

## South Central Louisiana Human Services Authority

### Board Meeting Minutes

July 19, 2017

**Members Present:** Ray Nicholas(Assumption), Viola Daigle(Lafourche), Alvina Matherne(St. Charles), Alisa Dunklin(St. James), Lynne Farlough(St. John), Danny Smith(Terrebonne) and Cheryl Turner(Terrebonne).

**Members Absent:** Herbert Barnes(Lafourche) and Stan Robison(St. Mary).

**Guest in attendance:** Lisa Schilling(Executive Director), Kristin Bonner(Deputy Director), Wesley Cagle(DD Director), and Marian Palmisano(Secretary).

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Ray Nicholas called the meeting to order at 6:20p.m.
Opening Prayer & Pledge of Allegiance	Chairman Ray Nicholas led the prayer and Mrs. Lynne Farlough 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 May 10, 2017 meeting were reviewed. Mrs. Viola Daigle motioned to approve the minutes of the May 10, 2017 Board Meeting, seconded by Ms. Alisa Dunklin, 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>Annual Conflict of Interest Statement:</u> Chairman Nicholas reminded everyone to complete and sign the Conflict of Interest Statement and turn in at the end of the meeting.</p> <p><u>Board of Directors Self-Evaluation Results:</u> Ms. Schilling reviewed the results of the Board of Directors Self-Evaluation Form noting the overall rating was good and discussing the items that fell below the 90<sup>th</sup> percentile.</p> <p><u>SB 58 (Act 73) Changes to Board Composition-Ms. Schilling:</u> Ms. Schilling reviewed the Resume' Digest for Act 73 noting the changes that will affect the composition of the Board of Directors. Ms. Schilling stated she will send a letter to the Parish Council's notifying them of the changes. SCLHSA currently has two vacancies pending in Lafourche Parish that will be a part of the new selection process.</p>
Executive Director Report	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>HTV Series:</u> Ms. Schilling stated two one-hour pre-recorded segments have been aired on HTV's Bayou Time with Martin Folsie addressing addiction and substance abuse. SCLHSA personnel that took part in the 1st segment were Lisa Schilling, Kristin Bonner, Misty Hebert and Katie Gibbens. Personnel for the 2nd segment were Lisa Schilling, Misty Hebert, Dr. Eben McClenahan and Elizabeth Daigle. The next two segments will be live with call in questions from the public.</li> <li>• <u>Update on Regal Row Building:</u> Ms. Schilling gave a brief update on the Regal Row Building noting that a second Environmental Study was conducted and residue was found in the soil. The results of the survey were forwarded to DEQ. DEQ contacted the Seller for mitigation to resolve the issue. The new target date for the move is September if no further delays.</li> <li>• <u>Legislative Auditor Update:</u> Ms. Schilling reported that the Legislative Auditors are still in the process of reviewing documents and requested information is being forwarded.</li> <li>• <u>FY 18 Appropriated Budget:</u> Ms. Schilling reviewed the FY 18 Appropriated Budget Spreadsheet noting the adjustments to the existing operating budget. Ms. Schilling reviewed the Means of Financing Pie Chart for the FY 18 Budget and the Budget Break Down reflecting the monthly expenditures, the per patient cost annually and the cost per service.</li> <li>• <u>FY 18 Reduction Scenario:</u> Ms. Schilling reviewed the FY 18 Reduction Scenario Spreadsheet and the Reduction Impact Statements totaling a \$329,584 reduction noting these cuts are awaiting approval of the Governor. Ms. Schilling reviewed the FY 18 \$120M SGF Reduction Scenario noting SCLHSA's reduction would be \$326,204 plus 10% of Gambling (\$6,760) and Tobacco (\$28,562) funding totaling a \$691,110 reduction for the two scenarios.</li> </ul>

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<p><u>Financial Report</u>: Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>Monthly Budget Summary (May &amp; June)</u>: Ms. Schilling reviewed the FY 16-17 Budget Analysis for May as of 5/31/2017 &amp; June as of 6/30/2017 including projected revenues/expenditures and the Legislative Appropriated Budget. She also noted that not all invoices have been received and Fiscal Staff are still working on FY 17 closeout for accurate picture of expenditures/revenue.</li> <li>• <u>Revenue Report (May &amp; June)</u>: Ms. Schilling reviewed the FY 16-17 Revenue Report for May as of 5/31/2017 &amp; June as of 6/30/2017 reflecting collections including recoupments as of 5/31/2017 &amp; transaction fee for 6/30/2017. <ul style="list-style-type: none"> <li>○ Mrs. Lynne Farlough motioned to approve the FY 16-17 May &amp; June Budget Analysis and the Revenue Report for May as of 5/31/2017 and June as of 6/30/2017, seconded by Mr. Danny Smith, motion carried.</li> </ul> </li> </ul> <p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> <li>• <u>Agency Statistics</u>: Ms. Bonner reviewed the 3rd Qtr. Agency Statistics for Behavioral Health and Developmental Disabilities.</li> <li>• <u>Client Satisfaction Survey Results</u>: Ms. Bonner reviewed the 3rd Quarter Client Satisfaction Survey Results for the Behavioral Health Centers and Developmental Disabilities Services.</li> <li>• <u>LaPAS</u>: Ms. Bonner reviewed the FY 17 3rd Qtr. LaPAS Report.</li> <li>• <u>Performance Indicators</u>: Ms. Bonner reviewed the 3rd Quarter Performance Indicator Report.</li> </ul> <p><u>Developmental Disabilities</u>: Wesley Cagle</p> <ul style="list-style-type: none"> <li>• <u>Program Statistics</u>: Mr. Cagle gave a brief update of the current DD Waiver statistics totaling 1140 waivers (798 NOW, 223 SW, 116 CC and 3 ROW). There are 318 support services funded and 118 families receiving Flexible Family Funds.</li> <li>• <u>RFSR Update</u>: Mr. Cagle gave a brief update of the RFSR noting the program is coming to an end and there are a few invoices remaining to be mailed. Staff completed a total of 714 screenings and are at 62% of quota which is the highest average of all the LGE's.</li> <li>• Mr. Cagle gave an update of the Managed Care Plan noting 546 NOW Waivers are awaiting approval.</li> <li>• Mr. Cagle stated the Provider Meeting was well attended and the new OCDD Liaison will be Tanya Murphy.</li> </ul> <p><u>Policy Review</u>: Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>Audit Requirements</u>: Ms. Schilling reviewed the highlighted changes to the Audit Requirements Policy.</li> <li>• <u>Budget</u>: Ms. Schilling reviewed the highlighted changes to the Budget Policy.</li> <li>• <u>Contract Regulations</u>: Ms. Schilling reviewed the highlighted changes to the Contract Regulations Policy.</li> <li>• <u>Fiscal Services</u>: Ms. Schilling reviewed the highlighted changes to the Fiscal Services Policy.</li> <li>• <u>Property Control</u>: Ms. Schilling reviewed the highlighted changes to the Property Control Policy.</li> <li>• <u>Purchasing/Procurement</u>: Ms. Schilling reviewed the highlighted changes to the Purchasing/Procurement Policy. <ul style="list-style-type: none"> <li>○ Mrs. Viola Daigle motioned to approve the changes to the Audit Requirements Policy, Budget Policy, Contract Regulations Policy, Fiscal Services Policy, Property Control Policy, and the Purchasing/Procurement Policy, seconded by Mrs. Lynne Farlough, motion carried.</li> </ul> </li> </ul>
Old Business	None
New Business	Board Discussion concerning attendance of Stan Robison, St. Mary Parish Board Member. Reviewed that he missed two consecutive in April and May and four in a year with February, April, May and July. Board agreed to send Mr. Robison a letter of removal and ask St. Mary Parish to search for a new Board Member to fill his place.
Views and Comments by the Public	Ms. Dunklin stated she wanted to send a special thanks to all SCLHSA Staff noting all they do is appreciated. She also stated that Misty Hebert and Katie Gibbens did a wonderful job with the two presentations in St. James Parish.

<b>Agenda Item</b>	<b>Action Recommended/Outcome</b>
Consideration of Other Matters	<ul style="list-style-type: none"><li>• SCLHSA Events Calendar-Ms. Schilling reviewed the July 2017 Calendar.</li><li>• Chairman Nicholas stated the next Board Meeting will be held on Thursday, August 10, 2017, @ 6:00pm, SCLHSA DD Office.</li></ul>
Adjournment	Motion to adjourn by Mr. Danny Smith, seconded by Mrs. Viola Daigle, motion carried. Meeting adjourned at 7:45pm.