

Florida Parishes Human Services Authority Administrative Office

835 Pride Drive, Suite B

Hammond, LA 70401

Minutes of the Governing Board Meeting

June 21, 2016

Danielle Keys, Vice 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.

Attendees

Governing Board: Celeste Falconer; Danielle Keys; Mary Pirosko; Gary Porter; Jan Robert; Ligia Soileau

Absent: TaMarlon Carter; David Cressy; Carol Stafford

FPHSA Staff/ Guest: Melanie Watkins, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Schoener LaPrairie, M.D., FPHSA/Administration; Janet Gordon, FPHSA/Administration; Bernice Williams, FPHSA/BHS

Prayer was offered by Rev. Porter.

Consent Agenda

Ms. Keys extended an offer for additional agenda items or new business. No new business was presented.

Agenda

Ms. Robert made a motion to adopt the agenda as presented; seconded by Ms. Falconer.

The motion passed unanimously.

Excused Absence(s)

Ms. Pirosko made a motion to excuse the absences of Rev. Carter and Ms. Stafford; seconded by Ms. Soileau. Mr. Cressy did not request an excused absence.

The motion passed unanimously.

Approval of Minutes

Ms. Pirosko made a motion to adopt the May 27, 2016, meeting minutes as written; seconded by Ms. Falconer.

The motion passed unanimously.

Public Input

Ms. Keys 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 June to members of the governing board. She outlined the content which included:

1. **Legislative Session Update:** The second Special Session of the Legislature convened on the same date shortly after the Regular Session ended on June 6th. The Special Session is scheduled to end on Thursday, June 23rd. The agency is still awaiting the outcome of the session for the budget for the new fiscal year, which begins on July 1st; however, the first pay-period of the new fiscal year actually started on June 20th.
2. **Legislative Audit:** The agency continues to be involved in the audit with the Legislative Auditors and their various requests for information.
3. **Staffing:** FPHSA's final "furlough" day was June 15th for the current fiscal year, so all staff are now working full-time. Quite a number of positions have been held vacant in an effort to deal with the budget deficit. FPHSA recently began announcing staff vacancies for critical staff positions and have begun to fill those vacancies. The agency will continue to monitor funding and positions throughout the upcoming year, focusing on the most vital positions needed for operations and services.
4. **Staff Training:** The agency has been taking proactive steps to re-train and refresh staff on the financial assessment process; entering data into the electronic health record to ensure accurate data collection; and updating and revising the workflow processes within the clinics. The agency is also providing clinical training for staff for Motivational Interviewing, Crisis Prevention and Supportive Intervention (CPSI), Interventions for First Episode Psychosis, as well as other in-service staff trainings to ensure clear communication at all levels within the agency.

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

The motion passed unanimously.

Financial Report- June 2016:

Ms. Sibley, CFO, disseminated a current budget analysis for FY 2016 (July 1, 2015- June 30, 2016) which reflected a projected deficit as of May 31, 2016. It was explained that a portion of the projected deficit is due to delays in billing and collections related to the implementation of the new electronic health record and billing clearinghouse, as well as the transition to the ICD-10 diagnosis codes and implementation of the five Bayou Health plans.

The mid-year budget reductions are also contributing to the projected deficit. FPHSA received a budget reduction in State General Funds in November 2015 and a second reduction in February 2016.

The agency is continuing to monitor expenditures and revenue to deal with the projected deficit.

In regards to FY 2017 (July 1, 2016- June 30, 2017), FPHSA has been asked to prepare impact statements for 10%, 20%, 24%, and 27% reduction in State General Funds. The agency will continue to monitor this as it could change as other bills and amendments go through the legislative process.

Ms. Robert made a motion to accept the Financial Report; seconded by Ms. Soileau.

The motion passed unanimously.

Purchase Request Approval:

Ms. Sibley presented a purchase request for the board's consideration authorizing the expenses related to agency's electronic health record, ICANotes for up to \$105,000 for FY 2016-2017.

Ms. Piroosko made a motion authorizing the purchase request approval for up to \$105,000 for ICANotes for FY 2016-17; seconded by Ms. Robert.

The motion passed unanimously.

Annual Policy Review

Ms. Watkins presented Policy 017 — Executive Limits- Communication with and Support to the Board, last revised on June 26, 2015, for annual review/consideration.

Ms. Piroosko made a motion to accept Policy 017 — Executive Limits- Communication with and Support to the Board as written; seconded by Ms. Soileau.

The motion passed unanimously.

Strategic Planning

All items related to Strategic Planning were tabled until the next meeting. Ms. Watkins gave an update that 5 Stones Media, LLC provided the agency with a draft layout of the new website design. The executive management team plans to review the draft and provide a report by the next board meeting.

Search Committee Report

Ms. Soileau provided a report on behalf of the Search Committee. She reported that the deadline for submitting résumés for the Executive Director job position was June 10th. She indicated that a total of 26 résumés were received. As of June 21st, the committee prescreened résumés and identified 13 viable candidates that seemed to match the job description and position requirements. The plan is to narrow down the selections to 8 candidates by June 30th and schedule a round of interviews on July 7th. A process will be determined and used to score the résumés and interviews. There will be an opportunity for the entire board to meet the final three applicants and ask questions at the July board meeting.

Ms. Pirosko made a motion accepting the Search Committee's report; seconded by Ms. Falconer.

The motion passed unanimously.

Confirmation of the next meeting

It was confirmed that the next meeting date of the FPHSA Governing Board is Friday, July 22, 2016, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

Swearing-In Ceremony

Attorney Patrick Coudrain with CASHE COUDRAIN SANDAGE issued the oath of office to Rev. Gary Porter, the newly appointed board representative from St. Helena Parish.

The meeting was adjourned.

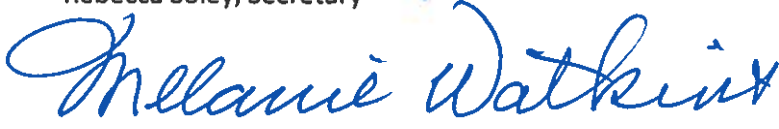
Respectfully Submitted,



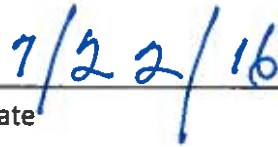
Rebecca Soley, Secretary



Date



Melanie Watkins, Executive Director



Date



Danielle Keys, Board Vice Chair



Date