

Florida Parishes Human Services Authority
Governing Board Meeting
March 22, 2013
11236 Hwy 16 W
Amite, LA

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

Varetta Spears conducted a roll call. A quorum was established.

In attendance:

Board Members: Marty Dean; Rubby Douglas; Cheryl Klein; Mary Piroosko; Edward Ratcliff; Jan Robert; Thomas Zachary, Jr.

FPHSA Staff / Guest: Melanie Watkins, Executive Director; Trent Myers, Administrative Director; Tina B. Linder, HR Director; Tra Ladner, MHS; Sue Hutti, ADS; Janise Monetta, DDS; Rachelle Bethel, FPHSA Administration; Rebecca Soley, FPHSA Administration; Varetta Spears, FPHSA Administration

Prayer was offered by Mr. Ratcliff.

Mr. Dean made a motion to excuse the absence of Ms. Deamer: seconded by Mr. Zachary.

Roll call vote unanimous; motion carried.

Mr. Dean made a motion to accept the minutes of the previous meeting as written; seconded by Mr. Ratcliff.

Roll call vote unanimous; motion carried.

Ms. Piroosko welcomed all in attendance and extended an opportunity for public input.

Executive Director's Report:

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

- ❖ Fiscal shortfall. Ms. Watkins reported that the agency continues to deal with a significant fiscal shortfall this current fiscal year, which ends June 30, 2013. She reported that a 3-pronged approach is being utilized, which includes 3 furlough days over the next 3 months; the lay-off of eleven positions; and the use of escrow funds to offset the projected deficit. She reported that the lay-off will be effective April 14, 2013, at which

time some of the staff will “bump” other less senior staff. She explained the lay-off process in detail.

- ❖ FPHSA /Addictive Disorders Services Public Forum. Ms. Watkins reported that FPHSA hosted the annual FPHSA/Addictive Disorders Services Public Forum on February 28, 2013. She reported that Danita LeBlanc and Ken Saucier from Department of Health & Hospitals (DHH)/Office of Behavioral Health (OBH) represented Dr. Rochelle Head-Dunham, who was unable to attend. Ms. Watkins reported that the representatives from DHH/OBH presented a slideshow and opened the floor for questions from the audience. She said that the event was well attended, with active participation.
- ❖ Legislative Session. Ms. Watkins said that the fiscal staff continues to work in preparation for the upcoming legislative session, which convenes April 8, 2013. She said that FPHSA representatives will be attending the House Appropriations Committee (HAC) meeting scheduled for Tuesday, March 26, 2013. Ms. Watkins reported that the HAC has requested a significant amount of information in preparation for the budget presentation and review at the scheduled meeting. She reported that the information submitted will be scrutinized and it is anticipated that further cuts may be recommended by the legislature.
- ❖ Ms. Watkins reported that the staff continues to work with the landlord at the Pride Drive location in Hammond regarding the proposed build-out for the co-location of the remaining FPHSA facilities scheduled to move to that site. She provided the tentative dates for the relocation of Mental Health Administration and Pharmacy, Rosenblum Mental Health Clinic/Adult Services, as well as Executive Administration.
- ❖ Update on Alcohol & Drug Unit (ADU)/Fontainebleau Treatment Center (FTC). Ms. Watkins reported that, in regards to ADU and FTC, the lease with Meridian Behavioral Health Services has been signed for occupancy and supportive services through June 30, 2013. She reported that administrative staff is revising the draft Request for Proposal (RFP) for FPHSA’s residential substance abuse services, which should be forthcoming soon. Ms. Watkins stressed the importance of confidentiality regarding the release of information in regards to the RFP. She said that in order to be in compliance with the bid process RFP content should not be shared or released informally prior to the official release date. Ms. Watkins reported that the goal date to select a contract provider is the start of the new fiscal year or soon thereafter.
- ❖ Ms. Watkins advised the board that the administrative staff continues to work toward the development of a mutual agreement with North Oaks Medical Center (NOMC) regarding their request to secure property from the Rosenblum Mental Health Center-Children’s Services (RMHC) site for NOMC expansion plans.
- ❖ Ms. Watkins reported that the agency received recent news regarding the Permanent Supportive Housing (PSH) program. She said that the program must initiate the billing

process for services through Magellan, effective April 1, 2013. Ms. Watkins reported that PSH staff is scheduled to be trained on the billing program in Clinical Advisor prior to the effective date.

- ❖ Ms. Watkins reported that she attended a panel discussion held on gun violence and mental health at the First Presbyterian Church of Hammond on Monday, March 18, 2013. She said that the panel included: Louisiana State Representative Chris Broadwater, Hammond, Louisiana, State Representative John Bel Edwards, Amite, Rev. TaMarlon Carter and Dr. Chris Miaoulis, both of Hammond. She said the event was well attended.
- ❖ Ms. Watkins reported that the National Alliance on Mental Illness (NAMI) is holding its annual state conference on April 5-6, 2013. The conference will be held at the First Baptist Church in Covington. Ms. Watkins said applications were available for members of the board interested in attending the event.

Ms. Roberts made a motion to accept the Executive Director's Report; seconded by Mr. Zachary.

Roll call vote unanimous; motion carried.

Financial Report:

Mr. Myers provided an update of FPHSA's fiscal analysis as of February 28, 2013. He discussed the following subject areas: comparison of budgeted revenue to projected revenue; projected expenditures to projected revenue and an update of revenue for billable services from FPHSA's largest guarantor, Magellan. Mr. Myers reported that the agency will face a deficit this fiscal year. He explained that there are 2 major contributing factors to the deficit, including a shortage in self-generated funds and mid-year budget cuts. Mr. Myers reported that the projected expenditures had been reduced significantly through measures such as: reduction in contract services, downsizing the number of staff through attrition, reorganization of administrative and clinical processes, as well as operational efficiencies, i.e., consolidation of offices; however, he said the agency still faces a shortfall in funding. Mr. Myers explained that the agency has implemented a 3-pronged approach to offset the funding shortfall as discussed by Ms. Watkins.

Mr. Zachary made a motion to accept the Financial Report; seconded by Mr. Dean.

Roll call vote unanimous; motion carried.

Old Business:

Ms. Robert suggested that the board get back on target with the Strategic Plan that was submitted to the board in January, 2012.

Ms. Douglas elaborated on the contents of the Strategic Plan.

Ms. Pirosko appointed the following members of the board to the Ad Hoc Strategic Planning Committee: Ms. Douglas, Ms. Robert, and Mr. Zachary. She requested that the committee reevaluate the Strategic Plan, as well as revise the evaluation form for the Executive Director to align with the Strategic Plan. She requested the committee to present the revised data at the next scheduled meeting.

Ms. Douglas requested that Ms. Watkins provide an electronic copy of any public input obtained from community stakeholders, so that the committee could validate the Strategic Plan.

New Business:

Ms. Watkins submitted Board Policy Number 041: Board-Executive Director Linkage, for the board's review and approval.

Ms. Douglas made a motion that the board adopts Policy Number 041: Board-Executive Director Linkage; seconded by Mr. Ratcliff.

Roll call vote unanimous; motion carried.

Ms. Pirosko presented a preliminary copy of the "Role of FPHSA's Board Members" to members of the board for review and consideration. After reviewing the information submitted, contents of the data were discussed and revisions to the document was suggested by members of the board. The board concluded that the revisions would be made, as discussed, and electronically sent to board members for consideration at the next scheduled meeting.

Ms. Pirosko reported that the Executive Director's evaluation was conducted on February 28, 2013, and submitted to the FPHSA Human Resource staff for filing.

The next meeting was confirmed to be April 26, 2013 at the FPHSA Administrative office, located in Amite.

Ms. Douglas made a motion that the meeting be adjourned; seconded by Ms. Klein.