

**Florida Parishes Human Services Authority**  
**Governing Board Meeting**  
**January 25, 2013**  
**11236 Hwy 16 W**  
**Amite, LA**

Marty Dean, 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; Marty Dean; Cheryl Klein; Mary Pirosko; Jan Robert; Jeannine Sullivan; 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; Allison Fox, FPHSA Administration; Rachelle Bethel, FPHSA Administration; Rebecca Soley, FPHSA Administration; Varetta Spears, FPHSA Administration; Leanne Truehart, MD, St. Tammany Parish Coroners' Office.

Prayer was recited in unison.

Ms. Klein made a motion to excuse the absence of Ms. Douglas, and Mr. Ratcliff: seconded by Ms. Robert.

Roll call vote unanimous; motion carried.

Ms. Sullivan conducted the swearing in ceremony of the newly appointed board representatives, Ms. Linda Deamer, representing Tangipahoa parish, and Ms. Jan Robert, representing St. Tammany parish.

Ms. Klein, member of the Ad Hoc Nominations Committee, reported that the recommendations of officers for the FPHSA Governing Board for the 2013 calendar year were as follow: Mary Pirosko, Chair; Rubby Douglas, Vice Chair.

Ms. Deamer made a motion that the recommendation of the Ad Hoc Nominations Committee, nominating Ms. Pirosko to serve as Chair of FPHSA governing board for the year 2013 be accepted; seconded by Mr. Zachary.

Roll call vote unanimous; motion carried.

After assuming the duties of the chair, Ms. Pirosko expressed her gratitude to the board members for their confidence in her and thanked Mr. Dean for his outstanding leadership, during his tenure as chair.

Mr. Dean made a motion that the recommendation of the Ad Hoc Nominations Committee, nominating Ms. Douglas to serve as Vice-Chair for the 2013 year of the FPHSA governing board be accepted; seconded by Ms. Robert.

Roll call vote unanimous; motion carried.

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

Roll call vote unanimous; motion carried.

Ms. Pirosko welcomed all in attendance and extended an opportunity to express comments or questions. Members of the audience gave a brief introduction of themselves. Newly appointed board members were introduced; Ms. Linda Deamer, representing Tangipahoa parish, and Ms. Jan Robert, representing St. Tammany Parish, each gave a brief personal introduction.

Ms. Jeannine Sullivan, board representative for Livingston parish announced that her term expired, effective December 31, 2012, and she decided not to accept a reappointment. She expressed her gratitude for the opportunity to serve on the board.

**Executive Director's Report:**

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

- ❖ Mid-year budget reductions. Ms. Watkins reiterated that the administrative staff was notified on December 14, 2012 regarding the mid-year budget reductions, in addition to the elimination of the Early Childhood Supports and Services (ECSS) program. She reported that since the announcement of the closure of the program, the staff has worked collaboratively with the Department of Health and Hospitals (DHH) and Civil Service, as well as staff at ECSS, toward the closure of the program which is effective January 31, 2013. Ms. Watkins clarified that the decision for the statewide closure of the ECSS program was a decision made by DHH, not FPHSA, as a result of loss of funding for the program. She explained the funding sources for the ECSS program. Ms. Watkins explained that the decision to close the program has required a significant amount of additional work, in a short time frame by staff already working with increased workloads.
- ❖ Budget process. Ms. Watkins reported that the fiscal staff continues to be involved with the preparation of the budget request for fiscal year 2013-2014. She said, as mentioned

previously, it is anticipated that the agency will experience budget reductions before the budget process is finalized. She assured the board that staff will continue to explore various ways to consolidate operations and minimize expenditures as cost-saving measures. Ms. Watkins reminded the board that the agency is moving forward to co-locate the Washington Parish Addictive Disorders Clinic (WPADC) with Bogalusa Mental Health Center (BMHC), in an effort to save on lease and operating expenses. WPADC is scheduled to move on January 31, 2013, and the clinic will be closed thru February 1, 2013. They will reopen on Monday, February 4, 2013, at the new location, 619 Willis Avenue, Bogalusa, LA.

- ❖ Consolidation goals. Ms. Watkins informed the board that the administrative staff is working with the landlord at the Pride Drive location in Hammond, regarding the proposed move of Mental Health Administration and Rosenblum Mental Health Center, adult services. She said in addition, FPHSA Executive Administration is scheduled to co-locate at that facility by the end of the year. She reported that administrative staff is working with the Hammond City Bus System to add the Pride Drive site to their bus route, in an effort to enhance access to the facility. She also reported that The Council on Aging "Man Response" transportation service will also pick up throughout Tangipahoa Parish; however, prior arrangements must be made as seating is based upon availability. In addition, a fee of \$9.00 per one-way trip will be assessed.
- ❖ Update on the status of ADU and FTC. Ms. Watkins reported that in regards to Alcohol Drug Unit (ADU) and Fontainebleau Treatment Center (FTC), members of the executive administrative staff met recently with Parish President, Pat Brister, along with key stakeholders. She said that as a result of the meeting, FPHSA staff has been assured that there will be no significant changes in rates for supportive services at ADU and FTC in the immediate future, which is for a 90-day period beginning January 1, 2013. Ms. Watkins reported that the various fiscal and legal staff is in the process of developing a new agreement, which should be forthcoming soon. She said FPHSA has not received official notification in regards to the possible rate changes, to date. Ms. Watkins said that President Brister reiterated that St. Tammany Parish Government would like the various service providers to remain on site at the former Southeast Louisiana Hospital (SELH) campus, currently operated by Meridian Behavioral Health Services/Northlake, if possible. Ms. Watkins reported to the board that as soon as fee rates are confirmed and a proposed agreement regarding the arrangements for ADU and FTC is developed, then the executive administrative staff can make an informed decision about privatization of the services currently provided by ADU and FTC. She said that until a final decision is made, the agency will continue to make every effort to maintain treatment services and operations, while acknowledging the challenges the agency faces to keep the programs operational as a result of staff departures and the uncertain environment.
- ❖ Staff Shortages. Ms. Watkins reiterated that the agency continues to experience staff shortages in outpatient clinics, which impacts staff coverage and operations. She

informed the board that the agency will focus the limited resources on serving the most severe and/or acute clients in need of services, referring out to other appropriate community providers, whenever possible. Ms. Watkins reported that continued efforts are ongoing to fill vacancies as soon as possible to provide clinical services.

Ms. Watkins reported that as a result of the increased need and demand for services in the FPHSA service area, primarily due to the increase in population growth post-Katrina, FPHSA executive administrative staff is scheduled to meet with Magellan on Tuesday, January 29, 2013, to discuss the further development of service providers in this region. She said that FPHSA is a major service provider in the area, and as a community stakeholder the executive staff deemed it vital to meet with Magellan to promote development of the service delivery system and to enhance collaboration and communication within the community.

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

Roll call vote unanimous; motion carried.

**Financial Report:**

Ms. Pirosko deferred to Mr. Myers for the financial report. Mr. Myers submitted the following reports: Monthly Budget Report and Magellan Monthly Targets verses Projected. He outlined the data contained in each report.

Mr. Dean made a motion to accept the Financial Report; seconded by Mr. Zachary.

Roll call vote unanimous; motion carried.

Mr. Myers submitted a contract for Crisis Counseling Program, previously approved by the board, to be amended. He also submitted a previously approved contract with Merritt Hawkins for termination.

Mr. Zachary made a motion to accept the amendment to the contract for Crisis Counseling Program; seconded by Ms. Roberts.

Roll call vote unanimous; motion carried.

Ms. Deamer made a motion to terminate the contract with Merritt Hawkins; seconded by Mr. Dean.

Roll call vote unanimous; motion carried.

**Old Business:**

Ms. Watkins advised the board that she is continuing to work toward the development of a mutual agreement and arrangement with North Oaks Medical Center regarding their request to secure property for their expansion plans.

**New Business:**

Ms. Watkins reminded members of the board that under the Carver Governance Model, which was adopted by the board, they have their own policies. She said that Ms. Jennifer Kopke, Consultant, submitted an outline of board policies as samples for the board to follow. Ms. Kopke recommended a process to gradually accomplish this goal, which would be that the board address a policy monthly.

Ms. Deamer made a motion that the recommended schedule for review of board policies is accepted; seconded by Ms. Roberts.

Roll call vote unanimous; motion carried.

Ms. Pirosko addressed the request of a member of the board to participate via electronic communications. She indicated that at this time it is unclear if members of the FPHSA board are permitted to communicate and participate in this manner.

Ms. Klein made a motion that a research by legal counsel is requested and a legal opinion be obtained to determine the parameters of communications for absent members of the FPHSA Governing Board to participate via electronic communications; seconded by Ms. Deamer.

Roll call vote unanimous; motion carried.

Mr. Dean made a motion that the board convene in Executive Session to discuss the Executive Director's Annual Performance Review; seconded by Mr. Zachary.

Roll call vote unanimous; motion carried.

The meeting reconvened in regular session.

Ms. Pirosko reported that the Executive Director's Annual Performance Review is tabled until the next meeting.

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