



LUTHER C. SPEIGHT & COMPANY

A Corporation of Certified Public Accountants
and Management Consultants

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LA STATE ASSEMBLY ON SCHOOL BASED HEALTH CARE- LAWLESS SCHOOL

FINANCIAL STATEMENTS TOGETHER WITH INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED JUNE 30, 1999

RECEIVED
LEGISLATIVE AUDITOR
00 FEB - 8 AM 9:18

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date EEB 2 3 2000

LA STATE ASSEMBLY ON SCHOOL BASED HEALTH CARE -- LAWLESS SCHOOL

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INDEPENDENT AUDITOR'S REPORT

To the Board of Director's of the Louisiana State Assembly
On School Based Health Care – Lawless School

We were engaged to audit the accompanying statement of financial position of LA State Assembly On School Based HealthCare – Lawless School (LSA-SBHC/Lawless School) (a nonprofit organization) as of June 30, 1999, and the related statement of activities and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as discussed in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Minutes from Board meetings were incomplete for the period under audit. The agency was able to provide the agendas for each meeting however, the detailed notes from the meetings were not available for certain months.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had minutes from board meetings been complete, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of LSA-SBHC/Lawless School as of June 30, 1999, and the changes in its net assets for the year then ended in conformity with generally accepted accounting principles.

New Orleans, Louisiana
January 19, 2000

**Louisiana State Assembly On School Based Health Care
Lawless School
Statement of Financial Position
As of June 30, 1999**

Assets

Grants Receivable	\$ 14,644
Due From Other Programs	<u>182</u>
Total Assets	<u><u>\$ 14,826</u></u>

Liabilities

Accounts Payable	\$ 14,146
Due To Other Programs	<u>680</u>
Total Liabilities	14,826
Net Assets	0
Total Liabilities and Net Assets	<u><u>\$ 14,826</u></u>

The accompanying notes are an integral part of the financial statements.

**Louisiana State Assembly On School Based Health Care
Lawless School
Statement of Activities
For the Year Ended June 30, 1999**

Support

Grant Revenue \$ 36,400

Total Restricted Net Assets \$ 36,400

Expenses

Program Expenses

Contractual Services 27,150
Travel 3,275
Printing 3,475
Legal and Accounting 2,500

Total Expenses \$ 36,400

Change in Net Assets 0

Total Net Assets 0

The accompanying notes are an integral part of the financial statements.

Louisiana State Assembly On School Based Health Care
Lawless School
Statement of Cash Flows
For the Year Ended June 30, 1999

CASH FLOWS FROM OPERATING ACTIVITIES:

Changes in Net Assets	\$	0
Adjustments to Reconcile Net Revenues over Expenditures to net Cash Provided by Operating Activities:		
Changes in Operating Assets and Liabilities:		
Grants Receivable		(14,644)
Due From Other Programs		(182)
Accounts Payable		14,146
Due To Other Programs		<u>680</u>
Net Increase In Cash From Operating Activities		0
NET DECREASE IN CASH		0
CASH, BEGINNING OF YEAR		<u>0</u>
CASH, END OF YEAR	\$	<u><u>0</u></u>

The accompanying notes are an integral part of the financial statements.

**LA STATE ASSEMBLY ON SCHOOL BASED HEALTH CARE-
LAWLESS SCHOOL**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES

General – The Lawless School Health Center is a part of a larger organization known as the Louisiana State Assembly On School Based Health Care (LSA-SBHC) which was formed in 1994. The Louisiana State Assembly is a non-profit organization comprised of volunteers and committee members. Its' purpose is to improve school based health clinics. They attempt to accomplish this purpose through workshops, fundraising and public awareness activities, membership drives, and attempts to gain increased state and local funding for school based clinics. Lawless School became a committee member in July, 1998 when it began to receive funding from the agency.

Basis of Accounting - The financial statements of the LSA-SBHC/Lawless School are prepared on the accrual basis of accounting. Accordingly, revenue is recorded when earned and expenses are recorded when incurred.

Income Taxes - The Organization has been determined to be tax exempt under Section 501 (c) of the Internal Revenue Code.

Grant Receivable – The Grant receivable amount does not contain any material uncollectible amounts; therefore, no allowance for doubtful accounts is considered necessary.

2. YEAR 2000 ISSUE (UNAUDITED)

The Year 2000 Issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect LSA-SBHC/Lawless School operations as early as 1999. Since the Year 2000 issue is unprecedented, its effects and the success of any remediation efforts by management will not be fully determinable until the Year 2000 and thereafter.



LUTHER C. SPEIGHT & COMPANY

A Corporation of Certified Public Accountants
and Management Consultants

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Director's of LA State Assembly
On School Based Health Care-Lawless School

We have audited the financial statements of LA State Assembly On School Based Health Care/Lawless School (LSA-SBHC/Lawless School)(a nonprofit organization) as of and for the year ended June 30, 1999, and have issued our report thereon dated January 19, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether LSA-SBHC/Lawless School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under Government Auditing Standards and which are described in the accompanying schedule of findings and questioned costs as items #1, and #2.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered LSA-SBHC/Lawless School's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect LSA-SBHC/Lawless School's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings and questioned costs as items #1, #2, and #3.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal

control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider items #1, #2 and #3.

This report is intended solely for the information and use of the audit committee, management, others within the organization and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script, appearing to read "Robert C. Smith". The signature is written in black ink and includes a long horizontal flourish extending to the right.

New Orleans, Louisiana

January 19, 2000

**LA STATE ASSEMBLY ON SCHOOL BASED HEALTH CARE
– LAWLESS SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30,1999**

FINDING #1: INADEQUATE SUPPORTING DOCUMENTATION

QUESTIONED COST:

CONDITION:

Adequate documentation supporting grant activities and accomplishments were not made available during our audit. We were not provided the following:

- all copies of monthly newsletters
- evidence of three technical assistance workshops

EFFECT OF CONDITION:

We were provided certain invoices, grant contract copies, travel expense reports, and bank statements that reflected the types of costs associated with this grant. Additionally, we received all reports of grant progress and activities. However, copies of all monthly newsletters were not provided, nor was any evidence of three technical assistance workshops.

CRITERIA:

Budget justifications concerning the professional services provided by this grant required the following:

- Implement strategic plan
- Promote membership through marketing techniques
- *Produce monthly information newsletter*
- *Organize three technical assistance workshops*
- Represent the organization at OPH Adolescent School Health Network meetings
- Attend meetings of LSA-SBHC
- Analyze organization's ability to hire staff and operate office

RECOMMENDATION:

We recommend that LSA-SBHC/Lawless School adequately maintain supporting documentation pertaining to all grant activities.

FINDING #2: CURRENT YEAR AUDIT NOT ENGAGED TIMELY

QUESTIONED COST: NOT APPLICABLE

CONDITION:

We noted that LSA-SBHC/Lawless School did not prepare for their audit in a timely manner. The agency required additional time during fieldwork, to provide records needed for the audit.

EFFECT OF CONDITION:

The effect of this condition is the organization's noncompliance with the requirements in Louisiana revised statutes (LSA-RS) 24.513.

CRITERIA:

The audit must be completed within six months of the close of the audited year, or if engaged after the close of the fiscal period, within six months of the engagement agreement.

RECOMMENDATION:

LSA-SBHC/Lawless School must ensure that their audit is completed within six months of the engagement agreement. Additionally, the agency must employ adequate recordkeeping to ensure that audit fieldwork can progress in a timely manner.

FINDING #3: MINUTES OF BOARD MEETINGS

QUESTIONED COST:

CONDITION:

During the initial stages of our audit, we requested minutes of board meetings for LSA-SBHC/ Lawless School. We received the agendas for each meeting, however, the detailed minutes from certain meetings were incomplete.

EFFECT OF CONDITION:

Due to our inability to review detailed minutes from all board meetings, the agency's audit opinion has been modified as appropriate.

CRITERIA:

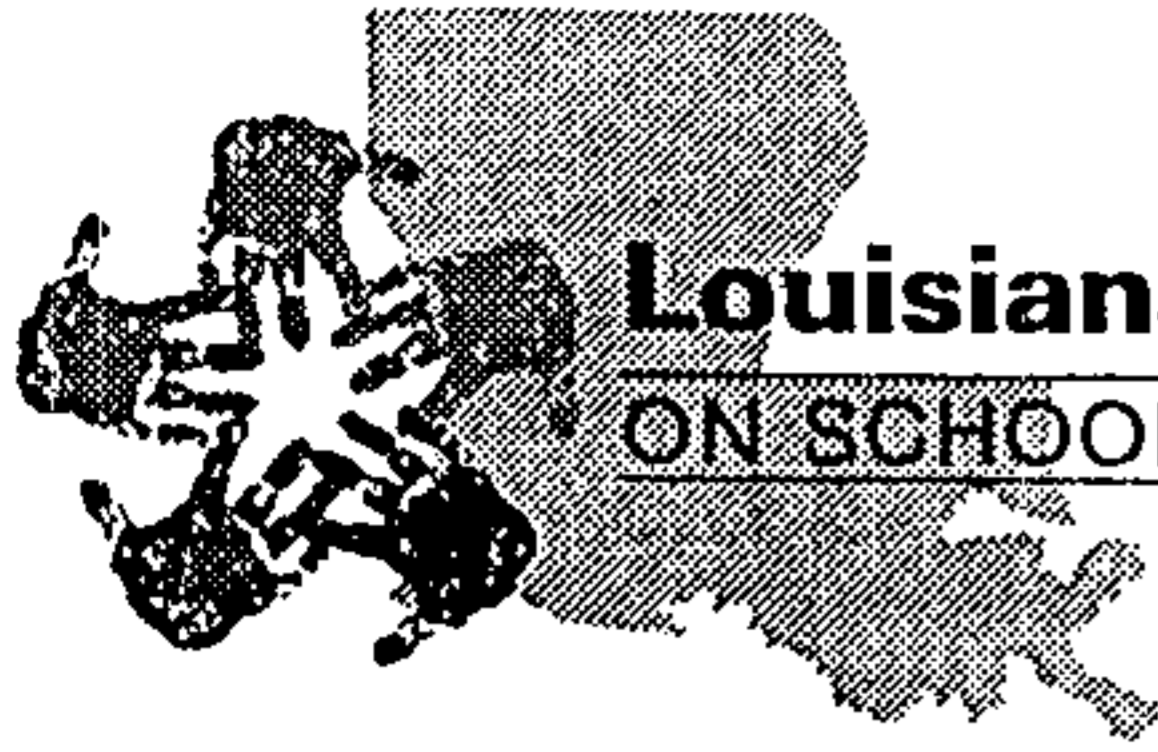
GAAS requires auditors to modify their opinion under all scope limitations.

RECOMMENDATION:

We recommend that all minutes of board meetings are documented and maintained on file as appropriate.

**Louisiana State Assembly On School Based Health Care/Lawless School
Management Corrective Action Plan
June 30, 1999**

Management did not provide their corrective action plan as of the issue date of this report.



Louisiana State Assembly
ON SCHOOL-BASED HEALTH CARE

RECEIVED OFFICERS
LEGISLATIVE AUDITOR

09 FEB 17 AM 9:22

JoAnn Derbonne, *President*

Enio Broyard, *President Elect*

Deirdre Arnaud, *Past President*

Dawn Williams, *Treasurer*

Sheila Stallsworth, *Advocacy Chair*

Floyd Washington, *Program Chair*

Linda Hickman, *At-Large Member*

Sue Catchings, *At-Large Member*

Ecenthia Burnett, *Council of Sections*

Carol Crankshaw, *Council of Sections*

Cindy Boney, *Council of Sections*

Legislative Auditor
1600 North Third Street
P.O. Box 94397
Baton Rouge, LA 70604-3800

To Whom It May Concern,

Auditee: LA. State Assembly on School Based Health Care
Lawless School
5100 Chartres
New Orleans, LA. 70117

This letter serves to response to the findings of the audit performed by Luther C. Speight & Company for our Organization.

Finding #1: Inadequate Supporting Documentation

Please find the Newsletters of December 1998, January 1999, Feb.-March 1999 And April 1999. These were the only newsletters published per the contract.

Three technical workshops were held and information is attached.

The workshops were:

1. Pediatric Health Care Updates held in conjunction with University of Southwestern College of Nursing and St. Martin School Based Health Center.
2. LaChip Training held in Alexandria.
3. PsychoSocial Section workshop sponsored in partnership with Charter Cypress Hospital in Lafayette.

Finding #2: Current Audit not engaged timely.

The information being submitted is to meet the requirements of completing the audit within a six-month period. Adequate record keeping will be provided by LA. Assembly staff person in this fiscal year.

Finding #3: Minutes of Board Meetings

Detailed minutes are included in this letter. Board meetings are recorded and will be available to auditors in future situations.

Please accept the information included to complete the audit, but if any additional information or clarification is needed contact myself or the Treasurer of the organization.

Sincerely,

A handwritten signature in cursive script that reads "Jo Ann Derbonne".

Jo Ann Derbonne

President

LA Assembly on School Based Health Care
(318-448-6530)

**The University of Southwestern Louisiana
College of Nursing
Continuing Education
and
St. Martin Parish School Based Health Centers
L'Acadienne Chapter of the Society of Pediatric Nurses**

Presents

**PEDIATRIC HEALTH CARE UPDATES
August 13, 1999**

Program Objectives

NON-HOSPITAL PEDIATRIC EMERGENCIES

At the end of this program the participant will be able to:

1. Identify some common pediatric emergencies.
2. Discuss causes and management of respiratory problems.
3. Discuss causes and symptoms of asthma.

HEADACHE MANAGEMENT FOR PEDIATRIC PATIENTS

At the end of this program the participant will be able to:

1. Identify the major clinical characteristics of childhood migraine that distinguish migraine from other types of childhood headaches.
2. Discuss the indications for laboratory and neuroimaging tests in children with headaches.
3. Review commonly prescribed intermittent (abortive) therapies for acute onset of headaches and safe, effective prophylactic therapies for pediatric patients with frequently recurring migraine headaches.

METHODS TO REDUCE STRESS

At the end of this program the participant will be able to:

1. Identify what is stress and what causes stress.
2. Identify positive and negative stress.
3. Identify and recognize the problem of stress.
4. Identify signs of danger characteristics of stress.
5. Discuss exercises to utilize to relieve stress.

ASTHMA CASE PRESENTATIONS

At the end of this program the participant will be able to:

1. Identify the effects of asthma on the school age child.
2. Identify the goals of asthma management.
3. Identify the stepwise approach in managing asthma.
4. Identify the classification of severity of asthma through clinical features before treatment.
5. Correlates the stepwise approach to management of asthma patients and the recommended treatment through case presentations.

Recognition: The University of Southwestern Louisiana College of Nursing Continuing Education Program is accredited by American Nurses Credentialing Center's Commission on Accreditation. Louisiana State Board of Nursing Provider Number 9.

Contact Hours 6.0

PLEASE RESERVE THIS DATE!

Free LaCHIP Training Seminar With Ms. J. Ruth Kennedy

Purpose: To get your SBHC ready to enroll LaCHIP applicants and begin receiving your \$14 per child.

When: January 14, 10 a.m. to 3 p.m.

Where: Alexandria's Louisiana Conference Center
2350 Coulee Crossing Road

Sponsored
by: Louisiana Assembly on School Based Health Care

Directions: From I-10 west, coming from Lafayette,
exit Woodworth and follow the signs to the
Center

Phone: (318) 449-4500 (Overnight accommodations
provided on location at your expense)

Each registrant must pay \$5 for lunch upon check-in. Lunch
provided on campus. You must pre-register by completing this form
and returning it to the LASBHC no later than **January 7, 1998**.

Fax to: Cheron Brylski, LASBHC, (504) 897-0778

Registration Form

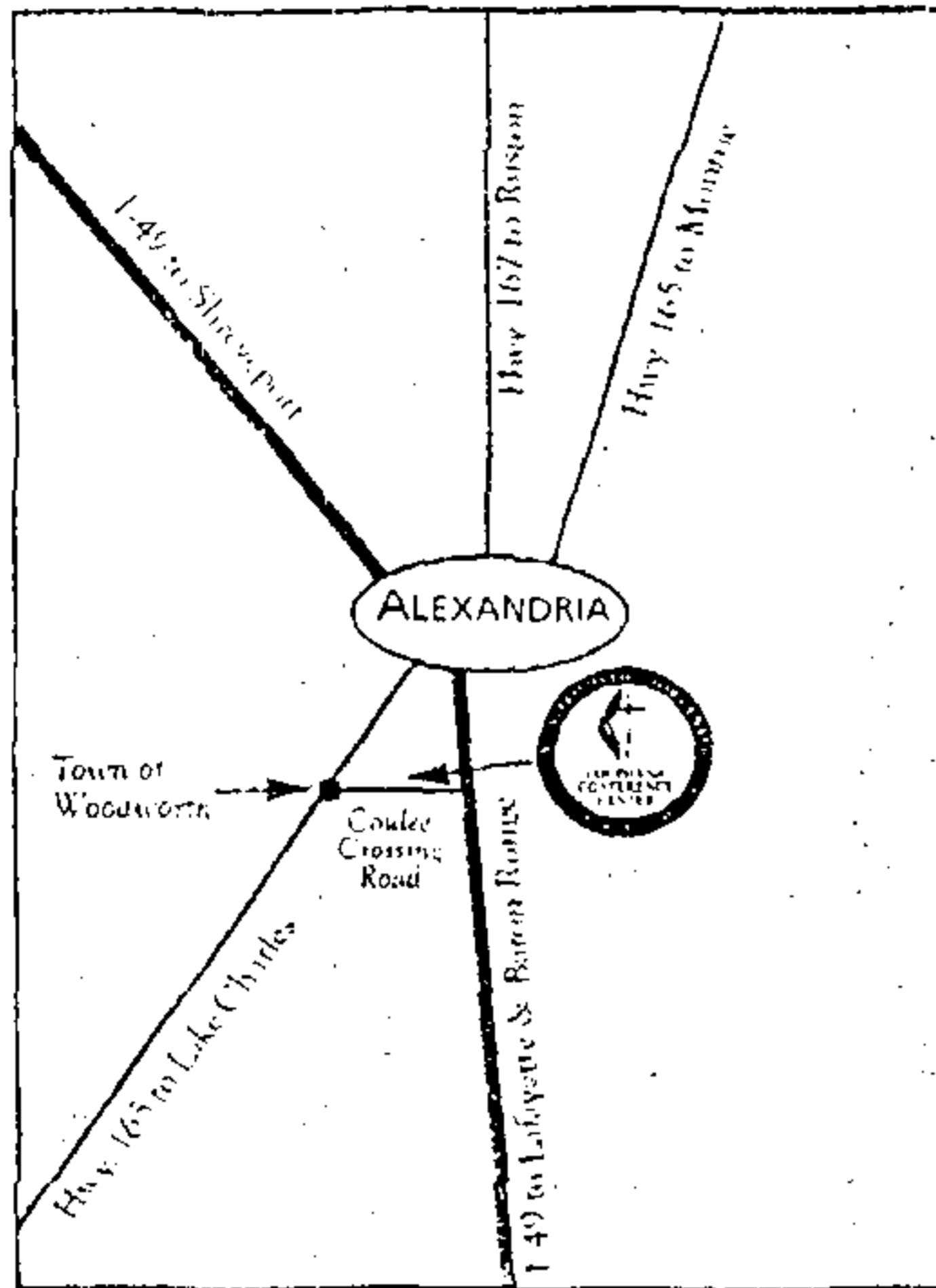
School Based Health Center: _____

How many attending: _____

Names: _____

All registrants must pay \$5 for lunch upon check-in on January 14!

Louisiana Conference Center,
 A United Methodist Center for Spiritual Renewal
 2350 Coulee Crossing Road
 P.O. Box 378
 Woodworth, Louisiana 71485



Located 5 miles south of Alexandria in Woodworth, Louisiana. It may be reached from Highway 165 or Interstate 49.

FROM BATON ROUGE Take I-10 west toward Lafayette, exit North onto I-49. From I-49, take the Woodworth exit, follow the signs to the Center. (105 miles)

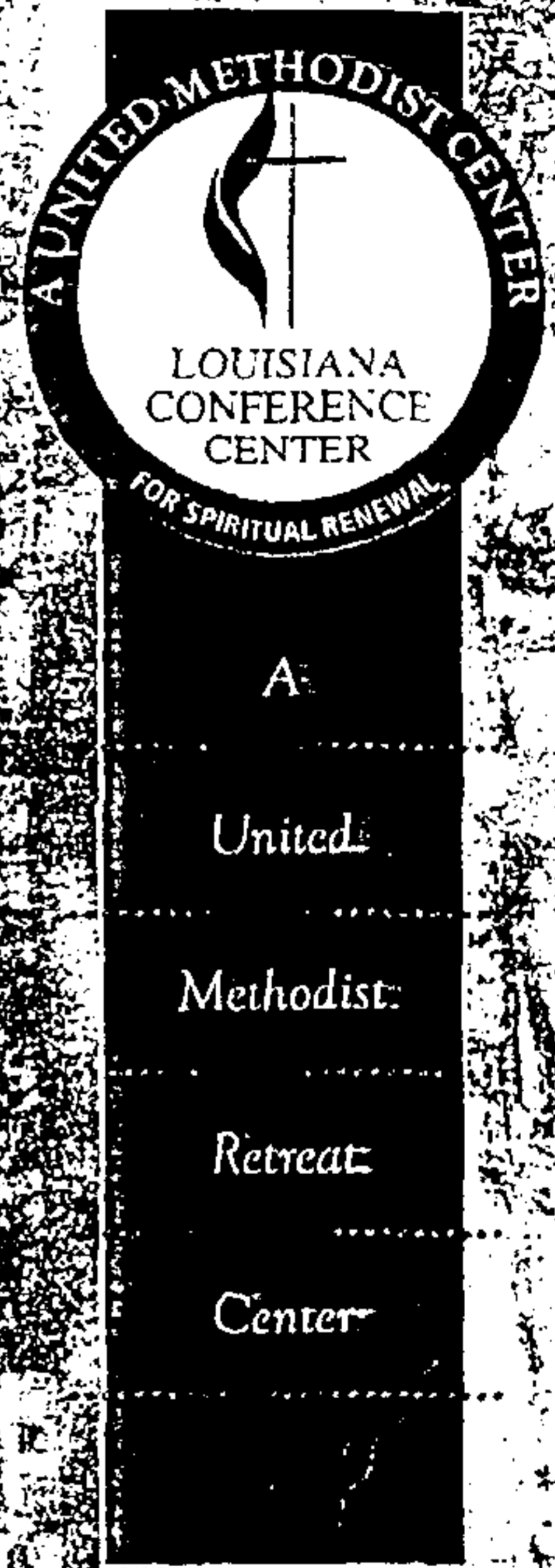
FROM NEW ORLEANS Take I-10 west toward Lafayette, exit North onto I-49. From I-49, take the Woodworth exit, follow the signs to the Center. (182 miles)

FROM SHREVEPORT Take I-49 South through Alexandria. Take the Woodworth exit, and follow the signs to the Center. (129 miles)

For more information:

Local (318) 449-4500

Fax (318) 449-4700



Louisiana State Assembly on School-Based Health Care
Psycho-Social Section

(Sponsored in partnership with Charter Cypress Hospital)

When: Friday, May 14, 8 a.m. to 2 p.m.

Where: Lafayette, Louisiana Charter Cypress Hospital
302 Dulles Dr.

8:00am-8:45am	Continental Breakfast/Registration
8:45am-9:00am	Welcome
9:00am-10:30am	Critical Incident Stress Debriefing <i>Ron Ray, LPC, PhD</i>
10:30am-10:45am	Break
10:45am-11:45am	Verbal Technique: Management of Aggressive Behavior in Children <i>Don Kight, RN</i>
11:45am-12:30 pm	Complimentary Lunch
12:30pm-1:30 pm	Anger Management <i>Steve McClain, LPC, PhD</i>
1:30pm-2:00pm	Charter Cypress Tour of Facility

Registration: BEFORE MAY 7, 1999

LASBHC members:	\$30.00
Non-LASBHC members:	\$40.00

AT DOOR:

LASBHC members:	\$40.00
non-LASBHC members:	\$50.00

ALL CEUS FOR LPC AND BCSW; ADD \$5.00

Make Check Payable to: Louisiana State Assembly on SBHC

Mail Payment to:

Cecilia School-Based Health Center

c/o Floyd Washington

P.O. Box 1017

Cecilia, LA 70521

(318) 667-7227



Louisiana State Assembly

ON SCHOOL-BASED HEALTH CARE

Registration

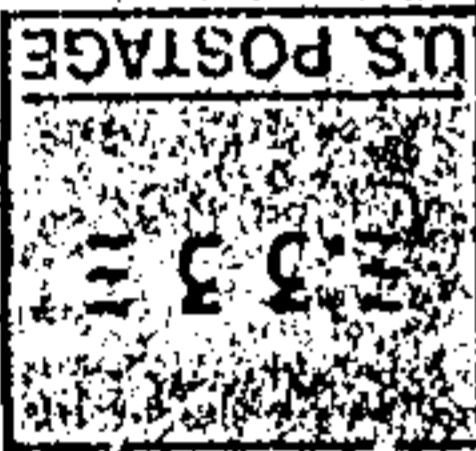
Psycho-Social Section Workshop

Name _____ Agency Affiliation _____

Address _____ Phone _____

Joanne Derbonne
Cabrin SBHC
3330 Masonic Dr
Alexandria, LA 71301

3418 Coliseum Street • New Orleans, LA 70115



Louisiana State Assembly
ON SCHOOL-BASED HEALTH CARE



Louisiana State Assembly
ON SCHOOL-BASED HEALTH CARE

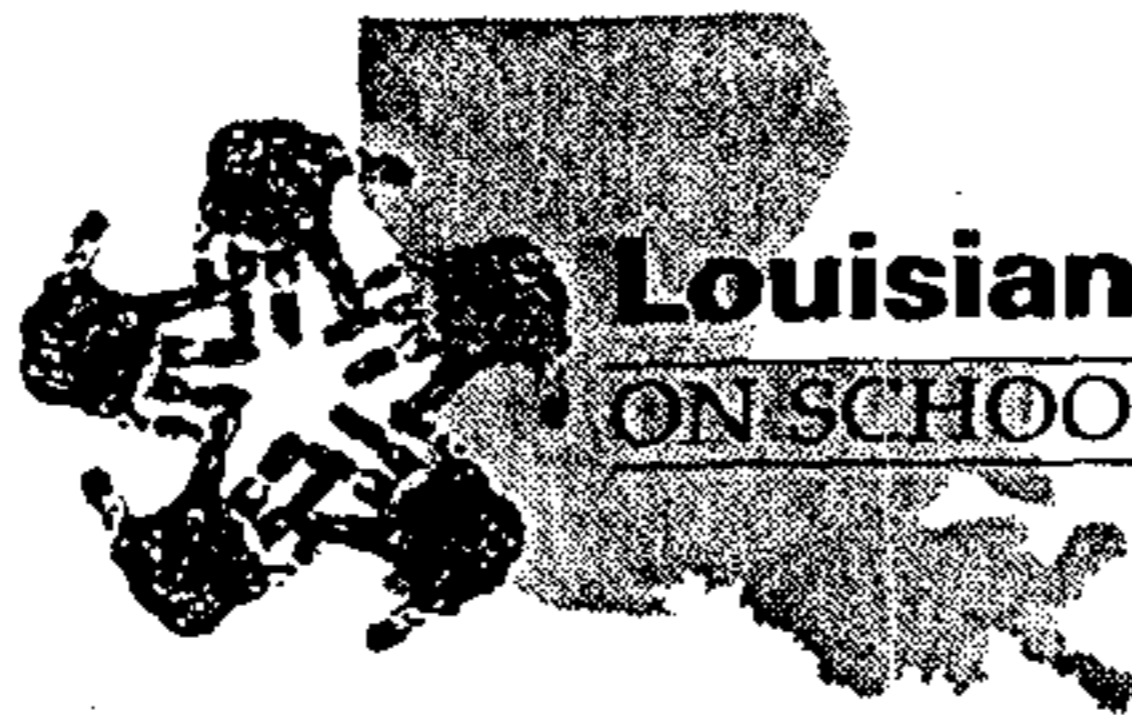
Best Practices Seminar!
Designed for School Health Professionals

The Best Programs Available Now to Deal with

- **Critical Incidents**
- **Aggressive Behaviors**
- **Anger Managements**

CEUS Available for LPC and BCSW

This seminar is specially designed
by the Louisiana Assembly on School Based Health Care
for the school psycho-social professional.



Louisiana State Assembly ON SCHOOL-BASED HEALTH CARE

Vol. 1, No. 1 Dec. 1998

1998 a Great Year for Louisiana Assembly

Highlights of year

- Advocacy Committee convinces Legislature to increase funding for Louisiana SBHC program by more than \$600,000 a year.
- Assembly establishes training session for each membership section as expanded professional development opportunity during school year.
- Assembly gains approval from Robert Wood Johnson Foundation and the State Adolescent School Health Initiative to fund a \$36,000 organizational development program for 1999.
- Third annual conference attracts more than 100 attendees to Hammond; National Executive Director John Scritt is keynote speaker.
- Assembly is an official 501c3—one of the few state chapters to officially gain this non-profit designation.
- Deirdre Arnaud of Cecilia SBHCs passes mantle of presidency to JoAnn Derbonne of St. Frances Cabrini Hospital SBHCs.

Message from the President

Thank you for allowing me to serve the Louisiana Assembly as President. School-based health care is a love of mine. It's something to which I give a lot of dedication. I know you do too, which is why I'm excited we'll be working together to make the Assembly even stronger as a professional development and educational organization. I would like to thank Past Presidents Deirdre Arnaud and Pam Beal for their service to this organization in its infancy. Our reputation is tremendous. People are understanding what we do. A lot of that public support is due to the open-door policy at your SBHC.

In Louisiana, we only have 36 of the 1400 SBHCs in this nation, but we're growing. During this school year, I need you to remind yourself and your co-workers about our purpose and what you are going to do to help school-based health care grow in our state.

My goal is to keep doing the work. I want to work with Sylvia Sterne and the Office of Public Health to raise money for our centers. We have to keep advocacy strong so our program's local integrity is always protected. We have to continually upgrade and strengthen our policies and procedures so that when an individual considers "school based health" they know the definition of this service is consistent at any entry point in Louisiana.

Our organization is now at the end of its first five-year plan. We're going to need a new roadmap to enter the 21st century. I will need you to help me decide where we expect to go in the new millennium.

Be sure you and your co-workers are part of our progress. Be a member. Be an ACTIVE member. We've got a lot of work to do!

Sincerely,

JoAnn Derbonne
President

Report From National Assembly On SBHC

- Have a question for National? The assistant for state chapters is Rodney Samaan, (202) 289-5400 or email rsamaan@mail.nasbhc.org
- The national organization is also working on developing a national strategic plan for school-based health care. The focus is "Finding our Voice". State chapters will be asked to contribute their concerns about national and state policy supporting school-based health care. Expect this to be a focus of the 1999 annual conference.
- Do a media plan. That is the directive of National, and a goal which will be addressed through the Assembly's strategic planning process for 1999. Executive Director John Scritt is encouraging state chapters to gather videos done by individual SBHCs and do a composite video. If you have a video on your Louisiana SBHC, please send a VHS copy to Cheron Brylski at the state office. She will do an edit for submission to the national office.
- The June conference will include meetings with our state congressional delegation. It's all part of "finding our voice"! Stay tuned.

Policy and Standards Committee

Reserve March, 1999! The Policy and Standards Review Committee of the Assembly will be reviewing the work of the ASHI Network subcommittees at that time. The Assembly Committee will submit the final draft to OPH of the revised standards. This is important work to ensure that Louisiana SBHCs are offering uniform, excellent health care.

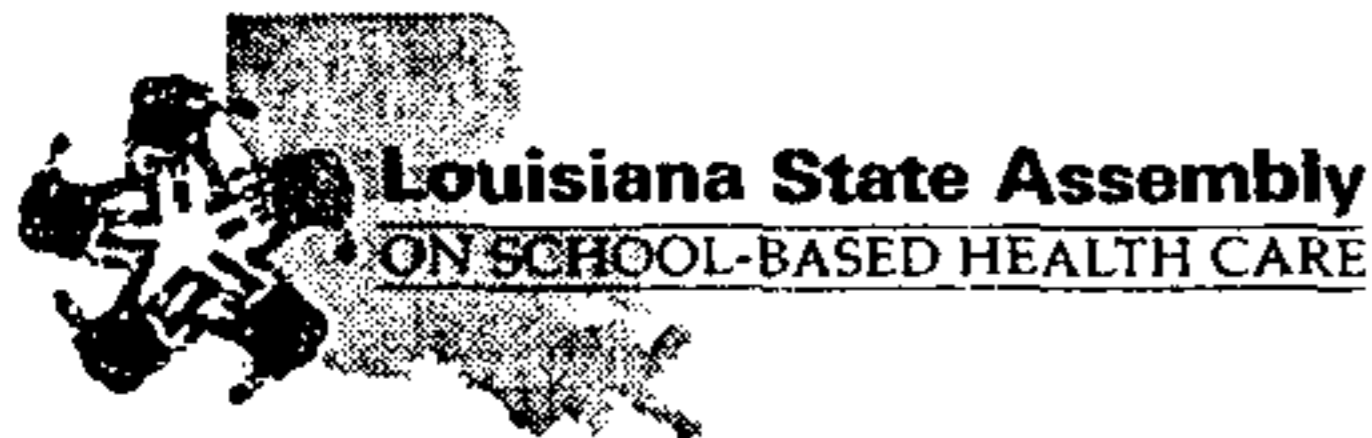
A Tip For Advisory Committee

Quality Assurance Consultant Virginia Moore encourages SBHCs to invite their Advisory Committees to their PERT reviews. It is a great way for Advisory Committees to understand a SBHC's successes, needs and challenges.



Happy Officers!

Having fun at the Third Annual LASBHC Conference in Hammond are 98 Program Chair Renee Pesque, President Elect Enid Broyard, President JoAnn Derbonne, 99 Program Chair Floyd Washington and Past President Deirdre Arnaud.



3418 Coliseum Street
New Orleans, LA 70115

HALF PRICE MEMBERSHIP SALE!

Are you a Louisiana Assembly of School Based Health Care member? You can be for only \$20, instead of the normal \$45...But this membership sale won't last forever! Get your membership form in before December 31, 1998 to enroll at this special rate. Also...its a great way to introduce your Advisory Committee members to our special services. So spread this form around!

Yes! I want to be a member of the Louisiana Assembly of School Based Health Care for just \$20 (membership good through Nov. 1, 1999)

Name _____

Affiliated SBHC _____

Address _____

City State Zip _____

Phone Fax _____

Email _____

Section (check one):

Administrative

Psycho-Social

Medical

General Support

Committee interests:

Advocacy

Standards

Program

Development

Mail form with payment to:

LASBHC
3418 Coliseum Street
New Orleans, LA 70115



Our position on a uniform parental consent form

History

A Task Force called by the Governor was appointed in 1997 to explore parental consent forms, SBHC services, duplication of services and adolescent counseling at SBHCs. The task force recommended in an 8-7 vote to have a uniform consent form for SBHCs, but did not draft one.

In late 1998, the State Department of Health and Hospitals issued a directive to all SBHCs to implement by Jan. 31, 1999 a state-mandated parental consent form. SBHCs did not participate in drafting the state-mandated form.

The state-mandated consent form represents a major policy change for the SBHC program. State law creating the SBHC program advances local initiative in designing a community's SBHC program. Further, DHH is demanding the new state-mandated consent form be implemented in the middle of a school year and in the middle of a contract period. Procedurally, this causes great financial and operating hardships for the SBHCs.

The state-mandated consent form, because it is poorly written, also raises critical medical and ethical questions for each SBHC.

Our opinion

The Executive Committee of the LASBHC issues the following statements:

- The Louisiana Assembly is not opposed to the concept of a uniform parental consent form.
- The Louisiana Assembly believes the existing state-mandated parental consent form is unworkable.
- DHH has stated in forums with SBHCs as well as in individual meetings with SBHC staff that it is unwilling to amend the state-mandated parental consent form advanced for a Jan. 31, 1999 implementation. The Louisiana Assembly finds this attitude inconsistent with the local initiative history of SBHCs.
- The Louisiana Assembly is asking the Louisiana Legislature to take appropriate action to require DHH to properly execute a consent form which (a) respects the laws which are in place regarding the Adolescent School Health Initiative; (b) respects and includes the opinions and experiences of Louisiana's operating SBHCs; (c) protects and serves Louisiana's children; and (d)

includes the input of SBHCs, their medical providers, parents and communities.

What you should do now

1. Contact your legislators.

Representatives of SBHCs should begin talking to their Legislators now about the need for legislative action regarding the process of developing a uniform parental consent form. Show Legislators this newsletter. Show Legislators the state-mandated uniform parental consent form and your existing consent form. Indicate what is wrong with the state-mandated document.

Inform your legislator that SBHCs oppose the state-mandated parental consent form because its content violates state statutes and does not protect the children of Louisiana.

Ask them to be ready to provide appropriate legislative action so that a proper process to draft and implement a state-mandated uniform consent form can be formulated in a lawful way. Be sure to explain that we are not asking the Legislature to actually develop a new uniform consent form, but rather to help us develop a process where SBHCs are represented and the resulting operational document is medically sound, rather than medically impossible.

2. Contact your SBHC Advisory Boards, your staff, your school officials and community leaders

Launch letter writing and phone campaigns to your area legislators urging them to work with the Assembly and SBHCs to develop a process for formulating a workable and lawful uniform parental consent form for SBHCs. Again, use this newsletter when helpful.

3. Contact LASBHC immediately if your legislator is supportive about being a leader in this process. We may need them to co-author the appropriate action.

Please contact Deborah Randolph at 318-442-9111, Sheila Stallworth at 504-944-6620 or Cheron Brylski at 504- 897-6110.



AN ASSEMBLY FINANCIAL PRIORITY:

SEEKING TOBACCO SETTLEMENT FUNDS PROVIDED FOR CHILDREN

States will be compensated by the tobacco industry for expenses incurred from smoking-related illnesses, thanks to a recent settlement, and LASBHC will be monitoring what funds will be made available for children's health programs like SBHCs.

Since tobacco companies specifically sought to capitalize on the vulnerability of children, it's clear Louisiana's children should benefit from the new state tobacco settlement revenue. The settlement provides \$250 billion nationwide over 20 years, which states can use for any areas that they choose.

LASBHC hopes to seize this significant opportunity to convince state lawmakers that a major portion of our state's tobacco settlement funds should be invested in school-based health care. Please touch base with children's advocates in your area and let Shella Stallworth or Deborah Randolph of the LASBHC Advocacy Committee know how we can work with them to be a strong voice for children.

A lot of the leadership in educating our state legislators will be provided by the Children's Cabinet, and cabinet member A. J. Voigt is a 98-99 LASBHC member. Also, SBHC architect Leslie Gerwin is the leader of the Louisiana Campaign for Tobacco-Free Kids, and she will have information on how to link tobacco revenues to child health.

If you have not already communicated directly with the Children's Cabinet, please forward any information to the Advocacy Committee or Cheron Brylski on how your SBHC's activities help reduced teen smoking in your area, as this will be helpful in educating legislators.

For your local use, the Children's Defense Fund has factsherts, ads, sign-on letters, and editorials available which argue for the targeting of new tobacco funds for increased funding for early childhood and school-age care. If you are interested in receiving a packet of materials, please email your name and address to cdfchildcare@childrensdefense.org. You can also access Fight Crime: Invest in Kids' 'Smoking Reduction Impact of Early Childhood and After-School Programs' Fact Sheet on the web at <http://fight.crime.org/reports.html>

WORD FROM NASBHC

The National Assembly on School Based Health Care reports that its 1999 Annual Meeting, Finding our Voice, Shaping a National Agenda, is scheduled for June 24-27 at Washington D.C.'s Mayflower Hotel. Thursday, June 24 will include a Capitol Hill briefing and Congressional site visits. The general meeting starts on June 25, and will include tracks, policy level discussions, and a sharper clinical focus. Visit the NASBHC web site at www.nasbhc.org and be sure to mark your calendars!

Membership Important for 1999

Have you renewed your membership with the Louisiana Assembly?

Because of expected Legislative Action that will be needed in 1999 to protect the local integrity of our state's School Based Health Centers, your membership is needed. The reason is simple: The larger our forces, the more seriously our organization is taken.

LASBHC also encourages you to recruit your advisory committee to become members.

Please complete the membership form below and return it. If you need to confirm your membership status, contact Cheron Brylski, (504) 897-6152.

LASBHC Membership Form

Yes! I want to be a member of the Louisiana Assembly of School Based Health Care for \$45 (membership good through Nov. 1, 1999).

Name _____

Affiliated SBHC _____

Address _____

City State Zip _____

Phone Fax _____

Email _____

Section (check one):

Administrative

Medical

Psycho-Social

General Support

Committee interests:

Advocacy

Program

Standards

Development

Mail form with payment to:

LASBHC, 3418 Coliseum Street, New Orleans, LA 70115

MEMORANDUM

TO: SYLVIA STERN, DIRECTOR, ADOLESCENT AND SCHOOL HEALTH
FROM: JO ANN DERBONNE *JoAnn Derbonne RN*
SUBJECT: JANUARY LSA-SBHC NEWSLETTER
DATE: 02/08/99

Thank you for your concern re: the January LSA Newsletter. It is not the intent of the Assembly to utilize RWJF funds to lobby as was stated in the contract letter. Please be assured that this newsletter was made possible through other funding sources.



Louisiana State Assembly ON SCHOOL-BASED HEALTH CARE

Vol. 1, No. 3 Feb.-Mar. 1999

In the News

Everyone, from the President of the United States to the local school board, is talking about how children in Louisiana need better medical care and access to health services.

The health issues are as varied as preventing obesity in children to reducing the extremely high incidence of Sexually Transmitted Diseases among Louisiana adolescents.

No matter what the health issue, however, the bottom line is that healthy children stay in school and healthy children learn. Healthy children also keep parents on the job.

School Based Health Centers have a positive impact on education and children. It is important to keep educating Louisiana consumers and policy-makers about how well this program is working in your community.

ANNOUNCEMENTS ABOUT STUDENT OUTCOMES

School Based Health Centers associated with St. Patrick's Hospital in Lake Charles held a Legislative Luncheon where Washington-Marion High staff and students gave concrete examples of how provided health services are impacting student outcomes.

By inviting the news media to this event, the health center gave deserved recognition to school board, legislative and community supporters, while educating the public about important services provided by the SBHC.

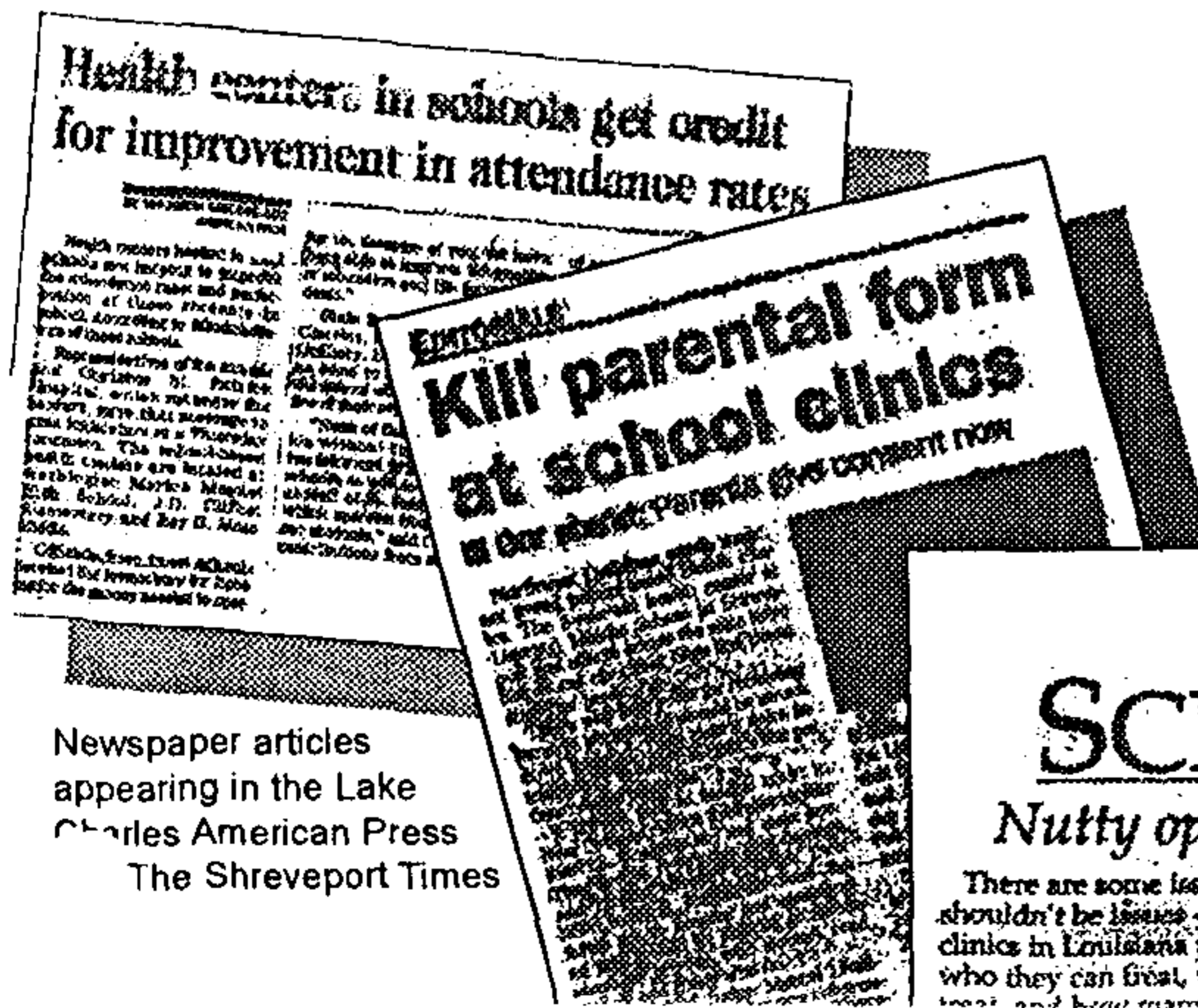
SUGGESTED ACTIVITIES

- Utilize the warm weather afforded by this time of year to **host a health fair** by your SBHC, its sponsors and community advisory committee. This allows the news media to explain what your SBHC does.
- **Hold a public workshop** on a particular health issue impacting students in your area. Is obesity a problem? Asthma? Violence? Give parents a forum to learn from you and your SBHC experts how to address and intervene in at-risk behaviors.
- **Distribute the ASHI annual report** on SBHCs, published by the Office of Public Health. Each center has a wonderful profile in this document. Take this report to your editorial boards, your news directors and make sure they know the good news about your program.
- **Schedule talk shows** in your area and invite legislators or school board members who support your program to join you on air in answering parent questions about student health issues.
- **Write letters** to the editor and/or op-ed pieces about a particular health issue in the community. For example, do you need more children to register through your center for LaCHIP? Invite them to do so through a letter or news release.

WHY SEEK PUBLICITY?

News stories about SBHCs build positive knowledge and recognition about your program. Keep messages simple and remember to repeat, repeat, repeat your main service themes.

The Louisiana Assembly on School Based Health Care exists to help you get your message out about the success of the SBHC program in Louisiana. If you need an updated media list, please contact our offices at (504) 897-6152. Ask for Heather Harper.



Newspaper articles appearing in the Lake Charles American Press and The Shreveport Times

EDITORIALS

SCHOOL DAZE

Nutty opposition hinders student clinics

There are some issues that just shouldn't be issues — for example, clinics in Louisiana public schools, who they can treat, what they can treat, and how many users they have.

Then came this latest wrinkle — a parental consent form which medical professionals say is too long and too complicated to be understood, especially by many of the illiterate or

**ARE YOU A MEMBER OF
A LASBHC SECTION?**

The most important way to support the LASBHC is to be active in a section of the chapter. These sections mirror the ones which exist in ASHI's Network: Administrative, Psycho-Social/Medical, and Data/Research. Chairs of these sections are:

- | | |
|------------------------|--|
| Cyndi Boney | Administrative
Rapides SBHCs
(318) 448-6970 |
| Carol Crankshaw | Data/Research
St. Francisville
(504) 635-5299 |
| Kim Bare | Medical/Psycho-Social
Lafayette
(318) 261-6995 |

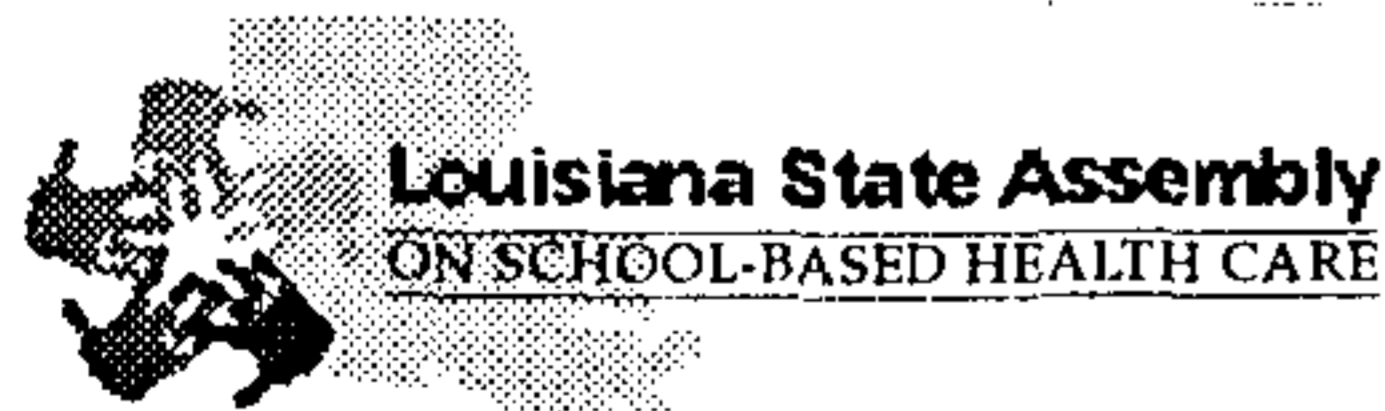


**DO YOU LIKE HANGING
OUT IN BATON ROUGE?**

The LASBHC Advocacy Committee is seeking general members to help with communicating about LASBHC activities to policy makers at the local and state level. If you are interested, contact Sheila Stallworth, Lawless (504) 944-8864.

**ARE YOU A WHIZ AT
PLANNING MEETINGS?**

The LASBHC Program Committee is planning the 1999 Annual Conference, Nov. 1-2, Hotel Acadiana in Lafayette, Louisiana. Assistance is needed in coordinating the event, as well as helping with fundraising and program activities. Please contact Conference Chairs Deirdre Arnaud or Floyd Washington, Cecilia (318) 667-7227



3418 Coliseum Street
New Orleans, LA 70115

LASBHC Membership Form

Yes! I want to be a member of the Louisiana Assembly of School Based Health Care for \$45 (membership good through Nov. 1, 1999).

Name _____
 Affiliated SBHC _____
 Address _____
 City State Zip _____
 Phone Fax _____
 Email _____

Section (check one):

- | | |
|---|--|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Medical |
| <input type="checkbox"/> Psycho-Social | <input type="checkbox"/> General Support |

Committee Interests:

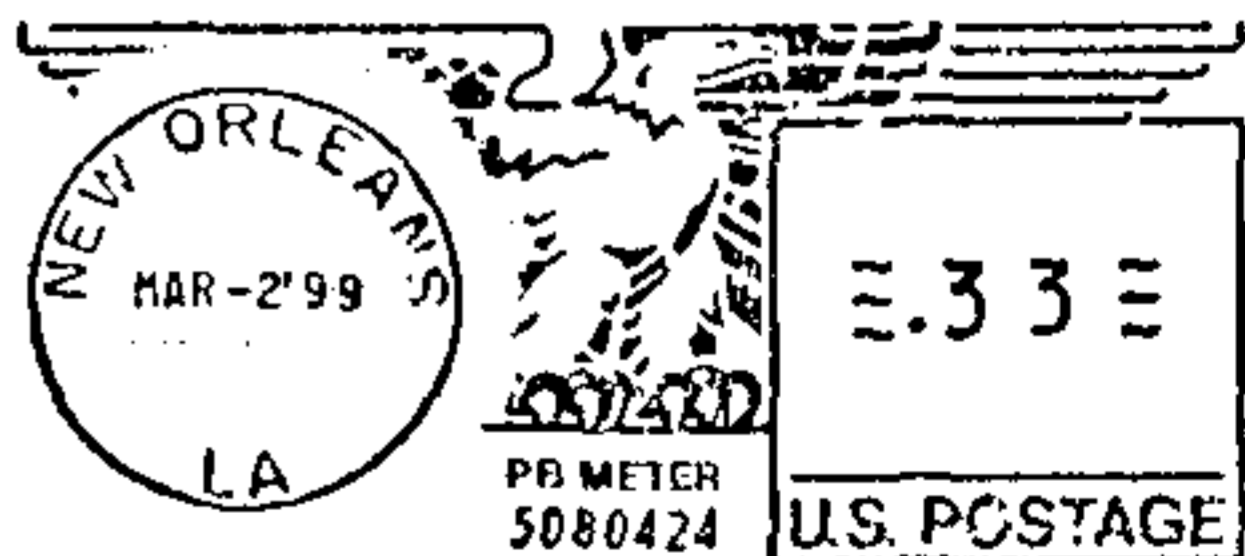
- | | |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Program |
| <input type="checkbox"/> Standards | <input type="checkbox"/> Development |

Mail form with payment to:
 LASBHC, 3418 Coliseum Street, New Orleans, LA 70115

BE THE BEST SBHCS CAN BE

Attend the following professional development conferences:

- | | |
|--|--|
| NASBHC Annual Meeting
"Finding our Voice"
June 24-27
Washington D.C.
info: www.nasbhc.org | LASBHC Annual Meeting
"Using our Voice"
Nov. 1-2
Lafayette, LA
info: Deirdre Arnaud
(318) 667-7227 |
|--|--|



Joanne Derbonne
 Cabrini SBHC
 3330 Masonic Dr
 Alexandria, LA 71301



Louisiana State Assembly ON SCHOOL-BASED HEALTH CARE

Vol. 1, No. 4 April 1999

A Message from the President

LOUISIANA ASSEMBLY SHINES IN WASHINGTON!

John Schlitt, Executive Director of the National Assembly on SBHC, convened a retreat in Washington for the Executive Officers of the State Assemblies, April 9-11.

It was a very full and extremely productive learning experience. Several trees must have been needed to provide the paper for this meeting! One bonus: I did get to experience the Cherry trees for a brief time and they were beautiful!

There were 14 states present and I was very proud to represent all of you at the meeting. Louisiana was noted by several of the speakers to be on the cutting edge of development and organization, especially in our advocacy work.

I presented our latest achievement: The LASBHC Executive Council's strategic plan. Although still in draft form, and still needing a lot of work before it is ready to be shown to investors, we've made tremendous progress in giving direction to our state chapter.

While in Washington, I was able to meet with several helpful people thanks to NASBHC: Sean Donohue with the Senate Health and Education Committees; Darryl Burnette with the Bureau of Primary Health Care. I discussed membership planning with Pam Hagan of the American Nurses Association. Andy Burness, President, Burness Communications, and Shirley Gordon, Gordon & Gordon Associates, provided a full-day of training on Saturday. Both of these individuals brought great messages and challenges for the LASBHC.

On the final day, state chapters and John discussed interactions, roles, membership, financial support and legal issues of the state and national assemblies. I will have a lot to share with the Executive Council at our next strategic retreat, May 7 and 8 in Baton Rouge.

There is so much to do...my head is still swimming! But I know we can do it all if we work together!

Sincerely,

JoAnn Derbonne
President

P.S. If you have not completed the NASBHC Survey sent to your SBHC, please do so as soon as possible and return it. Thanks!

LASBHC SPONSORS BEST PRACTICES SEMINAR

Counselors and social workers in Louisiana's School Based Health Centers, as well as any health professional working with children, may be interested in the May 14 one-day training on critical incidents, aggressive behaviors and anger management.

The training, to be held at Lafayette's Charter Cypress Hospital, 302 Dulles Dr., 8 a.m. to 2 p.m., will feature Dr. Ron Ray LPC, Don Kight RN, and Dr. Steve McClain LPC.

Organized by the Assembly's Psycho-Social Council of Sections, the training will offer best practices available in dealing with adolescents in the three subject areas. CEUs are available for LPC and BCSW.

Registration is required and there is an advance registration discount. Payment received by May 7 is \$30 for LASBHC members; \$40 for non-members. Registration at the door is \$10 higher.

For more information, call Tina Builliard at (318) 667-7227 or mail your registration to Cecilia SBHC, PO Box 24, Cecilia, LA 70521.

ANNUAL CONFERENCE CALLS FOR ABSTRACTS

Deirdre Araud, Program Chair, LASBHC Annual Conference, has issued a call for workshop abstracts for the fourth annual meeting. Deadline for submission is May 3. Members have indicated areas of interest and abstracts should address these areas, which include coding, best practices, fundraising, stress management, sports medicine, insurance issues, office management, legal issues and confidentiality, nutrition, and other topics related to SBHCs. If you are interested, please contact Ms. Araud at (318) 667-7227 for more detailed information.

IT'S ADVOCACY TIME. HELP US!

Going to Baton Rouge? Call our Advocacy Expert Russell Henderson (504) 943-6398 or beeper (504) 584-6564 for good times to visit legislators, proper message and how you can help monitor legislation or actions of interest to LASBHC.

DATES FOR YOUR CALENDAR

Baton Rouge

Friday, May 7, Noon

Our Lady of the Lake Regional Medical Center, Classroom 2

LASBHC Standards Committee

Purpose: To finalize changes recommended to the Standards and Practices Guidelines written by Virginia Moore; if you plan to attend, please call (504) 897-6152

Baton Rouge

Friday and Saturday, May 7 & 8

Our Lady of the Lake Regional Medical Center

LASBHC Executive Council

Purpose: To take the drafted LASBHC Strategic Plan to the next step

Lafayette

Friday, May 14, 8 a.m. to 2 p.m.

Charter Cypress Hospital, 302 Dulles Dr.

LASBHC Psycho Section Training

Purpose: To provide best practices training in at-risk intervention techniques

Paid Registration required: \$30 for members

Call (318) 667-7227 to get more info and sign up!

Washington D.C.

Thursday to Sunday, June 24-27

NASBHC Annual Meeting

Purpose: Finding our Voice

Paid Registration required;

get info by visiting www.nasbhc.org

Lafayette

Monday and Tuesday, November 1-2

LASBHC Annual Meeting

Purpose: Using our Voice

Paid Registration required; get info by calling Deirdre Arnaud, (318) 667-7227

Membership Important for 1999

Have you renewed your membership with the Louisiana Assembly?

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LASBHC also encourages you to recruit your advisory committee to become members.

Please complete the membership form below and return it. If you need to confirm your membership status, contact Cheron Brylski, (504) 897-6152.

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Name _____

Affiliated SBHC _____

Address _____

City State Zip _____

Phone Fax _____

Email _____

Section (check one):

Administrative

Medical

Psycho-Social

General Support

Committee interests:

Advocacy

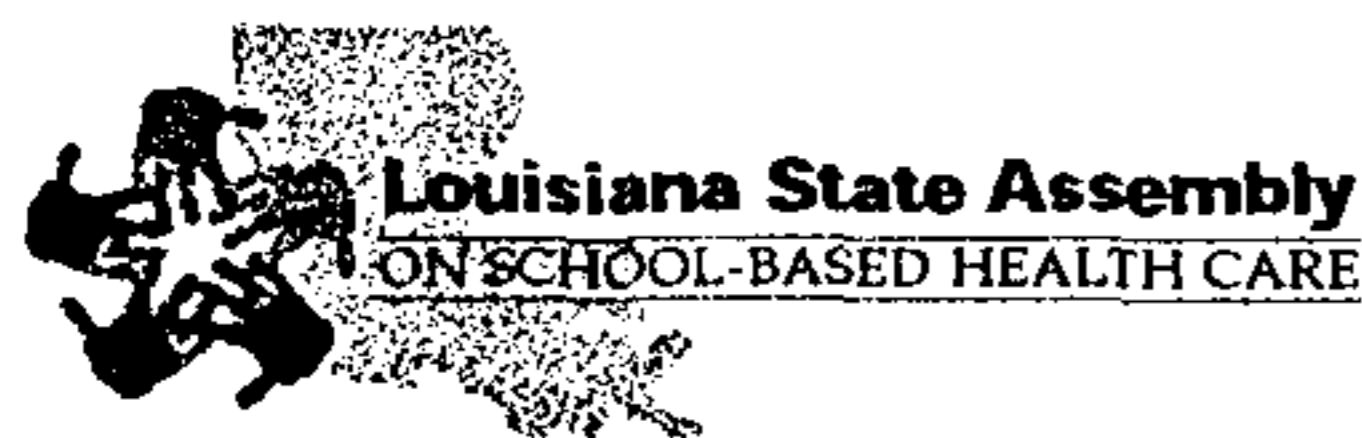
Program

Standards

Development

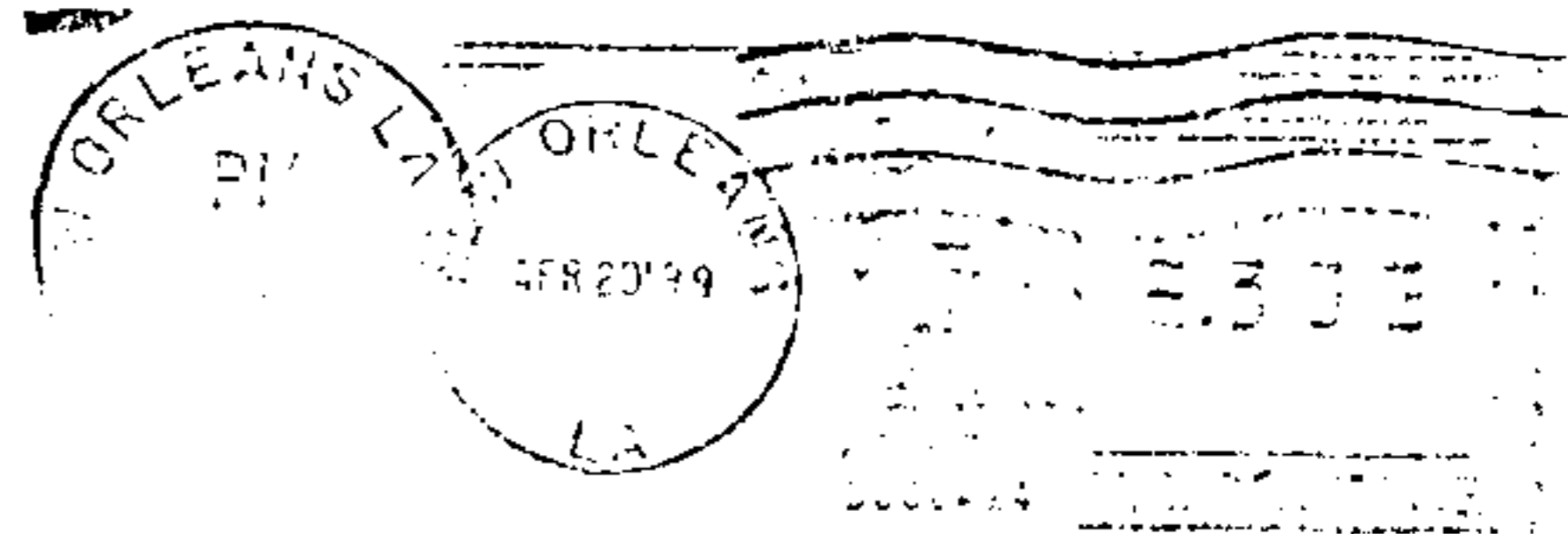
Mail form with payment to:

LASBHC, 3418 Coliseum Street, New Orleans, LA 70115



3418 Coliseum Street
New Orleans, LA 70115

Joanne Derbonne
Cabrini SBHC
3330 Masonic Dr
Alexandria, LA 71301





Louisiana State Assembly
ON SCHOOL-BASED HEALTH CARE

To: Executive Committee Members
From: *D. Arnaud*, President
Date: February 12, 1998
Re: Mental Health Workshop

Please review the information included regarding the technical assistance workshop recommended by the psycho-social section. I feel this workshop meets the goals and objectives of the Louisiana State Assembly on SBHC and I would like to recommend that we vote to accept this workshop in its entirety. My only suggestion is that we increase the early and late registration by \$10 for non-members.

Please review recommendation and respond via fax before **February 19, 1998**.

NATURE SAVER™ FAX MEMO 01618		Date	2/12/98	# of Pages	4
To	<i>Camille</i>		From	<i>Deirdre</i>	
Co/Dept	<i>and</i>		Co.		
Phone #	<i>Jinda Beckman</i>		Phone	38-667-7227	
Fax #			Fax #	38/667-7228	

La. Assembly on School Based Health Care
Program Committee Meeting - March 5, 1998

Agenda

- ✓ 1. Discuss potential conference sites
- ✓ 2. Establish planning committee responsibilities
3. Establish conference program framework.
4. Ideas for agenda topics and speakers
5. Call for abstracts
6. Establish planning timeline.
7. Exhibitors and Drop-In Center
8. Pre-conference brochure & mailing lists
9. Set date and place for next meeting



Louisiana State Assembly
ON SCHOOL-BASED HEALTH CARE

To: Louisiana State Assembly on School-Based Health Care
Executive Council/Program Committee Member

From: Deirdre G. Arnaud, President
Rence' Pesquie, Program Committee Chair

Date: February 18, 1998

Re: Executive Council Meeting - March 11, 1998 - Breaux Bridge, LA
Program Committee Meeting - March 5, 1998 - Breaux Bridge, LA

Please mark your calendars and plan to attend the two meetings scheduled above. With less than 3 months before school ends there are many decisions to finalize regarding the upcoming conference scheduled to be held in New Orleans/Metairie. Please bring with you to the program committee meeting your suggestions for conference topics and speakers (names, addresses, and phone numbers). A list of duties and volunteers to accomplish those duties will be compiled at this meeting. The Executive Council meeting will include:

1. Final Draft of Goals and Objectives of Sections
Sylvia Cluse, Hazel Suliki, Carol Crankshaw
2. Research and Evaluation Section report on TA Workshop
Carol Crankshaw
3. Advocacy Chair Report
Deborah Randolph
4. Treasurer's Report
Dawn Williams
5. Program Committee Chair's Report
Rence' Pesquie
6. Update on TA Workshop for Mental Health Providers
Sylvia Cluse
7. Nomination Committee Chair's Report
Pam Beal
8. At-Large Member - Solicitation of Conference Advertisements and Donations - Linda Hickman and Susan Gibson will chair a group organized of volunteers to accomplish the sole task of soliciting advertisements and donations.
9. President's Report
Update on RWJ Grant - year 1
Update on RWJ Grant - year 2

As you can see the agenda is packed and your attendance is important. The meetings will be held in Breaux Bridge at the St. Martin Parish School Board - Instructional Center located at 111 Courville Street from 10:00 am - 3:00 pm with a one hour lunch on your own. See map for directions.

TO JoAnn Derbonne, President
Enid Broyard, President Elect
Deirdre Arnaud, Past President
Dawn Williams, Treasurer
Deborah Randolph, Advocacy Chair
Floyd Washington, Program Chair
Linda Hickman, At-Large Member
Ecenthia Burnett, Council of Sections
Carol Crankshaw, Council of Sections
Kim Bare, Council of Sections
Sue Catchings, National Assembly Representative
Renee Pesquie, Past Program Chair
Pam Jackson-Beal, Founding President
Sylvia Sterne, ASHI Director

FROM Cheron Brylski (504) 897-6110

Dec. 2, 1998

**ASSEMBLY EXECUTIVE COMMITTEE 'RETREAT' CALLED FOR
DEC. 14 IN BATON ROUGE AT WOMEN'S HOSPITAL**

At the annual conference in Hammond, most of you committed to attending an executive committee strategic planning retreat on Monday, Dec. 14. This is the day before the scheduled ASHI Network meeting.

This is a reminder and/or invitation to the strategic planning retreat. Please confirm your participation with me as soon as possible.

When: Monday, Dec. 14, 9:30 a.m. to 3 p.m.

Where: Women's Hospital in Baton Rouge

Agenda: 9:30 a.m. to 1:30 p.m.
STRATEGIC PLANNING SESSION
Conducted by Leslie Gerwin and Russell Henderson

1:30 to 2:30 p.m.
LUNCH ON YOUR OWN

2:30 p.m. to 4 p.m.
EXECUTIVE COMMITTEE MEETING

FAX MEMORANDUM

August 25, 1998

To: La. Assembly Program Committee
Dawn Williams - Lawless SBHC
Enid Broyard - Lawless SBHC
Shelia Stallworth - Lawless SBHC
Kim Bare - Northside SBHC
Carol Crankshaw - Family Service Center
Hazel Suluki - Madison
Linda Hickman - Cabrini
JoAnne Derbonne - Cabrini
Cheron Brylski - Brylski Co.
Dee Arnaud - Cecilia
Angel Huval - St. Martinville
Sylvia Cluse - Breaux Bridge
Pam Beal - Washington Marion SBHC

From: Renee Pesquie

Just wanted to confirm and provide details about the next meeting of the program committee. Next meeting is Tuesday, Sept. 1 from 10:00am until 2:00pm. The meeting will be held at the Breaux Bridge school based health center.

Directions: Take the Breaux Bridge exit off of the I-10. Proceed down that street until you come to the stoplight at Bridge Street. Turn right onto Bridge Street. At the next light, turn right onto Main Street. Continue down Main Street past a cemetery and a church. The school is just past this and is located at 328 N. Main Street.

If you have any ideas about topics or speakers that you would like to hear, please let me know as soon as possible so that I can pursue this and possibly be able to share information with you at the meeting. My phone number is 504-394-8096.

Looking forward to seeing you there!

September 14, 1998

To: School Based Health Center Staff

From: Renee Pesquie

Re: La. Assembly on School Based Health Care

MARK YOUR CALENDARS! The Third Annual Louisiana Assembly on School Based Health Care is October 29, - October 31, 1998 in Hammond at the Holiday Inn Conference Center.

The Program Committee is putting together a great conference agenda. You will be able to learn and have fun at the same time. Be on the lookout for the preliminary agenda and registration packet which will be mailed out early next week.

This year we plan to hold a share fair and are asking each school based health center to participate. All of you are doing so many interesting and creative things that we want to give you an opportunity to share it with everyone else. We are asking each SBHC or sponsoring agency to plan a tabletop exhibit. Show us those great things that you're doing. You may wish to share information about programs you offer, special events, collaborative projects, good materials and resources that you use, etc. - anything you think other SBHCs would be interested in knowing about.

We request your participation in another event as well. We plan to hold a silent auction and would like each SBHC or sponsoring agency to put together a gift basket and offer it for auction. One idea for the gift basket would be to fill it with items representative of your region of the State. If you have connections and can obtain donations of other items to be offered at the auction, we would greatly appreciate that.

If you have any questions about the tabletop exhibit or if you have ideas for the auction, please let me know. I can be reached at 504-394-8096(home) or 504-549-5199(SLU). Hope to see you there!

TO DEIDRE ARNAUD

FROM CHERON BRYLSKI

Sept. 17, 1998

MINUTES FROM SEPT. 1 EXECUTIVE COMMITTEE MEETING

In attendance: Deidre Arnaud, Joanne Dearbonne, Cheron Brylski, Lisa Ross, Pam Beal, Deborah Randolph, Sylvia Cluse, Dawn Williams, Linda Hickman

Action items passed:

The Executive Committee unanimously passed the following resolutions:

The Louisiana Assembly of School Based Health Centers has no legal obligation to compensate Ms. Cynthia Bishop beyond the legal payment of \$1000 already provided in recognition of her invaluable services to the organization. However, the Executive Committee will support her efforts to raise an additional \$1100 in voluntary employee donations from SBHCs and their supporters.

All Assembly committees must bring proposed contractual and business obligations before the Executive Committee for official motion and payment.

Each SBHC will have a member on the Advocacy Committee, and the Advocacy Committee Chair is to keep all SBHCs informed of local, grassroots activities.

A separate checking account will be opened by the Assembly of SBHCs to accept and disperse monies to the organization from the State Office of Public Health.

The \$5400.00 in surplus monies for personnel services will be transferred to the Assembly's travel account, pending OPH approval.

The meeting adjourned to receive a report by the Program Committee about the October conference.

TO JOANN DERBONNE
SYLVIA STERNE

FROM CHERON BRYLSKI

Nov. 19, 1998

1. RESULTS OF LACHIP SURVEY

All SBHCs, except those in Rapides or affiliated with Cecilia, responded to the survey. The results are:

The preferred dates are January 12, 14 or 26

The expected attendance is 30.

42

Alexandria is the approved location for a full-day seminar.

I am awaiting notice from Ms. J. R. Kennedy as to her preferred date.

2. Executive Retreat date set

The Executive Retreat date is set for Monday, Dec. 14 at Women's Hospital in Baton Rouge. Unfortunately, I would like your confirmation on the Executive Committee's makeup before I send out invites. Could get these out tomorrow if I hear from you! Thanks.

3. LA Assembly does have a dedicated phone line and mail box at (504) 897-6152.

TO JOANN DERBONNE

FROM CHERON BRYLSKI

Dec. 7, 1998

This is what we hope to touch on!

OUTLINE OF STRATEGIC PLANNING SESSION

What has the organization accomplished? What has the organization been unable to accomplish?

What does the organization need that it does not have?

In the "world" of School Based Health Care, where does LASBHC fit? Draw a map.

How do we define "LASBHC"?

Read mission statement. What are the main components of our "purpose"? How would you prioritize these?

- a. Increase SBHCS
- b. Improve quality of SBHCs
- c. Community Advocacy
- d. Technical Assistance
- e. Policy Direction

What is the main difference between SBHC and the ASHI Network?

- a. What is there overlap and how can we condense services
- b. How can we reduce meetings

What and who is our "voice"?

- a. What is the main role of the Executive Committee?
- b. What is the role of the officers?
- c. What is the role of the committees?
- d. What is the role of the Executive Director

AGENDA FOR EXECUTIVE COMMITTEE MEETING

1. Old Business
2. New Business

- a. New Orleans SBHCs
- b. Consent Form

3. Conference wrap up and 1999 Dates
4. Officers
5. Goals



Louisiana State Assembly **ON SCHOOL-BASED HEALTH CARE**

TO JoAnn Derbonne Enid Broyard
 Dawn Williams Sheila Stallworth
 Deirdre Arnaud Floyd Washington
 Linda Hickman Sue Catchings
 Carol Crankshaw Cindy Boney
 Kim Bare Russell Henderson

FROM CHERON BRYLSKI

Jan. 28, 1999

EXECUTIVE COMMITTEE RETREAT FEB. 5 AND 6 IN ALEXANDRIA

When: Friday, Feb. 5, 4 p.m. to Saturday, Feb. 6, 4 p.m.

Where: Alexandria
 St. Frances Cabrini Hospital Community Center
 3330 Masonic Dr.
 (This is the place SBHCs always meet in Alexandria)

You agreed to participate in an Executive Committee retreat beginning Friday, Feb. 5, 4 p.m. to Saturday, Feb. 6, 4 p.m. The purpose of the retreat is to finalize the strategic planning we began on Dec. 14, 1998. A summary of that meeting, as well as your assignment relative to the retreat, is attached. Please bring all talking papers with you.

I have attached talking papers which were submitted.

Also, we have as long as we want in the Community Center, so we can meet into the wee hours of the morning. An agenda will be finalized once you arrive. Be prepared to do as much as possible.

Lodging and meals are on your own. I've attached a list of area hotels. Please call me immediately if you will not be participating. Thank you.

OFFICERS

JoAnn Derbonne, *President*
Enid Broyard, *President Elect*
Deirdre Arnaud, *Past President*
Dawn Williams, *Treasurer*
Sheila Stallworth, *Advocacy Chair*
Floyd Washington, *Program Chair*
Linda Hickman, *At-Large Member*
Sue Catchings, *At-Large Member*
Ecenthia Burnett, *Council of Sections*
Carol Crankshaw, *Council of Sections*
Cindy Boney, *Council of Sections*

TO VIRGINIA MOORE
MAUREEN DALY
SUE CATCHINGS
TINA BULLIARD
ENID BROYARD
DAWN WILLIAMS
EILEEN SONNIER
KIM BARE
LINDA HICKMAN

FROM JOANN DERBONNE

April 27, 1999

**STANDARDS COMMITTEE MEETING TO FINALIZE SBHC
POLICY AND STANDARDS DOCUMENT SET FOR MAY 7**

What: Standards Committee Final Edit Meeting

When: Friday, May 7, noon to 5 p.m.

Where: Our Lady of the Lake Regional Medical
Center, Classroom 2, Baton Rouge

Purpose: To finalize a Policy and Standards Draft for
presentation to OPH on behalf of LASBHC

Assignments:

Facilitators: JoAnn Derbonne, Virginia Moore
and Maureen Daly

*We need to work out our agenda. Please call
me at 318-448-6530 to coordinate

Records Keeper: Sue Catchings, Tina Builliard, and
Linda Hickman

*Each of you have the responsibility of arranging for
all edits to be cleanly and accurately recorded for
presentation to OPH in a final recommended draft

Agenda: Maureen Daly and Virginia Moore

*Please present to me before the meeting. Thank you.

TO EXECUTIVE COUNCIL OF LASBHC
Enid Broyard
Deirdre Arnaud
Dawn Williams
Linda Hickman
Carol Crankshaw
Cyndi Boney
Sue Catchings
Linda Hickman
Kim Bare

cc: Cheron Brylski
Russell Henderson

FROM JoAnn Derbonne

April 27, 1999

**STRATEGIC PLANNING RETREAT SET FOR MAY 7 AND 8 IN
BATON ROUGE**

This is confirm our Strategic Planning Retreat for May 7 and 9 in
Baton Rouge. I am suggesting the following agenda:

May 7, 1999

Noon to 5 p.m. Standards Committee of LASBHC
5 p.m. until Opening Session of Strategic Retreat
Report on Washington Trip
Discussions about OPH contractual opportunities

May 8, 1999

8:30 a.m. to 4 p.m. Second Day of Strategic Retreat

I am asking the following:

Sue: Please arrange for legislative presentations
and updates at the appropriate time and
inform Cheron Brylski

Cheron: Please arrange for presentation by Tulane
Law Clinic for Saturday

Executive Committee Meeting

Woman's Hospital

August 31, 1999

Present:

JoAnn
Dawn Williams
Enid
Carol Crankshaw
Kim Bare
Cindy Boney
Sue Catchings
Dee Arnaud

Sylvia has requested:

1. Budget cut from 35,000 to 20,000.
2. On site training to the new 16 sites.
3. Camera ready Technical Assistance manuals for new sites.

Dawn, Sue and JoAnn have already been contacted by new grant holders for information and visits to their sites.

There will be an Educational Workshop on November 3, 1999 at Lafayette General Hospital in the meeting rooms across the street from the main hospital.

Our feeling that the PERT orientation and process is not where these people are and we will negotiate it later. Sue made this motion, Enid second. All were in favor

Dee recommended Planning grant holders only need to know what they have to have in place according to the standards.

Dawn stated that the \$5000 administrative cost needs to stay in budget.

Dee recommended do a 15,000 contract for Organizational Development (5,000 for admin costs) in addition to the 20,000 contract or do 3 small grants and work admin costs in to all three.

What is the cost to do a web site?

Fund raising person will do 2 newsletters per year and we will pay cost for printing and postage.

PLAN A – do 2 small grants (20,000 and 15,000)

\$20,000 grant to include:

On site training – 2,500

TA manuals (we will develop and provide 1 copy for each new grantee this year) – 12,000 (printing, time, salary, travel, hotel room)

One day workshop – 2,500

3,000 – admin costs

\$15,000 grant to include:

\$13,000 Organ. Development to include marketing plan and mentoring

\$2,000 admin costs

PLAN B – unwilling to do plan A

We will cut TA manuals and mentoring

20,000 would include:

On site training for one day intensive visit for inexperienced grantees – 2,500

One day workshop – 2,500

Admin costs – 5,000

Organizational development – 10,000

If a site plans a second visit they will reimburse the assembly – then the assembly will pay the visited site

Technical Assistance manuals will be copyrighted by the assembly

TA manuals will be ready to hand out at the Nov 3rd Workshop

November 3rd workshop will be a 9 – 12 and 1 – 3. Two topics – one for each session

We will handle topics in section A and C in the contract in the TA manual

Maureen and Virginia will handle the PERT information presented to the new sites.

NO FREE admission to the conference

Executive committee will meet on September 24th at 10:00 a.m. and September 25th at 8:30 a.m. at the Cabrini Mediplex to write the Technical Assistance Manual

AGENDA for Nov 3rd

Participants should include – school official, parent, coordinator of the Grant, student, sponsoring agency person, local elected official and medical provider

8:30 – Registration

8:45 – Welcome - JoAnn

9:00 – Physical Facility (requirements for site) - Kim

9:30 – Staffing requirements & Job Descriptions - Dawn

10:00 – Community Advisory Boards - Sue

10:30 – BREAK

10:45 – Developing local partnerships, resources and community outreach – Team work

12:00 – LUNCH

12:45 – Communications and Public Relations – 3 people (school, community and state) Deborah R. – state, Diane A. – school, Sue and JoAnn – community)

1:30 – Standards – Team work

3:30– PERT and reporting requirements– OPH personnel

Financial Report – Dawn

Still owe Brylski - \$730 (we may not owe this – JoAnn will check with her)

227.58 left in regular account

653.04 left in contract account (need to zero out and put in regular account)

Conference Money

Lafayette General - \$500

Lordes - \$250

Cabrini - \$500

St. Pats

Schumpert

AHEC

Children's Trust Fund

Maddock Douglas

Will have a silent auction – one basket from each health center

NOTE for CINDY *****Contact drug reps in area for goodies for the bags. 200 total

Need to contact centers state wide to boost the conference and the assembly

Sue – Cabrini sites on September 10th at 1:00

Dec – BR sites on September 22nd

JoAnn – St. Martin Parish sites & Schumpert sites & Tallulah site

Sue – Northside on September 10th at 10:30 & West Feliciana sites & St. Helena

Dawn & Enid -- New Orleans sites & Bogalusa & St. Gabriel

Kim – St. Pat sites

Meeting was closed at 3:00