

Florida Parishes Human Services Authority Administrative Office

835 Pride Drive, Suite B

Hammond, LA 70401

Minutes of the Governing Board Meeting

October 28, 2016

Carol Stafford, Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:32 a.m.

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

Attendees

Governing Board: David Cressy; Danielle Keys; Mary Pirosko; Ligia Soileau; Carol Stafford

Absent: TaMarlon Carter; Celeste Falconer; Gary Porter; Jan Robert

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Schoener LaPrairie, M.D., Medical Director; Janet Gordon, FPHSA/Administration, HR

Prayer was offered by Mr. Cressy.

Consent Agenda

Ms. Stafford extended an offer for additional agenda items or new business. No new business was presented.

Agenda

Ms. Soileau made a motion to adopt the agenda as presented; seconded by Ms. Pirosko.

The motion passed unanimously.

Excused Absence(s)

Mr. Cressy made a motion to excuse the absences Rev. Carter, Ms. Falconer, Mr. Porter, and Ms. Robert; seconded by Ms. Keys.

The motion passed unanimously.

Approval of Minutes

Ms. Pirosko made a motion to adopt the September 23, 2016, meeting minutes as written; seconded by Ms. Soileau.

The motion passed unanimously.

Public Input

Ms. Stafford welcomed all in attendance and extended an opportunity for public input.

Executive Director Report

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

1. **Leadership Transition:** Mr. Kramer indicated that this month's board meeting represents his first as Executive Director and also marks the end of his first month of serving in this capacity. He reported that the transition has gone very well and he continues to count himself very lucky for being afforded the opportunity. He indicated that he has had the opportunity to visit all of the clinics and meet with staff, which he plans to be a regular occurrence in the future. While there is still much to learn about all the ins and outs, he indicated that he has been impressed, though not surprised, with the quality of the staff in terms of both their knowledge and dedication.
2. **Executive Director Report Format:** Mr. Kramer indicated that it is his intention to revise the format of the Executive Director's report in the future to include specific indicators of the agency's performance to keep board members informed. He has learned, however, that there are still many challenges to pull much of the data required to supply this information out of ICANotes. The agency is currently in the process of identifying all of the information that is going to be required for reports to the board and others in order to work with ICANotes to develop a standard list of reports. At this point there is not a timeframe as to when this information will be available through ICANotes but it is a priority for him not just to get the information to the board, but also to use this data to inform decision making internally.
3. **Developmental Disabilities Services Initiative:** As discussed at the previous meeting, LDH and FPHSA will be working together to assess the needs of individuals on the NOW registry. This project has still not yet begun as there are delays at the Division of Administration with processing the Cooperative Endeavor Agreements between LDH and the LGEs. FPHSA has signed contracts with two service coordination agencies who, themselves, have already had staff trained on the process by LDH. Work to complete this project will begin immediately once the CEAs are approved.
4. **Clinic Updates:** Two sites that were reported as temporarily closed or relocated at the previous meeting are very near reopening. Mandeville Behavioral Health Clinic, whose services have been relocated due to a severe roof leak and associated damage, is scheduled to reopen on October 31, 2016. In addition to the repairs required to remediate the damage from the roof leak, additional painting and cleaning of the clinic while empty was done to provide a more welcoming appearance to both the clients and their families, as well as staff. Ongoing improvements to enhance the clinic's environment will continue after reopening next week. Additionally, work on our Denham Springs outreach clinic site which was flooded in August was expected to be completed in December. The agency was informed last week that the repairs should be completed approximately a month ahead of schedule so plans are underway to return services to that site within the next month instead. Although services for individuals enrolled at these clinic locations remained available to them, having the service closer to them in the communities where they live will be less of a hardship on them and should typically improve their engagement to treatment and/or recovery.
5. **CARF Survey:** One of the more critical issues on the horizon is the upcoming CARF survey. From recent communication with the agency's assigned representative at CARF, the survey will likely be sometime between mid to late January but should receive confirmation of our date in the near future. Staff on the Executive Team and throughout the organization are preparing for the

survey. Mr. Kramer indicated that while there are some items that remain to be addressed prior to the survey, he is confident that the agency will do well in January.

6. **Performance Evaluations:** Each year a performance assessment must be completed on all employees and a plan for performance for the coming year. This year Civil Service moved the deadline to October 31 in response to delays enforced by the August flooding. It is expected that the agency will be at 100% compliance for this requirement and that all employees of FPHSA will have had a review of their performance and expectations to ensure that the agency mission is carried out by our staff members in all areas of the organization.
7. **Louisiana Spirit:** In September, Kelli Bertrand gave a presentation about Louisiana Spirit where it was suggested that the second phase of the grant was expected to be approved soon which would allow for the hiring of approximately 150 new staff to work throughout the Florida Parishes catchment area to provide crisis counseling and resource linkage to those affected by the recent floods. The grant approval process has not moved as quickly as expected and the second phase of the grant has still not been approved at the federal level. In the meantime, the initial phase is ongoing and a team of approximately 40 staff is providing those disaster related services in the field under Ms. Bertrand's leadership. It is expected that the second phase approval is forthcoming but are unable to be certain as to when that might finally occur.
8. **Engagement:** In an effort to ensure that FPHSA adequately serves the needs of the citizens of FPHSA's component parishes, Mr. Kramer plans to meet over the next month or two with the parish presidents and/or police juror of each of the five parishes to ensure that he is aware of what they consider their constituents' greatest needs with regard to behavioral health and developmental disabilities services so that a plan can be developed to better work together to attempt to address them. He hopes to find out what their perception is of what services that the agency offers to the citizens of their parishes and determine how ideas can be shared and, where possible, resources to better meet their needs. Mr. Kramer extended an invite to any board members who would like to participate in these meetings.
9. **Website Development:** The project to develop the new website has increased traction with the design and look of the homepage agreed upon. The website developers commented that this represents a significant portion of the development of a website as the design is basically replicated on all of the pages that users navigate to from the homepage. The content that will be on the subsequent pages is under review and the first draft has been submitted to the developer early this week. I am hopeful that we can get the site up and running by the end of the year even if there remains additional info to build in after going live.
10. **Budget Shortfall for FY16/Anticipated Shortfall for FY17:** FPHSA received an email from LDH that communicated that all state agencies were required to submit budget reduction scenarios in response to the confirmed shortfall in fiscal year 16 and the anticipated shortfall in fiscal year 17. It's the expectation to manage any reduction that might occur in a way that minimizes impact on services to clients to extent possible.

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

The motion passed unanimously.

Strategic Planning

Website Development

A preview of the new website's home page was presented for the board's review. The board suggested minor revisions to the design. It is the goal to publish the website by the end of the year, or as soon as possible.

Foundation

The FPHSA Foundation was discussed regarding the possibilities of accepting donations to fund employee appreciation events, IT purchases, etc. Mr. Cressy and Mr. Kramer have scheduled a separate meeting regarding the creation of the foundation.

Financial Report- October 2016:

Ms. Sibley, CFO, provided an update regarding the budget for FY 2016 (July 1, 2015- June 30, 2016). She explained that the books are officially closed and disseminated the final report.

A current budget analysis for FY 2017 (July 1, 2016- June 30, 2017) was disseminated which reflected a balanced budget as of September 30, 2016. She explained that FPHSA has been recently asked to provide possible scenarios for potential mid-year budget cuts.

FPHSA is in the process of completing the final budget request packet for Fiscal Year 2018 (July 1, 2017- June 30, 2018) and will have it submitted to LDH by October 31st. In the request, FPHSA is requesting an increase of 9.9%.

Ms. Piroosko made a motion to accept the Financial Report; seconded by Mr. Cressy.

The motion passed unanimously.

Washington Parish Lease

FPHSA is currently leasing office space in Washington Parish in Bogalusa due to the Bogalusa Behavioral Health Clinic being flooded in March 2016, until such a time that the clinic can be remediated and/or reconstructed, as originally approved by the board through October 31, 2016. The Office of Risk Management is currently paying the lease. It was requested that the board extend approval for an additional 6 months effective November 1, 2016, through April 30, 2017.

Mr. Cressy made a motion to approve FPHSA extend the lease agreement for office space in Bogalusa from November 1, 2016, through April 30, 2017; seconded by Ms. Piroosko.

The motion passed unanimously.

Board Member Terms

Three board members' terms will expire in December as follows: Carol Stafford, Livingston Parish; David Cressy, St. Tammany Parish; and Mary Pirosko, Tangipahoa Parish. Ms. Stafford and Mr. Cressy are eligible to serve a consecutive terms and expressed an interest in doing so. Ms. Pirosko has served two terms and is not eligible to continue to serve.

Ms. Pirosko made a motion requesting that a letter of support be submitted to the respective parishes involved requesting that Ms. Stafford and Mr. Cressy, remain on the board for a consecutive term for continuity; seconded by Ms. Keys.

The motion passed unanimously.

Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board will be a combined meeting for November and December and is scheduled on Friday, December 09, 2016, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

Mr. Cressy made a motion to adjourn the meeting; seconded by Ms. Stafford.

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary

12/13/16
Date



Richard J. Kramer, Executive Director

12-13-16
Date



Carol Stafford, Board Chair

12/13/16
Date