

**THI/SCI TRUST FUND  
ADVISORY BOARD MINUTES  
May 9, 2019**

**CALL TO ORDER**

Andrew Kuyoro, the chair of the board, called to order the regular meeting of the Traumatic Head and Spinal Cord Injury Trust Fund Advisory Board at 10:02 a.m. on May 9, 2019.

**IN ATTENDANCE**

Board Members: Ken Alexander, Beth Arredondo, Michael Chafetz, John Fanning, Andrew Kuyoro, Thomas Loupe, Sherlyn Sullivan

Board Members Not in Attendance: Melissa Bayham, Lawrence Bagley, Dan Claitor, Stephanie Fletcher, Gary Matherne and Hazel Odom

Agency Staff: Tonia Gedward, Anastasia Webb, Ayanna Wilson, John Korduner

Contractors: Kimberly Hill

Public: None

**APPROVAL OF MINUTES**

The board reviewed the minutes from the last meeting held on February 7, 2019. Andrew asked if anyone had any comments about the minutes. There were no comments. The meeting minutes were approved as presented.

**BOARD/INTRODUCTIONS**

Board Members and others in attendance introduced themselves, including Thomas Loupe, the newest appointed member of the board.

**BUDGET/FINANCIAL REPORT – SHERLYN SULLIVAN**

Sherlyn stated the financial report showed how much the program collected and spent for March. She stated we are on target to spend our whole budget this year, which is the first time in a while. This is due to more people being served and the program opening new cases. We just finished 2016 waitlist applications and we are hoping to start 2017 applications soon. Sherlyn stated she feels good about the financial report and asked if there were any questions. Dr. Chafetz asked if the deposits were on par with the previous years, Sherlyn answered yes. He also asked if the ups and downs in the expenditures in each month are relevant. She stated there are certain times of the year where the expenditures are always higher than others, like right after Christmas. She stated it is very normal and we are definitely on target compared to the last 4-5 years. John F. asked if the second quarter is usually a little higher due to tickets being heavy in the first quarter and the deposits picking up during the second quarter. Sherlyn stated he is correct.

**PROGRAM STATUS – TONIA GEDWARD**

Currently the Trust Fund is serving 622 participants, which is 12 participant less than the last board meeting. Since the last board meeting, the program added 27 new eligible participants and closed 39 cases. The closed cases included 4 for funds expended, 4 deceased participants, 17 unable to contact participants, and 1 participant who would not improve with assistance.

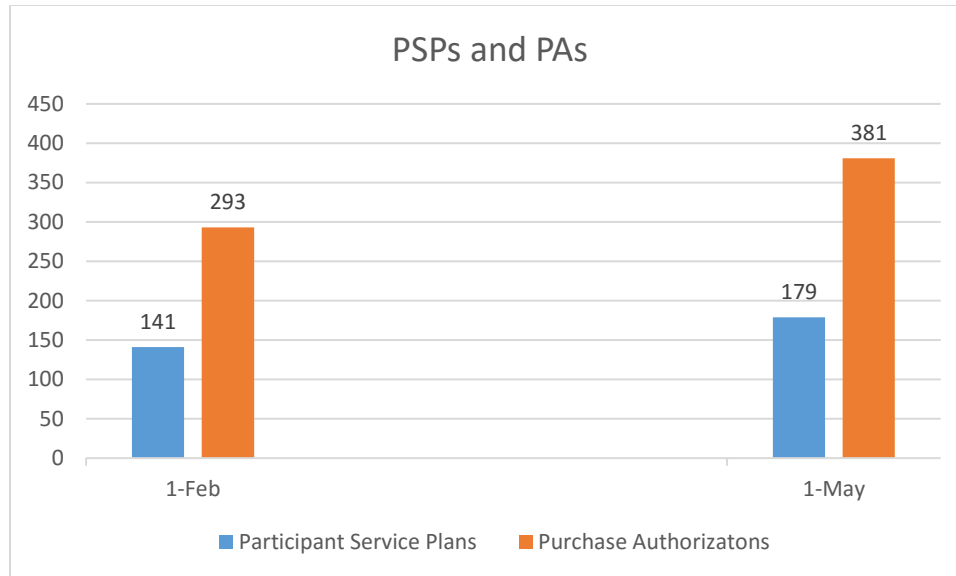
As of 5/9/19, there are 152 applicants on the waitlist. The program has reviewed and made a decision on 74 of the 76 applicants from 2016. There is one applicant still pending because we are waiting on medical information and the other just sent in his medical information for review. The program will be reviewing 2017 applicants soon.

<b>Current THSCI Waitlist as of 5/9/19</b>				
	<b>Waitlist Eligible</b>	<b>Program Eligible</b>	<b>Waitlist Ineligible</b>	<b>Total Appl Received</b>
<b>2016</b>	1	32	43	<b>76</b>
<b>2017</b>	47	0	8	<b>55</b>
<b>2018</b>	72	0	12	<b>84</b>
<b>2019</b>	31	0	11	<b>42</b>
<b>Totals</b>	<b>151</b>	<b>32</b>	<b>74</b>	<b>257</b>

<b>Waitlist Ineligible Overview as of 5/9/19</b>				
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Decline Services</b>	1	0	0	0
<b>Not a Resident</b>	2	2	3	1
<b>Deceased</b>	5	1	0	0
<b>Requested Info Not Rec'd</b>	10	0	0	0
<b>Unable to Locate</b>	12	0	0	0
<b>No TB/SCI</b>	2	2	4	5
<b>Previous Program Participant</b>	0	0	0	1
<b>Unstable</b>	0	3	1	0
<b>Will Not Improve</b>	11	0	4	2
<b>Duplicate Application</b>	0	0	0	2
<b>Total</b>	<b>43</b>	<b>8</b>	<b>12</b>	<b>11</b>

The program continues to have bi-weekly meetings with the THSCI case managers, which helps with process improvement. We have improved several of our internal processes and we continue to streamline others as issues arise. We continue to add timeframes to our internal processes. As the program continues to build stronger relationships with the vendors, we have received praises regarding our increased payment processing times.

Since the last board meeting, the program staff received and reviewed 179 Participant Service Plans (an increase of 38 PSPs over the previous three months) and processed 381 payments (an increase of 88 payments over the previous three months). In addition, we are still updating forms and policy to align with the program rules, guidelines and procedures.



*27% increase in PSPs between February and May*  
*30% increase in PAs between February and May*

After many hours of research, the program found there are approximately 91 municipalities who were never on the collection report. We are preparing to send out letters. Some of their payments may be coming from the parish court instead of the city, town, or village. Some municipalities do not have officers that write tickets and some may not know they are supposed to be sending a portion of their collections to us. We will document the findings as they receive their letters and report to us why they have not been sending in collections and report that information at the next board meeting.

Tonia attended BIALA’s 12th Annual Conference in New Orleans. She provided information regarding the program to current participants and answered questions regarding policy, procedures, and rules. She met several current and potential vendors and passed the vendor information along to the program’s case managers.

**THSCI RESOURCE CENTER/BIALA – KIMBERLY HILL**

The annual conference was held on March 29 – 30, 2019. It was the most successful conference to date, with 200 people attending. The next conference will be on March 27 – 28, 2020. BIALA unveiled its newsletter, Last Day Lagniappe. They also have two new programs, Connections Circle and Caring for Caregivers. The Connections Circle (Connections Immersed in Real Community Life Experiences) program is design to fill the need of connecting individuals with brain and/or spinal cord injuries to support around the state. The Caring for Caregivers program is design to provide support to the caregivers of individuals living with brain and/or spinal cord injuries The Unmasking Brain Injury exhibit will be displayed at the state capitol on advocacy day on June 5, 2019. In addition, the 2019 Ms. Wheelchair Louisiana pageant will be on November 2, 2019.

**OTHER BUSINESS**

There is a brain injury participant who requested an Advisory Board Review a few days ago. The participant's mother is having trouble finding a doctor who is willing to complete the medical eligibility form because the participant was three at the time of the injury. The doctor, nor the hospital can find his medical records. His current family physician said she did not diagnose him and refused to complete the form as well. Several calls were made to the participant to conduct the review during the designated time. The participant did not answer nor did he call back. The Advisory Board Review is consider abandoned. The Advisory Board Appeal will be dismissed due to failure to respond.

#### **PUBLIC COMMENT**

None

#### **FUTURE MEETINGS**

The next board meeting is scheduled for August 8, 2019 at 10:00 a.m., held at PACE, 7436 Bishop Ott Dr., Baton Rouge, LA 70806.

#### **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 11:17 a.m.