

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
April 22, 2016

Carol Staff, 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; Mary Pirosko; Jan Robert; Carol Stafford

Absent: 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; Janise Monetta, FPHSA/DDS; Schoener LaPrairie, M.D., FPHSA/Administration; Tina Linder, FPHSA/HR; Kelly Rabalais, St. Tammany Parish Government

Prayer was offered by Rev. Carter.

Consent Agenda

Ms. Stafford extended an offer for additional agenda items or new business. Ms. Watkins made a request to add agenda item "Purchase Approval Request" to be presented after the Financial Report. Ms. Pirosko made a motion to adopt the agenda as presented with the requested addition; seconded by Rev. Carter.

The motion passed unanimously.

Excused Absence(s)

Mr. Cressy made a motion to excuse the absences of Ms. Keys and Ms. Soileau; seconded by Ms. Falconer.

The motion passed unanimously.

Approval of Minutes

Ms. Pirosko made a motion to adopt the March 24, 2016, meeting minutes as written; seconded by Ms. Robert.

The motion passed unanimously.

Public Input

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

Kelly Rabalais, Executive Counsel to the Parish President for St. Tammany Parish, gave a presentation regarding the St. Tammany Parish Safe Haven Project. Ms. Rabalais requested FPHSA's ongoing assistance in providing clinical subject-matter expertise in the project and possibly partner in the future to provide services if funds or resources become available.

Rev. Carter made a motion to send a formal thank you letter to the Parish President expressing the board's excitement and interest in the project; seconded by Rev. Carter.

The motion passed unanimously.

Melanie Watkins thanked Tina B. Linder for her 33 years of state service and dedication to both the State of Louisiana and FPHSA. On behalf of the board, Ms. Watkins presented Ms. Linder with a plaque. Ms. Linder will be retiring from FPHSA on May 22, 2016.

On behalf of Options, Ms. Pirosko presented FPHSA with a plaque recognizing the agency's support at the 18th Annual Legislative and Business Appreciation Breakfast on April 14, 2016.

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. Legislative Session Update: FPHSA is involved with the regular legislative session, which began on March 14, 2016, and will continue until June 6, 2016. At a recent House Appropriations Committee meeting on April 12th, the Governor and the Commissioner of Administration presented the proposed budget for the next fiscal year. The Governor indicated that there would very likely be a call for another special session following the regular session. The intent of the special session would be to address the fiscal shortfall and to consider other major issues, such as tax reform. The projected fiscal shortfall is the greatest ever that the state has had, and by all accounts, is considered to be of historic proportions. The agency has had to develop various scenarios for different funding amounts, such as budget reductions in the amounts of 24%, 20%, and 10%, all in an effort to be prepared for various impacts should the worst occur during the session. Currently, we are hoping for the best, while preparing for the worst. It is apparent at this point, that DHH realizes that such significant budget reductions for the districts and authorities would decimate the agencies and the services that we provide on the frontline in the community. As a result, DHH is recommending that we have minimal cuts to the Division of

Administration; however, we will not know the final outcome until the session is over. Ms. Watkins disseminated a copy of the SFY17 Budget Reductions presented at the House of Appropriations Committee meeting.

2. **Budget:** At this point in time, the agency does not anticipate any further budget reductions for the current fiscal year. It appears that DHH will be absorbing the approximately \$70 million deficit for the remainder of the fiscal year, which ends on June 30th.
3. **Legislative Audit:** The agency continues to be involved in the audit with the Legislative Auditors and their various requests for information. In addition to the agency audit, they are also exploring the impact of the transition to the Bayou Health plans. As result, it is a rather extensive audit process. As soon as it is finalized and an audit report is released, the results will be shared with the board.
4. **Bogalusa Clinic Flood:** As discussed at the last meeting, the Bogalusa clinic was flooded in March and sustained extensive damages to the building and contents. The agency has been in negotiations with the local DCFS office and the OPH parish health units in an effort to locate space in an effort to provide services on an interim basis. Unfortunately, it did not work out with DCFS; however, a Memorandum of Understanding (MOU) with the Washington Parish Government and DHH/OPH/Region 9 Staff has been initiated to utilize space at the Franklinton and Bogalusa Health Units on a part-time basis. We recently located office space on Avenue F in Bogalusa and have been in negotiations with the landlords to pursue a temporary lease so we can resume clinical services in the Washington Parish area. The board's approval is needed to move forward with the lease. The goal is to have the lease effective May 1st, with the agency's understanding that the Office of Risk Management (ORM) will cover the cost of the lease on the interim basis; therefore, the agency is requesting the board's consideration to approve this plan and to pass a board resolution accordingly.
5. **SB114:** As discussed at the last board meeting, there was proposed legislation (SB 114) initiated by Senator Eric LaFleur in an effort to restrict the authority and ability of the local governance entities (districts and authorities) from granting Merit pay raises without the specific written approval of the DHH Secretary. Since the last board meeting there were revisions to the proposed legislation, and a copy of the most recent version was disseminated to the board for review. Civil Service has also scheduled a public hearing for May 4th regarding suspending of merit increases for next fiscal year.
6. **SB385:** The board was also apprised of proposed legislation regarding the inclusion of local members of the legislature on the governing board for the Northeast Delta Human Services Authority.
7. **FPHSA Website Development:** A follow up meeting has been scheduled with "5 Stones Media, LLC" on May 4th to further discuss the FPHSA website.
8. **Migration Update:** The agency has made significant progress with the IT migration from the DHH domain, and the goal is to have that project completed by mid-May. After that is accomplished, email accounts will be changed from LA.GOV to fphsa.org accounts; however, please be assured that sufficient notice will be given to FPHSA's partners about the upcoming email change of addresses in an effort to ensure a smooth transition for continued lines of communication.
9. **Proposed Privatization of ADU/FTC:** A handout was disseminated to the board with information regarding the pros and cons of privatizing ADU/FTC as requested by the board.

FPHSA will continue to monitor the budget to assess whether privatization may be necessary or not.

Mr. Cressy made a motion to accept the Executive Director's Report as presented; seconded by Ms. Pirosko.

The motion passed unanimously.

It was announced that Mr. Gary Porter was identified as a potential board member to represent St. Helena Parish. Rev. Carter made a motion to support and recommend Mr. Porter's appointment to the respective authority in St. Helena Parish; seconded by Ms. Robert.

The motion passed unanimously.

Financial Report- April 2016:

Ms. Sibley, CFO, disseminated a current budget analysis for FY 2016 (July 1, 2015- June 30, 2016) which reflected a projected deficit as of March 31, 2016. It was explained that a portion of the projected deficit is due to delays in billing and collections related to the implementation of the new electronic health record and billing clearinghouse, as well as the transition to the ICD-10 diagnosis codes and Bayou Health.

The mid-year budget reductions are also contributing to the projected deficit. FPHSA received a budget reduction in State General Funds in November 2015 and a second reduction in February 2016.

The agency is continuing to monitor expenditures and revenue to deal with the projected deficit.

In regards to FY 2017 (July 1, 2016- June 30, 2017), FPHSA has been asked to prepare impact statements for 10%, 20%, 24%, and 27% reduction in State General Funds; however, at this time the budget that the DOA has recently submitted to the legislature includes minimal reductions for FPHSA. The agency will continue to monitor this as it could change as other bills and amendments go through the legislative process.

Ms. Pirosko made a motion to accept the Financial Report; seconded by Ms. Robert.

The motion passed unanimously.

Washington Parish Lease

Due to the recent flooding in Bogalusa and damages sustained at the Bogalusa Behavioral Health Clinic, alternative office space was identified to resume full-time behavioral health services in Washington Parish. Ms. Pirosko made a motion approving the lease agreement for a period of six months with the effective dates of May 1, 2016, through October 31, 2016, as presented; seconded Ms. Robert.

The motion passed unanimously.

Purchase Request Approvals

Microsoft Office 365: The agency requested approval on the purchase request for the annual software renewal of Microsoft Office 365 for up to \$37,000.

Rev. Carter made a motion approving the annual software renewal of Microsoft 365 purchase request; seconded by Ms. Robert.

The motion passed unanimously.

ICANotes: The agency was originally approved for up to \$95,000 for the cost of staff utilizing the agency's electronic health record, ICANotes. The agency requested approval for an increase not to exceed \$97,000 to cover the increased number of ICANotes users with the recent addition of Prescriber staff.

Mr. Cressy made a motion approving the purchase request increase for ICANotes; seconded by Ms. Falconer.

The motion passed unanimously.

Personal Financial Disclosure Statements

Ms. Stafford reminded the board of their obligation to submit their Personal Financial Disclosure Statements by May 15, 2016.

Strategic Planning

Ms. Pirosko made a motion to table discussions regarding strategic planning to the next meeting; seconded by Rev. Carter.

The motion passed unanimously.

Rev. Carter added that Options has a phenomenal fundraising program and could be a model the board consider when discussing fund development.

The handout containing "FPHSA's Business Process Revamping over the last 5 years" that was provided to DHH by legislative request was disseminated to the board as requested for their review.

Ms. Robert disseminated two diagrams created by the St. Tammany Parish Government-Department of Health and Human Services regarding chronic homelessness cycles. One diagram illustrated the Chronic Homelessness Cycle without Permanent Supportive Housing and the other illustrating the Chronic Homelessness Cycle with Permanent Supportive Housing.

Executive Session

At 11:04 a.m., Rev. Carter made a motion to begin an Executive Session; seconded by Mr. Cressy.

The motion passed unanimously.

At 11:55 a.m., Mr. Cressy made a motion to end the Executive Session; seconded by Ms. Falconer.

The motion passed unanimously.

Executive Director, Melanie Watkins, submitted her intent to retire to the governing board. Ms. Stafford appointed a selections committee to oversee the process of hiring a new Executive Director as follows: Rev. Carter, Committee Chair; Ms. Falconer; Ms. Robert; and Ms. Soileau.

It was determined that applications/resumes should be submitted to the FPHSA Executive Administration Office and remain sealed to be logged in until such time they can be reviewed and screened by the selection committee. Ms. Robert requested a copy of the Executive Director job description and a sample job announcement.

Confirmation of the next meeting

It was confirmed that the next meeting date of the FPHSA Governing Board is Friday, May 27, 2016, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

Mr. Cressy made a motion to adjourn the meeting; seconded by Ms. Robert.

The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary

05/27/16

Date



Melanie Watkins, Executive Director

5/27/2016

Date



Danielle Keys, Board Vice Chair

5/27/16

Date