

**South Central Louisiana Human Services Authority  
Board Meeting Minutes  
September 4, 2014**

**Members Present:** Ray Nicholas (Assumption), Viola Daigle (Lafourche), Herbert Barnes (Lafourche), Karen Lentini (St. Charles), Lynne Farlough (St. John), Danny Smith (Terrebonne) and Gordon Landry (Terrebonne).

**Members Absent:** Ridgely Mitchell (St. James).

**Guest in attendance:** Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (Fiscal Director), Marian Palmisano (Secretary), Wes Cagle (DD Director), and Misty Hebert (Asst. Clinical Director).

Agenda Item	Action Recommended/Outcome
Call to Order	Chairperson Daigle called the meeting to order at 6:15 p.m.
Opening Prayer & Pledge of Allegiance	Mrs. Karen Lentini 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 August 7, 2014 meeting were reviewed. Mr. Herbert Barnes motioned to approve the minutes of the August 7, 2014 Board Meeting, seconded by Mrs. Karen Lentini, 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> Ms. L. Schilling distributed the Annual Conflict of Interest Statement to Board members that were not present at the August 7, 2014 meeting, for signatures.</p>
Executive Director Report:	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>DHH MOU Update:</u> Ms. Schilling gave a brief update of the DHH MOU and stated that an extensive review of the MOU/AIP was completed at the last HSIC meeting.</li> <li>• <u>Louisiana Behavioral Health Partnership RFP:</u> Ms. Schilling gave a brief update of the Louisiana Behavioral Health Partnership RFP noting that submissions will be accepted in the next couple of week followed by the selection process. Ms. Schilling stated there are new standards pertaining to the performance indicators.</li> <li>• <u>Act 442 Law:</u> Ms. Schilling reported that Act 442 was passed through the recent Legislative Session and affects the provisions of telemedicine within outpatient sites. SCLHSA contracts with Tulane physicians are affected by Act 442. Meeting with providers and working through issues.</li> <li>• <u>Staff Performance Adjustments:</u> Ms. Schilling reviewed the Staff Performance Adjustments report reflecting a 4% merit increase for eligible SCLHSA employees. Mrs. Lynne Farlough entertained a motion to accept the Staff Performance Adjustments report and award a 4% merit increase for eligible SCLHSA employees, seconded by Mr. Ray Nicholas, motion carried.</li> <li>• <u>CARF Survey Dates:</u> Ms. L. Schilling reported the dates scheduled for the CARF Survey are October 27-29, 2014. Ms. Schilling reviewed the draft schedule and noted Administrative Surveyor will be meeting with the SCLHSA Board Chairman; Ms. Courtney Phillips, DHH Deputy Secretary; visiting clinics; meeting with staff and clients; and reviewing policies and procedures.</li> </ul> <p><u>Financial Report – Janelle Folse</u></p> <ul style="list-style-type: none"> <li>• <u>Monthly Budget Summary:</u> Ms. Folse reviewed the Budget Analysis for FY 15 including projected revenues/expenditures as of 8/31/2014 and the expenditure spreadsheet reflecting monthly totals.</li> <li>• <u>Magellan Webcheck Report:</u> Ms. Folse reviewed the FY 15 Magellan Webchecks Summary Spreadsheet reflecting collections and projections as of August 2014.</li> </ul>

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<ul style="list-style-type: none"> <li>• <u>FY 2014-2015 Self-Generated Revenue</u>: Ms. Folsie reviewed the FY 2014-2015 Self-Generated Revenue reflecting collections as of 7/30/2014 including Projected Collections for FY 2015.</li> <li>• Motion to approve the FY 15 August Budget Analysis as of 8/31/2014, the FY 15 Magellan Webchecks Summary Spreadsheet as of August 2014 and the FY 2014-2015 Self-Generated Revenue Report by Mr. Ray Nicholas, seconded by Mr. Gordon Landry, motion carried.</li> </ul> <p><u>Operational Review</u>: Misty Hebert</p> <ul style="list-style-type: none"> <li>• <u>Quarterly Indicator Report</u>: Ms. Hebert reviewed the Quality Indicator Report for FY 14 4qtr.</li> <li>• <u>Client Satisfaction Surveys</u>: Ms. Bonner reviewed the Client Satisfaction/Survey Results for FY 14 4<sup>th</sup> qtr.</li> </ul> <p><u>DD</u>: Wes Cagle</p> <ul style="list-style-type: none"> <li>• Mr. Cagle gave a brief update of the Waiver Programs as follows: NOW, 795; CC, 103; SW, 193; ROW, 1; totaling 1092.</li> <li>• Mr. Cagle discussed the new OCDD NSB (Non-consensual sexual behavior) Initiative. The SCLHSA local office team is comprised of Mr. Cagle, Carlos Amos, Dawn Auvil, and Dr. Martha Hamilton. Individuals have been identified through Critical Incident Reports, SIS La-Plus Assessments, Critical Review Team, Support Coordinators, etc. and are prioritized based on level of risk to self/others/public. The first round of meetings were held to discuss supports in place, needed supports and actions to be taken to better serve our consumers and to limit liability by all involved.</li> <li>• Mr. Cagle discussed the development of a Human Rights Committee. Partly as a result of the NSB initiative and because of concerns the waiver staff note in behavior plans submitted with CPOC's for approval, the need for this committee is apparent. OCDD has delegated more of their critical review role to the LGE's and this Committee will help insure the consumer's rights are not restricted/violated. A proposed policy and procedure will be submitted for approval.</li> <li>• Mr. Cagle discussed a positive outcome situation where a high need, medically fragile consumer needs were met through collaboration with OCDD, Lafourche ARC and SCLHSA DD. As a result of the collaboration this consumer avoided out of home placement and probable institutionalization.</li> </ul> <p><u>Policy Review</u>: Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>Plan for Client Care and Services</u>: Ms. Schilling reviewed the highlighted changes to the Plan for Client Care and Services.</li> <li>• <u>COOP Plan</u>: Ms. Schilling reviewed the highlighted changes to the COOP Plan.</li> <li>• <u>Cultural Competency Plan</u>: Ms. Schilling reviewed the highlighted changes to the Cultural Competency Plan.</li> <li>• <u>Accessibility Plan</u>: Ms. Schilling reviewed the changes to the Accessibility Plan.</li> <li>• <u>Management of Information Plan</u>: Ms. Schilling reviewed the highlighted changes to the Management of Information Plan.</li> <li>• <u>Legal Services Policy</u>: Ms. Schilling reviewed the highlighted changes to the Legal Services Policy.</li> </ul> <p>Mr. Ray Nicholas entertained a motion to accept the Plan for Client Care and Services, COOP Plan, Cultural Competency Plan, Accessibility Plan, Management of Information Plan, and the Legal Services Policy, seconded by Mrs. Lynne Farlough, motion carried.</p>
Old Business	None
New Business	None
Views and Comments by the Public	None
Consideration of Other Matters	Chairperson Daigle stated the next meeting will be held on Wednesday, September 24, 2014, 6:00pm, SCLHSA Administration Office, 521 Legion Avenue, Houma.
Adjournment	Motion to adjourn by Mr. Ray Nicholas, seconded by Mrs. Karen Lentini, motion carried. Meeting adjourned at 7:35pm.

