**Florida Parishes Human Services Authority**

**Governing Board Meeting**

**April 26, 2013**

**11236 Hwy 16 W**

**Amite, LA**

Mary Pirosko, 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:**

**Present:** Linda Deamer**;** Cheryl Klein; Mary Pirosko; Jan Robert; Thomas Zachary, Jr.

**Absent:** Marty Dean; Rubby Douglas; Edward Ratcliff

**FPHSA Staff / Guest:** Melanie Watkins, Executive Director; Trent Myers, Administrative Director Rebecca Soley, FPHSA Administration; Allison Fox, FPHSA Administration; Varetta Spears, FPHSA Administration; Leanne Truehart, St. Tammany Parish Coroner’s Office

Prayer was offered by Mr. Zachary.

Ms. Klein made a motion to excuse the absence of Mr. Dean, Ms. Douglas, and Mr. Ratcliff: seconded by Ms. Deamer.

Roll call vote unanimous; motion carried.

Ms. Robert made a motion to accept the minutes of the previous meeting as written; seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

Ms. Pirosko 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 April 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. She reiterated, as mentioned last month, that a 3-pronged approach is being utilized, which includes 3 furlough days, that is, one day a month over 3 months; the lay-off of eleven targeted positions; and the use of escrow funds to offset the projected deficit. She reported that staff has already taken 2 of the 3 furlough days, which included March 29 (Good Friday holiday). On Wednesday, April 17, half of the staff was on furlough and the following Wednesday, April 24, the remaining staff was on furlough. She reported that the final furlough day is scheduled for May 27, 2013 (Memorial Day holiday). Ms. Watkins reported that Civil Service approved the furlough plan submitted by the agency and expressed appreciation that the agency utilized 2 state-approved holidays as part of the plan, in an effort to minimize the impact on services to clients. She reported that the number of targeted positions was 11; however, after the “bumping” procedure was implemented, the actual number of staff laid off was 5. Ms. Watkins reported that the agency received the approved Department Preferred Reemployment List (DPRL) from Civil Service. She explained that the staff members affected by the lay-off (from the DPRL) will be priority hires if the agency hires into the affected career fields again. Ms. Watkins reported that the recent news has been very disconcerting to staff. She said that it is anticipated that once these actions are resolved, staff will stabilize, as new licensed staff is hired into some of the vacant positions. The hiring of licensed staff will allow more billing for services.
* Ms. Watkins reported that the agency continues to work on providing information for the legislative session, which opened April 8, 2013. She reported that she and Mr. Myers attended the House Appropriations Committee (HAC) on March 26, 2013. She said that following the Department of Health and Hospitals’ (DHH) presentation, the HAC directed questions related to DHH. Ms. Watkins said that although the districts and authorities were in attendance, they were not called upon to respond to any questions from the HAC during the meeting.
* Ms. Watkins reported that the staff continues to work with the landlord at the Pride Drive location in Hammond regarding the internal build-out. She reported that Mental Health Administration and Pharmacy are moving to that location on Monday, April 29, 2013. Ms. Watkins provided the tentative dates for relocation of Rosenblum Mental Health Center-Adult Services and Executive Administration to the Pride Drive location.
* Update on Alcohol Drug Unit (ADU) and Fontainebleau Treatment Center (FTC). Ms. Watkins reported that designated staff is in the process of tweaking the draft Request for Proposal (RFP) to privatize residential substance abuse services. She reported that there were some recent changes in the technical requirements for RFP’s issued on-line. Ms. Watkins reported that research regarding the proposed changes is underway and the RFP should be released soon.
* Recent “circuit ride”. Ms. Watkins reported that the Executive Management Team (EMT) recently made a “circuit ride” to each of the FPHSA clinics, to meet with staff, during the first week in April. She said that the purpose of the ride was in an effort to ensure that staff is fully informed regarding the agency’s current situation, as well as the challenges that the agency is facing. Ms. Watkins reported that an overview of the agency’s fiscal status, projected shortfall, as well as the agency’s goals for the new fiscal year were presented to staff during the clinic visits. She said that as part of the plan to address errors in Clinical Advisor (CA) and the difficulties with navigating the system, the EMT explained to staff that the IT staff would be going out to all of the clinics to assist staff “one-on-one” in an effort to correct any errors, as well as coaching them on the use of the electronic record system. She said that the EMT is optimistic that this “one-on-one” support will be effective and enhance the billing process, as well as minimize errors in the future.
* Legislative session update. Ms. Watkins reported that the legislative session is in full swing at this time and FPHSA’s executive staff is following a few bills. Ms. Watkins said that designated staff will continue to monitor these bills as they move through the legislative process and will keep the board apprised of any significant developments.

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

Roll call vote unanimous; motion carried.

**Financial Report:**

Mr. Myers submitted the Monthly Budget Report for month ending March 31, 2013. He explained the details of the data contained in the report. Mr. Myers provided the following information to the board for the current fiscal year: overview of FPHSA’s sources of revenue; budget expenditures; expenditure allocation by service area, as well as, comparisons of budgeted revenue to projected revenue and projected expenditures to projected revenue. Mr. Myers reported that the agency will face a deficit this fiscal year. He explained that there are 2 contributing factors to the deficit the agency will face, which includes: a shortage in self- generated funds and mid-year budget cuts. Mr. Myers reported that the projected expenditures versus the projected revenue has been reduced significantly through measures such as, reduction in contract services; downsizing the number of staff through attrition, as well as the recent lay-off; reorganization of administrative and clinical processes; implementation of operational efficiencies, i.e., consolidation of offices; implementation of a 3-day furlough; in addition to, with-holding of merit increases for 4 consecutive years.

Ms. Deamer made a motion to accept the Financial Report as submitted by Mr. Myers; seconded by Ms. Roberts.

Roll call vote unanimous; motion carried.

**Ad Hoc Strategic Planning Committee:**

Ms. Pirosko requested that the Strategic Planning Committee report be postponed until the next meeting.

**Old Business:**

None

**Role of FPHSA Board Member**

A revised copy of the Role of the FPHSA Board Member, as per suggested at the previous meeting of the board, was presented to the members for review and approval.

Ms. Deamer made a motion to adopt the Role of the FPHSA Board Member as revised; seconded by Ms. Robert.

Roll call vote unanimous; motion carried.

**New Business:**

Ms. Watkins submitted Board Policy Number 015: Executive Limits-Compensation and Benefits, for the board’s review and approval.

Mr. Myers submitted an acknowledgement form to the board members for their signatures, to ensure that each had read and understand the contents of the following policies: Executive Limits-Compensation and Benefits; Executive Limits-Treatment of Agency Staff; Executive Director Linkage.

Mr. Myers explained that the Escrow Policy had been submitted to the board electronically for review for the allotted 5-day review period. The policy became effective, as approved by Ms. Watkins, on April 25, 2013.

Ms. Robert made a motion to approve the use of escrow funds; seconded by Mr. Zachary.

Roll call vote unanimous; motion carried.

Mr. Zachary made a motion that the board adopts Policy Number 015: Executive Limits- Compensation and Benefits; seconded by Ms. Klein

Roll call vote unanimous; motion carried.

The next meeting was confirmed to be May 31, 2013 at the FPHSA Administrative office located in Amite.

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