

**South Central Louisiana Human Services Authority  
Board Meeting Minutes  
July 14, 2022**

**Members Present:** Ray Nicholas (Assumption), Bryan Zeringue (Lafourche), Barbra Fuselier (Assumption), Becky Hohensee (Terrebonne), and Adriane Kyle (St. Mary)

**Members Absent:** Ms. Lynne Farlough (St. John the Baptist)

**Guest in attendance:** Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (Fiscal Director), Misty Hebert (Clinical Director), and Stephanie Benton (Secretary).

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Bryan Zeringue called the meeting to order at 6:05 p.m.
Opening Prayer & Pledge of Allegiance	Mr. Ray Nicholas led the prayer and Mr. 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 June 2, 2022 meeting were reviewed. Ms. Barbra Fuselier motioned to approve the minutes of June 2, 2022 Board Meeting, seconded by Ms. Becky Hohensee, motion carried and minutes were approved.
Board Issues	<ul style="list-style-type: none"> <li>• <u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms.</li> <li>• <u>Update on Terrebonne, Lafourche and St. James Parishes Board Member Search:</u> Ms. Schilling reported she does have an individual interested in the Lafourche vacancy. We are waiting for the packet to go to the Parish Council. Ms. Schilling will contact two (2) individuals she has in mind for the Terrebonne vacancy. At this time, there is no new news regarding the St. James and Terrebonne Parish vacancies. We will continue to advertise Board vacancies in Terrebonne and St. James Parishes.</li> </ul>
Executive Director Report	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>Site/Staffing Updates:</u> Ms. Schilling reported that SCLHSA has ten (10) new staff members. We have eight (8) vacancies we are working on filling as well. Ms. Schilling also reported COVID-19 is on the rise. We have had fifteen (15) positive staff members since June 27<sup>th</sup> and three (3) that have had to quarantine. We are watching the numbers and will take action if necessary.</li> <li>• <u>Employee Recognition Programs at each site:</u> Ms. Schilling reported Employee Recognition Programs were held at each site. Ms. Schilling traveled to each site to celebrate staff members. Ms. Schilling reviewed the list of the Employees who received Employee Pins in 2022. Each staff member received treats daily.</li> <li>• <u>Civil Service On-Call and Premium Pay Approvals:</u> Ms. Schilling and Ms. Richard presented the Premium Pay Justification for On-Call Pay and Premium Pay Package for our Counselors and Social Workers at the last Civil Service Meeting. The pay increase has been approved for Social Workers and Counselors, to include current employees and to be used for recruitment purposes.</li> <li>• <u>LPSO Overdoes Program:</u> Ms. Schilling reviewed a Letter of Support and Commitment to Partner with LPSO (Lafourche Parish Sheriff Office) for Comprehensive Opioid, Stimulant, and Substance Abuse Program Application for Funding Project COPE/Comprehensive Overdoes Prevention Effort. Ms. Schilling and Ms. Hebert recently participated in a call with LPSO to discuss what SCLHSA can do to assist, if LPSO is are selected for the Grant.</li> <li>• <u>Statewide Opioid Website Management for LDH:</u> Ms. Schilling discussed she and the Marketing staff will take over operations of the State Opioid Website. SCLHSA was awarded \$70,000.00 from July – September 2022 to get the website up and running again. Ms. Schilling is in discussions LDH/OBH for additional funds to maintain the website after September. The website will be very useful and meaningful to everyone in the state.</li> </ul>

Executive Director Report (cont'd)	<ul style="list-style-type: none"> <li>• <u>VoIP/Panda Doc Projects</u>: Ms. Schilling gave an update of VoIP. SCLHSA received COVID19 Grand funds for the VoIP System. We have signed off on the proposal and AT&amp;T is putting together their Project Team to begin implementation. Ms. Schilling discussed we will have Trainings for all staff to include "Train the Trainers." We are hoping the VoIP will be up and running late Fall, early winter. Ms. Schilling also discussed the Panda Doc Program. The Program will allow us to input Forms requiring signatures. This will save time and effort with patients, Contractors and staff.</li> <li>• <u>Budget/Contract/Grant Spend Down</u>: Ms. Schilling discussed Meetings have been held to discuss Contract/Grant Spend Down. We will have more information in a few weeks as Fiscal is working on closing up FY22.</li> <li>• <u>Insurance Reimbursement from Hurricane Ida per sites</u>: Ms. Schilling reviewed the Insurance Reimbursement from Hurricane Ida per sites. The amounts listed are funds paid out through SCLHSA escrow. To date, we have expended \$260,810.59 out of pocket. We had a call Tuesday with ORM to discuss claims. An adjuster came out and our Maintenance Supervisor, Mr. Theriot, walked through the building with him to update our needs.</li> <li>• <u>FY23 Appropriation Letter and BUDGO</u>: Ms. Schilling reviewed the FY23 Appropriation Letter from Dr. Phillips and BUDGO. The total Appropriated Budget Authority is \$27,279,649.00. This includes the 1.7 MIL carryover from FY22 in grant funding.</li> </ul>
Fiscal Report	<p><u>Financial Report</u>: Janelle Folsie</p> <ul style="list-style-type: none"> <li>• <u>Monthly Budget Summary (May)</u>: Ms. Folsie reviewed the FY 21-22 Budget Analysis for May as of 5/31/2022, including projected revenues/expenditures and the Legislative Appropriated Budget.</li> <li>• <u>Revenue Report (May)</u>: Ms. Folsie reviewed the FY 21-22 Revenue Report for May as of 5/31/2022, reflecting collections including recoupments/write-offs/adjustments as of 5/31/2022. <ul style="list-style-type: none"> <li>○ Ms. Becky Hohensee motioned to approve the FY 21-22 Budget Analysis for May as of 5/31/2022, seconded by Ms. Adriane Kyle, motion carried.</li> <li>○ Mr. Ray Nicholas motioned to approve the FY 21-22 Revenue Report for May as of 5/31/2022, seconded by Ms. Barbra Fuselier, motion carried.</li> </ul> </li> </ul>
Operational Report	<p><u>Operation Report</u>: Lisa Schilling for Kristin Bonner</p> <ul style="list-style-type: none"> <li>• <u>Agency Statistics</u>: Ms. Bonner reviewed FY22 Quarter 3 Agency Statistics to include Show, No Shows, and Services Provided by Behavioral Health Centers. Mr. Bonner also reviewed the Developmental Disabilities Entry Unit Shows and No Shows, Requests for Services, Persons Serviced by Priority, Persons Served, and Waiver Recipients. Ms. Bonner reviewed the new FY22 Quarter 3 Act 421 to include Level of Care Assessments Completed, Level of Care Assessments Met Criteria and Not Met Criteria, Completions by Parish of Residence, Average Days to Complete and Assessments Completed within 30 Days.</li> <li>• <u>Quarterly Performance Indicators</u>: Ms. Bonner reviewed the FY22 Quarter 3 Behavioral Health Performance Indicator Report. The Indicators reviewed include LBHC, RPBHC, SMBHC, TBHC, Call Line, IOP, and Developmental Disabilities Service Coordination.</li> <li>• <u>Agency Plan Review: Risk Management General Safety Plan</u>: Ms. Bonner reviewed the Risk Management General Safety Plan to include minor changes to the language of the plans. <ul style="list-style-type: none"> <li>○ Ms. Barbra Fuselier motioned to approve the changes to the language of the Risk Management General Safety Plan, seconded by Ms. Adriane Kyle, motioned carried.</li> </ul> </li> </ul>
Clinical Services	<p><u>Clinical Services</u>: Misty Hebert</p> <ul style="list-style-type: none"> <li>• <u>Claire House/Fairview Transition to Odyssey House Progress</u>: Ms. Hebert discussed the Claire House/Fairview Transition to Odyssey House Progress. They have retained 90% of employees in St. Mary Parish. They have been doing a great job transitioning so far. At this time, Fairview has a fifty-six (56) bed detox and inpatient/outpatient unit. Due to construction, they are down to thirty (30) beds. Claire House has twenty-six (26) beds. Currently, they have ten (10) women and fifteen (15) children in the Program.</li> </ul>

Developmental Disabilities	<ul style="list-style-type: none"> <li>• <u>Monday.Com</u>: Ms. Hebert discussed the Monday.Com state management Program. This is a good Program for our inpatient units. The system will allow for an accurate count of individuals housed at the facilities. They also want outpatient units to enter caseloads in the system daily. This is a requirement of SAPT.</li> </ul> <p><u>Developmental Disabilities</u>: Ms. Schilling for Mr. Wesley Cagle</p> <ul style="list-style-type: none"> <li>• <u>Program Statistics</u>: Ms. Schilling gave a brief update of the current DD waiver statistics totaling 1,283 Waivers (683 NOW, 257 SW, 245 CC and 98 ROW). There are 400 individuals in IFS and we have served 79 individuals in Crisis. FFF is at 141.</li> <li>• <u>Developmental Disability Program Updates</u>: Mr. Schilling gave an update of the Developmental Disability Programs. Ms. Schiling reported on the Federal Home Base Setting Rule. Vocational Providers need to be in compliance by 3/2023 and our Providers need to be in compliance by 10/2022. Mr. Cagle has been meeting with providers to assist them with planning for the transition. If they are not in compliance, they will not be able to bill for Medicaid. Ms. Schilling also discussed Act 421. The Program has been going well. DD has billed \$5,800.00 in services. There has been an issue with incomplete packets from Medicaid. There has also been an increase in referrals. Ms. Schilling also discussed an email sent to Mr. Cagle regarding how good of a job DD Nurse, Bryan Fonseca is doing in Act 421 Program. Ms. Schilling have an update on Critical Incident Reports. The data system has been upgraded. DD Waiver Supervisor, Ms. Lasseigne, has been working hard on reviewing the reports.</li> </ul>
Views and Comments by the Public	
Old Business	<p>Executive Session – per Chairman.</p> <ul style="list-style-type: none"> <li>○ Mr. Ray Nicholas motioned to go into Executive Session at 7:00 pm, seconded by Ms. Barbara Fuselier, motion carried.</li> <li>○ Ms. Barbra Fuselier motioned to go back into Regular Session at 7:13 pm, seconded by Mr. Ray Nicholas, motion carried.</li> </ul>
New Business:	
Consideration of Other Matters	<ul style="list-style-type: none"> <li>• <u>Board Meeting Schedule</u>: After discussion with Board Members, Chairman Bryan Zeringue stated the next Board Meeting will be held on Thursday, August 11, 2022 @ 6:00pm at SCLHSA Administration Office or by ZOOM.</li> </ul>
Adjournment	<p>Motion to adjourn by Ms. Barbra Fuselier, seconded by Ms. Adriane Kyle, motion carried. Meeting adjourned at 7:16 pm.</p>