

South Central Louisiana Human Services Authority

Board Meeting Minutes

February 9, 2017

Members Present: Ray Nicholas (Assumption), Herbert Barnes (Lafourche), Alisa Dunklin (St. James), Lynne Farlough (St. John), and Danny Smith (Terrebonne).

Members Absent: Viola Daigle (Lafourche), Stan Robison (St. Mary) and Cheryl Turner (Terrebonne).

Guest in attendance: Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (Fiscal Director), Melicia Levron (HR Director), Marian Palmisano (Secretary) and Karen Lentini.

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Rav Nicholas called the meeting to order at 6:15p.m.
Opening Prayer & Pledge of Allegiance	Mrs. Lynne Farlough led the prayer and Ms. Alisa Dunklin 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 December 1, 2016 meeting were reviewed. Mrs. Lynne Farlough motioned to approve the minutes of the December 1, 2016 Board Meeting, seconded by Ms. Alisa Dunklin, motion carried and minutes were approved.
Board Issues	<p>Board Member Travel Reimbursement: Board Members were reminded to submit travel reimbursement forms.</p> <p>Recognition of Outgoing St. Charles Parish Board Member, Ms. Karen Lentini: Chairman Nicholas presented a plaque to Ms. Lentini thanking her for 8 years of dedication and service to SCLHSA. Ms. Lisa Schilling thanked Ms. Lentini and expressed SCLHSA's gratefulness for her hard work and dedication as a Board Member for 8 years.</p> <p>ED Duties Board Resolution Review and Approval: Mr. Nicholas requested Ms. Schilling review the ED Duties Board Resolution for Board approval. Ms. Schilling stated LDH requested the ED Duties Board Resolution be approved and signed annually.</p> <ul style="list-style-type: none">Mr. Herbert Barnes motioned to accept/approve the ED Duties Board Resolution, seconded by Mrs. Lynne Farlough, motion carried. <p>Copy of State of Louisiana 2016 Annual Financial Report: Ms. Schilling briefly reviewed the State of Louisiana 2016 Annual Financial Report and stated copies were distributed to the LGE's at the last JLCB Meeting.</p>
Executive Director Report	<p>Agency Update: Lisa Schilling</p> <ul style="list-style-type: none">Update on Prospective Administrative Building: Ms. Schilling gave a brief update on the Prospective Administration Building noting the offer was accepted and SCLHSA is the proud owner of 158 Regal Row. The next step is the environmental review then the purchase of the building can be finalized. The target date for the move is June/July 2017 if no further delays per Facility Planning.RFSR Contract Approved with Changes: Ms. Schilling reported the CEA was finally signed in December 2016. Because of the delay by LDH, OCDD wants to reduce the amount of available funding due to the LGE's because of the delay with the implementation of the Program. The patient quota was reduced to 749 from 1070, DD has seen approximately 400 patients to date and is on track to complete all SUN assessments by May.ART of Respect Writing Contest Winners: Ms. Schilling reviewed the entries of the winners. All entrants will be sent a letter of appreciation and notification letters to the winners. The Parish Councils will be contacted for recognition and presentation of awards to the winners. All schools will be asked to recognize all participants at their end of year recognition programs. Goal for next year is to add the elementary schools.Agency News:<ul style="list-style-type: none">Ms. Schilling stated the DD Provider Meeting was held on January 11, 2016. SCLHSA's Clinical and Asst. Clinical Directors (Misty Hebert and Katie Gibbens) presented BH services information and Dawn Auvil, DD Waiver, gave an update on revisions and Ms. Schilling discussed crisis requests and the IFS referral process. OCDD Project Managers presented information on the federal home based setting rule. Target date for providers to be in full compliance is March 19, 2017.

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<ul style="list-style-type: none"> ○ Ms. Schilling gave a brief update of the Crisis Continuum Conference held on January 13, 2017 at Fletcher Technical Community College in Schriever. There were 70 in attendance including social workers, counselors, law enforcement, clergy, Parish Officials. 35 of the attendees remained after the conference to discuss training to assist first responders in events/disasters. ○ Ms. Schilling reported LPAA performed Property Audits at LBHC and SMBHC in January 2017. There were no findings at either site. ○ Ms. Schilling reported that SCLHSA was selected to receive grant funding through LDH/OBH for a System of Care Program in SCLHSA's catchment area. This program is similar to CSOC initiated 3 years ago by LDH and will be under SCLHSA's direction and will utilize resources already in the community and initiate other services, such as respite. ○ Ms. Schilling reported SCLHSA was selected to receive additional funds to expand LaPFS services into another parish in the catchment area. SCLHSA requested that St. James Parish be considered, as there are no programs in this parish as the present time. Awaiting approval on that decision/selection. ○ Ms. Schilling reported that the AIP visit by OBH and OCDD is scheduled for February 23, 2017. SCLHSA Administration, TBHC, and Assisi Bridge House are the 3 sites that will be visited. ○ Ms. Schilling reported that SCLHSA is scheduled to take part in the Annual Peer Review Audit Process with AAHSD in Lafayette on February 27, 2017. SCLHSA will have its Administration Component reviewed and SCLHSA will review AAHSD's Treatment Services. ○ Ms. Schilling reviewed/discussed the Community and Family Support Task Force Final Report and Recommendations received by the Louisiana Developmental Disabilities Council. Ms. Schilling reviewed the draft of the response letter to the Louisiana Developmental Disabilities Council and asked for Board approval. <ul style="list-style-type: none"> ○ Mr. Danny Smith motioned to approve the draft letter to send to the Louisiana Developmental Disabilities Council, seconded by Mr. Hebert Barnes, motion carried. ○ Ms. Schilling reviewed and discussed the letters sent to the Governor in reference to the proposed budget reduction plan submitted by Representative Lance Harris. ● <u>FY 17 2nd Mid-Year Proposed Budget Reduction</u>: Ms. Schilling reviewed the FY 17 2nd Mid-Year Proposed Reduction Spreadsheet totaling \$856,368 reflecting the services and the amount of the budget reduction. Ms. Schilling reviewed the FY 18 proposed annualization totaling \$66,670.00, noting the services and the amount of the budget reduction. Ms. Schilling reviewed the proposed FY 18 Reduction to SIF02 spreadsheet totaling \$675,712 with three targets noted at this time of 339,413; \$451,513; and 675,712, noting the services and the amount of the budget reduction. <p><u>Financial Report</u>: Janelle Folse</p> <ul style="list-style-type: none"> ● <u>Monthly Budget Summary (November & December)</u>: Ms. Folse reviewed the FY 16-17 Budget Analysis for November as of 11/30/2016 & December as of 12/31/2016 including projected revenues/expenditures and the Legislative Appropriated Budget. ● <u>Revenue Report (November & December)</u>: Ms. Folse reviewed the FY 16-17 Revenue Report for November as of 11/30/2016 and December as of 12/31/2016 reflecting collections including recoupments as of 11/30/2016 & 12/31/2016. <ul style="list-style-type: none"> ○ Mr. Herbert Barnes motioned to approve the FY 16-17 November & December Budget Analysis and the Revenue Report for November as of 11/30/2016 and December as of 12/31/2016, seconded by Ms. Alisa Dunklin, motion carried. <p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> ● <u>1st Quarter Satisfaction Survey Results</u>: Ms. Bonner reviewed the 1st Quarter Satisfaction Survey Results for the Behavioral Health Centers and Developmental Disabilities Services. ● <u>Annual Risk/Compliance Report</u>: Ms. Bonner reviewed the 2015-2016 Annual Risk/Compliance Report noting the area of risk, description of potential risk and annual report on status of risk.

Executive Director Report (cont'd)	<p><u>Developmental Disabilities</u>: Lisa Schilling</p> <ul style="list-style-type: none"> • <u>Program Statistics</u>: Ms. Schilling gave a brief update of the current DD Waiver statistics totaling 1139 waivers (806 NOW, 222 SW, 110 CC and 1 ROW). There are 45 participants in the self-direction program. • <u>RFSR Update</u>: Ms. Schilling gave a brief update of the RFSR. The following list is the statistics to date: <ul style="list-style-type: none"> ○ 373 SUNs completed ○ 297 letters sent out to those who have not responded to 2 contact attempts by phone (56 responses to letters) ○ 68 address changes ○ 41 no-shows for appointments ○ 19 individuals refusing to participate ○ 17 requesting after hour appointments ○ Screeners made 58 referrals for Medicaid services, 123 referrals for IFS and 22 for GNO supports
Old Business	None
New Business	<p><u>Executive Director Evaluation</u>: Melicia Levron</p> <p>At 7:30pm, a motion was entertained by Mr. Herbert Barnes to move into Executive Session to discuss the Executive Director Evaluation, seconded by Danny Smith, motion carried.</p> <p>At 7:45pm, a motion was entertained by Mrs. Lynne Farlough to revert back to Regular Session, seconded by Ms. Alisa Dunklin, motion carried.</p>
Views and Comments by the Public	None
Consideration of Other Matters	<ul style="list-style-type: none"> • SCLHSA Events Calendar-Ms. Schilling reviewed the January 2017 Calendar. • Chairman Nicholas stated the next Board meeting will be held on Thursday, March 9, 2017, @ 6:00pm, SCLHSA Administration Office.
Adjournment	Motion to adjourn by Mr. Herbert Barnes, seconded by Mr. Danny Smith, motion carried. Meeting adjourned at 7:50pm.