

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401

Minutes of the Governing Board Meeting
July 26, 2019

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:30 a.m.

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

Attendees

Governing Board: David Cressy; Liz Gary; Danielle Keys; Timothy Lentz; Genesa Garofalo Metcalf, M.D; Cheryl Smith; and Carol Stafford

Absent: Mona Pellichino and Gary Porter

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, Chief Operating Officer; Rebecca Soley, FPHSA/Administration; Schoener LaPrairie, M.D, FPHSA/Medical Director; Janise Monetta, FPHSA/Developmental Disabilities Services; and Sue Bush, FPHSA/Fiscal.

Prayer was offered by Mr. Lentz.

Agenda/Consent Agenda

Dr. Metcalf extended an offer for additional agenda items or revisions to the agenda.

Mr. Cressy made a motion revising the agenda to add "Bogalusa Lease Approval" to the agenda; seconded by Ms. Smith.

The motion passed unanimously.

Ms. Keys made a motion adopting the agenda as revised; seconded by Ms. Smith.

The motion passed unanimously.

Excused Absences

Ms. Stafford made a motion to excuse the absences of Ms. Pellichino and Rev. Porter; seconded by Ms. Smith.

The motion passed unanimously.

Approval of Minutes

Ms. Keys made a motion to adopt the June 21, 2019, meeting minutes as written; seconded by Ms. Smith.

The motion passed unanimously.

Public Input

Dr. Metcalf welcomed all in attendance and extended an opportunity for public input.

Ms. Sibley introduced Sue Bush, FPHSA's new Fiscal Manager.

Executive Director Report

Mr. Kramer submitted a copy of the Executive Director's Report for June to members of the governing board. He outlined the content which included:

1. **CBT Training:** Last month trainers from the Beck Institute came in for three days to do a training on Cognitive Behavioral Therapy for Depression and Suicidality. This is a very level type of training that will make a massive difference in the ability of our staff members to be able to treat individuals at risk for suicide with best practice treatment. This training is part of our Zero Suicide initiative and represents one more way that we are equipping our agency to improve outcomes around suicide among the individuals that we treat.
2. **Employment Fair for Individuals with Disabilities Update:** FPHSA conducted its second job fair for individuals with disabilities, this time in Livingston Parish. This event was, again, well attended by the public with 25 employers participating. The Livingston Parish news was there to do some press on our efforts and we received positive feedback from several attendees as we continue to try and improve employment opportunities for individuals with disabilities in our region.
3. **EHR Update:** We have received a proposal that we will likely be accepting after some negotiation for a project manager to lead out implementation of a new electronic health record. The scope of work will involve helping identify the best solution for our needs as well as managing our implementation process with the whole endeavor likely to last several months. With a new record we expect to see improvements in data compliance, reporting, and billing. In addition, the current record is not ideal for managing our primary care services or required FQHC federal reporting. It is expected that a new record will improve many aspects of our clinical services interactions as well as the current record is very slow and does not offer the functionality needed to best serve our clients.
4. **Exceptional Performance Ratings:** Earlier this month we submitted a policy update for approval to the Department of State Civil Service that would allow for a small annual payment of up to 3% of annual salary for employees who receive an exceptional rating on their annual performance evaluations. Each year the appointing authority has the option to approve a lump sum payment for all eligible employees or not based on budget conditions and other relevant factors. I asked Human Resources to submit this policy update in accordance with the Civil Service rules so that we would have this option available to reward our exceptional employees when budget allows.
5. **FQHC Update:** We continue to work on our processes for our addition of primary care services and transition to FQHC status at the Hammond site. A person has been identified to manage quality assurance processes and should start next week pending Civil Service approval. She has extensive background in quality assurance in healthcare and specifically in FQHCs for the past several years and will be integral in establishing policies compliant with HRSA requirements. Additionally, we interviewed a potential CEO or COO for the FQHC this week who has been

operating FQHC programs for over 12 years in the area and has vast knowledge of the requirements as well as how to best take advantage of grants and other opportunities available to FQHC organizations.

6. **Primary Care Services Update:** The final plumbing and maintenance work needed for our primary care clinics should be completed next week and we will be able to begin providing our first primary care services. It is expected that we will start slowly and only providing primary care to current clients as we work out the kinks of a new system as we expand to offer primary care services to anyone interested as a part of the FQHC or FQHC look alike.
7. **CARF Accreditation:** Our three-year CARF accreditation is coming to an end at the end of 2019 and our application for a new certification survey was submitted last week. We should be hearing back from CARF soon about scheduling our re-accreditation survey which we expect to be in January at the latest. All of our policies and procedures have been established to be in compliance with CARF requirements so it is expected that we will not have any major concerns going into this process.
8. **LDH Visit:** Dr. Gee, Secretary of LDH, will be visiting our Hammond location on August 16th at a time yet to be determined to tour the clinic and hear about the work we are doing. We will take the opportunity to discuss our expansion into primary care and pursuance of FQHC status which is something that we have been informed that she is very much in favor of. We look forward to showing off the good work that we are doing in our area on her visit.
9. **Developmental Disabilities Services Information:** Mr. Kramer provided some developmental disabilities services data for April, May, and June 2019 on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including Referrals, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF and the number on the waiting list; and Waiver Information including those receiving Waiver Services and the number on the waiting list.
10. **Behavioral Health Services Information:** Mr. Kramer provided the number of persons served and services provided for the following: Bogalusa Behavioral Health Clinic; Denham Springs Behavioral Health Clinic; Mandeville Behavioral Health Clinic; Rosenblum Behavioral Health Clinic; Slidell Behavioral Health Clinic; Outreach Services in Franklinton, Greensburg, and Kentwood; and Home and Community Based Services, as well as the number serviced through Residential Treatment Services for April, May, and June 2019.
11. **Fiscal Year 2019 Developmental Disabilities Services One-Time Funding:** Mr. Kramer presented a report reflecting the \$233,880 in additional one-time funding for FY19 and a recap of the 231 services provided with this funding.

Ms. Keys made a motion to accept the Executive Director's report as presented; seconded by Ms. Smith.

The motion passed unanimously.

Financial Report- July 2019:

Ms. Sibley presented the Financial Report for July 2019 as follows:

Fiscal Year 2019 (July 1, 2018 – June 30, 2019)

Ms. Sibley indicated that the Fiscal staff have been working diligently to get all invoices paid for good and services received prior to June 30th as well as all receivables and revenue appropriately documented to ensure the closeout of FY19 is as clean and smooth as possible.

Final FY19 finance reports are not usually available until September/October board meeting due to the close of the fiscal year not occurring until mid to late August, allowing time for the Office of Statewide Reporting and Accounting Policy (OSRAP) and the State Treasury Office (STO) to finalize all accounting.

Fiscal Year 2020 (July 1, 2019 – June 30, 2020)

Ms. Sibley gave an update regarding the appropriated budget for FY2020 which represented an overall increase by approximately 5.75% as compared to the agency's FY19 budget. The increase included a 10% increase in State General Funds to fund positions, operating, and other statewide cost (market rate adjustments, increases in related benefits cost, etc.)

Ms. Sibley disseminated a detailed Budget Comparison for FY2019 and FY2020.

Mr. Cressy made a motion to accept the financial report as presented; seconded by Mr. Lentz.

The motion passed unanimously.

Board Business

Bogalusa Behavioral Health Clinic Lease Approval

Mr. Kramer requested the board's consideration to extend the current Bogalusa Behavioral Health Clinic's lease for another 6 months while FPHSA pursues and locates a new permanent space/location. He reminded the board that ORM is directly paying the rent to lease this location.

Ms. Stafford made a motion approving the lease extension as presented; seconded by Ms. Smith.

The motion passed unanimously.

Purchase Request Approval for Narcan

Mr. Kramer requested the board's consideration for a Narcan purchase that is over \$25,000 per FPHSA policy.

Mr. Lentz made a motion approving the purchase request as presented; seconded by Ms. Gary.

The motion passed unanimously.

Bank Authorization

Ms. Sibley presented three bank authorizations/ resolutions reflecting necessary staff authorization changes on the bank accounts for FPHSA Fontainebleau Treatment Center (FTC); FPHSA Alcohol and Drug Unit (ADU); FPHSA Denham Springs Behavioral Health.

Mr. Cressy made a motion approving the banking authorization changes as presented; seconded by Ms. Smith.

The motion passed unanimously.

Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, August 23, 2019, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

Adjournment

Mr. Lentz made a motion to adjourn the meeting; seconded by Ms. Smith.

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary

8.23.19

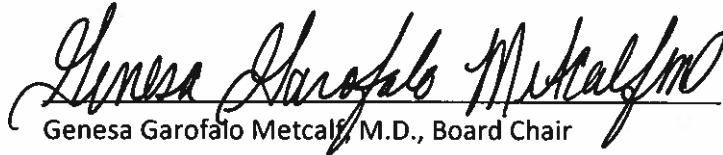
Date



Richard J. Kramer, Executive Director

8-23-19

Date



Genesa Garofalo Metcalfe, M.D., Board Chair

8/23/19

Date