

Parishes Human Services Authority
Minutes of the FPHSA Governing Board Meeting
835 Pride Drive, Suite B, Hammond, LA 70401
April 28, 2023

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:48 a.m.

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

Attendees

Governing Board: Timothy Lentz; Genesa Garofalo Metcalf, M.D; David Duplantier; Mona Pellichino; and Gary Porter

Absent: Liz Gary; Danielle Keys; and Carol Stafford

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

Prayer was offered by Rev. Porter.

Agenda/Consent Agenda

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

Mr. Lentz made a motion adopting the agenda as presented; seconded by Ms. Pellichino.

The motion passed unanimously.

Excused Absences

Rev. Porter made a motion excusing the absences of Ms. Gary, Ms. Keys, and Ms. Stafford; seconded by Mr. Lentz.

The motion passed unanimously.

Approval of Minutes

Mr. Lentz made a motion adopting the February 24, 2023 minutes as written; seconded by Rev. Porter.

The motion passed unanimously.

Public Input

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

Executive Director Report

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

1. **CARF Survey Update** – The last time this board met we were completing our CARF survey on that same day. Since that time we have received our final accreditation report which, as expected, resulted in a full three year accreditation. As with any survey or audit, some opportunities to improve (most related to the new HER implantation that were already being worked on) were indicated and we are currently working on corrective action plans for those items.
2. **Collegiate Recovery** – LDH recently approached us to ask that we participate in a program with Southeast Louisiana University to support campus recovery programs across the state. Through this collaboration, FPHSA will contract with SLU who will work with universities and LGEs in other regions to stand up recovery programs for college students. LDH approached FPHSA to partner in this project because of our reputation and the great work that our prevention department is known for.
3. **Mobile Unit** – The long-awaited mobile unit has finally arrived as of yesterday. It still needs some minor modifications and, possibly, some licensing approvals before it can be put to use for providing services in the community but the biggest hurdle is completed and it is now on site.
4. **Certified Community Behavioral Health Clinics** – The Substance Abuse and Mental Health Services Administration recently announced a new grant opportunity for behavioral health providers that meet the criteria to become Certified Community Behavioral Health Clinics. This grant would provide up to \$4m over the next four years to improve and support services in our region. We will be meeting with a consultant this afternoon whose specialties include preparing and managing grants such as these and we are hopeful that we will have a strong chance for receiving this award.
5. **State Employee Recognition Week** – May 7, 2023 begins State Employee Appreciation Week. The Leadership Team and I will be travelling to each location to meet with staff and give them certificates for their years of service along with some small tokens of gratitude. Over the past year, our employees have managed through a new EHR implementation, staffing shortages, and ever-increasing needs of those we serve and, without their dedication and hard work, we wouldn't be able provide the services we do every day.
6. **Strategic Planning** – On May 11, 2023 the Leadership Team will spend the day working on strategic planning. As the demands on our agency, the resources available to it, and the best practices and reimbursement for services continues to change rapidly, it is time for a new strategic plan to be developed to ensure that we are in a position to be successful in carrying out our mission as we move forward. Once this plan is developed by the leadership team, I will present it to the board in a future meeting for input and collaboration before implementing it.
7. **Developmental Disabilities Services Data Information** – Mr. Kramer provided some developmental disabilities services data for January, February, and March 2023 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; the number of SUN referrals submitted to State Office; and ACT421 referral/approval information.

8. **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 in January, February, and March 2023.

Mr. Lentz made a motion to accept the Executive Director’s report as presented; seconded by Ms. Pellichino.

The motion passed unanimously.

Financial Report- April 2023:

Fiscal Year 2023 (July 1, 2022 through June 30, 2023)

Ms. Sibley disseminated a copy of the FPHSA Operating Budget and Escrow Budget to the board for their review. FPHSA’s current FY 2023 budget analysis, as of March 31st, shows a projected deficit. The Fiscal Department will continue to monitor revenues and expenditures closely in an effort to minimize or eliminate the deficit by fiscal year end.

Mr. Lentz made a motion to accept the Financial Report as presented; seconded by Ms. Pellichino.

The motion passed unanimously.

Board Business

Annual Strategic Plan

Mr. Kramer reminded the board that the strategic plan goals were always attached to his Executive Director’s report that are pulled from the strategic plan template that are required to use and submit to DOA/LDH every three years. The strategic plan that the leadership team is developing that was referenced earlier in the meeting will be a little different and structured in a manner with goals and initiatives outlined with timelines as most strategic plans are written, which will be more useful to staff and stakeholders. When it is finalized, Mr. Kramer will share the plan with the governing board and ongoing board meetings to discuss the accomplishments and give status updates where we are in meeting those goals.

Mr. Lentz made a motion accept the current strategic plan as written; seconded by Rev. Porter.

The motion passed unanimously.

Policy Review

Mr. Kramer presented Policy 003 Executive Limits- Treatment of Staff for the board’s annual review.

Ms. Pellichino made a motion approving Policy 003 Executive Limits- Treatment of Staff as presented; seconded by Mr. Lentz.

The motion passed unanimously.

Purchase Approval

Ms. Sibley presented a FY23 purchase request that required board approval for replacement computers and associated supplies. The funding for the purchase will be through a grant and was reflected in the figures provided in today's financial report.

Mr. Lentz made a motion approving the purchase request as presented; seconded by Rev. Porter.

The motion passed unanimously.

Confirmation of the Next Meeting

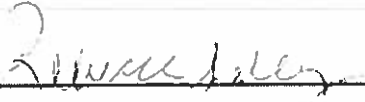
It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, May 26, 2023, at 9:30 a.m. Mrs. Soley will send out the notice reflecting the location at one of the FPHSA clinics.

Adjournment

Mr. Lentz made a motion to adjourn the meeting at 10:33a.m.; seconded by Rev. Porter.

The motion passed unanimously.

Respectfully Submitted,



Rebecca Soley, Secretary

5/26/23

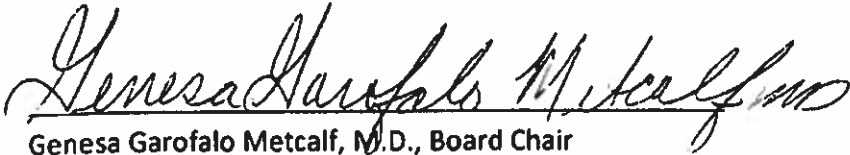
Date



Richard J. Kramer, Executive Director

5/24/23

Date



Genesa Garofalo Metcalf, M.D., Board Chair

5/26/23

Date