

NORTHEAST DELTA HUMAN SERVICES AUTHORITY (NEDHSA)

Board Meeting MINUTES

March 21, 2017

Ouachita Parish Health Unit – Community Room

1650 DeSiard Street, Monroe, LA 71202

5:30PM

Call to Order Meeting was called to order by Mike Shipp and a quorum was met. Prayer was led by Thelma Merrells.

Adopt Agenda: A Motion was made by Thelma Merrells and seconded by Laura Nettles to approve /accept the Agenda. Motion passed unanimously.

Adopt Minutes of February 14: A Motion was made by Lorraine Reed and seconded by Laura Nettles to approve / accept the Minutes. Motion passed unanimously.

Board Members present:

Dr. E. H. Baker, Thelma Merrells, Laura Nettles, Lorraine Reed, Kathy Waxman. Mike Shipp, Latanya Whiteside and Alisa Lear.

Absent Board Member: Yvonne Lewis.

Ownership Linkage-Recognition of Guests: None

Northeast Delta HSA staff present: Dr. Monteic Sizer, Angel Williams and Delores Harris.

BOARD EDUCATION/ ENDS Items for DISCUSSION-

Upcoming Events/Community Action

NEDHSA and NAMI Ruston will host a Law Enforcement Mental Health Symposium, “Alternatives to the Prison Pipeline” on Tuesday, May 2, 2017 at the Ruston Civic Center, 401 North Trenton Street from 9:00am to 12:30PM.

GOVERNANCE PROCESS/EXECUTIVE LIMITATIONS for DECISIONS

ED – Report - Motion was made by Laura Nettles and seconded by Thelma Merrells to approve / accept the ED report as submitted. Motion passed unanimously.

Financial Planning & Budgeting -

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.*

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 have their contracted vendor pursue outstanding payments. We have not gotten notice of how much they have actually collected to date. The Executive Director receives a monthly report of receivable activities to ensure maximized receivable collections efforts. Also, NEDHSA's CFO has been directed to work with all billing staff to ensure timely claims filling and processing. Angel Williams explained the process of reorganizing to make the billing department operate more efficiently. Relative to billing statements, staff is still working with Claim Trak, our electronic health record company, to correct errors recently found. Staff has engaged Claim Trak representatives multiple times to correct this problem. Once billing statement issues have been resolved, NEDHSA's billing and collections unit will immediately begin to send out corrected statements. It is not advisable to send out problematic billing statements.

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 will only be 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 continues to increase in our region. DOA is looking at staff attrition numbers to determine if they will pursue additional cuts above and beyond the second mid-year cut level.

Plans for expenditures in any fiscal year of more funds than are conservatively projected to be received in that period. All budget expenditures are projected based on revenue projections. At no time are expenditures projected to exceed expected appropriated funding levels. NEDHSA's CFO and members of the finance team conducts monthly reviews and reconciliations to ensure income remains higher than agency expenses. The CFO briefs the Executive Director on NEDHSA's financial position weekly and provides a monthly financial report. The CFO will continue presenting current budget data to members of the Board monthly.

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.

No contractor has been cut to date due to \$403,334 being cut from our FY17 budget. We have also been able to free up dollars due to a LCS contract not being fully utilized as a result of Medicaid expansion. This contractor is required to bill Medicaid before billing NEDHSA.

NEDHSA's legislative audit is concluding. Auditors will provide a draft report soon. Per discussions with the auditors, no significant findings are expected.

The five managed care companies LDH contracted with to oversee care for the poor in Louisiana have done little to expand the network of clinical providers in northeast Louisiana. Their contracts with the state stipulate that they would. To not have this done increases the burden and demand on our safety net services. With additional budget reductions and increased demand, there is a need of more critical staff to meet regional needs.

Monthly Fiscal Report- was presented to board by Angel Williams

Satisfaction Survey - was provided to the board and approved.

BOARD –

Board Governance Manual Update – New manual been inserted in NEDHSA Board Binder Book with board members signatures. Each board member was provided a copy of the updated manual.

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. Latanya Whiteside was welcomed as a new member for West Carroll Parish.

Travel Forms for 2016-2017 - **due MONTHLY**

Adjourn –

*Next Meeting – April 11, 2017 - Ouachita Parish Health Unit – **Community Room**, 5:30PM*