

**Florida Parishes Human Services Authority  
Minutes of the FPHSA Governing Board Meeting  
835 Pride Drive, Suite B, Hammond, LA 70401  
December 15, 2022**

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 12:15 p.m.

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

**Attendees**

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

Absent: Danielle Keys and Carol Stafford

**FPHSA Staff/ Guest:** Richard Kramer, FPHSA Executive Director; Rachelle Sibley, FPHSA Chief Operating Officer; Rebecca Soley, FPHSA/Executive Administration

Prayer was offered by Rev. Porter.

**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. Pellichino.

The motion passed unanimously.

**Excused Absences**

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

The motion passed unanimously.

**Approval of Minutes**

Mr. Lentz made a motion adopting the October 28, 2022 minutes as written; seconded by Ms. Gary.

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

1. **Annual Board Report** – By now you should have all received the board report for last year. It will be shared on the website soon for public consumption as well. <https://fphsa.org/wp-content/uploads/2022/12/FY22ANNUALBOARDREPORT.pdf>
2. **CARF Stakeholder Survey** – One of the CARF requirements, which is also a good practice, is to periodically send a survey to the community to solicit input on our services from stakeholders in the community. We are finalizing the survey and expect to send it out before the end of the year. Although only our behavioral health services are accredited by CARF, the survey will be designed to capture input from all stakeholders, including those who access developmental disabilities services only. This information will help us to gain insight not whether how well we are or are not meeting the needs of our stakeholders.
3. **Electronic Health Record Update** – We are continuing to work with Insync on tying up some of the final issues, mostly related to reporting. We have contracted with contractor who has worked with OBH on similar issues in the past. He has helped us make significant progress over the past few weeks and there is a reason for optimism that we are nearing the end of this project with his involvement.
4. **Civil Service Audit** – Last month Civil Service performed a full audit of our Human Resources department as a part of their routine monitoring activities. Although we do not have the final report yet, the preliminary report found no rule violations related to hiring, personnel appointments, or pay actions. The only findings were related to three employee performance evaluations and/or ratings that were completed but not signed by the date required due to a mixup in interpretation of the rules by a new supervisor.
5. **Extra Pay Period** – The current fiscal year contains an extra pay period due to the way the calendar works out. When this happens the additional funding for that pay period is added to budgets to cover the salaries and benefits that will need to be covered. Due to the requirement that 9% of all SGF funding be dedicated to DD funding, this resulted in an increase in the current fiscal year to be used for individual and family supports.
6. **Developmental Disabilities Services Data Information** – Mr. Kramer provided some developmental disabilities services data for August 2022, September 2022, and October 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 August 2022, September 2022, and October 2022.

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

The motion passed unanimously.

**Financial Report- December 2022:**

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

Ms. Sibley disseminated a copy of the FPHSA Operating Budget and Escrow Budget to the board for their review. FPHSA's current FY 2023 budget analysis, as of October 31<sup>st</sup>, shows 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.

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

The motion passed unanimously.

**Board Business**

**2023 Officer Terms**

The board discussed that at the next meeting which is the "annual" FPHSA Governing Board Meeting, they would nominate and vote new officers for Chair and Vice Chair for 2023.

**FY23 Purchase Request Approval (LONI)**

Mr. Kramer presented a FY23 purchase request that required board approval for LONI that provides FPHSA's internet/network and firewall services.

Mr. Lentz made a motion approving the purchase request as presented; seconded by Ms. Gary.

The motion passed unanimously.

**Board Member Updates/Recognition**

Ms. Stafford's governing board term will expire this month and is eligible to serve a consecutive term. The Livingston Parish President received the letter of support recommending her reappointment on behalf of the board and the appointment is pending.

The board also discussed the current Livingston Parish board member vacancy and will be actively pursuing a recommendation that meets the qualifications needed to satisfy legislation requirements.

The governing board recognized and honored Mr. David Cressy for his service to the board as a member representing St. Tammany Parish since 2014. Mr. Cressy served the maximum amount of years eligible to serve as a governing member. Members of the board shared their sentiments and thanked him for his service, dedication, and support throughout those years as he was an asset to the board and will be greatly missed.

The St. Tammany Parish Council has appointed David Duplantier as Mr. Cressy's replacement. His new term will begin January 2023.

**Confirmation of the Next Meeting**

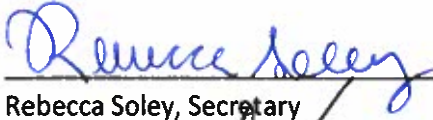
It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, January 27, 2023 at 9:30 a.m.

**Adjournment**

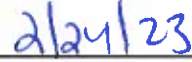
Mr. Cressy made a motion to adjourn the meeting at 12:53 p.m.; seconded by Mr. Lentz.

The motion passed unanimously.

Respectfully Submitted,



Rebecca Soley, Secretary



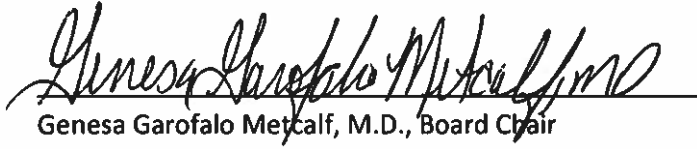
Date



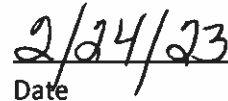
Richard J. Kramer, Executive Director



Date



Genesa Garofalo Metcalf, M.D., Board Chair



Date