

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
June 26, 2015

Ligia Soileau, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:35 a.m.

Rebecca Soley conducted a roll call. A quorum was established.

Attendees

Governing Board: TaMarlon Carter; David Cressy; Rubby Douglas; Celeste Falconer; Mary Pirosko; Jan Robert; Ligia Soileau

Absent: Danielle Keys

Board Appointment Pending

The following board appointment is pending:

- St. Helena Parish

FPHSA Staff/ Guest: Melanie Watkins, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Tina B. Linder, HR Director; Bernice Williams, FPHSA/ADS; Janise Monetta, FPHSA/DDS; Cindy Gutowski, FPHSA/MHS; Wanda Stroud, Early Steps; Sherry Larson, Early Steps; Liz Gary, Parent; Sue Ellen Stewart, Northshore Families Helping Families; Deborah Macalusa, Parent; Sharon Delvisco, LaCAN/Northshore Families Helping Families

Prayer was offered by Rev. Carter.

Agenda

Ms. Pirosko made a motion to adopt the agenda as presented; seconded by Mr. Cressy.

Roll call vote unanimous; motion carried.

Mr. Cressy made a motion to waive the roll call after each vote and request that members who are in favor to say "aye," unless otherwise requested by a member to conduct a roll call; seconded by Ms. Robert.

Roll call vote unanimous; motion carried.

Consent Agenda

Ms. Soileau extended an offer for additional agenda items or new business. No new business was presented.

Excused Absence(s)

Mr. Cressy made a motion to excuse the absence of board member, Danielle Keys; seconded by Ms. Pirosko.

The motion passed unanimously.

Appreciation/Award

Ms. Soileau and Ms. Watkins presented a plaque of appreciation to Ms. Rubby Douglas on behalf of the FPHSA Governing Board for her dedication and service during her tenure on the FPHSA Governing Board 2011 through 2015.

(Ms. Douglas exited the meeting following the presentation.)

Public Input

Ms. Soileau welcomed all in attendance and extended an opportunity for public input. Guests had an opportunity to introduce themselves and offer public comment.

Approval of Minutes

Ms. Pirosko made a motion to approve the minutes of the previous meeting as written; seconded by Ms. Falconer.

The motion passed unanimously.

Executive Director Report

Ms. Watkins submitted a copy of the Executive Director's Report for June to members of the governing board. She outlined the content which included:

1. IT Domain Migration: Some minor technical transition issues were experienced as a result of the IT Domain Migration from DOA to FPHSA; however, the overall internet speed has greatly improved.
2. EHR Implementation: FPHSA launched a new electronic health record (EHR), ICANotes, on June 1st. Staff have been working in the new system and are gradually working through various issues and questions with the implementation. The first billing process was initiated through ICANotes and staff are becoming acclimated to the new EHR. Progress will continue to be monitored with implementation and follow up staff training will be offered as needed. The next phase of implementation will involve the residential treatment program, with a targeted completion date in October.
3. Budget Update: The legislative session ended. FPHSA's budget for the new fiscal year (2015-16) reflects an approximately \$1.3 million dollar reduction from the current fiscal year (2014-15). Part of the budget reduction included \$490,000 of one-time funding previously

allocated for Developmental Disabilities Services. As a result, this reduction in funding translates to a reduction in services for individuals; consequently, appeals and complaints are being received from individuals who were in hopes of having services continued into the next fiscal year. Funding requests are reviewed and assessed for the Priority Level, and those determined to be most in need and with the highest Priority Level are funded accordingly.

4. Civil Service Audit Update: FPHSA received the final report regarding the audit conducted by Civil Service. FPHSA was pleased to report a positive outcome being ranked fairly high in comparison statewide. Tina Boudreaux-Linder, FPHSA/HR Director, and her staff were commended for their service. A copy of the scoring report was disseminated to each board member.
5. Pharmacy Operations: FPHSA learned that it is not necessary to attend the Civil Service Commission meeting on July 15th to present the proposal to outsource the pharmacy operations. Since no staff are being laid off, it is not necessary to make the presentation. FPHSA plans to proceed with the contract effective July 1st. If all goes well, the new pharmacy staff will come on board sometime within the next month. Currently, a temp service is being utilized for pharmacy services on an interim basis.
6. Staff Announcements: It was announced that effective June 22nd, Cindy Gutowski, MSW, LCSW-BACS, ACSW, was appointed to serve as the Behavioral Health Director and Bernice Williams, LAC, CCS, was appointed to serve as the Assistant Behavioral Health Director. This is a significant step toward the merger of behavioral health services within the agency as preparations are being made to transition to the new Behavioral Health License.

Mr. Cressy made a motion to accept the Executive Director's Report; seconded by Rev. Carter.

The motion passed unanimously.

Financial Report:

Ms. Sibley, CFO, provided the financial report for the month of June 2015 that included the following:

1. Budget Analysis for Fiscal Year 2015 (July 1, 2014- June 30, 2015): The agency's budget analysis was disseminated as of May 31, 2015, and reflected a projected balanced budget. The agency will continue to monitor revenue and expenditures closely.
2. Collections from Magellan. A report as of May 13, 2015, depicting the agency's collections from Magellan was disseminated.
3. Update on the Budget for Fiscal Year 2016 (July 1, 2015-June 30, 2016). FPHSA's anticipated budget for FY 2015-2016 was reduced since last reported due to a Senate Finance Committee Amendment reducing FPHSA's IAT from OBH due to the reductions in the Compulsive and Problem Gaming fund.

Rev. Carter made a motion to accept the Financial Report for the month of June 2015; seconded by Mr. Cressy.

The motion passed unanimously.

Ms. Pirosko made a motion to approve the request to renew the agreement/purchase order with ICANotes, FPHSA's EHR for Fiscal Year 2016; seconded by Ms. Soileau.

The motion passed unanimously.

Policy No.: 017 – Executive Limits- Communication with and Support to the Board:

The board initially adopted Policy No.: 017 – Executive Limits- Communication with and Support to the Board on June 28, 2013. Ms. Watkins presented the policy to the board for annual review/consideration.

The policy was amended to delete the second “and” in Bullet Number One under Section Three: Statement of Policy.

Ms. Falconer made a motion to adopt the policy as amended; seconded by Ms. Pirosko.

The motion passed unanimously.

Strategic Planning

Advocacy Plan

The board was provided copies of other LGE's brochures. It was discussed to scale FPHSA's marketing/branding initiative upon review of the data regarding the number of persons served in each parish. October was designated as the focus month to roll out the new brand while the board and executive director host a reception in each parish to invite the community, stakeholders, delegated officials, and legislative members for a short presentation that includes a preview of the revised website and issuance of any new informational/ marketing materials, as deemed appropriate.

Rev. Carter agreed to meet with FPHSA staff to project cost of the various branding and marketing elements (brochures, business cards, web design, billboards, etc.) in order to develop a budget that the board could approve. Once approved, the plan will be to present the budget to companies in order for them to make a presentation and proposal of what they could offer within the budget.

Ms. Pirosko made a motion to request that a resolution be made by each parish president/representative in our region to declare October as “FPHSA Month”; Seconded by Rev. Carter.

The motion passed unanimously.

Ms. Pirosko offered to develop a draft resolution prior to the next board meeting.

Fund Development

Mr. Cressy indicated that he would draft guidelines outlining the FPHSA Foundation's board composition and structure.

Annual Evaluation of the Board

Each board member was given a self-evaluation tool labeled "How Does your Board Measure Up?" This board self-evaluation tool was provided during the Strategic Planning process. It was requested that each member complete the evaluation and send to Ms. Soileau to score prior to the next board meeting.

Confirmation of the next meeting:

It was confirmed that the next meeting date of the FPHSA Governing Board will be on July 24, 2015, to be held at the Administrative Office at 835 Pride Drive, Suite B, Hammond, LA.

Mr. Cressy made a motion to adjourn; seconded by Rev. Carter.

Meeting adjourned.