**NORTHEAST DELTA HUMAN SERVICES AUTHORITY (NEDHSA)**

**BOARD MEETING MINUTES**

**April 11, 2017**

**Ouachita Parish Health Unit – Community Room**

**1650 DeSiard Street, Monroe, LA 71202**

**5:30PM**

**Call to Order**Meeting called to order by Michael Shipp and prayer was led by Dr. Monteic Sizer and quorum was met.

**Adopt Agenda***:* AMotion was made by Kathy Waxman and seconded by Thelma Merrells to approve /accept the Agenda. Motion passed unanimously.

**Adopt Minutes of March 21:**AMotion was made by Kathy Waxman seconded by Latanya Whiteside to approve / accept the Minutes. Motion passed unanimously.

**Board Members**

**Present:**Thelma Merrells, Mike Shipp, Yvonne Lewis, Latanya Whiteside, Kathy Waxman and Alisa Lear.

**Absent:** Dr. E. H. Baker, Laura Nettles.

**Ownership Linkage through Recognition of Guests**: None

**Northeast Delta HSA Staff present**: Dr. Monteic Sizer and Delores Harris.

**BOARD EDUCATION/ ENDS Items for DISCUSSION-**

**Upcoming Events/Community Action**

NEDHSA and NAMI Ruston will be hosting a Law Enforcement Mental Health Symposium, “Alternatives to the Prison Pipeline” on Tuesday, May 2, 2017 at the Ruston Civic Center, 9:00am to 12:30PM, CEU’s available.

**GOVERNANCE PROCESS/EXECUTIVE LIMITATIONS for DECISIONS**

**Financial Condition and Activities –** *With respect to the actual, ongoing financial condition and activities, the ED shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.*

**ED – Report – A** Motion made by Yvonne Lewis and seconded by Thelma Merrells to approve / accept the ED report as submitted. Motion passed unanimously.

**Fiscal Report – A** Motion made by Yvonne Lewis and seconded by Thelma Merrells to approve / accept the Fiscal report as submitted. Motion passed unanimously.

All receivables are actively pursued within allowable time periods pursuant to a fully functional EHR. Additionally, the finance team evaluates monthly receivables and determines appropriate strategies for maximizing collections. Outstanding collections are submitted to the Louisiana Department of Health to pursue outstanding payments. The Executive Director receives a monthly report of receivable activity and tactics to ensure maximized collections efforts. Also, NEDHSA’s CFO has been directed to work with all billing staff to ensure timely claims filling and processing. Relative to billing statements, staff continues to work with ClaimTrak, our electronic health record company, to correct errors.

The FY17-18 budget will be spread according to NEDHSA’s strategic plan. NEDHSA will operate at the $13.2 million level even though our appropriated budget authority for FY17-18 is $13,920,578. Our first FY16-17 cut or this current fiscal year was $50,000. Our second mid-year cut was $353,334 for a total of $403,334 this current fiscal year. At this budgeted level, there were minimal impacts due to our reduced budgeting and agency efficiencies. It should be noted, however, these budget cuts have significantly increased staff workloads and client wait times due to not being able to hire appropriate levels of clinical staff. The demand for clinical services is increasing across our region. We have started to fill critical agency positions.

NEDHSA’s FY17-18 appropriated budget is $13,920,578. Our SGF = $9,847,946. Our IAT =

$3,298,788. Self-generated = $773,844. We had the legislature more accurately reflect our self- generated funding number (it was inflated). It was $2.6 million and now it is $773,844.

NEDHSA's legislative audit is concluding. Auditors will provide a draft report during our April 19, 2017 exit interview. Per discussions with the auditors, we do not anticipate significant findings.

The Executive Director discussed how NEDHSA staff were sending out billing statements up and till errors were noted with the electronic health record private pay billing data. Afterwards, private pay billing was temporary halted. NEDHSA staff have been consistently trying to get this matter resolved. The other issue discussed was civil services employees, LMSW, inherited from DHH, who largely provided services to indigent and addictions populations. Others had mainly administrative duties. With the passage of the Affordable Care Act, NEDHSA was able to decrease its indigent population which meant some LMSWs were seeing former patients for which they could not bill for under the five Medicaid plans the state contracts with. Those plans do allow these same LMSWs to bill for addiction services and community supports. LMSWs are not licensed to bill for mental health services not under the direct supervision of an LCSW. The Executive Director also mentioned that NEDHSA HR officials have been in contact with Civil Service about what can be done with the seven LMSWs currently employed by NEDHSA according to Civil Service rules..

**BOARD –**

**Each Board member is responsible for completions of the following items before May 15, 2017:**

* Review Board Committee Principles (page 7)
* Board member self-evaluation
* Board member Code of Conduct (sign forms – page 33)
* Public official Ethics Training (page 32)
* Personal financial disclosure (page 32)

## BOARD MANAGEMENT

Board Development/Parish Outreach - ongoing

Board members Terms/ Renewal of Appointments – Reappointments are being requested from Police Jury for those members needing reappointment letters.

Travel Forms for 2016-2017 - *due MONTHLY*

*Next Meeting –* ***May 9, 2017- 5:30 pm,*** *@ Families Helping Families; 5200 Northeast Road, Monroe, LA (across from LA Division of Motor Vehicles)*