

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
May 22, 2015

David Cressy, Vice 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; David Cressy; Celeste Falconer; Danielle Keys; Mary Pirosko; Jan Robert; Ligia Soileau

Absent: Rubby Douglas

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; Nick Richard, NAMI St. Tammany; Wanda Stroud, Early Steps; Mary Mire, St. Helena Parish; Carol Stafford, Livingston Parish

Prayer was offered by Ms. Keys.

Agenda

Ms. Pirosko made a motion to adopt the agenda as presented; seconded by Rev. Carter.

Roll call vote unanimous; motion carried.

Mr. Cressy made a motion that the format of the agenda be revised to have excused absences, approval of minutes, and public input for comments/questions listed as separate agenda items and offer a consent agenda for other business items to be added to the agenda; seconded by Ms. Pirosko.

Roll call vote unanimous; motion carried.

Excused Absence(s)

Mr. Cressy made a motion to excuse the absence of board member, Rubby Douglas; seconded by Ms. Robert.

Roll call vote unanimous; motion carried.

Approval of Minutes

Ms. Pirosko made a motion to approve the minutes of the previous meeting with noted corrections; seconded by Ms. Keys.

Roll call vote unanimous; motion carried.

Consent Agenda

Ms. Soileau extended an offer for additional agenda items or new business.

Comments and Questions

Ms. Soileau welcomed all in attendance and extended an opportunity for public input.

Ms. Soileau introduced Ms. Carol Stafford, prospective member of the FPHSA Governing Board, representing Livingston Parish. Ms. Stafford gave a brief overview of her background and interest.

Ms. Watkins introduced Ms. Mary Mire, prospective member of the FPHSA Governing Board, representing St. Helena Parish. Ms. Mire indicated that she was there to observe the meeting.

Ms. Watkins introduced guests, Mr. Nick Richard, Executive Director, of NAMI-St. Tammany, and Ms. Wanda Stroud, DHH, with the Early Steps Program. FPHSA staff members also introduced themselves.

Executive Director Report

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

1. IT Migration Update. The IT migration project has been completed. As a result, there has been a significant increase in internet speed. This is very timely with the preparations to implement the new electronic health record.
2. Update on the new Electronic Health Record (EHR), ICANotes. In preparation for implementing ICANotes on June 1st, training efforts have continued with staff and a new workflow has been developed. A circuit ride to all of the clinics has been scheduled to discuss the new workflow and address any questions staff may have prior to the "Go Live" date. During the circuit ride, the concept of the "tagline" will be introduced to staff with encouragement to submit feedback for ideas and suggestions.

3. Update on the Budget. The legislative session is continuously being monitored; however, the budget for the next fiscal year has not been finalized by the legislature. The legislative session is scheduled to end on June 11th. Updates on proposed legislation by the Florida Parishes legislative delegation were made available to each board member.
4. Update on the Bayou Health Plans. At the HSIC meeting on May 21st, some final decisions were announced regarding the Bayou Health plans; however, there are still many issues to be ironed out by DHH, CMS, and the Bayou Health Plans. DHH is planning to have a single entity manage the indigent population, and the five Bayou Health Plans will manage the Medicaid population.
5. Update on the AIP Monitoring Site Visit. FPHSA received the AIP Monitoring Report from DHH on May 21st, and there were no significant findings. Some verbal recommendations were provided at the time of the exit interview with the DHH staff on March 26th, and planned to be addressed prior to the annual monitoring site visit next year.
6. Pharmacy Privatization. Since the last board meeting, two of FPHSA's Pharmacists have secured other jobs in the private sector and submitted their resignations. FPHSA has been actively working with a private pharmacy vendor to secure a temporary pharmacist to cover the duties on an interim basis. The intent, at this point in time, is to go to the Civil Service Commission meeting on July 15th, to present the plan for privatization of the pharmacy. Once the plan is approved by the Civil Service Commission, we plan to proceed as quickly as possible to complete an agreement with a private vendor.
7. Behavioral Health License Update. The status of the Behavioral Health License was discussed at the HSIC meeting on May 21st. DHH/Health Standards projects that it will be approximately ninety days before the new license will become effective. There were recent substantive comments and revisions made related to Opioid Treatment so it must be published again for public comment before proceeding with finalization.
8. Upcoming Training Workshops. FPHSA funded several workshops hosted by Northshore Families Helping Families including: "Challenging Behavior Series Training," a 2-part/day series on Behavioral Challenges and Parental Stress and Decreasing Challenging Behavior Using Behavioral Procedures in Tangipahoa, St. Tammany, Livingston, and Washington Parishes; "A Real Job in the Community" in Washington Parish; and "Supporting Health Relationships and Sexuality for Youth and Adults with Disabilities" in Washington Parish. Flyers of the events were made available to the board, staff, and public.

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

Roll call vote unanimous; motion carried.

Financial Report:

Ms. Sibley, CFO, provided the financial report for the month of May 2015.

Included in the financial report was the Budget Analysis for Fiscal Year 2015 (July 1, 2014-June 30, 2015) which reflected a projected balanced budget as of April 30, 2015. The agency will continue to monitor revenue and expenditures closely; however, the information is fluid as several state buildings are being assessed for roofing repairs or replacements. The agency is also projecting a lag time in collections for the month of June, 2015 with the implementation of the new electronic health record which could also impact the budget.

It was brought up again at the HSIC meeting on May 21, 2015, that there are still outstanding heat tickets for clients that cannot be entered into Clinical Advisor (CA) in order to bill Magellan for services rendered, in addition to outstanding claims entered in CA that FPSHA has not been able to collect. The need to clear out these accounts is very important as preparations are made to transition from Magellan to the Bayou Health Plans effective December 1st.

Mr. Cressy made a motion that the board send a resolution with each board member's signature to the Attorney General requesting the enforcement of the contract between the Department of Health and Hospitals and Magellan in order to collect the revenue that is due Florida Parishes Human Services Authority based on the information provided in the Louisiana Legislative Audit regarding the Louisiana Behavioral Health Partnership that is to be attached to the resolution; seconded by Rev. Carter.

Roll call vote unanimous; motion carried.

The financial report also outlined the following:

1. Collections from Magellan. A report as of May 13, 2015, depicting the agency's collections from Magellan was disseminated.
2. Update on the Budget for Fiscal Year 2016 (July 1, 2015-June 30, 2016). FPHSA's anticipated budget for FY 2015-2016 remains the same as last reported.

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

Voting yes: Rev. Carter, Mr. Cressy, Ms. Falconer, Ms. Keys, Ms. Pirosko, and Ms. Soileau. Not present for the vote: Ms. Robert. The motion carried.

Policy No.: 015 – Executive Limits- Compensation and Benefits:

The board initially adopted Policy No.: 015 – Executive Limits- Compensation and Benefits on April 26, 2013. Ms. Watkins presented the policy to the board for annual review/consideration.

Ms. Pirosko made a motion to accept Policy No.: 015 – Executive Limits- Compensation and Benefits as presented with no revisions; seconded by Rev. Carter.

Voting yes: Rev. Carter, Mr. Cressy, Ms. Falconer, Ms. Keys, Ms. Pirosko, and Ms. Soileau. Not present for the vote: Ms. Robert. The motion carried.

Strategic Planning

Advocacy Plan

Ms. Piroosko identified and presented key contacts suitable for public relations as related to the agency's strategic plan. Ms. Piroosko will share the contact list with the board.

Rev. Carter presented samples of various circular advertisements (brochures) with cost estimates for the board to consider for the agency's advocacy efforts related to branding. Rev. Carter agreed to develop the language and create a draft proposal establishing the framework for the branding project. Rev. Carter will send a draft proposal to the board for review before disseminating to vendors. Vendors will have an opportunity to bid on the proposal and present their product to the board for consideration during the vendor selection process. A meeting date for the vendors to present their products and services will be established at the next governing board meeting.

Rev. Carter presented a suggestion of developing a children's character during the branding process to enhance the agency's engagement efforts for Children's Services, both in treatment and prevention services.

Fund Development

Mr. Cressy indicated that he requested more information from the Secretary of State's Office regarding the FPHSA Foundation previously established in 2008. Once he receives the information, a determination will be made whether or not to renew the business filing with the Secretary of State or apply as a new business.

Mr. Cressy encouraged the board to consider developing a new board of directors strictly for the foundation that includes current board members, previous board members, and other business associates.

Employee Appreciation

Tina Boudreaux-Linder indicated that the agency drafted a policy for Employee Appreciation and Recognition and it is currently under review for implementation. Dr. LaPrairie gave feedback on incorporating employee morale and appreciation with the promotion on the culture of wellness.

The board encouraged employee appreciation and welcomed feedback from the executive staff of their visions for employee appreciation. The board also offered their support to assist with connecting the agency to resources as needed.

Rev. Carter offered to incorporate a "FPHSA Family Day" into the process of releasing the agency's new brand.

Confirmation of the next meeting:

It was confirmed that the next meeting date of the FPHSA Governing Board will be on June 26, 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,



Rebecca Soley, Secretary

06-26-15

Date



Melanie Watkins, Executive Director

6/26/2015

Date



Ligia Soileau, Board Chair

6/26/15

Date