

**Florida Parishes Human Services Authority Administrative Office**  
**835 Pride Drive, Suite B**  
**Hammond, LA 70401**  
**Minutes of the Governing Board Meeting**  
**April 24, 2015 - 9:30 a.m.**

David Cressy, Vice Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:30 a.m.

**Swearing-In Ceremony:**

Mr. David Cressy, Esq., conducted the swearing-in ceremony of Rev. TaMarlon Carter, the newly appointed board representative for Tangipahoa Parish. Rev. Carter received a warm welcome from all in attendance.

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

Absent: Rubby Douglas; Ligia Soileau

**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); Rebecca Soley, FPHSA/Administration; Tina B. Linder, HR Director; Dr. Schoener LaPrairie, FPHSA Medical Director; Bernice Williams, FPHSA/ADS; Janise Monetta, FPHSA/DDS; Cindy Gutowski, FPHSA/MHS; Sharon Delvisco, LaCAN / Northshore Families Helping Families (NFHF); Thomas Zachary

Prayer was offered by Rev. Carter.

**Agenda:**

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

Roll call vote unanimous; motion carried.

**Consent Agenda:**

Ms. Pirosko made a motion to adopt the consent agenda; seconded by Ms. Robert.

Roll call vote unanimous; motion carried.

Ms. Robert made a motion to excuse the absences of the following board members: Rubby Douglas and Ligia Soileau; seconded by Ms. Falconer.

Roll call vote unanimous; motion carried.

**Comments and Questions:**

Mr. Cressy welcomed all in attendance and extended an opportunity for public input.

**Appreciation/Award:**

Mr. Cressy and Ms. Watkins presented a plaque of appreciation to Mr. Thomas Zachary on behalf of the FPHSA Governing Board for his dedication and service on behalf of St. Helena Parish during his tenure on the FPHSA Governing Board since 2013.

Ms. Pirosko made a motion to approve the minutes of the two previous meetings held on March 13, 2015, and March 27, 2015, as presented; seconded by Ms. Robert.

Roll call vote unanimous; motion carried.

**Executive Director Report:**

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

1. Update on the new Electronic Health Record (EHR), ICANotes. Ms. Watkins reported that the work of the ICANotes project team has continued and that we have provided training to staff in recent weeks. She indicated that before going live with the transition and implementation of the EHR, staff have requested additional training; consequently, the "go live" date was adjusted to June to allow for the opportunity for additional training. Ms. Watkins explained that this would also allow staff credentials, service codes, custom buttons, etc. to be loaded into the EHR system. She reported that the IT Migration will be completed before going live which should enhance access and internet speed for the new record. The agency has also been in discussion with DHH/OBH to coordinate the interface of the data collection needed for the Federal Block Grant funded programs, which involves required reporting elements.
2. Update on Bayou Health Plans. Ms. Watkins indicated, to date, that the agency has met with three of the five Bayou Health Representatives. She reported that one company advised that they do not feel the need to meet and only sent us the contract template for review, so far. Ms. Watkins explained that although these preliminary meetings have been helpful in developing a rapport with the plan representatives, they do not know all of the details

regarding the plans, such as compensation rates, services, etc. She announced that there will be a meeting on April 29<sup>th</sup>, at DHH for DHH to present their recommendations from the recent stakeholder meetings. After that meeting, we hope to learn more details about the Bayou Health implementation plan.

3. Update on the SAMHSA Grant for Primary and Behavioral Health Care Integration. Ms. Watkins reported that we have not received a final response from SAMHSA regarding the grant application for Primary and Behavioral Health Care Integration that we submitted, so we are remaining hopeful and will notify the board once formal notification is received from SAMHSA.
4. Update on the budget. Ms. Watkins announced that we attended the Senate Finance hearing on Monday, April 20<sup>th</sup>, at which time the 2015-16 Budget for DHH and the Districts/Authorities was presented and discussed. Ms. Watkins indicated that it is apparent that there are some very difficult decisions that will have to be made this Legislative session, and it needs to be noted that the proposed budget is based on contingency legislation. She explained that if all of the contingency legislation does not pass, then there will be further decisions that have to be made with regards to funding. She reported that we are attentive to the situation and watching the process very closely as the session progresses in the event we sustain further budget reductions.

Ms. Falconer made a motion to accept the Executive Director's Report for April 2015; seconded by Rev. Carter.

Roll call vote unanimous; motion carried.

#### **Financial Report:**

Ms. Sibley, CFO, provided the financial report for the month of April 2015. She provided the agency's current budget analysis for fiscal year 2015, which reflected a projected deficit as of March 31, 2015, which included the 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 April 15, 2015.

Ms. Sibley indicated that FPHSA attended the Senate Finance Committee meeting on April 20, 2015, for the presentation of DHH's budget for FY 2015-2016. At this time, FPHSA's anticipated budget for FY 2015-2016 remains the same as last reported.

Ms. Robert made a motion to accept the Financial Report for the month of April 2015; seconded by Mr. Keys.

Roll call vote unanimous; motion carried.

### **Ad Hoc Advocacy Committee Report**

There were no outlines or framework plans for the advocacy plan presented by Ad Hoc Advocacy Committee. Mr. Cressy suggested that everyone prepare an outline and bring to the next meeting.

### **Personal Financial Disclosure Statement**

Annual Tier 2.1 Personal Financial Disclosure Statement forms were disseminated to the board. Mr. Cressy reminded the board of the required submission deadline of May 15<sup>th</sup>, to have the forms completed and mailed to the Louisiana Board of Ethics.

### **Code of Governmental Ethics Training**

Instructions on completing the Code of Governmental Ethics training online were disseminated to the board. Mr. Cressy reminded each board member of their specific date in which their training is due.

### **Strategic Planning: Legislative Guide**

Ms. Watkins indicated that the Legislative Guide to assist in the agency's advocacy efforts was emailed to each governing board member. In addition, hard copies were disseminated that included updates that occurred since the original email was sent.

### **Strategic Planning: Website Survey Results**

Ms. Watkins indicated that while she welcomed and encouraged the board's feedback, we only received two surveys back regarding the website. Ms. Falconer requested that the link to the survey be emailed again.

Rev. Carter indicated plans to consult with several resources and vendors about possible website enhancements as well as branding packages with possible samples as related to FPHSA's branding and marketing objectives. He requested the feedback from staff or the executive management team with possible tag lines (one statement) that describe the agency and services.

### **Strategic Planning: Fund Development**

Mr. Cressy indicated that he researched and explored the previous efforts of establishing a FPHSA Foundation by previous board members. Ms. Watkins offered to provide any information we had on file to assist in the efforts of establishing a mechanism of fund development, as identified in the strategic plan.

### **Executive Session:**

Ms. Pirosko made a motion to convene into executive session; seconded by Rev. Carter.

Roll call vote unanimous; motion carried.

By unanimous consent, the board reconvened into public session.

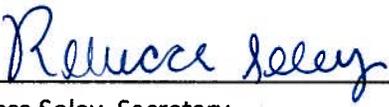
**Confirmation of the next meeting:**

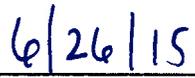
It was confirmed that the next meeting date of the FPHSA Governing Board will be on May 22, 2015, to be held at the Administrative Office at 835 Pride Drive, Suite B, Hammond, LA.

Ms. Falconer made a motion to adjourn; seconded by Ms. Robert.

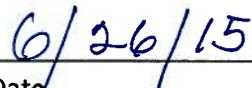
Meeting adjourned.

Respectfully Submitted,

  
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Rebecca Soley, Secretary

  
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Date

  
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Melanie Watkins, Executive Director

  
\_\_\_\_\_  
Date

  
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Ligia Soileau, Board Chair

  
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Date