

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
September 27, 2019

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:34 a.m.

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

Attendees

Governing Board: Liz Gary; Genesa Garofalo Metcalf, M.D; Mona Pellichino; Cheryl Smith; and Carol Stafford

Absent: David Cressy; Danielle Keys; Timothy Lentz; and Gary Porter

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, Chief Operating Officer; Rebecca Soley, FPHSA/Administration; Janise Monetta, FPHSA/Developmental Disabilities Services;

Prayer was offered by Ms. Pellichino.

Agenda/Consent Agenda

Dr. Metcalf extended an offer for additional agenda items or revisions to the agenda. Ms. Smith made a motion to revise the agenda by adding "Slidell Cleaning" under board business; seconded by Ms. Stafford.

The motion passed unanimously.

Ms. Gary made a motion adopting the agenda as revised; seconded by Ms. Smith.

The motion passed unanimously.

Excused Absences

Ms. Pellichino made a motion to excuse the absences of Mr. Cressy; Ms. Keys; Mr. Lentz; and Mr. Porter; seconded by Ms. Gary.

The motion passed unanimously.

Approval of Minutes

Ms. Stafford made a motion to adopt the August 23, 2019, meeting minutes as written; seconded by Ms. Smith.

The motion passed unanimously.

Public Input

Dr. Metcalf 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 September to members of the governing board. He outlined the content which included:

1. **FQHC Update:** We were notified two weeks ago that we did not receive the grant for the FQHC application. This was not entirely unexpected because there were several hundred applicants for a small number of grant awards and most of the awards tend to go to agencies that are already operating FQHC look-alikes. Additionally, several of the grants this round went to agencies in Puerto Rico as a part of Hurricane Maria recovery efforts. In addition to this news not being unexpected, it is not entirely unwelcome. The plan to work towards an FQHC will continue but we are able to proceed at our own pace rather than under an imposed timeline which will allow us to grow in a way that is sustainable and doesn't disrupt our other services. We can apply for FQHC look-alike status when we feel it is the appropriate time and once we have received that designation we will be much more likely to receive a new access point grant in the future.
2. **Primary Care Services Update:** We have made progress on this front, however. This month we began serving patients in our primary care clinic which is a big milestone for the agency and our first step towards eventually offering primary care services at all of our locations over time. We plan to phase in implementation of the primary care efforts with current Hammond clients being the first phase, followed by current clients of any FPHSA clinic before finally opening services up to the general public.
3. **Slidell Cleaning:** We are currently dealing with a mold issue at our Slidell clinic. We have had the air quality tested and it has confirmed the presence of mold throughout the building. The mold is a common mold that everyone has contact with daily so doesn't present any immediate danger but still requires mitigation so that it does not continue to grow. We are working with a cleaning company to handle the cleaning and to dispose of the old Bogalusa paper charts that got wet in the flood. These records were sanitized before they were stored at the Slidell clinic but it appears that the files are now at the point where they need to be destroyed. This will be carried out as a part of the cleaning.
4. **Bogalusa Behavioral Health Clinic Update:** The insurance claim over the Bogalusa building is finally settled and we have been given permission to use the proceeds to lease a new space. Final discussions on the new space are underway and we hope to have a resolution and a signed lease in the coming weeks. The construction required for us to move in is expected to take approximately 2-3 months so we could be in early next year. The space is being designed to allow for expansion to add primary care and pharmacy services so that we should fit comfortably in this space for the foreseeable future.
5. **Budget Update:** We are just entering the budget season for next fiscal year and have submitted our first draft of the budget request to LDH. As it currently stands, we have requested a budget similar to the current year's with the mandatory adjustments and inflation in addition to 2 fiscal positions in order to handle fiscal operations currently provided by LDH in house and an additional community support position for DD as well. The way the budget requests are constructed, the starting point includes the additional \$1m

that was added to this year's budget in the legislative session. As always, this is a long process that we will monitor over the coming months until the legislature passes a final budget in June.

6. Genoa Grand Opening at Mandeville Behavioral Health Clinic: This week FPHSA and Genoa held a grand opening for the Mandeville pharmacy that we have discussed previously. Also, next week Genoa intends to begin work on the pharmacy space in Slidell. This is great news for those that we serve as these pharmacies located at our clinics makes medication more accessible and improves outcomes.
7. Developmental Disabilities Services Information: Mr. Kramer provided some developmental disabilities services data for June, July, and August 2019 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.
8. 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 June, July, and August 2019.

Ms. Pellichino made a motion to accept the Executive Director's report as presented; seconded by Ms. Stafford.

The motion passed unanimously.

Financial Report- September 2019:

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

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

FPHSA's books for FY 2019 officially closed with a surplus and funds being transferred into escrow. The final report was disseminated to the board.

Fiscal Year 2020 (July 1, 2019 – June 30, 2020)

FPHSA does not typically complete the first official budget analysis for the fiscal year until the end of the first quarter (September 30th). This allows time for a better baseline to be established for projecting future revenue and expenditures. However, the fiscal department continues to review and monitor collections/expenditures during this time period.

Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

FPHSA submitted its FY 2021 draft budget request recap to Louisiana Department of Health (LDH) last week. A copy was disseminated to the board. The FY 2021 draft request totals an overall increase of 2.3% above the current FY 2020 budget. The request is mostly a continuation budget request following the Division of Administrations process for salaries, related benefits, market

adjustments (Formerly merit increases or performance adjustments), and inflation. FPHSA is also requesting the authority and funding for one additional position for Developmental Disabilities Services to meet the needs associated with the increased funding, two additional fiscal positions to support the fiscal agent transfer from LDH as well as some new computers and video-conferencing equipment. The agency is also requesting budget authority in self-generated revenue to replace two fleet vehicles.

A call is scheduled with LDH next week to review the recap prior to completion of the entire budget packet. Final copies of the request and all supporting documentation are due to LDH October 29th.

Ms. Stafford made a motion to accept the financial report as presented; seconded by Ms. Smith.

The motion passed unanimously.

Board Business

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

- 050 Executive Director Performance Evaluation Policy
- 050.1 Executive Director Performance Evaluation Procedure
- 050.1.1 ED Rating Worksheet
- 050.1.2 Individual Rating Sheet
- 050.1.3 ED Performance Review Summary
- 160 Use of Escrow Funds

Ms. Pellichino made a motion to accept the above policies, procedures, and documents as written and that we add to our agenda for the first meeting of the calendar annually a review of the strategic plan to be in compliance with current procedures; seconded by Ms. Smith.

The motion passed unanimously.

Purchase Request Approvals

Dell Purchasing: Mr. Kramer requested the board's consideration for the purchase of new 27 new computers as we have added positions to replace antiquated equipment. Ms. Stafford made a motion approving the Dell purchase; seconded by Ms. Smith.

The motion passed unanimously.

Slidell Cleaning: Mr. Kramer requested a motion be made approving the Slidell BHC cleaning as discussed during his Executive Director report. Ms. Pellichino made a motion approving the mold remediation purchase request and that efforts be made to recoup the cost of this through insurance; seconded by Ms. Gary.

The motion passed unanimously.

Mobile Crisis Team RFP

Mr. Kramer indicated that through the State Opioid Response grant, FPHSA started a mobile opioid response team last year. We contracted with Volunteers of America (VOA) and they have done a really great job. Due to the amount of this year's contract, an RFP was required. An RFP was done, and VOA was the only applicant to apply. The RFP team evaluated their application and recommended that VOA be awarded the RFP and continue to operate FPHSA's mobile crisis team. Ms. Pellichino made a motion approving the RFP be awarded to Volunteers of America to operate the mobile crisis team; seconded by Ms. Stafford.

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, October 25, 2019, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

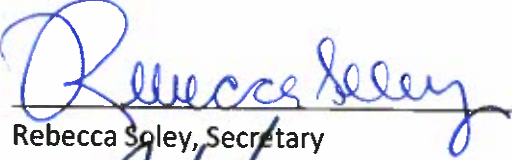
Adjournment

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

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



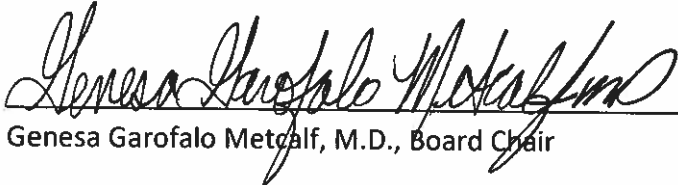
Rebecca Soley, Secretary

10/25/19
Date



Richard J. Kramer, Executive Director

10-25-19
Date



Genesa Garofalo Metcalf, M.D., Board Chair

10/25/19
Date