

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
November 2, 2015

Ligia Soileau, Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:45 a.m.

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

Attendees

Governing Board: TaMarlon Carter; David Cressy; Celeste Falconer; Mary Pirosko; Jan Robert; Ligia Soileau; Carol Stafford

Absent: 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); Rebecca Soley, FPHSA/Administration; Tina B. Linder, HR Director; Janise Monetta, FPHSA/DDS; Cindy Gutowski; FPHSA/BHS; Bernice Williams, FPHSA/BHS; Merlin Young, FPHSA/Administration

Prayer was offered by Rev. Carter.

Consent Agenda

Ms. Soileau extended an offer for additional agenda items or new business. No new business was presented.

Agenda

Ms. Robert made a motion to adopt the agenda as amended; seconded by Ms. Stafford.

The motion passed unanimously.

Excused Absence(s)

Mr. Cressy made a motion to excuse the absence of Danielle Keys; seconded by Ms. Pirosko.

The motion passed unanimously.

Approval of Minutes

Ms. Pirosko made a motion approving the September 25, 2015 meeting minutes as written; seconded by Rev.Carter.

The motion passed unanimously.

Ms. Robert made a motion approving the October 23, 2015 meeting minutes as written; seconded by Mr. Cressy.

The motion passed unanimously.

Public Input

Ms. Soileau 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 November to members of the governing board. She outlined the content which included:

1. **Electronic Health Record Implementation for Residential Treatment Program:** The agency has implemented ICANotes at ADU/FTC. Staff are optimistic with the agency being fully active in the system moving forward, allowing enhanced management and oversight of behavioral health services, as well as billing.
2. **Data Collection:** In an effort to capture the data reports needed to report LaPAS Performance Indicators and Block Grant Reports, FPHSA has continued to work with ICANotes staff, as well as DHH/OBH Data Staff. As a result with the transition from Clinical Advisor to ICANotes, there has been a disruption in the agency's data collection; consequently, the data needed to prepare the "Annual Report to the Board for FY 2014-15" could not be gathered to present at today's meeting. FPHSA will continue to work with ICANotes and DHH/OBH to work through the data collection process, with hopes to be able to have the annual report prepared to present at the next meeting.
3. **Pharmacy Operations:** The pharmacy buildout is complete, and the Genoa Pharmacy Staff will be moving in to their new location within a week or so. Genoa is in the process of obtaining the pharmacy license to operate independently. The agency is excited about the pharmacy services through Genoa, as well as the availability of the latest software to enhance operations and coordination of care.
4. **Budget:** FPHSA prepared and submitted its budget request for the next fiscal year, which will begin on July 1, 2016. The deadline for submission was October 26, 2015. In addition to the budget request, a Capital Outlay request was submitted for new roofs at the Mandeville Clinic and the Rosenblum MHC/Child Services, and an addition for a group therapy room at the Bogalusa Clinic. The agency requested the support of its legislative delegation, and to date, has received several letters indicating support for these projects.
5. **Performance Adjustments:** The agency made the decision to grant performance adjustments to staff effective October 1st. Ms. Watkins indicated that it was a difficult decision, but after serious deliberation felt it necessary in order to retain staff and for staff morale. There are significant challenges in recruiting licensed staff as the pool of licensed

staff is limited, and the market is very competitive. As the agency increasingly relies on more self-generated revenue to meet the shortfall in funding, there is the expectation that staff bill for their services and improve productivity levels; consequently, the agency needs competent, credentialed staff in order to accomplish this goal. Ms. Watkins indicated that most of the districts and authorities made the decision to grant performance adjustments for staff; however, DHH did not.

6. RFP for Permanent Supportive Housing (PSH): The agency was awarded the RFP for PSH for its service area that will assist in efforts to maintain the program. CDBG funding is very limited and services have had to be billed through Magellan for those who are Medicaid eligible, as well as billing for clients who may be receiving Waiver services. FPHSA also has to provide supplemental funding for the PSH program with State General Funds.
7. National Dialogues Conference: FPHSA will be sending 4 staff to the National Dialogues conference in New Orleans in November. The focus of the conference is "Preventing the Criminalization of Individuals with Mental Illnesses: Solutions and a Call to Action."
8. Art Exhibition/Gala: The "Frame of Mind" Art Exhibition and Gala is scheduled for November 7th, at 7:00 p.m. in Covington sponsored by NAMI-St. Tammany which features artwork by individuals with mental illness.

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

The motion passed unanimously.

Financial Report- November 2015:

Ms. Sibley, CFO, disseminated a current budget analysis for FY 2016 (July 1, 2015- June 30, 2016) which reflected a projected deficit as of September 30, 2015. It was explained that much of the projected deficit is due to delays in billing related to the implementation of the new electronic record and billing clearinghouse. It is anticipated that collections will increase as the staff get fully up to speed on the use of the record.

Ms. Piroosko made a motion to accept the Financial Report regarding FY 2016 (July 1, 2015- June 30, 2016); seconded by Mr. Cressy.

The motion passed unanimously.

Ms. Sibley also disseminated a copy of the completed budget recap for Fiscal Year 2017 (July 1, 2016-June 30, 2017) that was submitted to DOA. The FY 2017 budget request reflected an increase from the FY 2016 budget.

The motion passed unanimously.

It was requested that the agency begin to develop written plans for expansion goals, as well as resources needed to accomplish those goals.

There was continued discussion regarding the types of information that the board would like to have reported. It was requested that the agency develop and present a report of information that is available by clinic at the next board meeting related to funding, staff positions, and persons served.

Ms. Pirosko made a motion to accept the Financial Report regarding FY 2017 (July 1, 2016- June 30, 2017); seconded by Ms. Stafford.

The motion passed unanimously.

Strategic Planning: Advocacy/Branding/Marketing

Three vendors were given an opportunity to make presentations and submit proposals enhancing the agency's branding and marketing efforts. The content of each proposal was discussed while comparing important key factors that were identified by the agency such as website management, capacity, access, and content, as well as staff training to manage the website independently once established.

Rev. Carter made a motion to accept 5 Stones Media, LLC's branding and marketing proposal selecting 2 service categories including website creation and the purchase of 2500 tri-fold brochures; seconded by Ms. Robert.

The motion passed unanimously.

FPHSA will notify the vendors regarding the final selection.

Ms. Pirosko made a motion to support and approve the use of escrow funds for the marketing and branding efforts identified by the board; seconded by Ms. Stafford.

The motion passed unanimously.

Strategic Planning: Fund Development

Mr. Cressy did not have an update on fund development.

Board Member Terms

Three board members' terms will expire in December as follows: Ligia Soileau, Livingston Parish; Jan Robert, St. Tammany Parish; TaMarlon Carter, Tangipahoa Parish. All three members are eligible to serve a consecutive term and expressed an interest in serving a consecutive term.

Ms. Pirosko made a motion requesting that a letter of support be submitted to the respective parishes involved asking that Rev. Carter, Ms. Robert, and Ms. Soileau, remain on the board for a consecutive term for continuity; seconded by Ms. Falconer.

The motion passed unanimously.

Ms. Falconer requested that the agency submit a letter to the Louisiana Ethics Board on her behalf to determine if her continued service to the board would be a conflict of interest taking into consideration that her spouse was recently elected to the state legislature.

Executive Session

Ms. Robert made a motion to move into Executive Session at 11:10 a.m.; seconded by Mr. Cressy.

The motion passed unanimously.

Ms. Pirosko made a motion to reconvene into regular session at 11:48 a.m.; seconded by Rev. Carter.

The motion passed unanimously.

Mr. Cressy made a motion authorizing the use of escrow funds to hire a deputy director for the salary and related benefits for this position for FY 2015-16; seconded by Rev. Carter.

The motion passed unanimously.

Confirmation of the next meeting

It was confirmed that the next meeting date of the FPHSA Governing Board will be on December 4, 2015, to be held at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

Mr. Cressy made a motion that the meeting be adjourned; seconded by Rev. Carter.

The motion passed unanimously.

Respectfully Submitted,



Rebecca Soley, Secretary



Date



Melanie Watkins, Executive Director



Date



Ligia Soileau, Board Chair



Date