

**Florida Parishes Human Services Authority Administrative Office**  
**835 Pride Drive, Suite B**  
**Hammond, LA 70401**  
**Minutes of the Governing Board Meeting**  
**May 27, 2016**

Danielle Keys, Vice Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:50 a.m.

Rebecca Soley conducted a roll call. A quorum was established.

**Attendees**

Governing Board: TaMarlon Carter; David Cressy; Danielle Keys; Mary Pirosko; Ligia Soileau

Absent: Celeste Falconer; Jan Robert; Carol Stafford

**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; Cindy Gutowski, FPHSA/BHS; Janet Gordon, FPHSA/Administration; John Wyble, Brave Heart Louisiana; and Misty Wyble, Teacher

Prayer was offered by Mr. Cressy.

**Consent Agenda**

Ms. Keys 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 Mr. Cressy.

The motion passed unanimously.

**Excused Absence(s)**

Ms. Soileau made a motion to excuse the absences of Ms. Falconer, Ms. Robert, and Ms. Stafford; seconded by Ms. Pirosko.

The motion passed unanimously.

## **Approval of Minutes**

Ms. Pirosko made a motion to adopt the April 22, 2016, meeting minutes as written; seconded by Mr. Cressy.

The motion passed unanimously.

## **Public Input**

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

Ms. Watkins introduced Ms. Janet Gordon, HR Specialist, to the board and indicated that Ms. Gordon would be filling in as the interim HR Director until such time the HR Director position is filled.

## **Executive Director Report**

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

1. Legislative Session Update: FPHSA continues to be involved with requests for information and providing potential impact statements to various budget proposals and scenarios as the legislative session progresses with scenarios for different amounts including budget reductions of 24%, 20%, and 10%. Ms. Watkins attended the Senate Finance Committee hearing on Sunday, May 15<sup>th</sup> and assured the board that the agency will continue to monitor the process. The agency hopes to know more after the session is over. It is anticipated that the Governor will be issuing a call for another special session in an effort to address the projected budget shortfall for next fiscal year, which begins July 1<sup>st</sup>.
2. Legislative Audit: The agency continues to be involved in the audit with the Legislative Auditors and their various requests for information. It is anticipated that the audit report will be finalized in the near future.
3. Bogalusa Clinic Flood Damage: Since the last meeting, the agency was successful in signing the lease for office space on Avenue F in Bogalusa in order to set up a temporary clinic while the original clinic facility is being remediated following the flooding in March. FEMA and ORM are working together with agency staff to assess the extent of the damages, along with their recommendations for repair of the building and replacement of the contents. It is anticipated that it will take several months, if not longer, to return to the clinic.
4. FPHSA Website Development: Since the last meeting, the agency has met with "5 Stones Media, LLC" and recently met with their staff writer in an effort to further develop and shape the FPHSA website. The agency will follow-up with them again the first week in June. The board was polled to determine if they wanted to add board member pictures and a short biography on the new website on the "Board of Directors" page.
5. DHH Monitoring: On April 28<sup>th</sup>, a site visit was conducted by the DHH Monitoring Team regarding the Accountability and Implementation Plan (AIP). It was a day-long monitoring visit and they met with Executive Management, as well as staff from Developmental Disabilities, Addictive Disorders and Mental Health Services. It also involved a separate monitoring team that spent the day at our residential treatment programs, ADU and FTC. It was an extensive site review, which included review of policies and procedures, chart

reviews, interviews with management and direct care staff. The final report has not been released, but anticipate it will be coming soon.

6. C'est Bon Survey: The C'est Bon Survey for the Mandeville Clinic was recently received. A copy of the report card was disseminated to the board.
7. Emergency Preparedness: On May 6th, the agency conducted its annual in-service meeting with staff who are assigned to the Emergency Preparedness Roster and may be required to serve at the Medical Special Needs Shelter (MSNS), if it is opened during the upcoming year. The staff were also exposed to other emergency and disaster related interventions, if needed, such as the Points of Distribution (PODS), Triage Services for Transportation Pick-up Sites, etc.
8. Agency Training: In addition to the MSNS in-service meeting, the agency has been providing training to staff for Crisis Prevention and Supportive Intervention (CPSI), Review of the Intake and Financial Assessment Process, and Review of the ICANotes Episodes Entry Tab for the Data Collection Process. There are extensive staff training requirements in order to meet the accreditation standards for CARF, so additional training will be forthcoming.
9. CARF Survey: The agency received a reminder notification from CARF this week that it will soon be time to re-apply for accreditation and have a site visit, which will occur in January, 2017. The board will be kept apprised of CARF's expectations related to the board and plans as the time nears.
10. St. Helena Parish Board Appointment: FPHSA received notification that Mr. Gary Porter was recently appointed to serve as the FPHSA board representative for St. Helena Parish. Mr. Porter has indicated that he does plan to attend in June.
11. June Board Meeting: The Chair and Vice-Chair will neither be able to attend the next regularly scheduled meeting in June. It may be necessary to change the meeting date, depending on the availability of the board members.
12. Executive Director Job Posting: The Executive Director job posting has been announced on the Civil Service website, the National Council for Behavioral Health website, and in other various job search websites, in addition to being printed in several local newspapers.
13. Board Resolutions: FPHSA requested an updated board resolution in order to update the signature authority with the banking institutions utilized by the Bogalusa Behavioral Health Clinic. Consideration was also requested for the use of escrow funds, if needed, to meet the budget expenditures for this fiscal year, which ends on June 30th. With the budget reductions that have occurred in this fiscal year, along with the challenges and difficulties of billing for services through the five Bayou Health plans, there is a concern of having a significant shortfall at the end of the fiscal year. Rachelle Sibley will be discussing this matter in more detail during the Financial Report.

Rev. Carter recommended that the C'est Bon Survey be shared and indicated that the report was a "newsworthy piece" and would be an opportunity to recognize the Mandeville Clinic Staff for the positive survey results.

Mr. Cressy made a motion that the governing board members have their picture and short biography on the new designed website; seconded by Rev. Carter.

The motion passed unanimously.

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

The motion passed unanimously.

**Financial Report- May 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 April 30, 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 implementation of the five Bayou Health plans.

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. The agency will continue to monitor this as it could change as other bills and amendments go through the legislative process.

**Escrow Funds Request:**

Ms. Sibley submitted a request form to use Escrow Funds as a contingency plan to prevent an overall deficit situation in funding for end-of-the-year expenditures. She explained that the funding is needed to continue operations and service provisions through the end of 2016 fiscal year.

Ms. Pirosko made a motion to approve the request for use of Escrow Funds as documented on the request form; seconded by Mr. Cressy.

Roll call vote unanimous; motion carried.

Rev. Carter made a motion to accept the Financial Report; seconded by Mr. Cressy.

The motion passed unanimously.

**Board Resolution:**

Ms. Sibley submitted a board resolution, requesting authorization to update signature authority at the banking institutions utilized by the Bogalusa Behavioral Health Clinic.

Rev. Carter made a motion approving the board resolution for signature authority change as presented; seconded by Mr. Cressy.

Roll call vote unanimous; motion carried.

### **Strategic Plan Draft**

A draft of the agency's 5-year strategic plan was disseminated to the board for review. Included in the strategic plan was drafted revisions to the agency's current mission and vision statements for the board's consideration.

Ms. Soileau made a motion approving the 5-year strategic plan, as well as the revisions to the mission and vision statements as presented; seconded by Ms. Pirosko.

The motion passed unanimously.

### **Annual Policy Review**

Ms. Watkins presented Policy 015 — Executive Limits- Compensation and Benefits, initially adopted on April 26, 2013, for annual review/consideration.

Ms. Pirosko made a motion to accept Policy 015 — Executive Limits- Compensation and Benefits as written; seconded by Ms. Soileau.

The motion passed unanimously.

### **Strategic Planning**

Rev. Carter made motion that an Executive Session be added to future agendas in order for the Selection Committee to provide a report and to discuss the Executive Director job posting; seconded by Mr. Cressy.

The motion passed unanimously.

### **Fund Development**

Mr. Cressy will prepare an outline to present at the next meeting outlining the foundation's vision, mission, and purpose for the board's review and consideration at the next meeting. It was requested that each board member provide recommendations of board members for the FPHSA Foundation at the next meeting.

Mr. Cressy made a motion requesting that agenda item "Foundation" be added under Strategic Planning; seconded by Rev. Carter.

The motion passed unanimously.

**Confirmation of the next meeting**

It was confirmed that the next meeting date of the FPHSA Governing Board is Tuesday, June 21, 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,

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Rebecca Soley, Secretary

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Date

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Melanie Watkins, Executive Director

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Date

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Danielle Keys, Board Vice Chair

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Date