



Acadiana Area Human Services District-Board Meeting Minutes

Tyler Mental Health Center

December 15, 2014

Members Present: Denise Leonards (Acadia Parish); Rob Eastin (Evangeline Parish); Darla Louviere (Iberia Parish); Mary Neiheisel (Lafayette Parish); Janise Hardy (Vermilion Parish); Claire Daly (Governor Appointment/Iberia Parish); Patricia LaBrosse (Governor Appointment/Lafayette Parish);

Members Absent: Amy Theobald (St. Landry Parish); Georgie Blanchard (St. Martin Parish); VACANT (Governor Appointment/Evangeline Parish)

Employees: Brad Farmer, Executive Director; Monica Echeverria, Administrative Assistant; Tammara Trail, Corporate Compliance and Accreditation Officer

Others: Andy Kovache, Guest Speaker, Donna Touchet Guest Speaker

Agenda Item	Discussion	Action
Call to Order		Call to order by Dr. Mary Neiheisel, Chair, at 6:23p.m.
Roll Call	7 board members personally present.	
Quorum	7 board members personally present.	Secretary announced a Quorum present.
Approval of November 17, 2014 Minutes	Rob Eastin/ Janise Hardy moved/seconded approval of the November 17, 2014 minutes as presented.	Motion passed unanimously.
Solicit Public Comment Requests	None	
Public Comments/Input	Open meetings laws available. No public comments.	
Guest Speaker – Andy Kovache & Donna Touchet	Andy Kovache provided information on loss prevention. He is employed by F. A. Richard & Associates, Inc. FARA is the third party administrator who handles all claims and ligation for the State of Louisiana since July 1, 2010. The type of	

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	<p>claims handled are worker's compensation, general liability, transportation, road hazard (DOT), medical malpractice and ligation. In addition to claims administration, FARA supplies the state with loss prevention audits.</p> <p>There are two types of loss prevention audits conducted by FARA. A full audit conducted every three years which reviews all policies, procedures and documentation. A compliance review is conducted on years two and three when a full audit is not completed. It is an abbreviated version of the full audit because it is a random sampling of policies, procedures and documentation. Also a walkthrough inspection of the physical facility is conducted to check for any safety hazards. If any hazards are found there are recommendations made to correct the deficiencies.</p> <p>As part of their additional services, FARA conducts investigations regarding accident claims and works in conjunction with the Office of Risk Management. They offer consultations and quarterly training at no extra charge. They also conduct property evaluations for the state to appraise state property for annual insurance premiums.</p> <p>Accounts receivable, accounts payable and movable property are all considered assets. Fidelity bonds are in place to assist when a fraudulent act occurs with any of these assets. There are several ways to protect assets such as inventory control, separation of duties, cross training, and forced vacations.</p> <p>Andy Kovache asked if AAHSD was</p>	

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	<p>currently doing inventory control. Brad Farmer explained that each AAHSD clinic property manager tags and counts the property within their facility. The district property is tagged separately from the state property. The property inventory list is submitted yearly to the Louisiana Property Assistance Agency. LPAA sends an auditor out to the clinics every year and conducts a comprehensive audit every three years.</p> <p>The warning signs that an employee may be embezzling is not using vacation time because no one else can do their job, living beyond their means, always nervous, obsessive about their job, funds that can't be accounted for or missing items. Some ways to prevent losses are limiting employee access to certain areas, surveillance cameras, lighting, ID cards, security guards, locking desks, cabinets and doors.</p> <p>Brad Farmer stated AAHSD has a large portion of state property and is responsible to maintain it. There are the external reviews of AAHSD to make sure that the district is compliant with the policy standards.</p> <p>Claire Daly asked if the state would always have a governing role over the AAHSD property. Brad Farmer explained that any property purchased by the state will continue to belong to the state but any property purchased by the district belongs to the district. AAHSD will still be subject to outside audits.</p> <p>Brad Farmer commented if any changes occur in the safety policy that Tammara Trail notifies Donna Touchet immediately.</p>	


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	<p>Mary Neiheisel asked Donna Touchet if she had any comments. Donna said that she had none at this time but that Tammara Trail has her contact information if any one has any questions for her.</p>	
<p>Agenda Calendar Items a. Executive Limits—Asset Protection (pg 13)</p>	<p>Brad Farmer reviewed the areas where asset protection is covered in the policy and procedure manuals for AAHSD (Inventory, Corporate Compliance, Risk Management, and Code of Ethics & Conduct).</p> <p>Brad Farmer reviewed the annual property certification letters from Louisiana Property Assistance Agency. Each clinic is reviewed independently and receives a certification letter.</p> <p>The clinics were approved on their property certification except for Opelousas and New Iberia. The Opelousas clinic received a letter that the property certification was not approved because the physical inventory was not received in a timely manner. The New Iberia clinic received a letter that their property certification was disapproved because there are property discrepancies and the physical inventory was not received in a timely manner.</p> <p>Brad Farmer has tasked Tammara Trail to work on the corrective actions for these letters. As part of the corrective actions, Brad Farmer, Executive Director, was added to the LPAA database to receive a copy of the clinic property letters for his review. Tammara is following up on the New Iberia property discrepancy concerning a router.</p>	

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	<p>Brad Farmer shared a copy of the AAHSD Risk Management Plan which addresses health and safety, inventory and accessibility. It is reviewed and updated annually by Tammara Trail and Brad Farmer. As part of corporate compliance Tammara Trail checks the Federal database of the Inspector General for any fraudulent Medicaid and Medicare providers and completes a monthly report that is signed off by Brad Farmer and Tammara.</p> <p>Tammara Trail commented that she has learned from Judy Francis, Tyler's property manager, about the checks and balances that are in place for inventory control. The Tyler building has the largest inventory in the district and additional inventory procedures have been added because the facility is so large. The office location of each piece of property is recorded along with its property tag number in order to keep an accurate list of the inventory within the building. Tammara has communicated with the clinic and property managers and stressed the importance of property control.</p> <p>Brad Farmer commented that Tammara Trail is working toward her health care compliance professional accreditation. She attended one day training recently and will attend intensive corporate compliance training in March.</p> <p>Patricia LaBrosse asked Tammara Trail if there is a formal credentialing program and if so it is covered under corporate compliance or quality control. Tammara explained that she has an employee who reviews the contract providers' credentials and licenses to make sure they</p>	

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<p>b. Board Business i. Vote for Officers</p>	<p>are updated and renewed on a timely basis. The Human Resources director also reviews and checks the credentials of staff. Brad Farmer shared an example of two social workers who had their license expire. These two social workers were not allowed to see the patients until their license was up to date and verified by AAHSD. Claire Daly asked about the deadlines for licenses. Brad explained that AAHSD policy states that employees must maintain their licenses and a letter was sent to these staff reminding them that it is their responsibility to maintain their license as part of their employment.</p> <p>Mary Neiheisel asked if the security guards were on site twenty four hours a day. Brad Farmer explained that the security guards are only present when staff or patients are in the building.</p> <p>Brad Farmer commented that he will follow up with the board about the New Iberia property issue.</p> <p>Patricia LaBrosse asked what the difference is between a Clinic Manager and Yancey Mire's position. Brad Farmer responded that Yancey Mire is the Director of Behavioral Health and he supervises all of the clinic managers.</p> <p>Patricia LaBrosse/Claire Daily moved/seconded that the Board is operating in compliance with this policy.</p> <p>Rob Eastin presented the written ballot for a formal vote of the officers for the board. The votes were tallied and it was unanimous for Patricia LaBrosse/Chair, Amy Theobald/Vice-Chair, Rob Eastin/Treasurer and Janise Hardy/Secretary.</p>	<p>Motion passed unanimously</p>

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ii. Status Update	Brad Farmer requested the status update and comments from the Executive Director be combined.	
Unfinished Business		
Comments from Ex. Director	<p>1. Magellan's current contract expires at the end of February. The next Magellan contract would be effective March 1, 2015 and expire on November 30, 2015 but at this time the contract is still being negotiated between Magellan and DHH.</p> <p>As of November 30, 2015, the managed behavioral health care will transition to the Bayou Health. The Bayou Health has five companies overseeing the Medicaid managed care services for behavioral health.</p> <p>The Executive Directors of the LGEs have created a list of recommendations to help with the transition to the new Bayou Health managed care system. The concern is that the five companies may not follow a standardized set of rules because there is nothing in writing that they must do so. The LGE Executive Directors plan to meet together with the Bayou Health companies in order to provide consistency among the LGEs.</p> <p>There is a possibility the State of Louisiana may not place the indigent population with one company or divide them between the five companies. The general funds allocated for the indigent population would come directly to the LGEs instead of the Bayou Health companies.</p> <p>2. Currently there is a budget exercise being done for the 2016 fiscal year. The state is</p>	

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	<p>projecting a one billion dollar deficit for 2016. The fiscal budget exercise requires prioritizing the agency's activities and finances to determine where budget cuts can be made. It is possible the Division of Administration can arbitrarily eliminate programs. Brad Farmer and his staff are prioritizing the AAHSD programs based on client needs.</p> <p>3. AAHSD still does not have a services contract with DHH but an extension of the current MOU with DHH was signed.</p> <p>4. The State's IT system is consolidating into the Office of Technical Services which is under the Division of Administration. Brad Farmer and Daniel Leger are negotiating with the State to develop a special MOU that would allow AAHSD to continue using their IT services and staff.</p> <p>5. Brad Farmer commented that he had a conference call regarding potential changes with the DD laws and RAC.</p> <p>6. AAHSD received the second place award for team fundraising for the NAMI walk. Patricia LaBrosse received an award for the top individual earner.</p>	
Comments from Chair	Mary Neiheisel commented that this is her last meeting as the Chair. She has learned a lot and enjoyed working with people on the Board and Brad Farmer. She thanked everyone for letting her serve as Chair for AAHSD Board and looking forward to continued term on the Board. She also thanked the members of the Board for their service.	

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	<p>Patricia LaBrosse requested that the minutes reflect the appreciation of the Board to Dr. Mary Neiheisel for all the hours, time, and years that she has given. She also requested a round of applause for Dr. Mary Neiheisel.</p> <p>Mary Neiheisel congratulated all the new officers that will take over in January.</p>	
Date and location of Next Meeting	Monday, January 26, 2015	<p>Date and Time: Monday, January 26, 2015, 6:15p.m. Location : Tyler Mental Health Center – 302 Dulles Drive, Auditorium 2, Lafayette, LA</p>
Adjournment	Patricia LaBrosse / Darla Louviere - moved/seconded adjournment.	Meeting adjourned at 7:46p.m.
Submitted by Secretary		 Secretary, AAHSDB