

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
September 25, 2015

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

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

Attendees

Governing Board: TaMarlon Carter; David Cressy; Celeste Falconer; Mary Pirosko; and Carol Stafford

Absent: Danielle Keys; Jan Robert; and 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; Sharon Delvisco, LaCAN/Northshore Families Helping Families; Sue Ellen Stewart, Northshore Families Helping Families; and Deborah Nacalusa, Parent

Prayer was offered by Ms. Stafford.

Consent Agenda

Mr. Cressy extended an offer for additional agenda items or new business. Ms. Watkins requested that an "Executive Session" be added to the agenda.

All members were in favor that this item be added to the agenda.

Agenda

Ms. Pirosko made a motion to adopt the agenda as amended; seconded by Ms. Falconer.

The motion passed unanimously.

Excused Absence(s)

Ms. Pirosko made a motion to excuse the absences of Danielle Keys, Jan Robert, and Ligia Soileau; seconded by Ms. Falconer.

The motion passed unanimously.

Approval of Minutes

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

1. **Electronic Health Record Implementation for Residential Treatment Program:** The agency has been moving forward with the plans to implement ICANotes at ADU/FTC and is projected to "go live" on October 19th. Staff have already begun training and the workflow process is now formulated for the residential treatment program.
2. **Pharmacy Operations:** The pharmacy has been temporarily been relocated in order to prepare for the construction and remodeling to be done by Genoa. The anticipated date for finalization of the transfer of the pharmacy license is November 2nd, if all goes as planned.
3. **Behavioral Health License:** The new behavioral health license has been published. When clinic licenses are due for renewal, the clinic will apply for licensure as a Behavioral Health Clinic.
4. **Budget:** The agency is in process of preparing the budget request for the next fiscal year, which will begin on July 1, 2016. The agency will present its budget request to DHH on October 7th for FY 2016-17.
5. **Outstanding Magellan Claims:** The agency consulted with legal counsel regarding the board's expressed concerns related to Magellan and the possibility of any outstanding billing that may not be able to be collected. The attorney is reviewing all available documents and has advised the agency to take certain steps to ensure efforts are made to collect all outstanding claims, which the agency has been doing on an ongoing basis. The agency will need to review all outstanding claims and develop an inventory of specific claims that have not been paid, as yet. The agency will try to correct any errors that can be corrected by the agency and determine how much money may be outstanding. Once this information is compiled, the agency will work directly with DHH and Magellan to work through any pending or outstanding claims. The agency will continue to confer with legal counsel.
6. **Region 9 Florida Parishes Candidate Forum:** The information regarding the Region 9 Florida Parishes Candidate Forum sponsored by Northshore Families Helping Families was distributed to the board. It was announced that Ms. Piroosko agreed to be a moderator on behalf of the FPHSA board at the event. Ms. Watkins thanked the representatives in attendance from Northshore Family Helping Families for including FPHSA in the event.
7. **Carver Model:** Ms. Watkins indicated that FPHSA was offered an opportunity to meet with another LGE's board chair and vice chair, to discuss the Carver Model for any members who

would like to participate. The board expressed interest so Ms. Watkins indicated that she would get some tentative dates by the next meeting.

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

The motion passed unanimously.

Financial Report:

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

1. Fiscal Year 2015 (July 1, 2014- June 30, 2015): FPHSA's books for FY 2015 are officially closed. The agency was able to close out in the black with money being transferred into Escrow. The amount in the Escrow account was provided to the members of the board.
2. Fiscal Year 2016 (July 1, 2015-June 30, 2016). FPHSA does not typically complete the first official budget analysis for the fiscal year until the end of the first quarter. This allows time for a better baseline to be established for projecting future revenue and expenditures. However, the fiscal department continuously reviews and monitors collections and expenditures during this time period.

Rev. Carter made a motion to accept the Financial Report for the month of September 2015; seconded by Ms. Falconer.

The motion passed unanimously.

Annual Policy Review

The board initially adopted Policy No. 160 – Use of Escrow Funds on September 26, 2014. Ms. Watkins presented the policy to the board for annual review/consideration.

Ms. Piroosko made a motion to accept Policy No. 160 – Use of Escrow Funds as presented with no revisions; seconded by Ms. Stafford.

The motion passed unanimously.

The board last revised Policy No. 050 – Executive Director Performance Evaluation on September 27, 2013, and adopted Procedure No. 050.1 – Executive Director Performance Evaluation." Ms. Watkins presented the policy, procedure, and associated forms (Form 050.1.1-Rating Worksheet; Form 050.1.2-Individual Rating; and Form 050.1.3-Summary) to the board for annual review/consideration.

Ms. Watkins reminded the board that per procedure, the Executive Director is expected to provide a self-assessment in September. FPHSA Form 050.1.2 "Executive Director Performance Review-Individual Rating" was made available to the board so that the individual ratings could be completed evaluating the Executive Director's performance. Upon completing the form, the board

was asked to use the self-addressed stamped envelope provided and send the form to Ms. Ligia Soileau, FPHSA Board Chair. Ms. Soileau will collect the individual ratings in order to compile a summary that will be presented in executive session at the next FPHSA Governing Board Meeting scheduled on October 23, 2015. Per procedure, the evaluation of the Executive Director shall be conducted no later than November 30th of each year. With the upcoming holidays, the November and December meetings have been combined into one meeting that is scheduled on December 4, 2015; therefore, the evaluation summary will be presented at the October meeting.

Ms. Pirosko made a motion to accept Policy No. 050 – Executive Director Performance Evaluation, Procedure No. 050.1 – Executive Director Performance Evaluation, Form No. 050.1.1 – Executive Director Performance Review-Rating Worksheet; Form No. 050.1.2 – Executive Director Performance Review-Individual Rating; and Form No. 050.1.3 – Executive Director Performance Review-Summary as presented with no revisions; seconded by Rev. Carter.

The motion passed unanimously.

Strategic Planning

Advocacy/Branding/Marketing

In an effort to continue with the advocacy, branding and marketing tasks associated with the Strategic Planning process, Rev. Carter agreed to contact the various vendors and invite them to a meeting to present their services and products. Vendors will be allowed up to 15-minutes for presentations. Vendors will be asked to provide packaged pricing deals to allow the board multiple options with specific pricing. This meeting will be scheduled prior to the next board meeting on October 23, 2015, from 8:30 a.m. to 9:30 a.m. All board members and staff are welcome to attend this meeting.

Data collection and reporting to the board was discussed. Ms. Watkins reported that the agency has been working with ICANotes to develop additional reporting capabilities. The primary focus has been to develop reports needed for federal block grant reporting; however, FPHSA has requested additional reporting capabilities which may require feature enhancements by ICANotes. A copy of the template previously presented requesting additional information for St. Tammany Parish was disseminated again for review, upon request of the board. It was expressed that much of the information could be pulled from the “Annual Report to the Board.” A copy of the previous “Annual Report to the Board (FY 2013-14)” was circulated for review. It was requested that each board member review the previous “Annual Report to the Board (FY 2013-14)” prior to the next board meeting and staff prepare to present the “Annual Report to the Board (FY 2014-15)” at the upcoming board meeting. After the presentation, any additional data collection or reporting measures on behalf of the board in the future, if any, would be discussed.

Fund development

Mr. Cressy discussed the corporation that was previously established for a FPHSA Foundation. Members of the board were requested to be prepared to submit names of individuals that might be a potential prospect to serve on the foundation’s board. Mr. Cressy will contact the individuals discussed and set up a meeting to provide them with information regarding the foundation and its mission.

Confirmation of the next meeting

It was confirmed that the next meeting date of the FPHSA Governing Board will be on October 23, 2015, to be held at the Administrative Office at 835 Pride Drive, Suite B, Hammond, LA.

Executive Session

Ms. Pirosko made a motion that the FPHSA Board enter into Executive Session at 10:35 a.m. to discuss the Executive Director's evaluation; seconded by Rev. Carter.

The motion passed unanimously.

Executive session was called to a close at 11:00 a.m.

Meeting adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary

10/23/15

Date



Melanie Watkins, Executive Director

10/23/2015

Date



Ligia Soileau, Board Chair

11/2/15

Date