

**Parishes Human Services Authority  
Minutes of the FPHSA Governing Board Meeting  
835 Pride Drive, Suite B, Hammond, LA 70401  
May 26, 2023**

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:33 a.m.

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

**Attendees**

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

Absent: Mona Pellichino and Gary Porter

**FPHSA Staff/ Guest:** Richard Kramer, FPHSA Executive Director and 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.

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

The motion passed unanimously.

**Excused Absences**

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

The motion passed unanimously.

**Approval of Minutes**

Ms. Keys made a motion adopting the April 28, 2023 minutes as written; seconded by Ms. Stafford.

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. Certified Community Behavioral Health Clinic Application – Our application to SAMHSA for the Certified Community Behavioral Health Clinic was submitted last week with all the required documentation along with letters of support from our partners, including the Office of Behavioral Health. The grant proposal included expansion of case management and care management, specifically related to medication-assisted treatment (MAT). A specialized care manager for veterans and underserved populations as well as additional peer support services. Should we receive the grant, it would provide for up to \$1 million per year for the next four years and I would expect that we have a very good chance of success as we already are in compliance with the majority of the requirements to be a CCBHC. We will find out the results of our application in the fall.
2. Mobile Unit Update – The licensing process is underway for the mobile unit and we have learned that we are the first to apply for a license for a behavioral health mobile clinic in the state of Louisiana. The new license, created last November, will allow us to use the clinic to provide MAT and psychiatric medicines in the community to be more accessible to those who have difficult receiving services at the existing locations. While we await licensing approval, we are working on finalizing our internal policies and procedures so we can begin rolling out services as soon as we are approved.
3. Paychex – The developmental disabilities program has been in conversations with the Paychex program, which is a supportive employment program out of LSU Health Science Center in New Orleans. This program has existed on the south shore successfully for several years and recently expanded to St. Tammany Parish. With the changes to waiver rules allowing for the purchase of incontinence supplies we expect that we will have additional family support dollars freed up to contract with this group to expand services to some individuals who would otherwise be unable to participate in the program.
4. Denham Springs Clinic Lease/ Expansion: As we are coming to the end of our initial lease for the Denham Springs clinic, it is clear that we have outgrown the current space we are in. Fortunately, the occupants of the suite neighboring our clinic have recently vacated and we will have an opportunity to expand to that area. We are currently in discussions with the landlord but I expect that we will be able to work out an agreement that allows for this much needed additional space for staff offices and group therapy.
5. Residential Updates – The Safe Haven location of our residential program has been long in need of some infrastructure and cosmetic improvements. A meeting with St. Tammany Parish officials earlier this month has resulted in a plan that will use capital outlay and grant funds available to the parish to make some physical plant improvements that will provide for a much-improved treatment environment. Among the improvements are HVAC controls that will allow for adjustments of temperature by zone, adding HVAC to the onsite generators so that it will run during power outages, improved Wi-Fi access, replacement flooring on the male unit, and renovation of the male showers and restrooms.
6. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for February, March, and April 2023 on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including referrals, new requests, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF; the number on the waiting list; 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.

7. **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 February, March, and April 2023.

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

The motion passed unanimously.

### **Financial Report- May 2023:**

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

Mr. Kramer 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 April 30<sup>th</sup>, 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.

Ms. Keys made a motion to accept the Financial Report as presented; seconded by Ms. Stafford.

The motion passed unanimously.

### **Board Business**

#### **Policy Review**

Mr. Kramer presented Policy 015 Executive Limits- Compensation and Benefits for the board's annual review.

Mr. Lentz made a motion approving Policy 015 Executive Limits- Compensation and Benefits as presented; seconded by Ms. Gary.

The motion passed unanimously.

#### **Lease Approval**

Mr. Kramer presented a five-year lease renewal for the Denham Springs Behavioral Health Clinic for the board's consideration. There is a slight increase but is comparable to other properties in the area and is already built out for us. Mr. Kramer also discussed the possibility of adding a third suite that is available and much needed in the near future but would bring it back to the board when negotiations have been worked out.

Mr. Lentz made a motion approving the lease renewal as presented, in addition to allowing Mr. Kramer to enter into negotiations for the neighboring property; seconded by Rev. Porter.

The motion passed unanimously.

**Approval of the Use of Escrow Funds**

Mr. Kramer presented a request of the use of escrow funds for the board's consideration to serve as a contingency plan to cover if the agency was presented with a deficit at the end of the fiscal year close.

Ms. Keys made a motion approving the use of escrow funds as a contingency plan to prevent an overall deficit situation of appropriated funding needed to continue operations and service provisions through the end of the Fiscal Year 2022-2023; seconded by Mr. Lentz.

The motion passed unanimously.

**Confirmation of the Next Meeting**

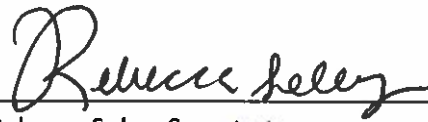
It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, June 23, 2023, at 9:30 a.m. Mrs. Soley will send out the notice reflecting the location.

**Adjournment**

Mr. Lentz made a motion to adjourn the meeting at 10:15a.m.; seconded by Mr. Duplantier.

The motion passed unanimously.

Respectfully Submitted,



Rebecca Soley, Secretary

7/25/23

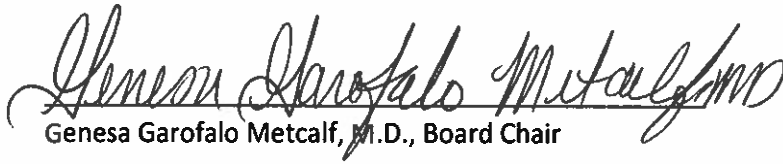
Date



Richard J. Kramer, Executive Director

8-4-23

Date



Genesa Garofalo Metcalf, M.D., Board Chair

7/28/23

Date