

South Central Louisiana Human Services Authority
Board Meeting Minutes
May 16, 2013

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

Members Absent: Lisa Matherne (Lafourche).

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), and Karen Schilling (Project Director).

Agenda Item	Action Recommended/Outcome
Call to Order	Meeting called to order by Chairperson Viola Daigle at 6:15 p.m.
Opening Prayer & Pledge of Allegiance	Mr. Ray Nicholas led the prayer and Mrs. Karen Lentini 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 April 11, 2013 meeting were reviewed. Mrs. Karen Lentini, motioned to approve the minutes, seconded by Mrs. Donna Cobb, 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>Board Member Job Description/Responsibilities:</u> Board Members were advised to review at their convenience.</p> <p><u>Executive Session-ED Evaluation Document:</u> At 6:25pm, Ms. Donna Cobb motioned to move into Executive Session to review the ED Evaluation Document, seconded by Mr. Ray Nicholas, motion carried. Chairperson Daigle requested Ms. Lemoine remain in the meeting. At 7:00pm, Mr. Ray Nicholas motioned to move into Regular Session, seconded by Mr. Ridgely Mitchell, motion carried.</p>
Executive Director Report:	<p><u>Agency Update</u> – Lisa Schilling</p> <ul style="list-style-type: none"> • <u>Legislative Session-HB 284, HB92, HB281:</u> Reviewed status of the legislative bills noted. • <u>JLBC Document:</u> Reviewed the proposed additions/reductions to the FY 14 budget. These proposed cuts are in addition to previous proposed cuts. • <u>Legion/Park Merger:</u> The Administrative Office is scheduled to move to the Legion site on May 20, 2013. • <u>Environmental Services Project Log:</u> Reviewed the Environmental Services Project Log spreadsheet noting the status of ongoing projects. • <u>Employee Satisfaction Surveys:</u> Reviewed the results of the annual Employee Satisfaction Surveys. • Ms. Lisa Schilling reviewed the graphs requested by the Board of Assessment clients following up at Treatment Centers. <p><u>Financial Report</u> – Janelle Folse</p> <ul style="list-style-type: none"> • <u>Monthly Budget Summary:</u> Reviewed the Budget Analysis for FY 13 including projected revenues/expenditures as of 4/30/2013 and the expenditure spreadsheet reflecting monthly totals. Motion to approve the April Budget Analysis by Mr. Ray Nicholas, seconded by Mrs. Karen Lentini, motion carried. • <u>Magellan Webcheck Report:</u> Reviewed the FY 13 Magellan Webchecks Summary Spreadsheet as of 5/16/2013 reflecting collections and projection. • <u>Fiscal Legislative Auditor Report:</u> Providing requested documents to the Legislative Auditor’s Office. No findings as of present time. • Ms. Folse reported staff is working on private insurance/third party collection process beginning with the most recent services.

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>LAPas</u>: Reviewed the FY13 3rd qtr. LAPAS report. • <u>PI Indicators</u>: Reviewed the Performance Indicator graphs for the FY13 3rd quarter. • <u>Client Satisfaction Survey Results</u>: Reviewed the Client Survey Satisfaction Survey Results for the FY13 3rd quarter. • <u>Risk Management Plan</u>: Reviewed the changes to the Annual Risk Management Safety Plan 2013. Motion to approve the Annual Risk Management Safety Plan 2013 by Mr. Ray Nicholas, seconded by Ms. Donna Cobb, motion carried. <p><u>DD Report</u>: Wes Cagle</p> <ul style="list-style-type: none"> • Provided CIR (Critical Incident Reporting) to all providers in the region on 4/23/13. Staff attended Ombudsman (ICF-DD Advocacy) training on 5/8/13 and RSFR (Request for Services Registry) training is forthcoming. • Outreach forums were held at "Blessed by Downs" meeting on 5/1/13 and at the Resource Information Workshop in Litcher, LA on 4/24/13. • Discussed progress/problems with monitoring of Easter Seals of LA Support Coordination Agency. • Update on DD's participation in the DD Council Quarterly meeting and workgroups. • Working with Support Coordination Agencies to encourage OCDD to allow change of anniversary dates of NOW CPOCs to disperse workloads efficiently. <p><u>Clinic Program Update</u>: Lisa Schilling for Stephany Hillman</p> <ul style="list-style-type: none"> • <u>Terrebonne Behavioral Health Clinic</u>: TTC/TAC Merger-1st week moving very smoothly. Comments and statistics will be reported at the next Board meeting. • <u>Mobile Outreach Services</u>: The Mobile Unit is providing services in Assumption Parish. St. James and Lafourche Parishes are the next areas scheduled for services. • <u>CCP Program</u>: Teams are providing outreach and individual/group counseling. The deadline of the SAMHSA grant is November 24, 2013. If a hurricane/disaster occurs LA Spirit will be available/ready to hit the ground running. <p><u>Information Technology Update</u>: Eldred Smith</p> <p><u>Community Book Forum Update</u>: Karen Schilling</p> <ul style="list-style-type: none"> • The Community Book Forum held on May 2, 2013 at the Terrebonne North Library was very successful. Randye Kaye, the author of the book "<u>Ben Behind His Voices</u>", was outstanding. There was a good turnout for the CEU Training, the Family Time, and the Author Talk and Panel Discussion. • Crisis Training for Law Enforcement- teaching others to work with mental illness- will be held June 3-7, 2013. Contact local police to send police staff. There are 20 slots available. There will be eight \$250.00 Scholarships awarded to officers.
Old Business	None
New Business	None
Views and Comments by the Public	Mrs. Faith Farlough: St. John Parish President Natalie Robottom signed a proclamation designating May as Mental Health Month. Judge Madeline Jasmine with Drug Court in St. John Parish is interested in talking to administration for possible collaboration with SCLHSA. St. John Parish DA's office provides anger management services for individuals involved in domestic violence. Tom Daley is the person of contact.
Consideration of Other Matters	<ul style="list-style-type: none"> • Employee Appreciation Week, May 13-17, 2013. Visited clinic sites and it was a great success. • SCLHSA 2nd Annual Family Day, May 19th, 2013, Lake End Park, Morgan City-Everyone is invited. • Chairperson Daigle stated the next board meeting will be held on Thursday, June 13, 2013 at 6:00pm. Location TBA.
Adjournment	Motion to adjourn by Ms. Ray Nicholas, seconded by Mrs. Faith Farlough, motion carried. Meeting adjourned at 8:20pm.