

Florida Parishes Human Services Authority
Governing Board Meeting
September 26, 2014
835 Pride Drive, Suite B
Hammond, LA 70401
9:30 A.M. – 12:00 P.M.

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: David Cressy; Linda Deamer-Hart; Mary Pirosko; Jan Robert; Ligia Soileau; Thomas Zachary, Jr.

Absent: Rubby Douglas; Cheryl Klein; Edward Ratcliff

FPHSA Staff / Guests: Melanie Watkins, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Tina B. Linder, HR Director; Dr. Schoener LaPrairie, MHS; Dr. Tra Ladner, MHS; Janise Monetta, DDS; Sue Hutti, ADS; Trent Myers, Administrative Director; Rebecca Soley, FPHSA Admin; Varetta Spears, FPHSA Admin.

Prayer was offered by Ms. Deamer-Hart.

Excused Absences:

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

Roll call vote unanimous; motion carried.

Review/Approval of Minutes:

Ms. Deamer-Hart made a motion to accept the minutes of the previous meeting as presented; seconded by Mr. Cressy.

Voting yes: Mr. Cressy; Ms. Deamer-Hart; Ms. Pirosko; Ms. Robert; Mr. Zachary, Abstained: Ms. Soileau; Motion carried.

Questions and Comments from the audience:

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

Executive Director's Report:

A preliminary copy of the Executive Director's Report was submitted to the board electronically prior to the meeting for review. Melanie Watkins submitted a formal copy of the Executive

Director's Report for September to members of the governing board. She outlined the content which included:

1. Update on "Same Day/Next Day Access". Ms. Watkins reported that staff are continuing to actively plan toward the implementation of the Same Day/Next Day Access model at the Mandeville clinic location in St. Tammany Parish. She said that they have been involved in ongoing meetings within the agency to assess the status of the agency's needs and readiness for implementation. She said that the staff continues to work on staffing issues, case assignments, and physical plant facility issues. Ms. Watkins said that some staff are changing offices for better workflow and operations, and some staff are being relocated to the Slidell clinic, which will enhance access for individuals served who reside in the Slidell area. She reported that FPHSA staff has ongoing consultation via telephone with the staff from the National Council for Behavioral Health and Louisiana Public Health Institute (LPHI). Ms. Watkins said that it is anticipated that the consultant will be returning in November to work with FPHSA staff as the agency moves forward. She said that this is a significant change in operations and a culture shift for the staff, as well as the individuals served; therefore, it is anticipated that some challenges may arise as the agency advances with this endeavor. Ms. Watkins reiterated that the point of entry or access for services for new applicants seeking services in St. Tammany Parish will be only at the Mandeville clinic as more staff is assigned to that location. She said as mentioned previously, there are various work group committee meetings occurring regarding the further development of the recommendations by the National Council consultants, which is a work in progress. Ms. Watkins said that through these various work group committees the agency hopes to improve and strengthen the working relationships with the community partners toward the goal and end result of an enhanced and coordinated service delivery system.
2. Update on the contract with Louisiana Department of Health and Hospitals (DHH). Ms. Watkins reported that as previously discussed, FPHSA staff continues to work diligently with DHH and the other districts and authorities to finalize the contract between DHH and the local governance entities. She said the agency received a draft version with the recommended revisions on September 24, 2014. The document was hand delivered to the agency's legal counsel for review. Ms. Watkins said that FPHSA staff continues to work toward finalizing this document, in conjunction with the other districts/authorities, at the Human Services Interagency Council (HSIC) meetings.
3. Update on the IT domain migration. Ms. Watkins reported that Mr. Myers and the IT staff are continuing to work toward the IT domain migration from DHH and Division of Administration (DOA). Ms. Watkins said that staff are continuing to explore other possible electronic health records as viable alternatives to Clinical Advisor (CA). She said they hope to make a selection soon, which could possibly be within the next few weeks. Ms. Watkins said the FPHSA staff will be working with

- the Louisiana Healthcare Quality Forum to pursue meaningful use and supplemental funding for implementation of the new electronic record.
4. Update on the Legislative Auditor. Ms. Watkins reported that the Legislative Auditor met with FPHSA's key staff and FPHSA Board Chair on September 23, 2014 for an exit interview related to the agency's legislative audit. Ms. Watkins said the official report will be issued at a later date; however, she was pleased to report that there were no significant findings for FPHSA. Ms. Watkins said as soon as the official report is received, a copy will be provided for the board.
 5. Ms. Watkins reported that FPHSA recently conducted an electronic survey on the agency's website, regarding the agency's status related to Cultural Competence. She was pleased to announce that the response was fairly good with a total of 337 participants. She gave a synopsis of the results, which included, 326 survey participants indicated that they would recommend others to receive services from FPHSA. Ms. Watkins explained that participation was voluntary. Of the total participants, 275 were individuals served by the agency, 60 were staff, and 2 were other community stakeholders.
 6. Ms. Watkins reported that on September 17, 2014, she and Dr. LaPrairie were invited to attend the Judge's Meeting for the 22nd Judicial District, which covers both Washington and St. Tammany parishes. She said that they provided an overview of FPHSA's proposed plans for the implementation of the Same Day, Next Day Access model. She said that the group seemed to be very receptive of the upcoming changes.
 7. Update on the budget for Fiscal Year (FY) 2015-16. Ms. Watkins reported that the fiscal staff prepared the budget request for FY 2015-16 and submitted it to DHH by the deadline, which was September 19, 2014. She said a conference call was held with DHH on September 25, 2014, to discuss the budget request in more detail. Ms. Watkins said that Ms. Sibley, CFO, will discuss the budget in detail during the fiscal report.
 8. Ms. Watkins said that FPHSA recently applied to be an approved site through National Health Service Corps (NHSC)/Health Resources and Services Administration (HRSA). She reported that the agency received notification that the Mandeville site has been approved to participate in the program.
 9. Update on performance adjustments (merit pay raises). Ms. Watkins reported that after much deliberation, the decision was made to grant performance adjustments for this fiscal year for staff that received performance evaluation ratings of satisfactory or above. She said that it has been four years since FPHSA staff received pay raises due to budget cuts and fiscal constraints. Ms. Watkins said that it is necessary and warranted to grant the pay increase this year. The effective date of the performance adjustments will be October 1, 2014.

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

Roll call vote unanimous; motion carried.

Committee Reports:

Financial Report:

Ms. Sibley, CFO, provided an update on FPHSA's final fiscal year 2014 finance reports. She explained that the final fiscal year-end reports are not made available to the agency until September or October due to the close of the fiscal year, which occurs mid-August. She explained that this allows time for the Office of Statewide Reporting and Accounting Policy (OSRAP) and the State Treasury Office (STO) to reconcile the financial records. She provided information on the current fiscal year, 2015. She explained that FPHSA does not typically complete the first official budget analysis for the fiscal year until the end of the first quarter. She said this allows time for a better baseline to be established for projecting future revenue and expenditures. She reiterated that the fiscal department reviews and monitors collections and expenditures during this time. Ms. Sibley provided information on the upcoming fiscal year, 2015-16. She explained that the fiscal staff is currently working on the budget request for FY 2015-16 that is due to DHH on October 13, 2014. She reported that FPHSA is requesting 11.2% budget increase for Fiscal Year 2015-16. Ms. Sibley submitted the following reports: Magellan Monthly Targets versus Projected and the Budget Request Summary for FY 2015-16. She explained the data contained in each report.

Ms. Deamer-Hart made a motion to accept the Financial Report for the month of September; seconded by Ms. Soileau.

Roll call vote unanimous; motion carried.

Old Business:

Policy No.: 160 – Use of Escrow Funds:

Ms. Watkins submitted Policy No.: 160 – Use of Escrow Funds, previously revised and approved by the board on May 23, 2014. She requested that the board review and adopt the following change on page 2, final paragraph: Administrative Director to Chief Financial Officer.

Mr. Cressy made a motion to accept the revisions as submitted to Policy No.:160 – Use of Escrow Funds; seconded by Ms. Deamer-Hart.

Roll call vote unanimous; motion carried.

Policy No.: 050 – Executive Director Evaluation:

The Board initially adopted Policy No.: 050-Executive Director Evaluation on May 8, 2008 and approved revisions to the policy on September 27, 2013. Ms. Watkins presented the policy to the board for annual review/consideration.

Mr. Cressy made a motion to accept Policy No.: 050-Executive Director Evaluation as presented with no revisions noted; seconded by Mr. Zachary.

Roll call unanimous; motion carried.

New Business:

Executive Session:

Ms. Robert made a motion that the FPHSA Board enter into Executive Session to discuss a correspondence addressed to members of the board and the Executive Director's Performance Evaluation; seconded by Ms. Deamer-Hart.

Roll call vote unanimous; motion carried.

The FPHSA Board reconvened in regular session.

Procedure No.: 050.1 – Executive Director Performance Evaluation:

Procedure No.: 050.1 – Executive Director Performance Evaluation was approved by the board on September 27, 2013. Ms. Watkins presented the procedure to the board for annual review.

Ms. Deamer-Hart made a motion to accept Procedure No.: 050.1-Executive Director Evaluation as presented with no revisions noted; seconded by Ms. Soileau.

Voting Yes: Mr. Cressy; Ms. Deamer-Hart; Ms. Pirosko; Ms. Soileau; Mr. Zachary, not present for the vote: Ms. Robert; motion carried.

Board Correspondence:

Mr. Cressy made a motion that a letter be sent in response to the correspondence addressed to the board; seconded by Ms. Deamer-Hart.

Voting Yes: Mr. Cressy; Ms. Deamer-Hart; Ms. Pirosko; Ms. Soileau; Mr. Zachary, not present for the vote: Ms. Robert; motion carried.

Mr. Cressy made a motion that the original contract with Louisiana Association of Nonprofit Organization (LANO) be extended to provide a facilitator to assist the FPHSA Board in formulating a Strategic Plan; seconded by Ms. Deamer-Hart.

Voting Yes: Mr. Cressy; Ms. Deamer-Hart; Ms. Pirosko; Ms. Soileau; Mr. Zachary, not present for the vote: Ms. Robert; motion carried.

Confirmation of the next meeting

The next meeting was confirmed to be October 24, 2014.

Mr. Cressy made a motion to adjourn; seconded by Ms. Deamer-Hart.

Voting Yes: Mr. Cressy; Ms. Deamer-Hart; Ms. Pirosko; Ms. Soileau; Mr. Zachary, not present for the vote: Ms. Robert; motion carried. Meeting adjourned.