

Florida Parishes Human Services Authority
Governing Board Meeting
December 20, 2013
Louisiana Workforce Commission
1711 Nashville Avenue
Hammond, LA
9:30 A.M.

Ms. 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: Marty Dean; Rubby Douglas; Cheryl Klein; Mary Pirosko; Edward Ratcliff; Ligia Soileau; Thomas Zachary, Jr.

Absent: Linda Deamer; Jan Robert

FPHSA Staff / Guest: Melanie Watkins, Executive Director; Tina B. Linder, H R Director; Tra Ladner, FPHSA/MHS; Schoener LaPrairie, Medical Director; Sue Hutti, FPHSA/ADS; Janise Monetta, FPHSA/DDS; Rachelle Bethel, FPHSA/Administration; Trent Myers, FPHSA/ Administration; Rebecca Soley, FPHSA/Administration; Varetta Spears, FPHSA Administration; David Cressy

Prayer was offered by Ms. Klein.

Ms. Douglas made a motion to excuse the absence of Ms. Deamer and Ms. Robert; seconded by Mr. Zachary.

Roll call voting yes: Mr. Dean; Ms. Klein; Ms. Pirosko; Ms. Soileau, Not present at time of vote: Mr. Ratcliff; motion carried.

Mr. Dean made a motion to accept the minutes of the previous meeting; seconded by Ms. Douglas.

Roll call voting yes: Ms. Klein; Mr. Zachary; Abstained: Ms. Pirosko; Ms. Soileau, Not present at time of vote: Mr. Ratcliff; motion carried.

Comments & Questions:

Ms. Pirosko welcomed all in attendance and extended an opportunity to express comments or questions.

Mr. Dean introduced Mr. David Cressy, invited guest. He explained that Mr. Cressy has been appointed to serve on the FPHSA Governing Board as a representative for St. Tammany parish to replace his seat, upon his term expiration on December 31, 2013.

Executive Director's Report:

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

- ❖ Update on FPHSA Executive Administration move to Pride Drive, Hammond, LA. Ms. Watkins reported that for the past few weeks the administrative staff was consumed with the preparations for the move, the actual move, and finally unpacking and settling in at the new location. Ms. Watkins reported that staff has handled the transition to the new location well. She informed the board that staff from the State Surplus office removed the obsolete and broken furniture and equipment, which has freed some of the space at the new location; however, some of the furniture items still need to be delivered to other FPHSA facilities for their use. Ms. Watkins said that it is her hope that the board meeting can be held at Pride Drive next month with the new board room set up for use.
- ❖ Update on the Commission on Accreditation of Rehabilitation Facilities (CARF) site survey. Ms. Watkins said that the official date for the CARF survey has been set for January 27 through 29, 2014.
- ❖ Update on the Coordinated System of Care (CSoC). Ms. Watkins reported that contact with key staff with the Department of Health & Hospitals (DHH)/Office of Behavioral Health (OBH) regarding the implementation of CSoC in this area continues. She reported that meeting dates are being coordinated with DHH/OBH. Ms. Watkins reported that community stakeholders' meetings will likely start in February, 2014, with confirmation of specific meeting dates, times and locations to be forthcoming.
- ❖ Legislative Audit. Ms. Watkins reported that FPHSA staff has responded promptly to the various requests for information and documents from the Legislative Auditor's office related to the audit. She said since the audit period covers two years, the information submitted is large in volume and rather extensive. Ms. Watkins reported that the Legislative Auditors are also following up with regards to the previous audit conducted earlier this year regarding the implementation of the Louisiana Behavioral Health Partnership (LBHP) and Magellan as the managed care entity. She reported that in addition to the routine requests for information, FPHSA staff received an extensive follow-up questionnaire regarding the current situation so that the auditors can assess the status and/or if any improvements have been noted with regards to the LBHP implementation.
- ❖ Update on Clinical Advisor (CA). Ms. Watkins reported that CA implemented a new phase related to "episode of care". She informed the board that staff is currently unable to enter notes in the system, which is currently, preventing billing for services provided.
- ❖ Update on CARF. Ms. Watkins submitted information specific to the board governance policies as recommended by Ms. Jennifer Kopke, consultant. She gave a brief explanation of the data contained in the tracking report to the policies and procedures as outlined in the CARF manual.

Ms. Douglas suggested correspondence with other local governance entities (LGEs) that have gone through the accreditation process.

Ms. Watkins responded that FPHSA staff have been following the CARF manual as a guide, which includes a self-survey, as well as corresponding with other LGEs and sharing information related to the accreditation process.

Ms. Douglas made a motion to approve the Executive Director's Report for the month of December; seconded by Ms. Klein.

Roll call voting yes: Mr. Dean; Ms. Pirosko; Ms. Soileau; Mr. Zachary; Not present at time of vote: Mr. Ratcliff; motion carried.

Financial Report:

Ms. Rachelle Bethel-Sibley, Chief Financial Officer, submitted the following documents to the board for review: Magellan Monthly Targets versus Projected; Monthly Budget Report for Fiscal Year 2013-2014, for the month ending November 30, 2013, and a listing of Contract Providers for Fiscal Year 2013. Ms. Sibley explained the details of data contained in each report. In addition, she gave a brief update on the budget request for fiscal year 2015. It was further clarified that funding for Developmental Disabilities Services (DDS) Family Support Services was not included on the listing of Contract Providers for Fiscal Year 2013 as they are processed as Individual Agreements with individuals and caregivers.

Mr. Zachary made a motion to accept the Financial Report for the month of December; seconded by Mr. Ratcliff.

Roll call vote unanimous; motion carried.

Old Business:

None

Board Policies:

Ms. Pirosko reiterated that the following policies/procedure was sent to members of the board electronically prior to the meeting:

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

Ms. Douglas made a motion to accept Policy No.: 010 Executive Limits–Executive Director Succession and Procedure No.: 010.1 Executive Limits – Executive Director Succession; seconded by Ms. Soileau.

Roll call vote unanimous; motion carried.

Ms. Douglas made a motion to accept Policy No.: 001 Executive Limits–Global Executive Constraints; seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

Mr. Dean made a motion to accept Policy No.: 007 Executive Limits–Asset Protection; seconded by Mr. Ratcliff.

Roll call vote unanimous; motion carried.

Mr. Dean made a motion to accept Policy No.: 012 Executive Limits–Financial Planning and Budgeting; seconded by Mr. Zachary.

Roll call vote unanimous; motion carried.

Executive Session:

Ms. Pirosko, Board Chair extended an opportunity for members of the board to convene in executive session to further discuss the materials collected regarding the Executive Director’s Evaluation. Members of the board concluded that no further discussion was necessary regarding the Executive Director’s Evaluation; consequently, the Board Chair will review the evaluation with the Executive Director to discuss the appropriate evaluation of performance based on the measurable strategic goals and performance factors.

Ad Hoc Nominations Committee Appointed:

Ms. Pirosko, Board Chair, appointed the following board members to serve on the Ad Hoc Nominations Committee: Ms. Klein; Mr. Ratcliff; Ms. Soileau. Each accepted the appointment to serve on the committee.

Ms. Pirosko acknowledged that Mr. Dean’s term would end December 31, 2013 and she extended thanks to him on behalf of the FPHSA Board for his contributions to the board. She presented a plaque to him for his commitment and dedication to the board and those served by the agency.

Confirmation Date of the Next Meeting:

It was confirmed that the next meeting will be held on January 24, 2014.

Ms. Douglas made a motion to adjourn the meeting; seconded by Ms. Klein.

Meeting adjourned.