

**FLORIDA PARISHES HUMAN SERVICES AUTHORITY
GOVERNING BOARD MEETING**

**August 23, 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 9:30 a.m.

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

In attendance:

Board Members: Linda Deamer; Marty Dean, Rubby Douglas; Cheryl Klein; Mary Pirosko; Edward Ratcliff, Jan Robert; Ligia Soileau, Thomas Zachary

FPHSA Staff/Guests: Melanie Watkins, Executive Director; Trent Myers, Administrative Director; Sue Hutti, FPHSA/ADS; Tra Ladner, FPHSA/MHS; Janise Monetta, FPHSA/DDS; Tina Boudreaux-Linder, FPHSA/HR; Rebecca Soley, FPHSA/Admin; Leanne Truehart, M.D., St. Tammany Parish Coroner's Office.

Prayer was offered by Ms. Deamer.

Mr. Ratcliff made a motion to accept the minutes of the previous meeting as written; seconded by Ms. Deamer.

Voting Yes: Ms. Douglas; Ms. Pirosko; Ms. Robert; Ms. Soileau; Mr. Zachary; Abstained: Ms. Klein; Not present at time of vote: Mr. Dean; motion carried.

Questions and Comments from the audience:

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

Dr. Leanne Truehart, St. Tammany Parish Coroners' Office Mental Health Director, St. Tammany Parish Behavioral Health Task Force Representative, and NAMI- St. Tammany Board Member, expressed concerns regarding the mental health services' delivery system. She encouraged FPHSA to push for change in rules, regulations, and budgets by reaching out to local, elected leaders and educating them on the needs of the community and demands for services in the FPHSA region.

There was a roundtable discussion by the board regarding Dr. Truehart's comments. It was determined that many of the comments and suggestions discussed were already integrated into the agency's strategic plan.

Executive Director's Report:

Melanie Watkins submitted the Executive Director's Report for August to the governing board. She outlined the content which included:

- ❖ An update on the budget preparation for the next fiscal year (2014-15). The legislative session will begin earlier next year and as a result, the budget request is due earlier. DHH has requested that FPHSA prepare for a worst case scenario of up to a 15 percent reduction in the budget. FPHSA plans to submit the budget request based on the need for services but continues to seek cost-savings measures and ways to increase revenue.
- ❖ An update regarding the release of the Legislative Auditor's Report. A report from the Legislative Auditor's Office was released on August 19, 2013, regarding the transition to managed care for

behavioral health services under the Louisiana Behavioral Health Partnership (LBHP) and Magellan. There has been media coverage regarding the report, both in the newspapers and TV news.

- ❖ An update regarding the transfer of funds historically received through interagency transfer (IAT) from DHH/Office for Citizens with Developmental Disabilities (OCDD). In an effort to deal with the shortfall in state general funds, OCDD is transferring some state general (SGF) funds to Louisiana Family Services (LFS), rather than FPSHA. LFS will utilize those funds to provide services previously provided by FPSHA for match for Medicaid draw-down. As a result, LFS will process all individual agreements/contracts for individuals and families for supportive services the latter part of the fiscal year, effective January 1, 2014. FPSHA will still handle all the needs assessments for the individuals that we serve, and process the agreements, but the actual contract agreement will be with LFS, which will process the invoices for payment.
- ❖ An update regarding the circuit ride made to all of the clinics to meet with the staff to discuss FPSHA's "state of affairs." Staff was given an opportunity to participate in a survey and provide feedback. As a result of the feedback, changes have been initiated in operations such as: developing staff positions to manage clinical records rooms; training the administrative support staff to manage appointment calendars, and purchasing suggestion boxes for each clinic for ongoing feedback and suggestions from clients and staff. FPSHA continues to examine ways to streamline workflow processes to increase efficiency, as recommended by staff as well as working with local parishes to enhance access to transportation services, as this has been cited as an ongoing barrier to services.
- ❖ An update regarding ADU/FTC. FPSHA is diligently working towards compliance with CARF accreditation for the residential substance abuse treatment facilities. FPSHA is also monitoring the potential sale of the property, formerly known as "Southeast Louisiana Hospital" that is now being managed by Meridian Behavioral Health Systems.
- ❖ An update on the preparation efforts for the Coordinated System of Care (CSoC) to be implemented in the region. FPSHA sponsored a CSoC collaborative in Hammond on August 2, 2013, re-grouping interested parties and educating the community about the CSoC initiative and how to access services as the program unfolds in the area.
- ❖ A reminder that Rosenblum Mental Health Center/Adult Services is scheduled to relocate August 28 through August 30 and will reopen September 3 at the new Pride Drive location in Hammond.
- ❖ An update about North Oaks' request to reclaim property currently occupied and maintained by Rosenblum Mental Health Center/Children's Services. Negotiations are still in process and FPSHA plans to meet with North Oaks representatives again on September 10, 2013.

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

Roll call vote unanimous; motion carried.

Financial Report:

Mr. Myers stated that the processing of the accounting for FY 13 will be completed and made available in late September. The final fiscal year-end budget report will be presented as part of the annual board report in October 2013.

Mr. Myers distributed the Monthly Budget Report for the month ending July 31, 2013, to the members of the board for review which contained the following information: FY 14 summary by means of financing; comparison of FY 13 and FY 14 budget amounts; budgeted revenue sources; Magellan monthly revenue targets v. projected revenue. He explained the details of the data contained in the report.

Mr. Zachary made a motion to accept the financial report; seconded by Mr. Dean.

Roll call vote unanimous; motion carried.

Contract Review:

Mr. Myers submitted a contract review form requesting approval by the board for a psychiatrist.

Ms. Douglas made a motion to approve the contract for the psychiatrist; seconded by Ms. Deamer.

Voting Yes: Mr. Dean; Ms. Pirosko; Mr. Ratcliff; Ms. Robert; Ms. Soileau; Mr. Zachary; Not present at time of vote: Ms. Klein; motion carried.

Old Business:

Proposed Revision of Executive Director's Evaluation Process

Ms. Douglas distributed documentation related to the proposed executive director's evaluation process. The document was reviewed for consideration by the board.

Ms. Douglas made a motion that FPHSA staff members make the necessary grammatical and language modifications as discussed and send electronically to the board at least 10 days prior to the next meeting for review; seconded by Mr. Ratcliff.

Voting Yes: Ms. Deamer; Mr. Dean; Ms. Pirosko; Ms. Soileau; Mr. Zachary; Not present at time of vote: Ms. Klein; Ms. Robert; motion carried.

Board Policy: Executive limits- Emergency Executive Director Succession

Ms. Watkins provided an update that the Executive Limits-Executive Director Succession Policy is currently under revision to incorporate the requested level of detail, but said she planned to make this available after review by the CARF consultant and HR Director.

New Business:

Board Policy: Executive Limits – Ends Focus on Grants and Contracts

Ms. Watkins submitted Board Policy “Executive Limits–Ends Focus on Grants and Contracts” for the board’s review and approval. After reviewing the policy, the board concluded that the following changes should be made to the policy:

- Add “ly” to the words “unlawful” and “unethical” in Section III under bulleted item number one.

Mr. Dean made a motion to adopt the board policy “Executive Limits-Ends Focus on Grants and Contracts” with the recommended revisions; seconded by Ms. Douglas.

Voting Yes: Ms. Deamer; Ms. Pirosko; Mr. Ratcliff; Ms. Soileau; Mr. Zachary; Not present at time of vote: Ms. Klein; Ms. Robert; motion carried.

Board Policy: Executive Limits – Treatment of Consumers

Ms. Watkins submitted Board Policy “Executive Limits–Treatment of Consumers” for the board’s review and approval.

Ms. Douglas made a motion to adopt Board Policy “Executive Limits-Treatment of Consumers” as written; seconded by Ms. Soileau.

Voting Yes: Ms. Deamer; Mr. Dean; Ms. Pirosko; Mr. Ratcliff; Mr. Zachary; Not present at time of vote: Ms. Klein; Ms. Robert; motion carried.

Annual Travel Authorization

Members of the board were provided annual travel authorization forms for the opportunity to be reimbursed for mileage to and from board-related activities. Members were instructed that if they did not wish to receive reimbursement to write “declined” on the form, sign it, and return it.

Ad Hoc Committee “By-Laws”

Ms. Pirosko appointed an Ad Hoc committee to review and revise the by-laws. Ms. Deamer and Mr. Zachary were appointed to review the by-laws and submit revisions to the recording secretary no later than September 10, 2013, to be sent to the board electronically no later than September 13, 2013, for consideration at the next meeting.

Board Appointments

It was stated that the board appointments for Marty Dean, Rubby Douglas, and Mary Pirosko would expire at the end of December 2013. Mr. Dean and Ms. Pirosko expressed interest in continuing to serve. Ms. Douglas stated that she was undecided, but would consider and give a final answer at or before the next board meeting.

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

Voting Yes: Ms. Deamer; Mr. Dean; Ms. Pirosko; Ms. Soileau; Mr. Zachary; Not present at time of vote: Ms. Klein; Ms. Robert; motion carried.

The next meeting was confirmed to be September 27, 2013, at the FPHSA Administrative Office located in Amite.

The meeting was adjourned.