

**Florida Parishes Human Services Authority Administrative Office**  
**Minutes of the Online Governing Board Meeting**  
**July 24, 2020**

\*\* In Light of the spread of COVID-19, Governor John Bel Edwards issued Proclamation Number JBE 2020-30 on March 16, 2020 that provided for all state agencies, boards, and commissions, and local political subdivisions of the state to allow attendance at essential governmental meetings via teleconference or video conference during the pendency of this emergency. \*\*

(Source: <https://www.ag.state.la.us/Files/Article/9743/Documents/AmendedOpenMeetingsGuidance.pdf>)

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Online 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; Mona Pellichino; Gary Porter; Cheryl Smith; and Carol Stafford

Absent: Danielle Keys

**FPHSA Staff/ Guest:** Richard Kramer, Executive Director; Rachele Sibley, Chief Operating Officer; Rebecca Soley, FPHSA/Executive Administration

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 to adopt the agenda as presented; seconded by Mr. Lentz.

The motion passed unanimously.

**Approval of Minutes**

Mr. Cressy made a motion adopting the June 26, 2020 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. Gary shared a public comment on behalf of a client. The client shared that they receive services from Denham Springs Behavioral Health and reported that the staff was very helpful and nice.

### **Executive Director Report**

Mr. Kramer presented the Executive Director's Report for June to members of the governing board. He outlined the following:

1. **Legislative Audit Update** – The corrective actions mentioned in last month's report have been implemented and I am confident that we will not see a recurrence of either of those issues.
2. **COVID-19 Updates**: Since our last meeting the Covid situation has turned back in the negative direction with further requirements implemented by the Governor in light of continued growth of the numbers of cases. We will remain in the same mode which has been, overall, effective throughout the pandemic.
3. **Budget Update**: We finally have an official budget after the special session and the Governor's approval. The new budget total is the same as it was before the pandemic hit but much of our state general fund has been replaced by CARES Act funding. Of note, a portion of our state general fund was replaced with self generated dollars. This will mean that the amount of overcollections that might be available to fund any deficits or new projects will be impacted if we cannot continue to grow our revenue to offset some of it. We are still working through our projections for this year but expect that we will be starting off with a deficit projection of at least that amount based on what we expect to need to fund throughout the year. Since we do expect some growth in our revenue and do have access to the escrow dollars it is my position that we continue to move forward with our priorities as we know that we can cover any shortfall at the moment.
4. **Primary Care Services Update**: We have identified a new primary care provider and will be contracting with her soon. Due to the ongoing Covid issues our primary care services will be operating on a limited basis so she will be brought on only for the hours as needed and will expand her hours as needs increase. This will allow us to still be able to meet the primary care needs of our clients which cannot be served in any other way during the pandemic but not have excess capacity costing us for time we don't need.
5. **DDS Contracts**: The Developmental Disabilities staff is processing the new year's flexible support and family support contracts. The priorities have been the flex contracts and the family support contracts that are time sensitive while those that provide a benefit that might be used later will be processed later. We had a late start in getting some of them out and LCS is having issues processing all of the contracts across the state so the first month's payment is likely to be delayed for many people but our staff and LCS are working to get things moving as fast as possible.

6. New Crisis Counseling Program: We are in the process of implementing a crisis counseling program funded through an emergency grant through LDH. This program is similar to the Louisiana Spirit program that was implemented in our region following the floods of 2016. It provides help with crisis and psychological counseling as well as resource linkage for those who have been impacted by the Covid situation.
7. Bogalusa BHC Update: The lease for the new Bogalusa clinic has been signed and sent to the landlord. Construction on that site should begin within the next weeks and should last 60-90 days which would allow us to move in before the end of the calendar year. This project has been delayed for many reasons and it will be a very welcome change to be in the new setting for both our clients and staff.
8. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for April, May, and June 2020 on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including referrals, new referrals, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF; the number on the waiting list; denials; and Waiver Information including those receiving Waiver Services, pending waiver services, waiver recipients admitted to institutions; and the number of SUN referrals submitted to State Office.
9. 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 2020.

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

The motion passed unanimously.

#### **Financial Report- July 2020:**

Ms. Sibley presented the Financial Report for July 2020 as follows:

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

The Fiscal Department has been working diligently to get all invoices in and paid for goods received and services rendered prior to June 30th as well as all other financial information documented as required to ensure the proper closeout of FY 2020.

Projections through this week are showing an overall deficit. As of today, we have not yet had to pull any funding from escrow to cover the projected deficit. We will be working hard over the next

couple of weeks to ensure all invoices for goods received and services rendered in FY 20 are paid by the fiscal year closeout in early August.

**Fiscal Year 2021 (July 1, 2020 through June 30, 2021)**

FPHSA's received its appropriated FY 2021 budget. It represented an overall increase in our budget allocation compared to the agency's FY 2020 final budget. This increase does not fully cover all increases in statewide costs (market adjustments; retirement and group insurance rates) for FY 2021; therefore, FPHSA is having to absorb increased statewide costs.

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

The motion passed unanimously.

**Confirmation of the next meeting**

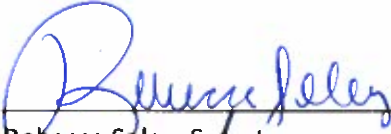
It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, August 28, 2020 at 9:30 a.m. FPHSA will closely monitor the COVID-19 situation and determine whether the meeting can safely be held in person or via teleconference. Details will be emailed and posted in a timely manner as more information is made available.

**Adjournment**

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

The meeting was adjourned at 10:27 a.m.

Respectfully Submitted,



Rebecca Soley, Secretary

9/25/20

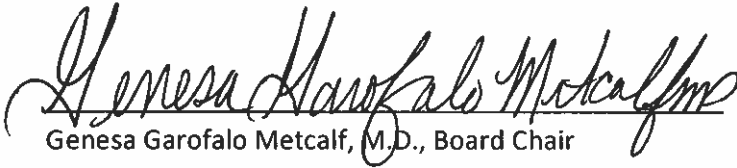
Date



Richard J. Kramer, Executive Director

12-4-20

Date



Genesa Garofalo Metcalf, M.D., Board Chair

11/27/20

Date