

Florida Parishes Human Services Authority
Governing Board Meeting
June 28, 2013
11236 Hwy 16 W
Amite, LA

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

Varetta Spears conducted a roll call. A quorum was established.

In attendance:

Board Members:

Present: Linda Deamer; Rubby Douglas; Mary Pirosko; Edward Ratcliff; Jan Robert; Ligia Soileau; Thomas Zachary, Jr.

Absent: Marty Dean; Cheryl Klein

FPHSA Staff / Guest: Melanie Watkins, Executive Director; Trent Myers, Administrative Director; Tina B. Linder, H R Director; Tra Ladner, FPHSA/MHS; Sue Hutti, FPHSA/ADS; Janise Monetta, FPHSA/DDS; Rebecca Soley, FPHSA Administration; Varetta Spears, FPHSA Administration; Sue Ellen Stewart, Northshore Families Helping Families (NFHF); Rebecca Ellis, NFHF

Prayer was offered by Mr. Ratcliff.

Ms. Douglas made a motion to excuse the absences of Mr. Dean and Ms. Klein; seconded by Mr. Ratcliff.

Roll call vote unanimous; motion carried.

Ms. Douglas made a motion to accept the minutes of the previous meeting as written; seconded by Mr. Zachary.

Roll call vote unanimous; motion carried.

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

Ms. Sue Ellen Stewart with NFHF expressed appreciation for the relationship with FPHSA and the opportunity to work in collaboration with the agency.

Executive Director's Report:

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

- ❖ Update on funding allocation. Ms. Watkins explained that as a result of intensive advocacy efforts on behalf of FPHSA by the Developmental Disabilities Council and NFHF, additional funding had been allocated for Developmental Disabilities Services for fiscal year 2014 by the

legislature. She reported; however, the additional funding was vetoed by the governor. Ms. Watkins also reported that the agency will have to absorb unfunded mandates within the allocated budget for the upcoming fiscal year, which in essence, results in a further reduction of funding for services.

- ❖ Update on HB 281. Ms. Watkins reported that the legislation for the behavioral health license (HB 281) passed; however, it could be a year before the license will be available. She explained the process for implementation of the new licensure. Ms. Watkins said the agency will continue to operate under separate clinic licenses for mental health and addictive disorders until the behavioral health license is implemented.
- ❖ Update on the Alcohol Drug Unit (ADU) and Fontainebleau Treatment Center (FTC). Ms. Watkins reported that after the Request for Proposal (RFP) for ADU/FTC was released on June 4, 2013, it was learned that Magellan had amended the contract for residential substance abuse treatment, increasing the rates from \$102/per client day to \$160/per client day. She reported that members of the staff conducted a cost-analysis with the revised reimbursement rates and after careful consideration; the decision was made to withdraw the RFP. Ms. Watkins reported that FPHSA plans to continue operating the residential facilities. She said the intention is to expand bed capacity in the near future. She said that the agency is resuming preparations for the Commission on Accreditation of Rehabilitation Facilities (CARF) for the residential programs and will begin hiring staff to accommodate bed expansion. Ms. Watkins said the goal is to expand the bed capacity to accommodate 64 patients (40 male and 24 female). She reported that staff was informed of the plans for FPHSA to retain operations and was exceedingly pleased to hear the news. Ms. Watkins said that members of the executive management team commended the staff for their patience and perseverance as they continued to provide services and treatment over the course of the past year, in spite of the uncertainties and the possibility of layoff.
- ❖ Forum participation. Ms. Watkins reported that she participated in a forum for the Coordinated System of Care (CSoC) on June 27, 2013, at Greenbrier Hospital. She said it appeared that the region encompassing FPHSA will be moving forward over the next year with the development of CSoC in the area, which will be aimed at serving the high-need and at-risk youth population. She reported that this initiative will be funded through Magellan, Statewide Management Organization (SMO) from various sources. Ms. Watkins reported that the local CSoC group will be reconvening in the near future to educate stakeholders about the initiative and how to access services as the program unfolds in the area. She indicated that a needs assessment will be conducted to identify gaps in services. Ms. Watkins explained that this information will be shared with Magellan, as it is one of their goals to expand service capacity to meet the needs in the community.

Mr. Myers submitted a graph depicting the current cost of the residential programs, the projected cost to maintain the programs in house, and the projected cost to privatize the programs. He explained the details of the data contained in the report.

Mr. Ratcliff made a motion to accept the Executive Director's Report; seconded by Ms. Deamer.

Roll call vote unanimous; motion carried.

Financial Report:

Mr. Myers distributed the Monthly Budget Report for the month ending May 31, 2013, to the members of the board for review. He elaborated on the projected expenditures versus the projected revenue, emphasizing the deficit the agency faced in fiscal year 2012-2013.

Mr. Myers addressed issues regarding billing Magellan for services previously billed to Medicaid. He indicated that correspondence with Magellan regarding this issue has been ongoing, and they are working to resolve this issue to allow billing for some services that was billable in the past. Mr. Myers said that as these issues are resolved, clinical staff will be able to bill for additional services. He also reported that changes with the agency's internal billing process are underway.

He informed the board that the final financial report for Fiscal Year 2013 will be available in October. He briefly discussed the budget and the funding for the upcoming fiscal year. Mr. Myers elaborated on the State General Funds (SGF) that the agency is anticipated to receive. He reported that the funding from SGF will be significantly less for the upcoming fiscal year than the amount received the current fiscal year. Mr. Myers reported that he is optimistic that measures the agency is implementing in the billing department and in working with staff to eliminate common errors will increase revenue to partially offset the decreased funding from SGF and the increase in agency expenses.

Mr. Zachary made a motion to accept the Financial Report as submitted by Mr. Myers; seconded by Ms. Robert.

Roll call vote unanimous; motion carried.

Ad Hoc Strategic Planning Committee Report:

Ms. Douglas submitted copies of the Ends Policy: Strategic Plan Initiative with revisions as discussed at the previous meeting.

Old Business:

Proposed Revisions of Executive Director's Evaluation Process:

The administrative staff submitted sample evaluation forms to members of the board for review, as a guide, in the process of revisions to the FPHSA executive director's evaluation form. After review of the various forms submitted, the board chair charged the appointed Ad Hoc Strategic Planning Committee to work collaboratively to revise the forms to coincide with the goals and objectives outlined in the Strategic Plan and submit the final draft to the board for approval at the August board meeting.

Board Policy: Executive Limits-Emergency Executive Director Succession:

The administrative staff submitted various sample copies of forms to the FPHSA Board for review to assist in the drafting of a preliminary copy of the FPHSA Emergency Executive Director Succession policy. After collaboration among the members of the board, it was concluded that designated staff of the

executive administrative office would draft an Emergency Executive Director Succession document and submit to the board electronically for review.

Ms. Watkins reported that a letter was sent to North Oaks Health System along with a proposed draft agreement for review in reference to the Rosenblum Mental Health Center Property lease inquiry. A copy of the documents was submitted to the members of the board for review.

New Business:

Internal Protocol of FPHSA Intranet:

Ms. Klein posed a question at last month's meeting regarding electronic mail received via the FPHSA intranet addressed to members of the board.

Ms. Watkins explained the process taken when members of the board receive mail electronically via the FPHSA intranet.

Contract Review:

Mr. Myers requested the board's approval for a contract with Tulane School of Medicine Department of Psychiatry and Behavioral Sciences to provide additional psychiatric services to clients in FPHSA's local clinics and outreach sites. He explained that through this contract FPHSA will be able to better meet the needs and demands of the community in the area of mental health services.

Ms. Douglas made a motion to approve the contract with Tulane School of Medicine Department of Psychiatry and Behavioral Sciences; seconded by: Ms. Deamer.

Roll call vote unanimous; motion carried.

Mr. Myers requested the board's approval for a contract with the 22nd Judicial District Drug Court in Washington parish to receive funds for substance abuse services FPHSA provides to their clients.

Ms. Douglas made a motion to approve the contract between FPHSA and the 22nd Judicial District Drug Court in Washington parish; seconded by: Mr. Ratcliff.

Roll call vote unanimous; motion carried.

Board Policy: Executive Limits-Communication with and Support to the Board:

The Executive Limits-Communication with and Support to the Board policy was submitted electronically to the board for review. Revisions to the policy, as recommended, were distributed to the board for review. After reviewing the revisions to the policy, the board concluded that the following changes should be made to the policy:

Add #8 – The Executive Director shall deal with the board as a whole, except when responding to officers or committees duly charged by the board.

Ms. Douglas made a motion to accept the Executive Limits-Communication with and Support to the Board policy with recommended revisions; seconded by Ms. Deamer.

Roll call vote unanimous; motion carried.

Agency Policy: Substance Abuse and Drug-Free Workplace:

The Agency Policy: Substance Abuse and Drug-Free Workplace was electronically sent to members of the board for review.

Ms. Watkins addressed issues and concerns submitted by members of the board regarding the agency policy. Members of the board discussed questions posed regarding the Substance Abuse and Drug-Free Workplace policy and the Tobacco Use policy. The board concluded that no further action was required and the policy was adopted.

The next meeting was confirmed to be July 26, 2013, at the FPHSA Administrative Office located in Amite.

The meeting was adjourned.