

**Florida Parishes Human Services Authority Administrative Office**  
**835 Pride Drive, Suite B**  
**Hammond, LA 70401**  
**Minutes of the Governing Board Meeting**  
**August 28, 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: David Cressy; Danielle Keys; Mary Pirosko; Jan Robert; Ligia Soileau; Carol Stafford

Absent: TaMarlon Carter; Celeste Falconer

**Board Appointment Pending**

The following board appointment is pending:

- St. Helena Parish

**FPHSA Staff/ Guest:** Melanie Watkins, Executive Director; Rachele Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Tina B. Linder, HR Director; Janise Monetta, FPHSA/DDS; Cindy Gutowski, FPHSA/BHS; Bernice Williams, FPHSA/BHS; Sharon Delvisco, LaCAN/Northshore Families Helping Families; Nick Richard, NAMI-St. Tammany

Prayer was offered by Ms. Soileau.

**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.

Roll call vote unanimous; motion carried.

**Excused Absence(s)**

Mr. Cressy made a motion to excuse the absences of TaMarlon Carter and Celeste Falconer; seconded by Ms. Soileau.

The motion passed unanimously.

### **Approval of Minutes**

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

The motion passed unanimously.

### **FPHSA Proclamation**

Ms. Pirosko made a motion that the proclamation declaring “FPHSA Week” be moved to a date to be determined in mid-January; seconded by Mr. Cressy.

The motion passed unanimously.

### **Public Input**

Ms. Soileau 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 August to members of the governing board. She outlined the content which included:

1. EHR Implementation at ADU/FTC: The agency is in process of moving forward with the plans to implement ICANotes at ADU/FTC, as well as resolve any workflow process issues.
2. Pharmacy Operations: The contract with Genoa was finalized and the agency is moving forward with the outsourcing plans for the pharmacy.
3. Bayou Health Update: Open enrollment for behavioral health services will begin in September for the Bayou Health plans; therefore, the agency has been working diligently to enroll with the various plans.
4. New Administration: Ms. Watkins met with DHH Secretary, Kathy Kliebert, on August 19<sup>th</sup>, to discuss transition planning in preparation for the change in the new administration under a new governor following the upcoming election.
5. Behavioral Health License: On August 20, at the HSIC meeting, it was announced that the new Behavioral Health (BH) license will be forthcoming in September. As clinics/facilities come up for license renewals, they will apply for the BH license, instead of the separate mental health or addictive disorders licenses.
6. DDS Funding: Detailed information is being submitted to DHH/OCDD in the hopes of securing additional funding for the DDS program. If additional funding is able to be obtained, it will greatly assist with providing services to individuals and families in need.

In follow-up to the response received from the Attorney General’s Office regarding the resolution submitted on behalf of the governing board, Mr. Cressy requested that the agency consult with the agency’s legal counsel to evaluate the agency’s rights as a contracted provider with Magellan.

Ms. Robert made a motion to accept the Executive Director’s Report; seconded by Ms. Keys.

The motion passed unanimously.

### **Financial Report:**

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

1. Fiscal Year 2015 (July 1, 2014- June 30, 2015): The agency is in the process of getting all of the final revenue/expenses processed and reconciled for FY 2015. FPHSA's final FY 2015 finance reports are not available to FPHSA until September/October due to the close of the fiscal year not occurring until August 14<sup>th</sup>, allowing time for the Office of Statewide Reporting and Accounting Policy (OSRAP) and the State Treasury Office (STO) to balance the books. FPHSA collected an excess in revenue collections above the benchmark for collection of Federal Funds and these funds were transferred into the Escrow account for FY 2015.
2. Fiscal Year 2016 (July 1, 2015-June 30, 2016). FPHSA's appropriated budget for FY 2016 was presented. FPHSA does not typically complete the first official budget analysis for the fiscal year until the end of the first quarter. This allows time for a baseline to be established for projecting future revenue and expenditures. However, the fiscal department continuously reviews and monitors collections/expenditures during this time period. The escrow balance beginning in FY 2016 was provided.

Mr. Cressy made a motion to accept the Financial Report for the month of August 2015; seconded by Ms. Pirosko.

The motion passed unanimously.

### **Patient Information Form**

Mr. Cressy presented a form/template outlining additional reporting elements for the agency to consider compiling on a monthly basis that would allow the board to measure outcomes on a more detailed level. Ms. Watkins indicated that with the recent implementation of ICANotes, the agency has been able to begin collecting and analyzing more data in the past few months; however, the agency's focus has been to collect data needed for LaPAS and block grant reporting. It was expressed that the entire governing board may not need or want that level of detailed information on a monthly basis. Ms. Watkins inquired if there were three or four priority items that the agency could start with by researching if the electronic health record already has a report feature available. Ms. Robert indicated that she would first like to check the St. Tammany Behavioral Health Task Force Dashboard before identifying any priority reporting items. Ms. Robert also indicated that she would share the dashboard with the entire board for their review. No formal board action was initiated; however, it was requested that the members of the board and agency staff review the form that was presented prior to the next board meeting and that the staff make recommendations of what is available that could start to be reported on a monthly basis.

### Annual Policy Review

The board initially adopted Policy No.: 005 – Executive Limits- Treatment of Consumers on August 23, 2013. Ms. Watkins presented the policy to the board for annual review/consideration.

Ms. Pirosko made a motion to accept Policy No.: 005 – Executive Limits- Treatment of Consumers as presented with no revisions; seconded by Ms. Keys.

The motion carried by a majority of votes.

The board initially adopted Policy No.: 019 – Executive Limits- Ends Focus on Grants and Contracts on August 23, 2013. Ms. Watkins presented the policy to the board for annual review/consideration.

Ms. Pirosko made a motion to accept Policy No.: 019 – Executive Limits- Ends Focus on Grants and Contracts as presented with no revisions; seconded by Ms. Keys.

The motion carried by a majority of votes.

The board initially adopted Policy No.: 041 – Board-Executive Director Linkage on March 22, 2013. Ms. Watkins presented the policy to the board for annual review/consideration.

Ms. Pirosko made a motion to accept Policy No.: 041 – Board-Executive Director Linkage as presented with no revisions; seconded by Ms. Stafford.

The motion carried by a majority of votes.

### **Strategic Planning**

#### Advocacy/Annual Evaluation of the Board

Ms. Soileau indicated she only received approximately half of the board evaluation surveys. She noted that there were several comments regarding the current governance model that the board is operating by, which is also used by all of the other LGEs. Ms. Soileau suggested that focusing on the model may result in the board avoiding engagement in the process and since the Carver Model was already adopted by the board, the board could look for ways to work within it. Suggestions included revisiting board projects and developing ad hoc committees.

Ms. Soileau also indicated that some of the sections of the surveys were left blank; therefore, she suggested that the board customize a survey that is more in line with what the board does.

#### Elevator Speech

Ms. Pirosko indicated that at the previous meeting, the board was tasked to develop and present an elevator speech. Ms. Pirosko shared the elevator speech in which she developed that contained the overall basic information about the agency and contact information. The board expressed it would be helpful to have a pocket card with the agency's information.

### Taglines

The list of agency taglines that was compiled using the agency staff recommendations were reviewed by the board. The board agreed that the tagline "Lighting the Path Forward" should be incorporated into the final agency tagline. It was recommended that this tagline be provided to Rev. Carter in order to move forward in establishing a meeting with the various vendors that he has previously made contact with regarding the agency's rebranding and marketing efforts, along with one or two other board members to serve as an ad hoc committee. The ad hoc committee will be responsible for submitting a recommendation to the board for consideration.

### **Confirmation of the next meeting:**

It was confirmed that the next meeting date of the FPHSA Governing Board will be on September 25, 2015, to be held at the Administrative Office at 835 Pride Drive, Suite B, Hammond, LA.

Due to the upcoming holidays, the November and December board meetings will be combined into one meeting scheduled on Friday, December 4, 2015.

Due to the consolidation of meetings with the upcoming holidays, the board terms and appointments were discussed. The following appointees have served only one term and their appointments will expire in December, 2015, if not reappointed to serve a consecutive term: TaMarlon Carter, Tangipahoa Parish; Jan Robert, St. Tammany Parish; and Ligia Soileau, Livingston Parish. Ms. Robert indicated that she does not wish to serve a consecutive term.

Meeting adjourned.

Respectfully Submitted,

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Rebecca Soley, Secretary

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Date

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Melanie Watkins, Executive Director

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Date

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Ligia Soileau, Board Chair

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Date