

**Florida Parishes Human Services Authority  
Minutes of the FPHSA Governing Board Meeting  
835 Pride Drive, Suite B, Hammond, LA 70401  
May 27, 2022**

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:43 a.m.

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

**Attendees**

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

Absent: Liz Gary; Timothy Lentz; and Gary Porter

**FPHSA Staff/ Guest:** Richard Kramer, FPHSA Executive Director; Rebecca Soley, FPHSA/Executive Administration

Prayer was offered by Ms. Pellichino.

**Agenda/Consent Agenda**

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

Mr. Cressy made a motion adopting the agenda as presented; seconded by Ms. Keys.

The motion passed unanimously.

**Excused Absences**

Ms. Keys made a motion excusing the absences of Ms. Gary, Mr. Lentz, and Rev. Porter; seconded by Mr. Cressy.

The motion passed unanimously.

**Approval of Minutes**

Ms. Pellichino made a motion adopting the April 29, 2022 minutes as written; seconded by Ms. Keys.

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 April to members of the governing board. He outlined the following:

1. Vacancies/Recruitment Efforts/Premium Pay–

Finding and retaining employees continues to be a difficulty but there have been some developments aimed at improving both. We recently received approval from Civil Service for new special entrance rates for LPNs and Social Workers/Counselors which are two of our hardest two fill positions as well as being key parts of our provision of care. The entrance rates not only raise the hiring rate for new employees coming in but also resulted in increases for some existing staff based on where their pay was in relation to the new floor.

Additionally, we will be seeking approval for a premium pay for certain positions across the agency that will cover all hours worked. The request is still being worked out but it may be different amounts for different levels of position. The main concern with the premium pay will be budget and continuity so it is important that we arrive at the right numbers to avoid causing a catastrophe in the future if the pay had to be removed.

Although finding those right people to fill vacancies continues to be challenging, there has been positive movement. We currently have 17 vacancies across the agency, which is much higher than we would prefer or is best. However, this week we held an orientation for new employees and welcomed in 8 new staff members which is the largest orientation class in the past six years.

2. Residential Services Update – The new leadership team at the residential program has been very successful in rebuilding census with our daily census nearly double what it was this time last year. There was some question about whether there was a need to specialize the program more in the past as there are more options available for treatment than there used to be but, as is evident from the rebound in the numbers, there is still a need for this level of service in the community as well as a desire to use FPHSA's services.
3. OBH Annual Review – Our second round of annual reviews for the year by OBH went well with an average score across all sites of 95%.
4. EHR Implementation – We are finally nearing the end of the EHR implementation project with go live scheduled for the end of July. Much work has gone into this process by staff at all levels and we expect the outcome to be better service to our clients, better efficiency for our staff, and improved collections ability from billing.
5. Potential Treatment Home – I was contacted by a concerned citizen recently who has a nine bedroom house in our area that she and her family would like to donate for the treatment of behavioral health conditions. I will be meeting with her at the house this evening to take a look at the condition as well as the layout to determine whether proceeding makes sense and, if so, what type of program the layout is suitable for. This could, potentially, provide an opportunity through grants to establish a level of care that is needed but unavailable in our community.
6. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for February 2022, March 2022, and April 2022 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; the number of SUN referrals submitted to State Office; and ACT421 referral/approval information.

7. 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 February 2022, March 2022, and April 2022.

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

The motion passed unanimously.

#### **Financial Report- May 2022:**

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

Mr. Kramer reported that FPHSA's current FY 2022 budget analysis, as of April 30, 2022, reflected a projected deficit. The Fiscal Department will continue to monitor revenues and expenditures closely in an effort to minimize or eliminate the deficit by fiscal year end. The board received a copy of the analysis for FPHSA's operating budget and escrow budget.

Mr. Cressy made a motion to accept the Financial Report as presented; seconded by Ms. Keys.

The motion passed unanimously.

#### **Board Business**

##### **Approval of the Use of Escrow Funds**

Mr. Kramer presented a request of the use of escrow funds for the board's consideration to serve as a contingency plan to cover if the agency was presented with a deficit at the end of the fiscal year close.

Ms. Keys made a motion approving 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 2021-2022; seconded by Mr. Cressy.

The motion passed unanimously.

##### **Livingston Parish Board Member Vacancy**

Dr. Metcalf informed the board of a member vacancy representing Livingston Parish. The

##### **Annual Policy Review**

Mr. Kramer presented the following board policies for annual review: Policy 015 Executive Limits- Compensation and Benefits and Policy 017 Executive Limits- Communication with and Support to the Board.

Ms. Pellichino made a motion of approved continuation of the policies as presented; seconded by Ms. Keys.

The motion passed unanimously.

**Confirmation of the next meeting**

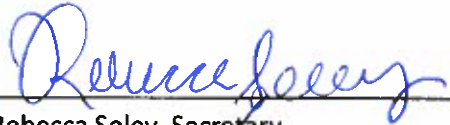
It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, July 22, 2022 at 9:30 a.m.

**Adjournment**

Mr. Cressy made a motion to adjourn the meeting at 10:38 a.m.; seconded by Ms. Pellichino.

The motion passed unanimously.

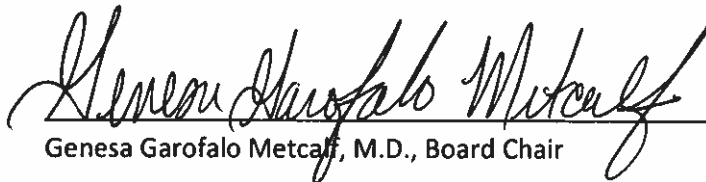
Respectfully Submitted,

  
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Rebecca Soley, Secretary

10/28/22  
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Date

  
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Richard J. Kramer, Executive Director

11-3-22  
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Date

  
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Genesa Garofalo Metcalf, M.D., Board Chair

10/28/22  
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Date