

**Florida Parishes Human Services Authority Administrative Office**  
**835 Pride Drive, Suite B**  
**Hammond, LA 70401**  
**Minutes of the Governing Board Meeting**  
**January 26, 2018**

Carol Stafford, Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:35 a.m.

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

**Attendees**

Governing Board: David Cressy; Danielle Keys; Timothy Lentz; Ligia Soileau; Carol Stafford

Absent: Genesa Garofalo Metcalf, M.D.; Mona Pellichino; Gary Porter

**FPHSA Staff/ Guest:** Richard Kramer, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Janet Gordon, FPHSA/Administration; Lori Wagner, FPHSA/Administration

Prayer was offered by Chief Lentz.

**Agenda/Consent Agenda**

Ms. Stafford extended an offer for additional agenda items or revisions to the agenda. No new items or revisions were requested.

Chief Lentz made a motion to approve the agenda as presented; seconded by Ms. Keys.

The motion passed unanimously.

**Board Member/Officer Terms**

After last month's meeting discussion regarding officer recommendations, it was determined that Ms. Keys was interested in serving a consecutive term as Vice Chair.

Mr. Cressy made a motion nominating Ms. Keys to be reappointed as Vice Chair for 2018; seconded by Chief Lentz.

**Swearing-In Ceremony**

Attorney Patrick Coudrain with CASHE COUDRAIN SANDAGE issued the oath of office to Ms. Keys who was reappointed to serve a consecutive governing board member term representing Washington Parish. Ms. Keys' term will expire December, 2020.

Attorney Coudrain also issued the oath of office to Ms. Stafford to serve a consecutive term as Board Chair and Ms. Keys to serve a consecutive officer term as Vice Chair.

### **Excused Absence(s)**

Ms. Soileau made a motion to excuse the absences of Ms. Pellichino, Dr. Metcalf, and Rev. Porter; seconded by Keys.

The motion passed unanimously.

### **Approval of Minutes**

Mr. Cressy made a motion to adopt the October 27, 2017, meeting minutes as written; seconded by Ms. Soileau.

The motion passed unanimously.

### **Public Input**

Ms. Stafford welcomed all in attendance and extended an opportunity for public input.

### **Executive Director Report**

Mr. Kramer submitted a copy of the Executive Director's Report for January to members of the governing board. He outlined the content which included:

1. **Budget Update:** The end of the calendar year is typically the time that the Division of Administration and LDH begin working to put together next fiscal year's budget to be submitted to the Governor and the legislature for consideration. In accordance with the usual process, FPHSA submitted its budget documents and have been communicating with LDH as the process unfolds. Last month, in one of the initial budget recommendations, it was indicated that 25 vacant positions were being removed from our agency. After further conversation with LDH and DOA it has been decided that FPHSA's budget will see a reduction of 7 positions. As we do not currently have plans to fill these positions, nor do we have the funding to afford doing so, this reduction will not have any immediate effect on our plans. As we continue to grow and expand services we will reach our position cap sooner than otherwise would have and will need to request additional positions through the budget process. The success of these requests will depend upon our ability to show the need for additional staff as well as the climate within the legislature at the time relative to state employee growth.

In addition, Governor Edwards presented his Executive Budget on Monday and, as expected, there are significant cuts included to behavioral health and developmental disabilities services. The FPHSA budget specifically is not targeted for any reductions in this version, and actually includes some increase for mandatory items. The cuts to optional programs within Medicaid, though, could result in several of the services we provide no longer being billable which would require their elimination. These cuts would severely impact the individuals we serve and would be affecting some of the most vulnerable populations with the greatest needs should they be enacted. It should be noted that the Executive Budget must be balanced against the projected revenue for the coming fiscal year and, currently, that revenue estimation does not include any additional revenue associated with a resolution for expiring taxes or other revenue generating measures. It is hoped that

the final budget that will be passed through the legislature in the spring will look much different than the Executive Budget once those issues are resolved.

2. CMS Rules Regarding Residential Services Update: LDH made all providers of residential substance use services aware earlier this fiscal year of CMS' decision to enforce a rule that puts a significant stress on residential programs' abilities to remain viable. In short, any standalone residential unit operating 16 beds or more will not be reimbursed by Medicaid for any residential services provided to any client whose length of stay is greater than 14 days. Further, if any client stays longer than 14 days, any other Medicaid substance use services provided to that same client any time during the same month will be ineligible for payment. As our residential program operates 36 beds this provision would apply to FTC/ADU. It is not unusual for residential clients to require greater than a 14-day length of stay so this rule could impact some individuals not being able to receive the treatment they need. LDH has submitted a request for a waiver of this rule, which I understand has been successful in other states, and are awaiting a response. CMS has notified LDH that this rule will begin being enforced in Louisiana starting in February 2018 so some decision on the waiver will likely be made prior to that date.
3. AIP Update: At the last meeting, it was reported that the follow-up AIP visit at Slidell Behavioral Health Clinic was concluded and that we expected satisfactory results. The official report was received last month and indicates that, upon re-review, Slidell Behavioral Health Clinic has earned a score of 94% bringing the agency composite score for the 2017 review to 91%. The clinical leadership team and the Slidell staff have worked hard to correct the deficiencies noted in the initial review at that clinic and have ensured that they are also replicated across the other sites. Their hard work is evident in the new score and is appreciated.
4. Legislative Audit Update: The opening conference was held earlier on December 5, 2017, for the agency's biannual visit for the Legislative Auditor. State regulations require routine audits to ensure that, among other things, adequate controls are in place to prevent fraud and ensure the appropriate use of state resources. It is anticipated the review will last until February when we will be given an opportunity to discuss any finding with the auditors prior to the report becoming public. It's not anticipated that any items of significance will be identified but welcome the opportunity to improve in any areas noted by the reviewers. The final report will be made available to the board once completed.
5. Co-occurring Mental Health and Developmental Disabilities Services Training: Last year FPHSA began working with the Louisiana Department of Health's Office for Citizens with Developmental Disabilities as a part of a grant to provide training to behavioral health staff to better serve youth with cooccurring mental health and developmental disabilities needs. Several trainings with staff were conducted and OCDD staff are available to our staff for consultation with these types of cases. It was reported to us by the OCDD staff member in charge of this grant that our participation in the grant has been very successful so far and that, of all the agencies participating in the grant, FPHSA is serving the greatest number of individuals with cooccurring needs.
6. Louisiana Employment First Initiative: Our Developmental Disabilities staff called together a group of providers and advocates in the FPHSA catchment area to discuss supported employment as a part of the Louisiana Employment First initiative. The goal of this initiative is that employment, as characterized by typical jobs with competitive compensation that are fully integrated into the workforce, is a primary outcome for adults receiving services. Currently only

approximately 7% of working age individuals receiving DD services in the FPHSA are employed. Our goal is to raise that number to 20% through these types of collaborations.

7. Denham Springs Clinic Expansion Update: As we worked with the landlord of the current Denham Springs clinic location it became more apparent that we would need a move to a new, bigger, site sooner rather than later. We were referred to another site almost directly across the street from the current site that is currently under construction that has potential to be the ideal site. As the buildout is just commencing we will be able to have input in to the layout so that it is better suited to what we need and will allow some room for expansion. The price quoted to me per square foot is very reasonable and would only increase our monthly lease cost by under \$300 for a space that would provide for better services and opportunity for growth. We have provided the landlord with a layout of how we'd like to have the clinic laid out and it is currently under review. We have also begun working on a draft for the lease and will be requesting approval to move forward with this lease later on today's agenda.
8. Bogalusa Behavioral Health Clinic Rebuild Update: We have been notified that The Joint Legislative Committee on the Budget heard and approved the Office of Facility Planning and Control's request to transfer up to \$50,000 from FPHSA for asbestos abatement at the Bogalusa clinic at their December meeting. This will be necessary before any work to rebuild the clinic can commence and will push back the reopening of that permanent location likely another year or more. Because the current space is bursting at the seams and unable to keep up with capacity demands we are exploring other options to use additional space in the area or perhaps locate a portable building next to the temporary site since their stay there will be much longer than anticipated.
9. Primary Care Update: As our efforts continue to add a primary care component to our services, Dr. LaPrairie, Ms. Sibley, and Mr. Kramer participated in a call with a consultant from the National Council for Behavioral Health to discuss integration of primary care into our behavioral health clinics. The two staff from the National Council have participated with and consulted with several behavioral health agencies integrating their own primary care services, including Capital Area and Imperial Calcasieu Human Service Districts here in Louisiana. Following our consultation, it appears that contracting with another provider to provide onsite behavioral health might be a preferred option to hiring our own staff due to billing, capacity, and other concerns. It was recommended that a local community hospital might have interest in working together on this endeavor. Earlier this month this same group met with representatives from North Oaks Hospital to discuss the possibility of our partnering in this endeavor. Our idea was well received and there is some interest in moving forward on both ends. North Oaks staff are doing some due diligence on cost and reimbursement numbers to determine if they can move forward and are expected to get back with us within the month.
10. Public WIFI: As a part of our continuing efforts to become a more efficient and friendly environment, guest wi-fi access was activated at all FPHSA locations. This will benefit staff who can use their mobile devices to access emails and other information across the buildings as well as clients and other visitors who are waiting for services. In order to ensure that our network with confidential patient information is not compromised, the guest wi-fi is on a totally separate network. A handout of the terms, conditions, and login information was provided to the board.

Chief Lentz inquired if Mr. Kramer would be willing to discuss the opioid crisis and treatment available in the area for a news story in conjunction with the announcement of a lawsuit being initiated by the City of Covington against the pharmaceutical companies to try to recover some of the money to treat individuals who suffer from this disease. As the primary substance use treatment provider in the Florida Parishes area, Mr. Kramer agreed to participate.

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

The motion passed unanimously.

### **Annual Report to the Board- Fiscal Year 2018**

Due to time constraints in maintaining a sufficient quorum, Ms. Soileau made a motion to defer presenting the annual report to the board for FY 18 until the next meeting; seconded by Ms. Keys.

The motion passed unanimously.

### **Financial Report- January 2018:**

Ms. Sibley presented the Financial Report for January 2018 as follows:

#### **Fiscal Year 2018 (July 1, 2017 – June 30, 2018)**

FPHSA's current FY18 budget analysis (as of December 31st) reflects a projected deficit; however, it is projected that funds will be transferred into escrow due to over-collections. The monthly budget report was disseminated to the board. Fiscal will continue to monitor revenues and expenditures closely.

Mr. Kramer added that if the agency needs to use escrow funds at the end of the fiscal year to meet the projected deficit, a budget adjustment will have to be submitted. He also indicated that FPHSA and all the other LGEs requested an attorney general opinion whether the DOA has the authority to take the agency's escrow funds even though its written in legislation for the agency to be able to keep funds generated over their revenue benchmark. FPHSA plans to use those funds in order to continue to grow and expand services.

Ms. Keys made a motion to accept the financial report as presented; seconded by Ms. Soileau.

The motion passed unanimously.

#### **Purchase Order Approval**

Ms. Sibley presented a purchase order approval over \$25,000 as required by FPHSA procedures. The purchase order was for the continued leasing of Xerox machines at the Pride Drive Facility in Hammond which has 8 machines. The purchase order includes maintenance and toner supplies as well.

Chief Lentz made a motion approving the purchase order for the leasing of the Xerox machines as presented; seconded by Ms. Soileau.

The motion passed unanimously.

### **Board Business**

#### **New FPHSA Denham Springs Clinic Lease Approval**

Mr. Kramer requested the board's consideration to enter into a new lease for a new location for the FPHSA Denham Springs Clinic as discussed during the Executive Director report. Ms. Sibley shared the property comparison data of similar facilities in the area by dollar amount per average square foot.

Chief Lentz made a motion approving the new FPHSA Denham Springs Clinic lease as presented; seconded by Ms. Soileau.

The motion passed unanimously.

#### **Bogalusa Behavioral Health Clinic Temporary Buildings Approval**

Mr. Kramer indicated that while the state-owned Bogalusa Behavioral Health Clinic is being remediated from the flood damage back in March 2016, the leased space at the temporary location is not adequate for the demand for services and the number of staff at that location. He reminded the board that ORM is directly paying the rent to lease this location. Being that the remediation is taking longer than expected and originally projected, Mr. Kramer requested the board's consideration to lease two temporary buildings to be placed on site at the leased location to help. FPHSA has requested that ORM cover all expenses since it's flood related; however, in order to keep up with the demand for services, Mr. Kramer feels this is a necessary addition even if it is not approved for ORM's direct payment or reimbursement. The total cost should not exceed \$6,000.00.

Ms. Keys made a motion approving the leasing of two temporary buildings not to exceed \$6,000.00 if necessary; seconded by Chief Lentz.

The motion passed unanimously.

### **Policy Review**

Mr. Kramer presented the following existing policies and procedures for annual review and consideration:

- 001 Executive Limits- Global Executive Constraint
- 007 Executive Limits- Asset Protection
- 012 Executive Limits- Financial Planning and Budgeting

Mr. Cressy made a motion to accept the policies and procedures as written; seconded by Ms. Metcalf.

The motion passed unanimously.

### **Executive Session**

Mr. Cressy made a motion to enter into Executive session at 10:22 a.m. to discuss the executive director performance; seconded by Chief Lentz.

The motion passed unanimously.

Chief Lentz made a motion to end Executive session at 10:30 a.m.; 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, February 23, 2018, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

### **Adjournment**

Chief Lentz made a motion to adjourn the meeting; seconded by Mr. Cressy.

The motion passed unanimously.

The meeting was adjourned.