



# HEALTH EDUCATION AUTHORITY OF LOUISIANA

FUNDING FOR BIOMEDICAL RESEARCH, HEALTHCARE AND HEALTH EDUCATIONAL INSTITUTIONS

Health Education Authority of Louisiana Board of Trustees  
Meeting Minutes  
August 3, 2016  
12:15pm

A meeting of the Health Education Authority of Louisiana Board of Trustees was held on Wednesday August 3, 2016 at 12:15pm at the HEAL office, 300 LaSalle Street, New Orleans, LA. Mr. Kurt Weigle, Interim Chair presided.

**HEAL Board Members Present**

Mr. Kurt M. Weigle, Interim Chairman  
Mr. M. Cleland Powell, III, Treasurer  
Ronald J. French, M.D., Secretary  
Dolleen Licciardi, M.D.  
Juan Gershanik, M.D.  
Ms. Eileen Mederos, R.N.  
Ms. Carroll W. Suggs  
Claudia Cavallino, D.D.S.

**HEAL Board Members Absent**

Mr. Walter Flower, III  
Jay Shames, M.D.

**Guests**

Dr. David Landry, President Holy Cross University  
Mr. Joe Sollitto, First NBC  
Mr. Aaron Maples, Board Counsel, Kinney, Ellinghausen, Richard & DeShazo  
Mr. Luther Speight, Accountant, Luther Speight & Company  
Mr. Matt Kern, Bond Counsel, Jones Walker

**Staff**

Mr. Jacob C. Johnson, HEAL Executive Director  
Mr. Nathan Fontaine, Administrative Program Specialist  
Ms. Vanessa McKee, Administrative Assistant

The meeting was called to order by Mr. Kurt Weigle at 12:27pm.

Roll call was held and Quorum was declared.

### **Approval of Agenda**

The Agenda was reviewed and Mr. Kurt Weigle made a motion to add Year End Financials, NAHEFFA Travel, and Executive Session to the agenda and to move items nine and ten up to the first third item discussed. The motion was seconded by Dr. Ronald French and passed unanimously. Dr. French moved that the amended agenda be accepted and was seconded by Ms. Carroll Suggs. The motion passed unanimously.

### **Review and Approval of April 6, 2016 HEAL Board Minutes**

The minutes of the April 6, 2016 HEAL Board Meeting were reviewed and Mr. M. Cleland Powell moved that they be accepted. Ms. Suggs seconds and the motion passed unanimously with no discussion or changes.

### **Holy Cross University Bond Issuance**

Dr. David Landry, President of Holy Cross University, gives his presentation on a new dorm building for Holy Cross. Plans for a 4 floor, 122 person dorm were passed out. Building would also house an exercise room, meeting room, and some administrative offices. Mr. Matt Kern of Jones Walker explained Bank Qualified bonds which this issuance would be and presents the Resolution of Participating Institution. Dr. French motions that HEAL accept and adopt this resolution and Ms. Suggs seconds. The vote was unanimous with Mr. Powell abstaining. Mr. Weigle notes that Mr. Powell abstained because it would be his bank that would be the purchaser of the bonds and that there is a papertrail reflecting such. General Counsel confirms that Mr. Powell must abstain from the vote. Mr. Weigle called for a motion on the Preliminary Offering of \$12 Million Resolution. Dr French motions that it be accepted and Ms. Suggs seconds. The vote was unanimous with Mr. Powell abstaining. Dr. Cavallino asked that counsel again confirm Mr. Powell's abstaintaion to avoid any conflict of interest issues. General Counsel confirms such.

### **Financial Statements**

Mr. Jacob Johnson presented 3<sup>rd</sup> Quarter Invoices from Louisiana Department of Health ("LDH"). Dr. French motioned that they be accepted and seconded by Dr. Claudia Cavallino. The motion passes unanimously with Dr. Dolleen Licciardi abstaining.

Mr. Johnson presented 4<sup>th</sup> Quarter Invoices from LDH. Dr. French motioned that they be accepted and seconded by Dr. Claudia Cavallino. The motion passes unanimously with Dr. Licciardi abstaining.

When Dr. Licciardi was called to question why she made clear her disagreement with the appearance that HEAL has not made timely payment to SSA Consultants, when in fact LDH has not made payment that heal requested initially.

Mr. Johnson stated that a 5<sup>th</sup> Quarter invoice is being worked on by LDH and would be given to us by August 14<sup>th</sup>.

Mr. Luther Speight presented the HEAL revenue statements. Dr. Juan Gershanik asked that previous year totals be included in the statement so that comparisons can be done. Ms. Suggs raised the question about SSA and Mr. Weigle inquired as to why the payment due SSA Consultants was not included in the revenue statements. A request was made to Division of Administration to make payment, awaiting response from DoA. A request was made to add the SSA Contract Invoice totals to the FY16 Financials. Dr. French motioned that the financial statements be accepted and seconded by Ms. Mederos. The motion passes unanimously.

Mr. Johnson presents the HEAL FY17 budget. Board amended the budget to remove the staff salary increase citing if and when a pay raise was approved the budget would be amended. Additionally twenty thousand dollars (\$20,000) for a transition consulting contract an increase to Board Counsel to eighty-five thousand dollars (\$85,000). Mr. Powell motions that the amended budget be accepted and seconded by Dr. French. The motion passes unanimously.

#### **KERD Amendment**

Mr. Johnson presented an amendment to the Kinney, Ellinghausen, Richard, & DeShazo contract. Mr. Powell motions that it be accepted and seconded by Dr. French but no formal action was taken.

#### **Accounting Policy**

Mr. Johnson presented the updated Accounting Policy. Dr. French motioned that it be accepted and seconded by Ms. Suggs. The motion passes unanimously.

Mr. Johnson presented 3 new policies on the Purchasing Card, Travel Card and Payroll. Mr. Powell motioned that they be accepted and seconded by Dr. French. The motion passes unanimously.

#### **Louisiana Legislative Auditors (“LLA”) Letter of Engagement**

Mr. Johnson presents the LLA letter of engagement for a FY16 financial audit. Ms. Suggs motioned that it be accepted and seconded by Dr. French. The motion passes unanimously.

#### **Approval of NAHEFFA Travel**

Mr. Johnson presented information about an upcoming NAHEFFA conference attendance. Mr. Weigle motioned that it be accepted and seconded by Ms. Mederos. The motion passes unanimously.

#### **New Orleans Job Corp Trainee**

Mr. Johnson presented information about taking on a New Orleans Job Corp worker.

#### **National Institute of Governmental Purchasing Membership**

Mr. Johnson presented information about the National Institute of Governmental Purchasing membership.

#### **Ethics Tier 2.1 and Web Training Compliance**

Mr. Johnson presented information about our Ethics Tier 2.1 and web training compliance.

#### **HEAL Legislation and Chronology**

Mr. Johnson presented a chronology about the HEAL Legislation (Senate Bill 230 and House Bill 339). Board asked that Legal Counsel provide a written description of what the legislation changes will mean for HEAL.

#### **Audit Chronology and Items Reviewed by LLA**

Mr. Johnson presented a chronology of actions regarding the LLA Audit of HEAL.

#### **Executive Directors Report**

Mr. Johnson presented his Executive Directors report.

#### **Executive Session**

At 2:28pm Mr. Powell motioned that we move to executive session and seconded by Dr. Licciardi. The motion passed unanimously.

At 2:48pm Ms. Mederos motioned that we leave executive session and seconded by Dr. Cavallino. The motion passed unanimously.

Dr. Cavallino leaves at 2:48pm.

Mr. Powell leaves at 2:50pm.

Dr. French motions that the meeting be adjourned, seconded by Dr. Licciardi. The motion passes unanimously. Meeting is adjourned at 2:50pm.

**Certification**

I, the undersigned, hereby certify that the above is a true, full, complete and correct copy of the minutes and resolutions adopted on motion duly made and seconded at a meeting of the members of the Board of Trustees of the Health Education Authority of Louisiana held on the 3<sup>rd</sup> day of August, 2016, at which meeting a quorum of the members were present and acted throughout and that a copy of the foregoing is duly entered upon the minute book of the Health Education Authority of Louisiana, and is now in full force and effect, and has not been amended, changed, modified, rescinded or repealed in any way.

WITNESS MY SIGNATURE, this 3<sup>rd</sup> day of August, 2016

  
Ronald J. French, M.D., Secretary