

## South Central Louisiana Human Services Authority

### Board Meeting Minutes

December 19, 2017

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

**Members Absent:** Lynne Farlough (St. John the Baptist).

**Guest in attendance:** Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (Fiscal Director), Amy Walker (HR Analyst), Stephanie Benton (Exe. Assistant), and Marian Palmisano (Secretary).

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Ray Nicholas called the meeting to order at 6:15p.m.
Opening Prayer & Pledge of Allegiance	Chairman Nicholas led the prayer and Mrs. Alvina 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 November 9, 2017 meeting were reviewed. Mr. Danny Smith motioned to approve the minutes of the November 9, 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>Lafourche &amp; St. Mary Parish Board Vacancies Update:</u> Ms. Schilling gave a brief update of the Board vacancies for Lafourche &amp; St. Mary Parishes. No applicants were received to date and the have re-advertised for replacements.</p>
Executive Director Report	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>Update on Regal Row Building:</u> Ms. Schilling gave a brief update on the Regal Row Building noting that Kinder Morgan submitted the remediation plan and is awaiting final approval from DEQ. Ms. Schilling reported the draft of the lease agreement is still in progress and working through language that Kinder Morgan requested to be removed from the document. The new target date is end of January/early February.</li> <li>• <u>Marian's Retirement-Replacement Selected:</u> Ms. Schilling reported that the replacement for the Executive Assistant was selected. Ms. Schilling introduced and welcomed Mrs. Stephanie Benton. Each Board Member welcomed Mrs. Benton and were introduced. Mrs. Benton gave a brief bio and thanked everyone for welcoming her aboard.</li> <li>• <u>HTV Series:</u> Ms. Schilling gave a brief update on the HTV Series noting segments will continue monthly. Ms. Schilling stated the search for grants to assist with funding for commercials continues. Commercials would be televised quarterly and during the holiday seasons.</li> <li>• <u>SCLHSA Top 10 Diagnosis:</u> Ms. Schilling reviewed the FY 18 Qtr. 1 Top 10 Diagnosis Pie Chart noting the percentage for each diagnosis. No significant change noted from previous quarter.</li> <li>• <u>SCLHSA Common Used Abbreviations:</u> Ms. Schilling reviewed the revised SCLHSA Commonly Used Abbreviations list and requested Board Members review and add to binders for future reference.</li> <li>• <u>SIFO1:</u> Ms. Schilling reviewed the SIFO 1 noting the adjustments to the existing operating budget and interagency transfer funding.</li> </ul> <p><u>Financial Report:</u> Janelle Folse</p> <ul style="list-style-type: none"> <li>• <u>Monthly Budget Summary (November):</u> Ms. Folse reviewed the FY 17-18 Budget Analysis for November as of 11/30/2017 including projected revenues/expenditures and the Legislative Appropriated Budget.</li> <li>• <u>Revenue Report (November):</u> Ms. Folse reviewed the FY 17-18 Revenue Report for November as of 11/30/2017 reflecting collections including recoupments as of 11/30/2017. <ul style="list-style-type: none"> <li>○ Mrs. Alvin Matherne motioned to approve the FY 17-18 November Budget Analysis and the Revenue Report for November as of 11/30/2017, seconded by Ms. Cheryl Turner, motion carried.</li> </ul> </li> </ul> <p><u>Operational Review:</u> Kristin Bonner</p> <ul style="list-style-type: none"> <li>• <u>Agency Statistics:</u> Ms. Bonner reviewed the FY 18 1st Qtr. Agency Statistics for Behavioral Health and Developmental Disabilities.</li> <li>• <u>Client Satisfaction Survey Results:</u> Ms. Bonner reviewed the FY 18 1<sup>st</sup> Quarter Client Satisfaction Survey Results for the Behavioral Health Centers and Developmental Disabilities Services.</li> </ul>

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<ul style="list-style-type: none"> <li>• <u>Performance Indicators</u>: Ms. Bonner reviewed the FY 18 1<sup>st</sup> Quarter Performance Indicator Report.</li> <li>• <u>Safety/Risk Management</u>: Ms. Bonner reviewed the FY 18 1<sup>st</sup> Qtr. Safety/Risk Management Report including the Incident Reports and Claims Filed/Ongoing.</li> </ul> <p><u>Developmental Disabilities</u>: Wesley Cagle (Lisa Schilling)</p> <ul style="list-style-type: none"> <li>• <u>Program Statistics</u>: Ms. Schilling gave a brief update of the current DD Waiver statistics totaling 1144 Waivers (796 NOW, 221 SW, 124 CC and 3 ROW). There are over 240 individuals receiving IFS funding and 114 FFF slots filled.</li> <li>• <u>Changes to FFF Program</u>: Ms. Schilling stated there are major changes expected to the FFF Program initiated by the DD Council Act 378 Subcommittee. The changes will be forwarded upon receipt.</li> <li>• <u>Employment Initiatives/Home Based Settings Rule</u>: Ms. Schilling stated all clients will be monitored for compliance with the Home Based Settings Rule as it pertains to employment and to meaningful day.</li> <li>• <u>QE Monitoring changes for 2018</u>: Ms. Schilling stated six months will be allotted for each Support Coordination Agency to complete QE monitoring. Monitoring was completed for all eight of our Supported Employment Providers and received most transition plans. Lynn Guidry will be included on Entry Staff. Further details will be forwarded upon completion.</li> </ul> <p><u>Policy Review</u>: Ms. Bonner &amp; Ms. Schilling</p> <ul style="list-style-type: none"> <li>• <u>Plan for Client Care &amp; Services with Program Scope of Services</u>: Ms. Bonner reviewed the highlighted changes for the Plan for Client Care &amp; Services with Program Scope of Services for each program—BH, IOP, DD, Health Home, Pharmacy, &amp; Call Line.</li> <li>• <u>Operational Plan Process</u>: Ms. Schilling reviewed highlighted changes for the Operational Plan Process and reviewed the Operational Plan Guidelines.</li> <li>• <u>Legal Services</u>: Ms. Schilling reviewed highlighted changes for the Legal Services Policy.</li> <li>• <u>Strategic Budget Cutting</u>: Ms. Schilling reviewed highlighted changes for the Strategic Budget Cutting Policy. <ul style="list-style-type: none"> <li>○ Ms. Alisa Dunklin motioned to accept the changes to the Plan for Client Care &amp; Services with Scope of Services, Operational Plan Process, Legal Services Policy &amp; the Strategic Budget Cutting Policy, seconded by Ms. Alvina Matherne, motion carried.</li> </ul> </li> </ul>
Old Business	None
New Business	<ul style="list-style-type: none"> <li>• <u>Executive Session</u>: Executive Director's Annual Evaluation-Melicia Levron At 7:10 pm, Ms. Alisa Dunklin motioned to move into Executive Session to discuss the Executive Director's Annual Evaluation, motion seconded by Mrs. Alvina Matherne, motioned carried. At 7:35 pm, Ms. Alisa Dunklin motioned to revert back to Regular Session, motion seconded by Mrs. Alvina Matherne, motioned carried. Mr. Nicholas stated Ms. Schilling received her evaluation scores and comments from the Board and document was signed. Mr. Nicholas stated 3 Committee Members will be appointed and meet before the January 18, 2018 Board Meeting to discuss a merit recommendation for the Executive Director's Annual Evaluation to report to the Board at the January 18, 2018 meeting.</li> </ul>
Views and Comments by the Public	None
Consideration of Other Matters	<ul style="list-style-type: none"> <li>• SCLHSA Events Calendar-Ms. Schilling reviewed the December 2017 Calendar.</li> <li>• Chairman Nicholas stated the next Board Meeting will be held on Thursday, January 18, 2018, @ 6:00pm, SCLHSA Administration Office.</li> </ul>
Adjournment	Motion to adjourn by Mr. Danny Smith, seconded by Ms. Alisa Dunklin, motion carried. Meeting adjourned at 7:40pm.