

**Florida Parishes Human Services Authority Administrative Office**

**835 Pride Drive, Suite B**

**Hammond, LA 70401**

**Minutes of the Governing Board Meeting**

**October 25, 2019**

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:30 a.m.

Rachelle Sibley conducted a roll call. A quorum was established.

**Attendees**

Governing Board: David Cressy; Timothy Lentz; Genesa Garofalo Metcalf, M.D; Cheryl Smith; and Carol Stafford

Absent: Liz Gary; Danielle Keys; Mona Pellichino; and Gary Porter

**FPHSA Staff/ Guest:** Richard Kramer, Executive Director; Rachelle Sibley, Chief Operating Officer; Janise Monetta, FPHSA/Developmental Disabilities Services; Dr. Schoener LaPrairie, FPHSA Medical Director

Prayer was offered by Mr. Lentz.

**Agenda/Consent Agenda**

Dr. Metcalf extended an offer for additional agenda items or revisions to the agenda. Mr. Cressy made a motion to revise the agenda by removing "Swearing-In Ceremony" under board business; seconded by Mr. Lentz.

The motion passed unanimously.

Mr. Lentz made a motion adopting the agenda as revised; seconded by Mr. Cressy.

The motion passed unanimously.

**Excused Absences**

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

The motion passed unanimously.

**Approval of Minutes**

Mr. Cressy made a motion to adopt the September 27, 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 October to members of the governing board. He outlined the content which included:

1. **Functional Family Therapy (CW)** – All of the staff are now on board for the functional family therapy team and the training has been completed. The team is now working with referral sources to fill out the caseload and start providing this new service in the community. Due to the high number of children placed out of home in our area, this should be a very important addition to our continuum of services.
2. **DCFS collaboration** – We have hired our therapist who will be working with DCFS on the pilot program to help identify families who can benefit from behavioral health treatment and give input on the necessity for family separation or other corrective actions. The services will be billed to Medicaid where possible and the contract with DCFS will pay for those for which there is no other 3<sup>rd</sup> party payer. As with the FFT team, it is expected that this effort will help keep children from unnecessary out of home placement and help identify appropriate treatment for family members to ensure a safe and healthy home environment.
3. **CARF Survey** – We received official notice this week that our triennial CARF survey will take place on December 16<sup>th</sup> through 18<sup>th</sup>. We do not have the agenda yet but it is likely that they will visit most, if not all, of our locations to review our practices and procedures to ensure that we are in compliance with standards. We expect a successful survey as our operations are all established to be in compliance with CARF standards.
4. **Human Services Interagency Council** – Last week the ten LGEs and leadership from LDH met for the annual HSIC meeting with board chairs as required by Act 73. We were very well represented by our board chair and feel that our efforts compared very favorably to our counterparts although we did note some good things that others are doing that we will be looking into.
5. **Slidell Mold Remediation** – The mold remediation/cleaning of the Slidell clinic has been completed. An insurance claim has been filed with the hope that this will be something reimbursable.
6. **Slidell Pharmacy** – The construction of the Slidell pharmacy is complete. Licensing has been applied for by the operator and we will hope to be using the space within the coming weeks.
7. **DD Job Fair** – Our St. Tammany Parish job fair is scheduled for November 14<sup>th</sup> at the Bogue Falaya Hall in Covington. Interest so far has been positive and we've already got a good crowd of employers committed to attending that we hope to add to over the final few weeks.
8. **Parish Fair outreach** – Over the past two weeks we had prevention and clinic staff at booths at both the Livingston and Washington Parish fairs. The increased visibility in these highly attended events will hopefully ensure that individuals in our catchment area who could benefit from our services know where and how to access them.
9. **Bogalusa** – The landlord for the Bogalusa property is finalizing lease terms with an anticipated move in of early next year.

10. Denham Springs – We are still waiting on the landlord to provide information regarding expansion to the vacant suite. A proposed floorplan has been forwarded for consideration.
11. Hammond – We are awaiting a response from the landlord on the expansion of the current location.
12. Electronic Health Record – The contract with the IT consultant who will assist with identification and implementation of the new EHR is completed and the dates of the first consultation being finalized.
13. Developmental Disabilities Services Information – Mr. Kramer provided some developmental disabilities services data for July, August, and September 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.
14. 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 July, August, and September 2019.

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

The motion passed unanimously.

Mr. Kramer provided a summary of the authority's executive summary and goals for the board's review and consideration. Mr. Cressy made a motion approving the summary and goals as presented; seconded by Ms. Smith.

The motion passed unanimously.

#### **Financial Report- October 2019:**

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

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

FPHSA's current FY 2020 budget analysis, as of September 30<sup>th</sup>, reflects a projected deficit; however, we are projecting collecting over the self-generated budget to be transferred to escrow at the close of the fiscal year. An analysis of FPHSA's operating and escrow budget was disseminated to the board. The Fiscal Department will continue to monitor revenues and expenditures closely.

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

FPHSA's FY 2021 budget request included an overall increase above the current FY2020 budget. The request is mostly a continuation budget request following the Division of Administration's

process for salaries, related benefits, market adjustments (formerly merit increases or performance adjustment), 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. Final copies of the request and all supporting documentation are due to LDH October 29th.

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

The motion passed unanimously.

### **Board Business**

#### **Board Terms (Mr. Cressy and Ms. Stafford expiring December 2019)**

Mr. Kramer indicated that both Mr. Cressy and Ms. Stafford's board terms expire in December 2019 and both members are eligible to serve another term. Both members expressed interest in continuing to serve on the board. FPHSA will submit a request to the respective parish authorities requesting consideration for their reappointment to serve another term.

#### **Officer Terms**

Mr. Kramer indicated that the terms for Chair and Vice Chair will expire at the end of the year. Officer terms will be discussed more at the next meeting.

### **Purchase Request Approvals**

**Narcan:** Mr. Kramer requested the board's consideration for the purchase of additional Narcan. Mr. Lentz made a motion approving the purchase; seconded by Mr. Cressy.

The motion passed unanimously.

#### **Strategic Planning Meeting**

Mr. Kramer indicated that the consultant identified for strategic planning is available the week of February 17<sup>th</sup> and polled the board for their availability.

#### **Executive Session: Executive Director Performance (Self-Assessment)**

Mr. Lentz made a motion to enter Executive Session at 10:09 a.m. to discuss the Executive Director's performance; seconded by Ms. Smith.

The motion passed unanimously.

Mr. Lentz made a motion to end Executive Session at 10:26 a.m. to discuss the Executive Director's performance; seconded by Ms. Smith.

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, December 6, 2019, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

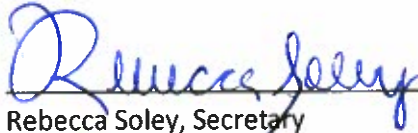
**Adjournment**

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

The motion passed unanimously.

The meeting was adjourned.

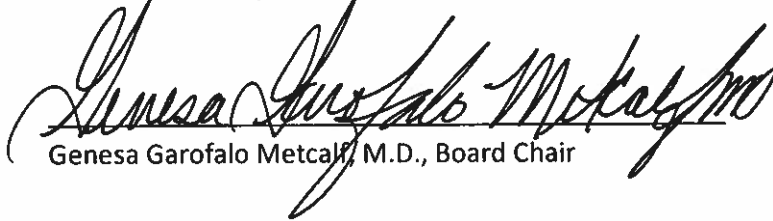
Respectfully Submitted,

  
\_\_\_\_\_  
Rebecca Soley, Secretary

12/06/19  
Date

  
\_\_\_\_\_  
Richard J. Kramer, Executive Director

12-6-19  
Date

  
\_\_\_\_\_  
Genesa Garofalo Metcalf, M.D., Board Chair

12/6/19  
Date