

**Florida Parishes Human Services Authority Administrative Office**

**835 Pride Drive, Suite B**

**Hammond, LA 70401**

**Minutes of the Governing Board Meeting**

**January 25, 2019**

Carol Stafford, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:38 a.m.

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

**Attendees**

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

**FPHSA Staff/ Guest:** Richard Kramer, Executive Director; Rachelle Sibley, CFO; Rebecca Soley, FPHSA/Administration; Janet Gordon, FPHSA/Administration; Janise Monetta, FPHSA/Administration-DDS; Schoener LaPrairie, FPHSA/Administration; Attorney Patrick Coudrain, Cashe Coudrain and Sandage

Prayer was offered by Rev. Porter.

**Agenda/Consent Agenda**

Ms. Stafford extended an offer for additional agenda items or revisions to the agenda. No new items or revisions were requested.

Mr. Cressy made a motion to approve the agenda as presented; seconded by Ms. Gary.

The motion passed unanimously.

**Approval of Minutes**

Dr. Metcalf made a motion to adopt the December 7, 2019, 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.

Ms. Stafford introduced Ms. Cheryl Smith, potential Livingston Parish Board Member. Ms. Smith shared her educational and professional background with the board. The FPHSA Governing Board and staff members also introduced themselves to Ms. Smith.

### **Swearing-In Ceremony**

Attorney Patrick Coudrain with CASHE COUDRAIN SANDAGE issued the oath of office to Dr. Metcalf representing Tangipahoa Parish and Mr. Lentz representing St. Tammany Parish who was reappointed to serve a consecutive governing board member term through December, 2021.

### **2019 Officers**

Attorney Coudrain also issued the oath of office to Dr. Metcalf who was appointed to serve as Board Chair and Ms. Keys who was appointed to serve a consecutive officer term as Vice Chair.

### **Executive Director Report**

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

1. **FQHC Update:** Our plans to pursue FQHC status were unexpectedly intensified this last week when the federal government announced that a round of new access grant would be released. This announcement means that we will be able to apply, in March, for full FQHC status which would include the increased rates for services for our integrated services as well as the annual \$650,000 grant. There is a possibility we may not be awarded a grant this round because the number of grants is relatively small this time but our work to become an FQHC look alike will continue regardless.
2. **Primary Care Integration:** In order to become an FQHC or FQHC look alike we will need to integrate primary care with our behavioral health services. This has been a goal for the agency to move towards since I have arrived here and we are making progress on that front. We have identified the space for primary care exam rooms, are securing bids from plumbers to install the sinks, and have begun interviewing for a provider with some good prospects already under consideration.
3. **Employment Fair for Individuals with Disabilities:** Our Developmental Disabilities job fair and employment readiness seminar are both on for February. The seminar will take place on February 5<sup>th</sup> from 9:30 AM to 12:30 PM at eh Louisiana Workforce Commission office on Nashville Avenue and the job fair will take place on February 21<sup>st</sup> from 1:00 PM through 5:00 PM at Southeastern Louisiana University's Cate Teacher Education Center. We are looking forward to helping to match up job seeking individuals with disabilities and employers to positively impact this issue in our area.
4. **Bogalusa Behavioral Health Clinic Rebuild Update:** In late December Facility Planning and Control, the state office in charge of the project to rebuild the Bogalusa clinic, selected a vendor to do the repairs on the building flooded nearly three years ago now, also in late December a night of hard rain caused waters to rise and flood the building again. As it does not appear the most responsible use of funding to rebuild a building obviously at risk for future flooding I have been in contact with Facility Planning and Control and the Office of Risk Management to pursue other options. It appears, from early conversations, that it may be possible for us to use the money available for the repair on another location. I am awaiting confirmation on what amount of funds might be available and what types of options may be allowed. I viewed several locations this week in Bogalusa in there are a few good possibilities that could be ready in less than six months if we can get this resolved.
5. **Denham Springs Behavioral Health Grand Update:** The Denham Springs clinic is now fully operational and our open house/grand opening is scheduled for February 15<sup>th</sup> at 10:00 AM. We

are very excited to see this clinic continue to grow and expect that it will be in need of expansion in the near future.

6. **Pharmacy at the Mandeville BHC Update:** The Mandeville pharmacy work is in full swing with the lobby of the building and the administrative area reconfigured to allow for the addition of the pharmacy. The new setup has resulted in a more efficient layout for our clients to check in and out and the availability of an on-site pharmacy is expected to positively impact outcomes at the clinic. The pharmacy company, Genoa, expects that the pharmacy licensing process will likely take until April to be completed and the opening will take place after that.
7. **State Targeted Response (SOR) Grant:** Through the funding available associated with the State Opioid Response grant (SOR) we were able to activate our mobile opioid response team last month through a contract with Volunteers of America. This team consists of a peer, a nurse, and a social worker and will serve all five of our parishes to help address the opioid epidemic in the community. Additionally, FPHSA was awarded a COAP grant to fund a social worker and a peer in the St. Tammany parish jail. These staff will be charged with screening for opioid use and facilitating treatment while in the jail and post discharge.
8. **Functional Family Therapy (FFT):** We had discussed in past meeting that the funding we hoped to have added to our budget through JLCB would be used to, among other things, establish a Functional Family Therapy team. We have determined that a special type of FFT team, targeted specifically at children in child welfare settings, would have the greatest impact on those we serve with the greatest need being children involved with other agencies or programs such as DCFS and FINS. We are currently putting together our application and hope to be able to hire for this team some time in the current fiscal year.
9. **Developmental Disabilities Services Information:** Mr. Kramer provided some developmental disabilities services data for October, November, and December 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.
10. **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 for October, November and December 2018.

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

The motion passed unanimously.

### **Financial Report- January 2019:**

Ms. Sibley presented the Financial Report for January 2019 as follows:

**Fiscal Year 2019 (July 1, 2018 – June 30, 2019)**

Ms. Sibley disseminated the Monthly Budget Report for month ending December 31<sup>st</sup>. FPHSA's current FY19 budget analysis reflects a projected deficit; however, it is projected that funds will be transferred into escrow due to over-collections in self-generated revenue. Fiscal will continue to monitor revenue and expenditures closely.

Ms. Gary made a motion to accept the financial report as presented; seconded by Rev. Porter.

The motion passed unanimously.

### **Annual Report to the Board Fiscal Year 2018:**

Mr. Kramer presented the annual report to the board for Fiscal Year 2018 (July 1, 2017 through June 30, 2018).

Mr. Cressy made a motion to accept the annual report to the board as presented; seconded by Mr. Lentz.

The motion passed unanimously.

### **Board Business**

Mr. Kramer presented the following board policies/procedures to the board for annual review and consideration as written:

- 001 Executive Limits- Global Executive Constraint
- 007 Executive Limits- Asset Protection
- 012 Executive Limits- Financial Planning and Budgeting
- Agency Policy 900 "Media Relations"
- Agency Procedure 900.1 "Engaging the News Media"
- Agency Procedure 900.2 "Official Use of Social Media"
- Agency Procedure 900.3 "Unofficial Use of Social Media"

Mr. Cressy made a motion to accept the policies and procedures as presented; 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 is scheduled on Friday, February 22, 2019, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

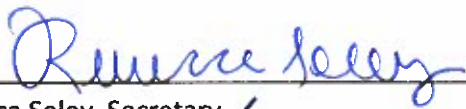
### **Adjournment**

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

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary

02-22-19

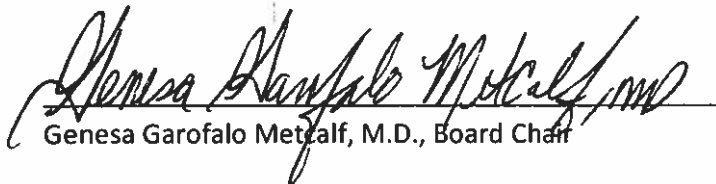
Date



Richard J. Kramer, Executive Director

2-22-19

Date



Genesa Garofalo Metcalf, M.D., Board Chair

2/22/19

Date