

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
August 25, 2017

Carol Stafford, Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:35 a.m.

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

Attendees

Governing Board: David Cressy; Danielle Keys; Timothy Lentz; Genesa Garolfalo Metcalf; Mona Pellichino; Gary Porter; Ligia Soileau

Absent: Celeste Falconer; Carol Stafford

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Schoener LaPrairie, M.D., Medical Director; Janise Monetta, FPHSA/DDS; Lori Wagner, FPHSA/Administration; Felicia Self, FPHSA/BHS; Allison Fox, FPHSA/Administration; Jan Robert, Guest

Prayer was offered by Chief Lentz.

Consent Agenda/Agenda

Ms. Keys extended an offer for additional agenda items or revisions to the agenda. Mr. Kramer requested that an additional agenda item be added for "Purchase Approvals" after the Financial Report. Ms. Keys made a motion to adopt the agenda as revised; seconded by Mr. Cressy.

The motion passed unanimously. (Not Present for Voting: Rev. Porter and Ms. Pellichino)

Excused Absence(s)

Ms. Metcalf made a motion to excuse the absences of Ms. Falconer and Ms. Stafford ; seconded by Chief Lentz.

The motion passed unanimously. (Not Present for Voting: Ms. Pellichino)

Approval of Minutes

Dr. Metcalf made a motion to adopt the June 23, 2017, meeting minutes as written; seconded by Chief Lentz.

The motion passed unanimously. (Not Present for Voting: Ms. Pellichino)

Public Input

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

Ms. Keys presented a plaque of appreciation to Ms. Jan Robert on behalf of the FPHSA Governing Board for her dedication and service during her tenure on the FPHSA Governing Board from 2013 to 2017.

Mr. Kramer introduced Allison Fox to the board who is currently detailed into the Practice Manager Position.

Human Resources Presentation

Janet Gordon, HR Director, gave a presentation on the services in which FPHSA-Human Resources Offices provides. The presentation included an update on a recent Civil Service Program Evaluation resulting in favorable results of an overall score of 97%, with scoring at or above 17 out of the 19 categories in comparison with statewide percentages. Ms. Gordon shared that HR was an active participant in the administrative section review for the CARF Survey and the AIP audit conducted earlier this year. The upcoming Civil Service Compensation Redesign Plan was also presented.

Executive Director Report

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

1. **Budget Update:** Since the last meeting in June, a new fiscal year started. As previously discussed, the budget for this fiscal year should be sufficient for the agency to fulfill its objectives for the year as allocated. The state budget deal agreed to by the administration and the legislature included identifying \$60 million in potential reductions should a mid-year cut be required as in previous years. FPHSA, like most other agencies that receive state funding, was required to submit a plan for our share of that reduction should it be required. The reduction that our agency would realize should this be necessary would amount to \$238,151 which is made up of \$9,000 in non-medical supplies and the rest coming from an anticipated increase in collections above the budgeted amount. As such, it is not expected that there will be significant impact on operations if these reductions are ordered by the Commissioner of Administration.
2. **Act 361:** In the recent legislative session, the legislature passed what became Act 361 upon signature of Governor Edwards. This legislation requires state agencies to report monthly to State Treasury who will then report to the Cash Management Review Board and Joint Legislative Committee on the Budget all activity related to their respective escrow accounts. Due to increased collections associated with Medicaid expansion and improvements in billing processes FPHSA collected a significant amount above its budgeted amount. This additional revenue was placed into our escrow account in accordance with the enabling legislation for the agency. Although it's early in the year, we are currently projecting to be able to add significantly to that balance due to anticipated overcollections this fiscal year. It is unknown what, if any, decisions will be made based on the information that is reported

regarding these escrow balances. The intent of the legislation that allows the districts and authorities to place their overcollections into escrow is to encourage growth of services by allowing the agency to benefit from growth by using the escrow funds to further grow and improve the organization. We will continue to identify responsible uses for the funds available as appropriate to the benefit of the stakeholders of FPHSA.

3. Civil Service Audit: The Louisiana Department of State Civil Service(SCS), as a part of their accountability efforts, performs different levels of annual audits on all agencies that employ classified civil servants. This past fiscal year FPHSA was due a full audit and SCS staff visited our Human Resources Department May 4-5, 2017 to review our files and records. Our final report was recently received with a score of 97% compliance. There were no rule violations or pay discrepancies identified and a corrective action plan for the minor items out of compliance was submitted to and accepted by SCS.
4. Primary Care Integration: It is generally accepted within the medical community that integration of behavioral health and primary care services leads to better outcomes for patients and uses treatment dollars more efficiently. There are many different ways to move towards accomplishing this goal and we have been in conversation with LSU School of Medicine as well as other local governing entities to explore options through which FPHSA could work towards integration. Plans are currently underway to pilot opening a primary care clinic within the Hammond clinic. It is expected that this would be possible under the current licensing and with minimal renovation and equipment costs. The services provided will include billable services and will provide primary health care access to many of our clients who disproportionately tend to have chronic physical health conditions that they may not be receiving appropriate treatment for.
5. FPHSA-Denham Springs Expansion: Mr. Kramer was excited to report that the clinic manager for the Denham Springs Behavioral Health Clinic has been selected and will begin work in that role in September. The plan is to begin an orderly transfer of the clients currently being seen in Hammond that would prefer to be seen in that area as we grow the number of staff assigned to that clinic as we also expand the number of new clients to be seen.
6. Louisiana Spirit: Although we had been expecting the Louisiana Spirit crisis counseling program to be extended and expanded in the next phase of the grant we were, instead, notified that the program's funding would not be extended beyond August 25, 2017, and that services would terminate and staff would be separated by that date. This program was providing disaster response crisis counseling and resource linkage in the community following the March and August floods in 2016 that impacted all five FPHSA parishes and was instrumental in the recovery efforts in those areas. The staff have worked with the resources available in the community to ensure that the gaps left by their departure will be addressed.
7. Bogalusa Behavioral Health Clinic Rebuild: At the May meeting, it was reported that the repair of the flood damaged Bogalusa facility (March 2016) was projected to be completed by the fall and we were preparing to be able to relocate back to this space from the temporary space currently being leased on Avenue F. We were informed this week by Facility Planning that some building materials in the damaged clinic have tested positive for asbestos fibers and will likely require remediation prior to any repair work. This will delay the relocation and will likely require further extension of the lease of temporary space at our next meeting.

8. **Mandeville Behavioral Health Clinic Roof Construction:** The Mandeville clinic roof replacement project is scheduled to begin shortly with a pre-construction conference scheduled for next week.
9. **Administrative Process Review:** Mr. Kramer explained that he and the Executive Team continue the work of transforming the agency into an organization more poised to operate under current conditions as related to managed care and ever decreasing resources much consideration has been given to how to best complete the many different functions required to operate an agency of this type. To that end we have begun a process that will remove some administrative functions from staff in the clinics to be completed by administrative staff typically at the Pride Drive location. This change will not require additional staff but will instead redistribute duties in order to allow clinic managers and staff to concentrate their efforts on providing the best clinical services while administrative staff can manage support functions as much as possible from a central location. It is expected that this will improve efficiency and effectiveness of the organization by having professionals spending their time completing tasks that are more relevant to their competencies and value to the organization.
10. **Employee Relations Committee Update:** The Employee Relations Committee created earlier this year suggested that an Employee of the Month program be implemented to recognize the outstanding contribution of FPHSA staff members on a regular basis. Last week you were sent the policy for approval and it is scheduled for Civil Service approval next month. Although the policy only mentions classified employees due to SCS' limited authority over unclassified and contract staff, our process will allow for recognition of all employees regardless of classification. An additional employee relations measure being implemented starting in October will be regular public forums for all employees. It is expected that this will encourage greater communication across the agency which can sometimes be difficult due to our geographic separation. In order to efficiently use staff time, the forums will be conducted live at a rotated location and via video-conferencing at all other sites.

Chief Lentz made a motion to accept the Executive Director's Report as presented; seconded by Ms. Metcalf.

The motion passed unanimously.

Financial Report- August 2017:

Ms. Sibley presented the Financial Report for August 2017 as follows:

Fiscal Year 2017 (July 1, 2016- June 30, 2017): Ms. Sibley reported that final fiscal finance reports are generally not available until the October board meeting as FPHSA cannot pull data until September/October 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 the accounting.

Fiscal Year 2018 (July 1, 2017-June 30, 2018): Ms. Sibley provided FPHSA's FY 18 (July 1, 2017- June 30, 2018) budget at the appropriated level which represented an overall increase when comparing

to the agency's FY 2017 overall budget which was an increase from the Executive Level budget shared in June. The increase included additional funds from the Office of Behavioral Health for the State Targeted Response to the Opioid Crisis (STR) grant awarded through SAMHSA and additional State General Funds to cover the Civil Service Pay Plan 2% market adjustment and change in pay structure for classified state employees.

Ms. Sibley informed the board that client billing statements have recently started to be sent out as of July 2017. FPHSA has not sent out client billing statements in the last few years for multiple reasons such as to limitations or inability of the agency's electronic health record systems. At some point in the future, it will be discussed with the board for considerations of writing off some of the balances.

Fiscal Year 2019 (July 1, 2018-June 30, 2019): The budget process for FY 19 (July 1, 2018-June 30, 2019) has begun. FPHSA's budget request recap will be presented next month. Ms. Sibley explained that we are working with a much shorter timeline this year as the budget deadline has been moved up several weeks. Final copies of the request and all supporting documentation are due to the Louisiana Department of Health on October 13th.

Chief Lentz made a motion to accept the Financial Report; seconded by Mr. Cressy.

The motion passed unanimously.

Purchase Approvals

Ms. Sibley reiterated that all purchases over \$25,000 require board approval. The following purchase requests were presented for the boards consideration:

Pharmacy Purchase Order: Ms. Sibley requested approval of up to \$110,000 to cover client medication costs provided through the privatized pharmacy located within FPHSA. Ms. Sibley indicated that the annual cost associated with providing these medications has continuously decreased over the last several years due to FPHSA's pharmacy privatization efforts and more recently with the Medicaid expansion.

Dr. Metcalf made a motion to approve the pharmacy purchase order request as presented; seconded by Mr. Porter.

The motion passed unanimously. (Not Present for Voting: Chief Lentz)

Electronic Health Record Purchase Order: Ms. Sibley requested approval of up to \$109,000 to cover the licensing and services associated with FPHSA's electronic health record, ICANotes.

Dr. Metcalf made a motion to approve the electronic health record purchase request as presented; seconded by Ms. Soileau.

The motion passed unanimously. (Not Present for Voting: Chief Lentz)

Electronic Billing Clearinghouse Purchase Order: Ms. Sibley requested approval of up to \$28,000 for the cost associated with Navicare, FPHSA's electronic billing clearinghouse. The clearinghouse automates the billing process electronically for the various insurance providers as well as receiving payments. FPHSA is also excited to now have the opportunity to accept credit cards through this service which is anticipated to help with collections when clients are able to pay with a credit card or with a flexible spending account card.

Ms. Pellichino made a motion to approve the pharmacy purchase order request as presented; seconded by Mr. Cressy.

The motion passed unanimously. (Not Present for Voting: Chief Lentz)

Policy Review

Mr. Kramer presented the following existing policies, procedure, and board documents for annual review and consideration:

- 005 Executive Limits- Treatment of Consumers
- 010 Executive Limits- Executive Director Succession
- 010.1 Executive Limits- Executive Director Succession
- 019 Executive Limits- Ends Focus on Grant and Contracts
- 041 Board- Executive Director Linkage
- Board Document "Role of FPHSA Board Member"

Ms. Keys made a motion to accept the policies, procedure, and board documents as written; seconded by Dr. Metcalf.

The motion passed unanimously. (Not Present for Voting: Chief Lentz)

Strategic Planning/Board Orientation

Mr. Kramer recommended that someone outside the agency facilitate FPHSA's annual board orientation and strategic planning meeting, as required by SB58. The board was in favor of his recommendation and requested some dates in which the facilitator was available in order to poll the board for a date that works best for everyone.

Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board will be on Friday, September 22, 2017, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

The meeting was adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary



Date



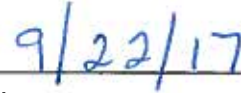
Richard J. Kramer, Executive Director



Date



Carol Stafford, Board Chair



Date