

**South Central Louisiana Human Services Authority  
Board Meeting Minutes  
July 13, 2023**

**Members Present:** Ray Nicholas (Assumption), Rachel Becnel (St. James), Bryan Zeringue (Lafourche), and Ms. Lynne Farlough (St. John the Baptist)

**Members Absent:** Aggie Thibodaux (Lafourche), Travion Smith (Terrebonne), Barbra Fuselier (St. Charles), and Becky Hohensee (Terrebonne).

**Guest in attendance:** Kristin Bonner (Executive Director), Misty Hebert (Deputy Director), Janelle Folse (Fiscal Director), Wesley Cagle (Developmental Disabilities Director), Kensie Lasseigne (incoming Developmental Disabilities Director) and Stephanie Benton (Secretary).

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Bryan Zeringue called the meeting to order at 6:02 p.m.
Opening Prayer & Pledge of Allegiance	Mr. Ray Nicholas led the prayer and Mr. Bryan Zeringue led Pledge of Allegiance.
Roll Call of Board Members	Secretary called the roll and indicated a quorum was present.
Approval of Minutes	Minutes from the May 18, 2023 meeting were reviewed. Mr. Ray Nicholas motioned to approve the minutes of the May 18, 2023 Board Meeting, seconded by Ms. Lynne Farlough, motion carried and minutes were approved.
Board Issues	<ul style="list-style-type: none"> <li>• <u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms.</li> <li>• <u>Update on Board Positions for St Mary (Letter of Resignation) and Lafourche Parishes:</u> Ms. Bonner reported we have received a letter a letter of resignation from Ms. Adriane Kyle. Ms. Bonner also discussed we have been in contact with the Lafourche parish Board Member, Ms. Aggie Thibodaux, regarding absence issues. She resigned due to the fact there is a conflict with client appointments. We will begin advertising for the vacancies in both St. Mary and Lafourche parishes.</li> </ul>
Executive Director Report	<p><u>Agency Update:</u> Kristin Bonner</p> <ul style="list-style-type: none"> <li>• <u>Site Updates - Staffing:</u> Ms. Bonner reported our IT Director, Eldred Smith, has retired and we have hired Howard “Joey” Thibodaux. We have also hired Ms. Kensie Lasseigne as our new Developmental Disabilities Director to replace Mr. Wesley Cagle who retires tomorrow. Ms. Kensie introduced herself and gave a brief introduction. The Board welcomed Ms. Lasseigne. Ms. Bonner also reported we have also hired a PMHNP at SMBH. Ms. Bonner gave an update of repairs at Regal Row. The shed was demolished and the Contractors continue to work on replacing the awning. The floors in the Billing Office were replaced due to moisture/mold. Ms. Bonner reported the LLA (Auditor) is here daily, no findings to date. Ms. Bonner also reported the All Staff Appreciation Day was well received and employees have requested that we do the same next year. Ms. Bonner discussed they are working on the beginning stages of a Lease that has been sent to SCLHSA attorney for the Town Hall property to house TBHC and DD. Mr. Bonner reported we are in negotiations for Leasing the IHOP Property in Laplace for RPAC.</li> <li>• <u>CARF Application and Dates 10 11/2023:</u> Ms. Bonner reported the CARF Application has been completed and sent in. The process will take place in October – November 2023. In preparation for CARF, we are currently working on SCLHSA Plans and Policies.</li> <li>• <u>Performance Improvement Plan:</u> Ms. Bonner reviewed the Performance Improvement Plan to include minor changes to the language of the Plan. <ul style="list-style-type: none"> <li>○ Ms. Lynne Farlough motioned to approve the minor changes to the language of the Performance Improvement Plan, second by Mr. Ray Nicholas, motion carried.</li> </ul> </li> </ul>

Operational Report	<ul style="list-style-type: none"> <li>• <u>Fairview Proposal</u>: Ms. Bonner reviewed the OHL (Odyssey House Louisiana) Fairview Proposal. No new information to date. Looks like they are going through with the Proposal.</li> <li>• <u>Veterans Suicide Protocol</u>: Ms. Bonner reviewed the Veterans Suicide Protocol present by Mr. Zeringue at the last Board Meeting. Lafourche Parish is the first in the state to pilot the Program. The Program will be very beneficial to the communities.</li> </ul> <p><u>Operational Report</u>: Misty Hebert</p> <ul style="list-style-type: none"> <li>• <u>3<sup>rd</sup> Quarter LaPAS</u>: Ms. Hebert reviewed the 3<sup>rd</sup> Quarter LaPAS report.</li> <li>• <u>3<sup>rd</sup> Quarter Complaints</u>: Ms. Hebert gave a report on 3<sup>rd</sup> Quarter Complaints to include resolutions to each complaint reported.</li> <li>• <u>3<sup>rd</sup> Quarter Satisfaction Surveys</u>: Ms. Hebert reviewed the 3<sup>rd</sup> Quarter Satisfaction Surveys for Behavioral Health.</li> <li>• <u>Emergency Operations Plan</u>: Ms. Hebert reviewed the Emergency Operations Plan to include minor changes to the language of the Plan. <ul style="list-style-type: none"> <li>○ Mr. Ray Nicholas motioned to approve the minor changes to the language of the Emergency Operations Plan, second by Ms. Rachel Becnel, motion carried.</li> </ul> </li> <li>• <u>COOP Plan</u>: Ms. Hebert reviewed the COOP Plan to include minor changes to the language of the Plan. <ul style="list-style-type: none"> <li>○ Mr. Ray Nicholas motioned to approve the minor changes to the language of the COOP Plan, second by Ms. Lynne Farlough, motion carried.</li> </ul> </li> </ul>
Fiscal Report	<p><u>Fiscal Report</u>: Janelle Folse</p> <ul style="list-style-type: none"> <li>• <u>Monthly Budget Summary (April/May)</u>: Ms. Folse reviewed the FY 22-23 Budget Analysis for April as of 4/30/2023, and May as of 5/31/2023, including projected revenues/expenditures and the Legislative Appropriated Budget. <ul style="list-style-type: none"> <li>○ Mr. Ray Nicholas motioned to approve the FY22-23 April and May Budget Analysis for April as of 4/30/2023 and May as of 5/31/2023, seconded by Ms. Lynne Farlough, motion carried.</li> </ul> </li> <li>• <u>Revenue Report (April/May)</u>: Ms. Folse reviewed the FY 22-23 for April and May Revenue Reports, reflecting collections including recoupments/write-offs/adjustments for April as of 4/30/2023, and May as of 5/31/2023. <ul style="list-style-type: none"> <li>○ Mr. Ray Nicholas motioned to approve the FY 22-23 April and May Revenue Reports for April as of 4/30/23, and May as of 5/31/23, seconded by Ms. Rachel Becnel, motion carried.</li> </ul> </li> <li>• <u>End of FY Report</u>: Ms. Folse reported on the End of FY23. There have been issues with the new LaGOV Accounting System. The way the system works is our SGF is borrowed to cover the anticipated revenue we receive from cost reimbursement programs. Ms. Folse explained that our Interagency Programs are cost reimbursed – we pay the bills then LDH sends us the money. At the end of the year, due to the tight Budget, we have cash flow issues due to fact that they are borrowing our own money to cover something they owe to us. We are struggling with cash flow and we are trying not to use any additional escrow funds as not to affect future Budgets. At this time, we should not have to use any additional escrow funds.</li> </ul>
Developmental Disabilities	<p><u>Developmental Disabilities</u>: Mr. Wesley Cagle</p> <ul style="list-style-type: none"> <li>• <u>Act 421</u>: Mr. Cagle reviewed the Act 421 Report to include assessments completed. Mr. Cagle also reviewed the DD Satisfaction Surveys.</li> <li>• <u>Entry Unit</u>: Mr. Cagle reported they are down one (1) staff member in the Entry Unit. We have upcoming Trainings for staff due to recent changes to the Policy. They are currently working on implementing the new Policy.</li> <li>• <u>Developmental Disability Program Updates</u>: Mr. Cagle gave an update on Development Disability Programs. IFS and FFF – they have not received all of the invoices for June, but everything looks good to date. They should be well over 98% spend down in the Budget. Ms. Lasseigne gave an update on the Waiver Programs. Ms. Lasseigne reported Support Coordination has requested an increase in</li> </ul>

	<p>pay. LDH has formed a Group Study for benefits of a pay increase to begin working on in July/August in the hopes to have the results in a report for the House Resolution 209 by February 2024. They are looking at ways to shift duties around in SC or compensate them for work performed. DD did send in a name of a staff member from the office to participate in the study group. Ms. Lasseigne also reported on post PAG Training Session scheduled to discuss information of exceptions put in place for COVID that will expire in November 2023. Ms. Lasseigne also reported they are down a Med Cert Supervisor. The position has been posted and interviews will begin soon.</p>
Views and Comments by the Public	NONE
Old Business:	NONE
New Business:	<p>Ms. Bonner distributed new Board Member Binders to each Board Member. The Binders include the Board of Governance Policy Manual and ED Evaluation Form to be initialed throughout the year, as Monitors are complete.</p> <p>Ms. Bonner also reviewed RS 28:913.4 regarding SCLHSA membership, appointment, and terms. She discussed the types of members the Board should be comprised of and the three (3) mandatory gubernatorial elects. We need to replace two (2) of the gubernatorial members. Mr. Nicholas discussed in the past there was a discussion regarding hard to recruit parish appointees who meet criteria. We should advertise without a specific criteria for those willing to volunteer.</p>
Consideration of Other Matters	<ul style="list-style-type: none"> <li>• <u>Board Meeting Schedule:</u> After discussion with Board Members, Chairman Bryan Zeringue stated the next Board Meeting will be held on Thursday, August 10, 2023 @ 6:00pm at SCLHSA Administration Office.</li> </ul>
Adjournment	Motion to adjourn by Mr. Ray Nicholas, seconded by Ms. Lynne Farlough, motion carried. Meeting adjourned at 7:15 pm.