

**Florida Parishes Human Services Authority Administrative Office**  
**835 Pride Drive, Suite B**  
**Hammond, LA 70401**  
**Minutes of the Governing Board Meeting**  
**December 4, 2015**

Ligia Soileau, Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:30 a.m.

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

**Attendees**

Governing Board: TaMarlon Carter; David Cressy; Danielle Keys; Mary Pirosko; Jan Robert; Ligia Soileau

Absent: Celeste Falconer; Carol Stafford

**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; Janise Monetta, FPHSA/DDS; Cindy Gutowski; FPHSA/BHS; Bernice Williams, FPHSA/BHS; Schoener LaPrairie, FPHSA/Administration; Sharon Delvisco, LaCAN/Northshore Families Helping Families

Prayer was offered by Ms. Keys.

**Consent Agenda**

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

**Agenda**

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

The motion passed unanimously.

**Excused Absence(s)**

Rev. Carter made a motion to excuse the absences of Ms. Falconer and Ms. Stafford; seconded by Ms. Robert.

The motion passed unanimously.

### **Approval of Minutes**

Ms. Pirosko made a motion approving the November 2, 2015, meeting minutes as written; seconded by Rev.Carter.

The motion passed unanimously.

### **Public Input**

Ms. Soileau welcomed all in attendance and extended an opportunity for public input. Ms. Delvisco disseminated a copy of the DD Council's Legislative Agenda and announced the upcoming Legislative Roundtable meeting. Ms. Watkins also disseminated a LaCAN Fact Sheet to each board member that was released on December 1, 2015,

### **Executive Director Report**

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

1. Transition to Bayou Health/ Managed Care Entity for the indigent: Effective December 1, 2015, FPHSA began operating under the Bayou Health plans, which involves five different insurance companies for individuals receiving Medicaid benefits. Staff are making the necessary adjustments to the service billing codes in the EHR. For individuals who are indigent with no resources, DHH/OBH is serving as the managed care entity. At this time, prior authorizations for services are only required for Intensive Outpatient Treatment (IOP) and Residential Treatment for Substance Use, which involves admissions to ADU and FTC. Regular outpatient clinic services do not require a prior authorization for services at this time. FPHSA is working with staff to adapt to the various changes.
2. Data Collection/Reporting: The agency continues to work with the ICANotes staff, as well as DHH/OBH Data Staff, in an effort to capture the data reports needed for LaPAS Performance Indicators, Block Grant reports, etc. As mentioned at the last meeting, data collection/reporting has not gone as smoothly as hoped. As a result, the "Annual Report to the Board for FY 2014-15" could not be compiled to present at today's meeting; however, a report related to basic information requested by board members was compiled and will be shared after the Finance Report. The board was assured that the agency will be continuing to work with the ICANotes and DHH/OBH staff to work through the data collection process.
3. Additional Funding for Developmental Disabilities Services: FPHSA was pleased to report that since the last board meeting, additional funding for supports and services was granted for Developmental Disabilities Services. These additional funds were awarded to FPHSA primarily through the support and advocacy efforts of the DD Council and Northshore Families Helping Families. Because the funds were received so late in the fiscal year, it will be a challenge to obligate and expend all of the funding, but staff are committed to the task.
4. Budget: Since last board meeting, FPHSA received a mid-year budget reduction as a result of the projected deficit for the state by the Revenue Estimating Committee on November 16th. As a result, the agency is dealing with the reduction through decreased expenditures for travel, supplies, and by holding several positions vacant.
5. Behavioral Health License: The new behavioral health license became effective in September, 2015. During the transition year, the agency will apply for the Behavioral Health

License for the clinics at the time of each renewal. The first clinic applying for the new license is the Bogalusa Clinic site, which will also include the new Franklinton outreach site if the plans go as intended. FPHSA has been in discussion with Dr. Gina Lagarde, the Office of Public Health Regional/Medical Director, about using the Franklinton Public Health Unit one day each week for outreach services, and she is very supportive of this effort to enhance access to services in that area. Efforts are being made to expand services at the Denham Springs site in the near future, as well. Recruitment of doctors/prescribers is still the agency's top priority.

6. FPHSA Website Redesign: With regards to the branding and marketing initiatives, FPHSA met with "5 Stones Media" on December 2<sup>nd</sup> to discuss the proposed financial agreements and plans for website development. The FPHSA staff have some preliminary work to do in preparation for the next meeting scheduled on December 15<sup>th</sup>. Staff are excited about the opportunity to revamp the website, with the goal of making it more user-friendly for the public and staff.

Rev. Carter commended FPHSA for being entrusted with the additional funds for Developmental Disabilities Services.

Ms. Pirosko made a motion to accept the Executive Director's Report as presented; seconded by Rev. Carter.

The motion passed unanimously.

#### **Financial Report- December 2015:**

Ms. Sibley, CFO, disseminated a current budget analysis for FY 2016 (July 1, 2015- June 30, 2016) which reflected a projected deficit as of October 31, 2015. It was explained that much of the projected deficit is due to delays in billing related to the implementation of the new electronic record. It is anticipated that collections will increase as the staff get fully up to speed on the use of the record.

Ms. Sibley also noted that FPHSA received additional funding for Developmental Disabilities Services for Individual and Family Support due to the efforts of Northshore Families Helping Families and the DD Council. She also reiterated that FPHSA received a budget reduction in State General Funds to satisfy the Revenue Estimating Conference's identified deficit announced on November 16<sup>th</sup>. These changes will be reflected in next month's budget analysis.

Rev. Carter made a motion to accept the Financial Report; seconded by Ms. Keys

The motion passed unanimously.

Ms. Sibley presented a PowerPoint presentation with detailed information related to overall operations by program/service, means of financing/budget, position data, etc. as previously

requested by the board; however, the presentation was not completed due to time constraints and will be continued at the next governing board meeting scheduled on January 22, 2016.

During the presentation, Act No.389 of the 2013 Regular Session was discussed and upon request of the board members, a copy was disseminated to each member.

#### Annual Policy Review

Ms. Watkins presented the following policies and procedure, initially adopted on December 20, 2013, for annual review/consideration:

- No.: 001 – Executive Limits- Global Executive Constraint
- No.: 007 – Executive Limits- Asset Protection
- No.: 010 – Executive Limits- Executive Director Succession
- No.: 010.1 – Executive Limits- Executive Director Succession
- No.: 012 – Executive Limits- Financial Planning and Budgeting

Ms. Pirosko made a motion to accept each policy and procedure as written; seconded by Mr. Cressy.

The motion passed unanimously.

#### Executive Session

Ms. Pirosko made a motion to move into Executive Session at 11:00 a.m.; seconded by Rev. Carter.

The motion passed unanimously.

By unanimous vote, the meeting reconvened into regular session at 11:15 a.m.

A motion was made approving to proceed with hiring a Deputy Director.


The motion passed unanimously.

#### Confirmation of the next meeting

It was confirmed that the next meeting date of the FPHSA Governing Board is January 22, 2016, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

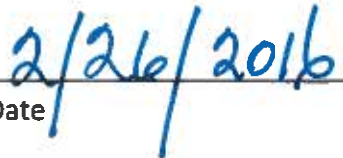
The meeting was adjourned.

Respectfully Submitted,

  
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Rebecca Soley, Secretary

  
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Date

  
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Melanie Watkins, Executive Director

  
\_\_\_\_\_  
Date

  
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Ligia Soileau, Board Chair

  
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Date