

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
July 24, 2015

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

Swearing-In Ceremony:

Mr. David Cressy, Esq., conducted the swearing-in ceremony of Carol Stafford, the newly appointed board representative for Livingston Parish. Ms. Stafford received a warm welcome from all in attendance.

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

Attendees

Governing Board: David Cressy; Celeste Falconer; Mary Pirosko; Jan Robert; Carol Stafford

Absent: TaMarlon Carter; Danielle Keys; 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; Janise Monetta, FPHSA/DDS; Trent Myers, FPHSA/Administration; Sharon Delvisco, LaCAN/Northshore Families Helping Families; Nick Richard, NAMI-St. Tammany; Sue Ellen Stewart, Northshore Families Helping Families

Prayer was offered by Ms. Pirosko.

Consent Agenda

Mr. Cressy made a motion to adopt the agenda with the addition of "Board Governance" to the agenda; seconded by Ms. Robert.

Roll call vote unanimous; motion carried.

Agenda

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

Roll call vote unanimous; motion carried.

Excused Absence(s)

Ms. Pirosko made a motion to excuse the absences of Danielle Keys and Ligia Soileau as presented by Mr. Cressy; seconded by Ms. Falconer.

The motion passed unanimously.

Approval of Minutes

Ms. Pirosko made a motion to approve the minutes of the previous meeting as written; seconded by Ms. Falconer.

The motion passed unanimously.

Public Input

Mr. Cressy 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. EHR Implementation: It was reported last month that the new electronic health record, ICANotes, was implemented at the various outpatient clinics. The next phase of implementation will be to implement the EHR at the residential substance abuse treatment facilities (ADU/FTC), with the goal date of October, 2015. It was reported that this implementation will be timely with the DHH/Magellan contract ending, along with the decommissioning of Clinical Advisor (CA), and the startup of Bayou Health on December 1st.
2. Pharmacy Operations: FPHSA is in the process of finalizing the contract with Genoa, who will be operating the pharmacy in the future. Currently, FPHSA is in transition because of the transfer of the Pharmacy License and buildouts required to meet Genoa's standards. It may be several weeks before they are fully functional and operating under new management and independently without our license. There are infrastructure needs, such as phone lines, internet lines, alarm security, transfer of inventory assets, etc., as well as developing a new workflow for prescription orders, deliveries, etc., but we are optimistic about the outsourcing plans.
3. Fiscal Year End/Purchasing System: FPHSA continues to wrap up and finalize the previous fiscal year-end business while starting the new fiscal year (2015-16). With the new fiscal year, a new state-wide purchasing system was also implemented. Purchasing staff have been involved with training in Baton Rouge on the new system and process over the course of the past several weeks.

4. Executive Order (BJ 15-11): Although Executive Order, BJ 15-11 was issued by Governor Jindal on July 10th pertaining to an expenditure and hiring freeze, FPHSA is exempt from that order as the agency's budget falls under DHH (Schedule 09) and DHH is currently exempt from the freeze.
5. Bayou Health Update: FPHSA is in the process of submitting application packets to the five Bayou Health plans in order to be a behavioral health provider in their networks. The goal is to have this task completed as soon as possible in order to ensure that we are registered and accepted as a provider as the intent is to begin open enrollment for Behavioral Health Services beginning in September for the start date on December 1st.
6. Twenty-Second Judicial District Re-entry Court Program: FPHSA is in the process of the finalizing a contract with the 22nd Judicial District Re-entry Court program to provide residential substance abuse treatment services for individuals participating in the Re-entry program, whereby the Court would compensate the agency for those services on a per diem basis.
7. Community Partners: FPHSA continues to work with community partners, such as the DHH/Region 9 Office of Public Health, St. Tammany Behavioral Health Task Force, 22nd Judicial District Court/Specialty Courts, NAMI, DCYFS, both Federal and State Probation and Parole offices, Northshore Families Helping Families, etc. in an effort to coordinate care and services on behalf of those we serve.

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

The motion passed unanimously.

Financial Report:

Ms. Sibley, CFO, provided the financial report for the month of July 2015 that included the following:

1. Fiscal Year 2015 (July 1, 2014- June 30, 2015): The agency is in the process of getting all the final revenue/expenses processed and reconciled for FY2015. FPHSA's final FY 2015 finance reports are not usually available until the October board meeting as the fiscal year end reports are not made available to FPHSA until September/October due to the close of the fiscal year not occurring until August 14th, allowing time for the Office of Statewide Reporting and Accounting Policy (OSRAP) and the State Treasury Office (STO) to balance the books. It was indicated that at this time, no funding has had to be pulled from Escrow to cover FY 2015 expenses, nor is it anticipated that the agency will have to. It is projected that a portion of revenue collections will be going into the Escrow account for FY 2015.
2. Update on the Budget for Fiscal Year 2016 (July 1, 2015-June 30, 2016). FPHSA is diligently working to finalize the FY 2016 agency budget spread. More details will be available at the August Board Meeting.

Ms. Robert made a motion to accept the Financial Report for the month of July 2015; seconded by Ms. Pirosko.

The motion passed unanimously.

Ms. Pirosko made a motion to increase the previously approved contract dollar amount for ICANotes in order to amend the agreement/purchase order with ICANotes, FPHSA's EHR for Fiscal Year 2016, due to the increased cost to implement ICANotes at the residential treatment facilities; seconded by Ms. Robert.

The motion passed unanimously.

FPHSA Proclamation

Ms. Pirosko made a motion requesting that each board member present the proclamation template that was developed as presented declaring the week of October 18-24th, as "Florida Parishes Human Services Authority Week" to their respective parish president or council; Seconded by Ms. Robert.

The motion passed unanimously.

Strategic Planning

Advocacy Plan

It was indicated that in order to develop a comprehensive advocacy plan, some additional information could be useful such as a detailed budget report reflecting funds allocated by service area by parish, information regarding the number of persons/not served, and a list of referral resources used in the community.

Annual Evaluation of the Board

Last month, a board evaluation tool was disseminated to the board to complete. The evaluation tool was provided to the agency by the consultant during the strategic planning process. Ligia Soileau, Board Chair, agree to compile the information but could not attend the meeting on this date to share the results. Some members of the board indicated they would like to receive further clarification regarding the assessment tool.

Governance

Mr. Cressy had questions regarding the governance model, the Carver Model, currently used by the board. Ms. Watkins explained the history of the board adopting and passing a resolution to use the Carver Model.

Mr. Cressy discussed developing a governance committee to review the current governance model to ensure there is consistency amongst the agenda structure, board policies, and by-laws; however, no formal board action was initiated.

Tagline

A list of suggested “taglines” that were submitted by FPHSA staff were presented to the board for review. There were several suggestions of integrating “Behavioral Health and Development Disabilities” within the tagline once one of the suggested taglines was selected. This topic was deferred until the next meeting.

Elevator Pitch

It was requested that each member of the board prepare a proposed elevator speech and present it at the next meeting.

Confirmation of the next meeting:

It was confirmed that the next meeting date of the FPHSA Governing Board will be on August 28, 2015, to be held at the Administrative Office at 835 Pride Drive, Suite B, Hammond, LA.

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

Meeting adjourned.

Respectfully Submitted,



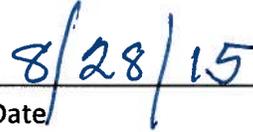
Rebecca Soley, Secretary



Date



Melanie Watkins, Executive Director



Date



Ligia Soileau, Board Chair



Date