
Florida Parishes Human Services Authority Administrative Office

835 Pride Drive, Suite B

Hammond, LA 70401

Minutes of the Governing Board Meeting

July 22, 2016

Danielle Keys, Vice Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 10:00 a.m.

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

Attendees

Governing Board: TaMarlon Carter; David Cressy; Celeste Falconer; Danielle Keys; Mary Pirosko; Jan Robert; Ligia Soileau

Absent: Gary Porter; Carol Stafford

FPHSA Staff/ Guest: Melanie Watkins, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Schoener LaPrairie, M.D., Medical Director, FPHSA/Administration; Janet Gordon, FPHSA/HR Administration; Janise Monetta, FPHSA/DDS

Prayer was offered by Rev. Carter.

Consent Agenda

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

Agenda

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

The motion passed unanimously.

Approval of Minutes

Ms. Robert made a motion to adopt the June 21, 2016, meeting minutes as written; seconded by Ms. Falconer.

The motion passed unanimously.

Excused Absence(s)

Mr. Cressy made a motion to excuse the absences of Mr. Porter and Ms. Stafford; seconded by Ms. Robert.

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 July to members of the governing board. She outlined the content which included:

1. **Fiscal-Year Close Out:** Over the course of the past month, FPHSA has been primarily involved with closing out the end-of-year invoices, while also processing contracts and agreements for the new fiscal year, which began July 1st.
2. **FPHSA IT Domain Migration Update:** The IT staff have been extremely busy with the final phase of the IT domain migration, along with upgrading all of the agency's computers to Windows 10. If the agency upgrades to Windows 10 by the end of next week, it will result in a significant cost savings. Once the upgrade is completed, FPHSA will be moving to fphsa.org email accounts.
3. **Website Development:** With regards to the website, FPHSA had another recent meeting with "5 Stones Media" staff earlier in the week. They are currently working on some recommended revisions as suggested by the Executive Management Team, and we look forward to seeing the outcome soon.
4. **Legislative Audit:** FPHSA has continued to be involved with the Legislative Auditors and the various requests for information. The most recent contact with the auditors was on Tuesday, July 19th.
5. **Staff Training Update:** FPHSA has continued taking proactive steps to train and refresh staff on Crisis Prevention and Supportive Intervention (CPSI) and Motivational Interviewing. Next week the agency is providing training to staff on the Addictive Disorders Treatment Program, focusing on evidence-based treatment models, such as Motivational Interviewing, the Matrix Model, and Cognitive Behavioral Therapy. This will also promote consistency with the service delivery across the agency. In addition, key leadership staff attended the "Prevention and Integration of Primary Care Conference" in New Orleans on July 13-15 in New Orleans. Four Staff attended a "Billing and Coding" conference in Kenner on July 21 in an effort to stay abreast of current trends and to maximize future billing efforts. Four staff are scheduled to attend a "CARF 202" training in Lafayette on July 26th focusing on the changes required for CARF accreditation under the 2016 CARF Standards, in an effort to be better prepared for the upcoming site survey.
6. **Positions:** The agency has been hiring and filling some key staff positions that have been held vacant in order to meet the budget deficit last year, so we are now proactively filling positions that will enhance agency operations and service delivery while moving forward in the new fiscal year. As a result of Executive Order JBE 16-03 issued by Governor John Bel Edwards on February 14, 2016, the agency is still under an Expenditure and Hiring Freeze so we will continue to monitor the funding and prioritize positions accordingly, focusing on the most vital key positions needed for operations and services.
7. **Policies and Procedures:** Staff have been diligently reviewing policies and procedures to ensure that they are in compliance with the LDH/Health Standards licensure requirements,

CARF Standards, legal requirements, Federal Block Grant requirements, etc. While doing this, we are also actively preparing for the CARF site survey in January, 2017.

8. **Parish President Interface:** Ms. Watkins shared with the board that she had the pleasure to meet one-on-one with Tangipahoa Parish President Robby Miller to share information about our agency and services. He expressed interest and support in the efforts to meet the needs of the community.

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

The motion passed unanimously.

Financial Report- July 2016:

Ms. Sibley, CFO, provided an update regarding the budget for FY 2016 (July 1, 2015- June 30, 2016). She explained that FPHSA is working to get all final revenue/expenses processed and reconciled. To date, FPHSA has not had to pull any funds from the Escrow account. Based on the current fiscal year projections, the estimated amount that may have to be pulled from the Escrow account will be less than first projected.

In regards to FY 2017 (July 1, 2016- June 30, 2017), FPHSA is diligently working to finalize the budget spread. More details will be available at the August Board Meeting.

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

The motion passed unanimously.

Policy Review

Ms. Watkins presented Policy 010 — Executive Limits- Executive Director Succession, as it was written and adopted on December 20, 2013. She also presented Procedure 010.1 Executive Limits- Executive Director Succession that became effective on December 20, 2013, with some minor proposed revisions for the board's review and consideration.

Mr. Cressy made a motion to accept Policy 010 — Executive Limits- Executive Director Succession as written and Procedure 010.1 Executive Limits- Executive Director Succession as revised; seconded by Ms. Pirosko.

The motion passed unanimously.

Executive Session

At 10:25 a.m., Rev. Carter made a motion to move into Executive Session; seconded by Ms. Pirosko.

The motion passed unanimously.

At 11:45 a.m., Mr. Cressy made a motion to end Executive Session; seconded by Ms. Falconer.

The motion passed unanimously.

Ms. Pirosko made a motion to accept the recommendation as presented by the Selection Committee and to move forward with the procedure of hiring a new executive director; seconded by Mr. Cressy.

The motion passed unanimously.

Confirmation of the next meeting

It was confirmed that the next meeting date of the FPHSA Governing Board is Friday, August 26 2016, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

The meeting was adjourned.

Respectfully Submitted,

Rebecca Soley

Rebecca Soley, Secretary

8/26/14

Date

Melanie Watkins

Melanie Watkins, Executive Director

8/26/16

Date

Carol Stafford

Carol Stafford, Board Chair

9/23/16

Date