

**Florida Parishes Human Services Authority
Governing Board Meeting
May 31, 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:

Present: Linda Deamer; Marty Dean; Rubby Douglas; Cheryl Klein; Mary Pirosko; Edward Ratcliff; Ligia Soileau; Thomas Zachary, Jr.

Absent: Jan Robert

FPHSA Staff / Guest: Melanie Watkins, Executive Director; Trent Myers, Administrative Director; Sue Hutti, FPHSA ADS; Rebecca Soley, FPHSA Administration; Rachelle Bethel, FPHSA Administration; Varetta Spears, FPHSA Administration; Leanne Truehart, M.D., St. Tammany Parish Coroner's Office

Prayer was offered by Mr. Ratcliff.

Mr. J. Lynn Ponder, Attorney, conducted the swearing-in ceremony of the newly-appointed board representative, Ms. Ligia Soileau, representing Livingston parish.

Ms. Pirosko welcomed the newly-appointed board member, Ms. Soileau, who gave a brief personal introduction.

Ms. Douglas made a motion to excuse the absence of Ms. Robert; seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

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

Voting yes: Ms. Deamer; Ms. Klein; Ms. Pirosko; Mr. Zachary; abstained: Ms. Douglas; Ms. Soileau; 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 May to members of the governing board. She outlined the content which included:

- ❖ An announcement that the final furlough day was May 27, for this fiscal year, which was the Memorial Day holiday.
- ❖ A legislative session update. Ms. Watkins reported that the legislative session is scheduled to close June 6, 2013. She said that, while attending the Senate Finance Committee meeting, which was held on May 17, 2013, it was unclear how the Senate was going to address the fiscal year 2014 budget changes made in the House. Ms. Watkins reported that the House recommended the following: vacant positions funded with State General Funds remain vacant; a reduction in contracts; and no out of state travel, in addition to the decrease in funding to agencies. Ms. Watkins said FPHSA's executive staff will continue to monitor several bills as they move through the legislative process and will keep the board apprised of any significant developments.
- ❖ A report that FPHSA's Mental Health Administration and Pharmacy moved to their new location on Pride Drive in Hammond on April 29, 2013. She said Rosenblum Mental Health Clinic /Adult Services are scheduled to relocate by August 28, 2013, and Executive Administration will move in December 2013 to the Pride Drive location. Ms. Watkins reported that flyers have been issued regarding the Rosenblum Mental Health Clinic/Adult Services move to allow advance notification for clients and the general public of the upcoming change in location. She said additional notices will be provided through the local newspaper as the move date approaches.
- ❖ A report that the agency's Civil Service audit was conducted on May 22-23, 2013. She said that the Human Resources staff worked diligently in preparation for the audit. Ms. Watkins reported that the formal report has not been received from Civil Service; however, based on the exit interview, it appears the audit was successful.
- ❖ An update regarding the Legislative Auditor's office audit related to Magellan, the implementation of Clinical Advisor, and billing issues service providers are experiencing. She said the audit was rather extensive and appeared to have been completed last week. Ms. Watkins said that the agency has not yet received a copy of the auditor's findings and recommendations. She said that the report will be shared when it is received.
- ❖ An overview of the C'est Bon Survey for Rosenblum Mental Health Center. She said the survey was conducted by consumers, who are trained to conduct the survey and interviews in the clinics for adult services. She added that La Fete' is a survey conducted by parents/family members for children's services. She reported that the agency has not received a La Fete' survey, to date. Ms. Watkins submitted copies of the C'est Bon survey to each member of the board.

- ❖ An announcement that on May 30, 2013, FPHSA, along with community partners, such as Department of Health and Hospitals (DHH) / Office of Public Health (OPH); Lallie Kemp; Southeastern Louisiana University (SELU), etc., participated in a day-long training in preparation for the upcoming hurricane season, which begins June 1, 2013. She said the training was held at the Red Cross Facility in Covington. Ms. Watkins reported that the agency will conduct internal agency training on June 12, 2013. She explained that the agency training is tailored so that staff will know what to expect when working in a Medical Special Needs Shelter, as well as have the opportunity to meet the other members of their teams prior to an event.
- ❖ An update on ADU/FTC. Ms. Watkins reported that staff has been tweaking the draft Request for Proposal (RFP), which is scheduled for release on Tuesday, June 4, 2013. She reported that there were recent changes in the technical requirements for RFPs. Ms. Watkins reported that all issues had been resolved and the agency was ready to publish the RFP.

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

Roll call vote unanimous; motion carried.

Financial Report:

Mr. Myers submitted the Monthly Budget Report for month ending April 30, 2013. He explained the details of the data contained in the report. Mr. Myers provided the following information to the board for the current fiscal year: overview of FPHSA's sources of revenue; budgeted expenditures; expenditure allocation by service area, as well as comparisons of budgeted revenue to projected revenue and projected expenditures to projected revenue. Mr. Myers reiterated to the board that the agency is facing a significant funding shortfall this fiscal year. He said, as discussed previously, the major contributing factor to the deficit is that the agency must adjust from a state health-care model to a managed-care behavioral health care model. Mr. Myers added, in spite of the deficit the agency faces, numerous reorganization methods have been implemented throughout the year to off-set the shortfall. He said the Executive Management Team (EMT) is working to improve workflow and find avenues to increase the amount of direct-care time with clients. In addition, the IT staff is working one-on-one with staff to target specific data errors and to help staff avoid common problems. He indicated that with these practices in place, it is anticipated that the projected revenue may increase slightly prior to fiscal year end.

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

Roll call vote unanimous; motion carried.

Ms. Douglas mentioned the possibility of paper claims processing for billing through Clinical Advisor (CA). She suggested that the administrative staff review related information on the Magellan website for clarification of billing for services.

Strategic Planning Committee:

Ms. Douglas distributed copies of documents developed by the Strategic Planning Committee to the board. She reviewed the information and explained how the Strategic Plan relates to the Executive Director's performance expectations. She indicated that the Executive Director will submit periodic reports to the board of the progress or obstacles faced in implementing the goals outlined in the Strategic Plan. Ms. Douglas submitted the Strategic plan to the board for ratification, as revised and discussed, for approval.

Ms. Deamer made a motion to approve the "Ends Policy: Strategic Plan Initiatives" as the Strategic Plan; seconded by Mr. Ratcliff.

Roll call vote unanimous; motion carried.

Dr. Leanne Truehart thanked the staff for sharing the recent survey of RMHC. She encouraged the board to meet in different locations to promote collaboration between FPHSA and parish leaders.

Ms. Pirosko expressed gratitude to Dr. Truehart for her input.

Old Business:

Escrow Funds:

Mr. Myers requested the board's approval to amend the maximum amount previously approved by the board on April 26, 2013 to be used from the agency's escrow account to fund agency operations through the end of the fiscal year 2013 in light of the projected revenue shortfall.

Ms. Douglas made a motion to accept the changes outlined in the resolution "Approval of the Use of Escrow Funds", dated the 31st date of May, 2013; seconded by Ms. Klein. The approved document was signed by Ms. Pirosko, Chair and witnessed by board members Ms. Douglas and Ms. Soileau.

Policy Issuance

The board requested that the number of attachments related to policies sent electronically be limited to 3 at a time.

Presentation of Executive Director Evaluation Draft

No action taken.

Update of Commission on Accreditation of Rehabilitation Facilities (CARF)

Ms. Watkins reported that collaboration with the liaison at CARF is ongoing. She reported that clarification from both Magellan and DHH/Office of Behavioral Health (OBH) confirmed that the eighteen-month timeline started when the contract with Magellan was officially executed, which was September 2013. Ms. Watkins reported that the goal date for CARF accreditation is January 2014.

Request for Proposal (RFP) ADU/FTC

Ms. Watkins submitted the ADU/FTC Privatization Timeline to the board. She gave a brief outline of the details contained on the timeline. A confidentiality statement related to the RFP of ADU/FTC was submitted to the members of the board for their signatures.

New Business:

Lease Renewal – Denham Springs Site:

Mr. Myers requested the board's approval to enter into a 5-year lease agreement at a ten-percent increase for the current location of the FPHSA Denham Springs Clinic.

Ms. Deamer made a motion that staff enter into agreement for a 5-year lease for the FPHSA Denham Springs Clinic operation; seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

Board Policy:

Ms. Watkins submitted Board Policy Number 010: Executive Limits – Emergency Executive Director Succession for the board's review and approval.

The board concluded to defer further discussion of the policy until the next board meeting. Ms. Pirosko appointed an Ad Hoc Succession Committee to make revisions to the policy and submit to the board for review. The following members were named to serve on the committee: Ms. Douglas; Ms. Deamer; Ms. Klein; Ms. Soileau.

The next meeting was confirmed to be June 28, 2013, at the FPHSA Administrative Office located in Amite.

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

Meeting Adjourned.