

**South Central Louisiana Human Services Authority**  
**Board Meeting Minutes**  
**August 15, 2013**

**Members Present:** Ray Nicholas (Assumption ), Lisa Matherne (Lafourche), Viola Daigle (Lafourche), Karen Lentini (St. Charles), Ridgely Mitchell (St. James), Faith Farlough (St. John the Baptist) Gordon Landry (Terrebonne) and Donna Cobb (Terrebonne).

**Members Absent:** Sherry Champagne (St. Mary).

**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), Misty Hebert (Asst. Clinical Director), Eldred Smith (IT Director), Elizabeth Bostick (Pharmacy Director) and Kent St. Germain (SMAC).

| Agenda Item                           | Action Recommended/Outcome   |
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| Call to Order                         | Meeting called to order by Chairperson Viola Daigle at 6:20 p.m.   |
| Opening Prayer & Pledge of Allegiance | Mr. Ray Nicholas led the prayer and Mr. Gordon Landry 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 July 11, 2013 meeting were reviewed. Mr. Ray Nicholas, motioned to approve the minutes, seconded by Mrs. Lisa Matherne, 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>Recognition of Outgoing Board Member Mr. Ray Nicholas:</u> Chairperson Daigle presented Mr. Nicholas with a plaque acknowledging his 7 years of service as a SCLHSA Board Member and his 3 year tenure as Board Chairman. Ms. L. Schilling read a letter sincerely thanking Mr. Nicholas for his continued support of SCLHSA and for his years of service. Mr. Nicholas spoke briefly of the tenure as Board Chairman and Board Member. thanking everyone and asked for their continued support of SCLHSA.</p>  |
| Executive Director Report:            | <p><u>Agency Update</u> – Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>Facility Improvements:</u> <ul style="list-style-type: none"> <li>○ Parking lot at LTC-added 16 new parking spaces.</li> <li>○ A request was sent to the Sheriff's offices in Terrebonne and St. John for trustees to paint the Treatment Centers.</li> <li>○ Replace front doors at RPTC.</li> <li>○ Install security doors at LTC between lobby and hallway entrances.</li> <li>○ Set up modular building behind RPTC to merge RPAC.</li> <li>○ Set up modular building behind LTC to merge LAC.</li> </ul> </li> <li>• <u>SCLHSA Pamphlet Revision:</u> Reviewed the revisions to the SCLHSA brochure including the new programs. Ms. L. Schilling reported a Primary Care Practitioner was hired and currently meeting with psychiatrists in Treatment Centers. Primary Care Practitioner will dedicate time to medication management to free up psychiatrist for new evaluations.</li> <li>• <u>SAMHSA Site:</u> CCP Team members presented a power point presentation at the recent SAMHSA site visit. Each member was involved in the presentation. A proposal has been submitted to share funding for a year-round crisis team with MHSD.</li> <li>• <u>Independent Assessment RFP:</u> Magellan has decided to put the Independent Assessment Component for the LBHP out on an RFP. After audit reports from Mercer and the Legislative Auditor, Magellan was found to be deficient in their current process. The IA for 1915(i) would be bid statewide and contractor would need to meet guidelines outlined in the SMO Contract. SCLHSA will review eligibility requirements to determine if agency should bid for contract or find other services to make up the difference from the loss of assessment revenue.</li> <li>• <u>Legislative Auditor's Report:</u> Reviewed copy of draft report which stated SCLHSA had no reportable findings. SCLHSA, JPHSA, MHSD, and CAHSD also participated in an audit of the LBHP which will be made public at a later date. Will share complete report at next meeting.</li> </ul> |

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| Executive Director Report (cont'd) | <ul style="list-style-type: none"> <li>• Received a call from DHH Management Finance, FY 15 Budget Proposal is due in October instead of December. A 15% budget reduction scenario is due next week as well.</li> <li>• SCLHSA staff attended an All-Staff Meeting scheduled by Kathy Kliebert held on Monday, 8/12/13 at the Terrebonne Main Library. Over 25 SCLHSA staff were present.</li> </ul> <p><u>Financial Report</u> – Janelle Folse</p> <ul style="list-style-type: none"> <li>• <u>Monthly Budget Summary</u>: Reviewed the Budget Analysis for FY 13 including projected revenues/expenditures as of 7/31/2013 and the expenditure spreadsheet reflecting monthly totals. Motion to approve the July Budget Analysis by Mrs. Karen Lentini, seconded by Mrs. Lisa Matherne, motion carried.</li> <li>• <u>Magellan Webcheck Report</u>: Reviewed the FY 13 Magellan Webchecks Summary Spreadsheet as of 8/15/2013 reflecting collections and projections.</li> </ul> <p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> <li>• <u>LaPas</u>: Reviewed and discussed the FY13 4<sup>th</sup> qtr. LaPas report</li> <li>• <u>Quality Indicators</u>: Reviewed the Performance Indicator graphs for the FY13 4th qtr.</li> <li>• <u>Plan for Client Care and Scope of Services</u>: Reviewed the changes to the Plan for Client Care and Scope of Services. Motion to approve the Plan for Client Care and Scope of Services by Mrs. Lisa Matherne, seconded by Mr. Ray Nicholas, motion carried.</li> <li>• <u>Performance Improvement Plan</u>: Reviewed the changes to the Performance Improvement Plan. Motion to approve the Performance Improvement Plan by Mr. Ray Nicholas, seconded by Mrs. Karen Lentini, motion carried.</li> </ul> <p><u>DD Report</u>: Wes Cagle</p> <ul style="list-style-type: none"> <li>• Discussed Performance Indicators 9, and 21 from the Quarterly Performance Indicator report, and the actions put into place for improvement.</li> <li>• Discussed the %'s of home and community based waiver assessments completion rate, and that the New Opportunities Waiver causing the -15% deficiency. Efforts continue with OCDD to resolve the problem, have assigned staff caseloads in part to improve the percentage.</li> <li>• Discussed the -21% decrease in eligibility determinations that are determined valid due to the staff having the required information, but it was not filed at the time of the review. All staff will be included in the creation of the corrective action plan.</li> <li>• Reported 784 participants in the NOW(New Opportunities Waiver), 202 in Children's choice, 120 in supports waiver, and 1 in the ROW (Residential Options Waiver)</li> <li>• Reported increase in the number of Critical Incidents received, and the challenges with Support Coordination and Providers in the resolution and closure of cases.</li> <li>• Reported attending the quarterly DD Council Meeting, Resource Exchange Fair at NSU, and the TPCG Health Fair.</li> <li>• Reported DD is facing 2 NOW resource allocation appeals, and the DD Director received a subpoena for a Termination of Parental Rights Hearing by DCFS.</li> </ul> <p><u>Clinic Program Update</u>: Misty Hebert</p> <ul style="list-style-type: none"> <li>• <u>CA Developments</u>: Minor enhancements, reviewing provider list confirming all are listed correctly. There are discrepancies with billing and Magellan is working on the component. There are only a few changes to the progress notes.</li> <li>• <u>St. Mary Clinic Merger</u>: SMAC/SMTC merger moving smoothly. Data cables are in place. Target date 60 days from present. Managers and IT are doing an excellent job in moving staff through the process.</li> <li>• <u>IT Update</u>: Eldred Smith gave a brief IT update. Met with Universal Data, putting together ideas for Domain Migration Project. Received a proposal from OTM for data lines. Cleaning/recovering servers and work stations received from MHSD.</li> </ul> |

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| Old Business                     | <p data-bbox="586 201 1256 228"><u>Executive Session (ED Evaluation Document)</u>: Melicia Lemoine</p> <p data-bbox="586 233 1993 293">Motion by Mr. Ray Nicholas at 7:50pm to convene into Executive Session to discuss the ED Evaluation Document, seconded by Ms. Donna Cobb, motion carried.</p> <p data-bbox="586 298 1860 326">Motion by Mr. Ray Nicholas at 8:15pm to convene into Regular Session, seconded by Ms. Donna Cobb, motion carried.</p> |
| New Business                     | None   |
| Views and Comments by the Public | None   |
| Consideration of Other Matters   | Chairperson Daigle stated the next board meeting will be held on Tuesday, September 10, 2013 at 6:00pm, location TBA.  |
| Adjournment                      | Motion to adjourn by Mr. Ray Nicholas, seconded by Mrs. Faith Farlough, motion carried. Meeting adjourned at 8:20pm.   |