

South Central Louisiana Human Services Authority
Board Meeting Minutes
April 11, 2013

Members Present: Ray Nicholas (Assumption), Viola Daigle (Lafourche), Lisa Matherne (Lafourche), Karen Lentini (St. Charles), Ridgely Mitchell (St. James), Sherry Champagne (St. Mary), Gordon Landry (Terrebonne) and Donna Cobb (Terrebonne).

Members Absent: Faith Farlough (St. John the Baptist).

Guest in attendance: Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (CFO), Marian Palmisano (Secretary), Wesley Cagle (DD Program Director), Melicia Lemoine (HR Director), Frances Robichaux (TAC), Dr. Melanie Vega (Medical Director) and Sue Saia (TAC).

Agenda Item	Action Recommended/Outcome
Call to Order	Meeting called to order by Chairperson Viola Daigle at 6:10 p.m.
Opening Prayer & Pledge of Allegiance	Mr. Ray Nicholas led the prayer and Mrs. Lisa Matherne led the Pledge of Allegiance.
Roll Call of Board Members	Secretary called the roll and indicated a quorum was present.
Approval of Minutes	Minutes from the March 14, 2013 meeting were reviewed. Mrs. Karen Lentini, motioned to approve the minutes, seconded by Mr. Ray Nicholas, motion carried and minutes were approved.
Board Issues	<p><u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms.</p> <p><u>Legal Opinion on Board By-Laws:</u> Reviewed opinion/interpretation of the Board By-Laws from Former Senator Dupre (author of Act 449) and Nancy Falgoust, DHH/SCLHSA Attorney.</p> <p><u>Annual Financial Disclosure Statement:</u> Financial Disclosure Forms were distributed to each Board Member and reminded to file before the May 15th deadline.</p>
Executive Director Report:	<p><u>Agency Update</u> – Lisa Schilling</p> <ul style="list-style-type: none"> • Ms. Schilling introduced Sue Saia, TAC Manager; Dr. Frances Robichaux, TAC Counselor; and Dr. Melanie Vega, SCLHSA Medical Director. Each Board Member introduced themselves and stated what Parish they represent. • <u>Resignation of DHH Secretary/Interim Appointment:</u> Bruce Greenstein resigned and Kathy Kliebert was appointed Interim Secretary effective April 1, 2013. Courtney Phillips will replace Mrs. Kliebert. • <u>House Appropriations Committee Update:</u> Mr. Greenstein was not present at the April 8th meeting. Kathy Kliebert and Jerry Phillips testified regarding current funding, proposed budget cuts and the contracts/turnovers of the LSU Hospitals. SCLHSA is awaiting a call to testify at future meetings. • <u>Parish visits/Legislative Updates:</u> Visited all Parish Councils except St. James, that meeting is scheduled for the April 17th meeting in Vacherie. Met with most of the Legislators and gave a brief update/overview of services and funding. Asked for their support and consideration of a stand still budget. • <u>TTC/TAC Clinic Merger-May, 2013:</u> Target date for Clinic Merger is 5/3. Administrative Office will move to Legion Avenue on 5/20. • <u>Mobile Unit Outreach Program 4/11/13:</u> Mobile Unit in Assumption Parish today (Plattenville & Paincourtville). Next visit scheduled for April 25th in Labadieville, Napoleonville and Thibodaux. SCLHSA applied for grant through Bayou Community Foundation Grant to cover staff, gas, and maintenance of the Mobile Unit. • <u>HB 284-Representative Ortego:</u> Briefly reviewed bill filed by Representative Ortego to transfer control of hospitals to HSA's. As stated in the bill, SCLHSA would take over management operations of Chabert Medical Center. A meeting is scheduled with Representative Ortego on April 18th. A copy of the bill will be emailed to Board members for review. • <u>HR Civil Service Audit:</u> Mrs. Schilling stated HR received a letter regarding the outcome of the previous audit. There were no major issues and CS/LASERS stated it was a pleasure working with SCLHSA's HR staff.

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<p><u>Financial Report (March)</u>– Janelle Folse</p> <ul style="list-style-type: none"> • Reviewed the March Budget Analysis for FY 13 including projected revenues/expenditures as of 3/31/2013. Motion to approve the March Budget Analysis by Mr. Ray Nicholas, seconded by Mrs. Lisa Matherne, motion carried. <p><u>Magellan Webcheck Report</u>: Reviewed the FY 13 Magellan Webchecks Summary Spreadsheet as of 4/10/2013 reflecting collections and projection.</p> <ul style="list-style-type: none"> • Ms. Schilling reviewed the A/R spreadsheet for March 1, 2012 through March 30, 2013. Fiscal will be hiring another person to complete billing component. CA will not track 3rd party/self-pay clients and staff is currently keeping and posting records manually. <p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> • <u>Clinic No-Show Data</u>: Reviewed the Clinic No-show Data Report by Parish of Clients for February 2013. <p><u>D Report</u>: Wes Cagle</p> <ul style="list-style-type: none"> • Concerns of providers regarding unannounced home visits voiced during SCLHSA DD provided training on Supported Documentation. • Efforts, and resulting improvement towards reducing number of outstanding Critical Incident Reports. • Upcoming training for Support Coordination Staff on Critical Incident Reporting, Supported Employment Initiative, and medication administration. • New draft of Individual and Family Support Policy. • Discussed DHH custody issues regarding DCFS children soon to become adults. • Reported participation in the BISCO Health Fair, forum presentations to St. Charles Spec. Ed. Parent group and CCP.
Old Business	None
New Business	<p><u>Executive Session for ED Evaluation Process</u>: Melicia Lemoine</p> <ul style="list-style-type: none"> • At 7:25pm, Ms. Lisa Matherne motioned to move into Executive Session to review the ED Evaluation Process, seconded by Mr. Ray Nicholas, motion carried. Chairperson Daigle requested Ms. Lemoine remain in the meeting. • At 7:50pm, Ms. Lisa Matherne motioned to move into Regular Session, seconded by Ms. Donna Cobb, motion carried. • Chairperson Daigle requested the Board Secretary to include a copy of the Board Member Responsibilities in the Board Member packets for the next meeting. • Chairperson Daigle stated the ED Evaluation will be revised and mailed to Board Members to complete at a later date.
Views and Comments by the Public	None
Consideration of Other Matters	Chairperson Daigle stated the next board meeting will be held on Thursday, May 16, 2013 at 6:00pm. Location TBA.
Adjournment	Motion to adjourn by Mrs. Lisa Matherne, seconded by Mrs. Donna Cobb, motion carried. Meeting adjourned at 8:00pm.