

Florida Parishes Human Services Authority Administrative Office

835 Pride Drive, Suite B

Hammond, LA 70401

Minutes of the Governing Board Meeting

September 23, 2016

Carol Stafford, Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:35 a.m.

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

Attendees

Governing Board: TaMarlon Carter; Celeste Falconer; Mary Pirosko; Jan Robert; Ligia Soileau; Carol Stafford

Absent: David Cressy; Danielle Keys; Gary Porter;

FPHSA Staff/ Guest: Melanie Watkins, Executive Director; Richard Kramer, Executive Director Appointee; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Janise Monetta, FPHSA/DDS; Dawn Jones, FPHSA/ Administration; Bernice Williams, FPHSA/Administration-BHS; Cindy Gutowski, FPHSA/Administration-BHS; Lori Wagner, FPHSA/Administration; Schoener LaPrairie, M.D., Medical Director, FPHSA/Administration; Jaime Bruins, TFL

Prayer was offered by Ms. Wagner.

Consent Agenda

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

The motion passed unanimously.

Approval of Minutes

Ms. Falconer made a motion to adopt the August 26, 2016, meeting minutes as written; seconded by Ms. Pirosko.

The motion passed unanimously.

Public Input

Ms. Stafford 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 September to members of the governing board. She outlined the content which included:

1. **Louisiana Spirit Crisis Counseling Program:** FPHSA is moving forward with the management of the Louisiana Spirit Crisis Counseling Program. 104 positions have been created and set up through Civil Service, and the staff's home base will be located at the Rosenblum Clinic site in front of North Oaks Medical Center on Highway 51 in Hammond; however, they will be spending the majority of their time in the community interfacing and assisting individuals and families impacted by the recent flooding disaster. Kelli Bertrand is the Program Director for the FPHSA service area. Ms. Bertrand spoke and provided an overview of the Louisiana Spirit Crisis Counseling Grant Program and services, in addition to the two phases of the grant, including staffing and team assignments.
2. **After-Action Review:** An after-action review meeting has been scheduled with all of the local ESF-8 partners on October 11th at the Hammond Health Unit to provide feedback and assess how to respond more effectively in the event that it is needed in the future. These type sessions are conducted across the state, and FPHSA has conducted its own internal "after-action" assessment, as well. FPHSA realizes that each event is different and must be flexible to respond effectively.
3. **Legislative Auditor's Report:** Since last board meeting, FPHSA received the official copy of the Legislative Auditor's report, and all board members may have received their electronic copy from their office; however, hardcopies were disseminated in the event it was not reviewed as yet. It was noted that the focus of the audit was primarily aimed at assessing the transition from a single managed-care-organization to five under Bayou Health, now called "Healthy Louisiana." There were no significant findings regarding FPHSA nor a need for corrective actions on behalf of the agency.
4. **Caring Community Youth Survey (CCYS):** As requested at the previous board meeting, sample copies of the CCYS survey was disseminated for the board's review.
5. **Facility Repairs:** FPHSA is continuing to work toward repairing and improving facilities affected or damaged in the March and/or August flood in order to resume services at those locations as soon as possible. A conference call was held with ORM and FEMA on Tuesday of this week regarding the Bogalusa Clinic, which was flooded in March, 2016, and FPHSA staff are coordinating those efforts to move forward with the remediation there. The agency is waiting on the landlord to complete the repairs at the Denham Springs Clinic to resume outreach services at that location. It may take a few months. Currently, those individuals can be seen at the Livingston Health Unit or have the option to come into the Hammond location for services. The Amite Health Unit, which is used for outreach services, will be closed for the next several months for flood repairs and remediation. The Mandeville Clinic had temporary roof repairs completed this past week. Interior repairs will be underway at the clinic as soon as there is evidence that the temporary repair will hold and not cause additional water damage. Also, the

architect and project team have been out to the Mandeville site to begin the design and preparations for the permanent roof repair.

6. **Developmental Disabilities Services Initiative:** There is an upcoming major project over the course of this fiscal year related to those individuals who are currently on the waiting list for waiver services. There are approximately 14, 000 individuals state-wide on the waiting list now who have applied for waiver services. FPHSA currently has 1,552 individuals on the waiting list for our local area. There is a big push to assess these individuals to see if their current situations and needs can be addressed at a lower cost and more immediately, rather than their having to wait years for the NOW Waiver. These assessments will provide more accurate and realistic numbers of individuals needing the NOW Waiver so the Legislature will have a clear picture on the actual needs of those individuals.
7. **Staffing:** The agency is continuing to recruit and hire staff for the agency in an effort to fill some of the vacant positions to provide services. It has been challenging to find individuals who are licensed with the appropriate credentials, skills, and competency, as required by CMS and LDH/OBH.
8. **Budget Request for FY 2017-18:** The "Budget Request" process for next fiscal year (2017-18) is underway and Rachelle Sibley will be presenting the proposed request during her more detailed report.
9. **Upcoming Retirement:** Ms. Watkins indicated that she has made the decision to retire and that her last day at the office will be next Wednesday, 9/28/16, as she will be taking several days of annual leave for the remainder of her time with the agency, with her official retirement date being 10/10/16.

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

The motion passed unanimously.

Financial Report- September 2016:

Ms. Sibley, CFO, provided an update regarding the budget for FY 2016 (July 1, 2015- June 30, 2016). She explained that FPHSA did not have to pull any funds from the Escrow account to close out FY 2016. The close was scheduled for August 15th, but due to the August Flood disaster, was delayed until August 24th.

FPHSA's final FY 2016 finance reports are not usually available until the October board meeting. Final fiscal year reports are not made available to FPHSA until September/October due to the close of the fiscal year not occurring until mid to late August, allowing time for the Office of Statewide Reporting and Accounting Policy (OSRAP) and the State Treasurer's Office (STO) to finalize the accounting.

In regards to FY 2017 (July 1, 2016- June 30, 2017), FPHSA successfully completed the FY 2017 budget spread.

FPHSA does not typically complete the first official budget analysis for the fiscal year until the end of the first quarter (September 30th) as this is when the ISIS Bundles (budget/expenditures) reports become available. This allows time for a better baseline to be established for projecting future revenue and expenditures. However, the fiscal department continue to review and monitor collections/expenditures during this time period.

Ms. Sibley provided the amount of Medicaid collections as of September 20th, and estimated projected collections for FY 2017.

Ms. Sibley also indicated that the agency has started the budget process for FY 2018. A preliminary draft summary was completed requesting a 10.4% increase above the current FY 2017 budget. The summary request is due to LDH by October 3rd. FPHSA has a call scheduled with LDH on October 12th to discuss the budget request. The final budget request must be submitted to LDH by October 31st.

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

The motion passed unanimously.

Policy Review

Ms. Watkins presented the following existing policies, procedure, and forms for annual review and consideration:

- 050 Executive Director Performance Evaluation Policy
- 050.1 Executive Director Performance Evaluation Procedure
- 050.1.1 Executive Director Performance Review- Rating Worksheet
- 050.1.2 Executive Director Performance Review- Individual Rating
- 050.1.3 Executive Director Performance Review- Summary
- 160 Use of Escrow Funds Policy

Ms. Pirosko made a motion to accept the Executive Director Performance Policy, Procedure, and Forms as written; seconded by Ms. Robert.

The motion passed unanimously.

Ms. Soileau made a motion to accept the revision to Policy 160- Use of Escrow Funds changing "Department of Health and Hospitals (DHH)" to "Louisiana Department of Health (LDH)"; seconded by Rev. Porter.

The motion passed unanimously.

Strategic Planning

Website Development

Ms. Watkins indicated that the agency met with 5 Stones Media regarding the website development. The agency provided some constructive feedback and should have the draft version of the homepage to present by the next board meeting. The agency also met with a writer who developed the content piece for the agency's services. Staff are now reviewing the drafted content in order provide feedback to move forward in this process.

Foundation

Rev. Carter plans to meet with the parish president regarding his continued service to FPHSA in the capacity as a board member. He requested that in the event he is not able to bring his focus in specifically to the board and give 100%, he would like to request the support of the governing board to possibly move over to the foundation side. Rev. Carter will give more information regarding his service at the next governing board meeting.

The board expressed that Rev. Carter has been a tremendous asset to the governing board and that they would like to have him serve in any capacity possible that suits him both personally and professionally. Ms. Watkins indicated that his infusion of enthusiasm and new prospective has been invaluable to the board and the agency would be thrilled to have him involved in any capacity possible.

Transfer of Leadership

Ms. Watkins presented a board resolution for the transfer in delegation of authority to Mr. Kramer. The board resolution authorizes Mr. Richard Kramer, Executive Director to act on behalf of the board to carry out business of the agency, which includes the hiring and firing, as well as, other disciplinary actions in accordance with Civil Service rules.

Ms. Soileau made a motion to adopt the Board Resolution, Delegation of Authority, authorizing Mr. Richard Kramer, Executive Director, to act on behalf of FPHSA; seconded by Rev. Porter.

The motion passed unanimously.

Another resolution was also presented authorizing Mr. Kramer and the FPHSA Administration to enter into the following types of agreements on behalf of FPHSA: Memorandums of Understanding (MOU), Cooperative Endeavor Agreement (CEA), and/or Interagency, and/or Intergovernmental Agreements, and/or Contracts as deemed necessary to provide and/or enhance service delivery on behalf of FPHSA and furthermore, by virtue of this Board Resolution, and it not be required to bring these matters before the board for approval, prior to the signing and/or commitment to these agreements.

Rev. Carter made a motion to adopt the Board Resolution authorizing Mr. Kramer to enter into agreements as outlined; seconded by Ms. Falconer.

The motion passed unanimously.

Mr. Kramer thanked the board for appointing him to the position. Mr. Kramer indicated that he has already met many great people doing great work. He recognized Ms. Watkins' role and thanked her for her graciousness and smooth exchange of information during this transition in leadership. Mr. Kramer is impressed with the agency and plans to keep moving the organization forward.

Rev. Carter commended and thanked Ms. Watkins on the amazing transition in leadership and her guidance in the process. He also thanked her for the relationships she formed on behalf of the agency. Rev. Carter indicated that he has no doubt that Mr. Kramer will do well in the position.

Ms. Pirosko made a motion to congratulate Ms. Watkins on her many years of service to the organization and applaud her many accomplishments for all the wonderful things that she has done on behalf of the people in the five parishes in which we serve and recommend that she have a marvelous and wonderful retirement; seconded by Rev. Porter.

The motion passed unanimously.

Confirmation of the next meeting

It was confirmed that the next meeting date of the FPHSA Governing Board is Friday, October 28, 2016, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

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

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary

10/28/16

Date



Richard J. Kramer, Executive Director

10-28-16

Date



Carol Stafford, Board Chair

10/28/16

Date