

**Florida Parishes Human Services Authority**  
**Governing Board Meeting**  
**November 22, 2013**  
**11236 Hwy 16 W**  
**Amite, La 70422**  
**9:30 A.M.**

Ms. Rubby Douglas, Vice-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; Marty Dean; Rubby Douglas; Cheryl Klein; Jan Robert; Thomas Zachary, Jr.

**Absent:** Mary Pirosko; Edward Ratcliff; Ligia Soileau

**FPHSA Staff / Guest:** Melanie Watkins, Executive Director; Tina B. Linder, H R Director; Tra Ladner, FPHSA/MHS; Sue Hutti, FPHSA/ADS; Janise Monetta, FPHSA/DDS; Rachelle Bethel, FPHSA/Administration; Trent Myers, FPHSA/ Administration; Rebecca Soley, FPHSA/Administration; Varetta Spears, FPHSA Administration; Brenda Lee Cosse, LA Developmental Disabilities Council-Region 9

Prayer was offered by Ms. Douglas.

Mr. Zachary made a motion to excuse the absence of Ms. Pirosko, Ms. Soileau and Mr. Ratcliff; seconded by Ms. Klein.

Roll call voting yes: Ms. Deamer; Ms. Douglas; Ms. Robert; not present at time of vote: Mr. Dean; motion carried.

Ms. Deamer made a motion to accept the minutes of the previous meeting with recommended revisions; seconded by Ms. Robert.

Roll call voting yes: Ms. Douglas; Ms. Klein; Mr. Zachary; Not present at time of vote: Mr. Dean; motion carried.

**Comments & Questions:**

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

**Executive Director's Report:**

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

- ❖ Update on job assignments within FPHSA Executive Administration. Ms. Watkins reported that with the mandate from Department of Health & Hospitals (DHH) the agency must assume the development of its own IT domain and the migration of these IT functions and operations. She said that this would require more attention and work effort dedicated to the area of IT operations so that the agency can become independent from the DHH-IT system. Ms. Watkins said that in order to accommodate these changes, Trent Myers will work more directly with the IT staff and operations. She added that Rachelle Bethel-Sibley has assumed the role as FPHSA Chief Financial Officer and will be responsible for the overall fiscal operations for the agency. Ms. Watkins welcomed Tess Kraemer, FPHSA Budget Analyst, back following her recent medical leave.
- ❖ Update on clinic services. Ms. Watkins reported that efforts are ongoing to hire in the clinics for social workers and professional counselors to provide direct services. She said that attention has been focused on filling the vacancy at Rosenblum Mental Health Center for the clinic manager position formerly held by Darlene Jiles. She explained that Ms. Jiles is relocating to Tennessee to be closer to her family, and she was offered a wonderful job opportunity in the Smokey Mountains. Ms. Watkins said that FPHSA staff certainly wishes her well in her new venture.
- ❖ Civil Service Commission update. Ms. Watkins reported that on November 5, 2013, she along with Tina Boudreaux-Linder, Human Resources Director, attended the Civil Service Commission Meeting in Baton Rouge. She explained that FPHSA had items on the agenda to be considered by the Civil Service Commission. The first item was a request for the agency to establish an unclassified position for a “Specialist”, which is the job title used for a Medical Psychologist. She reported that the request was approved by the Civil Service Commission and the position was subsequently created and established. Ms. Watkins said following the establishment of the position, a job offer was extended to a Medical Psychologist who will be joining the staff at Rosenblum Mental Health Center on December 16, 2013. She said also on the agenda for the Civil Service Commission was the evaluation report of the FPHSA audit conducted by Civil Service earlier this year. Ms. Watkins said that the agency report was positive, with no significant findings. She said according to Civil Service, the score was commendable for achieving 100% compliance in 19 of 23 categories reviewed. Ms. Watkins said that it was noted that FPHSA’s current compliance percentages are at or above the statewide compliance percentages. Ms. Watkins commended Ms. Tina Boudreaux-Linder, Human Resources Director, and her staff for such a good job.
- ❖ Update on Coordinated System of Care (CSoC). Ms. Watkins reported that there has been ongoing dialogue with key project staff designated by Department of Health & Hospitals (DHH)/Office of Behavioral Health (OBH) for the development of the CSoC. She reported that FPHSA staff recently received a notification that the most recent waiver amendment was approved; therefore, it is anticipated that the statewide CSoC expansion will be implemented soon. Ms. Watkins said that monthly meetings with community stakeholders will be scheduled in the FPHSA region to focus on CSoC values and to lay the groundwork as this initiative unfolds. She said no definite meeting dates have been scheduled; however, meeting dates with DHH/OBH are forthcoming.
- ❖ Update on FPHSA Executive Administration move. Ms. Watkins reported that FPHSA Executive Administration’s move to the Pride Drive location is planned for December 5-6, 2013 in an effort to relocate and settle in before the holidays and in advance of the Commission on Accreditation of Rehabilitation Facilities (CARF) site survey.
- ❖ Update on the property issue pertaining to Rosenblum Mental Health Center (RMHC)-Child Services. Ms. Watkins reported that FPHSA staff continues to have contact with North Oaks Medical Center (NOMC) regarding the property issue pertaining to RMHC-Child Services. She said

that a meeting is scheduled for Monday, November 25, 2013 to assess the property and determine the specific land area that NOMC is seeking to reclaim from the original property lease. She said that DHH/Legal Counsel have agreed to assist FPHSA staff with the lease amendment, as needed.

- ❖ Mental health needs and concerns of the community. Ms. Watkins reiterated to the board that as a result of discussions with NOMC, they expressed interest in convening and sponsoring a meeting with all of the local hospitals in the area, as well as the local public officials and legislative delegates to address the mental health needs and concerns of the community, particularly related to crisis services. She said that to date, the meeting has not been scheduled.
- ❖ Inquiry about possible purchase of property in front of Lurline Smith Mental Health Clinic (LSMHC). Ms. Watkins reported that an individual, representing Race Trac gas stations, recently inquired about purchasing the property located directly in front of LSMHC. The property is located on Highway 190/Florida Blvd., in Mandeville. She said that staff is currently researching the property transfer documents and the details regarding the situation before responding or committing to the Race Trac representative.
- ❖ FPHSA involvement with Department of Children and Family Services (DCFS). Ms. Watkins reported that staff with FPHSA have been involved with the DCFS in the area and are working to enhance collaboration with other child-service agencies, as well as law enforcement agencies, courts, hospitals, and schools. She said that the goal of this effort is to improve responsiveness on behalf of the children and families served in the community. Ms. Watkins said that there will be ongoing meetings on a quarterly basis to continue with these efforts. She reported that House Bill 557, passed in the 2013 Legislative Session, requires that training be made available to all Mandated Reporters and DCFS is willing to provide that training which is also available online via their website.
- ❖ Update on St. Tammany Behavioral Healthcare Taskforce. Ms. Watkins reported that FPHSA continues to work with St. Tammany Parish Behavioral Healthcare Taskforce, under the coordination of Jan Robert on behalf of the St. Tammany Parish Government. She said that through the Louisiana Public Health Institute (LPHI), they have joined with the National Council on Community Behavioral Healthcare to conduct a needs assessment for the parish, and she reported that FPHSA is excited to be involved in this project.
- ❖ Update on collaboration with the 22<sup>nd</sup> Judicial District Court (JDC). Ms. Watkins said that ongoing communication continues with Judge Garcia of the 22<sup>nd</sup> JDC regarding the behavioral health needs for the community. A scheduled meeting with the Court Administrator is scheduled for Tuesday, November 26, 2013 regarding plans for a possible meeting with the judges of both the 21<sup>st</sup> and 22<sup>nd</sup> JDC, prior to the upcoming legislative session, to promote advocacy and support on behalf of FPHSA and those individuals needing behavioral health services. Ms. Watkins said that an invitation will be extended to the legislative delegates, as well, in an effort to reach as many people as possible prior to the legislative session in March, 2014.
- ❖ Legislative Audit. Ms. Watkins reported that the Legislative Auditor's Office notified her that it is now time for the agency's audit, which is conducted every two years. She reported that the initial onsite entry meeting with the auditors has been delayed until the executive administrative office gets settled at the new location in Hammond; however, they have already requested numerous documents to be sent to them electronically for review.
- ❖ Agency newsletter. Ms. Watkins reported that the agency's first newsletter for the staff was issued on November 1, 2013. She said that the newsletter has been posted on the FPHSA intranet for access for staff. Ms. Watkins said that the goal is to issue the newsletter on a quarterly basis, with input from

the staff and submitted photos to share the happenings within the agency. A copy of the newsletter was made available to the board.

Ms. Deamer made a motion to approve the Executive Director's Report for the month of November; seconded by Mr. Dean.

Roll call vote unanimous; 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 October 31, 2013. She explained the details of data contained in each report. In addition, she gave a brief update on the budget for fiscal year 2015 and the agency's escrow account.

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

Roll call vote unanimous; motion carried.

**Old Business:**

**Board Appointments:**

Ms. Douglas submitted a letter from her parish President reappointing her to represent Livingston Parish on the FPHSA Governing Board.

Ms. Pirosko's reappointment is scheduled to be on the Tangipahoa Parish Council's agenda for consideration as a representative for Tangipahoa Parish to the FPHSA Governing Board at their next scheduled meeting.

Mr. Dean announced his decision not to seek reappointment to the FPHSA Governing Board as a representative for St. Tammany Parish when his term expires December 31, 2013.

**Dual Relationship or Collaborative Treatment Issues in Livingston & Tangipahoa Parishes:**

Ms. Douglas expressed concerns regarding issues encountered with referrals to a provider from RKM, the school-based provider. She indicated that she received two calls recently regarding services with existing clients. Ms. Douglas indicated that she is hopeful that a collaborative approach can be implemented so that the children can remain in school.

Ms. Watkins submitted a memo to the board regarding dual treatment. She outlined the process utilized within FPHSA regarding this issue. Ms. Watkins explained to the board that FPHSA's goal was to expand services in Livingston parish for both mental health and addictive disorders services, including child services; however, there are limited resources. She reiterated that there is a shortage, in general, for psychiatrists within the state, as well as nation-wide. Ms. Watkins added that in addition to the shortage, the moratorium which prohibits the opening of any additional mental health clinics has halted plans for expansion to a full service clinic at the Denham Springs site.

**Confirmation Date of the Next Meeting:**

It was confirmed that the next meeting will be held on December 20, 2013 at the Louisiana Work Force Commission office, located at 1711 Nashville Avenue, Hammond, LA.

**New Business:**

None

**Executive Session:**

Mr. Zachary made a motion that the board convene in Executive Session to discuss personnel issues; seconded by Ms. Klein.

Roll call vote unanimous; motion carried. The board convened in Executive Session at 10:45 a.m.

Mr. Dean made a motion that the Executive Session be closed; seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

Ms. Klein announced an upcoming event spearheaded by the Health Communities Coalition, formerly Tobacco and Cancer Control Coalition. She said the event is scheduled for December 11, 2013 from 11:00 a.m. to 1:00 p.m. on the campus of North Oaks Medical Center at the Diagnostic Center. She invited members of the board; in addition, personal invites will be sent prior to the event.

Ms. Robert made a motion to adjourn the meeting; seconded by Ms. Deamer.

Meeting adjourned.