairperson presided.

Members Present

Claudia Cavallino, D.D.S.
M. Maitland Deland, M.D.
Ronald J. French, M.D.
Dolleen Licciardi, M.D.
Eileen Mederos, R.N.
M. Celand Powell, III
Carroll Suggs
Kurt Weigle

Members Absent

Walter C. Flower, III
Juan Gershanik, M.D.
Jay Shames, M.D.
Vacancy
Vacancy

Guests

Mr. Rudy Gomez, SSA Consultants
Dr. Christel Slaughter, SSA Consultants
Mr. Howard Rodgers, Executive Director, N.O Council on Aging
Mr. Henry Kinney, Attorney at Law, Kinney, Ellinghausen, Richard & DeShazo,
HEAL Board Counsel
Mr. Christopher Mann, Attorney at Law, Jones Walker, HEAL Litigation Counsel
Ms. Kimberly Robinson, Attorney at Law, Jones Walker, HEAL Legislative Counsel

Staff

Jacob Johnson, Executive Director
Deborah Vandrell, Administrative Assistant

Call to Order

The meeting of the Health Education Authority of Louisiana (HEAL) Board of Trustees was called to order by Chairperson Deland.

Roll Call

Roll call was taken by Board members and a quorum was not declared. Mr. Johnson informed Chairperson Deland that a member was enroute – upon arrival of the member official business will be conducted.

Introduction of Guests

All guests were introduced and welcomed by the members of the Board.

Executive Director's Report

Mr. Johnson referred to Exhibit 2 and presented an overview of the Executive Director's report to the members of the HEAL Board.

Mr. Johnson informed the Board Members that HEAL and the Louisiana Public Facilities Authority (LPFA) will be hosting the National Association of Health Education Finance Facilities Authorities (NAHEFFA) 2014 Spring Conference in New Orleans, March 24 - 26 2014 to be held at the New Orleans Hilton Riverside Hotel.

It was also mentioned that a Bill has been pre-filed in the Legislature by Senator Buffington, the bill was filed at the last minute to start a conversation in the event any changes could be made to improved HEAL's Legislation.

Quorum Declared

Chairperson DeLand informed the members of the HEAL Board that a quorum has been established.

Review and Approval of Agenda

The Agenda of the Meeting of March 11, 2014 was approved by the members of the HEAL Board of Trustees.

Review and Approval of November 13, 2013 Meeting Minutes

The minutes of November 13, 2013 were presented to the Board, Ms. Suggs moved that the Minutes of November 13, 2013 be reviewed and approved, which was seconded by Mr. Powell. The motion passed unanimously.

HEAL – LLA Audit Update

An update was presented to the Board regarding the HEAL – LLA Audit which was deferred by the Board at the meeting of November 13, 2014 for further review.

After further discussion Mr. Weigle motioned that the Chair close the discussion, seconded by Dr. Licciardi.

Chairperson Deland presented to the Board a Resolution authorizing the following:

The HEAL Board of Trustees hereby authorizes the approval of an Interagency Agreement (IAT) between the Health Education Authority of Louisiana and the Louisiana Legislative Auditor not to exceed \$21,810.00 relative to an Audit of the Health Education Authority of Louisiana for the following:

- State Fiscal Year (SFY) – 2012
- State Fiscal Year (SFY) – 2013
- State Fiscal Year (SFY) – 2014
- State Fiscal Year (SFY) – 2015

It was duly moved by Mr. Weigle and seconded by Dr. French that the resolution be adopted. The motion passed unanimously. The aforementioned resolution will become a part of these minutes.

Review and Approval of HEAL Financial Statements – State Fiscal Year (SFY 2014) July 1, 2013 – December 31, 2013

Mr. Johnson presented HEAL Financial Statements for SFY 2014 to the Members of the Board of Trustees for approval.

Mr. Johnson explained that HEAL is billed quarterly by the Department of Health and Hospitals for expenditures and that HEAL in turn reimburses DHH from the HEAL Reserve Fund.

Mr. Weigle moved that the Financial Statements of SFY 2014 (July 1, 2013 – December 31, 2013) be approved, seconded by Dr. Deland. The motion passed unanimously.

By-Laws Committee

Chairperson Deland informed the Board that the Members of the By-Laws Committee discussed on February 12, 2014 the proposed By-Laws of the HEAL Board of Trustees and made recommendations and met on February 26, 2014 at that meeting Chairperson Deland moved that the Rules/By-Laws as written be approved, seconded by Dr. Shames. The motion passed unanimously.

Chairperson Deland asked Mr. Henry Kinney to explain to the Board how the Rules/By-Laws affect the Board. Ms. Kinney explained that the Rules/By-Laws are keeping within basic housekeeping issues.

Special Committees were addressed; Mr. Kinney noted that the Chair can name as many committees as needed.

Mr. Weigle motioned that the rules be approved with minor changes.

Chairperson Deland presented to the Board a Resolution authorizing the following:

The HEAL Board of Trustees hereby authorizes the approval of Rules of the Health Education Authority of Louisiana based upon the recommendation of the HEAL By-Laws Committee at a meeting held on Wednesday, February 26, 2014.

It was duly moved by Ms. Suggs and seconded by Ms. Mederos, that the resolution be adopted. The motion passed unanimously. The aforementioned resolution will become a part of these minutes.

Performance Evaluation Committee

Chairperson Deland addressed the Board regarding the Performance Evaluation Committee which was established at the Regular Meeting of the HEAL Board of Trustees held on December 13, 2013. The Performance Evaluation Committee met on March 11, 2014 to evaluate the Performance of Jacob Johnson, HEAL Executive Director and Deborah Vandrell, HEAL Staff member to determine an increase in compensation.

Mr. Weigle, Chairman, Performance Evaluation Committee presented to the Board the following recommendation that Mr. Johnson's compensation be increased to \$92,000.00 from \$85,500.00 annually.

Chairperson Deland presented to the Board a Resolution authorizing the following:

The HEAL Board of Trustees hereby authorizes the approval of the Executive Director's compensation/merit increase to increase to \$92,000.00 from \$85,500.00 annually effective January 1, 2014 based upon the completion of the Employee Performance Planning and Review (PPR) conducted March 11, 2014 by the Performance Evaluation Committee of the HEAL Board of Trustees.

It was duly moved by Mr. Weigle and seconded by Mr. Powell, that the resolution be adopted. The motion passed unanimously. The aforementioned resolution will become a part of these minutes.

Mr. Weigle, Chairman Performance Evaluation Committee presented to the Board the following recommendation that Ms. Vandrell's compensation be increased to \$47,600.00 from \$44,201.00 annually.

Chairperson Deland presented to the Board a Resolution authorizing the following:

The HEAL Board of Trustees hereby authorizes the approval of the HEAL Staff – Administrative Assistant 4 compensation/merit increase to increase to \$47,600.00 from \$44,201.00 annually effective January 1, 2014 based upon the recommendation of the Performance Evaluation Committee of the HEAL Board of Trustees conducted March 11, 2014.

It was duly moved by Mr. Weigle and seconded by Mr. Powell, that the resolution be adopted. The motion passed unanimously. The aforementioned resolution will become a part of these minutes.

Request for Proposal (RFP) for the former HEAL Day Care Center

Chairperson Deland addressed the Board regarding a Resolution which was adopted by the Board at the Regular Meeting of the HEAL Board of Trustees held on December 13, 2013. authorizing Kinney, Ellinghausen, Richard & DeShazo to issue a RFP to assist in the development, implementation and effective distribution of information of HEAL's former Child Care Center (currently idle space) located within the HEAL Parking Facility, 300 LaSalle St., Suite C, New Orleans LA to be placed back into commerce to possibly Lease/Rent to an outside Vendor.

Mr. Henry Kinney, HEAL Board Counsel presented to the Board a Lease Proposal to advertise the space and be in compliance of the Public Bid Law. Mr. Kenney explained that the Award will be based on rent differential; the bid will be awarded to the bidder offering the most amount of money in the form of rent to the Agency.

Mr. Kinney noted that what is needed by the Board is approval to advertise the space to put it out to bid.

After a brief discussion regarding qualifications of the proposed renters the following action was taken:

Mr. Weigle moved that the Former Day Care Center Facility be advertised to put out to bid to rent/lease, which was seconded by Dr. French. The motion passed unanimously.

Board Resolutions

Resolution Authorizing Contract/Agreement with SSA Consultants of Baton Rouge, LA for Strategic Assessment and Planning

Chairperson Deland presented to the Board a Resolution authorizing the following:

A resolution authorizing the Health Education Authority of Louisiana (“HEAL”) hereinafter sometimes referred to as (“State”) enter into a contract/agreement from one (1) year at \$19,500.00 to three (3) years at \$49,500.00 with SSA Consultants, 9331 Bluebonnet Boulevard, Baton Rouge, Louisiana for Strategic Assessment and Planning Services.

It was duly moved by Mr. Weigle and seconded by Mr. Powell, that the resolution be adopted. The motion passed unanimously. The aforementioned resolution will become a part of these minutes.

Resolution Authorizing Contract/Agreement with IHS Global, Inc., 15 Inverness Way East, Englewood, CO to conduct an Economic and Employment Impact Study of Projects Funded by HEAL

Mr. Johnson explained to the Board HEAL’s desire to enter into a contract with IHS Global, Inc. to conduct an Economic and Employment Impact Study of all projects funded by HEAL from 1968 – present.

Chairperson Deland presented to the Board a Resolution authorizing the following:

A resolution authorizing the Health Education Authority of Louisiana (“HEAL”) hereinafter sometimes referred to as (“State”) enter into a contract/agreement at \$6,000.00 with IHS Global, Inc., 15 Inverness Way East, Englewood CO 80112 to conduct a special study related to the Louisiana employment impact of spending for state and local infrastructure projects funded by HEAL from 1968 – date.

The report will also include an estimate and discussion of the overall impact of HEAL activities over the course of its 35 year history.

It was duly moved by Mr. Powell and seconded by Ms. Mederos that the resolution be adopted. The motion passed unanimously. The aforementioned resolution will become a part of these minutes.

Resolution Authorizing New Orleans Council on Aging as Participating Institution

Mr. Johnson asked for the Board's consideration to adopt a Resolution authorizing the New Orleans Council on Aging as a Participating Institution of HEAL.

Mr. Howard Rodgers, Executive Director of the New Orleans Council on Aging (Council addressed the Board and answered questions by Members of the Board regarding a Proposed Project of the Council.

A resolution determining the New Orleans Council on Aging to be a participating institution of the Health Education Authority of Louisiana; and providing for other matters in connection with the foregoing:

It was duly moved by Ms. Mederos and seconded by Dr. Deland that the resolution be adopted. The motion passed unanimously. The aforementioned resolution will become a part of these minutes.

SSA Consultants

Dr. Christel Slaughter of SSA Consultants presented to the Board a brief summary of Assessment Interviews and Strategic Planning conducted by SSA Consultants. SSA Consultants interviewed Board Members, the Executive Director, Nominating Entities, Participating Institutions and etc. of HEAL.

Dr. Slaughter discussed and shared information compiled during the interview process.

Establishment of Bond Issue and Finance Committees

The Bond Issue and Finance Committees establishment was deferred to the next regular meeting of the HEAL Board of Trustees.

HEAL Legislative Update

Ms. Kim Robinson, Attorney at Law, Jones Walker presented to the Board the current status of HEAL Proposed Legislation.

It was also agreed that a Proposed Legislative Committee be created, those members who volunteered to assist in this capacity are as follows:

M. Maitland Deland, M.D.
Dolleen Licciardi, M.D.
Eileen Mederos, R.N.
Ms. Carroll Suggs

The volunteer Proposed Legislative Committee will meet at a date to be determined.

HEAL Litigation Update

Mr. Christopher Mann, Attorney at Law, Jones Walker gave an update on the current status of the Litigation matter.

Adjournment

There being no further business, Mr. Powell moved that the meeting be adjourned at 4:55 p.m., seconded by Chairperson Deland. The motion passed unanimously.

Ronald J. French, M.D., Secretary

CERTIFICATION

I, the undersigned secretary of the Health Education Authority of Louisiana hereby certify that the above is a true, full, complete and correct copy of the minutes and resolutions adopted on motion duly made and seconded at a meeting of the members of the Board of Trustees of the Health Education Authority of Louisiana held on the 11th day of March, 2014, at which meeting a quorum of the members were present and acted throughout and that a copy of the foregoing is duly entered upon the minute book of the Health Education Authority of Louisiana, and is now in full force and effect, and has not been amended, changed, modified, rescinded or repealed in any way.

WITNESS MY SIGNATURE, this 24 day of October, 2014.



Ronald J. French, M.D., Secretary