

**South Central Louisiana Human Services Authority
Board Meeting Minutes
March 14, 2024**

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

Members Absent: Mr. Travion Smith (Terrebonne), Ms. Becky Hohensee (Terrebonne), and Ms. Lea Hebert (St. Mary)

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 6:03 p.m.
Opening Prayer & Pledge of Allegiance	Ms. Barbra Fuselier 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 January 11, 2024 meeting were reviewed. Ms. Nicole Bourgeois motioned to approve the minutes of the January 11, 2024 Board Meeting, seconded by Ms. Rachel Becnel, 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>Ethics Financial Disclosures due May 15th</u>: Mr. Zeringue reminded all Board Members that the Louisiana Board of Ethics Financial Disclosures are due May 15th. Please review the handout for filing instructions. • <u>Amendment to By Laws Term Article VII</u>: Mr. Zeringue discussed Article VII Amendment to By-Laws. There will be no amendment to the
Executive Director Report	<u>Agency Update</u>: Kristin Bonner • <u>Site/Staffing Updates</u>: Ms. Bonner reported there have been changes to SCLHSA staff members employed by St. Mary Parish Government. We currently have six (6) positions employed by St. Mary Parish. Due to budget constraints, they had to let go of five (5) of the positions. Ms. Bonner and Ms. Folse met with LDH regarding the positions. We received approval for job appointments without the funding. We are currently in the process of retaining five (5) of the positions. We will have more information in July. Ms. Bonner reported the engineer has completed the plans for the Town Hall remodel. The contractor bids will begin tomorrow. Ms. Bonner also reported we have hired a new clinic manager at RPBHC. Ms. Bonner discussed two (2) grants we are working on - we applied for a grant with Bayou Community Services to assist with transportation and creating a SAMSA grant for AOT. We are trying to solicit judges in Terrebonne and Lafourche parishes. • <u>CARF Accreditation</u>: Ms. Bonner reviewed the CARF Accreditation Report. The process did go well and they discussed one of our greatest strengths is our agency's focus on staff and how well we work together. Ms. Bonner also reviewed the findings, which we have to submit a corrective action plan by June 2024. • <u>Accomplishments</u>: Ms. Bonner reviewed SCLHSA's FY2023 Accomplishments. The Accomplishments included Marketing, Information Technology, Developmental Disabilities, Fiscal, Maintenance, Clinical, Human Resources and Billing. • <u>EPIC NOLA Contract</u>: Ms. Bonner reviewed the EPIC NOLA Contract, which is with Tulane physicians to provide Coordinated Specialty Care (CSC), evidence-based, recovery-oriented and person-centered modes of First Episode Psychosis (FEP) care to clients within

Fiscal Report	SCLHSA catchment area. They will provide the hub and spoke model in partnership with us. The maximum contract amount is \$102,608.00 effective March 1, 2024 – June 30, 2024. ○ Ms. Nicole Bergeron motioned to approve the EPIC NOLA Contract as written, seconded by Ms. Rachel Becnel, motion carried and approved. • <u>Bill Flash Monthly Service</u>: Ms. Bonner discussed Bill Flash monthly service and reviewed a cost analysis. The service will be used to send out billing statements on a monthly basis. Internally, we can only send statements quarterly. Ms. Hebert reviewed our initial cost and annual cost. Bill Flash is a month-to-month agreement, no long term contracts, and we can cancel at any time. ○ Ms. Rachel Becnel motioned to approve moving forward with Bill Flash to send billing statements on a monthly basis, seconded by Ms. Barbra Fuselier, motion approved and carried. • <u>Legislative Contact Information/Visits</u>: Ms. Bonner reviewed the Legislative contact information and discussed upcoming visits. <u>Fiscal Report</u>: Janelle Folse • <u>Monthly Budget Summary (December/January)</u>: Ms. Folse reported she will only review the December Budget Summary and Revenue Reports as the January is not ready. She will review the January report at the next scheduled Board Meeting. Ms. Folse reviewed the FY 23-24 Budget Analysis for December as of 12/31/2023, including projected revenues/expenditures and the Legislative Appropriated Budget. ○ Ms. Barbra Fuselier motioned to approve the FY 23-24 December Budget Analysis and Revenue Reports for December as of 12/31/23, seconded by Ms. Rachel Becnel, motion carried. • <u>Revenue Report (December/January)</u>: Ms. Folse reviewed the FY 23-24 for December Revenue Reports, reflecting collections including recoupments/write-offs/adjustments for December as of 12/31/2023. ○ Ms. Barbra Fuselier motioned to approve the FY 23-24 December Budget Analysis and Revenue Reports for December as of 12/31/23, seconded by Ms. Rachel Bencel, motion carried. • <u>Budget FY25 with Amendment</u>: Ms. Folse reviewed the FY25 Budget with Amendment. We asked for job appointment (not funded), which they did include. It will take a year to fill the salary benefit. We asked for an increase to go from 3 MIL to 3.1 MIL. The funds will be used to work within our infrastructure. We will go into a rotation with IT equipment – we will stay up to date with equipment and software. We also requested a 7% increase in our lease funds, which they did include. We requested premium pay for our LPCs – this did not get included. Ms. Folse did find an error in the project they did for us. We are following up and requesting a budget amendment. We are working on including the five (5) St. Mary positions.
Operational Report	<u>Operational Report</u>: Misty Hebert • <u>AP Results</u>: Ms. Bonner discussed the AP Results for Clinical and Developmental Disabilities. The audit resulted in a few findings. We were advised to include verbiage from Federal Law in our Client Handbook. We did correct the error and have re-distributed the handbook. LBHC – need to include documentation in charts that the HIV and TB test was offered. RPBH – clients participate in Tom Surveys – they did not meet benchmark for the quarter. • <u>Satisfaction Results</u>: Ms. Hebert reviewed the Client Satisfaction/Outcome Survey Results for FY24 Quarter 1 (July 2023 – September 2023) for Behavioral Health and Developmental Disabilities. • <u>Top Diagnosis 2nd Quarter</u>: Ms. Hebert reviewed the Top Diagnosis for the 2nd quarter for Behavioral Health to include Mental Health Diagnosis, Substance Use Diagnosis, Primary Care Diagnosis, Psychological Disorders and Medical Diagnosis. The overall agency results were reviewed and by each clinic site. • <u>LaPAS 2nd Quarter</u>: Ms. Hebert reviewed the LaPAS report for the 2nd quarter.
Developmental Disabilities	

	• <u>LPSO Veterans Crisis Training by SAMHSA</u>: Ms. Hebert was invited to attend the LPSO Veterans Crisis Training by SAMHSA. She will attend the Training in St. Louis, MO in April, 2024. The trip is funded by LPSO. <u>Developmental Disabilities Report</u>: Kensie Lasseigne • <u>Human Services Accounting Plan Quarterly Performance Report 2nd Quarter</u>: Ms. Lasseigne reviewed the Human Services Accounting Plan Quarterly Performance Report for October – December, 2023. There continues to be a struggle with employment. This is a work in progress. The data is inaccurate and OBH is working on a resolution. • <u>Person Served by Priority 2nd Quarter</u>: Ms. Lasseigne reviewed the IFS – Funded vs Unfunded for FY24 2nd quarter. Total unique individuals – 263, total requests – 336, requests funded – 296 and requests unfunded – 40. • <u>Waiver Data 2nd Quarter</u>: Ms. Lasseigne reviewed the waiver data for FY24 2nd quarter. ROW – 115, CCS – 278, SW – 292, NOW – 641. They also have 152 linkages. • <u>Developmental Disability Program Updates</u>: Ms. Lasseigne reported they are working on Medicaid renewals for DD waiver participants. They are also working with OCDD to implement supplies. The entry department is busy and booked through April. Ms. Lasseigne also reported DD is fully staffed at this time.
Views and Comments by the Public	NONE
Old Business:	NONE
New Business:	NONE
Consideration of Other Matters	• <u>Board Meeting Schedule</u>: The next Board Meeting will be held on Thursday, April 11, 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.