

**South Central Louisiana Human Services Authority  
Board Meeting Minutes  
January 18, 2023**

**Members Present:** Bryan Zeringue (Lafourche), Barbra Fuselier (Assumption), Ms. Lynne Farlough (St. John the Baptist), Adriane Kyle (St. Mary), Becky Hohensee (Terrebonne) and Travion Smith (Terrebonne)

**Members Absent:** Ray Nicholas (Assumption) and Aggie Thibodaux (Lafourche)

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

Agenda Item	Action Recommended/Outcome
Call to Order	Chairman Bryan Zeringue called the meeting to order at 6:09 p.m.
Opening Prayer & Pledge of Allegiance	Ms. Lynne Farlough led the prayer and Mr. Bryan Zeringue 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 December 8, 2022 meeting were reviewed. Ms. Barbra Fuselier motioned to approve the minutes of December 8, 2022 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>Board Self Evaluation:</u> Mr. Zeringue reminded Board Members to complete Self-Evaluations and turn in after the Meeting, via fax or email to Ms. Benton or Ms. Bonner.</li> <li>• <u>Nominations for Officer Positions:</u> Mr. Zeringue has moved the Nominations for Officer Positions to New Business.</li> <li>• <u>Conflict of Interest Statements:</u> Mr. Zeringue reminded Board Members to turn in the Conflict of Interest Statements.</li> <li>• <u>Update on Board Positions for Assumption, St. John the Baptist and St. James Parish:</u> Ms. Bonner reported Assumption and St. John the Baptist will begin advertising for upcoming Board vacancies. Ms. Bonner also reported St. James Parish will discuss the Board vacancy at their Parish Council Meeting tonight. Ms. Folse reported she has an individual she will contact, who may be interested in the St. James Parish vacancy. We will continue to advertise for the vacancy in St. James Parish.</li> </ul>
Executive Director Report	<p><u>Agency Update:</u> Kristin Bonner</p> <ul style="list-style-type: none"> <li>• <u>Site/Staffing Updates:</u> Ms. Bonner reported our Medical Director, Dr. Vega, retired 12/21/22. We have posted the job as a Medical Director. We do have someone interested. We have a vacant NP at SMBH. We have an individual looking to relocate and come on board. She has 20 years with the state. We now have two (2) RN's at RPBH. We were down to one (1) RN at RPBH. RN's from other sites have been traveling to assist at the clinic. Ms. Bonner gave an update on repairs at Regal Row. We have received quotes on the roof and awning damages. We are working towards getting the repairs done.</li> <li>• <u>Silver Hammer Associates, LLC:</u> Ms. Bonner discussed SCLHSA's interest in purchasing a software platform from Silver Hammer Associated, LLC that will allow employee access to SCLHSA Policies and Procedures, fleet vehicles, Safety and Independent Contractors. The cost of the program is over \$25,000.00. Ms. Bonner has requested the Board's approval to move forward with the purchase of the Program. <ul style="list-style-type: none"> <li>○ Ms. Barbra Fuselier motioned to approve the purchase of the Silver Hammer software platform, seconded by Ms. Lynne Farlough, motion carried and the purchase of Silver Hammer software platform was approved.</li> </ul> </li> </ul>

<p>Fiscal Report</p>	<ul style="list-style-type: none"> <li>• <u>VoIP Implementation</u>: Ms. Bonner gave an update of VoIP. Implementation is rolling out as planned. The phones have been delivered and testing is scheduled for next week. We are going live at the end of February and all staff will be trained on the new system.</li> <li>• <u>Board Member Bios for Website</u>: Ms. Bonner discussed Board Member Bios for the SCLHSA Website. Ms. Bonner has requested that the Board Members each fill out a brief Bios and include a picture to upload to our Website. The Bios can be sent in to Ms. Bonner or Ms. Benton.</li> <li>• <u>Employee Satisfaction Results</u>: Ms. Bonner reviewed the Employee Satisfaction Results. There were seventy-six (76) total responses. Ms. Bonner discussed changes to come as a result of the Survey.</li> <li>• <u>Stakeholder Satisfaction Results</u>: Ms. Bonner reviewed the Stakeholder Satisfaction Results. There were four (4) total responses. We only sent the Survey to five (5) of our Contractors (not LSU and Tulane). This is a CARF requirement.</li> </ul> <p><u>Fiscal Report</u>: Janelle Folse</p> <ul style="list-style-type: none"> <li>• <u>Monthly Budget Summary (November)</u>: Ms. Folse reviewed the FY 22-23 Budget Analysis for November as of 11/30/2022, including projected revenues/expenditures and the Legislative Appropriated Budget.</li> <li>• <u>Revenue Report (November)</u>: Ms. Folse reviewed the FY 22-23 for November as of 11/30/22, reflecting collections including recoupments/write-offs/adjustments for November as of 11/30/2022. <ul style="list-style-type: none"> <li>○ Ms. Lynne Farlough motioned to approve the FY 22-23 November Budget Analysis for November as of 11/30/2022, seconded by Ms. Becky Hohensee, motion carried.</li> <li>○ Ms. Barbra Fuselier motioned to approve the FY 22-23 November Revenue Report for November as of 11/30/2022, seconded by Ms. Lynne Farlough.</li> </ul> </li> </ul>
<p>Operational Report</p>	<p><u>Operational Report</u>: Misty Hebert</p> <ul style="list-style-type: none"> <li>• <u>Agency Statistics - 1<sup>st</sup> Quarter</u>: Ms. Hebert reviewed a new formatted eClinicalWorks Agency Statistics for FY'23 1<sup>st</sup> Quarter. The Statistics include Encounter Trends and Patient Trends for the Agency and by each Clinic.</li> <li>• <u>Satisfaction Surveys – 1<sup>st</sup> Quarter</u>: Ms. Hebert reviewed the Client Satisfaction/Outcome Survey Results for FY'23 1<sup>st</sup> Quarter.</li> <li>• <u>LaPAS 1<sup>st</sup> Quarter</u>: Ms. Hebert reviewed the LaPAS Report for FY'23 1<sup>st</sup> Quarter.</li> <li>• <u>BH Program Update</u>: Ms. Hebert gave an update of the BH Program. Ms. Hebert reported a Root Cause Analysis was recently performed at SMBH. An active client at SMBH committed a murder suicide. When this happens, a group is put together to review all the factors and figure out if any improvements are needed in our processes. Ms. Hebert submitted an initial report to CARF. There were minor incidents i.e. sideline discussions. There are some discussions that may take place about clients that are not being documented. We have implemented a Training regarding these situations. Ms. Hebert also reported she and Ms. Bonner recently met with the Office of Public Health (OPH) to discuss collaborations - Emergency Operations for Special Needs Shelters in general and Outreach Projects. We are hoping to collaborate with them on space to use to place a SCLHSA counselor there one day a week. There may be some space available in the St. James area and Thibodaux area. Ms. Bonner reported they also shared job fair activities. Ms. Bonner discussed HR plans to participate in more local job fairs and visit local Colleges to work on recruitment.</li> </ul>
<p>Developmental Disabilities</p>	<p><u>Developmental Disabilities</u>: Mr. Wesley Cagle</p> <ul style="list-style-type: none"> <li>• <u>Agency Statistics 1<sup>st</sup> Quarter</u>: Mr. Cagle reviewed Agency Statistics for FY'23 1<sup>st</sup> Quarter to include Requests for Services for New Applicants, Statements of Approvals and Statements of Denials. Mr. Cagle discussed the DRAFT of the updated Eligibility of Determination Policy has been rolled out. They are still working through some issues with the Policy. Mr. Cagle reviewed Act 421</li> </ul>

	<p>Assessments Completed within 30 Days and New Applicants Parish of Residence. Mr. Cagle also reviewed the Human Services Accountability Plan Quarterly Performance Report. This list includes twenty-eight (28) Outcome Measures DD is responsible for.</p> <ul style="list-style-type: none"> <li>• <u>Satisfaction Surveys 1<sup>st</sup> Quarter</u>: Mr. Cagle reviewed Client Satisfaction Surveys for FY'23 1<sup>st</sup> Quarter. FFF – 89%, IFS 90% and Entry 78%.</li> <li>• <u>Developmental Disability Program Updates</u>: Mr. Cagle gave an update of Support Coordination Monitoring. The Annual Support Coordination Monitoring has been completed. All staff interviews are done and DD has completed their review. Support Coordination has submitted their Corrective Action Plans, which have been approved. Mr. Cagle and Ms. Lasseigne are meeting next week with area Coordinators for medical resources and guidance with Easter Seals. Mr. Cagle has a list of ongoing problems they will discuss with them and the implementation of new Trainings going forward. Mr. Cagle also discussed the need for a third Support Coordination.</li> </ul>
Views and Comments by the Public	
Old Business:	
New Business:	<p>Mr. Zeringue reported he and Ms. Bonner met with Martin Folse with HTV. Ms. Bonner discussed Ms. Schilling had previously contracted with HTV to do SCLHSA Full Circle. Mr. Folse proposed we do smaller segments and go on the show once a month to discuss different topics. We will also do two (2) thirty-second commercials with them. Ms. Bonner feels it was a good meeting. Mr. Folse wants to help get our message out in the Community. Ms. Bonner also discussed we will provide a list of all renewed Contracts in July 2023.</p> <p><u>Board Officer Elections</u>: Vice Chairman Lynne Farlough opened the floor for nominations for Board Chairman. Ms. Barbra Fuselier nominated Mr. Bryan Zeringue, seconded by Ms. Adriane Kyle; no other nominations were received from the floor. Ms. Lynne Farlough motioned to close nominations, Ms. Becky Hohensee, seconded, motion carried. Mr. Bryan Zeringue accepted the nomination. Chairman Zeringue requested all in favor of the nomination of Mr. Bryan Zeringue to remain as Chairman, signify by saying "I", all were in favor, no opposition. Chairman Zeringue opened the floor for nomination for Vice-Chairman. Ms. Barbra Fuselier nominated Mrs. Lynne Farlough, Ms. Adriane Kyle, seconded the nomination; no other nominations were received from the floor. Mr. Bryan Zeringue motioned to close nominations, Mr. Travion Smith, seconded, motion carried. Ms. Lynne Farlough accepted the nomination. Chairman Zeringue requested all in favor of the nomination of Ms. Farlough to remain as Vice-Chair, signify by saying "I", all were in favor, no opposition.</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, February 9, 2022 @ 6:00pm at SCLHSA Administration Office.</li> </ul>
Adjournment	Motion to adjourn by Ms. Barbra Fuselier, seconded by Mr. Travion Smith, motion carried. Meeting adjourned at 7:22 pm.

**\*\*Pending Board Approval**