

South Central Louisiana Human Services Authority

Board Meeting Minutes

August 10, 2017

Members Present: Ray Nicholas (Assumption), Herbert Barnes (Lafourche), Alvina Matherne (St. Charles), Alisa Dunklin (St. James), Danny Smith (Terrebonne) and Cheryl Turner (Terrebonne).

Members Absent: Viola Daigle (Lafourche) and Lynne Farlough (St. John the Baptist).

Guest in attendance: Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Wesley Cagle (DD Director), and Marian Palmisano (Secretary).

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Ray Nicholas called the meeting to order at 6:10p.m.
Opening Prayer & Pledge of Allegiance	Chairman Ray Nicholas led the prayer and Mr. Herbert Barnes 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 July 19, 2017 meeting were reviewed. Mr. Danny Smith motioned to approve the minutes of the July 19, 2017 Board Meeting, seconded by Mrs. Alvina Matherne, 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>Letter to St. Mary Board Member/Government:</u> Ms. Schilling reviewed the letter addressed to Stan Robison notifying him of his removal from the SCLHSA Board of Directors due to his absences for the meetings. Ms. Schilling reviewed the letter sent to the St. Mary Parish Government requesting assistance in the selection of a new Board Member from St. Mary Parish to fill the vacancy according to the requirements set forth by the Legislature in Act 73.</p> <p><u>Letter to Lafourche Parish Government:</u> Ms. Schilling reviewed the letter sent to the Lafourche Parish Government requesting assistance in the selection of two Board Member appointments from Lafourche Parish to fill the vacancies according to the requirements set forth by the Legislature in Act 73.</p>
Executive Director Report	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> • <u>HTV Series:</u> Ms. Schilling gave a brief update of the HTV series noting the last Monday segment went very well and received great response. A monthly segment will continue through December 2017. • <u>Update on Regal Row Building:</u> Ms. Schilling gave a brief update on the Regal Row Building noting the results of the 2nd Environmental Survey were forwarded to DEQ. Ms. Schilling stated she received a call from Facility Planning requesting assistance in moving the project forward. Officials were contacted and looking forward to hearing back from DEQ in the near future. • <u>FY 16/17 AMPAR:</u> Ms. Schilling reviewed the 2016 AMPAR Report and the highlighted changes to the AMPAR Policy. <ul style="list-style-type: none"> ○ Motion by Mr. Herbert Barnes to approve the AMPAR Report and the AMPAR Policy, seconded by Ms. Alisa Dunklin, motion carried. • <u>Required Reporting Documents:</u> Ms. Schilling reviewed the concerns with the LGE MOF/Population Tracking Form developed by LDH and shared the LGE Response and the Required Reporting Documents submitted to LDH, OBH, OCDD, DOA, OMF, Budget, LPAA, ORM, OFP, & Civil Service. • <u>LDH Contract Extension:</u> Ms. Schilling reported that the LDH Contract Extension was signed for a three-month period and submitted to LDH. • <u>FY 18 Reduction Scenario (\$120M):</u> Ms. Schilling reviewed the FY 18 \$120M SGF Reduction Scenario noting the Proposed Budget Adjustment items and the amount of the proposed reduction.

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> • <u>Annual Compliance Summary FY 17</u>: Ms. Bonner reviewed the FY 17 Annual Compliance Summary noting the FY 17 updates are printed in red. <ul style="list-style-type: none"> ○ Motion by Mr. Herbert Barnes to approve the Annual Compliance Summary FY 17, seconded by Ms. Alisa Dunklin, motion carried. <p><u>Developmental Disabilities</u>: Wesley Cagle</p> <ul style="list-style-type: none"> • <u>Program Statistics</u>: Mr. Cagle gave a brief update of the current DD Waiver statistics totaling 1140 waivers (798 NOW, 223 SW, 116 CC and 3 ROW). There are 97 IFS and 113 families receiving Flexible Family Funds. • <u>RFSR Update</u>: Mr. Cagle gave a brief update of the RFSR noting there are a few invoices to complete for payment. Staff completed a total of 714 screenings. • Mr. Cagle stated the DD Regional Advisory Committee will meet on August 15, 2017 to bring issues to the table and seek solutions. • Mr. Cagle stated staff continue to prepare for CARF. Several meetings were held and policies are being finalized. <p><u>Policy Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> • <u>Complaints/Grievances</u>: Ms. Bonner reviewed the highlighted changes to the Complaints/Grievances Policy. • <u>Risk Management Plan & General Safety Plan</u>: Ms. Bonner reviewed the highlighted changes to the Risk Management Plan & General Safety Plan. • <u>Violence Prevention Plan</u>: Ms. Bonner reviewed the highlighted changes to the Violence Prevention Plan. • <u>Risk Management/Compliance Policy</u>: Ms. Bonner reviewed the highlighted changes to the Risk Management/Compliance Policy. • <u>Emergency Operations Plan</u>: Ms. Bonner reviewed the highlighted changes to the Emergency Operations Plan. • <u>Continuity of Operations Plan</u>: Ms. Bonner reviewed the highlighted changes to the Continuity of Operations Plan. ○ Ms. Alisa Dunklin motioned to approve the changes to the Complaints/Grievances Policy, the Risk Management Plan & General Safety Plan, Violence Prevention Plan, Risk Management/Compliance Policy, Emergency Operations Plan, and the Continuity of Operations Plan, seconded by Mr. Danny Smith, motion carried.
Old Business	None
New Business	<p><u>Executive Session</u>: Employee of the Quarter (Lisa Schilling)</p> <p>At 6:50pm, Mrs. Alvina Matherne motioned to go into Executive Session to discuss the selection of the Employee of the Quarter, seconded by Mr. Danny Smith, motion carried.</p> <p>At 7:05pm, Mrs. Alvina Matherne motioned to go back into Regular Session, seconded by Mr. Danny Smith, motion carried.</p>
Views and Comments by the Public	None
Consideration of Other Matters	<ul style="list-style-type: none"> • SCLHSA Events Calendar-Ms. Schilling reviewed the August 2017 Calendar. • Chairman Nicholas stated the next Board Meeting will be held on Thursday, September 14, 2017, @ 6:00pm, SCLHSA DD Office and may require extended time for Policy Review and Approval.
Adjournment	Motion to adjourn by Mrs. Alvina Matherne, seconded by Mr. Danny Smith, motion carried. Meeting adjourned at 7:15pm.