

**THI/SCI TRUST FUND
QUARTERLY ADVISORY BOARD MINUTES
November 17, 2010**

Attending Board Members: William E. Moak, Yadi Mark, Carol Harbo, Kenneth Alexander, Anne Olivier and State Representative Scott Simon. **Agency Staff:** Program Manager Alicia Smith, Assistant Valencia Roberts and Assistant Secretary Hugh Eley. **Public Attending:** Missy Broussard, LaVondra Dobbs and Tessie DiFulco.

Call To Order. The meeting was called to order by William E. Moak.

Minutes. There were no changes to be made to the previous minutes. Yadi Mark made a motion to approve them as presented, seconded by Carol Harbo, and approved.

Introductions

New Board Member. The Honorable Scott M. Simon now sits as a member on the Advisory Board as the designee of the Speaker of the Louisiana House of Representatives.

Program Updates

Budget. The total income for October was \$176,653.84. The total expenses were \$143,246.01. The trust fund program currently has two full-time staff and one student worker. Rose, who was performing some fiscal duties for the trust fund, is no longer with the agency. Her position, however, was included in October's budget. We will not be hiring for another full-time position. Carol suggested keeping the staff salary and benefits in the Personnel Services budget, as currently reported. But, once indirect (overhead) personnel costs are defined, to break out those costs (as Overhead Personnel Costs) under Administrative Costs.

New Clients. On an average, we have been receiving five (5) new applications a month. In an attempt to update the waiting list, a validation letter was sent out to the applicants, requesting current contact and medical information if needed. It was requested that an enclosed form be returned if the individual wished to remain on the list for services. Approximately 20% of those on the list did not have a Medical Eligibility Form filled out or, according to the one submitted, they do not qualify for the program. When we begin to open new cases, we will take the next person on the waiting list in date order of application received, not in date order by region. We will continue this centralization process as long as it does not cause problems for the consumers. Alicia is also in the process of changing the application and eliminating unnecessary information.

In the past, a Federal Grant funded a registry including information on brain & spinal cord injuries. Some time ago, Hugh Eley was informed that the registry is no longer kept. Carol suggested that, as time permits, we find out if a formal request can be made by the Advisory Board to begin keeping this registry again.

Setting Priorities. As requested at the previous meeting, Alicia made a list showing some of the goods/services that are requested by the trust fund consumers. Kenneth

Alexander commented that some of the items listed are very well understood to be a necessity and are well within the intent of the program. However, a number of the items may cause tremendous difficulties if they can be purchased through an alternate source of assistance or if they do not meet the intent of the program. Representative Simon also commented that the trust fund can lose credibility by purchasing such items while having such a long waiting list. In the present budget climate, we need to make sure we are making valid decisions and approvals that can be justified and not give any validity for the program to be eliminated.

Anne Olivier mentioned that Alicia did some research and identified areas where clients may be served by more than one Case Manager – one from the Trust Fund program and one by another program. There is potential for cost savings to our program by coordinating services and using only one Case Manager. This coordination effort is actively being pursued by Alicia and Anne.

Resource Center. The purpose of the Resource Center is to inform individuals and give them direction on how to go about finding assistance available for those with a traumatic brain and/or spinal cord injury. A Request for Information (RFI) was sent out for the Resource Center by Alicia. There were three responses received, from the Brain Injury Association of LA (BIALA), Families Helping Families (FHF) and New Horizons Independent Living Center. The Board formed a sub-committee consisting of Yadi, William, Carol, Scott, Kenneth and Anne, who will meet to review the responses and find out the intent of the centers who responded for the Resource Center.

Other. The meeting dates for 2011 are as follows: February 10, May 12, August 11 and November 10. All of these dates are on the 2nd Thursday of the quarter and begin at 10:00 a.m. The location of the meetings will be at PACE, 7436 Bishop Ott Dr. Baton Rouge, LA 70806.

Kenneth asked that Valencia annually send the Board notification stating the deadline to the Ethics Board is May 15th of each year.

Public Comment. LaVondra Dobbs of BIALA commented on their hotline. She explained that they receive an average of 40 calls per month. Return calls are made 24 hours from the initial call. BIALA provides information for the calls they receive from various individuals regarding several different issues, such as respite care needs, traumatic brain & spinal cord issues, etc. Counseling on several issues, as well as socialization, is a great necessity. Therefore, BIALA also assists with support group information.

All public attendants thanked the Board for inviting them to the meeting.

Adjourn. There was a motion by Carol Harbo and a second by Yadi Mark to adjourn the meeting.

**THE DATE OF THE NEXT TH/SCI ADVISORY BOARD MEETING IS
February 10, 2011**

Respectfully submitted,
Valencia Roberts, Admin. Prog. Spec.