

**Florida Parishes Human Services Authority
Minutes of the FPHSA Governing Board Meeting
Cena, 123 S. Cate Street, Hammond, LA 70403
December 7, 2023**

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 11:18 a.m.

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

Attendees

Governing Board: Elizabeth "Liz" Gary; Danielle Keys; Timothy Lentz; Genesa Garofalo Metcalf, M.D; Mona Pellichino; and Gary Porter

Absent: David Duplantier and Carol Stafford

FPHSA Staff/ Guest: Richard Kramer, FPHSA Executive Director; Rachelle Sibley, FPHSA Chief Operating Officer; and Rebecca Soley, Board Secretary/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. Lentz made a motion to accept the agenda as presented; seconded by Ms. Gary.

The motion passed unanimously.

Excused Absences

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

The motion passed unanimously.

Approval of Minutes

Ms. Keys made a motion adopting the October 27, 2023, minutes as written; seconded by Ms. Pellichino.

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 following updates for December 2023:

1. **CCBHC Update:** Work has been underway for the past several weeks trying to compile and submit all of the required information for the Certified Community Behavioral Health Clinic (CCBC) grant to SAMHSA. The first stages are very labor intensive and taking up a lot of time for many administrative staff but the expectation is that once we get past the initial phase, the work will be more about the services we provide than the reports we send to SAMHSA grant monitors. Implementing the requirements of the grant have already shown us that we will have to modify several policies and practices. Although this will also involve lots of work and change, the things that we will be working on for the grant are the same things we have identified in our strategic plan and the goals of both are the same.
2. **Mobile Unit Update:** The mobile unit is planned to make its maiden voyage to Franklinton on December 19th. We have partnered with the Office of Public Health to be able to park the unit at their building when we outreach to this area. Prior to Covid we did routine outreach days in Franklinton which allowed clients who live on the west side of Washington Parish to access services closer to home. Naturally, this is very important because we serve many clients who lack the resources to get to their appointments easily when they are further away. More accessible services will mean better health outcomes for those individuals as they will be less likely to miss appointments and important medications or other treatments. We will use this first trip with the unit to identify any issues we did not account for in our planning as we make arrangements to roll it out to other parts of our region moving forward.
3. **Supervisory Rating Surveys:** Last month our Human Resources department distributed our first ever supervisor rating survey so that leadership, and supervisors themselves, could learn from the people they supervise which things are working well and where improvement is needed. Supervisors always have the opportunity to tell their subordinate staff how things are going but those staff don't always feel empowered to do the same. This anonymous survey will give us their feedback to identify the areas in which we can better support them as they carry out the mission of our organization.
4. **Primary Care Update:** Talks with our potential primary care partner are progressing well. Both sides are still completing the due diligence phase but both see it as a great opportunity if we can work out the details. If we can come to an agreement and begin collaborating, there are many opportunities for us to implement some levels of care through our continuum that will allow for better accessibility of care for our clients and, naturally, we would expect improved outcomes as a result.
5. **Space Needs:** All of our facilities across the region have filled out every possible space in which we could seat another person. As we implement the CCBC and other grants we continue to add more staff members to carry out the goals of each of them. To address this issue, we are trying to identify space in the Hammond area that we would relocate our administrative services, developmental disabilities services, or both. This would allow us to free up much needed space at Pride Drive for clinic operations and allow us to relocate staff from the building at Medical Arts Plaza as well. A second option that is being pursued is a temporary building in the parking lot near the clinic entrance. There is space available and the landlord has approved the idea if we should decide it is the best option. If this option is chosen it is most likely that this building would only house non direct care services so that clients and visitors needing to check in at administration would not typically be entering that building.

6. Leadership Transition: Our Behavioral Health Clinical Director, who has been in the position for nearly ten years, will be retiring in January. This obviously will be a big loss and change for our behavioral health programs. We have identified someone to take over that role and she will be starting December 18th. While we will lose lots of experience and knowledge with the retirement, we will use it as an opportunity to bring in someone with a different set of experiences and knowledge that can help us build on all of the things that have been implemented over the past several years. Our Human Resources Director also recently retired and an internal candidate that has been in Human Resources has been appointed and is doing a great job.
7. Developmental Disabilities Services Support: The number of positions in our Developmental Disabilities section has not increased in many years while the number of people served and the implementation of new programs continues to increase demands on the DD staff. While we often have grants that allow for expansion of behavioral health services, there are rarely the same opportunities on that side of the agency. It is also my understanding that the DD Council will be advocating at the legislature for full funding of Flexible Family Fund to provide enough funding to cover everyone on the waiting lists. This is certainly an effort that we support but it should be noted that it would more than double the number of participants for our agency. Without additional staff in that department, I am unsure how we might handle the administrative tasks associated with providing that service. We are looking internally to try and find a position to reassign from another part of the agency to help with the existing workload but will be asking for consideration of additional positions needed should the DD Council be successful in their advocacy for the Flexible Family Fund.
8. HSIC Meeting Update: The recent HSIC meeting that invites the Board Chairs from all the LGEs across the state went very well. Dr. Metcalf gave a presentation on behalf of the board on some of the things we are doing in our area. She talked about various prevention programs and the potential marketing campaign to promote employment for individuals with developmental disabilities.
9. Developmental Disabilities Services Data Information: Mr. Kramer provided some developmental disabilities services data for August, September, and October 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.
10. 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 August, September, and October 2023.

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

The motion passed unanimously.

Financial Report:

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

Ms. Sibley disseminated a copy of FPHSA's Finance Report for December 2023 and indicated that the budget analysis as of October 31, reflected a projected deficit. The Fiscal Department will continue to monitor revenues and expenditures closely as well as work with the Leadership Team to minimize or eliminate the deficit by fiscal year end.

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

The motion passed unanimously.

Board Business

2024 Officer Terms

The offices of Chair and Vice Chair for Calendar Year 2024 were discussed. Dr. Metcalf opened the floor for officer nominations. The board nominated Dr. Metcalf to continue to serve as Chair in Year 2024. The board nominated Ms. Stafford to continue to serve as Vice Chair in Year 2024.

Ms. Keys made a motion nominating Dr. Metcalf as the 2024 Board Chair; seconded by Ms. Gary.

The motion passed unanimously.

Mr. Lentz made a motion that Ms. Stafford retain the position as the Board Vice Chair as long as she accepts the nomination; seconded by Ms. Keys.

The motion passed unanimously.

The board congratulated them on their continued offices.

Board Member Updates/Recognition Terms

Ms. Keys served three consecutive board member terms for a total of nine years and is no longer eligible to continue to serve due to serving the maximum number of terms allowed. The board thanked her for her service and presented her with a plaque of appreciation.

Board Member Comments

Rev. Porter thanked FPHSA for the support the agency offered during the recent school shooting in St. Helena Parish and for providing the red ribbon supplies this past year.

Confirmation of the Next Meeting


It was confirmed that the next meeting of the FPHSA Governing Board will be on January 26, 2024, at 9:30 a.m. at FPHSA Headquarters in Hammond.

Adjournment

Mr. Lentz made a motion to adjourn the meeting at 12:04 p.m.; seconded by Rev. Porter.

The motion passed unanimously.

Respectfully Submitted,




Rebecca Soley, Secretary

2/23/24
Date



Richard J. Kramer, Executive Director

2-23-24
Date



Genesa Garofalo Metcalf, M.D., Board Chair

2/23/24
Date