

**South Central Louisiana Human Services Authority
Board Meeting Minutes
December 14, 2023**

Members Present: Bryan Zeringue (Lafourche), Ms. Becky Hohensee (Terrebonne), Ms. Lynne Farlough (St. John the Baptist), Ms. Barbra Fuselier (St. Charles), Ms. Nicole Bourgeois (Lafourche) , and Ms. Lea Hebert (St. Mary)

Members Absent: Travion Smith (Terrebonne), Ray Nicholas (Assumption), and Rachel Becnel (St. James)

Guest in attendance: Kristin Bonner (Executive Director), Misty Hebert (Deputy Director) Janelle Folse (Fiscal Director), Kensie Lasseigne (Developmental Disabilities Director), Stephanie Benton (Secretary), and Macy Comeaux (HR Director).

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Bryan Zeringue called the meeting to order at 6:06 p.m.
Opening Prayer & Pledge of Allegiance	Ms. Lynne Farlough led the prayer and Mr. Bryan Zeringue led Pledge of Allegiance.
Roll Call of Board Members	Secretary called the roll and indicated a quorum was present.
Approval of Minutes	Minutes from the September 20, 2023 meeting were reviewed. Ms. Lynne Farlough motioned to approve the minutes of the September 20, 2023 Board Meeting, seconded by Ms. Becky Hohensee, motion carried and minutes were approved.
Board Issues	<ul style="list-style-type: none"> • <u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms. • <u>Update on Board Positions for St Mary and Lafourche Parishes:</u> Chairman Zeringue introduced SCLHSA’s two (2) new Board Members. Ms. Nicole Bourgeois, who represents Lafourche Parish and Ms. Lea Hebert, who represents St. Mary Parish.
Executive Session	<ul style="list-style-type: none"> ○ Ms. Lynne Farlough motioned to go into Executive Session at 6:10pm, seconded by Ms. Nicole Bourgeois, motion carried. ○ Ms. Lynne Farlough motioned to return to Regular Session at 6:25pm, seconded by Ms. Becky Hohensee, motion carried.
Executive Director Report	<p><u>Agency Update:</u> Kristin Bonner</p> <ul style="list-style-type: none"> • <u>Site Updates:</u> Ms. Bonner reported we have signed the lease for Town Hall, which is the future site for TBHC and DD. We are working with an architect throughout the process. • <u>HSIC Meeting – Nov. 9th:</u> Ms. Bonner discussed she and Ms. Barbra Fuselier traveled to Baton Rouge for the November 9th HSIC Meeting. Ms. Fuselier represented the SCLHSA Board and prepared a Power Point presentation for the Meeting. Ms. Bonner reviewed the Power Point presented. Ms. Bonner stated Ms. Fuselier did a great job representing the Board. • <u>LLA Report - Draft Response:</u> Ms. Bonner reviewed the official response requested by the LLA Louisiana Legislative Auditor in regards to the reportable audit findings for the agency. The Corrective Action Plan includes an agency policy for the Employee Social Affairs Committee (ECAS) account, opening an additional bank account for the placement of grant and other self-generated funds from non-clinical sources and presenting financial reports from the ECAS account and a ledger for the new account to the Board during the Fiscal Report. • <u>Executive Limits:</u> <ul style="list-style-type: none"> a. Global Governance Commitment (pg. 7 BOG Manual) – the Global Governance Commitment was reviewed by the Board members.

	<ul style="list-style-type: none"> ○ Ms. Barbra Fuselier motioned to approve the Global Governance Commitment as written, seconded by Ms. Nicole Bourgeois, motion carried. b. Executive Director Succession Policy – the Executive Director Succession Policy for reviewed for additions/deletions. It was discussed that Ms. Misty Hebert and Ms. Janelle Folse would be first in line to fill in during an emergency situation and long term where the current Executive Director is unable to perform job duties. In the case of a permanent placement, the current process remains. The policy was further reviewed and changes to the policy were suggested by the Board. The Policy will be presented, with requested changes, at the next Board Meeting for voting purposes.
Fiscal Report	<ul style="list-style-type: none"> • <u>Board ED Linkage Review:</u> <ul style="list-style-type: none"> a. Global Linkage (pg. 14 BOG Manual) – The Global Linkage section was reviewed by Board Members. b. Unity of Control (pg. 14 BOG Manual) – The Unity of Control section was reviewed by Board Members. <ul style="list-style-type: none"> ○ Ms. Becky Hohensee motioned to approve the Board ED Linkage as written, seconded by Ms. Lynne Farlough, motioned carried. • <u>Budget Policy and Purchasing/Procurement Policy:</u> Ms. Bonner reviewed the Budget Policy and the Purchasing/Procurement Policy to include minor changes to the language of the Policies. <ul style="list-style-type: none"> ○ Ms. Lynne Farlough motion to approve the minor changes to the language of the Budget Policy and the minor changes to the language of the Purchasing/Procurement Policy, seconded by Ms. Becky Hohensee, motioned carried. <p><u>Fiscal Report:</u> Janelle Folse</p> <ul style="list-style-type: none"> • <u>Financial Reports (September/October):</u> Ms. Folse reviewed the FY 23-24 Budget Analysis for September as of 9/30/2023, and October as of 10/31/2023, including projected revenues/expenditures and the Legislative Appropriated Budget. Ms. Folse also reviewed the FY 23 -24 Revenue Reports for September as of 9/30/2023, and October as of 10/31/2023, reflecting collections including recoupments/write-offs/adjustments for September as of 9/30/2023, and October as of 10/31/2023. <ul style="list-style-type: none"> ○ Ms. Lea Hebert motioned to approve the FY 23-24 September and October Budget Analysis and Revenue Reports for September as of 9/30/2023, and October as of 10/31/2023, seconded by Ms. Becky Hohensee, motion carried • <u>DOA Submission of the Proposed Budget 2025:</u> Ms. Folse reviewed the DOA Submission of the Proposed Budget for FY25. • <u>Cash Management Review:</u> Ms. Folse reviewed the Cash Management Report, which is reported on a quarterly basis. The Report includes balances for all SCLHSA local accounts. The accounts include: The first account is our Operating Account – fees collected from private insurers and patients for services rendered. The second account is our Medicare and Medicaid funding - fees collected from Medicare and Medicaid for services rendered. The third account is our Imprest Account – fees collected from RFSR projected seeded this account so SCLHSA could generate checks for DD Crisis Requests, BH Consumer Care requests and third party insurance and patient refunds. All requests from this account are remitted to LDH to reimburse and record the expenses.
Operational Report	<p><u>Operational Report:</u> Misty Hebert</p> <ul style="list-style-type: none"> • <u>Operational Plan/LaGov:</u> Ms. Hebert reviewed the Operational Plan, which is now part of the LaGOV system. • <u>LaPas:</u> Ms. Hebert reviewed the 1st Quarter LaPas Report, which are outcomes measures we monitor and submit to the Legislation every quarter. Now we will be able to put in the LaGov system. Ms. Hebert reviewed the Administrative Activities, Behavioral Health Services, Integrated Primary Care, Developmental Disabilities and General Performance Indicators. • <u>Annual Performance Analysis:</u> Ms. Hebert reviewed the FY23 Annual Performance Analysis. The Analysis includes: Overview of Performance Improvement System, Areas Addressed by Performance Improvement, Support Data and Information, Performance Analysis: Business Functions, and Performance Analysis: Service Delivery Improvements.

Developmental Disabilities	<p><u>Developmental Disabilities:</u> Kensie Lasseigne</p> <ul style="list-style-type: none"> • <u>Act 421:</u> Ms. Lasseigne reviewed the FY23 4th Quarter Act 421 report. 82.05% Assessments completed within 30 days. 32 of 39 Assessments completed and 7 assessments carried forward into next month. • <u>Entry Unit Update:</u> Ms. Lasseigne gave an update of the Entry Unit. The FY'23 total number of entry appointments – 726, Percentage of Showed – 87% and Percentage of No Shows – 13%. For FY'24, staff are calling clients to give reminders of appointments. • <u>IFS - Funded vs. Unfunded:</u> Ms. Lasseigne reviewed the FY'23 4th Quarter IFS – Funded vs. Unfunded Report. The total of Unique Individuals: 414, Total Requests – 514, 89% Requests Funded – 458 and 11% Requests Unfunded – 56.
Views and Comments by the Public	NONE
Old Business:	NONE
New Business:	<ul style="list-style-type: none"> • <u>Open Meeting Policy</u> – Ms. Bonner reviewed the new state required Open Meeting Policy devised by SCLHSA attorney, Nancy Falgoust. A form must be filled out in order to attend SCLHSA Board Meetings. The form will be posted to the SCLHSA website. <ul style="list-style-type: none"> ○ Ms. Lea Hebert motioned to approve the Open Meeting Policy, seconded by Ms. Becky Hohensee, motion carried. • Bylaws Article III, Membership, 5.(c) • Executive Session – Executive Director Performance Evaluation; Monitoring Executive Director Performance (pg. 15 – 16 BOG Manual)
Consideration of Other Matters	<ul style="list-style-type: none"> • <u>Board Meeting Schedule:</u> After discussion with Board Members, Chairman Bryan Zeringue stated the next Board Meeting will be held on Thursday, January 11, 2023 @ 6:00pm at SCLHSA Administration Office. • <u>CARF Dates:</u> January 24 – 26, 2023.
Adjournment	Motion to adjourn by Ms. Nicole Bourgeois, seconded by Ms. Lynne Farlough, motion carried. Meeting adjourned at 7:53 pm.