

Florida Parishes Human Services Authority
Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
October 24, 2014
9:30 a.m.

Mary Pirosko, Chair called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:55 a.m.

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

Attendees:

Governing Board: David Cressy; Cheryl Klein; Mary Pirosko; Ligia Soileau; Thomas Zachary

Absent: Linda Deamer-Hart; Rubby Douglas; Jan Robert; Edward Ratcliff

FPHSA Staff/ Guest: Melanie Watkins, Executive Director, Rachelle Sibley, Chief Financial Officer (CFO), Tina B. Linder, H R Director, Suzanne Hutti, FPHSA/ADS, Dr. Tra Ladner, FPHSA/MHS, Dr. Schoener LaPrairie, FPHSA/MHS, Trent Myers, FPHSA/Administration; Rebecca Soley, FPHSA/Administration, Varetta Spears, FPHSA/Administration

Prayer was offered by Ms. Pirosko.

Agenda:

Ms. Watkins requested that the following changes be made to the agenda:

- X (B) Old Business: DHH Contract Extension
- XI (C) Board Resolution

Mr. Cressy requested that the following item be added to the agenda:

- VIII (C) Reports: Advocacy Ad Hoc Committee

Ms. Klein made a motion to adopt the agenda as modified; seconded by Mr. Zachary.

Roll call vote unanimous; motion carried.

Consent Agenda:

Mr. Cressy made a motion to excuse the absences of the following board members: Linda Deamer-Hart; Rubby Douglas; Edward Ratcliff; Jan Robert; seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

Ms. Soileau made a motion to approve the minutes of the previous meeting with noted corrections; seconded by Mr. Zachary.

Voting yes: Mr. Cressy, Ms. Pirosko, Ms. Soileau, and Mr. Zachary; abstained: Ms. Klein; motion carried.

Comments and Questions:

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

Executive Director Report

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

1. Update on Same Day/Next Day Access. Ms. Watkins reported that staff are continuing to move forward with the implementation of the Same Day/Next Day Access model at the Mandeville clinic in St. Tammany Parish. She said that the process is scheduled to officially begin on Monday, November 3, 2014. She said that it seems that the word is already out in the community as the clinic has experienced an influx of walk-ins over the course of the past several weeks. Ms. Watkins said that every effort is being made to make this a smooth transition in operations, but some problems are expected. She reiterated that the point of entry for services for new applicants in St. Tammany Parish will only be at the Mandeville clinic. Ms. Watkins said that the Slidell Outreach site for mental health services will only see active cases at that location, and the Slidell Addictive Disorders Clinic will continue to accept applications for addictive disorders services.
2. Ms. Watkins said that the National Council consultants are scheduled to return on site to this area in November for 2 days. She said their additional consultation is eagerly anticipated.
3. Update on the contract with Department of Health & Hospitals (DHH). Ms. Watkins said that as mentioned previously, FPHSA staff has continued to work diligently with DHH and the other districts and authorities to finalize the contract between DHH and the local governance entities. She said that another draft version was presented at the Human Services Interagency Council (HSIC) meeting on October 16, 2014. Ms. Watkins said that the agency has received another extension letter to be signed pending the completion of the final contract.
4. IT Domain Update. Ms. Watkins reported that FPHSA staff continues to work toward the IT domain migration from DHH and the Division of Administration (DOA). She said that DOA has taken over all of the IT responsibilities from DHH and other state agencies and as a result, the agency has experienced some difficulties. Ms. Watkins said, IT requests for purchasing hardware and services are now required to go through DOA for

approval. She said this has created a significant lag in the process, which could result in a delay with full transition to the agency's own domain. She said that there is concern that this could also impact the timeline for the procurement of the new electronic health record. Ms. Watkins reported that the staff is actively pursuing this matter to get the electronic health record as quickly as possible. She said, with regards to the electronic health record, as mentioned last month, designated staff of FPHSA will be working with the Louisiana Healthcare Quality Forum to pursue meaningful use and supplemental funding for implementation of the new electronic health record. Ms. Watkins reported that in March 2015, Division of Administration (DOA) will assume purchasing from all state agencies.

5. Update on the Legislative Auditor's report. Ms. Watkins reported that since the last board meeting, the agency received the Legislative Auditor's reports for both DHH related to the Louisiana Behavioral Health Partnership (LBHP), and FPHSA. The reports were sent electronically to members of the board prior to the meeting.
6. Update on the Behavioral Health License. Ms. Watkins said that the Behavioral Health License is expected to be finalized and implemented in January 2015. She said that in anticipation of this endeavor, FPHSA's staff has co-located clinics, begun streamlining processes and forms, etc. She said in addition, staff has been working closely with Louisiana Department of Civil Service to develop appropriate job titles and functions in an effort to streamline the agency's business organizational structure. Ms. Watkins said over the course of the next several weeks, staff is optimistic that a position will be established for a Practice Manager, who will provide oversight to the agency's clinic business operations, scheduling, coding, and billing in an effort to enhance efficiencies and to maximize potentials for self-generated revenue. She said that a Behavioral Health Director's position will be developed, which will combine the two previous job duties for Mental Health Regional Director and Addictive Disorders Regional Director. Ms. Watkins said that the consolidated Behavioral Health License will streamline the agency's organizational structure and promote a unified management approach for the staff. Ms. Watkins said that as a point of information, the staff has been working diligently to expand outreach services in Franklinton and Denham Springs in an effort to be more accessible. She explained that the agency has faced challenges with moving forward with these plans as a result of the current moratorium in effect; however, it is anticipated that once the Behavioral Health License is finalized the moratorium will be lifted.
7. Ms. Watkins thanked Sue Hutti for her dedication and service to FPHSA over the past 10 years, as well as her prior 13 years of service with the State of Louisiana DHH/ Office of Addictive Disorders. Ms. Pirosko presented Ms. Hutti with a plaque for her 23 years of

dedicated service to the State of Louisiana and FPHSA. Ms. Hutti will be retiring November 1, 2014.

Mr. Cressy made a motion to accept the Executive Director's Report for the month of October; seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

Financial Report

Ms. Sibley, CFO, provided an update on Fiscal Year (FY) 2014. She provided the following report: FY 2013-2014 Year-End Budget Report. She explained the details of the data contained in the report. Ms. Sibley explained that the original amount withdrawn from the agency's escrow account was \$21,000; however, only a portion of the funds were used. She explained that the remaining \$13,252 is expected to be returned to FPHSA's budget account. She also elaborated on FY 2015. Ms. Sibley provided FY 2014-2015 Monthly Budget Report for month ending September 30, 2014. The report included the agency's first official budget analysis for fiscal year 2015, which shows a projected deficit. She said that the fiscal staff will continue to monitor revenue and expenditures throughout the year to minimize or eliminate the deficit. Ms. Sibley reported the agency's current collections from Magellan for FY 2015, as well as the projected collections. Ms. Sibley provided an update on FY 2016. She reported that the fiscal staff submitted the FY 2016 budget request to the DHH as required on October 13, 2014. She explained that the agency is requesting a budget increase of 11.3 percent for FY 2016. Ms. Sibley submitted a Comparison of Authority/District Budget Amounts report to the board for review. She explained the details of data contained in the report.

Mr. Zachary made a motion to accept the Financial Report for the month of October; seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

Strategic Plan:

Advocacy:

Mr. Cressy presented an advocacy cultivation list for St. Tammany Parish. He suggested that members of the board compose a list containing similar data for their respective parish. He indicated that the list was incomplete and requested that the appropriate staff provide the requested information. Mr. Cressy suggested that a committee be formed to advocate to parish leaders and stakeholders on behalf of the agency.

Ms. Piroosko said that board representation for Tangipahoa parish, along with Ms. Watkins and Ms. Sibley presented similar information to the Tangipahoa Parish President and the

Tangipahoa Parish Council. She said it is important for board representatives to correspond with their respective parish leaders to share information regarding the services the agency provides within the community.

Ms. Watkins presented 2 options to the board for consideration regarding continued consultation with Mr. Sparks, Louisiana Association of Nonprofit Organizations (LANO) Representative, for Phase 2 of the Strategic Plan development. After careful consideration, the members of the board concluded that option 2: Follow-up Retreat would be beneficial for the group.

Mr. Cressy made a motion that the FPHSA Governing Board accept Option 2: Follow-up Retreat, as an option for continued consultation with Mr. Sparks; seconded by Ms. Soileau.

Roll call vote unanimous; motion carried

Ms. Pirosko requested that members of the board review the data provided by Mr. Sparks, prior to the next meeting, and be prepared to discuss at the next scheduled board meeting.

The board discussed several tentative dates to convene for the follow-up consultation. It was concluded that the board would engage Mr. Sparks to meet in late February, 2015.

Old Business:

Ms. Pirosko discussed term expirations, effective December 2014, for the following members of the board: Mr. Ratcliff, Mr. Zachary.

Ms. Pirosko reminded members of the board to complete the required training on the Code of Governmental Ethics website.

DHH Contract Extension:

Ms. Watkins submitted a proposal for a Board Resolution regarding the contract extension letter between FPHSA and DHH to the board for consideration. She explained that the original agreement letter regarding the MOU between FPHSA and DHH for fiscal year 2015 was adopted by the board in June 2014.

New Business:

Agreement Louisiana Healthcare:

Ms. Watkins presented an agreement with the Louisiana Healthcare Quality Forum for the board's consideration. She explained that the agreement authorizing the Appointing Authority to enter into an agreement on behalf of the agency.

Mr. Zachary made a motion authorizing Ms. Watkins to enter into agreement with Louisiana Healthcare Quality Forum on behalf of the agency; seconded by Ms. Soileau.

Roll call vote unanimous; motion carried.

MOU Louisiana Partnership for Success

Ms. Watkins explained that the MOU between FPHSA and Louisiana Partnership for Success is an interagency transfer of funds from DHH to FPHSA to provide prevention services primarily in Livingston parish, where the need was determined to be, the greatest high need community by the Louisiana Caring Communities Youth Survey. She explained that the funds would be provided through a grant from the Substance Abuse and Mental Health Services Administration (SAMSHA).

Ms. Soileau made a motion authorizing Ms. Watkins to enter into agreement with DHH on behalf of the agency regarding the MOU with Louisiana Partnership for Success; seconded by Mr. Zachary

Roll call vote unanimous; motion carried.

Board Resolution:

Ms. Watkins presented a copy of the Board Resolution to the board for review and approval. After careful consideration, the board concluded that a separate Board Resolution is drafted to include the following information: It is understood that the board will be informed of all agreements entered into by the Appointing Authority.

Mr. Cressy made a motion authorizing Ms. Watkins and the FPHSA Administration to enter into the following types of agreements on behalf of FPHSA: Memorandums of Understanding (MOU), Cooperative Endeavor Agreement (CEA), and/or Interagency, and/or Intergovernmental Agreements, and/or Contracts as deemed necessary to provide and/or enhance service delivery on behalf of FPHSA and furthermore, by virtue of this Board Resolution, it is no longer required to bring these matters before the board for approval, prior to the signing and/or commitment to these agreements; seconded by Mr. Zachary.

Roll call vote unanimous; motion carried.

Mr. Cressy motioned that a Board Policy be established that all agreements entered into on behalf of the agency shall be reported to the board in a timely manner; seconded by Ms. Klein. Roll call vote unanimous; motion carried.

Ms. Klein motioned that the FPHSA Governing Board meeting for the months of November and December be combined to be held on December 5, 2014; seconded by Ms. Soileau.

Roll call vote unanimous; motion carried.

Mr. Cressy made a motion that the FPHSA Board enter into Executive Session at 11:45 a.m. to discuss the Executive Director’s evaluation; seconded by Ms. Soileau.

Roll call vote unanimous; motion carried.

Mr. Zachary made a motion that the FPHSA Board reconvene in regular session; seconded by Ms. Soileau.

Roll call vote unanimous; motion carried.

Mr. Zachary made a motion to adjourn; seconded by Ms. Soileau. Meeting adjourned.

Respectfully Submitted,

Secretary, Varetta Spears

Date

Executive Director, Melanie Watkins

Date

Board Chair, Mary Pirosko

Date