

**South Central Louisiana Human Services Authority  
Board Meeting Minutes  
December 3, 2020**

**Members Present by ZOOM/Conference Call due to COVID 19:** Bryan Zeringue (Lafourche), Cheryl Richoux (Terrebonne), Lynne Farlough (St. John the Baptist), Barbra Fuselier (St. Charles), Ron Dantin (Lafourche), and Ray Nicholas (Assumption)

**Members Absent:**

**Guest in attendance:** Lisa Schilling (Executive Director), Janelle Folse (Fiscal Director), Kristin Bonner (Deputy Director), Misty Hebert (Clinical Director), Wesley Cagle (Developmental Disabilities Director), Stephanie Benton (Secretary), and Macy Richard (Acting HR Director)

| Agenda Item                           | Action Recommended/Outcome  |
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| Call to Order                         | Chairman Bryan Zeringue called the meeting to order at 6:02 p.m.  |
| Opening Prayer & Pledge of Allegiance | Mr. Ray Nicholas led the prayer and Bryan Zeringue led the Pledge of Allegiance.  |
| Roll Call of Board Members            | Secretary called the roll and indicated a quorum was present.   |
| Approval of Minutes                   | Minutes from the November 12, 2020 meeting were reviewed. Mr. Ray Nicholas motioned to approve the minutes of the November 12, 2020 Board Meeting, seconded by Ms. Barbra Fuselier, motion carried and minutes were approved.   |
| Board Issues                          | <p><u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms.</p> <p><u>Board Self-Member Evaluations:</u> Ms. Schilling reviewed the results including the comments from the Board Self-Member Evaluations.</p> <p><u>Board Vacancies:</u> Ms. Schilling reported St. Mary Parish is currently working on a replacement. Ms. Schilling has communicated with the Secretary for Terrebonne Parish and they are also working on a replacement. There is no additional news at this time for St. James Parish. We will continue to advertise in St. Mary Parish, St. James Parish and Terrebonne Parish. It has been difficult to find replacements at this time due to COVID-19.</p>  |
| Executive Director Report             | <p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>CARF Preliminary Survey Results:</u> Ms. Schilling reported that during the Exit Interview for CARF, SCLHSA was informed the agency had zero (0) findings. It was a great visit! When the final report is received, Ms. Schilling will share the results with the Board.</li> <li>• <u>Civil Service Annual Audit (12/3 – 9/20):</u> Ms. Schilling discussed the Civil Service Annual Audit began today and will continue through 12/9/20. The Audit is virtual and over forty (40) files have been requested for review.</li> <li>• <u>LDH-OBH Accountability Plan Audit (12/9 &amp; 12/11/20):</u> Ms. Schilling discussed the LDH-OBH AP Audit will be 12/9/20 and 12/11/20. The AP Audit for overall services will be virtual and Ms. Hebert reported they are ready and prepared for the AP Audit.</li> <li>• <u>Information Technology Survey Results:</u> Ms. Schilling reviewed the SCLHSA Information Technology Survey Results to include additional comments. The results were good overall.</li> <li>• <u>Debriefings with HBD/TPSO:</u> Ms. Schilling discussed several Debriefings that SCLHSA was involved in with HPD/TPSO. Recent incidents in Terrebonne Parish resulted in individuals being killed in the community. The Houma Police Department and Terrebonne Parish Sheriff's Office have contacted SCLHSA to conduct Debriefings with their staff. Four (4) SCLHSA staff members went to HPD where twenty-five (25) individuals participated. We also sent staff members to TPSO where fifteen (15) individuals participated. Both Debriefings went very well.</li> <li>• <u>SCLHSA By the Numbers:</u> Ms. Schilling reviewed SCLHSA By the Numbers to include the FY20 results for the unique Individuals seen at our sites and in the Community, and the number of services provides as well.</li> </ul> |

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| Executive Director Report (cont'd) | <ul style="list-style-type: none"> <li>• <u>Regal Row Roofing Project Update:</u> Ms. Schilling reported the construction project at Regal Row should be completed within three (3) weeks.</li> <li>• <u>CARES Act Funds Update:</u> Ms. Schilling gave an update on the CARES Act Funds. To date, we have received only 2.5 MIL on the 7.8 MIL MOF Swap. Ms. Schilling will continue to stay on top of the CARES Act Funds and will share any additional news at the next Board Meeting.</li> </ul> <p><u>Financial Report:</u> Janelle Folsie</p> <ul style="list-style-type: none"> <li>• <u>Monthly Budget Summary (October):</u> Ms. Folsie reviewed the FY 20-21 Budget Analysis for October as of 10/31/2020, including projected revenues/expenditures and the Legislative Appropriated Budget.</li> <li>• <u>Revenue Report (October):</u> Ms. Folsie reviewed the FY 20-21 Revenue Report for October as of 10/31/2020, reflecting collections including recoupments/write-offs/adjustments as of 10/31/2020. <ul style="list-style-type: none"> <li>○ Ms. Cheryl Richoux motioned to approve the FY 20 -21 Budget Analysis and the Revenue Report for October as of 10/31/2020, seconded by Ray Nicholas, motion carried.</li> </ul> </li> </ul> <p>Ms. Schilling took a moment to thank Ms. Folsie for her assistance with a sister agency in understanding the fiscal process due to the loss of their Fiscal Director.</p> <p><u>Operational Report:</u> Kristin Bonner</p> <ul style="list-style-type: none"> <li>• <u>PEC Report:</u> Ms. Bonner reviewed the PEC (Physician Emergency Certificate) Report. The report includes FY20 Patients Sent to Nearby Hospitals, Nearby Hospital Referral Data, Total Number of PEC's vs. Patient Return for Treatment, and PEC Patients with Suicidal Ideations.</li> </ul> <p><u>Clinical Services:</u> Misty Hebert</p> <p><u>Peer Support Services Update:</u> Ms. Hebert gave an update on Peer Support Services at SCLHSA. We currently have seven (7) Peer Support Specialist on staff. We have three (3) trained in Target Health, which is an evidence based Peer Support Program. One PSS has been nominated as Chairman of our Behavioral Health Regional Advisory Committee. Ms. Hebert also discussed overall, 6,000 services were provided by Peer Support from July through now. We are working on definitions/qualifications with LDH for billable Peer Support services. Ms. Hebert also reported one PSS is dedicated to our Opioid Mobile Crisis Team, our MAT Program and is working on her National Certification for Peer Support and if completed she will be the first Peer Support Specialist in Louisiana to hold the Certification.</p> <p><u>Developmental Disabilities:</u> Wesley Cagle</p> <ul style="list-style-type: none"> <li>• <u>Program Statistics/Update:</u> Mr. Cagle gave a brief update of the current DD Waiver statistics totaling 1,266 Waivers (730 NOW, 243 SW, 222 CC and 71 ROW). There are 349 in IFS, 52 Crisis and 124 enrolled in FFF. Mr. Cagle discussed waivers for additional payments to providers. Mr. Cagle also discussed the Virtual Day Program and St. Mary is now getting involved. OCDD is working on making this a billable service through Medicaid. Mr. Cagle reported no additional news has been received regarding ACT 421.</li> <li>• Ms. Schilling discussed the current contract with Bayouland "Families Helping Families." Their services are not able to be provided at this time due to COVID-19 and therefore SCLHSA will not be renewing their contact. Ms. Schilling reviewed the letter sent to Bayouland discussing ending the contract as of October 2020.</li> </ul> |
| Old Business                       | None   |

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| New Business                     | Executive Session – Executive Director Evaluation Process and Job Description Review, Ms. Macy Richard. <ul style="list-style-type: none"><li>○ Mr. Ray Nicholas motioned to go into Executive Session at 7:01 pm, seconded by Ms. Lynne Farlough, motion carried.</li><li>○ Ms. Barbra Fuselier motioned to go back into Regular Session at 7:15 pm, seconded by Mr. Ray Nicholas, motion carried.</li></ul> |
| Views and Comments by the Public | None  |
| Consideration of Other Matters   | <ul style="list-style-type: none"><li>• <u>Board Meeting Schedule</u>: Chairman Bryan Zeringue stated the next Board Meeting will be held on Thursday, January 14, 2020, @ 6:00pm, via ZOOM/Conference Call or in person.</li></ul>   |
| Adjournment                      | Motion to adjourn by Ms. Barbra Fuselier, seconded by Ms. Lynne Farlough, motion carried. Meeting adjourned at 7:21 pm.   |