

Florida Parishes Human Services Authority Administrative Office
Minutes of the Online Governing Board Meeting
September 24, 2021

** In Light of the spread of COVID-19, Governor John Bel Edwards issued Proclamation Number JBE 2020-30 on March 16, 2020 that provided for all state agencies, boards, and commissions, and local political subdivisions of the state to allow attendance at essential governmental meetings via teleconference or video conference during the pendency of this emergency. **

(Source: <https://www.ag.state.la.us/Files/Article/9743/Documents/AmendedOpenMeetingsGuidance.pdf>)

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Online Governing Board to order at 9:36 a.m.

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

Attendees

Governing Board: David Cressy; Danielle Keys; Timothy Lentz; Genesa Garofalo Metcalf, M.D; Rev. Gary Porter

Absent: Liz Gary; Mona Pellichino; and Carol Stafford

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, Chief Operating Officer; and Charlene Lilly, St. Tammany Parish School Board

Prayer was offered by Rev. Porter.

Agenda/Consent Agenda

Dr. Metcalf extended an offer for additional agenda items or revisions to the agenda.

Mr. Lentz made a motion to adopt the agenda as presented; seconded by Rev. Porter.

The motion passed unanimously.

Excused Absences

Mr. Cressy made a motion excusing the absences of Ms. Gary and Ms. Pellichino; seconded by Mr. Lentz.

The motion passed unanimously.

Approval of Minutes

Rev. Porter made a motion adopting the August 27, 2021 minutes as written; seconded by Mr. Lentz.

The motion passed unanimously.

Public Input

Dr. Metcalf welcomed all in attendance and extended an opportunity for public input.

Executive Director Report

Mr. Kramer presented the Executive Director's Report for September to members of the governing board. He outlined the following:

1. **Hurricane Ida Updates:** As we held our meeting last month we were just getting information that Hurricane Ida was likely coming right for us. That weekend, as everyone knows, we took a direct hit to our area which means that almost all of the time spent since that meeting has revolved around getting things back to normal following the storm.

Like everyone else in the area, our clinics and staff were out of commission for the first few days, with the exception of residential services who sheltered in place during the storm. Up until about Tuesday it was next to impossible to even communicate with each other to work out how to begin being available. On Tuesday we put together a plan to have a cell phone number published that would take all calls for the agency and route them to the right person who was on call to handle whatever issues arose. The majority of the calls were from people looking for prescription refills and injections and we were able to accommodate our clients and get them what they needed to stay safe in the community until we could see them again.

During this week I began making my way to the clinics to assess the situation for reopening as soon as possible. All clinics were out of power, phone, and internet connectivity but the only clinic that actually sustained any damage directly from the storm was the Rosenblum. There were several areas where water had come in through the roof and one where it had flooded from a clogged drain.

One week after the storm we stood up all clinics with at least a small skeleton crew to provide services to anyone who showed up physically needing care or who reached out by phone. Developmental Disabilities staff, who had touched base with support coordinators and individuals that we serve to ensure that they were safe were getting back in touch to determine where people had relocated to or what needs we could assist them with. Many of the group homes were still evacuated at this point.

By the end of the week Bogalusa and Denham Springs were able to reopen though phone and internet issues persisted. Two weeks after Ida's landfall we reopened all services on September 13 and are still dealing with some challenges related to phone lines not working properly.

The damage at Rosenblum involved emptying several offices near the middle of the building and removing carpet that was saturated to replace with tile. Over the past week some mildew spots have also been discovered growing on walls that must have gotten wet, some where we did not suspect there had been water. As these spots were being worked on this week new spots were found in several places and I made the decision yesterday to have all staff assigned to Pride

Drive work from alternate locations until we can be certain that the situation is under control and until the work to replace the sheetrock can be completed.

The Mandeville clinic also experienced some mildewing on a few hard surfaces like wooden doors in some specific offices that had windows that got a lot of sun. With the power off for nearly two weeks and the heat and moisture trapped in the building this is to be expected. Those spots have been wiped down with bleach and are being monitored for any return. I have also directed that we have a deep cleaning done on that building to ensure that we've disinfected anything that needs a good cleaning.

Prior to the hurricane I was looking into a new air filtration type of unit that fits inside the existing air handling systems that is reportedly 99% effective in killing covid in the air as well as other contaminants such as mold and bacteria. We are researching options for purchasing these units to place in each of our buildings as soon as that process is resolved.

2. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for June, July, and August 2021-on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including referrals, new referrals, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF; the number on the waiting list; denials; and Waiver Information including those receiving Waiver Services, pending waiver services, waiver recipients admitted to institutions; and the number of SUN referrals submitted to State Office.
3. 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 2021.

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

The motion passed unanimously.

Financial Report- August 2021:

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

Due to closures related to Hurricane Ida, the state has not been able to process the official close of FY 21. As previously reported, we ended at basically a "break even" point and did not have to pull any funding from escrow. Hopefully we will have the close report for next month's meeting.

Fiscal Year 2022 (July 1, 2021 through June 30, 2022)

The first financial report for FY22 will be following September 30 once we have three months under our belt of expenditures for official projections. We are projecting a deficit for FY22, similar to what we had last year. We are basing that off a preliminary "needs budget" regarding special initiatives, filling vacant positions, etc. This is not based off an official analysis but just a preliminary review for the new fiscal year needs.

Fiscal Year 2023 (July 1, 2022 through June 30, 2023)

We have started to work on the FY 2023 budget request. The timeline for this has also been pushed back due to Hurricane Ida and we do not yet have revised deadlines. The preliminary FY 2023 draft requests an overall increase above the current FY 2022 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.

Board Business

Annual Policy/Procedure Review

Mr. Kramer presented the following policies, procedures, forms, and board documents for the board's annual review and consideration:

- 005 Executive Limits- Treatment of Consumers
- 019 Executive Limits-Ends Focus on Grants and Contracts
- 041 Board - Executive Director Linkage
- 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 (agency/board policy)
- Role of an FPHSA Board Member

Mr. Cressy made a motion approving the policies, procedures, forms, and board documents presented as written; seconded by Mr. Lentz.

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 22, 2021, at 9:30 a.m.


Adjournment

Mr. Cressy made a motion to adjourn the meeting at 9:58 a.m.; seconded by Rev. Porter.

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



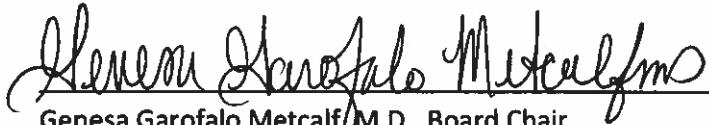
Rebecca Soley, Secretary

10/22/21
Date



Richard J. Kramer, Executive Director

10-22-21
Date



Genesa Garofalo Metcalf, M.D., Board Chair

10/22/21
Date