

South Central Louisiana Human Services Authority
Board Meeting Minutes
August 8, 2024

Members Present: Bryan Zeringue (Lafourche), Barbra Fuselier (St. Charles), Rachel Becnel (St. James), Ms. Nicole Bourgeois (Lafourche), and Ms. Lynne Farlough (St. John the Baptist).

Members Absent: Ray Nicholas (Assumption)

Guest in attendance: Kristin Bonner (Executive Director), Misty Hebert (Deputy Director) Janelle Folse (Fiscal 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 6:07 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 March 14, 2024 meeting were reviewed. Ms. Lynne Farlough motioned to approve the minutes of the March 14, 2024 Board Meeting, seconded by Ms. Barbra Fuselier, motion carried and minutes were approved.
Board Issues	• <u>Board Member Travel Reimbursement</u>: Board Members were reminded to submit travel reimbursement forms. • <u>Board Self Evaluation</u>: Ms. Bonner reported Board Self-Evaluations are due. Please return completed evaluations to Stephanie. • <u>Board Conflict of Interest</u>: Mr. Zeringue reported Board Conflict of Interest Statements are due. Please review, sign and return by the end of the meeting. • <u>Board Vacancies</u>: Ms. Bonner discussed current board vacancies. Ms. Becky Hohensee's current term ends August, 2024. She has resigned and will not renew her position for another term. Ms. Bonner also reviewed letters sent on behalf of Mr. Zeringue to Ms. Oletta Hebert in which we informed her of the decision to remove her from the board due to excessive absences and letters to both Terrebonne and St. Mary Parishes to begin advertising for the vacant board positions – two (2) in Terrebonne Parish and one (1) in St. Mary Parish.
Executive Director Report	<u>Agency Update</u>: Kristin Bonner • <u>Employee Grievances/Lawsuits/EEOC</u>: Ms. Bonner reviewed the Employee Grievances, Lawsuits and EEOC report for FY24. There were no EEOC complaints or grievances filed. • <u>Vacancies/Turnover Rate</u>: Ms. Bonner reviewed the Vacancies/Turnover Rate for FY24. We had a turnover rate of 15.6% - 28 employees separated. We currently have ten (10) vacancies. • <u>Louisiana Property Assistance Agency Report, Certification Letter</u>: Ms. Bonner reviewed Louisiana Property Assistance Agency Report and Certification Letter. We received our certification for the year. Ms. Bonner reviewed the Property Inventory Report for items not located. LBHC – all items were found except for one hotspot. IT Dept. – one laptop was un-located; and one laptop and hurricane hotspot remained un-located from previous year. TBHC – a laptop in which an employee lost, an incident report was filed. • <u>Town Hall Project Update</u>: Ms. Bonner reported the Town Hall Project is going well. We awarded the bid to Thompson Construction. Our sign is up at the building. Construction has begun on the building. We have picked out paint colors. Ms. Bonner also reviewed the floor plan. Construction/remodel should be completed by December 2024.

Fiscal Report	• <u>FY25 Budget Amendment</u>: Ms. Bonner reported on the FY25 Budget Amendment for the six (6) position cuts imposed on our agency by St. Mary Parish Government. Ms. Bonner reviewed a letter sent to the Bayou Delegation to support the amendment to the budget in regards to requesting five classified positions be added to our FTE with funds to support them. The amendment was not approved and we have adjusted our vacancies to place the SMPG individuals who lost their jobs. • <u>ENDS Statement</u>: Ms. Bonner reviewed the changes/additions to the 2024-2025 Agency Initiatives Prioritized by the Executive Director and the South Central Louisiana Board of Directors. ○ Ms. Barbra Fuselier motioned to approve the changes/additions to the FY25 ENDS Statement, seconded by Ms. Lynne Farlough, motion carried. • <u>Annual Board/HSIC Meeting October</u>: Ms. Bonner reported the Annual Board/HSIC Meeting will be scheduled in either October or November 2024 in Baton Rouge. <u>Fiscal Report</u>: Janelle Folse • <u>Monthly Budget Summary (Jan/Feb/March/April)</u>: Ms. Folse reviewed the FY 23-24 Budget Analysis for January as of 1/31/2024, February as of 2/29/2024, March as of 3/31/2024 and April as of 4/30/2024 including projected revenues/expenditures and the Legislative Appropriated Budget. ○ Ms. Barbra Fuselier motioned to approve the FY 23-24 January, February, March and April Budget Analysis and Revenue Reports for January as of 1/31/24, February as of 2/29/2024, March as of 3/31/2024 and April as of 4/30/2024 seconded by Ms. Nicole Bourgeois, motion carried. • <u>Revenue Report (Jan/Feb/March/April)</u>: Ms. Folse reviewed the FY 23-24 January, February, March and April Revenue Reports, reflecting collections including recoupments/write-offs/adjustments for January as of 1/31/2024, February as of 2/29/2024, March as of 3/31/2024 and April as of 4/30/2024. ○ Ms. Barbra Fuselier motioned to approve the FY 23-24 January, February, March and April Budget Analysis and Revenue Reports for January as of 1/31/24, February as of 2/29/2024, March as of 3/31/2024, and April as of 4/30/2024 seconded by Ms. Nicole Bourgeois, motion carried. • <u>Financial Closure of FY24</u>: Ms. Folse reviewed the FY23 – 24 Appropriation and Expenditures by MOF. We were appropriated at 16,723,641, including budget adjustments, and we had expenditures in our SGF of 16,723,641. Our SGF was used 100%. Our Fees & Self-Generated Revenue was appropriated at 3,000,000, we used 2,097,097. Ms. Folse also reviewed the Interagency Transfers breakdown of the monies we started the year off with and in expenditures column, how the money was used. Out of our 27,667,374, we spent 25,760,754. • <u>Escrow Report</u>: Ms. Folse reviewed the Escrow Report for the SCLHSA Social Affairs Committee Account, SCLHSA Designated Funds and LDH on behalf of SCLHSA.
Operational Report	<u>Operational Report</u>: Misty Hebert • <u>LaPAS 3rd Quarter</u>: Ms. Hebert reviewed the FY24 3rd Quarter LaPAS report. Ms. Hebert discussed the indicators below target to include referrals by outpatient clinics, clients (youth) with improved depression symptoms within 6 months of initialing treatment, number of patients seen by Primary Care Team and the number of people employed in community based employment. • <u>SAMHSA Crisis Policy Academy</u>: Ms. Hebert reported on the SAMHSA Crisis Policy Academy in which she was invited to attend for Lafourche Parish along with Ms. Nicole Bourgeois, a couple of people from the Lafourche Parish Sheriff's Office and Acadian Ambulance. The purpose of the Program was to work to try and figure out how to map out a plan to develop an entire crisis system in Lafourche parish. This is a work in progress. They continue to meet monthly.

Developmental Disabilities	• <u>AOT Grant</u>: Ms. Hebert discussed the AOT (Assisted Outpatient Treatment) Grant, which is the practice of providing community-based mental health treatment under civil court commitment. We wrote the SAMHSA Grant with Judge Dagate of Terrebonne Parish. We have passed the peer review part and now we are waiting for a committee to finalize. They have requested additional information we have prepared and sent in. We have no news to date. • <u>Satisfaction Results</u>: Ms. Hebert will review the FY24 3rd Quarter Satisfaction Results at the next Board Meeting. <u>Developmental Disabilities Report</u>: Kensie Lasseigne • <u>Act 421</u>: Ms. Lasseigne reported they recently attended an OCDD/LGE Meeting on the Act 421 Program. Each LGE discussed how they handle their Act 421 Program. Our program does well due to the fact we have a designated physician for the program. Ms. Lasseigne reviewed the 3rd Quarter numbers for Act 421. There were changes to the 30 day timeline – the timeline will begin once we have the documentation needed to complete the process. • <u>Developmental Disability Program Updates</u>: Ms. Lasseigne gave an update on Developmental Disability Programs. The Entry Program is doing well with the changes made over the year. They have been scheduling appointments and having “documentation days” for staff. The Waiver Program is growing, they have plenty of linkages. They continue to have issues with support coordination in completing processes in a timely manner. This was discussed at our recent OCDD quarterly meeting and OCDD is working with us to find a solution. Ms. Lasseigne also gave an update on the IFS department. There were changes in FY24 and they should begin seeing the impact of those changes throughout FY25 as far as more consistency in how they are staffing the cases for priority and connecting the Waiver unit with the IFS department in making better decision on how money is spent. Ms. Lasseigne also reported they have new processes in place for budget amendments throughout the year.
Views and Comments by the Public	Mr. Tim Butler was in attendance. Mr. Butler had no comments.
Old Business:	Article VII Amendment to By-Laws. The Board has discussed the By-Laws will be amended to allow for additional terms for a present Board Member serving when a replacement is not available. The Article was revised as per discussion during the March Board Meeting. ○ Ms. Rachel Becnel motioned to approve the changes to the Article VII Amendment to By-Laws, seconded by Ms. Lynne Farlough, motion carried.
New Business:	• <u>Executive Session</u>: Executive Director Performance Evaluation Process – Macy Comeaux ○ Ms. Barbra Fuslier motioned to go into Executive Session at 7:11 pm, seconded by Ms. Nicole Bourgeois, motion carried. ○ Ms. Rachel Becnel motioned to return to Regular Session at 7:20 pm, seconded by Ms. Nicole Bourgeois, motion carried. • Board Agenda Planning (pg. 9)
Consideration of Other Matters	• <u>Board Meeting Schedule</u>: The next Board Meeting will be held on Thursday, September 12, 2024 @ 6:00pm at SCLHSA Administration Office.
Adjournment	Motion to adjourn by Ms. Nicole Bourgeois, seconded by Ms. Rachel Becnel, motion carried. Meeting adjourned at 7:17 pm.