
Florida Parishes Human Services Authority Administrative Office

835 Pride Drive, Suite B

Hammond, LA 70401

Minutes of the Governing Board Meeting

August 26, 2016

Carol Stafford, 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; Gary Porter; Mary Pirosko; Jan Robert; Carol Stafford

Absent: Celeste Falconer; Danielle Keys; Ligia Soileau

FPHSA Staff/ Guest: Melanie Watkins, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Janise Monetta, FPHSA/DDS; Dawn Jones, FPHSA/Administration; Bernice Williams, FPHSA/Administration-BHS; Earlisha Matthews, FPHSA/Administration; Richard Kramer

Prayer was offered by Rev. Carter.

Consent Agenda

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

Agenda

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

The motion passed unanimously.

Excused Absence(s)

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

The motion passed unanimously.

Approval of Minutes

Ms. Pirosko made a motion to adopt the July 22, 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.

Rebecca Soley introduced new staff member, Earlisha Matthews, Administrative Coordinator for Executive Administration. Ms. Matthews received a warm welcome from all in attendance.

Executive Director Report

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

1. **August 2016 Flood:** A report regarding the recent flooding was given regarding the impact on the agency, as well as the response to the event in an effort to meet the needs of those served as outlined below:
 - Official office closure was declared from August 12 – August 21, per Jay Dardenne, the Commissioner of Administration; however, the agency re-opened for services on August 17 in order to be available to the public and for individuals to get their medications. Nursing staff was also sent to the local health units to administer vaccinations to First Responders and to assist with any behavioral health needs/issues that were referred from the general shelters to the LDH/OPH/Region 9 Command Center. Dr. LaPrairie and Dr. Lagarde (OPH) had ongoing collaboration during the disaster regarding special cases that required psychiatric consult or medications to be prescribed. A couple of social workers were also sent to assist at the local health units to address behavioral health issues or assist in any way they could. The agency provided resource materials and contact information to numerous First Responders and other staff at the health units, which were "hubs" for coordination of services, emergency staff, and others. FPHSA is continuing to work with Dr. Lagarde and her team to do whatever is necessary to deal with the shelters and the issues that arise there.
 - The Denham Springs clinic site flooded. The landlord is in the process of clean-up there, and the computers and Xerox memory module were retrieved by the IT staff to ensure that personal health information was not compromised.
 - The Mandeville Clinic experienced interior water damage as the result of a leaking roof during the recent torrential rains. Effective Monday, 8/22/16, we re-located the mental health services staff to the Slidell clinic and the addictive disorders services staff to ADU/FTC in order to continue to provide services in the parish. Outreach services are being provided at ADU/FTC for those individuals from the western part of St. Tammany Parish who are unable to travel to Slidell for their injections and/or other medications. The agency is conducting environmental testing this week at the Mandeville clinic, and in the process of doing temporary roof repairs, pending entire roof replacement. There

will be a meeting on Monday, 8/29/16, with the Office of Facility Planning to begin the roof replacement project. The entire project will take several months to complete, from design to replacement.

2. **Louisiana Spirit Initiative:** FPHSA is working with LDH/OBH regarding the Louisiana Spirit initiative in order to provide outreach services to individuals in the community during this time of disaster recovery from the August, 2016 flooding. Currently, there are 40 staff working in the area, but it is anticipated that it will expand to approximately 60+ additional staff in the coming weeks and months ahead. FPHSA is working very closely with LDH/OBH to coordinate and implement this initiative in our locale, primarily in Livingston, Tangipahoa, and St. Helena parishes. The Louisiana Spirit crisis counseling program is funded with Federal funding through SAMHSA.
3. **Prevention Program discontinued in St. Tammany Parish:** Because of the long-standing decision by the St. Tammany Parish School System to not participate in the Caring Communities Youth Survey (CCYS), we were unable to demonstrate outcomes from the services provided. As a result, it was necessary to discontinue the "Life Skills" program in St. Tammany Parish at this time. The "Life Skills" evidenced-based prevention program was previously implemented in the schools through PRIDE as a contract provider on behalf of FPHSA. FPHSA was informed by LDH/OBH that without the necessary surveys and data to demonstrate the effectiveness of the program, which is required for the Federal funding, the agency can no longer provide this program in St. Tammany Parish. This also presents challenges in Livingston Parish as they have decided not to comply with the survey this upcoming year, as well. FPHSA will administer the program in Livingston this year through TADAC because they have historically provided the survey data; however, if they do not comply with the survey requirements this year, it will be discontinued in that parish next year, as well.
4. **Legislative Audit:** An exit interview has been scheduled with the Legislative Auditors on Monday, 8/29/16, to review the final report to be released. The audit will be shared with the board once it is approved by their office for final release.
5. **Tangipahoa Parish President Meeting:** Ms. Watkins had the pleasure to meet one-on-one with Tangipahoa Parish President Robby Miller to share information about the agency and services. President Miller expressed interest and support in the efforts to meet the needs of the community.
6. **CARF Accreditation:** FPHSA submitted the CARF renewal application and are awaiting feedback for potential survey dates.

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

The motion passed unanimously.

Financial Report- August 2016:

Ms. Sibley, CFO, provided an update regarding the budget for FY 2016 (July 1, 2015- June 30, 2016). She explained that FPHSA did not have to pull any funds from the Escrow account to close out FY

2016. The close was scheduled for August 15th, but due to the August Flood disaster, was delayed until August 24th.

FPHSA's final FY 2016 finance reports are not usually available until the October board meeting. Final fiscal year reports are not made available to FPHSA until September/October due to the close of the fiscal year not occurring until mid to late August, allowing time for the Office of Statewide Reporting and Accounting Policy (OSRAP) and the State Treasurer's Office (STO) to finalize the accounting.

In regards to FY 2017 (July 1, 2016- June 30, 2017), FPHSA successfully completed the FY 2017 budget spread.

FPHSA does not typically complete the first official budget analysis for the fiscal year until the end of the first quarter (September 30th) as this is when the ISIS Bundles (budget/expenditures) reports become available. This allows time for a better baseline to be established for projecting future revenue and expenditures. However, the fiscal department continue to review and monitor collections/expenditures during this time period.

Ms. Sibley provided the amount of Medicaid collections as of August 25th, and estimated projected collections for FY 2017.

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

The motion passed unanimously.

Agenda Item Addition

Ms. Sibley requested that a "purchase request approval" be added to the agenda. Mr. Cressy made a motion to accept Ms. Sibley's request; seconded by Rev. Carter.

The motion passed unanimously.

Purchase Request Approval

Mr. Cressy made a motion to approve the purchase request to cover the cost of pharmacy medications in the amount of \$216,000 for FY 2017; seconded by Ms. Robert.

The motion passed unanimously.

Policy Review

Ms. Watkins presented the following existing board policies for annual review and consideration:

- 005 Executive Limits-Treatment of Consumers (Adopted 08/23/13)
- 019 Executive Limits- Ends Focus on Grant and Contracts (Adopted 08/23/13)
- 041 Board-Executive Director Linkage

Ms. Watkins also presented the "Role of an FPHSA Board Member" to the board for annual review and consideration. Ms. Pirosko recommended that each board member reread the document.

Ms. Pirosko made a motion to accept all policies and the "Role of an FPHSA Board Member" as written; seconded by Mr. Cressy.

The motion passed unanimously.

Strategic Planning

Foundation

Mr. Cressy indicated that he needed board members identified to establish the FPHSA Foundation, as well as an identified vision and mission establishing the purpose of the foundation.

Website Development

Rev. Carter requested a drop-screen presentation of the redesigned website at the next board meeting if possible. Ms. Watkins indicated that she hopes to be able to accommodate the request.

Executive Session

At 10:30 a.m., Mr. Cressy made a motion to move into Executive Session; seconded by Ms. Robert.

The motion passed unanimously.

At 10:52 a.m., Mr. Cressy made a motion to end Executive Session; seconded by Ms. Pirosko.

The motion passed unanimously.

Rev. Carter made a motion recommending that Richard Kramer be named as the next Executive Director Appointee effective August 29, 2016; seconded by Mr. Cressy.

The motion passed unanimously.

Selection Committee Report

On behalf of the Selection Committee, Rev. Carter, indicated that a letter shall be developed indicating that Ms. Watkins will continue to serve in the day- to-day operations for the duration of September during the transition period as Mr. Kramer begins to transition into agency having full reign and access to the organization at the direction of Ms. Watkins. The letter shall be signed by

Ms. Watkins and cosigned by the board. As they integrate working together, the purpose should be to allow a smooth exchange of information. At a time in which Ms. Watkins feels fit, she will provide her retirement date to the board. The transition in leadership will be official at the next board meeting scheduled on September 23rd, at which time delegated authority will be transferred from Ms. Watkins to Mr. Kramer.

Rev. Carter thanked the board for entrusting him and the selection committee with the selection process and thanked the members of the selection committee for their due diligence.

All members present voted in favor of the Selection Committee Report and a board resolution was disseminated for signature formally hiring Richard J. Kramer as the Executive Director for the agency, with the hire date to be effective August 29, 2016.

Confirmation of the next meeting

It was confirmed that the next meeting date of the FPHSA Governing Board is Friday, September 23, 2016, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

The meeting was adjourned.

Respectfully Submitted,

Rebecca Soley

Rebecca Soley, Secretary

9/23/16

Date

Melanie Watkins

Melanie Watkins, Executive Director

9/23/16

Date

Carol Stafford

Carol Stafford, Board Chair

9/23/16

Date