

**THI/SCI TRUST FUND
QUARTERLY ADVISORY BOARD MINUTES
February 10, 2011**

Attending Board Members: William E. Moak, Yadi Mark, Carol Harbo, Kenneth Alexander, Anne Olivier, Dr. Paul Harch, State Representative Scott Simon, Andrew Kuyoro, John "Jay" Lyles and Henry Bateman. **Agency Staff:** Program Manager Alicia Smith, Assistant Valencia Roberts and Assistant Secretary Hugh Eley. **Public Attending:** Freddie Deblieux.

Call To Order. The meeting was called to order by William E. Moak.

Minutes. There were no changes to be made to the previous minutes. Yadi Mark made a motion to approve them as presented, seconded by Ken Alexander, and approved.

Introductions

New Board Member. Dr. Paul Harch now sits as a member on the Advisory Board as the President of the Louisiana State Medical Society.

Program Updates

Annual Report. Alicia reported on the 2010 Annual Report for the Board's approval. Carol mentioned that the Annual Report does not have to include how individuals are extracted from the waiting list, such as by Region, etc. Once finalized, the report will be submitted to the Legislature. Carol Harbo made a motion to tentatively vote to approve the 2010 Annual Report. Yadi seconded the motion and it passed unanimously.

Financial Report. Alicia has attempted to contact the Department of Treasury to find out the reason for which "miscellaneous" money is collected, but no one has returned her call yet. Under the section "Program Staff", the amount for the first couple of months are a little higher. The first four months need to be broken down to administrative cost, not program staff. The amount was higher in December because of the extra paycheck. Some payments were not captured in December because of the move from La Rehabilitation Services (LRS) to La Workforce Commission (LWC); there was a lag in payments and an error.

Alicia explained that Case Management costs are based on the work that is performed by the Case Managers and their hourly payment. She also mentioned that a conference call/training is held with them on a bi-weekly basis. Carol gave the financial report a "well done".

Payments & Reimbursements. As previously mentioned, DHH inherited a nine month backlog of about 500 plans requesting goods and services. The backlog stemmed from funds being depleted in three months last fiscal year. Alicia has reviewed the plans and has recently given the ones that are approved to Valencia for authorizations to be issued. Valencia is in the process of issuing these authorizations daily, along with setting up payments for invoices, processing new applications and letters and numerous other program duties.

It was recommended that an additional staff member may be needed temporarily, in order to catch up the backlog. Ken made the motion to allow OAAS the ability to hire temporary staffing for a period of 90 days using trust fund monies and reporting progress at the May 2011 Board meeting, at which time the Board will determine the future correction in regards to staff. Andrew Kuyoro made a 2nd to the motion, all was in favor and it passed unanimously.

A letter was sent out regarding reimbursements requiring prior approval by the Program Manager. A copy of the letter was handed out to the Board. Quite a number of people have been making purchases for which reimbursement is expected, without getting prior approval. All reimbursement requests must now be prior approved before purchases are made. If an **emergency** arises that cannot wait until a plan is submitted and approved, the client must contact their Case Manager. The Case Manager will contact state office and get pre-approval for the emergency purchase to be made.

Denials. Denial letters were drafted up by the Program Manager. One was drafted for requests of goods/services and one was drafted for reimbursement requests that are being denied. Copies of these letters were handed out to the Board. The letters state, in part, the trust fund policy and procedures, give a list of items being denied and explain the appeal process. William suggested pending legal opinion, we remove the last paragraph regarding rendering a decision through the court system. In the section of the letters where it says, "A written request must be made to the Program Manager within ten (10) days of receipt", Ken suggested that it be specified of receipt of what.

Application. The trust fund application has been changed and a copy of the new proposed one was handed out. Much of the financial information that was requested in the old application has been removed. Due to the length/time of the waiting list, this information may no longer be current once an applicant's name comes up on the list. The question of the applicant being incarcerated has been removed. This information will be captured at the time an initial assessment is performed. Henry Bateman suggested that the application be created in a PDF format also, to give individuals the option of submitting it online. John Lyles made a motion to approve the new application with the changes that were discussed. Yadi seconded the motion and it passed unanimously.

Transition. The clients who have been determined to be receiving case management services through both the trust fund and waiver programs will be transitioned to their Case Manager with the waiver services. These Case Managers will provide services for both programs. This will allow opportunity for more individuals on the waiting list to be reached. This transition is intended to take place the first part of April 2011.

Validation letters to attempt to determine the status of the applicants on the waiting list were sent out. A number of individuals were determined ineligible for the program due to non-residency, moving out of state, medical reasons, death, etc. We got no response from some and some of the letters were returned. Carol moved to adopt the agency's validation process for the waiting list. Ken made a 2nd motion and it passed unanimously.

Committee Report on the Resource Center. An RFI was sent out to those who were interested in assuming the responsibility of a Resource Center. Responses were received from Families Helping Families, Brain Injury Association of Louisiana (BIALA) and New Horizons. BIALA was chosen by the committee and they recommended the trust fund develop a contract resolution, which will allow negotiations for a contract to be made with BIALA. BIALA will be directed to develop a plan demonstrating the intentions they have for running the Resource Center. A motion to adopt the resolution was made by the Resource Center Committee and was seconded by Andrew Kuyoro. It passed unanimously.

Other. The meeting dates for the rest of 2011 are as follows: May 19, August 11 and November 10. All meetings begin at 10:00 a.m. and are held at PACE, 7436 Bishop Ott Dr., Baton Rouge, LA 70806.

Public Comment. Freddie Deblieux has a 47 year old son who has received a tremendous amount of assistance through the trust fund and is very pleased with the program and wanted to express her gratitude and appreciation. William mentioned that he will provide her with some support group information.

Adjourn. There was a motion by Carol and a second by John to adjourn the meeting.

**THE DATE OF THE NEXT TH/SCI ADVISORY BOARD MEETING IS
May 19, 2011**

Respectfully submitted,
Valencia Roberts, Admin. Prog. Spec.