

**Parishes Human Services Authority
Minutes of the FPHSA Governing Board Meeting
835 Pride Drive, Suite B, Hammond, LA 70401
August 25, 2023**

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:37 a.m.

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

Attendees

Governing Board: David Duplantier; Liz Gary; Timothy Lentz; Genesa Garofalo Metcalf, M.D; Mona Pellichino; and Carol Stafford

Absent: Danielle Keys; Gary Porter

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

Prayer was offered by Ms. Pellichino and Dr. Metcalf.

Agenda/Consent Agenda

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

Mr. Lentz made a motion to accept the agenda as presented; seconded by Ms. Stafford.

The motion passed unanimously.

Excused Absences

Ms. Pellichino made a motion excusing the absences of Ms. Keys and Rev. Porter; seconded by Ms. Stafford.

The motion passed unanimously.

Approval of Minutes

Mr. Lentz made a motion adopting the July 28, 2023 minutes as written; seconded by Ms. Stafford.

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. Residential Substance Use Program Grant – On Wednesday, August 16 the Developmental Disabilities section hosted a providers meeting that was very well attended by providers in our area as well as other interested parties. A guest speaker discussed services for individuals with cooccurring behavioral health conditions and developmental disabilities concerned and Rona Burkett, from our waiver section, discussed many different topics related to accessing and providing developmental disabilities services. This was the first in-person provider meeting since before Covid and those in attendance seemed thankful for the opportunity to learn and network.
2. Mobile Clinic Update: The mobile clinic wrap design is finally complete and we hope to have it installed within the next month. We will be planning a grand opening type of event where we roll it out for the first time with some publicity some time in the fall.
3. HSIC Meeting 2023: At this month's HSIC meeting with LDH it was discussed that the annual meeting with the board chairs would be moved to November 9 in Baton Rouge. This meeting requires the attendance of each LGE's board chair or designee, while all other board members are welcome to attend if they wish. The intent is for the board chairs to present on a best practice or other notable activity being performed in their area. The agenda and format for that event will be finalized at the September meeting.
4. HSIC Meeting 2024: Also related to future HSIC meetings, one meeting every quarter in "on the road" and hosted by an LGE. FPHSA is scheduled to host in February.
5. FQHC Update: Conversations with the potential FQHC partner are progressing. A non disclosure agreement was signed this week and meetings are being scheduled for due diligence to determine how working together can be beneficial to both organizations.
6. Opioid Settlement: Earlier this year the proceeds from the opioid settlement were divided up and distributed to the different parishes across the state. Many parish administrations are currently in the process of determining how to best use those funds to impact the opioid epidemic affecting our region so severely. FPHSA has been offering our consultation in these discussions to help ensure that the funding goes to useful endeavors that will yield results. The funding, which varies by parish, will be paid out over 18 years. It has been our recommendation that the two main considerations being not spreading the money across many agencies so that it becomes so diluted that it makes no impact and that medically assisted treatment should be a primary use of funds as it is the most effective current tool in the treatment of opioid use disorder.
7. Medical Arts Plaza Facility: Facility Planning and Control has awarded the contract for the roof replacement of the old Rosenblum clinic on Medical Arts Plaza and work should begin within the next 30 days.
8. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for May, June, and July 2023 on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including referrals, new requests, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF; the number on the waiting list; 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.

9. **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 in May, June, and July 2023.

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

The motion passed unanimously.

Financial Report- August 2023:

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

Mr. Sibley indicated that FPHSA ended FY 2023 at basically a “break even” point in the regular operating budget and we were able to deposit funding into the escrow account. The state has until mid-September to make final adjustments for the close out of the year. We should be able to have the final close report for next month’s meeting. Ms. Sibley disseminated a copy of the final FPHSA Escrow Budget for 2023.

Fiscal Year 2024 (July 1, 2023 through June 30, 2024)

The first financial report for FY2024 will be available at the October meeting. We wait until after September 30 to complete the first official report so that we have three months to ensure we have a good baseline to calculate the official annual projections.

Fiscal Year 2025 (July 1, 2024 through June 30, 2025)

The process for the FY2025 budget request has begun. The final request is due in October. FPHSA will be requesting funding for the additional space and increase in cost of the Denham Springs lease, increase in cost for the residential lease, and the unclassified staff market rate adjustments.

Ms. Pellichino made a motion to accept the Financial Report as presented; seconded by Ms. Lentz.

The motion passed unanimously.

Board Business

Policy Review

Mr. Kramer presented the “Role of an FPHSA Board Member” document and the following policies/procedures for the board’s annual review:

- 005 Executive Limits- Treatment of Consumers
- 010 Executive Limits- Executive Director Succession Policy
- 010.1 Executive Limits- Executive Director Succession Procedure
- 019 Executive Limits- Ends Focus on Grant and Contracts
- 041 Board- Executive Director Linkage
- Role of FPHSA Board Member

Ms. Pellichino made a motion approving the “Role of an FPHSA Board Member” and Policies and Procedures: 005, 010, 010.1, 019, and 041 as presented; 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, September 22, 2023, at 9:30 a.m. at the FPHSA Bogalusa Behavioral Health Clinic.

Adjournment

Ms. Pellichino made a motion to adjourn the meeting at 10:25 a.m.; seconded by Ms. Gary.

The motion passed unanimously.

Respectfully Submitted,




Rebecca Soley, Secretary

9/25/23
Date



Richard J. Kramer, Executive Director

9/22/23
Date



Genesa Garofalo Metcalf, M.D., Board Chair

10/13/23
Date