

**THI/SCI TRUST FUND
QUARTERLY ADVISORY BOARD MINUTES
September 5, 2012**

Attending Board Members: Carol Harbo, Senator Fred Mills, Mark Martin, Anne Olivier, John "Jay" Lyles, Henry Bateman, Representative Scott Simon, and Andrew Kuyoro

Agency Staff: Alicia Smith, Valencia Roberts and Kim Sullivan

Public: William E. Moak

Call To Order. The meeting was called to order by acting Chairperson Carol Harbo.

Introductions. Everyone in attendance introduced themselves and their relation/position to the Traumatic Head and Spinal Cord Injury Trust Fund Program. Our newest Board member, Senator Fred Mills, was in attendance.

Minutes. Everyone took a short time to review the minutes from the last meeting and agreed that there were no changes to be made. Jay Lyles made a motion to approve the minutes as submitted; seconded by Mark Martin and approved.

Resource Center Updates. Executive Director of BIALA, Brigid Deloach, was unable to attend the meeting due to automobile trouble in route to the meeting. However, she did forward her presentation which is attached.

PROGRAM MANAGER'S REPORT

Reorganization.

Alicia Smith stated that she did not receive any recommendations from Board members regarding representatives from organizations to sit on the Board in the vacant positions. We did, however, contact the Advocacy Center and received an application from them. Also, BIALA has recommended an applicant. Carol suggested that Alicia search for someone in the field of Speech Therapy to assist with information on brain injury. Jay recommended LSHA.org which is the website for the Speech Therapy Association. We also need to find out how long the term of these two positions will be.

FINANCIAL REPORT:

The 2011-2012 year end financial report was presented. Several Board members had questions regarding the correctness of the Report, especially in

unexplained variances in the areas of Personnel Expenses and Operating Expenses. The following recommendations resulted:

1. Senator Mills stressed that from his experience on a number of volunteer Boards, Board members can be liable for their failure to monitor financial information. Therefore, it is important for the Trust Fund Board to seriously consider variances from budgets and to possibly modify budgets if quarterly reported variances are outside an acceptable percentage.
2. Senator Mills recommended that the OAAS staff seek assistance from the Legislative Auditor and obtain guidelines for Trust Fund financial reporting and procedures for handling reported variances. He also emphasized that all questions by Board Members regarding financial matters need to be tracked and included in the year-end audit report. Anne Olivier indicated she would contact the Legislative Auditor to obtain information on financial reporting.
3. Carol Harbo recommended that quarterly financial reports be emailed to an appointed Financial Committee 10 days prior to each quarterly Board meeting. The Committee will review the drafted financial report and work with OAAS staff to address any questions before each Board meeting. The committee was appointed and consists of Jay Lyles, Andrew Kuyoro and Henry Bateman.
4. Because of numerous questions by Board Members it was agreed that the Year End 2012 Financial Report be corrected and presented at the next Board Meeting (November, 2012)

BUDGET PRESENTATION, 2012-2013

The 2012-2013 Budget as presented to the Board was not adopted. Discussion reflected that Alicia Smith, as Program Manager, provides figures for the Client Expenses portion of the budget only. The source for Personnel Expenses and Operating Expenses is the Budget Office of DHH. Therefore, no staff member attending this meeting was able to provide the background and justifications of any of those figures. The Board took no action on the budget as presented. The following recommendations were made:

- 1 In the future all Budget figures should be presented, with an analysis and justification for each.
- 2 Proposed Annual Budgets need to be presented at the May Board meeting.
- 3 This year's Budget Proposal needs to be corrected and presented at the next Quarterly Meeting (November, 2012) with background analysis and justifications.

MISCELLANEOUS FINANCIAL DISCUSSION

Alicia stated that there was an increase in deposits due to the fees we receive from traffic violations. Municipalities have 30 days to send in their fee, if any, and we

deposit it into the treasury; they in turn send us an audit report. Courts are audited at the end of the year and told to send in fees if they have not already done so.

No Year-to-Date Operating Statement was presented.

Questions arose about the current balance of the Trust Fund. Anne advised that we checked with the state treasurer and the 1.7 targeted has not been swept from our fund at this time.

Questions arose about who audits our Trust Fund. Staff advised that we have not been financially audited. Carol Harbo reported that in the past a non-financial monitoring of Client files has been performed annually by an Advisory Board Committee which examines the orderly state of record keeping, appropriate provision of services, and timing of approvals, rejections, and payments.

The new software system was not implemented so budgeted money was not spent. Question arose about how much money has been paid to the AWARE Program for financial services and how many staff people access the program. Staff is not aware that any money has been paid. Three staff members have access to the program. Mark suggested completing an MOU and we may have to begin paying LA Workforce Commission for use of the AWARE computer system.

Senator Mills suggested the Trust Fund set a goal for Administrative Costs, track them, and compare actual to goal. Carol asked OAS staff to get recommendation from the Legislative Auditor about the best way to make an effective evaluation of Client to Non-Client expenses for future analysis. Carol Harbo reported that we have previous figures for Dollar of Direct Personnel Expense per Dollar of Client Services Expense for 2006 – 2010.

Program Update.

We are currently serving 639 individuals. There are 262 individuals on the waiting list.

Carol requested that the staff provide a regular quarterly update on the injury status of the waiting list applicants – the number of Traumatic Head Inured, Spinal Cord Injured and both.

She also requested the information on the Consumer Satisfaction Surveys sent out earlier this year.

Inactive Status

Alicia presented a Draft Overview of the Case Status Policy on inactive status which stated a client would be declared inactive when there has been no activity over a twelve month period. She said that if this is the situation then

the case will be closed and if the client wishes to regain active status, they can reapply for the program and their name will go at the end of the waiting list.

The Board did not adopt this Draft but recommended the following:

The Program Manager may classify a client as "Inactive" for *internal use only*. No case would be closed for inactivity. No client would be notified that he was "Inactive." No client would need to reapply nor be placed at the end of any priority service-list. The purpose of a classification of "Inactive" would be to allow less frequent contact by a Case Manager (saving money) and to create a classification to assist the Program Manager in more realistic budgeting.

Other

Carol asked about the status of Advisory Board Operating Procedures. This is still under review and has not been finalized yet.

Alicia mentioned an email from Henry Bateman regarding two clients in the Lake Charles area; their requests have been processed and paid and the Case Manager situation is being reviewed.

Public Comment

William E. Moak commented that the waiting list has constantly presented a budget and management challenge from the start of the program; and it is difficult to open all cases and budget correctly. He said that having someone from the Speech Therapy field on the Board would be a big plus and is vital to brain injury survivors. He was pleased to find out that funds were not swept from the budget. He also mentioned that he could not find the agenda or any type of public notice online or posted anywhere prior to the meeting.

Alicia stated that the agenda was posted on the door of the meeting room at PACE. The agenda and/or the notice needs to be posted at least three days in advance of the meetings not only at the meeting site but online and/or in various areas to alert the public so that they can have the opportunity to attend. Carol suggested posting it on BIALA's website and Anne said that we can put it on DHH's website also.

Appeal. Alicia stated that as of November 24, 2011, Michelle Vince has attempted to contact a client several times regarding his requests/appeal and she has not been successful in reaching the individual. Jay requested that Alicia try to contact him at that time while the Board was present at the meeting. She was not successful in reaching him at that time either. Jay made a motion to go into executive session to discuss the appeal; seconded by Andrew and approved.

After coming out of executive session, Senator Mills made a motion to support the denial; seconded by Representative Simon. A vote was taken and the denial was supported by the majority of the Board, therefore, the motion to support the denial passed.

Adjourn. Jay made a motion to adjourn the meeting; seconded by Mark and approved.

**THE DATE OF THE NEXT TH/SCI ADVISORY BOARD MEETING IS
November 14, 2012 and begins at 10:00 a.m. held at PACE, 7436
Bishop Ott Dr., Baton Rouge, LA 70806.**

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