

**Florida Parishes Human Services Authority  
Governing Board Meeting  
February 22, 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 9:35 a.m.

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

In attendance:

**Board Members:** Linda Deamer; Rubby Douglas; Cheryl Klein; Mary Pirosko; Edward Ratcliff; Jan Robert; Thomas Zachary, Jr.

**FPHSA Staff / Guest:** Melanie Watkins, Executive Director; Trent Myers, Administrative Director; Tina B. Linder, HR Director; Tra Ladner, MHS; Sue Hutti, ADS; Janise Monetta, DDS; Rachelle Bethel, FPHSA Administration; Rebecca Soley, FPHSA Administration; Varetta Spears, FPHSA Administration; Leanne Truehart, MD, St. Tammany Parish Coroners' office

Prayer was offered by Ms. Douglas.

Ms. Pirosko presented a plaque of appreciation to FPHSA from Options for the agency's support. Melanie Watkins received the plaque on behalf of FPHSA.

Mr. Zachary made a motion to excuse the absence of Mr. Dean: seconded by Ms. Deamer.

Roll call vote unanimous; motion carried.

Ms. Deamer made a motion to accept the minutes of the previous meeting as written; seconded by Ms. Robert.

Roll call, voting yes: Ms. Klein, Ms. Pirosko, Mr. Ratcliff, and Mr. Zachary; abstained: Ms. Douglas; motion carried.

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

**Executive Director's Report:**

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

- ❖ Clinical Advisor (CA) Update. Ms. Watkins reported that on January 1, 2013, all of the billing codes were updated and revised; however, due to the complexity of the service/billing levels and changes related to the codes, the Department of Health & Hospitals (DHH) / Office of Behavioral Health (OBH) advised against signing off on services, progress notes, etc., until clarification from Magellan was received. She reported that since then, Magellan has operated with the perspective that the private providers are functioning and billing under the revised codes; therefore, it is not deemed a priority to address the updated service descriptions for the new billing codes in CA at this time. Ms. Watkins said that Magellan has advised that staff need to do what is clinically appropriate and bill accordingly, utilizing the corresponding codes. She reported that the revised codes are more complex and allow room for the providers' interpretation and subjectivity, which could result in potential billing errors and/or the need for payback when audited. Ms. Watkins reported that FPHSA staff was advised to enter their notes in CA, but to refrain from signing off on notes, until further clarification is received. She reported that upon further review of the new billing codes for various services, FPHSA's Executive Management Team developed a user-friendly chart to facilitate understanding of the codes by staff. Ms. Watkins reported that Tra Ladner, PhD, MP, will conduct a mini-refresher course for the psychiatrists to ensure that they have a clear understanding of the new billing codes, as well as the necessary data elements and clinical information required in the electronic billing system. She said that the implementation of CA has been a tremendous challenge for all concerned, and the development of the electronic record in the CA system is ever-evolving.
- ❖ Fiscal shortfall. Ms. Watkins reported that the agency continues to deal with the reality of a significant fiscal shortfall this current fiscal year, which ends June 30, 2013. She said that the current budget projections would be discussed in more detail during the Administrative Director's fiscal report.
- ❖ Announcement of the annual FPHSA/Addictive Disorders Services Public Forum. Ms. Watkins reported that the agency will be hosting the annual FPHSA/Addictive Disorders Services Public Forum on Thursday, February 28, 2013, 9:00 a.m. – 11:00 a.m. She said the event will be held at 835 Pride Drive in Hammond. Ms. Watkins extended an invitation to members of the board. She announced that representatives from DHH/OBH Addictive Disorders will present information, along with FPHSA staff.
- ❖ Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation. Ms. Watkins reported that the agency continues to work toward the goal of CARF accreditation. She said that the anticipated date of the agency's site survey is August, 2013. Ms. Watkins said the CARF surveyors deem it necessary to meet and talk with

some members of the board. She said that the board will be informed of the actual dates and times as the survey approaches.

- ❖ Crisis Prevention. Ms. Watkins reported that related to accreditation, one of the agency's goals is to train all staff on Crisis Prevention and Supportive Intervention (CPSI). She said CPSI is a non-violent approach for dealing with crisis events to prevent or minimize escalation. She said this program is utilized state-wide and has proven to reduce not only injury to clients, but to staff, as well. Ms. Watkins reported that CPSI training will be ongoing over the next several months. She reiterated that by using proper CPSI verbal and physical techniques, it is anticipated that FPHSA will ensure a safer environment for both clients and staff.
- ❖ Ms. Watkins reported that the staff continues to work with the landlord at the Pride Drive location in Hammond regarding the proposed build-out for the co-location of FPHSA facilities scheduled to move to that site.
- ❖ Update on Alcohol & Drug Unit (ADU)/Fontainebleau Treatment Center (FTC). Ms. Watkins reported that Meridian Behavioral Health of Louisiana d/b/a Northlake Behavioral Healthcare System (NBHS) submitted a draft lease for ADU/FTC for the remainder of this fiscal year, January 1, 2013 - June 30, 2013
- ❖ Update on Rosenblum Mental Health Center (RMHC) lease. Ms. Watkins advised the board that the administrative staff continues to work toward the development of a mutual agreement with North Oaks Medical Center (NOMC) regarding their request to secure property from the RMHC site for NOMC expansion plans.
- ❖ Update on proposed board participation via electronic communications. Ms. Watkins reported that, as requested by the board at the previous meeting, the administrative staff obtained legal opinion from the agency's legal counsel regarding the proposal to allow board members to participate via proxy or by electronic means, such as Face Time, video conferencing, Skype, etc. She reported that legal counsel advised that review of Public Meetings Law (R.S. 42:14), along with various opinions issued by the Attorney General regarding this issue, makes it clear that board members must be in attendance, in person, and vote with live voice.
- ❖ Ms. Watkins reported that Magellan will hold a public forum on March 5, 2013, from 5-7 p.m. at the Hilton Garden Conference Center, Covington, LA.

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

Roll call vote unanimous; motion carried.

**Financial Report:**

Ms. Pirosko deferred to Mr. Myers for the financial report. Mr. Myers provided an update of FPHSA's fiscal analysis as of January 31, 2013. He submitted the Monthly Budget Report. He

discussed the following subject areas: funding allocation by service area; FPHSA's means of financing by budgeted revenue source; FPHSA's budgeted expenditures by type of expenditure; FPHSA's projected revenue versus projected expenditures through June 30, 2013. He reiterated that the agency is facing a deficit this fiscal year. Mr. Myers explained that as discussed previously, FPHSA is preparing a 3-pronged approach to ensure the projected current year expenditures do not exceed anticipated revenue.

Mr. Myers requested that the board allow administrative staff to proceed with a lease negotiation with NBHS to continue to house FPHSA's residential facilities located on the NBHS campus which was formerly Southeast Louisiana Hospital.

Ms. Douglas made a motion that the administrative staff proceed with negotiations with NBHS to enter into lease arrangements to house FPHSA's residential facilities through June 30, 2013, at the same rate as that paid to the previous provider; seconded by Mr. Ratcliff.

Roll call vote unanimous; motion carried.

Mr. Myers submitted one contract and one contract revision. Both regarded services are provided through Louisiana Spirit. He explained that both contracts are funded with federal block grant funds and provide crisis counseling related to Hurricane Isaac.

Ms. Deamer made a motion to approve both the contract revision and the new contract; seconded by Ms. Roberts.

Roll call vote unanimous; motion carried.

**Old Business:**

None

**New Business:**

Ms. Watkins submitted Board Policy Number 003-Treatment of Agency Staff, for the board's review and approval.

Members of the board requested that future agency policies be submitted to the board for review on Friday, to allow sufficient time for the 5-day review period.

Mr. Zachary made a motion to adopt Policy Number 003-Treatment of Agency Staff; seconded by Mr. Ratcliff.

Roll call vote unanimous; motion carried.

Ms. Douglas, Ms. Klein, and Ms. Pirosko volunteered to develop and review the job description for board members appointed to the governing board and submit a draft at the next scheduled meeting.

Ms. Douglas made a motion that the board convene in Executive Session to conduct the Executive Director's Annual Performance Review; seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

The next meeting was confirmed to be March 22, 2013 at the FPHSA Administrative office located in Amite.

Mr. Zachary made a motion that the meeting be adjourned; seconded by Ms. Douglas.