

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
February 27, 2015 - 9:30 a.m.

Ligia Soileau, 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.

Attendees:

Governing Board: David Cressy; Celeste Falconer; Linda Deamer-Hart; Mary Pirosko; Jan Robert; Ligia Soileau

Absent: Rubby Douglas; Danielle Keys

Board Appointment Pending:

The following board appointment is pending:

- St. Helena Parish

FPHSA Staff/ Guest: Melanie Watkins, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Varetta Spears, FPHSA/Administration; Tina B. Linder, HR Director; Dr. Schoener LaPrairie, FPHSA Medical Director; Cindy Gutowski, FPHSA/MHS; Bernice Williams, FPHSA/ADS; Rebecca Soley, FPHSA/Administration; Sharon Delvisco, LaCAN / Northshore Families Helping Families (NFHF)

Prayer was offered by Ms. Deamer-Hart.

Agenda:

Ms. Pirosko made a motion to accept the agenda as presented; seconded by Mr. Cressy.

Voting yes: Mr. Cressy, Ms. Deamer-Hart, Ms. Pirosko, Ms. Robert, Ms. Soileau; not voting: Ms. Falconer; motion carried.

Consent Agenda:

The Consent Agenda was accepted as presented.

Mr. Cressy made a motion to excuse the absence of Ms. Douglas and Ms. Keys; seconded by Ms. Deamer-Hart.

Voting yes: Mr. Cressy, Ms. Deamer-Hart, Ms. Pirosko, Ms. Robert, Ms. Soileau; not voting: Ms. Falconer; motion carried.

Ms. Pirosko made a motion to approve the minutes of the previous meeting as presented; seconded by Ms. Deamer-Hart.

Voting yes: Mr. Cressy, Ms. Deamer-Hart, Ms. Pirosko, Ms. Robert, Ms. Soileau; not voting: Ms. Falconer; motion carried.

Comments and Questions:

Ms. Soileau welcomed all in attendance and asked for comments and questions from the audience. She also asked the public and FPHSA staff members to introduce themselves.

Swearing-In Ceremony:

Mr. David Cressy, Esq., conducted the swearing-in ceremony of Ms. Celeste Falconer, the newly appointed board representative from St. Tammany parish. Ms. Falconer received a warm welcome from all in attendance.

Ms. Falconer gave a brief overview of her background and interest. She indicated that she looks forward to serving on the FPHSA governing board.

Executive Director Report:

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

1. Update on the IT domain migration. Ms. Watkins reported that thus far the project is going smoothly and staff are providing close oversight to the installation of the new system. She reported that the migration will greatly enhance the capacity and speed related to internet connectivity, which will be vital with the new electronic health record.
2. Update on the new electronic health record, ICANotes. Ms. Watkins reported that the agency has finalized the contract agreement for the new electronic health record, ICANotes, and the Project Team have been undergoing intensive training with ICANotes representatives over the course of the past two weeks to prepare for the implementation phase with the staff. She conveyed that staff training begins next week, and the goal date for implementation is April 1st. Ms. Watkins stated that she anticipates some adjustments in the current workflow and transition to the new record, but reported that everyone seems very excited about it. She indicated that with the winding down with Magellan and transition to Bayou Health later this year, the LGEs have all been advised by DHH to select another electronic record, in place of Clinical

Advisor, so she felt that we are in a “good place” at this point in time with regards to the new EHR.

3. Update on Bayou Health plans. Ms. Watkins reported that the agency is currently in the process of setting up initial meetings with representatives from each of the five Bayou Health plans. She reiterated that as the meetings occur, the agency hopes to find out more details about the expectations, billable services, and maximizing a relationship with each provider plan.
4. HSIC meeting held on February 19, 2015. Ms. Watkins announced that the agency has received the official, signed copy of the contract with DHH, along with the Accountability and Implementation Plan (AIP) at the HSIC meeting that was held on February 19, 2015.
5. Upcoming AIP monitoring site visit. Ms. Watkins announced that the agency is scheduled to have a formal AIP monitoring site visit from DHH on March 26th and anticipates that it will be a day-long event.
6. Update on SAMSHA’s grant application for Primary and Behavioral Health Care Integration. Ms. Watkins provided an update that even though the timeline was tight with the submission deadline of today, February 27th, FPHSA decided to apply for the SAMHSA grant for primary and behavioral health care integration. The application will be submitted today.
7. Update on recent site surveys. Ms. Watkins reported that since last month, an agency-wide annual Office of Risk Management (ORM) site survey was conducted and she was pleased to announce that the agency scored 94.12% on the Compliance Review Report. She reported that the Louisiana Property Assistance Agency (LPAA), who is responsible for the tracking of all state property, also conducted an annual site survey; however, the results of the audit report have not yet been received.
8. Update on mid-year budget cuts/ new budget cuts. Ms. Watkins reiterated that the agency is still dealing with mid-year budget cuts, as well as preparing for additional cuts in next year’s budget, given the projected shortfall. She indicated that Rachelle Sibley, FPHSA CFO, will go into more detail during the Financial Report.
9. Prosperity Thinking Exercise in the Newsletter. Ms. Watkins indicated that with regards to the concept and philosophy of “prosperity thinking” that was discussed at last month’s board meeting, an article was prepared in the FPHSA Community Newsletter related to the topic since the board requested that it be prepared in a more formalized manner for distribution. A copy of the newsletter was provided for the board’s review.
10. 2015 Annual Forum announcement. Ms. Watkins announced that the agency will be hosting its Annual Public Forum on Thursday, March 12th, 9:00 a.m. – 12:00 p.m., at the DOL Conference Center, 1711 Nashville Avenue, Hammond, LA. An event flyer was

provided for the board's review. Ms. Watkins conveyed that she hoped that everyone would be able to attend.

11. Board Recording Secretary/Administrative Assistant, Varetta Spears, accepting a new position. Ms. Watkins reported that Ms. Spears, Recording Secretary, has accepted another position at another agency and today will be her last board meeting. She expressed that Ms. Spears has been a valuable asset to the agency and will be missed.

Ms. Robert made a motion to accept the Executive Director's Report for February 2015; seconded by Ms. Deamer-Hart.

Roll call vote unanimous; motion carried.

The members of the board thanked Ms. Spears for her service to the agency and to the board. Mr. Cressy made a motion to pass a resolution from the board thanking Ms. Spears for her service; Seconded by Ms. Robert.

Roll call vote unanimous; motion carried.

Financial Report:

Ms. Sibley, CFO, provided the financial report for the month of February 2015. She provided the agency's current budget analysis for fiscal year 2015, which depicted a deficit as of January 31, 2015, which included the recent mid-year budget cut in State General Funds (SGF). Ms. Sibley reiterated that the agency will continue to monitor revenue and expenditures throughout the year to minimize or eliminate the deficit.

Ms. Sibley disseminated a report on the agency's collections from Magellan as of February 20, 2015. She also gave an update that the agency received updated budget numbers for Fiscal Year 2016 on February 16, 2015 with an additional reduction in SGF. Ms. Sibley reiterated that the agency is seeking additional ways to generate funds, as well as, cost-saving measures to minimize the impact on client services.

Ms. Pirosko made a motion to accept the Financial Report for the month of February 2015; seconded by Mr. Cressy.

Roll call vote unanimous; motion carried.

Old Business

Strategic Plan:

Ms. Soileau reminded members of the board and management staff that a follow-up meeting regarding the development of the Strategic Plan is scheduled for March 13, 2015.

New Business

Board policy No.: 003- Executive Limits-Treatment of Agency Staff:

The Board initially adopted Policy No.: 003- Executive Limits – Treatment of Agency Staff on February 22, 2013. Ms. Watkins presented the policy to the board for annual review.

Mr. Cressy made a motion to accept Policy No.: 003 Executive Limits- Treatment of Agency Staff as written; Seconded by Ms. Pirosko.

Voting yes: Mr. Cressy; Ms. Falconer; Ms. Pirosko; Ms. Robert; Ms. Soileau; Not present for the vote: Ms. Deamer-Hart; Motion carried.

Confirmation of the next meeting:

It was confirmed that the next meeting date of the FPHSA Governing Board will be on March 27, 2015 to be held at the Administrative office at 835 Pride Drive, Hammond, LA.

Mr. Cressy made a motion to adjourn; seconded by Ms. Robert. Meeting adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary

03/27/15

Date



Melanie Watkins, Executive Director

3/27/2015

Date



Ligia Soileau, Board Chair

3/27/2015

Date