

Florida Parishes Human Services Authority Administrative Office

835 Pride Drive, Suite B

Hammond, LA 70401

Minutes of the Governing Board Meeting

May 25, 2018

Carol Stafford, Board 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; Liz Gary; Genesa Garofalo Metcalf, M.D.; Mona Pellichino; Ligia Soileau; and Carol Stafford

Absent: Danielle Keys; Timothy Lentz; and Gary Porter

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rebecca Soley, FPHSA/Administration; Janet Gordon, FPHSA/Administration; Janise Monetta, FPHSA/Administration

Prayer was offered by Ms. Pellichino.

Agenda/Consent Agenda

Ms. Stafford extended an offer for additional agenda items or revisions to the agenda. Dr. Metcalf made a motion to remove the "swearing-in ceremony" from the agenda; seconded by Mr. Cressy.

The motion passed unanimously.

Dr. Metcalf made a motion to approve the agenda as revised; seconded by Ms. Soileau.

The motion passed unanimously.

Excused Absence(s)

Mr. Cressy made a motion to excuse the absences of Ms. Keys, Chief Lentz, and Rev. Porter; seconded by Dr. Metcalf.

The motion passed unanimously.

Approval of Minutes

Dr. Metcalf made a motion to adopt the March 23, 2018, meeting minutes as written; seconded by Mr. Cressy.

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 May to members of the governing board. He outlined the content which included:

1. **Budget Update:** Over the past several months, the state budget has gone through a cycle that included cutting all substance use services for adults, cutting community-based mental health services, and drastic cuts that would see many waiver recipients no longer eligible for critical healthcare services to a budget that fully funded all of those services while making cuts across other parts of the executive branch. Governor Edwards vetoed the budget proposal passed by the legislature last week and has called a special session which is intended to increase revenue and craft a new budget for the fiscal year beginning July 1st. As of May 24th, it is unknown what cuts, if any, will affect FPHSA or those that we serve. As part of planning for the special session and in an effort to offer additional alternatives to already proposed cuts, LDH requested that all districts and authorities submit a cut that they could make that would not impact current operating services. FPHSA submitted a means of finance swap proposal as a sustainable reduction to the budget which would see our state general fund reduced by that amount and backfilled with self-generated revenue. Current projections indicate that we would be able to absorb the proposed level of reduction if collections continue at the current pace. We will continue to monitor the activity during the special session and make necessary adjustments to plans accordingly.
2. **Vacant Positions:** There have been some potential positive outcomes from the budget process. The original HB 1 called for a reduction of seven vacant positions from the FPHSA budget. An amendment offered by Representative Falconer has restored these positions in the current version. Although no funding is attached to these positions they may be needed in order for us to take advantage of partnership opportunities and grant opportunities currently being pursued that would provide the funding. The elimination of these positions would make it difficult in pursuing opportunities and initiatives, in particular those currently up for discussion with the 22nd Judicial District Court and Safe Haven. At this time, it is uncertain whether this will make it into the next version of the budget but if it doesn't, Mr. Kramer indicated that he will again request that they be added back in on the floor. Also, the members of the DD Council and other advocates have been working to increase the state general fund allocation for FPHSA to an amount that would equal \$22 per capita. FPHSA is currently funded at \$19.37 per capita which is the second lowest funded district and only 51% of what the highest funded LGE receives. In order to reach the \$22 threshold, an additional \$1,530,213 would be required. Whether this increase makes it into the budget or not remains to be seen as ongoing budget negotiations continue.
3. **Legislative Audit Update:** Our biannual review by the Legislative Auditor's office was completed in April and the report was released publicly earlier this month. There was only one finding noted which related to certification of overtime approvals. This had already been identified as a weak process internally and policy and procedure changes have been made to correct this weakness. Additionally, we are currently piloting an online time entry process that will further streamline this process once fully implemented.
4. **AIP Update:** In April we received our official report from LDH following the AIP visit in March and, as expected, the results were very positive. Our preliminary scores are 99% for

administration, 100% for Rosenblum Behavioral Health Clinic, and 86% for the Alcohol and Drug Unit in behavioral health. Some minor corrective actions will be implemented to improve to 100% compliance across the agency. The developmental disabilities section scored a 93% on the 27 performance indicators reviewed. Both OBH and OCDD reviewers were very complimentary about the work that our staff members have done and are continuing to do to remain in compliance with the applicable federal requirements.

5. ORM Audit: The annual site visit by the Office of Risk Management took place on March 1, 2018 and we have received an audit score of 96.08% compliance. This is an excellent result that indicates that our policies and physical environment are appropriate to safeguard the safety of our clients, staff, and visitors and has a positive impact on the rate that the agency pays for insurance each year.
6. Overdose Prevention Campaign: On April 13th, FPHSA made its overdose prevention campaign public across multiple outlets. The key component being communicated in this effort is the availability of Narcan to users of opioids or their friends and family. For those who cannot get this life saving drug through their own insurance and/or pharmacy, Narcan will be available through our peer support specialists at our clinics. The access to free Narcan is made possible, in part, through the STR grant.
7. Opioid Epidemic Response: In addition to FPHSA's overdose prevention campaign, we will be hosting two public meetings on the opioid epidemic. The first will take place on May 31st in Hammond and will include a session with the Office of Behavioral Health and Office of Public Health followed by a CEU qualified training with a second still being planned for June likely to be held at the Slidell clinic.
8. HSIC Meeting Update: Last month Board Member, Genesa Garafalo Metcalf, and Mr. Kramer attended the first Human Services Interagency Council (HSIC) meeting that included board member representation as required in the Act 73 of the 2017 regular session. The intent of this meeting was to have board members and executive directors from each of the ten districts and authorities discuss best practices, positive milestones, and challenges from each of our respective areas so that we might each learn from the others to improve services across the state. Our district was very well represented by Dr. Metcalf and we believe that our accomplishments over the past year compare very favorably to our counterparts from the other LGEs. In the afternoon session there was a presentation by NAMI St. Tammany Executive Director, Nick Richard, about how local NAMI chapters can be partners in our districts and, once again, FPHSA was well represented as many of the things discussed reflected favorably on our agency as we have been a partner in things such as expanding peer support specialists, working with specialty courts, and creating a resource guide app for first responders which were of interest to many of the other board members and executive directors. The last presentation was by a developmental disabilities advocate, who also happens to be from our region. Jeff Arseneaux spoke to the group about his personal challenges dealing with cerebral palsy and his struggle for inclusion for himself and for others with developmental disabilities. He is a very engaging and influential speaker and I have approached him to be a part of an endeavor that FPHSA will be pursuing in the coming months.
9. Increasing Employment for Individuals with a Developmental Disability: As Mr. Arseneaux discussed the struggle for inclusion, he also touched upon an issue that was already identified as a priority for our developmental disabilities section for the coming year which is increasing employment of those served by our developmental disabilities section. It is Mr. Kramer's intention to solicit large employers in our service area to participate in a job fair specifically targeted to the developmental disabilities population. Prior to this job fair we would plan to host some workshops for potential applicants to help with resume writing, interview skills, and

tips for discussing their abilities and limitations appropriately with potential employers. It is Mr. Kramer's expectation that this effort will attract positive attention and lead to meaningful employment for some of the individuals we serve in the short term and to also help break down barriers for future applicants in the longer term.

10. **Increasing Social Media Presence:** Over the past year, we have tried to increase our marketing presence in the community by creating our new website, implementing Constant Contact communications, and starting an agency Facebook page. We have recently added twitter to our social media presence so that we can keep the community and stakeholders better informed about all of the things happening within FPHSA.
11. **Employee Picnic Success:** On April 21, 2018, FPHSA's Employee Relations Committee hosted its first ever FPHSA employee picnic at Bogue Falaya State Park in Covington. The weather was beautiful and the turnout was great. It was a nice occasion to see staff and their families enjoying time together outside of work and is another effort to improve morale among our staff. It is Mr. Kramer's belief that we can only provide our best service to the individuals that we serve if we also provide recognition and support to those whose numerous and difficult tasks are necessary to make them possible.
12. **Developmental Disabilities Services Information:** Mr. Kramer provided some developmental disabilities services data for April 2018 on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including Referrals, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF and the number on the waiting list; and Waiver Information including those receiving Waiver Services and the number on the waiting list.
13. **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 as of April 2018.

Mr. Cressy made a motion to accept the Executive Director's report as presented; seconded by Dr. Metcalf.

The motion passed unanimously.

Financial Report- May 2018:

Mr. Kramer presented the Financial Report for May 2018 as follows:

Fiscal Year 2018 (July 1, 2017 – June 30, 2018)

FPHSA's current FY18 budget analysis (as of April 30th) reflected a projected deficit; however, it is projected that funds will be transferred into escrow due to over-collections. The monthly budget report was disseminated to the board. Fiscal will continue to monitor revenues and expenditures closely.

The board's consideration will be requested to use escrow funds to cover any deficit experienced at the close of the fiscal year.

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

The motion passed unanimously.

Board Business

Purchase Request Approval: Microsoft Office 365

Mr. Kramer requested the board's consideration for the purchase request approving an increase for Navicare, FPHSA's billing clearinghouse.

Dr. Metcalf made a motion approving the purchase request increase; seconded by Ms. Soileau.

The motion passed unanimously.

Board Resolution: Use of Escrow Funds

Mr. Kramer requested the board's consideration for approval of 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 2017-2018.

Dr. Metcalf made a motion approving the use of escrow funds as noted; seconded by Ms. Pellichino.

The motion passed unanimously.

Policy Review

Mr. Kramer presented Board Policy No. 015 Executive Limits- Treatment of Agency Staff for annual review and consideration, as well as a draft of revised Agency Policy No. 520- Compensation for Extraordinary Qualifications/Credentials for the board's consideration.

Mr. Cressy made a motion to accept the policies and procedures as written and revised; seconded by Dr. Metcalf.

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 22, 2018, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

Adjournment

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

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,

Rebecca Soley

Rebecca Soley, Secretary

06-22-18

Date

Richard J. Kramer

Richard J. Kramer, Executive Director

6-22-18

Date

Carol Stafford

Carol Stafford, Board Chair

6/22/18

Date